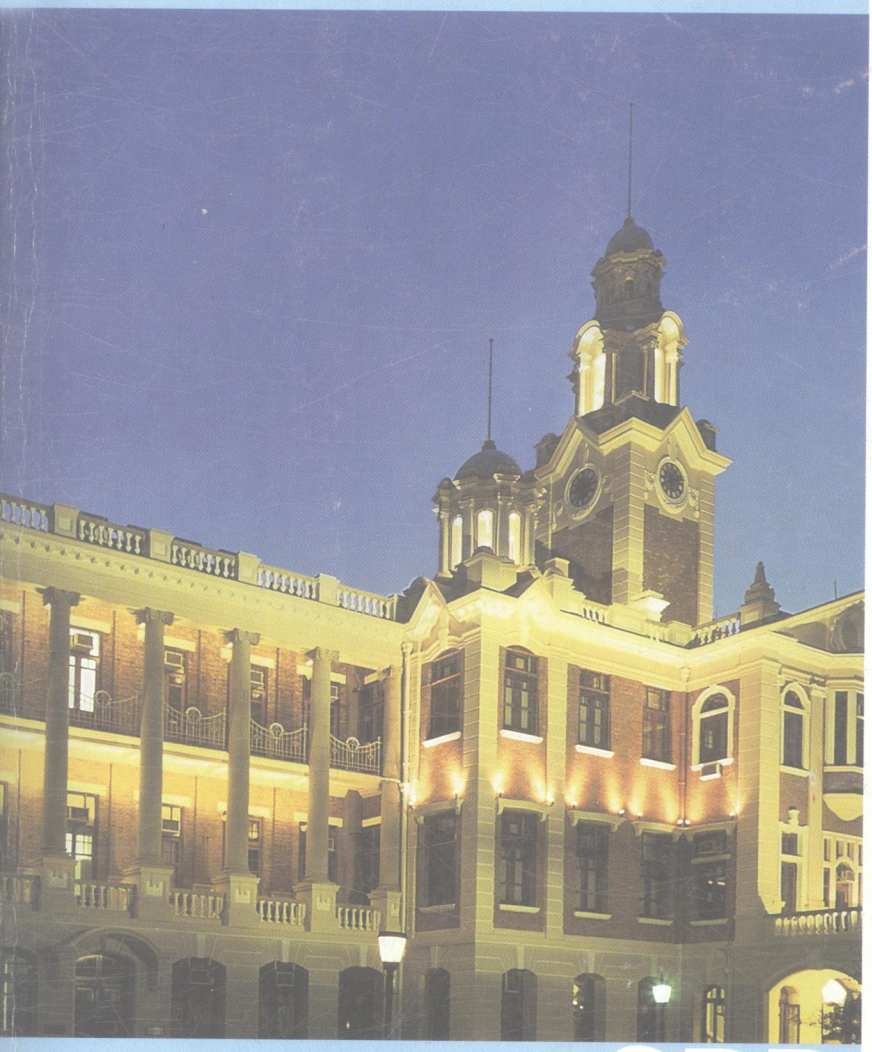
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SPACE School of Professional And Continuing Education
香港大學專業進修學院

For Professional Excellence and Quality of Life
專業進修・卓越成就

SPRING 春季課程手冊 Prospectus 99

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Web Site 網址 : http://www.hku.hk/space/

24-Hour Hotline 24小時諮詢熱線 : 2559 9771

DIVISION OF ACCOUNTING AND COMMERCE 會計及商業學部

Accounting 會計	2975 5784 (Fax: 2858 4750)
Administrative Management 行政管理	2975 5775 (Fax: 2858 4750)
China Commerce 中國商業	2975 5784 (Fax: 2858 4750)

DIVISION OF APPLIED SCIENCE 應用科學部

Biomedical & Health Sciences 生物醫學及衛生科學	
Health Sciences & Nursing Studies 衛生科學及護理學	2975 5687 / 2975 5688 (Fax: 2858 3404)
Medical Laboratory Sciences 醫務化驗科學	2975 5698 / 2975 5683 (Fax 2858 3404)
Life Sciences / Biomedical Sciences 生命科學及生物醫學	2975 5683 / 2975 5697-8 (Fax: 2858 3404)
Food Science, Nutritional Sciences & Dietetics 食品、營養科學與治療	2975 5698 (Fax: 2858 3404)
Computer Science & Information Technology 電腦科學及資訊科技	2975 5645-7 / 2975 5618 (Fax: 2975 4953)
Library & Information Science 圖書館學及資訊科學	2975 5619 (Fax: 2975 4953)
Engineering 工程學	2975 5619 (Fax: 2975 4953)
Pharmaceutical Science & Environmental Science 藥物科學及環境科學	2975 5724 (Fax: 2546 0295)
Mathematics / General Science 數學/科學	2975 5683 (Fax: 2858 3404)

DIVISION OF ARTS & HUMANITIES 文學及人文科學部

Art & Design 藝術及設計	2975 5761 / 2975 5762 (Fax: 2975 4953)
History & Archaeology 歷史及考古學	2975 5682 (Fax: 2858 3404)
Languages & Literature 語言及文學	
English Studies 英國語言及文學	2975 5689 / 2975 5695 (Fax: 2858 3404)
European Languages 歐洲語言	2975 5695 (Fax: 2858 3404)
Putonghua and Oriental Languages 普通話及東方語言	2975 5692 (Fax: 2858 3404)
Museum Studies 博物館學	2975 5618 (Fax: 2975 4953)
Music 音樂	2975 5696 (Fax: 2858 3404)
Oriental Studies 東方研究	2975 5682 (Fax: 2858 3404)
Philosophy 哲學	2975 5682 (Fax: 2858 3404)
Theatre Studies 戲劇研究	2975 5689 (Fax: 2858 3404)
Translation 翻譯	2975 5682 (Fax: 2858 3404)

DIVISION OF FINANCE AND BUSINESS 金融及商貿學部

Economics & Finance 經濟及金融	2975 5669 / 2975 5658 (Fax: 2858 8472)
Management Studies 管理學	2975 5662 / 2975 5670 (Fax: 2858 8472)
Marketing 市場學	2975 5784 / 2975 5785 (Fax: 2858 4750)

DIVISION OF LAW 法律學部

Law 法律	2975 5721 (Fax: 2546 0295)

DIVISION OF REAL ESTATE, HOUSING & URBAN STUDIES 房地產管理、房屋及城市研究學部

Construction & Real Estate Management 建築及房地產管理	2975 5717 (Fax: 2546 0295)
Occupational Safety & Health 職業安全及健康	2975 5717 (Fax: 2546 0295)
Housing Management 房屋管理	2975 5668 (Fax: 2858 8472)
Real Estate Agency / Administration 地產代理及行政	2975 5774 / 2975 5772 (Fax: 2858 4750)
Architectural Studies 建築學	2975 5661 (Fax: 2858 8472)
Urban Studies 城市研究	2975 5660 (Fax: 2858 8472)
Transport Management 交通運輸管理	2975 5660 (Fax: 2858 8472)

DIVISION OF SOCIAL SCIENCES & EDUCATION 社會科學及教育學部

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Criminal Justice & Public Order 刑事執法及公安	2975 5685 / 2975 5691 (Fax: 2858 3404)
Education, INSTEP 教育及在職教師進修課程	2975 5685 (Fax: 2858 3404)
Journalism & Communication 新聞及傳播學	2975 5696 (Fax: 2858 3404)
Political Science 政治科學	2975 5682 (Fax: 2858 3404)
Psychology 心理學	2975 5655 (Fax: 2858 8472)
Recreation & Sports Management 康樂及體育管理	2975 5726 (Fax: 2546 0295)
Social Work & Sociology 社會工作及社會學	2975 5657 (Fax: 2858 8472)

DIVISION OF TRADITIONAL CHINESE MEDICINE 中醫藥學部

Traditional Chinese Medicine 中醫學	2975 5724 (Fax: 2546 0295)
Chinese Medicine Pharmaceutics 中藥學	2975 5724 (Fax: 2546 0295)
Acupuncture 針灸學	2975 5724 (Fax: 2546 0295)

University of London External Programmes 倫敦大學校外課程 2559 7628 (Fax: 2559 4666)

MESSAGE From The Director

院長序言

1998 was a challenging year for the Hong Kong community. The economic crisis has brought about an awakening sense of the need to strengthen ourselves in times of adversity and, for the first time, the importance of lifelong learning was highlighted in the Chief Executive's Policy Speech in October 1998. The vision of the future Hong Kong as a knowledge economy in which individuals seek to continuously develop their skills, expertise and knowledge is shared by the School and is reflected in its Mission Statement.

SPACE has been a leader in the provision of lifelong education since its inception in 1956 and is determined to maintain its premier position. In 1998, a number of new developments were in place or in progress: new degree programmes of the University in various disciplines including Traditional Chinese Medicine, Management Studies, Housing Management and Accountancy; collaborative projects to offer courses in Mainland China, collaboration with Mainland Universities to offer their courses in Hong Kong; enhanced Quality Assurance mechanisms to ensure that courses are presented to a high standard. All in all, 1998 was a productive year for development and 1999 too will see many new initiatives.

Due to rapid expansion, two new Divisions have been formed from the existing Business Studies Division. It is considered that the Accounting & Commerce Division and the Finance & Business Division respectively will better reflect programme planning and rationalize the use of resources to support development in these areas.

To ensure a continuing quality of service, the School has further invested in manpower and premises. Additional academic and administrative staff members have been recruited to develop courses in new areas and strengthen infrastructure. Management Information systems are being redeveloped to ensure the School can maintain its excellent services in the lifelong education field. New teaching centres close to MTR stations will be available in the near future: on the eighth floor and eighteenth floor of AIA Building (Fortress Hill MTR station) in January, 1999; a studio for Art & Design at United Centre in Admiralty in April, 1999. A new Kowloon centre is planned for mid 1999. The School will seek to acquire more fully equipped teaching and study centres in convenient locations in the future so as to provide better learning support to students.

Globalisation requires and stimulates economic and intellectual exchange, we cannot ignore this. The School will continue to provide, in association with partner universities worldwide, the best in contemporary and relevant courses. Lifelong learning has become an inevitable tool for survival and the School will continue to contribute to the provision of lifelong education for the pursuit of professional excellence and quality of life.

I have full confidence that Hong Kong will be able to move out of the trough of economic downturn and that 1999 will be a prosperous year for the community.

Professor Enoch C.M. Young
Director
January 1999

一九九八年是對港人充滿挑戰的一年。金融危機喚醒我們在這困厄時期，需要自強不息；行政長官董建華在一九九八年十月的施政報告中，亦首次強調終生教育的重要性。展望將來，香港作為一個以知識為本的經濟社會，市民必須努力不斷地發展個人的知識、專長和技能。學院服膺此一信念，並在它的使命宣言方面彰顯其意。

自一九五六年成立以來，學院在提供終生教育方面居於領導地位，並將致力保持其優勢。在一九九八年裡，學院有多項新發展，包括增設中醫藥學、管理學、房屋管理和會計等學士學位課程；開展在內地開辦課程的合作計劃；與內地院校合作在港開辦課程；以及設立優質管理機制，以確保課程的高質素。總體而言，一九九八年的發展成果豐碩；在來年，學院亦將有更多新的計劃和工作。

由於發展迅速，原來的商業學部已重組為兩個新的學部。新設的會計及商業學部和金融及商貿學部，將更能反映課程策劃的情況，並在資源運用上更適當地支援這些學科的發展。

學院為確保繼續提供優質服務，在人力資源和教學設施上將增加投資。我們已加強教學和行政職員的行列，以發展新學科和加強機制運作。現在我們正在發展更完善的管理資訊系統，以確保學院在終生教育的工作中保持卓越服務。不久將來，學院將在鄰近地鐵站的地方增設教學中心，包括鄰近炮台山地鐵站的友邦廣場八樓及十八樓（一九九九年一月），及位於金鐘統一中心的藝術及設計中心（一九九九年四月），又計劃在一九九九年年中加設一個新的九龍教學中心。學院將繼續在交通方便的地點，尋求加設更多設備完善的教學中心，提供予學生更完備的學習設施。

全球的一體化，要求並刺激了經濟和學術方面的交流，這是我們不容忽視的。學院將繼續與世界其他院校合作，提供最具現代化和最合適的課程。終生教育已成為保障生存的必需工具；學院將繼續在提供終生教育上作出貢獻，追求「專業進修，卓越成就」的理念。

我對本港將能脫離經濟低迷的境況充滿信心；一九九九年將是香港社會繁榮豐盛的一年。

院長
楊健明教授
一九九九年一月



1. To act as the Extension Arm of the University of Hong Kong in providing educational opportunities for those who can benefit, principally on a part-time basis, for career enhancement and personal development.
作為香港大學的外展教學學院，提供以兼讀形式為主的教育機會，以促進學員的事業和個人發展。

2. To be a leading institution in the provision of quality professional and continuing education at sub-degree, diploma, degree and postgraduate levels, in Hong Kong and beyond.
在專業和持續教育領域，成為香港及鄰近地區的領導機構，提供包括各級學位、專業文憑及非學位課程。

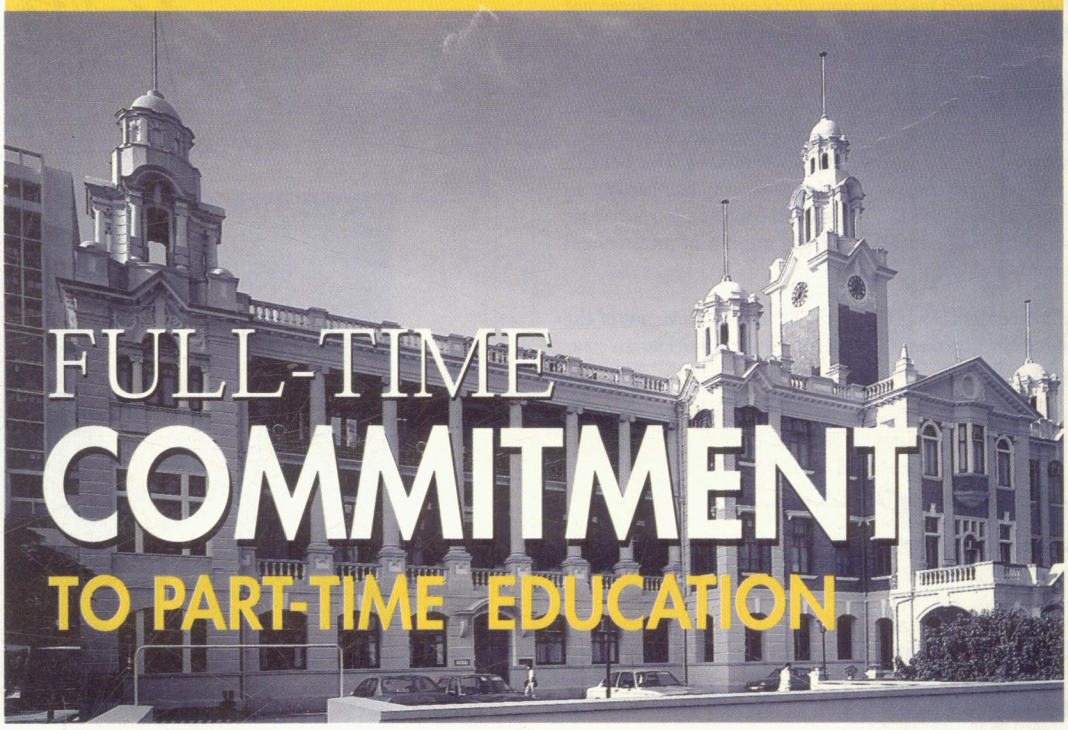
3. To promote Lifelong Learning in the community for the pursuit of professional excellence and quality of life.
在社會上提倡終生學習，以追求卓越的專業水平和生活質素。

4. To cooperate with other departments and units of The University of Hong Kong, as well as with other institutions in Hong Kong and overseas in offering joint programmes of study for the benefit of the community.
與香港大學其他部門和本港及海外其他教育機構合作，舉辦各種課程，服務社會。

5. To ensure that the courses offered by the School are of high quality and will meet the needs of the students and of society.
使學院的課程具備高質素，並符合學生和社會的需要。

6. To conduct research in adult and continuing education, as well as in subject specialisms, for the promotion of academic excellence and lifelong education.
進行有關成人和持續教育以及各學科的研究，促進學術發展和終生教育。

7. To contribute, through the provision of professional and continuing education, to the well-being of the Hong Kong Special Administrative Region, Mainland China and the international community.
透過專業及持續教育工作，為香港特別行政區、中國內地以至國際社會的福祉作出貢獻。



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University of Hong Kong General Layout Map 香港大學地圖 — Inside Back Cover 封底內頁

INTRODUCTION
To The School of Professional And Continuing Education

SPACE = PROFESSIONAL EXCELLENCE + QUALITY OF LIFE

The School of Professional and Continuing Education (SPACE) at The University of Hong Kong is the Extension Arm of the University. Its role is to provide access to career and training opportunities for the community through programmes of professional and continuing education. These are principally on a part-time evening and weekend basis; some are in the distance learning mode with face-to-face tutorial support. Since 1956, over 770,000 students have taken courses offered by the School and its predecessor, the former Department of Extra-Mural Studies. This is equivalent to about one fifth of the adult population in Hong Kong.

SPACE is the largest tertiary institution of continuing education in Hong Kong. There are over 50 full-time academic staff and about 900 experienced part-time academic staff. In 1997/98, SPACE had 69,361 course enrolments, equivalent to 12,028 full-time students.

Academic Levels of Courses

The School offers over 160 award-bearing and professional programmes and about 1,000 general and short courses. They cover a wide range of academic levels as follows :

- Postgraduate and Undergraduate Degrees
- Diplomas and Certificates
- Professional Programmes
- Short Professional Updating Courses
- Courses of General Interest

Divisions

All courses are organized and conducted under the School's eight divisions :

- Accounting & Commerce
- Applied Science
- Arts & Humanities
- Finance & Business
- Law
- Real Estate, Housing & Urban Studies
- Social Sciences & Education
- Traditional Chinese Medicine

SPACE = Professional Excellence + Quality of Life

Academic Collaboration

The School is actively developing award-bearing programmes with other faculties and schools of The University of Hong Kong. It also offers award-bearing programmes with overseas universities and professional bodies from Mainland China, the United Kingdom, Australia, New Zealand and Canada. In particular, the School has a long-standing relationship with the University of London and registers Hong Kong students on the University of London Degree Programmes for External Students.

專業進修學院是香港大學的外展教學部門，它的任務是透過開辦專業和持續教育的課程，為廣大社會人士提供培訓和就業的機會。課程以晚上及週末上課的兼讀制為主；部份則採用遙距學習而輔以面授的模式進行。自一九五六年以來，總共有超過七十七萬人次曾在本學院進修，相等於全港成年人口的兩成。專業進修學院是全港提供持續教育最具規模的專上院校，全職教學人員超逾五十名，兼職者約九百名，全都具有豐富的教學經驗。一九九七至九八年度，在學院進修的學生人次為69,361，相等於12,028名修讀全日制課程的學生。

課程

至目前為止，學院已開辦的證書或以上程度的課程超逾160項，而短期及興趣課程為數約1,000項，包括：

- 碩士、深造文憑 / 證書及學士
- 文憑及證書
- 專業
- 短期專業進修
- 興趣班

學部

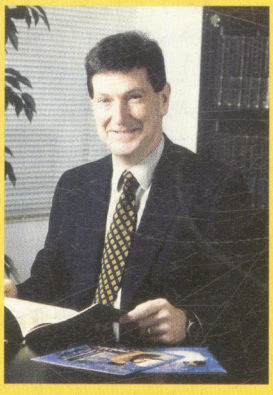
所有課程由學院以下八個學部提供：

(1) 會計及商業學
(2) 應用科學
(3) 文學及人文科學
(4) 金融及商貿學
(5) 法律
(6) 房地產管理、房屋及城市研究
(7) 社會科學及教育
(8) 中醫藥學

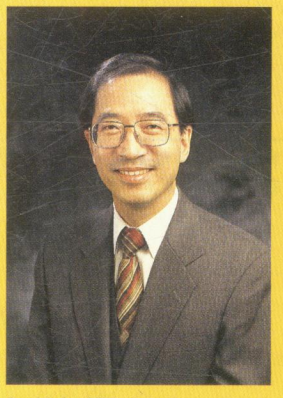
學術合作

學院與香港大學的其他學院及部門正積極籌辦多項兼讀學位及深造文憑 / 證書課程。學院亦與多間海外院校及專業機構合辦文憑、學士、深造文憑 / 證書及碩士課程。這些院校和專業機構分別來自中國大陸、英國、澳洲、紐西蘭和加拿大等。此外，本學院亦代表倫敦大學在港招收校外學生，並舉辦課程以協助他們修讀倫大的學位課程。

專業進修 • 卓越成就



Mr. John Cribbin, School Secretary
院務主任　祁樂彬先生



Dr. Michael Y.L. Luk, Deputy Director
副院長　陸人龍博士



Dr. S.M. Shen, Deputy Director
副院長　沈雪明博士

DIRECTORY of Programmes and Courses by Divisions and Subject Areas

學部及學科課程分類目錄

	學歷頒授及專業資格課程 Award-Bearing and Professional Programmes	短期及興趣課程 General and Short Courses
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Health Sciences & Nursing Studies 衛生科學及護理學	19	25
Medical Laboratory Sciences 醫務化驗科學	27	30
Life Sciences / Biomedical Sciences 生命科學及生物醫學	31	35
Food Science, Nutritional Sciences & Dietetics 食品、營養科學與治療	36	40
Computer Science & Information Technology 電腦科學及資訊科技	42	55
Library & Information Science 圖書館學及資訊科學	70	74
Engineering 工程學	—	75
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Occupational Safety & Health 職業安全及健康	192	—
Housing Management 房屋管理	196	—
Real Estate Agency / Administration 地產代理及行政	198	—
Architectural Studies 建築學	201	—
Urban Studies 城市研究	—	202
Transport Management 交通運輸管理	—	—
DIVISION OF SOCIAL SCIENCES & EDUCATION 社會科學及教育學部	**203**	
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Criminal Justice & Public Order 刑事執法及公安	211	—
Education, INSTEP 教育及在職教師進修課程	212	215
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在今日，終生教育是個人發展最重要的推動力，也是增強整個社會競爭力的關鍵性因素。香港社會是充滿動力和瞬息萬變的，一個人年青時接受的教育，即使是達到大專程度，已不足以成為其日後發展事業的全盤基礎，而需要不斷地通過專業及持續教育加以鞏固及擴充。知識和科技的驚人發展，使各行各業的人士，都必須跟上時代的進步，才能適應社會變遷中的不同需要，開拓個人事業發展的機會，以及提升生活質素。

與此同時，香港已成為一個以「知識為本」的經濟社會，因此必須依賴其市民的質素，才能保持其競爭優勢和經濟繁榮。我們必須使終生教育成為社會的精神和共識，不斷在學識和技能上求取進步，以利個人和社會的共同發展。這個歷程，不單使人奮發，也必帶給參與者更大的成就。

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- 學院現開辦的各種課程數目超逾一千，包括各級學位、專業證書或文憑及非學位等程度。

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- 大多數課程的授課時間是晚上及週末。
- 不少課程採納單元兼讀制，讓學員可按照自己的學習進度修讀。
- 不少課程提供多條繼續進修的途徑，使學員循序獲取認可資格。

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- Diploma in Medical Nursing
- Diploma in Neonatal / Prediatric Intensive Care Nursing
- Health Education and Health Promotion for Enrolled Nurses
- Understanding Laboratory Science and Molecular Diagnosis in Hospital Service

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生命科學及生物醫學

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- 人體器官功能測試法
- 如何應付家居、工作環境、診療、電腦及空中旅遊所引致的輻射
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- Fire Safety for Commercial Organizations
- Fire Prevention & Fire Safety Management for Engineers and Managers
- Fire Safety Management
- Fire Protection Systems
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- Plants in Landscape Architecture
- Quantitative Analysis II
- Fundamental Mathematics for Economics Students
- Equipment and Safety Management for Secondary School Science Laboratories
- Micro-organisms and Mankind
- Bio-deterioration and Preventive Methods

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- Diploma in Interior Design (Daytime Course)
- Diploma in Interior Design (Evening Course)
- 陶瓷藝術文憑課程

Certificate Courses 證書課程

- 電腦插圖證書課程

Oriental Art 中國美術

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- 篆刻(二)
- 戶外寫生

Product Design 產品設計

- 產品設計初階

Computer Graphics 電腦美術設計

- 電腦插圖工作坊

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- 專題攝影系列
  - —人物攝影
  - —風景攝影
  - —花卉攝影

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- 古今東西方建築欣賞

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- 標準舞及拉丁舞表演與比賽技巧進修課程

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- 個人護膚班

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- The Similarities and Differences of Architecture in the East and West

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General English

- Reading for Pleasure

PUTONGHUA & ORIENTAL LANGUAGE
普通話及東方語言

Shanghai Dialect 上海話

- 基礎上海話

MUSIC 音樂

- 現代舞教學初階

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- 辦公室中文書信寫作技巧初班
- 辦公室中文書信寫作延續班
- 現代新詩寫作技巧
- 兒童詩創作坊
- 中國古今的特異功能現象

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- 藝術與文化

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- Masters of European Cinema
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- 互聯網與教育網頁製作

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- Teaching Writing
- Teaching English at the Primary Level : Some Theory with Lots of Practice
- 學校舞台表演藝術 (舞台劇) 製作工作坊

School and Teacher Development

- 資優教育—優質教育學校的借鏡

Science and Mathematics

- 小學數學科教育工作坊

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- 如何提高兒童閱讀興趣

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- 高級公關策略研習班

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- ADHD Attention Deficit Disorder with Hyperactivity
- Workshop on Understanding and Treating Pedophiles

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- 推拿學概論課程
- 《內經》證書課程
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Diploma, Degree and Postgraduate Programmes for External Students

Why Study for a University of London Qualification?

The University of London, like the University of Hong Kong, is committed to academic excellence and its awards are highly regarded by employers, professionals and academics throughout the world. The University has in place vigorous quality assurance mechanisms. Only students who are committed to hard work and high standards will succeed.

Special features of the University of London programmes are:

- Same award for both external and internal students
- The degrees and introductory study materials developed by academic staff of the University
- No admission quota
- Self-study at students' own pace
- Study independently or take tuition at SPACE
- 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
- Graduates of the programmes can often obtain exemptions from related professional examinations

There have been over 10,000 registered students in Hong Kong since September 1989.

Programmes where Applications and Registrations are handled at SPACE

Postgraduate

Master of Laws
MSc in Financial Management (SOAS)
Diploma in English Commercial Law
Postgraduate Diploma in Financial Policy (SOAS)

Undergraduate

Bachelor of Laws
BSc Accounting & Finance
BSc Economics
BSc (Economics) Geography
BSc (Economics) Sociology
BSc Management
BSc Management with Law/Law with Management
BSc Banking and Finance
BSc Economics & Management
BSc (Economics) Politics and International Relations
BSc Information Systems & Management

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

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

To study for the following qualifications, students **must** also attend classes at SPACE:

- Diploma in Computing and Information Systems
- Diploma in Economics

Entry Requirements

The following 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 the SPACE University of London Registration Unit as mentioned under the "Registration" Section below.

Diploma Programmes

Diploma in Economics – A credit pass in Maths in HKCEE (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 a post-secondary academic course.

Diploma in Computing & Information Systems – Passes at grade 'C' or above in 4 'O' level subjects including Mathematics, plus a pass in an acceptable English proficiency test.

Diploma in English – Passes at grade 'C' or above in 3 'O' level subjects including English Language.

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 as follows:

Areas	Course Entrance Requirements
Accounting and Finance, Banking and Finance, Economics, Economics & Management, Management Economics (Geography), Economics (Sociology), Economics (Politics and International Relations), Information Systems & Management, Management with Law/Law with Management	Grade 'C' or above in 'O' level Maths plus a pass in an acceptable English proficiency test
Computing and Information Systems	A pass in 'A' or 'AS' level Maths subject
French, German, Italian	A pass at grade 'C' or above in respective 'A' level language subject or at grade 'B' or above in respective 'AS' level language subject
English	A pass in 'A' or 'AS' level English

Postgraduate Programmes

Usually a Second Class Honours level in a relevant first degree.

MSc in Financial Management / Postgraduate Diploma in Financial Policy – Applicants must hold a first degree in one of the following disciplines : Economics, Finance, Business or related studies. Applicants with senior work experience and appropriate professional qualifications which include economics or finance may also be considered.

Tuition at SPACE

SPACE offers tuition in many of the above subjects. Access programmes for Law, Accounting & Finance, Economics & Management, 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 which case you do not have to be an external student of the University of London.

Registration

(1) Application forms and specific prospectus/prospectuses are available either by sending a $7.2 stamped self-addressed envelope to, or by personal collection from: University of London Registration Unit, SPACE Admiralty Town Centre, 3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong. (Tel. No. 2559 7628; Fax No. 2559 4666)
Weekdays : 8:30 a.m. – 7:30 p.m.; Saturdays : 8:30 a.m. – 5:30 p.m.
Please mark the programme(s) you are interested in on the envelope.

(2) Applicants who wish to sit for the first examinations in the year 2000 must **apply in person on or before September 17, 1999** and complete the registration on or before November 30, 1999 at The University of London Registration Unit, SPACE Admiralty Town Centre, 3/F Admiralty Centre, 18 Harcourt Road, Hong Kong.

(3) For the Diploma in Economics and Diploma in Computing & Information Systems, special registration procedures apply. Students must enrol on the courses provided by SPACE before registering for the University of London programme.

(4) Please apply well in advance of the deadline to allow time for important evaluation. This is particularly necessary if you appear not to fulfill the entrance requirements, and/or if you wish to seek partial exemption or if you want to enrol on SPACE supporting courses.

UNIVERSITY OF LONDON OPEN DAY 1999

A University of London Open Day will be held in July 1999 at SPACE Admiralty Town Centre, 3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong. Information seminars will be given by the representatives of University of London and the Programme Directors and Programme Managers of SPACE. For details of the Open Day and seminar sessions, please send a self-addressed envelope with postal stamps of $1.30 to :

The University of Hong Kong
School of Professional and Continuing Education
Admiralty Town Centre
3/F Admiralty Centre,
18 Harcourt Road, Hong Kong.
Attn : University of London Registration Unit
(Tel No.: 2559 7628 Fax No.: 2559 4666)

The School also organizes in-house training courses in many subject areas which are tailor-made to specific company needs. For further details please contact the respective lecturers-in-charge. Their enquiry numbers can be found in the Telephone Directory on the inside cover of this Prospectus. Examples of courses organized by SPACE are listed below:

本學院可為各工商機構及政府部門，編排及教授在職培訓課程。欲索取詳情，請聯絡各學科負責人，電話詳載於本手冊封面內頁。以下是本學院參與的培訓課程簡介：

Biomedical & Health Sciences 生物醫學及衛生科學

Bachelor of Health Science- Paramedic (VUT)
- *Ambulance Service Institute-Hong Kong Branch*

Certificate Course in Public Health Inspection
- *USD Training School.*
- *Urban Services Department, The Government of Hong Kong (SAR)*

Computer Science & Information Technology 電腦科學及資訊科技

Introduction to ACCPAC Computer Accounting (DOS version)
- *Inland Revenue Department, The Government of Hong Kong (SAR)*

Exploring the Retrieval of Educational Resources Through the Internet
Introduction to Internet and Its Teaching Resources
Introduction to Spreadsheets and Database in Chinese Windows Environment
The Use of Database and Spreadsheet for Teachers
Using Powerpoint to Develop Educational Resources
- *Curriculum Development Institute, Education Department, The Government of Hong Kong (SAR)*

Education, INSTEP (In-Service Teacher Education Programme) 教育及在職教師進修課程

Refresher Training Course for Teacher-Librarians
- *The Library Section, Advisory Inspectorate Division, Education Department, The Government of Hong Kong (SAR)*

Accounting & Commerce 會計及商業學
Finance & Business 金融及商貿學

Stages I & II of the Chartered Institute of Bankers Associateship Examinations
- *Hong Kong Bank*

Short Professional Updating Courses
- *China Merchants Holdings*

Library & Information Science 圖書館學及資訊科學

Advanced Learning in World Wide Web for Teacher-Librarians
Introduction to the World Wide Web for Teacher-Librarians
In-service Training Course for Teacher-Librarians
- *Education Department, The Government of Hong Kong (SAR)*

Oriental Languages 東方語言

A) Putonghua Course (Mandarin) 普通話
- *Civil Service Training & Development Institute*
- *The Travel Industry*
- *Kowloon-Canton Railway Corporation*
- *Credit Lyonnais*
- *Wong Tung & Partners Limited*
- *Caltex Oil Hong Kong Limited*
- *Schick Limited*
- *Willas-Array Mgt. & Cons. Ltd.*
- *Warner-Lambert (HK) Ltd.*
- *United Airlines*
- *Emperor Group*
- *Fung Yiu King Hospital*
- *United Christian Hospital*
- *Provisional Legislative Council Secretariat*
- *Civil Aviation Department*
- *Urban Service Department*
- *Independent Commission Against Corruption (I.C.A.C.)*
- *The Land Registry*

B) Japanese Course 日語
- *Customs and Excise Department*

Psychology 心理學

Certificate in School Counselling and Guidance
Certificate in Careers Teachers Training
Workshop on Helping Students to Cope with Stress
- *Education Department, The Government of Hong Kong (SAR)*

Real Estate Agency / Administration 地產代理及行政

Investment Development Programme for Financial Consultants
- *HKBC Investment Funds Hong Kong Ltd*

Foundation course in Real Estate Administration
- *Cheung Kong (Holdings) Limited*

Social Work and Sociology 社會工作及社會學

Certificate in Management for Judiciary Managers
- *Judiciary, The Government of Hong Kong (SAR)*

Certificate in Counselling Drug Abusers
Staff Development Course for CCF Taiwan Field Office
- *The Chinese Children's Fund, Inc., Taiwan*

Certificate in Social Work for Correctional Service Officers
- *Correctional Services Department, The Government of Hong Kong (SAR)*

Quality Management Course for Social Security Officers
Management Course for Supervisory Staff in Elderly Service
Rehabilitation Management and Supervision Course
Management Course for Supervisors of Child Care Centres/ Early Education and Training Centres
Management Course for Home Helpers in-Charge and Home Help Units-in-Charge
- *Social Welfare Department, The Government of Hong Kong (SAR)*

Basic Training Course for Wardens Working in Hospitals for the Elderly

Real Estate, Housing & Urban Studies 房地產管理、房屋及城市研究

Training Course for Technical Officer Trainees (Traffic)
- *Transport Department, The Government of Hong Kong (SAR)*

Junior Management & Personnel Supervision
Principles of Estate Management and Supervision Skills
- *Housing Department, The Government of Hong Kong (SAR)*

Legal Aspects of Multi-storey Building Management
- *Home Affairs Department, The Government of Hong Kong (SAR)*

Others 其他

Continuing and Professional Development Courses for Graduate Trainee Engineers
- *Hong Kong Institution of Engineers*

RSH Diploma Course for Inspectors of Meat and Other Foods
- *USD Training School, Urban Services Department*

Application

If you would like to enrol on any of our courses, please:

- Complete an application form for each course you are applying. For general and short courses use a standard form. But some award-bearing and professional courses have their own special forms.
- Bring or post the completed form(s), together with the appropriate application/course fee(s) and any supporting documents that might be required, to any of the Centres listed below.
- Use the 24-hour Internet Enrolment service now open for some of the general and short courses. Please visit our School's website : http://www.hku.hk/space

Unless otherwise stated, the closing date for application is 12 working days before the starting date of a course. Late applications will only be considered if there are still vacancies.

Enrolment Centre Addresses

Admiralty Town Centre
3/F Admiralty Centre, 18 Harcourt Road, H.K.
Tel : 2559 7628 Fax : 2559 4666
Opening Hours (Weekdays) 8:30 a.m. – 7:30 p.m.
Opening Hours (Saturdays) 8:30 a.m. – 5:30 p.m.

North Point Learning Centre
14/F Fortress Tower, 250 King's Road, North Point, H.K.
Tel : 2570 9266 Fax : 2508 9349
Opening Hours (Weekdays) 9:30 a.m. – 6:00 p.m.
Opening Hours (Saturdays) 9:30 a.m. – 12:30 p.m.

Campus Office
Room 304, 3/F T.T. Tsui Building,
The University of Hong Kong Pokfulam Road, H.K.
Tel : 2975 5680 Fax : 2546 3538
Opening Hours (Weekdays) 8:30 a.m. – 6:00 p.m.
Opening Hours (Saturdays) 8:30 a.m. – 12:30 p.m.

[Offices are closed on Sundays, public hoildays and University holidays (16 March, Christmas Eve, New Year Eve (p.m.) and Lunar New Year Eve (p.m.)]

Payment of Fees

- Please pay your fee by crossed cheque or bank draft made payable to "The University of Hong Kong", or by EPS at the enrolment counter. If you apply for more than one course, a separate payment has to be made for each course.
- DO NOT send cash. SPACE will not be responsible for any loss of payment sent by mail.
- Fees are not refundable except as statutorily provided or under very exceptional circumstances.
- Fees and places on courses cannot be transferred from one applicant to another.
- For short courses, applicants may be required to pay the course fee in cash or by EPS if the course will start in a few days' time.
- Receipts will be issued for fees paid and accepted but SPACE will not be responsible for any loss of receipt sent by mail. If you need additional copies of a receipt, please send a self-addressed envelope with sufficient postage and a crossed cheque for $30 (for each copy) made payable to "The University of Hong Kong". Such copies will normally be issued only after the end of a course.

Entry Requirements

- For award-bearing and professional courses, admission is by selection (interview or entry test/examination) and the courses usually have entry requirements which are specified in the course descriptions. Please ensure that you meet all the requirements before making an application.
- For general and short courses, admission is normally made on a first-come first-served basis.

Admission

- If admission is by selection, we will inform you of the result as soon as possible after the closing date for application. Unsuccessful applicants will be given a refund of course fee if already paid.
- If admission is on a first-come first-served basis, our acceptance of your payment indicates that you have been registered for the course. No further instruction from SPACE is necessary for you to attend the course as scheduled.
- Once accepted into a course, you may not change to another course without approval from SPACE. An application for a transfer of course carries a processing fee of $120.
- SPACE reserves the right to cancel a course if there are too few applicants or unforeseen difficulties arise in mounting the course.
- The Director may at his discretion, refuse to admit an applicant.

報讀手續

(一) 根據個別課程簡介指示，填妥有關報名表格。
(二) 每報讀一個課程須使用個別報名表格；學歷頒授課程有特別的學科報名表，可向有關學科負責人索取。
(三) 除特別註明外，所有學費及其他費用必須於遞交報名表格時一併繳交，如有需要，請同時附上所需證明文件，親往以下的報名中心或以郵遞方式辦理報名手續。
(四) 部份短期及興趣課程可供網上報名，請瀏覽本學院網頁，網址：http://www.hku.hk/space
(五) 除特別註明外，短期及興趣課程的報名截止日期，一般是指定開課日期前的十二個工作天。逾期遞交之申請表格，祇在課程名額未滿的情況下，才被考慮接納與否。

報名中心地址

* **香港大學專業進修學院金鐘市區中心**
香港夏慤道18號海富中心3樓（由商場二樓行人自動電梯上）
電話：2559 7628（圖文傳真：2559 4666）
星期一至五 ： 上午八時三十分至下午七時三十分
星期六 ： 上午八時三十分至下午五時三十分

* **香港大學專業進修學院北角教學中心**
香港北角英皇道250號北角城中心14字樓（炮台山地鐵站出口）
電話：2570 9266（圖文傳真：2508 9349）
星期一至五 ： 上午九時三十分至下午六時
星期六 ： 上午九時三十分至下午十二時三十分

* **香港大學專業進修學院（大學本部）**
香港薄扶林道香港大學徐展堂樓3樓304室（太古樓側）
電話：2975 5680（圖文傳真：2546 3538）
星期一至五 ： 上午八時三十分至下午六時
星期六 ： 上午八時三十分至下午十二時三十分

〔辦事處於星期日、公眾假期及大學假期（三月十六日、聖誕前夕、公曆和農曆新年除夕（下午）休息〕

繳付學費及其他費用

(一) 所有費用，請以劃線支票或銀行本票，抬頭寫「香港大學」，或以「易辦事」在本學院報名中心支付。如報讀多項課程，則須分項繳付學費。
(二) 請勿郵寄現金。學院對因郵遞失誤而遺失的付款或學費收據，概不負責。
(三) 除特殊情況及法例規定外，一切已繳費用，概不退還。
(四) 學費及學額不得轉讓他人。
(五) 如報讀之短期及興趣課程開課日期在即，學院可能要求申請者須以現金或「易辦事」繳付學費。
(六) 學院在收妥費用後，將發出付款收據予申請者，惟學院對因郵遞失誤的學費或付款收據概不負責。
(七) 學員如欲申請補發或附加收據，須繳付每張港幣三十元的手續費。請以劃線支票抬頭寫「香港大學」，連同貼足郵票的回郵信封寄交本學院。學費收據通常於課程完結後補發。

入學條件

(一) 學歷頒授課程須經甄選入學程序（如面試或筆試），入學資格詳列於課程簡介內文，請於申請前確保符合入學資格。
(二) 短期及興趣課程以「先到先得」方式取錄學員。

入學手續

(一) 如須甄選入學，學院將在申請截止日期後儘快通知申請者是否獲得取錄。落選之申請者將獲退還已繳交之學費。
(二) 如所報讀學科是以「先到先得」方式取錄學生，當所繳費用已為學院接納，學院將不會另行通知學員。學員可依照本課程手冊或學院網頁所列課程的時間及地點上課。
(三) 學員獲取錄入讀指定的課程後，在未獲本學院批准下不得轉讀其他課程；但學員可向學院申請轉讀，手續費為港幣一百二十元。
(四) 若課程報名人數不足，或遇上特殊困難的情況下，學院有權作出取消開辦課程的決定。
(五) 本學院院長有權決定是否接受申請者的入學申請。

To use the 24-hour Internet Enrolment Service*, please:
使用24小時電腦網絡報名入學服務，請



1. Pay the course fee into SPACE's account (# 002-222834-017) by transfer at any HongKongBank or Hang Seng Bank ETC/ATM machine;

2. Complete an Application Form for each course you are applying for and send it to SPACE through the Internet; and

3. Send the Customer Advice to SPACE by fax (# 2546 3538) using the standard Payment Confirmation Form provided.

1. 到任何匯豐或恒生銀行櫃員機選擇轉賬服務，將學費直接存入本院戶口 (# 002-222834-017)。

2. 填妥申請表格，每項課程請填寫一次，並經網絡傳送至本學院。

3. 填妥付款確認表連同銀行收據傳真至本學院 (傳真號碼：2546 3538)。

Please note the following:
1. Admission is on a first-come first-served basis and you should fax your Customer Advice as early as possible. Confirmation of Admission will normally be sent within five working days.

2. Applicants not admitted will be given a refund for the course fee(s) through the account shown on the Customer Advice. After admission, no refund will be granted except in very exceptional circumstances as determined by the Director of SPACE.

3. You are also advised to keep your ATM Customer Advice and refer to other sections of the Homepage for further information.

注意事項：
1. 課程以先到先得方式取錄學生，請及早傳真銀行收據至本學院。一般情況下本學院將於五個工作天內回覆。
2. 如申請未被接納，已繳學費將通過銀行收據上的戶口退還。一經取錄，除特殊情況須由院長決定外，已繳交之學費概不退還。
3. 請保留銀行收據及參閱網頁內其他資料。

*** The 24-hour Internet Enrolment Service is now open for some general & short courses. Please refer to www.hku.hk/space for details.**

You can contact us via:

E-mail 電子郵遞

E-mail address 電郵地址
enquiry@hkuspace.hku.hk

SPACE Homepage
香港大學專業進修學院網頁

Web site 網址
http:/www.hku.hk/space/

Interactive Voice Response System
互動音頻回應系統

Telephone No 電話號碼: 2559 9771



Class Schedules

- The first class of your course will be at the time and place advertised in this Prospectus. If a change has to be made to the advertised schedule, you will be told of this as soon as possible.
- We will make every effort to ensure that classes meet at the place and time advertised, and with the same tutor. However, we reserve the right to make changes if necessary.
- Unless special arrangements are made, there will be no classes on:
  - Public holidays
  - University holidays - 16 March, Christmas Eve, New Year's Eve (evening), Lunar New Year's Eve (evening).
  - Mid-Autumn Festival (evening)

Student Identity

- You should take your course fee receipt to the first class you attend. Unless you have a valid receipt with your identity on it, you may not be admitted to a class. If necessary, you may be asked to show your Hong Kong Identity Card.
- If your class is in our Shun Tak Centre, North Point Learning Centre or United Centre, you will need a student card after normal office hours.
- SPACE will tell you how to get this card when your application is accepted.
- Some of the other centres we use also require students to carry a card admitting them to that centre. If your course is in one of these centres, we will provide you with the necessary card.

Typhoon and Black Rainstorm

- 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.
- 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

- If your course does not have a formal academic award, we will send you a Statement of Attendance within three months of the end of the course, as long as you attended 75% of the classes. We will send the Statement to the last address we have for you. We will not be responsible for the loss of any Statement posted to you.
- If you need a replacement copy of a Statement of Attendance, please send a self-addressed envelope with appropriate postage stamps and a crossed cheque for $30 made payable to "The University of Hong Kong".

Transcript

- Students may apply for transcript after they have completed a programme or course with formal award. The application fee for each copy is $30, please send a self-addressed envelope with appropriate postage stamps and a crossed cheque for $30 made payable to "The University of Hong Kong".

Discipline

- We do not allow eating, drinking and smoking in any of our classes, or within any SPACE Centre.
- The Director has the authority for SPACE disciplinary policies relating to such matters as the conduct of examinations and plagiarism.
- The Director has the right to exclude from class any student whose behaviour disturbs the rest of the class, or who does not abide by any requirements laid down by SPACE.

Complaints

From time to time students may be dissatisfied with some aspects of the courses they are taking. All courses are evaluated at least annually which gives an opportunity for feedback. If a student wishes to review any issues this should be done in writing to the programme director or programme manager in the first instance. A formal committee structure is in place to deal with serious issues and details can be accessed on the School's website.

上課安排

(一)請依本課程手冊所載時間及地點上課。如有更改，將另行通告。

(二)學院將盡可能依課程所列的時間及地點，並安排原定的講師授課。有必要時，學院保留更改的權利。

(三)除特別安排外，本學院在下列日期暫停授課：

(1) 公眾假期

(2) 大學假期：三月十六日、聖誕前夕、公曆新年前夕(晚上)、農曆新年前夕(晚上)

(3) 中秋節(晚上)

學員身份證明

(一)請攜帶有關課程收據上課。若學員未能提供可以證明身份的收據，有可能不獲准進入課室。如有需要，學員須出示身份證。

(二)學員如在信德中心、北角教學中心或統一中心上課，在非辦公時間內，將需要攜備學員證。

(三)學員辦理註冊手續時將獲發給此等證件。

(四)一些其他教學中心亦需要學員攜備學員證，學院將會作出有關安排。

颱風及黑色暴雨警告

(一)如八號颱風訊號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)如八號颱風訊號或黑色暴雨警告在正午十二時或以後懸掛，晚間課程（下午五時三十分至十時）全部取消。

聽講證

(一)學員修讀非學歷資格課程，若出席率達75%或以上，學院將在三個月內發出聽講證明書。郵寄地址以學員在本學院的記錄為準，本學院對因郵遞失誤的聽講證概不負責。

(二)學員欲申請補發聽講證必須繳付每張港幣三十元的手續費。申請者請以抬頭「香港大學」的劃線支票付款，連同貼足郵票的回郵信封寄交學院。

學歷證書

學員如修畢有學歷頒授的課程，可向學院申請學歷證書，每張為港幣三十元，請以抬頭「香港大學」的劃線支票付款，連同貼足郵票的回郵信封寄交學院。

校規

(一)課室及學院中心內不准吃喝或吸煙。

(二)如學員擾亂上課秩序或不遵守院方規則，院長有權敕令學員離校。

(三)院長有權就考試作弊或抄襲等事宜作出紀律處分。學院的紀律處分以大學校規為標準，學員可向本學院查詢。

投訴

學生有時可能會對其修讀的課程某些方面感到不滿。本學院每年至少進行評估所有課程一次，提供機會予學員表達意見。學員如希望對個別情況要求檢討，可先以書面通知課程統籌主任。學院設有委員會處理較嚴重的問題，詳情請參閱本學院網頁。

Closing Date 截止報名日期

The closing date for courses will be 12 working days before the starting date of specific course(s), unless otherwise stated. Late applications will only be considered if there are still vacant places.

除另行通告外，所有課程均在其指定開課日期前的十二個工作天截止報名。逾期遞交的申請表格，祇在該課程名額未滿的情況下，才被考慮接納與否。

EPS Payment「易辦事」付款

Course fees can be paid by EPS at the enrolment counter of SPACE Admiralty Town Centre, North Point Learning Centre or SPACE Campus Office (Room 304, 3/F, T.T. Tsui Building, Pokfulam Road).

您可以透過「易辦事」繳付課程學費，請親臨本學院的金鐘市區中心、北角教學中心或大學本部（徐展堂樓3樓304室詢問處）辦理手續。

Deduction of Tax for Training 培訓開支扣稅

People who study a course to gain or maintain a qualification for use in any employment which is provided by a qualifying place of education are eligible to apply for tax deduction in respect of the course fees. Most of the SPACE courses and courses run by SPACE in collaboration with overseas institutions fall into this category. For the Financial Year 1998/99, the maximum amount for tax deduction for training is HK$30,000. Applications for tax deduction should be placed with the Inland Revenue Department via the annual tax return.

學員如報讀與工作有關的進修課程，可申請培訓開支扣稅。學院大部份課程均在此類別。一九九八至九九財政年度的培訓開支扣稅額為港幣三萬元。學員可在填寫報稅表時一併申請培訓開支扣稅。

Education Loan 進修貸款

A number of banks offer education loans to SPACE students. For details, students may wish to check directly with the banks. Information about education loan from Bank of East Asia Limited is on page 259.

個別銀行為本學院學員提供進修貸款，詳情可直接向銀行方面查詢。請參閱東亞銀行提供的進修貸款計劃，詳情刊登在第259頁。

* *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 School.*

* *本學院力求使本課程手冊在付印前所刊載的資料均屬正確，報讀者請留意，在學年開始前部份課程資料仍可能有所更改。*
* *本課程手冊並非本學院與學員之間的合約。*

Non-Local Higher and Professional Education (Regulation) Ordinance 非本地高等及專業教育（規管）條例

Unless otherwise indicated, all courses offered by the School in collaboration with overseas universities bearing their award(s) are exempted from registration under the Non-Local Higher and Professional Education (Regulation) Ordinance. Details have been lodged with the Registrar and an exemption number granted. The courses are of high quality and have international recognition. However, it is a matter of discretion for individual employers to recognize any qualification to which these courses may lead.

除另行通告外，本學院與海外大學合辦的課程，根據《非本地高等及專業教育（規管）條例》已獲豁免註冊。詳情已向非本地課程註冊處申報並已登記在該處的紀錄冊內。這些課程皆質素優良並獲國際學術機構認可，惟個別僱主可決定是否承認這些課程所頒授的學歷資格。

Fee Refunds For Teachers by The Education Department 教育署教師退回學費計劃

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, with recommendation of School Head, should then be sent to the Director of Education together with the course fee receipt as soon as possible.

Please note that fee refund will only be processed on the condition that the applicant has at least 75% attendance of the sessions.

Enrol with SPACE before the courses commence; otherwise courses may be cancelled if it appears that there is insufficient enrolment prior to the starting dates.

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

申請教育署退回學費手續：

1. 一經錄取入學，學員將收到取錄函件和教育署退回學費申請表乙份（政府、資助或私立學校教師均適用）。
2. 退回學費申請表填妥及校長加簽後，可連同學費收據寄交教育署署長（信封上註明「退回學費申請」）。

請注意：申請者至少須有百分之七十五之出席率，其申請才獲受理。

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。

The following facilities of the School are available for hire. For details, please contact the School:

歡迎租用學院下列設施，詳情請向學院查詢：



	Size 面積	Rental per hour (HK$) 租金(每小時計)*	Tel. No.聯絡電話
Video Conference Rooms 視像會議室	28 - 348	1,000 - 2,550	2975 5742
Lecture Rooms and Classrooms 課室	40 - 160	280 - 570	2975 5742-3
Conference Room 會議室	13 - 18	150 - 300	2975 5743
Computer Laboratories 電腦室	20, 28, 40	590 - 1,090	2975 5618
Art Studio 藝術工作室	15 - 24	400	2975 5742
Exhibition Lobby 展覽廊	20 m^2	10,000 per day	2975 5805

* Discounted rates might be offered to other departments / faculties of the University of Hong Kong.
香港大學其他學系及部門可享有折扣優惠。

中醫臨床中心

中醫全科門診服務
針灸、骨傷專科門診服務

香港大學專業進修學院自一九九一年率先開辦中醫藥課程以來，得到各界人士的支持，以及「國家中醫藥管理局」的鼓勵和幫助，至今已具一定的規模。為了配合社會的需求，和服務廣大市民，學院去年初在其金鐘市區中心（海富中心三樓）創辦了「中醫臨床中心」，開設全科門診；最近再增設了針灸、骨傷專科門診；由具資深臨床經驗的中醫師、教授及專家主理，同時讓修讀中醫全科學士學位及大專文憑課程學員在研讀學科之後，能夠獲得適當的臨床見習。

查詢電話 : 「全科門診」S3室 2143 6871
「針灸、骨傷專科門診」S5室 2865 0689

診證時間 : 星期一至星期五
(上午九時半至下午八時正)
星期六（上午九時半至下午六時正)
星期日及公眾假期休息

診金 (HK$) : 全科門診 $150 (自行配藥)
專科門診 $250 (20 分鐘)



位於金鐘海富中心的中醫針灸、骨傷專科門診於一九九八年十一月廿三日正式開幕

骨傷科額外收費：
包紮費 小型 ($50) 大型 ($150)
中型 ($100) 特大型 ($250)
骨折復位 $250
脫臼復位 $250
手法治療 $250
(請預約掛號)

香港大學教職員、家屬、學生及持有長者咭人士，均可獲八折優待 (骨傷科額外收費除外)。

DIRECTORY of Award-Bearing and Professional Programmes

學歷頒授及專業課程目錄

DIVISION OF ACCOUNTING & COMMERCE 會計及商業學部

ACCOUNTING 會計

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Master of Business in Accounting (CPA Programme) *(Monash University)* 4
Master of Practising Accounting *(Monash University)* 5
Bachelor of Commerce (Accounting) *(Curtin University)* 6
Bachelor of Accounting 7
Professional Programme in Accounting *(CGA-Canada)* 8
Hong Kong Society of Accountants (HKSA) Joint Accountancy Programme (Joint Examination Scheme) 9
New Joint Management Accountancy Programme *(CIMA)* 10
Diploma Programme in Accounting 11

ADMINISTRATIVE MANAGEMENT 行政管理

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中國法律、金融及商貿證書課程 16
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***Health Sciences & Nursing Studies** 衛生科學及護理學*

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Diploma in Oncology and Palliative Care for Health Care Professionals 19
- Haematological Oncology for Health Care Professionals 20
- General Oncology for Health Care Professionals 20

Certificate in Palliative Care for Health Care Professionals 21
Certificate in Effective Counselling for Nurses 22
Certificate in Mental Health and Ageing 22
- Mental Health and Ageing - Basic Level 23
- Mental Health and Ageing - Advanced Level 23

Certificate in Nursing Research 23
- Essentials of Nursing Research 24
- Nursing Research - Advanced Level 24

A Certificate Course in Anaesthesiology (Module I) 24

***Medical Laboratory Sciences** 醫務化驗科學*

Higher Certificate Course in Medical Laboratory Science 27
Ordinary Certificate Course in Medical Laboratory Science 29

***Life Sciences & Biomedical Sciences** 生命科學及生物醫學*

Master of Science / Postgraduate Diploma / Advanced Diploma in Biomedical Sciences *(Napier University)* 31
Bachelor of Science Degree in Life Sciences (Applied Medical Sciences) *(Napier University)* 34

***Food Science, Nutritional Sciences & Dietetics** 食品、營養科學與治療*

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- Information Systems Management (CIS 318) 46
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- Certificate Course in Database Design and Management 52
- Certificate Course in Advanced UNIX 53
- 微型電腦及網絡管理證書課程 54
- Certificate Course in IT for English Language Teachers **NEW**COURSE 54

LIBRARY & INFORMATION SCIENCE 圖書館學及資訊科學

- Master of Applied Science (Library and Information Management) *(Charles Sturt University)* **DISTANCE**LEARNING 71
- Diploma in Librarianship 72
- Diploma in Library and Information Science **DISTANCE**LEARNING 73
- Certificate Course for Library Assistants 74

PHARMACEUTICAL SCIENCE 藥物科學

- Bachelor Degree in Pharmacy *(University of Otago)* 79
- Certificate Course in Pharmacology and Pharmaceutical Management 79

MATHEMATICS / GENERAL SCIENCE 數學 / 科學

- Certificate Course in Soil Science and Turf Management 80
- Certificate Course in Landscape Design 81

DIVISION OF ARTS & HUMANITIES 文學及人文科學部

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- Diploma in Interior Design (Evening Course) **NEW**COURSE 90
- 中國書法文憑課程 91
- Diploma in Graphic Communication 91
- 陶瓷藝術文憑課程 新增課程 91

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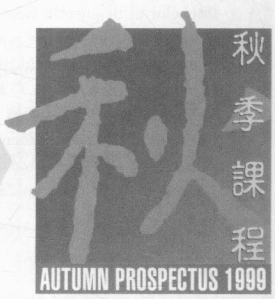
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ACCOUNTING & COMMERCE

SPACE = PROFESSIONAL EXCELLENCE + QUALITY OF LIFE 專業進修・卓越成就 SPACE = PROFESSIONAL EXCELLENCE + QUALITY OF LIFE 專業進修・卓越成就



會計及商業學

Accounting
會計

Administrative Management
行政管理

China Commerce
中國商業

Programme Directors and Managers
課程統籌主任

Lam, David H. 林孝仁 (Head of Division 學部主任)

Wong, Allen M.W. 黃文華

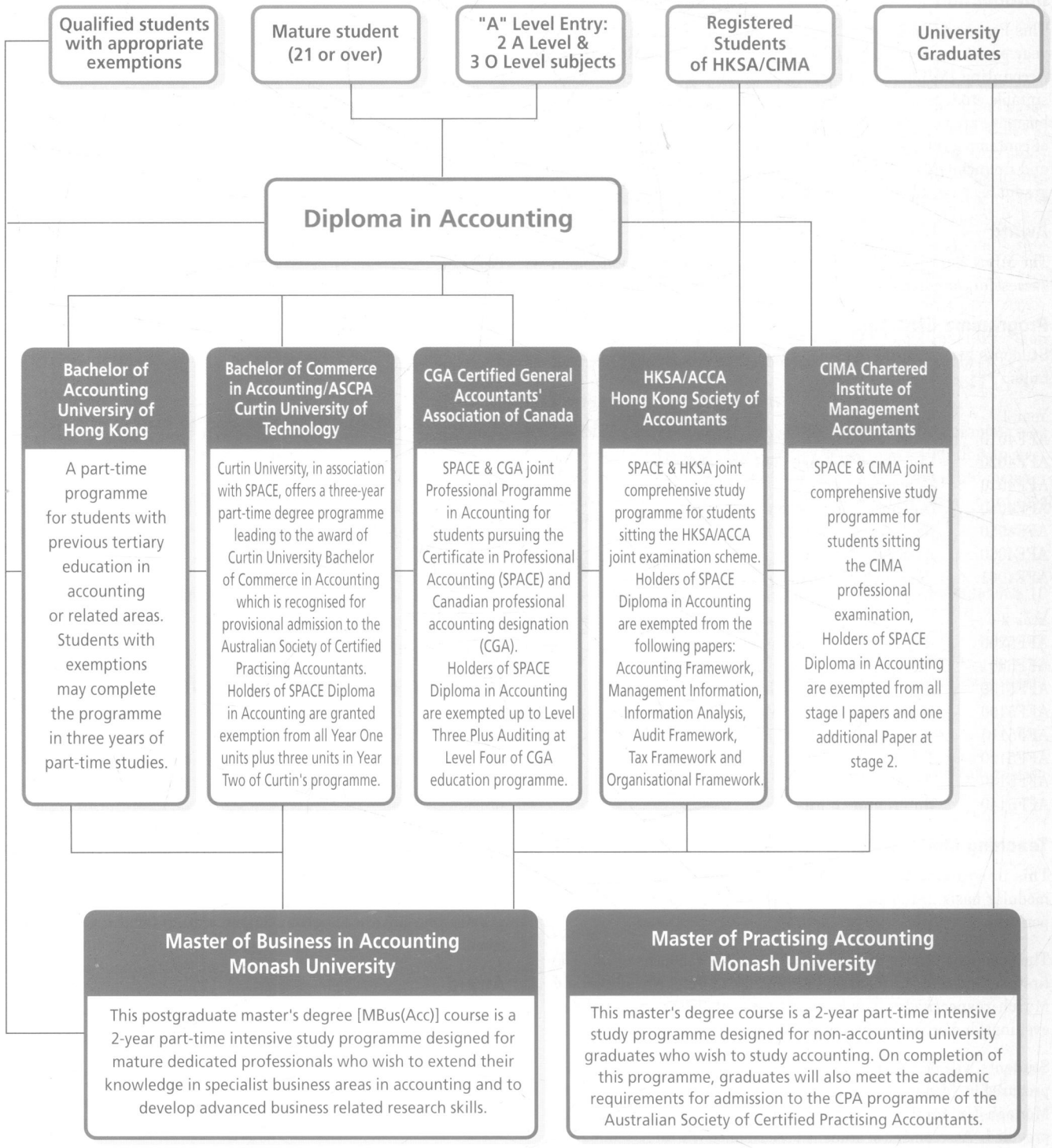
Sun, Wendy M.Y. 孫敏宜

Hung, Albert W.K. 熊運球

The Division of Accounting & Commerce is committed to lifelong education and continuing professional development for the private and public sectors of the community. In this regard, the Division is well experienced in providing quality part-time programmes on subjects in the fields of accounting, administrative management, China commerce and other related areas. Academic and professional qualifications, from professional certificate to master's degree level, are awarded by the University of Hong Kong and/or overseas partners, universities and professional institutions.

會計及商業學部致力為公共機構和私營企業提供終生教育及持續專業的發展；學部在開辦優質兼讀課程上具豐富經驗，學科範圍遍及會計、行政管理、中國商業及其他相關的科目。學生修畢課程，將獲取由香港大學，或與其合作的海外大學，和專業機構頒發的證書、學位及專業資格學歷。

External Programmes in Professional Accounting



ACCOUNTING
會計

Tel 電話：2975 5784 Fax 傳真：2858 4750

Master of Business in Accounting (Research Programme) *(Monash University)*

Introduction

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

Award

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

Programme Structure

Students are required to complete successfully the following 16 units:

Year 1

AFF4010	Advanced Financial Accounting
AFF4020	Advanced Management Accounting
AFF4030	Advanced Finance
AFF4040	Advanced Investment
AFF4050	Research Projects (2 Units)
AFF4060	Research Methods I
AFF4061	Research Methods II

Year 2

AFF5200	Issues in Competitive Advantage I
AFF5401	Issues in Competitive Advantage II
AFF5150	Financial Reporting Issues
AFF5100	Advanced Strategic Management Accounting
AFF5110	Advanced Information Systems
AFF5120	Advanced Auditing and Professional Practice
AFF5130	Financial Statement Analysis
AFF5140	International Finance

Teaching Mode

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

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

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

Entry Requirements

Prospective applicants must have the following qualifications:

- an undergraduate degree in Accounting from a recognised university, and/or
- membership in a recognised professional accounting body

Fees

The course fee for the 1998/99 academic year is $1,600 Australian Dollars per unit which includes course materials, lectures/tutorials, assessment, Monash University examinations and registration.

Application Procedure

All application forms must be completed and attached together with original and one set of photocopy of all relevant academic and/or professional qualifications and submitted to SPACE (Attn: Mr. David H. Lam, Director of Studies, Tel: 2975 5780):

Admiralty Town Centre:
School of Professional and Continuing Education
The University of Hong Kong
3/F Admiralty Centre
18 Harcourt Road
Hong Kong

University Office:
School of Professional and Continuing Education
The University of Hong Kong
3/F T.T. Tsui Building
Pokfulam Road
Hong Kong

Master of Business in Accounting (CPA Programme)*(Monash University)*

Introduction

This Postgraduate Master's Degree Course in Accounting is a two-year part-time programme of studies. The MBus (Acc) degree provides a balanced programme of studies to meet the professional education needs of people who wish to complete the CPA Programme of the Australian Society of Certified Practising Accountants (ASCPA). It also enhances and develops students' knowledge and skills of accounting in public practice, industry and academia and provides an advanced accounting education for those who have completed CPA studies.

Award

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

Programme Structure

Students are required to complete successfully the following 16 units:

Year 1

AFF5001	CPA Core I
AFC5002	CPA Core II
AFC5004	CPA Treasury
AFF5005	CPA Management Accounting
AFC5006	CPA Auditing
AFF4010	Advanced Financial Accounting
AFF4020	Advanced Management Accounting
AFF4030	Advanced Finance

Year 2

AFF5150	Financial Reporting Issues
AFF5130	Financial Statement Analysis
AFF5100	Advanced Strategic Management Accounting
AFF5140	International Finance
AFF5200	Issues in Competitive Advantage I
AFF5401	Issues in Competitive Advantage II
AFF5110	Advanced Information Systems
AFF5120	Advanced Auditing and Professional Practice

(Exemptions may be granted for CPA subjects)

Entry Requirements

An undergraduate degree in Accounting from a recognised university in Australia;and/or Associate membership of ASCPA.

Teaching Mode

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

The academic year is divided into 3 terms of 4 months each. The first, second and third session commence in March, July and November respectively.

Students will be provided with comprehensive course materials prepared by Monash University, lectures will be given by staff from Monash University and SPACE. Local tutorials will be provided. Assessment of student performance will be based mainly on examinations combined with continuous assessment and class presentation. (ASCPA examinations are used for the CPA subjects.)

Fees

The course fee for the 1998/99 academic year is $1,600 Australian dollars per unit which includes course materials, lectures/tutorials, assessment, Monash University examinations and registration. ($1,200 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 photocopy of all relevant academic and professional qualifications and submitted to SPACE (Attn: Mr. David H. Lam, Director of Studies, Tel: 2975 5780).

Admiralty Town Centre:
School of Professional and Continuing Education
The University of Hong Kong
3/F Admiralty Centre
18 Harcourt Road
Hong Kong

University Office:
School of Professional and Continuing Education
The University of Hong Kong
3/F T.T.Tsui Building
Pokfulam Road
Hong Kong

Master of Practising Accounting *(Monash University)*

Introduction

This Master 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.

Award

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

Professional Recognition

The MPA programme will enable graduates of the programme 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).

Programme Structure and Content

Students are required to complete successfully the following 16 units:

Year 1

AFF 9500	Introductory Accounting and Financial Information Systems I
TBF 9020	Business Law
AFF 9510	Quantitative Methods in Accounting
AFF 9521	Introductory Accounting and Financial Information Systems II
ECF 9530	Economics
TBF 9541	Company and Commercial Law
AFF 9601	Financial Accounting I
AFF 9611	Managerial Accounting

Year 2

AFF 9621	Auditing
AFF 9631	Financial Accounting II
AFF 9641	Business Finance
TBF 9651	Taxation Law and Practice

There are also 4 elective courses in advanced accounting, advanced information systems, advanced finance and other related topics from the M. Bus (Acc.) Programme. (Exemptions may be granted for equivalent qualification)

Entry Requirements

Prospective applicants must possess the following qualifications:
1. an undergraduate degree from a recognised university; or
2. equivalent qualifications; and/or experience recognised by Monash University

Teaching Mode

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 methods 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

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

Fees

The course fee for the 1998/99 academic year is $1200 Australian Dollars per unit which includes course materials, lectures/tutorials, assessment and examinations.

Application Procedure

All application forms must be completed and attached together with two sets of all relevant academic and/or professional qualifications, one of which must be the original documents, to the School of Professional and Continuing Education (SPACE), University of Hong Kong, 3/F Admiralty Centre, 18 Harcourt Road,, Hong Kong. (Attn: Mr. David H. Lam, Director of Studies, Tel: 2975 5776).

Bachelor of Commerce (Accounting) *(Curtin University)*

Introduction

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.

Curtin University offers, by part-time study, the Bachelor of Commerce with a major in Accounting. This degree programme is offered in conjunction with SPACE. The degree offered in Hong Kong is identical to the degree offered on the Curtin University Campus.

This programme 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 programme 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 exempted from the first full-time year of the degree programme comprising 9 units; ie. one-year advanced standing.

The remaining two full-time years of the programme, 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):
(1) are eligible for Associate membership of Australian Society of Certified Practising Accountants;
(2) satisfy education requirements to enrol in the Institute of Chartered Accountants in Australia Professional Year Programme.

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 exempted from the first year full-time programme and must complete the sixteen units listed below:

Accounting (Procedures)	102*
Accounting (Financial Reporting)	200
Accounting (Managerial Control)	201*
Accounting (Systems)	204
Accounting (Concepts and Issues)	303
Accounting (Corporate Entities)	202
Accounting (Professional Practice)	326
Accounting (International)	223
Accounting (Managerial Issues)	325
Accounting (Communication Management)	302
Accounting (Auditing)	300
Accounting (Internal Auditing)	322
Finance (Principles)	215*
Law (Corporation)	224
Taxation	331

Applicants who hold the Diploma in Accounting from SPACE 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 (Concepts and Issues)	303
Accounting (Systems)	204
Accounting (Auditing)	300
Accounting (Corporate Entities)	202
Law (Corporation)	224
Taxation	331

and 2 of

Accounting (Communication Management)	302
Accounting (Financial Reporting)	200
Accounting (Internal Auditing)	322
Accounting (Managerial Control)	201
Accounting (International)	223

Teaching Method and Assessment

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

Before 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.

Entry Requirements

Applicants must:

1. be proficient in the English language;
2. 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 SPACE, 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 1999 and 2000 the fee is Australia dollars $1,050 per unit, including all tuition fees, unit guides and enrolment.

Application Procedure

Applications will be invited from prospective students in April 1999. Classes are expected to commence in July 1999. Please write in for an application form enclosing a HK$2.1 stamped self-addressed envelope to 8/F T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong, marked "Curtin University Accounting Programme".

Bachelor of Accounting

Introduction

SPACE, in collaboration with the School of Business, The University of Hong Kong, is offering a Bachelor degree programme in Accounting. This is a part-time degree programme designed for students with previous tertiary education in accounting. Students with appropriate educational and professional qualifications can get exemption from 13 modules in the programme. The remaining 17 modules are offered on a part-time basis of evening and weekend classes which will normally be completed in three years of part-time study.

Aim

Our aim in offering this degree programme is to produce graduates with a high level of academic expertise in accounting. The programme will provide students with a solid and sound academic accounting education and will serve as a bridge for those students who would like to obtain a higher academic qualification in accounting.

Award

To be eligible for the award of Bachelor of Accounting Degree, students must satisfy all the requirements of the programme.

Programme Structure

Students are required to complete successfully the following 30 modules :

LEVEL I

	BACC0001	China Business Studies
	BACC0002	Communication Skills and Development
*	BACC0003	Economics
	BACC0004	English Communication
	BACC0005	International Trade
*	BACC0006	Legal Framework of Business
*	BACC0007	Organisation and Management
*	BACC0008	Principles of Accounting
*	BACC0009	Quantitative Methods
*	BACC0010	Statistics

LEVEL II

	BACC0011	Accounting Theory
	BACC0012	Business Ethics
*	BACC0013	Business Information System
	BACC0014	Company Law
*	BACC0015	Financial Management
*	BACC0016	Intermediate Accounting I
*	BACC0017	Intermediate Accounting II
	BACC0018	Intermediate Economics
*	BACC0019	Management Accounting
	BACC0020	Principles of Marketing

LEVEL III

	BACC0021	Advanced Auditing
	BACC0022	Advanced Finance
	BACC0023	Advanced Financial Accounting
	BACC0024	Advanced Management Accounting
	BACC0025	Advanced Taxation
*	BACC0026	Auditing
	BACC0027	Business Strategy
	BACC0028	Computer Concepts & Information Technology
	BACC0029	International Accounting
*	BACC0030	Taxation

* Subject exemptions for graduates of SPACE Diploma in Accounting.

Entry Requirements

All applicants must satisfy the entry requirements of the University of Hong Kong before they can be considered for selection. An applicant shall :

(1) comply with the General Regulations;
(2) hold a Diploma in Accounting awarded by SPACE or its equivalent;
(3) satisfy the examiner in a qualifying examination if required.

Assessment

Each subject comprises 36 hours of lectures extending over twelve lecture sessions. Teaching for each module consists of a combination of weekly tutorials, lectures and seminars. Students are required to attend a minimum of 80% of classes.

Assessment of each module is based on continuous assessment (written assignments, special projects) and a final examination, as stated below:

Continuous Assessment	Final Examination
30%	70%

Fees

For academic year 1998/99, the tuition fee is HK$6,000 per module. Tuition fees include :

(1) lectures
(2) marking of assignments
(3) examination; and
(4) one supplementary examination, if required.

Application Procedure

To apply, please complete and return the application form in person to any of the following addresses:

SPACE Admiralty Town Centre:
The University of Hong Kong
3/F, Admiralty Centre
18 Harcourt Road
Hong Kong
Tel: 2559 7628

SPACE University Office:
The University of Hong Kong
3/F, T.T. Tsui Building
Pokfulam Road
Hong Kong
Tel: 2975 5680

SPACE North Point Learning Centre:
14/F, Fortress Tower
250 King's Road
North Point
Hong Kong
Tel: 2570 9266

Enquiry : 2975 5782

The application must be accompanied by :

(1) A non-refundable application fee of HK$150 (Crossed cheque payable to "The University of Hong Kong")
(2) Two sets of photocopied educational qualifications. (Please bring original certificates/official transcripts for certification at SPACE Centres)
(3) One passport-sized photograph

Closing Date for Application

The closing dates for application are 15 August 1998 for the first term, 15 December 1998 for the second term and 15 April 1999 for the summer term.

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.

Award

Students will be awarded the Certificate provided that they:

(a) complete satisfactorily at least 90% of the assignments in each module;
(b) pass the examination in each module; and
(c) satisfy the tutor in charge with their attendance at lectures.

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, for 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 postgraduate degree programme, offered in Hong Kong by Monash University of Melbourne, Australia in co-operation with SPACE.

Programme Structure and Content

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

The modules offered by SPACE will cover the required subjects at the advanced levels (Levels 4 to 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)	Accounting Theory 1	-	AT1
* (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.

(12)	Professional Accreditation Comprehensive Examination	-	PACE 2

In addition, students are 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 students enrol 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.

Entry Requirements

Applicants must normally possess one of the following qualifications:
(1) The SPACE Diploma in Accounting;
(2) A recognised 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 or CIMA or ASCPA membership.

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

Exemption

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

Teaching Mode

There will be four sessions of 10 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.

Fees

The fee for 1998/99 is HK$5,380 per module which includes:-
(1) Comprehensive distance learning, computer-integrated course materials;
(2) A set of textbook;
(3) Required software (effective from 1994/95 academic year);
(4) Lectures;
(5) Marking of course assignments;
(6) Examination; and
(7) One supplementary examination; if required.

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

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 Road Central, Hong Kong [Tel:2858 1712] 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 three 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 (Tel:2975 5776).

Closing Date for Application

The closing dates for application for enrolment are 15 August 1998, 6 November 1998, 5 February 1999 and 7 May 1999 for Sessions 1, 2, 3 and 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 an application booklet (CGA-Canada International Calendar) can be obtained from:

(1) School of Professional and Continuing Education (SPACE)
Admiralty Town Centre:
3/F Admiralty Centre
18 Harcourt Road
Hong Kong

(2) School of Professional and Continuing Education (SPACE)
University Office:
The University of Hong Kong
3/F T. T. Tsui Building
Pokfulam Road
Hong Kong

Hong Kong Society of Accountants (HKSA) Joint Accountancy Programme (Joint Examination Scheme)

Introduction

SPACE and HKSA jointly offer a comprehensive joint study programme to students who intend to sit the HKSA/ACCA Joint Professional Examinations in June 1999.

Entry Requirements

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-student 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 of assisting students to pass the HKSA/ ACCA Joint Professional Examinations.

Students are responsible for ensuring that they are eligible to take the HKSA/ACCA Joint Professional Examinations.

Award

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

Course Schedule

Lectures will take place once a week. Each lecture will last for three hours from 6:30 to 9:30 p.m. on weekday evenings; 2:00 to 5:00 p.m., 2:30 to 5:30 p.m. or 6:30 to 9:30 p.m. on Saturdays; or from 9:30 a.m. to 12:30 p.m. or 2:00 to 5:00 p.m. on Sundays.

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

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

Lectures are tentatively set to commence in the first week of March 1999.

** 2 classes will be offered.*

Fees

Foundation Stage	-	$1,550 per paper
Certificate Stage	-	$1,800 per paper
Professional Stage	-	$2,150 per paper

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

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

Application Procedure

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

Application forms can be obtained in person from:

The School of Professional and Continuing Education(SPACE)
The University of Hong Kong
3/F, T.T. Tsui Building,
Pokfulam Road,
Hong Kong
Enquiry: 2975 5774

or

Student Service Counter
Hong Kong Society of Accountants (HKSA)
Lippo Centre, 4/F,
Tower 2,
89 Queensway,
Hong Kong

New Joint Management Accountancy Programme (CIMA)

Introduction

SPACE and The Chartered Institute of Management Accountants (CIMA) jointly offer a comprehensive Management Accountancy programme to students who intend to sit for the CIMA examinations in November 1998 and May 1999.

Professional and/or Academic Recognition

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

Programme Structure

Lectures will take place once a week during weekday evenings (6:30 – 9:30 p.m.) or weekends afternoons (2:30 – 5:30 p.m.) and will commence in August/September 1998 and February/March 1999.

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 Management Applications	—	Information
Fri	—	Organisational Management Development	Management and Accounting Control System
Sat	Business and Company Law*	Business Taxation*	—
*	Hong Kong Law and Taxation		

Teaching Mode

The New Joint Management Accountancy Programme is offered by SPACE 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.

On completion of the required assignments, a review session for each course will be provided to integrate all topics covered and to review previous examinations with the objective of assisting students to pass the CIMA professional examinations.

All students are responsible for ensuring that they are eligible to take the CIMA professional examinations.

Entry Requirements

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

Fees

The tuition fees are HK$1,980 per subject in stage 2 and HK$2,300 per subject in stage 3 and 4. All cheques must be made payable to "The University of Hong Kong".

The 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 the Management Accountancy Programme will be accepted on a first-come-first-served basis. Applicants must complete the stages in the correct sequence (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 Management Accountancy Programme at either:

School of Professional and Continuing Education (Mr. David H. Lam, Tel: 2975 5780)
(1) Admiralty Town Centre:
3/F Admiralty Centre
18 Harcourt Road
Hong Kong

(2) University Office:
3/F T.T.Tsui Building
Pokfulam Road
Hong Kong

or

The Chartered Institute of Management Accountants (CIMA)
Hong Kong Division
Unit A, 13/F, Cindic Tower,
128 Gloucester Road,
Wanchai,
Hong Kong.
(Tel: 2511 2003)

Diploma Programme in Accounting

Introduction

This programme is a three-year part-time diploma course which will provide students with a solid foundation in the accounting field. The subjects in the course have been designed so that holders of the Diploma can seek exemptions from various professional examinations. In addition, 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) The University of Hong Kong has agreed to grant exemptions to holders of the Diploma from 13 units of its part-time Bachelor Degree Programme in Accounting.
(2) 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.
(3) Curtin University of Technology of 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.
(4) The Hong Kong Society of Accountants also grants exemption to holders of the Diploma (Accounting Framework, Management Information, Information Analysis, Audit Framework, Tax Framework, Organisational Framework).
(5) The Chartered Institute of Management Accountants has agreed to grant exemptions to holders of the Diploma from all Stage 1 papers and the paper of Financial Accounting at Stage 2.

Exemptions 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
	Business Organisation & Organisational Behaviour

Each subject comprises 30 hours of lectures extending over 10 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.

Exemptions

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 5 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 1998/99.

Award

Students will be awarded the diploma provided that for each of the modules (other than those in which exemptions have been granted) they
(a) complete satisfactorily the required course assignments;
(b) pass the relevant examination; and
(c) satisfy the examiners with their attendance at lectures.

Teaching Schedule

The first term of the 1998/99 academic year will commence in September 1998 and end in December 1998. The second term will commence in January 1999 and end in April 1999. The summer term will commence in May 1999 and end in August 1999. Classes will be held twice a week in the evenings (6:30 – 9:30 p.m.) or Saturday afternoons (2:30 – 5:30 p.m.).

Fees

A. Course Fee
For 1998/99 academic year, the fee for Year 1 modules is HK$3,200 per module which includes:
(1) Lectures;
(2) Marking of course assignments;
(3) Examination; and
(4) One supplementary examination; if required.

The fee for Year 2* and Year 3# modules is HK$4,350 per module which includes:
(1) Comprehensive distance learning, computer-integrated course materials;
(2) A set of text book;
(3) Lectures;
(4) Marking of course assignments;
(5) Examination; and
(6) One supplementary examination; if required.

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

\# The fees for the Hong Kong Taxation and Business Organisation & Organisational Behaviour modules are HK$3,200, but the course materials and text books will have to be purchased by the students.

B. One-time Software Fee
In academic year 1998/99, students are required to pay the compulsory one-time software fee (HK$1,250). The fee would cover a copy of ACCPAC/GL for Windows, plus a complete set of the Computer Tutorials.

Application Procedure

The special application forms can be obtained from:-

SPACE Admiralty Town Centre
The University of Hong Kong
3/F, Admiralty Centre
18 Harcourt Road
Hong Kong
Tel: 2559 7628

SPACE North Point Learning Centre
14/F, Fortress Tower
250 King's Road
North Point
Hong Kong
Tel: 2570 9266

SPACE University Office
The University of Hong Kong
3/F, T.T. Tsui Building
Pokfulam Road
Hong Kong
Tel: 2975 5680

Enquiries : 2975 5781

Please send completed application form by mail or in person to the above addresses. It must be accompanied by :
(1) A non-refundable application fee $150 (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.
(2) Photostat copies of I.D. Card/relevant certificates/transcripts.

Closing Date for Application

The closing dates for application are 20 August 1998 for the first term, 24 December 1998 for the second term and 15 April 1999 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.

1776. 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 advanced discussion 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.

Medium of Instructions: Cantonese, supplemented with English where appropriate.

Tutor : Peter Chan, B.Com., CMA

Date & Time : Saturdays, 2:30p.m. – 5:30p.m., starting 27 February 1999

Venue : To be confirmed

No. of Meeting : 16

Fee : $1,840

1777. Foundation Accounting

This course covers most of the topics in the syllabus of the 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.

Medium of Instruction: Cantonese supplemented with English where appropriate.

Tutor : William Chan

Date & Time : Saturdays, 2:30p.m. – 5:30 p.m., starting 27 February 1999

Venue : To be confirmed

No. of Meeting : 12

Fee : $1,165

1778. 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 proforma 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.

Medium of Instruction: Cantonese, supplemented with English where appropriate.

Tutor : S. Wong

Date & Time : Thursdays, 7:00p.m. – 9:30p.m., starting 4 March 1999

Venue : To be confirmed

No. of Meeting : 14

Fee : $1,165

1779. 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.

Medium of Instruction: Cantonese, supplemented with English where appropriate

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

Date & Time : Saturdays, 2:30p.m. – 5:00p.m., starting 27 February 1999

Venue : To be confirmed

No. of Meeting : 16

Fee : $1,270

1780. Elementary Book-keeping & 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.

Medium of Instruction: Cantonese, supplemented with English where appropriate.

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

Date & Time : Saturdays, 2:30p.m. – 5:30p.m., starting 27 February 1999

Venue : To be confirmed

No. of Meeting : 15

Fee : HK$1,165

1781. 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 and 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.

Medium of Instruction: Cantonese, supplemented with English where appropriate.

Tutor : Peter Chan, B.Com., C.M.A.

Date & Time : Wednesdays, 6:00p.m. – 7:30p.m., starting 24 February 1999

Venue : Rm S18, SPACE Admiralty Town Ctr

No. of Meeting : 10

Fee : $588

1782. 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，並加入不少本港的實際情況以作討論的例證。

(名額四十人)

導　師 : 區啟昌先生 B.A. *(York)*

開課日期及時間 : 一九九九年二月二十四日起逢星期三下午六時三十分至八時三十分(共十二講)

地　點 : 金鐘市區中心S15室

學　費 : 八百伍十元

報名截止日期 : 一九九九年二月十三日

1783. 香港稅務：原理與實際應用 (Hong Kong Taxation: Principles and Practical Procedures)

本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。主講者除作簡單之原理講述外，並與學員討論實際之應用問題，及如何填寫各種報稅表格、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。

由於專門術語為本，學員須具有英語知識。

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

開課日期及時間 : 一九九九年二月二十四日起逢星期三下午六時十五分至七時四十五分(共十五講)

地　點 : 信德中心西座十樓102室

學　費 : 八佰一十元

報名截止日期 : 一九九九年二月十三日

1784. Introduction to Import / Export Practice

This course introduces the various aspects of import/export practice for those working in an import/ export firm and a bank's bills department. On completion of this course, participants should be able to understand the basic concepts and identify the documentation of 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.

Medium of Instruction : Cantonese, supplemented with English where appropriate

Tutor : Michael K.N.Wong, B.B.A. *(CUHK)*

Date & Time : Saturdays, 2:30p.m. – 5:30p.m., starting 27 February 1999

Venue : To be confirmed

No. of Meeting : 8

Fee : $920

Closing Date for Application : 20 February 1999

ADMINISTRATIVE MANAGEMENT
行政管理

Tel 電話 : 2975 5775 Fax 傳真 : 2858 4750

Advanced Diploma / Diploma in Administrative Management *(Institute of Administrative Management, UK)*

Introduction

Applications are invited for enrolment in courses offered by SPACE, commencing in January 1999 and July 1999 to prepare students for the Institute of Administrative Management (IAM) examinations in June 1999 and December 1999 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 fourteen 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 seven 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 asset, promotes its affairs and achieves its objectives.

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

Award

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

Professional Recognition

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

It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

Programme Structure and Content

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 & Control
Module 5 - Information Technology
Module 6 - Administrative Data & Information
Module 7 - Case Study I

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

Module 21 - Managing Contemporary Issues
Module 22 - Managing Financial Resources
Module 23 - Managing People
Module 24 - Managing Processes
Module 25 - Case Study

Plus TWO option modules:

- Managing Facilities
- Managing Information Analysis & Presentation
- Managing Information & Technology
- Managing Marketing

Entry Requirements

Diploma in Administrative Management:
(1) 4 GCE (including 1 at A level) or equivalent, or
(2) mature students, 21 years of age or over

Advanced Diploma in Administrative Management:
(1) Diploma in Administrative Management;
(2) A recognized university degree;
(3) A recognized relevant higher diploma; or
(4) Equivalent qualifications

Prospective students 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 on application to students with appropriate qualifications and upon application.

Teaching Mode

This programme provides students with comprehensive part-time lectures 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 are also required. Required text books and other course materials will be selected from the reading lists specified by IAM.

Lecture Time : Mon - Fri: 6:30p.m.– 9:30p.m., Sat: 2:30p.m. – 5:30p.m.

Fees

The fee is HK$1,995 per module for the Diploma Programme and HK$2,835 per module for the Advanced Diploma Programme, which includes lectures and marking of assignments but does not include course materials.

Application Procedure

Complete and return the Application Form for Admission to: School of Professional & Continuing Education. Further instructions for enrolment will be provided after acceptance. Enquiry: 2975 5775

(1) SPACE Admirlaty Town Centre:
3/F Admiralty Centre
18 Harcourt Road
Hong Kong

(2) SPACE Head Office:
The University of Hong Kong
3/F T.T.Tsui Building
Pokfulam Road
Hong Kong

中國商業

1487. 中國法律、金融及商貿證書課程

課程簡介

本課程由香港大學專業進修學院主辦及上海復旦大學國際經濟法系協辦。

隨著中國貿易不斷開放及日趨多元化，隨之而至的是有關各中國貿易法律、金融法律及商貿仲裁的各種發展。例如中國政府最近決定放寬外資企業，在國內經常性項目的外匯結算及買賣對中國貿易引致的種種影響。香港各大小企業從事中國貿易、業務、投資、金融及管理的人員均希望對各種類似的問題有更深入了解。

本課程的宗旨在提供進修機會予現時從事中國貿易、業務、投資、金融及管理的人士。修畢本課程的學員會對中國有關商貿法律、金融法律、仲裁及商貿等題目有較深入的認識及能更有效地從事中國業務。

課程內容

本課程共分為五個不同之獨立授課單元，內容以中國法律、經貿及金融理論配合實際個案。課堂理論外各學員需提交一個中國經貿專題個案研究報告。

修讀形式

課程以講授為主，教材主要由復旦大學國際經濟法系提供。復旦大學國際經濟法系將委派富有經驗的學者來港講授。本課程講授共六十九小時，講授時間為晚上、星期六、日。此外，每名學員需提交一份不少於六千字的中國商貿專題個案研究及參加考試。

授課語文：中文(普通話)

開課日期及時間表：請留意各大報章廣告及本學院之通告

結業證書

凡修畢本課程，出席率不少於80%，考試合格，並能於限期前提交符合規格的專題研究報告，將獲香港大學專業進修學院頒發中國法律、金融及商貿證書。

全期費用　：HK$11,150，請以劃線支票抬頭寫「香港大學」，寄交香港薄扶林道香港大學徐展堂樓八字樓，香港大學專業進修學院收。

查詢及索取報名表格，請致電2975 5774。

1775. 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。從而做到理論與實踐密切結合，以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（合共50小時，以粵語講授）：

(甲)在香港上課兩週共六次，每次三小時。分八個講題：(1)＜對外貿易法＞與中國外貿發展戰略；(2)中國對外貿易的經營與管理；(3)中國對外技術貿易；(4)中國對外服務貿易；(5)中國利用外資的指導思想與投資環境；(6)外商在中國直接投資辦企業方式(中外合資企業，中外合作企業與外商獨資企業)與程序；(7)中國對國際間接投資和對國際靈活投資(國際貸款、國際証券投資、對外加工裝配、補償貿易與國際租賃等)的利用；(8)中國利用外資的發展趨勢。

(乙)赴廣州調查、洽談四天：(1)出席旁聽廣東省、廣州市對外經濟貿易部門官員和企業經理報告與座談四次。(2)到廣州市經濟技術開發區和保稅區、外商投資企業、對外加工裝配與補償貿易企業以及外貿企業，參觀與洽談四次。

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

導　師　：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名譽教授、廣州國際經濟貿易學會副會長）

開課日期及時間：一九九九年五月起，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。一九九九年六月中赴廣州調查、洽談。

地　點　：在香港大學及廣州（詳情容後公佈）

學　費　：三千四百七十元(往返廣州的交通費及在廣州的食宿費用，均由學員自付。)



Programme Directors and Managers
Front (from left): *Ms. Wendy Sun, Ms. Flora Chan*
Back (from left): *Mr. Albert Hung, Mr. David Lam (Head), Mr. Allen Wong*

APPLIED SCIENCE

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The Division of Applied Science includes a number of areas: Health Sciences & Nursing Studies, Medical Laboratory Sciences, Life Sciences & Biomedical Sciences, Food Science, Nutritional Sciences and Dietetics, Computer Science & Information Technology, Library & Information Science, Engineering, Pharmaceutical Science, Environmental Science, Mathematics and General Science. A number of the programmes in the Division are structured to enable students to progress from open access certificates to diploma, degree and postgraduate levels. Some of the academic awards are recognized by professional bodies. These courses emphasize continuing professional development and are of high standard. There is great demand from the community for these courses and the Division is committed to ensure the provision of high quality courses to meet lifelong education needs.

應用科學部由多個不同學科範疇組成，包括衛生科學及護理學、醫務化驗科學、生命科學及生物醫學、食品、營養科學與治療、電腦科學及資訊科技、圖書館學及資訊科學、工程學、藥物科學、環境科學、數學及科學，其中部份課程可助學員循序由初級證書進修至文憑、學位、深造文憑以及碩士等課程。一些學歷更獲國際專業機構認可。應用科學部提供的課程著重專業知識的提升；由於社會人士對這些課程需求殷切，學部將致力確保課程的高質素，以應公眾對終生教育的需求。

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8500. Diploma in Intensive Care Nursing

Introduction

Scientific and technological advances have a great impact on health care delivery and the scope of nursing practice in Intensive Care Units (ICU). Nurses working in ICU are required to have a better understanding of the bio-psychosocial and technological aspects of health care in order to assume greater responsibility for providing quality care and support to patients and their families.

Aims

The aim of the Course is to provide Registered Nurses with learning opportunities to enhance their knowledge, and psychomotor skills in Intensive Care Nursing. The design of the curriculum and teaching strategies will help participants to acquire in-depth knowledge and skills to a level that enables them to function competently in the Intensive Care areas.

Course Objectives

On completion of the Course, students will be able to:

1. evaluate different treatment and management modalities in ICU;
2. demonstrate advanced clinical knowledge of Intensive Care Nursing;
3. provide comprehensive nursing care incorporating specialized skills in promoting and maintaining the optimal health of the patient;
4. integrate principles of scientific enquiry and a research based approach to improve patient outcomes;
5. collaborate with the health care team, patients and their families to promote and maintain the optimal health of the patient;
6. demonstrate accountability for their nursing practice.

Teaching Schedule

Participants are required to attend a 36-week (3 hours/week) course on theoretical components and a 6-week supervised clinical practice (240 hours).

Total Contact Hours : 348

Enrolment is limited to 40

Date & Time : Wednesdays, 6:00p.m. – 9:00p.m., starting 21 April 1999

Venue : HKU, Main Campus or other venue

Fee : $16,000

Diploma in Oncology and Palliative Care for Health Care Professionals

Introduction

Cancer is now the leading cause of death in Hong Kong. By 1900, survival rates for cancer sufferers were very low and health care professionals working with cancer patients were faced with a dilemma. In subsequent decades, major treatment advances in areas such as surgery, chemotherapy, radiation therapy, and immunotherapy greatly increased treatment options and survival rates. These have had an enormous impact on care delivery services, complex needs and quality of life issues. Hence, health care professionals are faced with management of patients undergoing a variety of treatments. Additionally, the development of palliative care is also one of the major advances for the terminally ill in Hong Kong.

In order to enable health care professionals to develop a better understanding of the neoplastic disease and its management, this course is designed to provide students with an in-depth knowledge of oncology and palliative care; and opportunities to work in different clinical settings. The teaching strategy is therefore focused on the integration of knowledge and clinical practice, providing a holistic approach to the care of cancer patients.

Aims

The overall aim of the course is to provide an opportunity for all levels of health care professionals who are working in oncology to further develop their knowledge and skills in this specialty, so that the quality of care provided for their clients will be enhanced. It is particularly beneficial to those who may have to provide care for patients with cancer in general settings as well as those who may wish to enter oncology as their future career choice.

Course Structure

Please refer to the following flow chart:

Haematological Oncology + Palliative Care → *Certificate in Haematological Oncology and Palliative Care for Health Care Professionals*

+

General Oncology + Palliative Care → *Certificate in General Oncology and Palliative Care for Health Care Professionals*

+

Palliative Care → *Certificate in Palliative Care for Health Care Professionals*

↓

Diploma in Oncology and Palliative Care for Health Care Professionals

Enrolment

Students may enrol in:

1. any one of the Unit I and Unit II which will lead to a Statement of Attendance, or
2. either Haematological Oncology or General Oncology plus Palliative Care which will lead to the award of Certificate, or
3. Certificate in Palliative Care for Health Care Professionals only, or
4. all the three units which will lead to the award of a diploma

Registered Nurses, Medical Social Workers, Occupational Therapists, Physiotherapists, Clinical Psychologists, Dietitians, Pharmacists and Radiographers; and other Health Care professionals may enrol.

Clinical Experience

1. Students who enrol for the Diploma Level course will be given a three-week attachment in Oncology units including a Bone Marrow Transplant Unit, a Surgical and Clinical Oncology Department and will spend one week in the Community Bereavement Centre (Shamshuipo)
2. Students who attend the Palliative Care course only will be given a two-week attachment in Nam Long Hospital

Assessment

- A minimum of 80% attendance rate
- Assignment and clinical project
- A class test will be given at the end of the course.

Award

On successful completion of the unit(s), students will be awarded a SPACE, HKU; Cancer Centre, QMH and Nam Long Hospital Certificate of Attendance / Certificate / Diploma, whichever applies.

Course Personnel

Overseas Advisors:

Dr. D. Doyle, OBE; Vice-President, National Council for Hospice and Specialist Palliative Care Services (UK); President, College of the International Hospice Institute and College

Professor I. Finlay, Director, Marie Curie Centre, Wales, UK

Professor I. Maddocks, International Institute of Hospice Studies, The FlindersUniversity of South Australia; Director, International Institute of Hospice Studies

Unit I - Haematological Oncology for Health Care Professionals

Aims

This course aims to introduce students to the aetiology and treatment of haematologic malignancies. The structure of the course focuses on the special care of patients with bone marrow transplantation and Hickman catheters. Common infections and standard control measures which are important to maintain an infection free environment when caring for low resistant cancer patients are also discussed.

Objectives

On completion of this unit, students will be able to:

1. understand the aetiology and treatment of haematologic malignancies;
2. develop skills in assessing cancer patients' psychosocial needs;
3. demonstrate skills in the care of bone marrow transplantation patients, patients with Hickman catheters and those undergoing chemotherapy;
4. understand the common infections that occur in the oncology and bone transplantation unit.

Award

On successful completion of this unit, students will be awarded a SPACE, HKU, Cancer Center, QMH Statement of attendance.

Course Outline

1. Principles of medical oncology
2. Classification of cancer in Haematology
3. Diagnostic and Laboratory investigation
4. Psychosocial Assessment
5. Counselling
6. Special care management for bone marrow transplantation, patients with Hickman catheters and chemotherapy
7. Common infection and control

Clinical component : Half-day clinical visit will be arranged

Assessment

Written assignment and one end-of-class test will be given at the end of the course.

Teaching Schedule

Date : To be confirmed

Time : 6:30p.m. – 9:30p.m.

Venue : To be confirmed

Fees : To be confirmed

Unit II - General Oncology for Health Care Professionals

Aims

This course aims to provide students with a basic understanding of the principles of surgery; radiotherapy and chemotherapy in cancer treatment. The course focuses on the classification of cancers and diagnostic procedures. The introduction of the different roles of health care professionals in the care of cancer patients will enhance the understanding of the importance of a team approach. Special knowledge and skills unique in oncology care, such as surgical palliative care, bereavement counselling, communication and psychosocial care will also be discussed.

Objectives

On completion of the course, the students will be able to:

1. describe the epidemiology of cancer;
2. discuss the pathogenesis, pathophysiology and clinical manifestations of cancer;
3. understand the principles of surgery; radiotherapy and chemotherapy;

4. understand different types of surgical palliative approaches to advanced stages of cancer;
5. identify the psychosocial needs of cancer patients;
6. understand the different roles of health care professions in a team approach;
7. demonstrate skills in bereavement counselling.

Award

On successful completion of this unit, students will be awarded a SPACE, HKU, Cancer Center, QMH Statement of Attendance.

Course Outline

1. Understanding the aetiology and epidemiology of cancer
2. Classification of cancer in staging and diagnostic procedures
3. Principles of surgery; radiotherapy and chemotherapy and oncological emergencies
4. Care management in cancer patients
5. Psychosocial Assessment on cancer patients
6. Understanding a team approach
7. Bereavement counselling

Clinical Practice : Half-day clinical visit will be arranged

Assessment

Written Assignment and a class test will be given at the end of the course

Teaching Schedule

Date : To be confirmed

Time : 6:30p.m. – 9:30p.m.

Venue : To be confirmed

Fees : To be confirmed

691. Unit III - Certificate in Palliative Care for Health Care Professionals

Introduction

The development of palliative care is one of the major advances in health care for the terminally ill in Hong Kong.

In order to develop a better understanding by health professionals of the concepts of palliative care and the multidisciplinary care approach for the terminally ill, this certificate course has adopted a dynamic approach to look at the relevant issues, including symptom control, pain management and the concept of death and dying.

Aims

The aims of this course are to provide an opportunity for all levels of health care professionals working in oncology to develop their knowledge and skills in this specialty, so that the quality of care provided for their clients will be enhanced. It is particularly beneficial 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

On successful completion of the course, the student will be able to:

1. discuss concepts of palliative care;
2. describe the patho-physiological processes of cancer;
3. apply the principles of palliative care;
4. demonstrate skills in symptom control and pain assessment;
5. provide a holistic approach to the care of terminally-ill patients;
6. recognise the significance of cultural and ethical issues related to death and dying;
7. discuss the concept of developing home care systems and community support;
8. identify the different stress factors facing terminally ill patients and their relatives;
9. become proficient in the management of stress;
10. discuss the carer's role as a health advocate.

Award

On successful completion of this unit, students will be awarded a SPACE, HKU, Nam Long Hospital Certificate.

Course Outline

1. Basic Knowledge of cancer
   - Epidemiology of cancer in Hong Kong
   - Applied anatomy & physiology related to cancer development
   - Classification & diagnosis of cancer

2. Palliative Interventions
   - Chemotherapy, Radiotherapy and Surgery
   - Treatment of groups vulnerable to cancer (the young and the old)
   - Symptom control and pain management
   - Psycho-social and spiritual care

3. Philosophical and ethical issues related to Death and Dying

4. Skills development
   - Communication skills
   - Counselling
   - Team approach concept
   - Stress management

5. Community Care
   - Home Care
   - Social Support
   - Day Care
   - Bereavement Care
   - Health Education

6. Alternative Therapeutic Approach
   - Art Therapy
   - Complementary Care
   - Traditional Chinese Medicine

Clinical Practice

Students are required to spend a minimum of a two-week clinical practicum under supervision at Nam Long Hospital including community visits with home care nurses.

Assessment

A minimum of 80% attendance rate, a class test and completion of a health education project. An oral presentation will be required in the classroom.

Entry Requirements

Preference will be given to students who have completed Unit I or II. However, those who only wish to study the Palliative Care Course may also be accepted.

Teaching Schedule

Date : Mondays, starting 15 March 1999 (26 meetings)

Time : 6:30p.m. – 9:30p.m.

Venue : To be confirmed

Fees : $6,500

Enrolment is limited to 45

3001. Certificate in Effective Counselling for Nurses

Introduction

Communication plays an important role in our everyday life. It is particularly important in a health care setting: effective communication will not only facilitate therapeutic interactions with patients and their relatives, it will also enhance understanding among members of the health care team in the administration of treatment and care to patients.

Nurses are often asked to help patients and their relatives to resolve their health care problems. Therefore, counselling of patients and their relatives is a part of nurses' role. Effective communication and counselling skills do not usually come naturally. Training is often required.

Aims

This certificate course is an innovative programme that aims at helping practising Registered Nurses to achieve basic effective communication and counselling skills. This is an intensive course. Participants are expected to take a full and active part in group discussion and group activities – sharing personal experiences and learning from each other. A three-day workshop will be organised (most likely on Saturdays). **All** participants are expected to attend.

This course is for Registered Nurses who are highly motivated and committed, and who have a genuine desire to improve their communication and counselling skills.

Objectives

On completion of the course, participants will be able to:

1. discuss the basic principles of effective communication;
2. demonstrate effective interpersonal skills when interacting with patients and members of the health care team;
3. further develop as professional nurses through self awareness, assertiveness and negotiation skills;
4. demonstrate skills in conflict resolution in a health care setting;
5. apply interview techniques in clinical situations involving patients/patients' relatives/staff;
6. evaluate the effectiveness of communication in specific nurse-patient interactions;
7. discuss the basic principles and values related to the counselling process;
8. demonstrate an ability to help patients/patients' relatives/ colleagues take steps to work through issues/concerns and to achieve resolutions.

Course Content

- Principles of effective Communication Skills
- The counsellor as a person and as a professional
- Counselling Theories and Practice
- Working with Individuals and Families
- Integration and Consolidation

Teaching Strategies

This course focuses on experiential learning. There will be small group work, role-play, workshops, lecture discussions and project presentation.

Medium of Instruction

English

Assessment

- Participation in workshop and group activities
- Projects/assignments
- End of course test/examination

Award

On successful completion of the course, participants will be awarded a SPACE Certificate.

Entry Requirements

Practising nurses with a minimum of two (2) years post-registration clinical experience. Applicants may be required to attend a personal interview. Enrolment is restricted to 45 and is on a first-come-first-served basis.

Course Personnel

Teaching Staff : Nurse counsellors, academics and nurse managers

External Advisors : Mr. R. Ng – Clinical Psychologist

Teaching Schedule

Date & Time : Wednesdays, 6:30p.m. – 9:30p.m., starting from 2 June 1999 to 15 December 1999

Total Contact Hours : 100

Venue : To be confirmed

Fee : $9,800

Certificate in Mental Health and Ageing

Introduction

In Hong Kong, the rapid growth in the elderly population in the last decade has brought about structural changes in health care and social welfare. This is especially true in the latest development in

health care services for elderly people: the establishment of psychogeriatric assessment units which serve the purpose of prevention and early detection of mental illness in the elderly. In fact, there is an increased demand for mental health services amongst the elderly population. Local data shows that the suicide rate in the elderly is higher than in other age groups. More elderly people are found living alone with poor social networks. Research has indicated that effective planning of care and practice rests upon the health care professions which require a solid understanding of mental health and ageing. With the demand for specialized knowledge and skills in the care of elderly persons with mental health problems, it is essential for the health care professional to develop a better understanding of mental health and the ageing process, to provide a more effective and competent care for the elderly in need.

Aims

The aim of the course is to provide participants with a comprehensive view of mental health and the ageing process. The course will explore cognitive functions and the specific cognitive dysfunctions of elderly people, and will also develop specific strategies to maintain a balance of mental health, self-esteem, and bio-psycho-social health.

Objectives

On completion of the course, students will be able to :

1. understand the basic theoretical concepts of mental health and ageing;
2. differentiate mental health from mental illness in elderly people
3. understand the psychosocial aspects of ageing;
4. develop skills in mental health assessment;
5. understand the sociocultural conditions of the ageing process;
6. demonstrate skills for client/family counseling;
7. understand the policy and planning in ageing.

Programme Structure

The Programme is divided into two Levels:

Mental Health and Ageing - Basic Level

Date & Time : starting September 1999 (exact date and time to be confirmed) (18 meetings)

Venue : HKU Main Campus (to be confirmed)

Fee : To be confirmed

Enrolment is limited to 40

1625. Mental Health and Ageing - Advanced Level

Award

There are two levels of award. Students will be given a Statement of Attendance on completion of the basic level of the course. On successful completion of the basic and advanced level, they will be awarded a SPACE Certificate.

Entry Requirements

1. Registered Nurses who are interested must have at least two years' experience in a related field (general/mental nursing) AND must have completed the basic level in Mental Health and Ageing;
2. Other health care professionals who have acquired a basic knowledge of mental health and care of the elderly with a minimum of 2 years' work experience.

Teaching Schedule

Date & Time : Tuesdays, 6:00p.m. – 9:00p.m., starting 2 March 1999 (19 meetings)

Venue : HKU, Main Campus (to be confirmed)

Fee : $4,500

Enrolment is limited to 30

Certificate in Nursing Research

Introduction

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 a responsibility to be actively involved in conducting and/or applying research that shapes nursing care delivery, and subsequently to document the quality and cost effectiveness of the nursing care they provide.

Aims

The main aims of this Programme are to provide 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 for conducting nursing research and implementing the outcomes of research safely and effectively.

Objectives

On successful completion of the Programme, students will be able to:

1. apply basic principles of research methodology to the study of a nursing problem;
2. develop their ability to evaluate research studies;
3. apply knowledge of descriptive and inferential statistics in the analysis of data;
4. formulate a research protocol for a selected nursing problem;
5. demonstrate the ability to conduct a research project on a selected nursing problem;
6. present a written report on the research project.

Award

On successful completion of the Programme, students will be awarded a SPACE certificate.

Programme Structure

This is a two-semester Programme. The structure of the Programme is divided into two Components:

1. **Course 8508 : Essentials of Nursing Research**
2. **Course 3714 : Nursing Research - Advanced Level**

Teaching Strategies

Lecture, tutorial, seminar, field work, computing laboratory

8508. Essentials of Nursing Research

Objectives

On successful completion of the Course, students will be able to:
1. discuss the principles of the research design;
2. critically evaluate research findings;
3. distinguish between qualitative research and 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 Structure

This is a one semester Course. The Course is divided into two components:
1. Research Methodology
2. Statistics

Assessment

Students are required to submit an assignment

Teaching Strategies

Lectures, tutorials, seminars.

Medium of Instruction

English

Entry Requirements

Nurses (general or psychiatric) registered with the Nursing Board of Hong Kong.

Further Study

On successful completion of the course, students may enrol in the Nursing Research – Advanced level, which will prepare them as nurse specialists in nursing research.

Teaching Schedule

Date & Time : Wednesdays, 6:00p.m. – 8:00p.m., starting 3 Feburary 1999 (16 meetings)

Venue : To be confirmed

Fee : $4,000

Enrolment is limited to 30

3714. Nursing Research - Advanced Level

Objectives

On successful completion of the course, students 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

Duration

One year

Entry Requirements

Nurses (general or psychiatric) should:
1. be registered with the Nursing Board of Hong Kong; and
2. have completed Essentials of Nursing Research; or have a basic knowledge of research methodology acquired through an equivalent course.

Teaching Schedule

Date & Time : Thursdays, 6:00p.m. – 8:00p.m., starting 4 March 1999

Venue : To be confirmed

Fee : $7,200

Enrolment is limited to 20

3656. A Certificate Course in Anaesthesiology (Module I)

Enquiries : 2975 5683

This course is designed for nurses or other health-care workers who work closely with anaesthesiologists, and will enhance their understanding of anaesthesiology. The course represents the First Module of a three-module course. At the end of each module, there will be a written assessment and students who have successfully completed all three modules may be awarded a certificate. Students must have completed Module I before proceeding to Module II. The theme of the first module will concentrate on issues related to patient care during the preoperative and intraoperative phases. Topics include: introduction; hazards in the perioperative period; drugs used in anaesthesia; the anaesthetic equipment; tracheal intubation; mechanical ventilatory support; monitoring of patients during anaesthesia; fluid therapy; blood and blood products; temperature control; positioning of patients; regional anaesthesia; safety in the operating suite; anaesthetic accidents; anaesthetic subspecialties; and auditing and quality improvement in anaesthesiology. Lectures will be conducted in Cantonese.

Course Director : Dr. Stephen Wu

Tutor : H.Y. So, M.B.,B.S., F.A.N.Z.C.A., F.F.I.C.A.N.Z.C.A., F.H.K.C.A. F.H.K.C.A.(IC), F.H.K.A.M.(Anaesthesiology)

Date & Time : Fridays, 6:05p.m. – 7:05p.m., starting 26 February 1999 (15 meetings, including written assessment)

Venue : Rm S23, SPACE Admiralty Town Ctr

Fee : $2,200

3631. Health Education and Health Promotion for Enrolled Nurses NEW

Introduction

Promotion of health and the prevention of illness has become one of the most important issues of the 1990's. To promote health effectively nurses need to be adequately prepared with professional knowledge and skills. This course enables participants to acquire basic knowledge and skills in principles of health education and health promotion which will enhance their work in clinical and community settings. Successful health education and health promotion will help the community to develop a positive attitude towards health and illness.

The course focuses on realistic approaches to health education and health promotion. Examples from local health programmes will be drawn to illustrate different approaches and strategies applicable in Hong Kong.

Aims

1. To introduce a range of health promotion concepts;
2. To introduce different strategies and methods on health promotion programmes;
3. To instil the concept of appropriate attitudes to the practice of health promotion;
4. To provide opportunities to develop the professional skills that are required for health promotion.

Objectives

On completion of the programme, the participants will be able to:
1. develop a positive attitude towards health promotion;
2. describe the major approaches to the promotion of health;
3. understand the basic principles of health promotion and possible barriers in implementing health promotion programmes;
4. understand and be actively involved in health promotion activities.

Course Structure

The Programme is divided into two parts. The first part includes concepts of health and health promotion strategies which can be used in a clinical setting. The second part includes health promotion programmes in Hong Kong. These programmes will be used as case studies to illustrate how different approaches in health promotion can be put into practice.

Part I
1. The concepts of health and illness
2. Principles of health education
3. The concepts of health promotion
4. The demographic characteristics and disease pattern
5. Introduction to health statistics and epidemiology
6. Strategies and methods of implementing health promotion programmes
7. Possible barriers to health promotion

Part II
1. Health of women and children
2. Occupational safety and health
3. Dental health
4. Substance abuse and health promotion
5. The Green Movement and environmental protection
6. Mental health and healthy life styles
7. Infectious diseases - the role of health promotion
8. Health promotion in school and work sites

Medium of Instruction

Cantonese, supplemented with English.

Entry Requirements

To be eligible for admission to the course, applicants should: a) be enrolled nurses; and b) have a minimum of one year working experience in a clinical setting.

Course Personnel

Course Organiser : Mr. Moses TSE, Assistant Professor, SPACE, HKU

Course Co-ordinator: Ms WAN yuet-mei, Connie, B. Nurs., MHA, MBA

Teaching Schedule

Date & Time : Wednesdays, 6.30p.m. – 9.00 p.m., starting 13 January, 1999 (16 meetings)

Venue : Room 507 & 508, T.T. Tsui Building, HKU Main Campus

Fee : $2,850

Enrolment is limited to 30

The following diploma courses for registered nurses will be launched in early 1999:
- Diploma in Perioperative Nursing
- Diploma in Surgical Nursing
- Diploma in Medical Nursing
- Diploma in Neonatal / Paediatric Intensive Care Nursing

For enquiries and details of the courses, please call Ms. Ko at 2975 5688 or Ms. Pun at 2975 5687.

3147. Getting to Know Some Important Rheumatic Diseases

Enquiries : 2975 5683

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 of 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 caring for these patients. It will also be helpful to the patients themselves and their relatives. The general public will 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.)*

Date & Time : Fridays, 8:00p.m. – 9:30p.m., starting 23 April 1999 (4 meetings)

Venue : Rm S16, SPACE Admiralty Town Ctr

Fee : $280

3749. An Introduction to Diabetes and Other Common Endocrine Disorders

Enquiries : 2975 5683

Enocrine disorders are diseases that affect the elderly as well as young people. The course will focus on the basic understanding of common endocrine diseases, like diabetes mellitus, goitre, thyroid cancers and adrenal disorders. After the course, participants should have the basic and some in-depth understanding of the etiology, clinical presentations, pathology, molecular biology and management of these diseases. Lectures will conducted mainly in Cantonese and supplemented with English.

Tutor : K.Y. Lam, M.B.,B.S. *(H.K.)*, F.R.C.P.A., F.H.K.C.Path., F.H.K.A.M.(Pathology)

Date & Time : Mondays, 6:30p.m. – 8:30p.m., starting 2 August 1999 (4 meetings)

Venue : HKU, Main Campus

Fee : $320

3750. A Fundamental Course on Oncology

Enquiries : 2975 5683

Scientific and technological advances have a great impact on the management of patients with cancers. The aim of this course is to provide paramedical personnel and the general public with an opportunity to enhance their knowledge of some common cancers found in Hong Kong. Topics will include: a basic to in-depth discussion on the epidemiology, etiology, clinical presentations, pathology, molecular biology, and treatment of the various common cancers. Lectures will be conducted mainly in Cantonese, but will be supplemented with English.

Tutor : K.Y. Lam, M.B.,B.S. *(H.K.)*, F.R.C.P.A., F.H.K.C.Path., F.H.K.A.M.(Pathology)

Date & Time : Mondays, 6:30p.m. – 8:30p.m., starting 5 July 1999 (4 meetings)

Venue : HKU, Main Campus

Fee : $320

1761. 視覺健康簡介 (An Introduction to Ophthalmology)

查詢電話：2975 5683

隨著社會的變化和日常工作量的增加，我們的視覺系統經常受到重大的壓力，間攘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。

導　　師 : 麥湘醫生 M.B.,B.S. *(H.K.)*, Dip.Ophthalmology (London, Ireland, Melbourne), F.H.K.A.M.(Ophthalmology), F.C.Ophth. *H.K.*

開課日期及時間 : 一九九九年五月十七日起逢星期一下午六時三十分至八時(共五講)

地　　點 : 金鐘市區中心

全期學費 : 三百三十元

1762. 嬰兒的護理 (The First Two Years of Life)

查詢電話：2975 5683

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

主講者 : 香港兒科醫學會會員

主持導師 : 李明真醫生 M.B.,B.S. *(H.K.)*, D.C.H. *(London)*, M.R.C.P. *(Edin.)*, F.R.C.P. *(Edin.)*, F.H.K.A.M.(Paediatrics), F.H.K.C.(Paed.)

開課日期及時間 : 一九九九年四月九日起逢星期五下午八時二十分至九時五十分(共八講)

地　　點 : 石硤尾教學中心

全期學費 : 五百五十元

1765. 常見疾病知多少 (Common Medical Problems)

查詢電話：2975 5683

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，輔以先進的教學器材，剖釋疾病的成因和最新的治療及預防方法。

導　　師 : 譚國權醫生 M.B.,B.S. *(H.K.)*, FACP, FHKCP, FHKAM (Medicine) Diplomate, American Board of Internal Medicine (Internal Medicine & Nephrology)

開課日期及時間 : 一九九九年二月二十六日起逢星期五下午八時至九時三十分(共五講)

地　　點 : 金鐘市區中心

全期學費 : 三百三十元

3771. An Update Course on Communicable Diseases

Enquiries: 2975 5683

This course is designed for all levels of health professionals who are interested in keeping abreast of recent developments in the understanding of communicable diseases, both in the clinical and public health context. Six selected subjects will be presented covering important areas of local relevance. Upon completion of the course, participants will be able: to identify the principles in the clinical management and public health control of selected communicable diseases, to discuss problems in the handling of emerging infectious diseases, and to have an enhanced understanding of the ways communicable diseases are controlled in Hong Kong.

Tutors : a panel of expert professionals in the field

Date & Time : Fridays, 7:00p.m. – 9:00p.m., starting 7 May 1999 (6 meetings)

Venue : SPACE Admiralty Town Ctr

Fee : $700

3772. An Update Course on HIV Prevention and Care for Health Professionals

Enquiries: 2975 5683

This course is designed for 80 health professionals (nurses, allied health workers, medical social workers, and volunteers/staff of AIDS service organizations). The aim is to update participants on the scientific principles, programme development and skills in the prevention and care of HIV/AIDS in the local setting.

Upon completion of the course, participants should be able: to identify the principles of HIV prevention and care; to discuss the evolving trends of the local HIV prevention and care activities, and to present an update of the scientific advances in HIV prevention and care.

The assessment is based on submission of an assignment, and an MCQ test.

Tutors : a panel of expert professionals in the field

Date & Time : Wednesdays, 6:30p.m. – 8:30p.m., starting 21 April 1999 (12 meetings)

Venue : Rm 802 & 1801, AIA Tower, 183 Eelctric Road, North Point, Hong Kong.

Fee : $1,300

3728. Understanding Laboratory Science and Molecular Diagnosis in Hospital Service



Enquiries : 2975 5683

Nowadays laboratories play an important role in the management of patients suffering from a wide variety of diseases. This course will provide an understanding of the basic principles and preparative procedures of selected tests (including molecular diagnostic methods) which is essential for the successful performance of these tests. The course will be particularly useful for health-care personnel who are directly or indirectly involved in the laboratory investigations. Individuals with an interest to acquire a deeper understanding of these laboratory procedures should also attend. Lectures will be conducted in Cantonese.

Tutor : K.Y. Lam, M.B.,B.S.*(H.K.)*, F.R.C.P.A., F.H.K.C.Path., F.H.K.A.M. (Pathology)

Date & Time : Mondays, 6:15p.m. – 8:00p.m., starting 7 June 1999 (3 meetings)

Venue : HKU, Main Campus

Fee : $250

Medical Laboratory Sciences

醫務化驗科學

Tel 電話：2975 5683 / 698 Fax 傳真：2858 3404

3782. Higher Certificate Course in Medical Laboratory Science

Introduction

SPACE is offering a two-year part-time Higher Certificate Course in Medical Laboratory Science in order to further the scientific education of technicians already working in medical laboratories.

Award

Students will be awarded the Higher Certificate issued by SPACE provided that they:-

- pass the examinations,
- attend at least 75% of the meetings scheduled,
- satisfactorily complete such course work as may be required.

If a candidate is awarded a distinction in any subject, it will be recorded in his/her Certificate.

Professional Recognition

Holders of this Certificate are eligible to register in Part I under the Medical Laboratory Technologists (Registration and Disciplinary Procedure) Regulation 1990 for practice in Hong Kong.

Career Progression

The course is a demanding one and can also be considered as a gateway to academic and professional advancement to beyond graduate level in both Britain and Australia. In Britain, the Higher Certificate is deemed to be equivalent to the Higher National Certificate on Technical Education Council Courses in Medical Laboratory Science and has been recognised by Napier University in Edinburgh as an access qualification to its B.Sc. Degree in Life Sciences which is a part-time and locally taught course in Hong Kong. Graduates from the degree programme can further their studies by registering on the SPACE-Napier MSc/PgD/AD in Biomedical Science. The Royal Melbourne Institute of Technology (RMIT) in Australia has also formally accredited the Higher Certificate Course in Medical Laboratory Science. Students with an average credit level pass in all 4 papers in the final year examinations will be granted exemption from the first 2 years of their three-year B.Sc. degree course in Medical Laboratory Science.

Programme Structure and Content

The course last for two years, starting September, and will normally meet three evenings a week plus one afternoon of lectures from 3 - 5 p.m. for approximately 30 weeks each year. The evening classes include: (1) Physiology, 6 - 8 p.m., practicals only; (2) A Specialist Subject, 6 - 9 p.m., lectures and practicals; (3) Biochemistry, 6 - 9 p.m., lectures and practicals. The course is divided into two parts, known as Hl and H2, and each part will comprise a minimum of 260 hours of tuition.

Two subjects, Biochemistry and Physiology, are compulsory, whilst the third subject is elective. The structure of the course will be as follows:-

YEAR I SUBJECTS	MINIMUM HOURS OF TUITION
H1 BIOCHEMISTRY I	80
H1 PHYSIOLOGY I	80
Plus ONE subject from* :-	
H1 MEDICAL MICROBIOLOGY I	100
H1 CLINICAL BIOCHEMISTRY I	100
H1 HAEMATOLOGY & SEROLOGY I	100
H1 HISTOPATHOLOGY & CYTOLOGY I	100

YEAR II SUBJECTS	MINIMUM HOURS OF TUITION
H2 BIOCHEMISTRY II	80
H2 PHYSIOLOGY II	80
Plus ONE subject from* :-	
H2 MEDICAL MICROBIOLOGY II	100
H2 CLINICAL BIOCHEMISTRY II	100
H2 HAEMATOLOGY & SEROLOGY II	100
H2 HISTOPATHOLOGY & CYTOLOGY II	100

Note

* The number of electives offered will be subject to demand and the availability of resources.
At the H2 stage, students must study the same specialist subject as at H1.

Entry Requirements

Candidates must be sponsored by their employers and should possess any one of the following qualifications:-

(a) a United Kingdom Ordinary National Certificate or Ordinary Technical Education Council Certificate, or SPACE Ordinary Certificate in Medical Laboratory Science, or a Diploma in Medical Laboratory Science from the Hong Kong Polytechnic University;
(b) (i) a Certificate of the Hong Kong Advanced Level Examination or an approved examination of equivalent level, with passes in two Science subjects, one of which should be Chemistry, AND
(ii) a pass in English Language and in four other subjects, two of which should be relevant science subjects, in the Hong Kong Certificate of Education Examination or an approved equivalent examination;
(c) a degree in biological science. (The HTC course provides candidates of this category a channel to join the medical laboratory science profession and to register in Part I under the MLT Board Regulation).
(d) a qualification deemed equivalent to (a), (b) or (c).

In addition, candidates are normally expected to have two years of practical laboratory experience before admission.

Applications are also invited from graduates of the HTC and the Hong Kong Polytechnic University's Higher Diploma who are interested in studying for a second specialist subject. Applicants of this category will only attend lectures and practicals of the selected specialist subject during the course. (Please use Application Form B.)

Assessment

Examinations for each subject will be held at the end of both the H1 and H2 stages. These examinations will be set and marked internally but the final examination will be externally assessed. If a student fails in only one subject at any stage, he/she may be permitted to sit a supplementary examination in that subject on payment of a re-examination fee. If a student fails in more than one subject, he/she will either be required to repeat the entire year or be discontinued.

Medium of Instruction

English

Venue

Most of the teaching will take place in the Departments of Pathology and Microbiology, Pathology Building, Queen Mary Hospital Compound, and Departments of Biochemistry and Physiology in the Li Shu Fan Pre-clinical Building, The University of Hong Kong, Sassoon Road.

Staff Members-in-charge

Dr. Wilson W.S. Ng
Dr. Stephen W.N. Wu
Dr. K.C. Tan-Un

Lecturers and Tutors

The teaching staff will be drawn from a large panel of part-time tutors working in the medical departments of the two universities or in the government or government-subvented services. The course will be supervised by the above full-time members of staff of SPACE.

Fees

To be announced (Current fee is HK$34,000 per year)

Application Procedure

The next course will start in September 1999. Applications will be

invited in April 1999. Application forms and further details can be obtained from Ms. Mayling Lau, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong. (Tel: 2975 5698)

3759. Ordinary Certificate Course in Medical Laboratory Science

Introduction

SPACE proposes to offer, subject to financial considerations, a two-year Ordinary Certificate Course in Medical Laboratory Science for those who intend to pursue a career in medical laboratory science. People who are already working in medical laboratories are encouraged to apply.

Although the course is primarily intended for trainee technicians who are expected to acquire the necessary work experience through their employment, SPACE is also prepared to accept enrolment from Laboratory Assistants/Technical Assistants who have satisfied the basic entry requirements. Students under this category are required to attend a period of TEN WEEKS of laboratory based training in designated laboratories.

Award

Students will be awarded the Ordinary Certificate issued by SPACE provided that they:-

- pass the examinations;
- attend at least 75% of the meetings schedule; and
- satisfactorily complete such course work as may be required.

and for those who are required to undergo a period of laboratory – based training:

- satisfactorily complete the training as stated in the logbook.

Professional Recognition

Holders of the Ordinary Certificate in Medical Laboratory Science are eligible to register under Part II of the MLT Board Regulation.

Career Progression

After successful completion of the course, students are eligible to proceed to the Higher Certificate Course in Medical Laboratory Science offered by the School.

Programme Structure and Content

The syllabus for the course is modelled on the Scottish Technician Education Council (TEC) scheme and over 500 hours of tuition and practical laboratory practice will be provided over the two-year course. Students will be introduced to the basic principles underlying biochemistry, physical science, biology, instrumentation and medical laboratory sciences and be shown their application through the appropriate laboratory techniques.

The course will probably start in February 1999 and students will attend two or three evenings a week, from 6:00 - 9:00 p.m., for approximately forty weeks each year. For those who require laboratory-based training, the training placement in the designated laboratories will normally be scheduled during the summer period. Candidates should inform their employers of this training period and must obtain prior permission to attend before applying for this course.

Entry Requirements

Applicants should have obtained

EITHER Grade E or above in the following subjects in the HKCEE: English Language, Mathematics (or Additional Mathematics), Chemistry and one other science subject, preferably Physics or Biology. An equivalent qualification may be acceptable;

OR a pass in OTC entrance examination offered by SPACE at the time of admission. This is a compulsory entrance examination for those who do not have the HKCEE qualification or its equivalent. Two subjects will be examined, English and Chemistry, both of which are set at the level of the HKCEE. Details for attending the examination will be issued to candidates after submission of the application to the course and upon payment of an examination fee.

Assessment

The first examination comprises three written papers: Biology, Chemistry and Introduction to Med. Lab. Science. The final examination also comprises three papers: Biochemistry, Med. Lab. Science (Theory) and Med. Lab. Science (Practical). In Biochemistry, Biology and Chemistry, practical work will be continually assessed throughout the course, and marks for this will contribute 10% to the total examination score.

A candidate who fails in one paper may be allowed to sit for a supplementary examination at the discretion of the Board of Studies. A candidate who fails in two papers will be discontinued from the course.

Medium of Instruction

English

Venue

Teaching will take place at the University of Hong Kong campus.

Staff Members-in-charge

Dr. Wilson W.S. Ng
Dr. Stephen W.N. Wu
Dr. K.C. Tan-Un

Lecturers and Tutors

The teaching staff will be drawn from a large panel of part-time tutors who are working in the medical departments of the two Universities or in the government or Hospital Authority services. The course will be supervised by the above full-time members of the staff of SPACE:

Fees

To be announced.

Application Procedure

The next intake will probably be in February 1999. Application forms and further details may be obtained from Ms. Mayling Lau, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong. (Tel: 2975 5698)

Specialist Courses in Medical Laboratory Sciences

Enquiries: 2975 5683

As part of the Continuing Professional Development (CPD) programme for the further education and training of medical technicians/technologists in Hong Kong, SPACE is offering a series of specialist courses in the area of Medical Laboratory Sciences/ Biomedical Science. Some of these courses have been accredited by the Institute of Biomedical Science (IBMS) and have been approved as one of its CPD activities. Course participants who are members of IBMS and are enrolled in the CPD programme will, upon successful completion of the course, be able to obtain the appropriate CPD credits.

Aim

The aim of these courses is to continue the training of medical technicians to strengthen their diagnostic competence and to update them on state-of-the-art technologies which have recently been introduced in the field. For junior staff, these courses will help to enhance their training opportunities and to facilitate their career development.

Course Structure and Content

These are targeted and intensive training courses centred on topics of current medical importance in Hong Kong. For example, it is necessary for medical technologists to be alert to emerging pathogens, both old and new, and to be acquainted with the current techniques for their detection and characterization. On the other hand, the advent of molecular biology and computer technology has led to the development of new techniques such as PCR, gene probes and flow cytometry which have found wide applications in a number of disciplines. There is therefore a need for medical technicians to attend courses which will allow them to update their knowledge and master these state-of-the-art technologies. Since these courses are in-service training programmes, teaching will normally take place on weekday evenings (6-8 p.m.), while for workshop-type courses, meetings could be held on Saturday afternoons. When appropriate, lectures will be supported by suitable practicals and/or demonstrations. The topics of the courses to be offered will be determined from time to time, after consultation with end-users such as the Institute of Pathology, the Department of Health, the Hospital Authority and the relevant professional bodies.

Workshop Course in Blood Cell Morphology

The aim of the course is to promote the exchange of knowledge and expertise in blood cell morphology. Participants will have the opportunity to practise their skills as well as update themselves on morphological diagnosis of haematological disorders. The disease entities which will be covered include acute myeloid leukaemia (AML), acute lymphoblastic leukaemia (ALL), myelodysplastic syndromes (MDS), myeloproliferative disorders (MPD) and chronic lymphoproliferative disorders (LPD). Red cell and platelets morphology will also be included, and there will be a session on malaria and other blood parasites.

Workshop Course in Cancer-markers Detection

With the changes in the environment and our living style, men are plagued by a number of neoplastic diseases commonly known as cancer. Although the aetiology for many cancers remains to be resolved, the tumourigenesis and pathology on some of these diseases are now well established. In these cases, it has been possible to detect markers associated with disease progression and their detection is therefore useful for therapeutic and prognostic purposes.

In this course, instructions will be given on the commonly occurring cancers in Hong Kong, e.g. colorectal, lung, nasopharyngeal carcinoma, hepatic carcinoma, leukemia etc.; markers which are useful for tumour detection, their diagnostic value, and conventional and novel methods using molecular tools for their identification will be included.

Polymerase Chain Reaction (PCR) & its applications in Medical Sciences

Polymerase Chain Reaction (PCR) is one of the most commonly applied and most powerful molecular techniques. It is a highly efficient amplification technique as well as a very sensitive detection method for target DNA sequence. Shortly after the development of PCR in the 1980's, it rapidly became a standard molecular technique frequently used in both research and diagnostic laboratories. This course will cover the theoretical background and practical aspects of PCR, including primer design, optimisation of temperature and magnesium concentration, precautions and pitfalls. Considerable emphasis will be given to the clinical application of PCR, such as the analysis of disease markers and detection of infectious agents. During the practical sessions, participants will have the opportunity to carry out complete PCR experiment and tests, from DNA extraction to result interpretation.

Entry Requirements

For admission to these courses, applicants are normally expected to be holders of either the HKU Higher Technician Certificate (HTC) or the Hong Kong Polytechnic University Higher Diploma in Medical Laboratory Sciences or their equivalent e.g. Associateship of the Institute of Biomedical Science (AIBMS).

Lecturers and Tutors

Teaching staff will be drawn from a large panel of University lecturers and professors as well as clinicians/Biomedical Scientists from the Hospital Authority and the Institute of Pathology, Department of Health.

Venue

Most teaching will be carried out in the University's Pathology Building at Queen Mary Hospital, Pokfulam Road, Hong Kong.

Application procedure

The above courses will start after January 1999. The exact dates, duration and course details will be announced in due course and detailed information will be sent to the relevant hospitals/ laboratories and their employers 1-2 months before the closing date. For enquiries, please call Mr. Tommy Tsang at 2975 5683.

Life Sciences & Biomedical Sciences
生命科學及生物醫學

Tel電話：2975 5683 / 697-8　　Fax傳真：2858 3404

8033-8035. Master of Science / Postgraduate Diploma / Advanced Diploma in Biomedical Sciences *(Napier University)*

Enquiries : 2975 5697

Introduction

In collaboration with Napier University, Edinburgh, UK, SPACE offers a programme leading to the awards of Advanced Diploma (AD), Postgraduate Diploma (PGD), and Master of Science (M.Sc.) in Biomedical Sciences to meet the needs of medical laboratory science as it becomes an all-graduate profession with a requirement for continuing professional education at postgraduate level. The proposed courses, with suitable intermediate exit points, are shown in the diagrams below and overleaf.

Aims/Objectives

The aim of the course is to allow degree students to pursue postgraduate studies in Biomedical Science and to obtain qualifications commensurate with the academic requirements of international professional bodies such as IBMS and CPSM.

Award

To gain the awards of Advanced Diploma and Postgraduate Diploma, a student must normally obtain a mark of not less than 40% in the coursework assessment and not less than 40% average in the two (AD) and three (PGD) written examination papers.

To obtain a Master of Science degree, a candidate must normally obtain a mark of not less than 50% in the coursework assessment, not less than 50% average of the three written examination papers at the Advanced Diploma and Postgraduate Diploma stages, and not less than 50% in the research project.

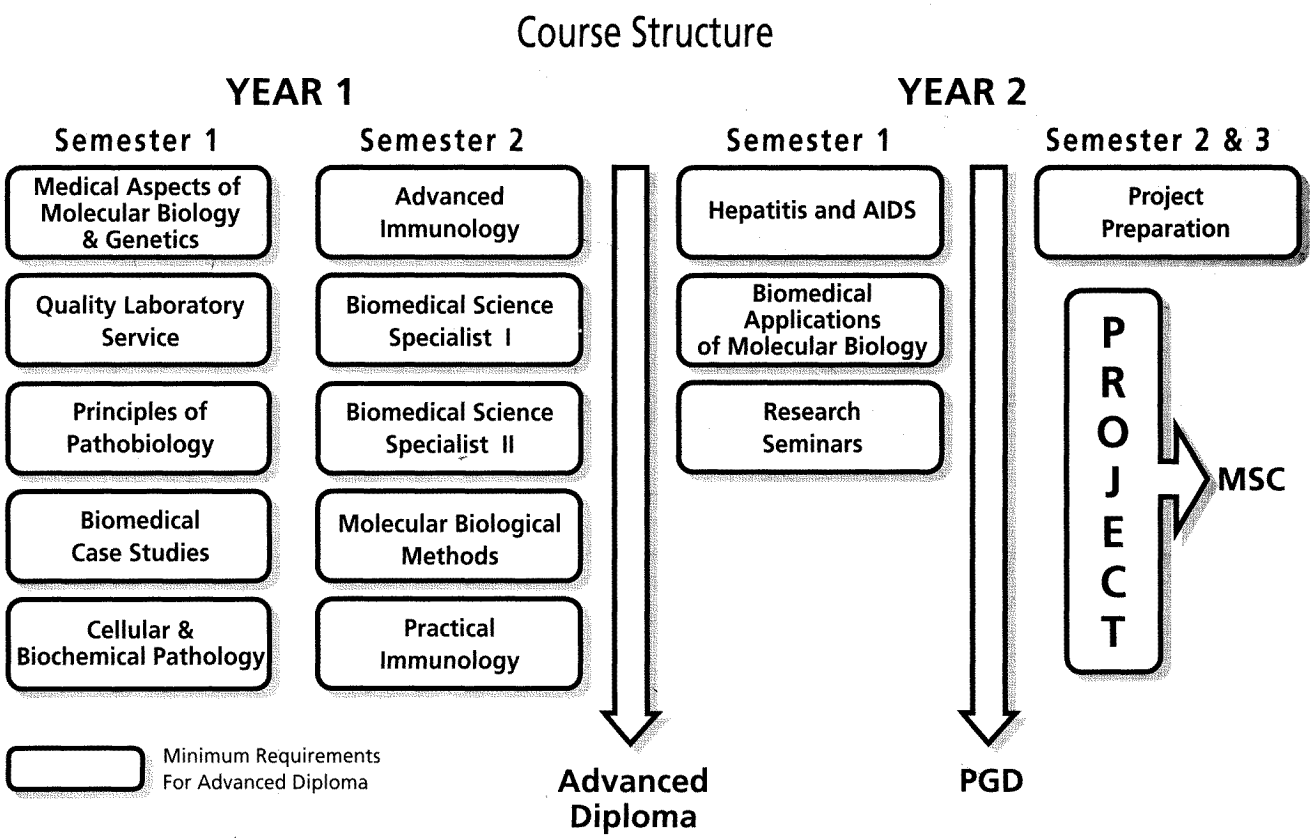
Professional and/or Academic Recognition

The M.Sc. is designed to satisfy the academic requirements of the Institute of Biomedical Science (IBMS) so that students on completion will be eligible for its Fellowship (FIBMS). These courses have been accredited by IBMS and the Council for Professions Supplementary to Medicine (U.K.). They therefore enable students to gain advanced qualifications within the professional bodies and to enhance their employment opportunities and professional status.

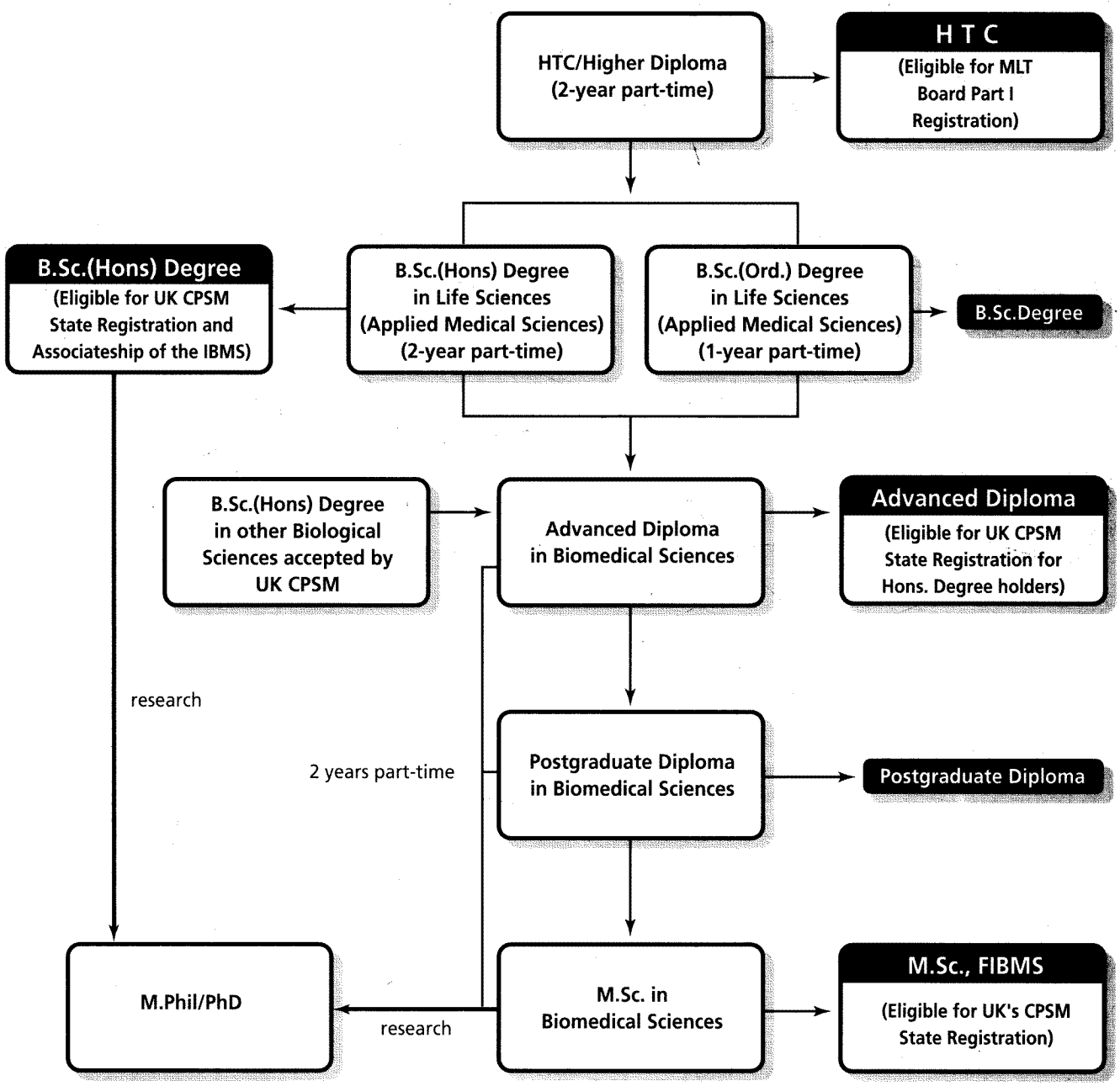
Programme Structure

The programme leads to the award of (a) an Advanced Diploma after completion of a 32-week taught course; (b) a Postgraduate Diploma

MSc/Postgraduate Diploma (PGD)/Advanced Diploma (AD) in Biomedical Sciences



Degree Courses in Life Sciences / Biomedical Sciences



after completion of a 32-week taught course as in (a), plus one additional semester (a total of 18 months); and (c) a Master of Science degree after completion of the taught course as in (b), followed by a 6-month research project. The M.Sc. course therefore extends over two full calendar years.

Course Content

The modules with the hours allocated are as follows:

Module		Hours
1.	Medical Aspects of Molecular Biology and Genetics	30
2.	Advanced Immunology	30
3.	Principles of Pathobiology	30
4.	Biomedical Case Studies	30
5.	Cellular and Biochemical Pathology	30
6.	Quality Laboratory Services	30
7.	* Biomedical Science Specialist I	40
8.	* Biomedical Science Specialist II	40
—	**Advanced Diploma in Biomedical Sciences**	Total 260
9.	Molecular Biological Methods	30
10.	Practical Immunology	30
11.	HIV and AIDS	30
12.	Biomedical Applications of Molecular Biology	30
13.	Research Seminars	30
—	**Postgraduate Diploma in Biomedical Sciences**	Total 410
14.	Project Preparation	30
15.	Project	180
—	**M.Sc. in Biomedical Sciences**	Total 620



Students taking Practical Examination at HKU Practical Laboratory in Queen Mary Hospital

* The Biomedical Science Specialist (BMS) modules I & II included:- Cellular Pathology; Medical Microbiology; Haematology/Transfusion Science and Clinical Biochemistry.

Entry Requirements

Advanced Diploma/Postgraduate Diploma :

(1) A B.Sc. degree in Life Sciences (Applied Medical Sciences); OR

(2) A Napier University B.Sc. (Hons) degree in Life Sciences (Applied Medical Sciences). (Students in this category may be eligible for exemptions up to two modules;) OR

(3) A relevant B.Sc. (Hons) degree in biological sciences. (Students in this category who are employed in a medical laboratory shall be academically qualified for State Registration (UK) after obtaining the Advanced Diploma and before progression to PGD/ M.Sc.)

Master of Science :

Students who have successfully completed the Postgraduate Diploma may progress to the Master's Course provided that they have achieved at least 50% in the coursework assessment and not less than 50% average of the three written papers at the first attempt.

Assessment

The course is assessed by a combination of coursework assessment and written examinations (3 papers). Successful candidates who complete the examinations and assessment of the postgraduate Diploma may proceed to the M.Sc. For this award, candidates are required to complete a Research Project.

The written examinations will be held at the end of the second semester (Papers 1 & 2), and at the end of the third semester (Paper 3). Papers 1 and 2 will cover all the modules which constitute the Advanced Diploma, whilst Paper 3 will cover the modules of the Postgraduate Diploma.

Exemption

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.

Medium of Instruction

English

Teaching Schedule

The course will be offered on a part-time evening basis. Students will normally meet three evenings per week during the semesters. Unless otherwise specified, lecturers will be held on Tuesdays, Wednesdays and Fridays from 6:00p.m. to 9:00p.m.

Venue

Teaching will normally take place at the University's Pathology Building or New Clinical Building at Queen Mary Hospital and the Li Shu Fan Pre-clinical Buildings at Sassoon Road, Hong Kong.

Staff Members-in-charge

Dr. Wilson W.S. Ng
Dr. K.C. Tan-Un
Dr. Stephen W.N. Wu

Lecturers and Tutors

Lectures will be conducted by a panel of University Professors, Lecturers and practising biomedical scientists appointed by our School to undertake the part-time teaching.

Fees

(1)	Application Fee :	$100 (non-refundable)
(2)	Course Fee :	To be announced
	Advanced Diploma (Year I)	$55,000 (currently)
	Postgraduate diploma (Year II)	$55,000 (currently)
	M.Sc. Research Project	$20,000 (currently)

Application Procedure

The next course will probably start in February 2000 and invitations for applications will be advertised in November 1999. Interested candidates should apply before the closing date by returning the completed application form to the School of Professional and Continuing Education, 9/F., T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Biomedical Science Section, Attention: Ms. Bonnie Ng, Tel: 2975 5697). The completed form should be accompanied by photostat copies of the relevant certificates, result slips, one passport size photograph, application fee and a recommendation letter from the employer. Further details are available on request.

Closing Date for Application

19 December 1999

8030. Bachelor of Science Degree in Life Sciences (Applied Medical Sciences) *(Napier University)*

Enquiries : 2975 5697

Introduction

In view of the decision by the medical laboratory science profession in the United Kingdom to move to graduate level and the overwhelming demand for part-time training at degree level, SPACE, in collaboration with Napier University at Edinburgh, is offering a B.Sc. degree course in Life Sciences. The course is structured so as to provide a link between academics and professionals, complementing the aspects of both education and training. It allows the student an enhancement of qualification whilst maintaining a career within the laboratory as well as meeting the needs of employers. All teaching and examinations for this course will be conducted in Hong Kong.

Napier University of Edinburgh, Scotland has offered the B.Sc. Life Sciences programme since 1984 and over the years the course has established itself as the flagship degree course for the education of medical laboratory scientists in Scotland.

Aims/Objectives

The aim of this course is to provide an integrated, coherent and advanced education in medical laboratory sciences. On completion of the programme, students will obtain a well-recognised qualification commensurate with the academic requirements of the appropriate professional body.

Award

Successful students will be awarded a BSc degree and graduation will normally take place in Hong Kong.

Professional and/or Academic Recognition

Successful students may progress to the Advanced Diploma (AD) / Postgraduate Diploma (PGD) / Master of Science (M.Sc.) in Biomedical Sciences.

Programme Structure

The programme will normally be offered on a part-time evening basis and extend over a period of one year. The course comprises three taught modules and a dissertation.

		Credits
Basic & Applied Immunology	(120 hours)	12
Molecular & Biochemical Aspects of Diseases	(120 hours)	12
Industrial and Related Studies	(160 hours)	16
Dissertation	(200 hours)	20
Total	(600 hours)	60

Course Content

The course contents for the modules are outlined below:-

Basic and Applied Immunology (120 Hours)
- Physiology of the immune system, Hypersensitivities, Autoimmunity, Immunodeficiency, Transplantation, Tumour immunity and Immunomodulation.

Molecular and Biochemical Aspects of Diseases (120 Hours)
- Biochemical basis of genopathies and enzymopathies, Applications of recombinant DNA technology to diagnosis and treatment of diseases, infectious and inherited diseases (e.g. hepatitis and thalassaemias) and Gene therapy.

Industrial and Related Studies (160 Hours)
- Techniques in presentation of information using visual aids and oral presentation, planning and organising a report, laboratory management in the organisation of medical laboratory services and problem-solving exercises based on epidemiology and health related topics

Dissertation (200 Hours)
- Topic to be chosen by the student in consultation with his/her adviser. Length of the dissertation should be 3000-5000 words.

Entry Requirements

The normal entry requirement is either the Higher Technician Certificate awarded by SPACE or the Hong Kong Polytechnic University's Higher Diploma in Medical Laboratory Sciences or their equivalent, together with at least two years of working experience in an appropriate laboratory.

Selection will be on a competitive basis and places will be offered on academic merit as well as other relevant criteria.

Assessment

Each module, with the exception of the dissertation module will be examined by coursework and an examination. The dissertation module is assessed by a written submission.

Medium of Instruction

English

Teaching Schedule

The course will be offered on a part-time evening basis. Students will normally meet three evenings per week during the semesters. Unless otherwise specified, lectures will be held on Mondays, Wednesdays and Thursdays from 6:00p.m. to 9:00p.m..

Venue

Teaching will normally take place at the University's Pathology

Building or New clinical Building at Queen Mary Hospital and the Li Shu Fan Pre-clinical Buildings at Sassoon Road, Hong Kong.

Staff Members-in-charge

Dr. Wilson W.S. Ng
Dr. K.C. Tan-Un
Dr. Stephen W.N. Wu

Lecturers and Tutors

Lectures will be conducted by a panel of University Professors, Lecturers and practising biomedical scientists appointed by our School to undertake the part-time teaching.

Fees

(1) Application Fee : $100 (non-refundable)
(2) Course Fee : To be announced (currently $50,000)

Application Procedure

The course is offered annually and applications will be invited in March. Interested candidates should apply before the closing date by returning the completed application form to the School of Professional and Continuing Education, 9/F., T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Biomedical Sciences Section, Attention: Ms. Bonnie Ng, Tel: 2975 5697). The completed form should be accompanied by photostat copies of relevant certificates, result slips, one passport size photograph, application fee and a recommendation letter from the employer. Further details are available on request.

Closing Date for Application

30 April 1999

3855. What Is Biotechnology?



Enquiry: 2975 5683

Introduction

During the last 30 years, biotechnology has emerged as one of the most rapidly advancing and dominant fields of applied science, and in the last decade we have witnessed coming of age as an influential force in the commercial and business sectors as well.

The impact of biotechnology is already evident in our daily life, in food production, medical treatment, drug and vaccine development, crop improvement and environmental control. The milestone advances in life science research spanning molecular biology, chemistry and process engineering, combined with the benefits of computers & large databases of the "information age" are expected to promote biotechnology into the most powerful technological and economic factor in the next century, already named by some as "**the Biotech Century**". Our way of life is likely to be transformed rapidly and fundamentally in the next few decades by these developments, leading the way to enormous improvements, but also raising ethical, moral and legal questions unknown to us before. It is therefore important to educate ourselves and to understand the basic scientific issues as well as the problems involved in biotechnology, in order to assess the benefits versus the negative consequences and risks of the "biotechnology revolution" at our doorstep.

Who should apply ?

The course will provide an opportunity for participants from the general public to gain a basic knowledge and understanding of the area of biotechnology. This comprehensive overview is geared to people from diverse backgrounds wishing to get acquainted with this fascinating field combining life sciences, technology and information science.

Course Content

The curriculum will cover the following topics: definitions, history and key developments in biotechnology, major areas of biotechnology (human health, genetics, diagnostics, agriculture in plants and animals, environmental monitoring, biological control, R&D methodology, bioengineering, bio-diversity, social and ethical problems, bio-safety and regulatory concerns, legal and intellectual property issues, biotechnology towards the 20th century. Throughout the course the participants will become familiar with the fundamental scientific concepts involved in biotechnology such as DNA and molecular biology, PCR, microorganisms, genetics, gene expression, databases and gene banks, genetic engineering, gene therapy, proteins & enzymes, recombinant proteins, the immune response, vaccines & molecular diagnostics, transgenic plants and animals. The application of these concepts and biological processes as a component in the development of products or techniques will be presented through specific examples in the various areas of biotechnology pertaining to our lives. Popular, as well as less known applications and projected developments, will be discussed to illustrate the comprehensive scope of this discipline and its profound impact on our future.

Entry Requirements

The course is open to graduates from any field of studies.

Teaching Schedule

Tutor : Dr. N. Rodrig

Date & Time : Wednesdays, 6:30p.m. – 8:30 p.m., starting 5 May 1999 (6 meetings)

Venue : SPACE Admiralty Town Ctr

Fee : $1,800

3646. Selected Topics in Molecular Genetics and Biotechnology

Please refer to page 83

3868. 人體器官功能測試法 (How to test the functions of your internal organs)



查詢電話：2975 5683

心臟病乃現今人類的頭號無聲殺手，根據美國統計資料顯示，大多數患者在第一次心臟病發後均返魂乏術。而最值得警覺的是大多數患者在病發前並沒有特別徵狀。最近經美國骨肌神經系統醫學研究所創立的接觸反射分析法 (Contact Reflex Analysis)，可自我探測心、肝、脾、肺、腎等主要內臟功能狀態、以便及早預防疾病的發生。本課程主要目的是提倡此接觸反射分析法之知識。課程內容如下：

一、介紹源於美國骨肌神經系統醫學的肌力測驗法；
二、利用自我肌力，探測主要器官的電磁波；
三、使用最新的器官清壓法 (Organ Flushing)、能量法、脊椎調整術、飲食及情緒的調節， 回復主要內臟正常的電磁波，達到防病的目的；
四、示範及自由實習。

教授語言　：粵語 (輔以英語)
導　師　：鍾少萍博士B.S., Cert. Ed., D.C. (Palmer)
　　香港中文大學理學士
　　香港大學教育文憑
　　美國PCC骨肌神經系統醫學博士及執照
開課日期及時間：一九九九年五月七日起逢星期五下午八時十五分至九時四十五分(共四講)
地　點　：金鐘市區中心
全期學費　：七百五十元正

3869. 如何應付家居、工作環境、診療、電腦及空中旅遊所引致的輻射 (How to deal with the radiation from our house, working environment, clinical use, computer and flying)

新增課程

查詢電話：2975 5683

輻射可減低人體活力，加速細胞衰老及死亡，甚至可引致癌症。在日常的生活中，市民受輻射影響的機會比比皆是。本課程旨在提高市民對身旁四週環境輻射的警覺。課程內容包括：

一、輻射對人體的影響；
二、如何自我測知身體受輻射影響而產生有害自由離子基；
三、如何從飲食及脊椎調整術去消除體內有害的自由離子基；
四、如何利用最新科技產品，保護個人受電腦，空中旅遊，診療及環境所帶來的輻射影響。

教授語言　：粵語 (輔以英語)
導　師　：鍾少萍博士B.S., Cert. Ed., D.C. (PALMER)
　　香港中文大學理學士
　　香港大學教育文憑
　　美國PCC骨肌神經系統醫學博士及執照
開課日期及時間：一九九九年四月廿三及三十日(星期五)下午八時十五分至九時四十五分(共兩講)
地　點　：金鐘市區中心
全期學費　：二百五十元正

3870. 水與健康 (Water & Health)

新增課程

查詢電話：2975 5683

水在人類身體佔了一個很重要的部份，缺乏水份對人類身體有莫大的影響，但究竟飲用水對身體有多大的影響呢？本課程旨在使學員認識水、磁極及脊椎調整術相互的關係和其對身體健康的影響。 課程內容包括：

一、水對健康的重要性，如何探測體液及新陳代謝的水份是否足夠；
二、如何選擇飲用水；
三、如何改變飲用水的磁極以適應人體需要；
四、示範脊椎調整術，改善身體對水的利用，以增進健康。

教授語言　：粵語 (輔以英語)
導　師　：鍾少萍博士B.S., Cert. Ed., D.C. (Palmer)
　　香港中文大學理學士
　　香港大學教育文憑
　　美國PCC骨肌神經系統醫學博士及執照
地　點　：金鐘市區中心
開課日期及時間：一九九九年六月四日 (星期五)下午八時十五分至九時四十五分(共一講)
全期學費　：一百五十元正

Food Science, Nutritional Sciences & Dietetics
食品、營養科學與治療

Tel 電話：2975 5698 / 683　　Fax 傳真：2858 3404

45. M.Sc. in Human Nutrition and Dietetics/ M.Sc. in Human Nutrition/ Postgraduate Diploma in Dietetics/ Postgraduate Diploma in Human Nutrition *(University of Ulster)*

Introduction

In association with University of Ulster, U.K., SPACE offers a programme leading to the awards of Postgraduate Diploma (PgD)in Human Nutrition, Postgraduate Diploma (PgD) in Dietetics, Master of Science (MSc) in Human Nutrition and 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 SPACE's mission in delivering flexible programmes which meet the need of potential students and the community.

Aims

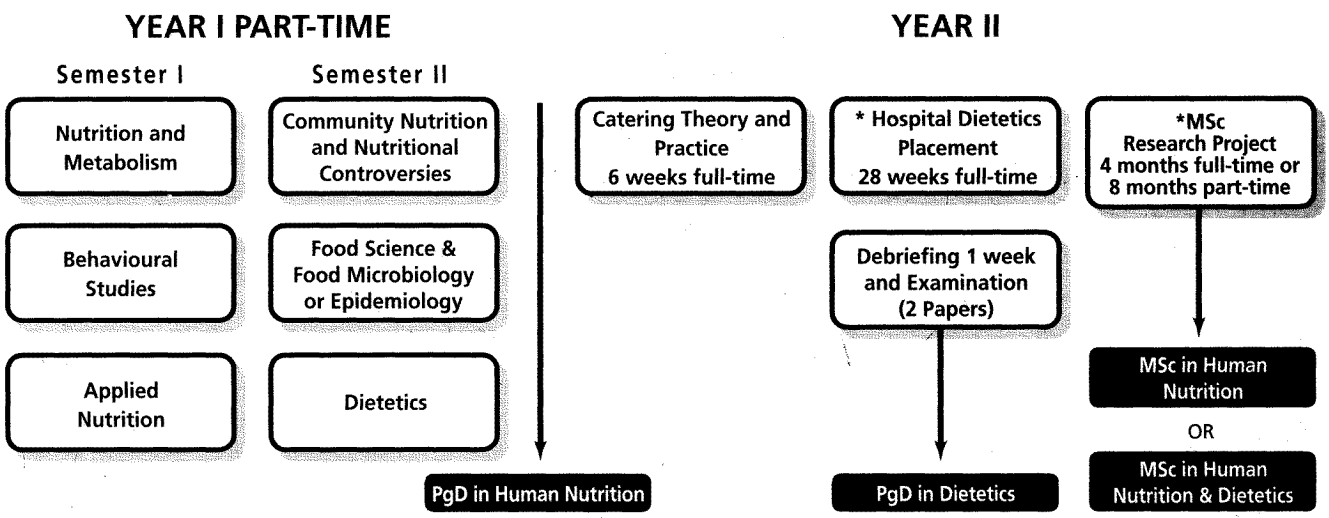
The PgD/MSc course aims to fulfil both the academic and professional requirements laid down by the Academic Advisory Committee of SPACE, University of Ulster and the Dietitians Board of the Council for Professions Supplementary to Medicine (CPSM), U.K.

This programme is designed to provide academically challenging postgraduate education for graduates in nutrition and related sciences who wish to pursue a qualification in dietetics. 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 practise dietetics with individuals and groups in the hospital and the community setting.

Professional Recognition

On successful completion of the PgD in Dietetics, a Hong Kong graduate may present her/himself for consideration for state registration in dietetics with CPSM, U.K.

Postgraduate Programmes in Human Nutrition and Dieteties



* *Depending on the availability of placements, some students may be required to defer entry into clinical placements or undertake the research project before the clinical placements.*

Holders of the PgD in Dietetics fulfil the criteria for employment as dietitians by the Hospital Authority, H.K.

Programme Structure and Content

For the Postgraduate Diploma in Dietetics, students will undertake 6 taught modules, a catering placement and a hospital dietetics placement.

The six taught modules, namely: Nutrition and Metabolism; Behavioural Studies; Epidemiology; Community Nutrition and Nutritional Controversies; Applied Nutrition and Dietetics, 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 consisting of: a 6-week catering placement, a 28-week hospital dietetics placement and a 1-week debriefing. Students should graduate with a PgD in Human Dietetics after successfully completing the dietetics hospital placement and final Dietetics examinations (2 papers).

For the MSc in Human Nutrition/MSc in Human Nutrition and Dietetics, all students should have enrolled on the PgD in Human Nutrition. Those students who achieve an average mark of 50% or more in all components, may proceed to the MSc and undertake a Research Project.

Entry 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.

Assessment

The assessment of the taught modules may include written assignments, critical appraisals, practical reports, seminar presentation and sessional examinations.

On completion of the clinical placement, students will attend seminars to review their placements, discuss dietary treatment of diseases and present major case studies. The performance on placement will be assessed by the Base Trainer Dietitians and the Clinical Educators. At the end of placement, students will sit the professional dietetics examinations (2 papers).

Medium of Instruction

English

Venue

Teaching will normally take place at the campus of the University of Hong Kong and hospitals of the Authority.

Staff Member-in-charge

Dr. K.C. Tan-Un

Lecturers and Tutors

The programme will be taught by staff members from the University of Hong Kong or other tertiary institutions in Hong Kong as well as practising Dietitians. Clinical placements will be carried out in the hospitals under the guidance of the practising dietitians. Where appropriate representatives from the food industry will be invited to provide information on their products.

Fees

To be announced. (Current fee is HK$53,000 per year)

Application Procedure

The next intake of the course will probably be in December 1999.

Further details are available from Ms. M.L. Lau (Tel: 2975 5698) from July 1999. Enrolment is limited to 20-25 students.

Interested candidates should apply before the closing date by returning the special application form to School of Professional and Continuing Education, 9/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Attn: Ms. M.L. Lau). The completed form should be accompanied by certified true copies of relevant certificates, application fee (non-refundable) and recommendation letter, if any.

Diploma in Nutrition (Course No. 3410 and 3411)

Introduction

This nutrition course is designed primarily for those who are required to gain a better understanding of the concepts of nutrition and health promotion, such as nurses, teachers, health professionals and those working in the food industry. The programme is made up of 2 separate certificate courses with the opportunity for students to learn, analyze and critically evaluate through a range of topics such as Applied Nutrition, Food Microbiology, Clinical Nutrition and Health Promotion.

Programme Structure and Content

The programme will be offered on a part-time basis and comprises two certificate courses namely "Certificate in Nutrition" and "Certificate in Clinical Nutrition and Health Promotion". Each course module will consist of lectures, seminars, and tutorials as well as continual assessment through essays and practical work. Students may choose to enter either course and are expected to undertake a written examination at the end of each course in order to be awarded a **SPACE Certificate**. However, on completion of both certificate courses, students will be awarded a **SPACE Diploma in Nutrition**.

3410. Certificate in Nutrition (15 weeks)

(a) Applied Nutrition
The course examines the following major topics: nutritional requirements at different stages of the life cycle (infant, adolescent, elderly nutrition), common related diseases: cardiovascular disease, protein energy malnutrition, obesity and diabetes. Other topics include: diets for constipation, vegetarianism, alcoholism, minority groups as well as nutritional assessments, nutrition policy and health food products.

(b) Basic Principles of Nutrition
The course will cover all the major nutrients (proteins, fat, carbohydrate, vitamins and minerals), their Recommended Daily Allowances, physical and chemical properties of food ingredients, nutrient losses during processing and the use of various food additives and food legislation as well as awareness of drug-nutrient interactions.

(c) Food Microbiology
The course will provide a foundation for Food Microbiology, methods of food preservation and their underlying principles and mechanisms of food spoilage, public health aspects of food, the significance of micro-organisms in health and disease and its control.

Closing Date for Applications : End of August 1998
Commencement Date : October 1998

3411. Certificate in Clinical Nutrition and Health Promotion (15 weeks)

(a) Clinical Nutrition
This course will cover the dietary modification for common disease in the clinical setting (diabetes, renal disorders, cancer, obesity), the theoretical aspects of parenteral and enteral nutrition and the nutritional assessments of individuals. The course will be highly suitable for those who work in a clinical practice or those who wish to develop in these areas.

(b) Health Behavioral Changes
This course examines the psychological and sociological research of health and illness, the understanding of individual and group behavior, the determinants of food habits at different stages of the human life cycle, the role and effect of nutrition education in the community and methods of health promotion.

Closing Date for Application : End of February 1999
Commencement Date : March 1999

Entry Requirements

Applicants should have either:
a) a higher diploma with at least 2 years' working experience; or
b) preferably a degree or equivalent.

Medium of Instruction

English

Teaching Schedule

Students should attend two lectures a week
Tuesdays 6:30p.m. – 9:30p.m.
Saturdays 2:30p.m. – 5:30p.m.

Venue

Teaching will take place at SPACE Admiralty Town Centre, Shuk Tak Centre or North Point Learning Centre.

Course Co-ordinator

Ms. Mak Sau Wan (B.Sc., SRD, Pg Dietetics)

Fees

HK$12,000 per Certificate

Application Procedure

Interested candidates should apply by returning the special application form, together with the relevant supporting documents and an application fee of HK$50 (non-refundable) to the School of Professional and Continuing Education, 9/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Attn: Ms. M.L. Lau). Successful candidates will be informed 3-4 weeks before the start date.

For further details, please enquire at 2975 5698 (Dr. K.C. Tan-Un/ Ms. M.L. Lau)

Diploma in Institutional Food Service Management (Course No. 3405, 3406, 3407 and 3408)

Introduction

The whole programme is made up of four separate certificate courses aiming to develop skills in four separate management areas dealing with the food service or food production sector. The completion of these four certificate courses will enable students to take up supervisory or managerial duties in private or public institutional food service facilities.

The programme is equivalent to a two-year College programme in North America for Institutional Food Service Management Supervisors in the public sectors such as hospitals or catering services. Apart from the most up-to-date business management skills, the programme deals with nurturing in students full dedication and a positive attitude to strive for excellence. This can only be achieved through the understanding of the basic principles of food science, food microbiology and management.

Programme Structure and Content

The programme will be offered on a part-time basis. Each course will consist of lectures, tutorials, laboratory work, project presentation and final examinations (a total of 10 weeks' duration - one evening and a Saturday afternoon per week). On successful completion of a course module, a **SPACE certificate** will be awarded. The four certificate courses will together lead to an award of a **Diploma in Institutional Food Service Management**.

3405. Certificate in Food Business Management (10 weeks)

The curriculum consists of the following topics: organization and management; food procurement; food selection; financial planning and management; food receiving, storage and inventory control; food production procedures and systems; food safety and sanitation management; food quality assurance; operation design; equipment and facility planning; marketing; supervisory leadership; time management; human resource management; communications information system.

Closing Date for Applications	:	End of August 1998
Commencement Date	:	September 1998

3406. Certificate in Quality Assurance Management in Food Service (10 weeks)

The course covers: the scientific facts in food spoilage and food poisoning; environmental conditions for the growing of pathogens; the scope of Quality Assurance; laboratory testing, sampling techniques and testing demonstration; the principles of Good Hygiene Practice; HACCP; ISO9000 in food service industry; introduction to statistical techniques for quality control and a comparison of legal requirements in HK and China (Shenzhen).

Closing Date for Applications	:	End of October 1998
Start Date	:	November 1999

3407. Certificate in Sanitation and Safety Management (10 weeks)

The importance of food handling and maintenance is emphasized in the curriculum: cleaning and maintenance control points: personal, equipment, building; sanitation management of lodging properties; safety management; facility planning and sanitation management; pest control; hygiene audit inspection and plan; handling waste; handling chemicals; warehousing; rest room cleaning and maintenance; preventive maintenance and the serving point sanitation.

Closing Date for Applications	:	End of January 1999
Start Date	:	February 1999

3408. Certificate in Applied Food and Nutrition (10 weeks)

The curriculum consists of the following topics: the nature of food; basic human nutrition; common diseases related to nutritional disorder; nutrition concerns during the stage of the life cycle; nutrition needs in meal planning for optimal health; healthy cooking techniques; communicating with a dietitian; food additives and food allergies; and the Chinese concept of food and healing.

Closing Date for Applications	:	End of April 1999
Start Date	:	May 1999

Entry Requirements

Applicants should:

- have at least 5 subjects in HKCEE and preference will be given to applicants with 2 years of cooking experience or possession of a cooking certificate; or
- have completed one year of vocational studies in food science

Medium of Instruction

English and Cantonese

Teaching Schedule

Students should attend two lectures a week:

Wednesday evening:	6:30p.m. – 9:30p.m.
Saturday afternoon:	2:30p.m. – 5:30p.m.

Venue

Teaching will take place at the University Main Campus or SPACE Admiralty Town Centre.

Course Coordinator

Mr. Wing Ming Pi, MS. Food Tech. Inc. Associates

Fees

HK$8,000 per Certificate

Application Procedure

Interested candidates should apply by returning the special application form, together with an application fee of HK$50 (non-refundable) to the School of Professional and Continuing Education, 9/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Attn: Ms. M.L. Lau). Successful candidates will be informed 3-4 weeks before the start date.

For further details, please enquire at 2975 5698 (Dr. K.C. Tan-Un/ Ms. M.L. Lau)

3778. Certificate Course in Food Safety Management and Food Code 97



Enquiries : 2975 5683

This is a total food safety management course covering risk management, hazard analysis, HACCP planning, Good Manufacturing Practice, Good Hygiene Practice, laboratory test requirement and USA's Food Code 97. A detailed examination will be made on all biological, chemical, and physical factors which cause foodborne illness. The science of detergents and sanitation will also be covered. The planning, implementation, and verification of HACCP will be discussed in detail. Furthermore, the benefit of setting up HACCP in the framework of ISO-9000 will also be highlighted. Students will have a chance to study and compare a few international food safety regulations.

Tutor : Paul Pi, M.S. Food Tech Inc. Associate

Date & Time : Wednesdays and Fridays, 6:00p.m.– 9:00 p.m., starting 3 February 1999
(Lecture and demonstration when applicable) (16 meetings)

Venue : Rm 1805, AIA Tower, 183 Electric Road, North Point, Hong Kong

Fee : $4,500

3779. Certificate Course in Restaurant Business and Management



Enquiries : 2975 5683

This course deals with a complete management of a restaurant covering the business aspect, marketing, food safety, government licensing requirement, and the management of a service trade. Topics to be included are : nature of management, HR management, marketing, supervisory skills, food procurement, cost control, food safety and sanitation management, receiving, storage and inventory control, productivity measurement, facility design and servicing quality. Students will also be able to write out a business plan, project proposal, serving checklist, hygiene audit checklist and customer satisfaction survey. This course will be of interest to those who want to further their career in managing a restaurant facility.

Tutor : Paul Pi, Food Tech Inc. Associate (Course Coordinator)

Date & Time : Mondays and Thursdays, 6:00p.m. – 9:00p.m., starting 22 March 1999 (16 meetings)

Venue : Rm 1805, AIA Tower, 183 Electric Road, North Point, Hong Kong

Fee : $4,500

3777. Food Hygiene (I) – Principle and Practice



Enquiries : 2975 5683

This course aims at the understanding of the basic scientific facts related to food safety. Students will be introduced to foodborne illness due to biological, chemical and environment factors so that they will understand and be convinced of the necessary good hygiene practice to be followed throughout all food handling processes. This course will not only teach the "how's" but also the "why's" of good hygiene practice that will prevent food poisoning from happening.

Tutor : Paul Pi, M.S. Food Tech Inc. Associate

Date & Time : Mondays and Thursdays, 6:00p.m.– 9:00p.m., starting 18 January 1999 (8 meetings)

Venue : Rm S26, SPACE Admiralty Town Ctr

Fee : $980

3776. Food Hygiene (II) – Control and Management



Enquiries : 2975 5683

This is an advanced course that aims at the effective management of food hygiene. Through risk assessment, hazard analysis, a total hygiene management system is developed through understanding microbiological testing, HACCP implementation and good hygiene practice principle. The process control is built on standardised procedures, proper documentation, effective monitoring, record keeping, corrective actions, and proper verification. This "how-to" manage approach is a process designed to ensure food safety issue is under control all the time.

Tutor : Paul Pi, M.S. Food Tech Inc. Associate

Date & Time : Mondays and Thursdays, 6:00p.m. – 9:00p.m., starting 22 February 1999 (8 meetings)

Venue : Rm 1805, AIA Tower, 183 Electric Road, North Point, Hong Kong

Fee : $980

3149. 體重調節基本法 (Weight Management)

查詢電話：2975 5683

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，但若不得其法，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。本課程以粵語授課。

導　　師 : 梁胡敏慈女士 B.Sc. (H.Econ.) *(W.Ont.)*, Postgrad. Dip. Dietetics *(Leeds Poly.)*, S.R.D. *(U.K.)*

開課日期及時間 : 一九九九年五月二十一日起逢星期五下午八時至九時三十分（共三講）

地　　點　　：金鐘市區中心S7室
全期學費　　：二百八十元

3152. 糖尿病飲食治療 (Dietary Therapy in Diabetes)

查詢電話：2975 5683

糖尿病是一種慢性疾病，只可控制而不能根治。飲食治療，俗稱「戒口」，是糖尿病患者維持正常血糖水平最基本及重要之一環，可是，不少病患者在飲食這方面有著很多錯誤的觀念，不是抱著任性放棄的態度，就是矯枉過正，以致適得其反。

本課程將從專業營養師的角度詳盡解釋正確的糖尿飲食知識，其中包括患病時各種飲食須知、家居烹調及外出進食指引等。歡迎各糖尿病患者及其親屬、醫護人員，或任何有興趣的人士參加。

導　　師　　：張翠芬女士 M.S.(Cornell), R.D.
開課日期及時間：一九九九年六月三日起逢星期四下午六時三十分至八時（共三講）
地　　點　　：金鐘市區中心S10室
全期學費　　：二百八十元

3151. 防癌飲食 (Cancer Prevention Diet)

查詢電話：2975 5683

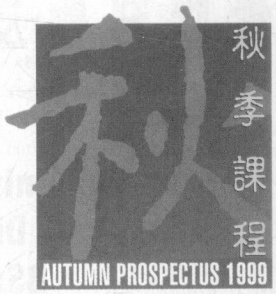
癌症愈來愈普遍，而我們對癌症亦有較多的認識，知悉其實有不少類別的癌症都可以藉著注重飲食來預防。

本課程將討論各類營養素對增強抵抗能力及防癌的功用，並舉例說明如何從食物中攝取這些營養素。本課程以粵語授課，歡迎任何有興趣人士參加。

導　　師　　：梁胡敏慈女士 B.Sc. (H.Econ.) *(W.Ont.)*, Postgrad. Dip. Dietetics *(Leeds Poly.)*, S.R.D. *(U.K.)*
開課日期及時間：一九九九年七月九日起逢星期五下午八時至九時三十分(共三講)
地　　點　　：金鐘市區中心
全期學費　　：二百八十元

To receive the next issue of this Prospectus, please return to page **258**.

索取下期課程手冊詳情，請參閱第**258**頁。



Closing Date 截止報名日期

The closing date for courses will be 12 working days before the starting date of specific course(s), unless otherwise stated. Late applications will only be considered if there are still vacant places.

除另行通告外，所有課程均在其指定開課日期前的十二個工作天截止報名。逾期遞交的申請表格，祇在該課程名額未滿的情況下，才被考慮接納與否。

EPS Payment「易辦事」付款

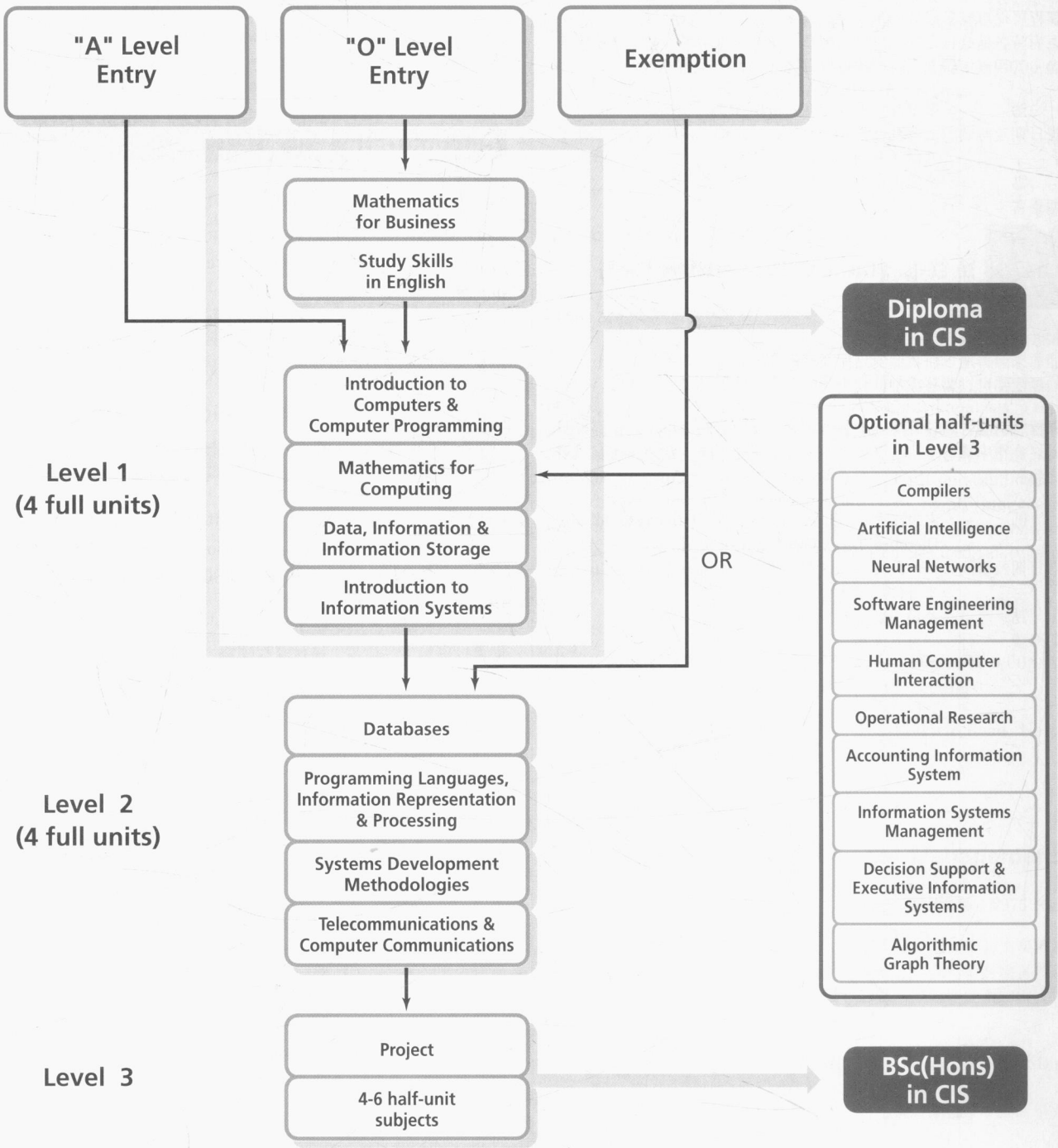
Course fees can be paid by EPS at the enrolment counter of SPACE Admiralty Town Centre, North Point Learning Centre or SPACE Campus Office (Room 304, 3/F, T.T. Tsui Building, Pokfulam Road).

您可以透過「易辦事」繳付課程學費，請親臨本學院的金鐘市區中心、北角教學中心或大學本部（徐展堂樓3樓304室詢問處）辦理手續。

COMPUTER SCIENCE & INFORMATION TECHNOLOGY
電腦科學及資訊科技

Tel 電話：2975 5645-7/ 2975 5618 Fax 傳真：2975 4953

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



Academic Award / Professional Training Programmes

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

Enquiries : 2975 5645-8

Introduction

SPACE is the only recognised 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.

Entry Requirements

To be eligible for admission, applicants should:

1. be at least 17 years old; and
2. satisfy the London University's General Entry Requirements (see below); and
3. satisfy the B.Sc. (CIS) course requirements. (see below)

General Entry Requirements:

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

Qualifications which satisfy General Entry Requirements:

1. Higher Certificate or Higher Diploma of the City University of Hong Kong, Hong Kong Polytechnic University, or the Hong Kong Technical College;
2. 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;
3. Diploma of the Hong Kong Vocational Training Council (3 units in acceptable subjects are passed at merit level);
4. 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 :

1. An appropriate 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),
2. Proficiency in English Language

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

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

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

Programme 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 overall 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 progression in learning from Level 1 to Levels 2 and 3;

Level 1: 4 compulsory full-units

- Introduction to Computers and Computer Programming (CIS 101)
- Mathematics for Computing (CIS 102)
- Data, Information, and Information Storage (CIS 104)
- Introduction to Information Systems (CIS 105)

Level 2: 4 compulsory full-units

- Databases (CIS 205)
- Programming Languages, Information Representation and Processing (CIS 206)
- Systems Development Methodologies (CIS 207)
- Telecommunications and Computer Communications (CIS 208)

Level 3: 4 - 6 half-units plus project

- Compilers (CIS 309) - 1/2 unit
- Artificial Intelligence (CIS 310) - 1/2 unit
- Neural Networks (CIS 311) - 1/2 unit
- Software Engineering Management (CIS 314) - 1/2 unit
- Human Computer Interaction (CIS 315) - 1/2 unit
- Mathematical Techniques of Operational Research (CIS 316) - 1/2 unit
- Accounting Information Systems (CIS 317) - 1/2 unit
- Information Systems Management (CIS 318) - 1/2 unit
- Decision Support and Executive Information Systems (CIS 319) - 1/2 unit
- Project (CIS 320) - 1 unit
- Algorithmic Graph Theory (CIS 321) - 1/2 unit

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 granting access to the library facilities of the University of Hong Kong.

Internet Access

Students will be given a free-of-charge dial-in PPP connection.

Courses offered in Year 1999/2000

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, 7:00p.m. – 10:00p.m. (14 – 16 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, 7:00p.m. – 10:00p.m. (14 – 16 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; introduction to Object Orientation.

Lecture meetings : Tuesdays, 7:00p.m. – 10:00p.m. (14 – 16 meetings)

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

Revision sessions : about 12 hours as scheduled

234. Introduction to Information Systems (CIS 105)

Introduction to information systems; business environments, business challenges and the need for information systems; uses and impact of information systems; kinds of information systems; underlying technologies needed in information systems; introduction to the management of information systems.

Lecture meetings : Fridays, 7:00p.m. – 10:00p.m. (14 – 16 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 : Thursdays(7:00p.m. – 10:00p.m.) or Saturdays (2:00p.m. – 5:00 p.m.) (14 – 16 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 : Mondays or Fridays, 7:00p.m. – 10:00p.m. (14 – 16 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 or Fridays, 7:00p.m. – 10:00p.m. (14 – 16 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 : Thursdays (7:00p.m. – 10:00p.m.) or Saturdays (2:00p.m. – 5:00p.m.)(14 – 16 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, precedence parsers, LR parsers. Intermediate code generation and code "optimization". Machine code generation and allocation of run time storage.

Lecture meetings : three hours per week as scheduled 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 scheduled 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 scheduled 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 scheduled 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 scheduled 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 scheduled 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 conceptional framework for AIS.

Lecture meetings : three hours per week as scheduled 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 scheduled 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 (e.g. 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 scheduled 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 a recognised institution. Project work should occupy the student for about one day a week over a five month period.

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

235. Algorithmic Graph Theory (CIS 321)

Introduction to the theory of graphs and graph algorithms. Trees, maximal weight spanning trees, shortest path spanning trees. Connectivity, Menger's theorem, network flows. Matchings, the optimal assignment problem. Eulertours, the Chinese Postman problem. Hamilton cycles, the Travelling Salesman problem.

Lecture meetings : three hours per week as scheduled 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

Venue

HKU Main Campus or other study centres (to be announced near the start date)

Fees	98/99	99/2000 (To be confirmed)
Course Fees to SPACE	HK$7,000 for one unit subject HK$3,850 for half unit subject HK$9,700 for Project	HK$7,000 for one unit subject HK$3,850 for half unit subject HK$9,700 for Project
Application fee to University of London	£38	£38 (on or before 17.9.99)
Registration fee to University of London	£376	£376 (on or before 30.11.99)

Enrolment

Students who register for the B.Sc.(Hons) degree in Computing and Information Systems can 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 of that year.

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 received, except for those where exemption is granted automatically (See paragraph 3 below). This fee is currently £50 for each full unit for which exemption is requested. The exemption application fee is not refundable, even if the exemption is not granted. Exemption applications will take a long processing time, and those applicants are strongly advised to submit their applications as soon as possible.

3. Students who have the qualifications listed below will be given automatic exemption from the units indicated below provided the qualification has been obtained in the five years preceding the application for exemption :
   (a) British Computer Society, Part I : all level 1 units (CIS 101 - 105).
   (b) NCC, International Higher Diploma : CIS 105, also CIS 101 provided the student can prove competence in PASCAL.
   (c) Institute of Data Processing Management, Higher Diploma : CIS 102 and CIS 105.
   (d) Informatics Computer School, Advanced Diploma in Computer Studies - CIS 104 and 105. In addition, students who have passed MA214 Mathematics for computing and AP207 Advanced programming techniques will be awarded exemption from CIS 101 and 102.
   (e) Hong Kong Polytechnic University, Higher Diploma in Information Systems : all level 1 units (CIS 101 - 105); Higher Diploma in Systems Analysis - CIS 101, 104, 105; Higher Diploma in Software Engineering - CIS 101, 104, 105.
   (f) City University of Hong Kong, Higher Diploma in Computer Studies : all Level 1 units (CIS 101 - 105).
   (g) The following qualifications apply to applications received between 1 September 1998 and 31 August 1999 : Hong Kong Technical College, Higher Diploma in Information Systems : CIS 101, 102 and 104; Higher Diploma in Information Technology : CIS101, 102 and 104; Higher Diploma in Computing : provided the Diploma has been awarded with Credit or Distinction : CIS101, 102 and 104. The exemption application fee is not required for exemptions awarded in this category.

4. The University 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 Procedure

Application forms and further details can be obtained from:

(1) SPACE Admiralty Town Centre,
3/F, Admiralty Centre,
18 Harcourt Road, Hong Kong.
(Tel: 2559 7628; Fax: 2559 4666)

(2) University Office,
3/F, T.T. Tsui Building,
Pokfulam Road, Hong Kong.
(Tel: 2975 5645-8; Fax: 2975 4953)



Teaching and administrative staff of "Computer Science and Information Technology" at University of London Open Day (4 July 1998)

Diploma in Computing and Information Systems (for External Students) *(The University of London)*

Enquiries : 2975 5645-8

Introduction

The Diploma in Computing and Information Systems 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 Entry 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 Entry Requirements and the course requirements for the B.Sc. in Computing & Information Systems for External students. They will also get access to the Second Level of the B.Sc. Computing & Information Systems.

SPACE is the only institution in Hong Kong offering 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.

Entry Requirements

To be eligible for admission, applicants should:

1. be aged 18 or over on 1 September of the year they register with the University for the Diploma; and
2. 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.

The University of London will also accept the following qualifications as satisfying the General Entry Requirement :-

1. Higher Certificate or Higher Diploma of the City University of Hong Kong, Hong Kong Polytechnic University, or the Hong Kong Technical College;
2. 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;
3. Diploma of the Hong Kong Vocational Training Council (3 units in acceptable subjects are passed at merit level);
4. Diploma in Business Studies of Hang Seng School of Commerce (3 approved subjects: 2 at least at B and 1 at C).

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

Programme Structure and Content

With the addition of unit "CIS001 Mathematics for Business" and the "Study Skills in English" 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. CIS104 Data, Information and Information Storage
5. CIS105 Introduction to Information Systems

PLUS

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

Note : Although "Study Skills in English" is not examined by the University, evidence of satisfactory completion of this course 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 up to a maximum of 3 full course units. The maximum number of attempts permitted at any full or half course unit examination is three. "Study Skills in English" is not examined by the 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 the library facilities of the University of Hong Kong.

Internet Access

Students will be given a free-of-charge dial-in PPP connection.

Courses offered in Year 1999/2000

254. Study Skills in English

The work will 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 : Saturdays, 2:00p.m. – 5:00p.m. (14-16 meetings)

255. Mathematics for Business (CIS001)

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 : Thursdays, 7:00p.m. – 10:00p.m. (14-16 meetings)

Examination : One three-hour written paper and assessment of coursework. The coursework will consist of four one-hour unseen papers, taken at the institution under examination conditions.

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, 7:00p.m. – 10:00p.m. (14-16 meetings)

Workshop/tutorial: two hours per week as scheduled on Saturday afternoons

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, 7:00p.m. – 10:00p.m. (14-16 meetings)

Workshop/tutorial: two hours per week as scheduled on Saturday afternoons

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; introduction to Object Orientation.

Lecture meetings : Tuesdays, 7:00p.m. – 10:00p.m. (14-16 meetings)

Workshop/tutorial: two hours per week as scheduled on Saturday afternoons

Revision sessions : about 12 hours as scheduled

234. Introduction to Information Systems (CIS 105)

Introduction to information systems; business environments, business challenges and the need for information systems; uses and impact of information systems; kinds of information systems; underlying technologies needed in information systems; introduction to the management of information systems.

Lecture meetings : Fridays, 7:00p.m. – 10:00p.m. (14-16 meetings)

Workshop/tutorial: two hours per week as scheduled on Saturday afternoons

Revision sessions : about 12 hours as scheduled

Venue

HKU Main Campus or other study centres (to be announced near the start date)

Fees	98/99	99/2000 (To be confirmed)
Course Fees to SPACE	HK$5,000 for CIS001 and "Study Skills in English" HK$7,000 for one unit subject	HK$5,000 for CIS001 and "Study Skills in English" HK$7,000 for one unit subject
Application fee to University of London	£38	£38 (on or before 17.9.99)
Registration fee to University of London	£376	£376 (on or before 30.11.99)

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 of that year.

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 Admiralty Town Centre,
3/F, Admiralty Centre,
18 Harcourt Road, Hong Kong.
(Tel: 2559 7628; Fax: 2559 4666)

(2) University Office,
3/F, T.T. Tsui Building,
Pokfulam Road, Hong Kong.
(Tel: 2975 5645-8; Fax: 2975 4953)

Diploma in Information Technology

Introduction

This Diploma course provides professional training in computing subjects related to information management. It is designed both for graduates of other disciplines whose work involves significant use of computers for data processing and information management and for computing studies teachers in secondary schools. The course provides a fundamental computing background for those wishing to pursue a career or further study in information management or related areas.

Course Structure

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

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

The normal progress schedule is as follows:

Semester 1
Jul – Nov Foundations of Programming
Sep – Apr Advanced Digital Computer Programming (2 units)

Semester II
Mar – Jun Information Analysis and Design
May – Aug Database Design and Management
Jul – Nov Computing Topics I

Entry Requirements

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

No prior academic knowledge of computing is required.

(Notes: admission of students without the required academic qualifications will be on a very selective basis. Admitted students are expected to have access to a PC and a modem outside the scheduled tutorial/workshop sessions.)

Study Schedule and Fee

The course will commence in July. The duration of study will normally be 18 months (July to December of the following year).

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

Fees should be paid in two instalments, one in June and the other in March/April. The total fee for the 98-99 programme is HK$40,000. (first instalment: HK$18,500, second instalment: HK$21,500)

Exemptions

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

Assessment

Assessment will be based on the following:
(a) attendance at a minimum of 75% of the scheduled meetings
(b) continuous assessment of assignments in each subject
(c) a written examination for each subject

Access to Further Studies and Australian Computer Society Accreditation

Those who successfully complete the SPACE Diploma in Information Technology course will be admitted to the Graduate Diploma of Applied Science (Information Technology) course offered by Charles Sturt University. Students with an interest in this option may apply for registration on this Graduate Diploma course at the beginning of their Diploma studies so that they may carry on with their studies immediately following the award of the SPACE Diploma. The Graduate Diploma course may be completed in Hong Kong by distance learning by taking 2 more units (Computing Topics 2, Information Systems Implementation). The fee for these two final subjects in 1998/99 is HK$5,500 per subject. The CSU Graduate Diploma has been accredited by the Australian Computing Society as meeting the academic requirements for admission at Level 1 (the highest level).

Application Procedure

Details of the course arrangement will be announced in April 1999. Anyone interested in this course should send a self-addressed envelope to Ms. Alice Wong, School of Professional and Continuing Education, The University of Hong Kong, 7/F, T.T. Tsui Building, Pokfulam Road, Hong Kong.

Cambridge Information Technology Certificate

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

Cambridge Information Technology (CIT)

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

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

An award of the CIT Certificate signifies that the student will have shown his/her ability to perform the requisite tasks. CIT standards are built to specifications for all to see. The CIT Certificate provides a recognised 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 the person 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.

Available Modules and Related Courses

SPACE has offered courses for the following CIT modules:

(A) **001- Computer Literacy**
SPACE courses designated as CIT modules in Computer Literacy are:
- Practical Computer Application Course for Teachers (Courses 1782, 1797)
- Microcomputer Literacy (Courses 1798-9)
- Certificate Course in Business Computing Using Microcomputer

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 designated as CIT modules in Word Processing are:
- Microsoft Word for Windows 97 (Course 1807)
- Certificate Course in Business Computing using Microcomputer

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 designated as CIT modules in Spreadsheets are:
- Introduction to EXCEL (Course 1813)
- Certificate Course in Business Computing using Microcomputer

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 designated as CIT modules in Databases are:
- Introduction to dBASE IV
- Introduction to Microsoft Access 97 (Course 1811)
- Database Management using FoxPro 2.6 for Windows (Course 1814)
- Certificate Course in Business Computing using Microcomputer

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 designated as CIT modules in Programming are:
- Introduction to C (Course 1825)
- Advanced Programming Using C
- Programming in dBase IV
- Database Programming using FoxPro 2.6 for Windows (Course 1815)

Students of any of the above SPACE courses may 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 designed as CIT modules in Chinese Word Processing is:
- Certificate Course in Chinese Computing (Courses 1790-1791)

Students of any of the above SPACE courses can apply for the CIT Certificate in Chinese 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.

How to Apply for CIT Certificates

If you have enrolled in a SPACE course which is designated as a CIT module and wish to apply for a CIT module certificate, or you have already obtained five CIT module certificates and wish to apply for the "Certificate in Information Technology" , you should:
(i) obtain an application for "CIT Certificate" form from the School,
(ii) complete and return the form to the School, preferably before the course ends, or in any case, within two months of the completion of the course,
(iii) submit the application fee and a stamp-addressed envelope together with your application.

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

SPACE 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.

SPACE Certificate Courses

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

查詢電話：2975 5647

本課程主要教授倉頡中文輸入法、介紹中文電腦系統的基本常識及應用，內容包括：

課程內容

(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Windows系統操作入門(基本操作、程式管理員、檔案管理員)
(四)中文電腦的基本知識：中、英文電腦的區別、中文電腦的基本要素

(五)詳述倉頡輸入法的原理和規則
(六)詳細分析倉頡輸入法的整體字、組合字、例外字的解碼方法
(七)第三代倉頡輸入法和第四代的區別
(八)應用第四代倉頡輸入法輸入簡體字，略釋其他輸入法
(九)中文電腦的文書處理操作及中文桌上排版的基本知識

- 中文WORD FOR WINDOWS的基本知識
- 一般編輯文件的技巧
- 特殊符號及標點符號的運用、文字字體的選擇及變化技巧
- 各種不同版面的排版方法
- 各種表格的製定方法
- 圖片加入的方法，排製圖文並茂的文件
- 在中文視窗下如何使用「造字」程式
- 列印的方法

學員在修畢課程後，將可具有中文電腦的基本知識，掌握使用中文WINDOWS WORD編輯一般的中文或中、英混合的文件；並能夠使用倉頡輸入法，每分鐘最少輸入15個中文字。

入學資格

本課程適合一般辦公室文員、秘書；從事出版、新聞、廣告行業者，以及有興趣學習中文電腦的人士參加。學員須有一定中文水平及略懂英文打字。

結業證書

完成課程後，學員若能符合下列三項條件，將獲取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)出席率超過百分之七十五
(三)完成所有作業。

導　師　：關永強先生（香港大學電算機中心高級電腦主任）
關炳鑾先生(伍山科技發展有限公司中文電腦培訓中心主任)(香港生產力促進局導師)

1790.　(名額二十二人)
講授課程　：一九九九年三月二日起逢星期二下午七時至九時，（地點容後公佈）
實習課程　：一九九九年三月四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（十一節為講授課，另十二節為實習課，另加十二小時試前實習時間。）

1791.　(名額十八人)
講授課程　：一九九九年三月二日起逢星期二下午七時至九時，（地點容後公佈）
實習課程　：一九九九年三月五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B室（十一節為講授課，另十二節為實習課，另加十二小時試前實習時間。）
全期學費　：四千五百元（包括上課時所用之磁碟及講義）

* 獲取結業證書者，並能按導師規定的格式完成打印二份中文書信，可申請領取由本學院和英國劍橋大學Local Examination Syndicate聯合頒發之證書。(參閱 CIT 117 Chinese Word Processing，本手冊第51頁。)

本課程與香港生產力促進局合辦

1793. Certificate Course in Database Design and Management

Enquiries : 2975 5618

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

Course Content

Database approach and its objectives; The ANSI/SPARC three-level database architecture; Basic data models (hierarchical, network, relational); Data dependencies and normalization; Relational database design (analytic & synthetic approaches); Database application design; Database integrity and security; Data Dictionary; Fourth Generation Languages; Basic system analysis and design.

Minimum Entry Qualifications

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

Examination

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

Application Procedure

Please use special application forms which are available on request from the School. Please note that the course fee will only be collected from those successful applicants after the selection process.

Closing Date for Application

11 June 1999

Enrolment is limited to 40

Tutor　: S. Tong, H.Dip. *(H.K.)*, MSc *(H.K.)*, M.B.C.S., M.H.K.C.S., M.H.K.I.E.

Date & Time　: (Meeting) Fridays, 6:30p.m. – 9:30p.m., starting 25 June 1999
(Workshop) Wednesdays, 6:00p.m. – 10:00p.m., starting 7 July 1999

Venue　: (Meeting) HKU, Main Campus
(Workshop) Room 708, T.T. Tsui Building, HKU

16 meetings & 12 workshops　Fee : $5,900

Certificate Course in Advanced UNIX

Enquiries : 2975 5618

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

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

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

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

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

Course Content

UNIX System Standards

Introduction: UNIX history, present and future; UNIX versions and stardards: POSIX, SVID, X/Open; operating system concept and structure; popular UNIX implementations: 4.3 BSD and System V.

UNIX Programming Environment

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

UNIX Communication

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

UNIX Networking

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

System Administration and Security

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

The X Window system

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

Assessment

The Certificate in Advanced UNIX will be awarded to a student who has:
(1) attended at least 75% of the lectures and workshops
(2) completed course work to the satisfaction of the tutors.
(3) passed the written examination papers.

Entry Requirements

This course is an advanced course. Participants are assumed to have a solid background in computer principles and applications, UNIX and C programming. Enrolment is by selection.

Closing Date for Application

11 February 1999

Enrolment is limited to 25.

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

Course Director

K.P. Chow, Ph.D. *(California)*, Lecturer in Computer Science, University of Hong Kong.

1794.

Date & Time : (Meeting) Thursdays, 6:30p.m. – 9:30p.m., starting 4 March 1999
(Workshop) Wednesdays, 6:00p.m. – 8:00p.m., starting 10 March 1999

Venue : (Meeting) Rm 505 & 6, T.T. Tsui Building, HKU
(Workshop) LG103, Chow Yei Ching Building, HKU

1795.

Date & Time : (Meeeting) Thursdays, 6:30p.m. – 9:30p.m., starting 4 March 1999
(Workshop) Wednesdays, 8:00p.m. – 10:00p.m., starting 10 March 1999

Venue : (Meeting) Rm 505 & 6, T.T. Tsui Building, HKU
(Workshop) LG103, Chow Yei Ching Building, HKU

26 meetings & 28 workshops Fee : $8,400

微型電腦及網絡管理證書課程 (Certificate Course in PC & Network Management)

查詢電話：2975 5618

課程宗旨：

中小型企業進行電腦化，必須有熟悉電腦操作的管理專員，負責選購和安裝適當的硬件和軟件，並提供技術支援及培訓，協助企業中文電腦化和連接資訊高速公路，以配合本港的資訊發展。本課程專為培訓電腦管理專員而設，學員將認識最新中文軟件之應用；市面硬件之種類及其適當配搭；測試和清除硬件故障及電腦病毒；認識新一代電腦語言；管理新一代微型電腦之網絡系統及軟硬件設備；連接全球資訊高速公路；收取最新訊息及傳遞電子郵件等。為革新辦公室使能追上資訊年代及中文化的全面性培訓。完成本課程並考試合格者，將獲取本學院頒發之修業證書。

課程大綱：

1. 認識微型電腦發展
2. 電腦故障檢測與預防
3. 電腦系統configuration 及 MS-DOS 深入運用
4. 中文視窗操作系統 MS-Windows95升級操作
5. 倉頡中文輸入法
6. 電腦文書處理運用及Word 97
7. 電子試算表運用Excel 97
8. PowerPoint 97 圖文展示系統
9. 電子資料庫管理與操作Access 97
10. 認識 Outlook 熒幕組件及工作架構模式
11. 電腦通訊與 Internet 應用
12. 電腦網絡系統應用及基本管理
13. 網絡系統 Novell NetWare管理
14. 網絡系統 NT-Server 管理
15. Visual BASIC 程式編寫

入學資格

學員須具中五或同等學歷；及修畢本學院Certificate Course in Business Computing Using Microcomputer 課程或有兩年以上實際操作電腦及一般應用軟件經驗。

結業證書

完成課程後，符合下列三項條件之學員，可獲本學院頒發證書：
(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；及
(三)畢業考試成績合格

(名額二十二人)

導　師　：Wilson Lau, BSc. *(OUHK)*
Poon Chiu Kei, B.Eng. Elec. *(HK)*
Tsoi Hiu Ching, B.Eng. (Hons) *(CUHK)*,MCP
Wun Tat Shing, B.Sc. *(James Cook U)*

地　點　：弘智電腦學會，香港灣仔譚臣道114號廣亞大廈四樓

開課日期及時間：

348.　一九九九年三月七日起逢星期日下午三時十五分至五時四十五分

1796.　一九九九年五月九日起逢星期日上午九時三十分至十二時正

共三十二講

全期學費　：六千八百元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

Certificate Course in IT for English Language Teachers

NEW

Enquiries : 2975 5645-8

Who is it for?

- Practising English language teachers at secondary level or equivalent
- Anyone who has an interest in developing their IT knowledge and skills in the context of language education
- Anyone with no previous experience of IT in language teaching or computer skills
- Anyone who has responsibility for IT or self-access in their language teaching work

Aims

In order to use IT effectively in language teaching, teachers themselves must be confident in their own use of IT and have a wide knowledge of IT and teaching issues. The philosophy of the course is therefore to build IT and teaching skills on the basis of teachers' own IT knowledge and skills. The course aims to build a firm basis in IT through hands-on experience of using and developing on-line language teaching software and materials, which teachers can then pass on to their students.

Objectives

- To develop participants' own IT knowledge and skills
- To develop participants' ability and confidence to use IT in teaching
- To develop participants' ability to design their own IT-based materials

Course Structure

The course will be divided into five units:

- Overview of IT in language teaching - pedagogical issues and resource management
- Language learning and the Internet
- Computers and presentation skills
- Computers and writing skills
- Designing learning materials of the Web

All classes will be held in a state-of-the-art computer lab in which each student will be able to use a computer. The course will be supported by a web-site, on-line self-access learning materials and an on-line discussion forum. Participants will also have the opportunity to publish their own materials on the Web.

(This certificate course is jointly developed by the English centre of the University of Hong Kong and SPACE)

Course Directors

Dr. Bruce Cheung
Mr. Peter Kennedy

Tutors　：Phil Benson, Ph.D. *(Exon)*, M.A. *(Exon)*
Pat Desloge, MA *(Monterrey)*

3784.

Date & Time : Thursdays, 6:30p.m. – 9:30p.m., starting 4 February 1999

Venue : Room S4, SPACE Admiralty Town Ctr

3785.

Date & Time : Saturdays, 9:30a.m. – 12:30p.m., starting 6 February 1999

Venue : Room S4, SPACE Admiralty Town Ctr

15 meetings Fee : HK$2,000

Enrolment is limited to 28

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See page XX.

Introductory Courses

教師電腦實務應用 (Practical Computer Application Course for Teachers) — CIT 001

查詢電話：2975 5618

鑑於電腦應用普及，近年多間中小學均安裝新款電腦，以配合未來電腦教育發展趨勢，而電腦輔助教學更是從事教學工作者面對之挑戰。

本課程專為學校教職員而設，其重點在於如何應用現時流行軟件於教學工作及學校行政管理上，尤其適合中小學教師及學校文員選修。

課程內容包括：

(1) 學生資料處理：記錄上課出缺席、遲到、獎懲等。
(2) 基本倉頡輸入法應用。
(3) 教材製作：如投影片、講義、練習紙、考試卷等。
(4) 成績計算：編排名次、等級分類。
(5) 活動項目處理：運動會賽事編排、家長日及開放日程序。
(6) 校務設計：壁報大字標題、場刊、校報排板、校刊設計。
(7) 表格製作：上課時間表、座位表、登分紙、教師堂數分析。
(8) 電腦輔助學習：示範應用一些適用於教學上之電腦軟件。
(9) Internet 上網應用：瀏覽網頁尋找資料、傳遞及接收電子 E-MAIL 郵件。
(10) 電腦網絡系統：共用電腦資源檔案分享。本課程使用中文WINDOWS 95 操作平台。

(名額二十二人)

導　師 : K.M. Leung, BSc. *(Waterloo)*, Dip.Ed. *(CUHK)*
地　點 : 弘智電腦學會，香港灣仔譚臣道114號，廣亞大廈四樓

1782.

開課日期及時間：一九九九年三月十九日起逢星期五下午六時至八時

1797.

開課日期及時間：一九九九年四月二十三日起逢星期五下午八時十分至十時十分

共十五講

全期學費 : 三千元正

教師可向教育署申請退還半費。詳情請參閱第XX頁。

1668. 美術教師電腦設計證書課程

請參閱第 93頁

3623. 電腦輔助教學入門

請參閱第 214頁

Microcomputer Literacy (CIT 001)

Enquiries : 2975 5646

This course is specially designed for computer beginners. It covers the basic computer concepts and terminologies with examples from everyday life. The course will help beginners to pick up computer skills in an easy and fast manner. After completing this course, participants will be able to understand what a computer system is; use a wide range of common computer applications; work on the latest operating systems; Windows 95; safely use computer hardware; be aware of the trends of software and hardware standards, follow the instructions of computer manuals.

This introductory course provides a guide to participants in the basic structure of Windows and the skills needed to master Windows 95.

- common computer terms;
- operating personal Computers and their basic components;
- introduction to Operating Systems, illustrated by Windows 95 and their basic commands; file operations; memory management etc.
- brief introduction and demonstration of a variety of application software such as word processing, spreadsheet and database packages;
- discussion of common computer applications.

Staff Member-in-charge

Dr. F.T. Chan

1798.

Date & Time : Fridays, 6:30p.m. – 9:30p.m., starting 16 April 1999

Venue : Room S4, SPACE Admiralty Town Centre

Enrolment closes on 9 April 1999

1799.

Date & Time : Thursdays, 6:30p.m. – 9:30p.m., starting 11 March 1999

Venue : Room 2, SPACE North Point Learning Centre

Enrolment closes on 4 March 1999

4 workshops Fee : $1,200

Medium of Instruction: Cantonese, supplemented with English for Course 1798
English for Course 1799

3666. Powerful Techniques for Windows 95/98



Enquiries : 2975 5646

This course will take you one step further to the better use of Windows 95/98. You will learn how to control Windows startup, how to use Safe mode when Windows fails to start properly, as well as how to fine-tune various settings to optimize your Windows performance, and more.

Topics include: Windows 95/98 system requirements; the boot process; custom startups with Windows; Safe mode; MSDOS.SYS; troubleshooting Windows startup; memory management in Windows; memory map; performance tuning; optimizing memory & disk access; overcoming fragmentation; useful DOS utilities on Windows; other system tools.

Pre-requisite: Students who have completed "Introduction to Windows 95/98" course or equivalent.

Tutor : L.M. Lo, B.Sc. *(Essex)*, Int. Teacher's Cert *(HKPU)*, CEng, MIEE

Date & Time : Mondays, 7:00p.m. – 10:00p.m., starting 22 March 1999

Venue : Room 2, SPACE North Point Learning Centre

4 workshops Fee : $1,400

Enrolment is limited to 20

Enrolment closes on 15 March 1999

3668. Introduction to Windows 95/98



Enquiries : 2975 5647

Windows has become the most popular standard of PC Operating System. This course is designed for new PC users, and will guide you step-by-step on how to get the most out of Windows. Through hands-on practice and simple explanations, you will learn the "abstract" concept on how computer works in an easy way.

Topics include: Essential computer concepts; overview on Windows 95 features; elements of Windows 95; Windows 95 basic operations; Windows Explorer; Windows Startup; Windows disk, folder & file management; configuring Windows 95 with control panel; use of Windows 95 accessories and system tools; use of DOS on Windows; introduction to Windows 98's new features.

Tutor : L.M. Lo, B.Sc. *(Essex)*, Int. Teacher's Cert *(HKPU)*, CEng, MIEE

Date & Time : Saturdays, 2:00p.m. – 5:00p.m., starting 27 March 1999

Venue : Room 2, SPACE North Point Learning Centre

4 workshops Fee : $1,300

Enrolment is limited to 20

Enrolment closes on 20 March 1999

1803. Introduction to UNIX

Enquiries : 2975 5618

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 in software development. Availability of software tools improves the productivity of programmers and reduces the software development cost.

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

Pre-requisite: Participants are expected to have some basic knowledge of computers.

Tutor : Nick H.Y. Chi, B.Sc.(Hon), M.Sc.

Date & Time : Wednesdays, 6:30p.m. – 9:30p.m., starting 12 May 1999

Venue : Room 201, Run Run Shaw Building, HKU

7 workshops Fee : $2,400

Enrolment is limited to 20

Enrolment closes on 5 May 1999

1804. Understanding and Repairing your PC

Enquiries : 2975 5618

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 and 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 Operating Systems; basic hardware trouble-shooting and upgrading techniques, Virus checking and cleaning.

Medium of Instruction : Cantonese, supplemented with English terminologies

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

Date & Time : Mondays, 7:00p.m. – 9:30p.m., starting 1 March 1999

Venue : HKU, Main Campus

9 meetings Fee : $1,100

Enrolment is limited to 36

Enrolment closes on 22 February 1999

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See page XX.

Application Softwares

1807. Microsoft Word for Windows 97 (CIT 101)

Enquiries : 2975 5647

Microsoft Word 97 is a window-based wordprocessing software. This course 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; introduction to the workplace and screen; opening and saving, and deleting documents; cursor control and text selection; editing and typing; formatting a document; printing a document; header and footer; text formatting - alignment, font, size etc.; paragraph formating: bullet, border and shading, spacing etc.; style; table; multi-columns formatting; image frames and graphics; mail merge and label printing; data embedding from other software packages e.g. Excel or Access.

Pre-requisite: Participants are expected to have basic knowledge of and experience in Windows operations.

Staff Member-in-charge : Dr. F.T. Chan

Date & Time : Wednesdays, 6:30p.m. – 9:30p.m., starting 13 January 1999

Venue : Room S4, SPACE Admiralty Town Ctr

5 workshops Fee : $1,500

Enrolment is limited to 28

Enrolment closes on 13 January 1999

3670. 倉頡輸入法與中文WORD 97文書處理 (Using "Chang Jei" Chinese Input Method and Word 97)

新增課程

查詢電話：2975 5618

本課程應用中文Windows 95視窗系統操作平台，並在其環境下掌握倉頡中文輸入法之技巧，及應用中文版WORD 97文書處理。

內容包括：視窗系統主項功能應用、倉頡中文輸入法取碼原則、分拆字根先後取碼及難字、認識電腦字庫中欠缺的本港常用字、各款中文字體安裝及應用繁簡字體。文書處理功能包括：一般中文公函製作，包括橫排及傳統直列之方式排版、每頁加上頁頭及頁尾標籤、加插特別符號及圖片、中文表格製作、檔案處理、郵遞標籤列印及一般編印技巧等。

本課程特別適合一些行業須經常製作高質素中文稿件；每人一機上課。

入學資格：須有基本電腦操作認識。

導　師 : K.M. Leung, Bsc. *(Waterloo)*, Dip.Ed. *(CUHK)*
開課日期及時間 : 一九九九年三月五日起逢星期五下午八時十分至十時十分(共六講)
地　點 : 弘智電腦學會，香港灣仔譚臣道114號廣亞大廈四樓
全期學費 : 一千一百元正

1809. 中文MS Word 97實習班初階 (Introduction to Chinese MS Word 97 for Windows)

查詢電話：2975 5647

MS Word中文版，是微軟公司在視窗windows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。本課程介紹Word中文版的文字輸入、編輯及繪圖功能，使學員能夠有效地使用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，但毋須懂得中文輸入法。

課程大綱：

檔案處理及編輯功能；列印格設定及操作；中文表格；拼字及文法檢查；字元、段落格式設定；框線及網底製作；頁首頁尾設定；郵遞標籤製作及合併列印；圖片加插及排版；倉頡及速成輸入法。

課程統籌 : 陳訓廷博士
開課日期及時間 : 一九九九年五月二十九日起逢星期六下午二時至五時(共五講)
地　點 : 北角教學中心2室
全期學費 : 一千五佰元正

1811. Introduction to Microsoft Access 97 (CIT 103)

Enquiries : 2975 5647

Microsoft Access is a versatile Relational Database Management system in the 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 a button.

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

Topics include: 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 graphs into databases and reports, creating and printing mailing labels, writing and running Macros.

Pre-requisite: Participants are expected to have basic concepts and experience in Windows operations.

Staff Member-in-charge : Dr. F.T. Chan

Date & Time : Wednesdays, 6:30p.m. – 9:30p.m., starting 3 March 1999

Venue : Room S4, SPACE Admiralty Town Ctr

5 workshops Fee : $1,500

Enrolment is limited to 28

Enrolment closes on 24 February 1999

1812. Introduction to Electronic Mail, Computer Facsimile and Remote Access

Enquiries : 2975 5647

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

Topics include: Electronic Mail in Local Area Network, procedures of connecting to the Internet using modem; sending Email through the Internet, PC remote control and communication using modem and pcAnywhere for Windows, direct fax out of document from PC (Winfax Pro).

Pre-requisite: Participants are expected to have some experience in PC and DOS.

Staff Member-in-charge: Dr. F.T. Chan

Date & Time : Saturdays, 2:00p.m. – 5:00p.m., starting 30 January 1999

Venue : Room S4, SPACE Admiralty Town Ctr

3 workshops Fee : $900

Enrolment is limited to 28

Enrolment closes on 30 January 1999

1813. Introduction to Excel (CIT 102)

Enquiries : 2975 5618

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

Excel is an electronic spreadsheet package in the Windows environment. Excel version 5.0 develops new organisational features with emphasis on direct and fast manipulation which makes complicated presentation work easy. The intuitive Windows graphical environment also simplifies daily operations.

Topics include: 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.

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

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

Date & Time : Tuesdays, 6:30p.m. – 9:30p.m., starting 25 May 1999

Venue : Room S4, SPACE Admiralty Town Ctr

7 workshops Fee : $2,100

Enrolment is limited to 28

Enrolment closes on 18 May 1999

1858. Advanced MS Excel

Enquiries : 2975 5618

This course is a follow-up to the course "Introduction to Excel" and will focus on the more advanced and powerful skills in using MS Excel. Plenty of examples will be used to illustrate their applications.

Topics include: use of range names; data sorting and filtering; use of the powerful pivot table; creating a macro; recording actions in a macro; introduction to Excel Visual Basic; automating repetitive tasks and making decisions with macro; creating charts from database; goal seeking; what-if table; other advanced tools.

Pre-requisite: Participants should have attended the Introduction course or equivalent, or be familiar with basic operations of Excel.

Tutor : L.M. Lo, B.Sc. *(Essex)*, Int. Teacher's Cert *(HKPU)*, CEng, MIEE

Date & Time : Tuesdays, 7:00p.m. – 10:00p.m., starting 27 April 1999

Venue : Room 2, SPACE North Point Study Ctr

4 workshops Fee : $960

Enrolment is limited to 20

Enrolment closes on 20 April 1999

1814. Database Management using FoxPro 2.6 for Windows (CIT 103)

Enquiries : 2975 5647

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

Topics include: 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.

Staff Member-in-charge: Dr. F.T. Chan

Pre-requisite: Participants are not required to have prior computer knowledge.

Date & Time : Fridays, 6:30p.m. – 9:30p.m., starting 5 February 1999

Venue : Room 2, SPACE North Point Learning Ctr

6 workshops Fee : $1,600

Enrolment is limited to 20

Enrolment closes on 5 February 1999

1815. Database Programming using FoxPro 2.6 for Windows (CIT 105)

Enquiries : 2975 5647

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 an 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.

Topics include: project manager, screen builder, menu builder, report writer and RQBE, application generation with FoxApp, documentation generation with FoxDoc.

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

Staff Member-in-charge : Dr. F.T. Chan

Date & Time : Wednesdays, 6:30p.m. – 9:30p.m., starting 12 May 1999

Venue : Room 2, SPACE North Point Learning Ctr

8 workshops Fee : $2,200

Enrolment is limited to 20

Enrolment closes on 5 May 1999

1820. Business Graphical Presentations

Enquiries : 2975 5647

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

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.

Topics include: understanding PowerPoint Basics Objects and Terms, using and modifying Slide Masters and Template; manipulating colour 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.

Staff Member-in-charge : Dr. F.T. Chan

Date & Time : Mondays, 6:30p.m. – 9:30p.m., starting 22 February 1999

Venue : Room 2, SPACE North Point Learning Ctr

3 workshops Fee : $1,100

Enrolment is limited to 20

Enrolment closes on 22 February 1999

1669-1671 電腦美術設計證書課程

請參閱第 94頁

3787. 電腦插圖證書課程

請參閱第 94頁

1823. Introduction to ACCPAC Computer Accounting

Enquiries : 2975 5618

ACCPAC Plus is a popular accounting software widely used on micro-computers in North America. It is also the accounting package designated by Canadian CGA for examination purposes. Modules covered in this course are: General Ledger, Accounts Receivable, and Accounts Payable.

On completion of the course, participants will manage to computerise their accounting operation through journalising, auto-posting, balancing, aging reminder mailing, analysing and reporting.

Medium of Instruction : Cantonese, supplemented with English terminologies.

Pre-requisite: Participants are expected to have knowledge in accounting and some DOS operation experience.

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

Date & Time : Mondays, 8:10p.m. – 10:10p.m., starting 1 March 1999

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

6 workshops Fee : $1,200

Enrolment is limited to 22

Enrolment closes on 22 February 1999

Information Technology Education for Teachers

3055. Multimedia Workshop for Primary School Teachers

Enquiries : 2975 5618

Multimedia refers to the use of computer technology to seamlessly integrate text, movies, pictures, animation and sound. With pointers to the right direction, teachers and students can easily create their own multimedia projects.

This workshop is designed for Primary School Teachers who are interested in exploring the use of multimedia for teaching and learning. It aims to introduce teachers to easy-to-use multimedia authoring tools; get teachers started to combine text, sound, pictures, videos in classroom projects; and help teachers develop curriculum ideas to try out in their classrooms.

Medium of Instruction: Cantonese, supplemented with English terminologies.

Technical computer knowledge is not required.

Tutor : Miss K.C. Fung, B.A. *(HKU)*, M.Ed. *(HKU)*

Date & Time : Tuesdays, 6:30p.m. – 9:00p.m., starting 23 February 1999

Venue : Room S4, SPACE Admiratly Town Ctr

5 workshops Fee : $1,000

Enrolment is limited to 28

Enrolment closes on 23 February 1999

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See page XX.

尚有多項相關課程，請參閱文學及人文學科學部「電腦美術設計」部份、社會科學及教育學部「新聞及傳播學」部份。

3364. PowerPoint 在教學上的應用 (PowerPoint for Teachers)

本課程專為切合教師在教學上運用PowerPoint之實際需要而設，並配以範例以供練習。課程目標包括使學員掌握簡報製作的基本方法、投影片的編排及播放，並且能夠將簡報製作初步運用於學校活動及教學活動中。

課程內容：

1. 展示PowerPoint在學校應用的範例及輔助教學樣本
2. 啟動PowerPoint及其功能簡介
3. 利用「內容大綱精靈」快速製作投影片的步驟
4. 投影片文字內容的輸入、編輯及格式化
5. 投影片版面配置
6. 投影片次序的調配及複製
7. 投影片背景的製作
8. 投影片播放方式及播放特效
9. 講稿製作

本課程將安排學員一人一機於堂上實習。講授語言為粵語，輔以英語。

導　師 : Eric Liang, B.Eng. *(Hull)*, Producer (Design & Production)-AVIT Solutions Ltd.

開課日期及時間 : 一九九九年五月三日起逢星期一下午六時三十分至九時 (共四講)

地　點 : 金鐘市區中心S4室

全期學費 : 八百元正

(名額二十八人)

教師可向教育署申請退還半費。詳情請參閱第XX頁。

3366. MS Excel for Teachers

Enquiries : 2975 5618

Excel is an electronic spreadsheets package on the Windows environment. This course is designed for Primary school teachers who are interested in using window-based spreadsheets software in their daily school administrative and teaching job. It aims at providing participants with hands-on practical exercises for school related applications.

Topics include:

- Introduction to Window Environment & Spreadsheets Terminology - Introduction to Spreadsheets and its applications;
- Editing and Creating a Spreadsheet - Setting formulas and using functions;
- Data sorting; chart presentation;
- Working with Data - Setting formulas and using functions; Data sorting;
- Chart presentation; Format design

Staff Member-in-charge : Dr. F.T. Chan

Date & Time : Mondays, 6:30p.m. – 9:30p.m., starting 7 June 1999

Venue : Room S4, SPACE Admiralty Town Ctr

4 workshops Fee : $800

Enrolment is limited to 28

Enrolment closes on 31 May 1999

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See page XX.

1842. An Introduction to the Internet for Teachers

Enquiries : 2975 5618

Do you want to enrich your teaching with Internet resources but do not know much about how to access them? Do you know little about computers but want to become a reasonably competent Internet user? If so, then this course will be useful to you. With the advent of World Wide Web, Internet resources are becoming more accessible to the general public. However, many Internet courses are not much geared to the teaching profession. This course is designed by a practising educational professional to help teachers who are new to the Internet. It encompasses a brief overview of the Internet, the World Wide Web, Netscape, and the design of simple home pages. Last but not the least, it includes an introduction to the Internet resources related to education. After completion, the participants should be able to navigate the Internet, download Internet information and design simple home pages, in addition to having an overview of the Internet. Hands-on experience will be an integral part of the course.

Topics include: overview of the Internet; World Wide Web; use of the Netscape; Internet resources related to education; downloading of Internet information; Internet search and design of simple home pages.

Tutor : K.S. Chan, B.Sc., M.Ed. (Science Education) *HK*

Date & Time : Thursdays, 6:00p.m. – 8:00p.m., starting 8 April 1999

Venue : Room 708, T.T. Tsui Building, HKU

6 workshops Fee : $900

Enrolment is limited to 40

Enrolment closes on 1 April 1999

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See page XX.

English Teaching with CD-ROM

NEW COURSE

Aims

This course aims to make participants aware of the changing professional roles of secondary school English language teachers as a result of the latest developments in information technology (IT) in general and in CD-ROM production in particular. This will be achieved through the discussion of the recent advances in language-teacher training which emphasise the development of educational as opposed to mere training skills, especially in terms of enhancing student motivation.

Objectives

At the end of the course, participants should:
1. know more about IT assisted teaching;
2. be able to use IT in general and CD-ROM in particular to enhance student motivation in language learning.

Course Content

Part I
1. Learning through enjoyment
2. Emphasizing the value of cultural studies in addition to the present predominantly instrumental approach to language study;

Part II
1. Integrating the various academic disciplines through language study;
2. Developing research interests and techniques.

Teaching Strategy

Classes will use a combination of tutor input, group discussion and hands-on experience in the use of CD-ROMs. (Each course participant shall be offered a 30% discount to the English-learning CD-ROM for secondary schools to be published by the South China Morning Post in early 1999.)

Staff Members-in-charge : Dr. Bruce Cheung
Mr. Peter Kennedy

Tutors : Dr. Norman Bird
Dr. Vicki Ooi

3780.

Date & Time : Saturdays, 2:00p.m. – 10:00p.m., 16 & 23 January 1999

Venue : Room S4, SPACE Admiralty Town Ctr

Enrolment is limited to 28

3781.

Venue : Room 708, T.T. Tsui Building, HKU

Date & Time : Saturdays, 2:00p.m. – 10:00p.m., 8 & 15 May 1999

Enrolment is limited to 40

2 meetings Fee: HK$1,200

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See page XX.

3623. 電腦輔助教學入門

請參閱第 214頁



Students in a Computer class

Programming Languages

1825. Introduction to C (CIT 105)

Enquiries : 2975 5618

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

This course is designed to teach the participants to programme in C. You will learn how to apply C concepts and techniques to solve problems with the programming examples illustrated.

Topics include: introduction and overviews of C; basic data types, operators and expressions; control structures; simple I/O; pointers, arrays & strings, memory addresses; files and file operations; data structure, pointer to structures; application examples and programming style.

Applicants are expected to have some basic concepts about computer and computer programming. Each student will be assigned to a terminal.

Tutor : L.M. Lo, B.Sc. *(Essex)*, Int. Teacher's Cert *(HKPU)*, CEng, MIEE

Date & Time : Mondays, 7:00p.m. – 10:00p.m., starting 3 May 1999

Venue : Room 2, SPACE North Point Learning Ctr

6 workshops Fee : $1,450

Enrolment is limited to 20

Enrolment closes on 26 April 1999

1826. Introduction to C++

Enquiries : 2975 5646

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 eases you step-by-step through the transition into C++. A lot of programming examples will be given, 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.

Topics include: 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.

Tutor : L.M. Lo, B.Sc. *(Essex)*, Int. Teacher Cert *(HKPU)*, CEng, MIEE

Date & Time : Tuesdays and Thursday, 7:00p.m. – 10:00p.m., 25 May, 1, 8 & 10 June 1999

Venue : Room 2, SPACE North Point Learning Ctr

4 workshops Fee : $1,000

Enrolment is limited to 20

Enrolment closes on 18 May 1999

Computer Networking / Telecommunication

1827. Introduction to Local Area Networks with Microcomputers

Enquiries : 2975 5646

This course is intended for users who wish to attain some concepts and practical knowledge of 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. 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.

Topics include: 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); installation of microcomputer packages on LAN and design of LAN applications; design and installation of microcomputer LAN.

Medium of Instruction: Cantonese, supplemented with English terminologies.

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

Date & Time : Wednesdays, 7:00p.m. – 9:30p.m., starting 24 February 1999

Venue : Room 2, SPACE North Point Learning Ctr

10 workshops Fee : $2,000

Enrolment is limited to 20

Enrolment closes on 24 February 1999

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See page XX.

1829. Administration of Local Area Networks

Enquiries : 2975 5618

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

Topics include: principles of data communications; OSI and TCP/IP models; LAN topology; internetworking devices; 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; Win 95 networking; peer to peer network, NT server and client/server approach; applications design and management.

Pre-requisite: Participants should have some exposure to local area network environment.

Medium of Instruction : Cantonese, supplemented with English terminologies.

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

Date & Time : Fridays, 6:30p.m. – 9:00p.m., starting 26 March 1999

Venue : Room 2, SPACE North Point Learning Ctr

8 workshops Fee : $1,800

Enrolment is limited to 20

Enrolment closes on 19 March 1999

3046. Business Development Through Telecommunication

Enquiries : 2975 5618

Telecommunication is inevitably an essential tool to facilitate business operations. Dissemination of messages and information in the timely manner is most important for making business decisions. This course is designed for Management, Sales and Marketing executives. Participants will appreciate the principles and costs & benefit of various telecom operations, be able to optimize costs, increase the productivity and improve the efficiency of business operation. The expansion of sales channels and improvements to customer service are also made possible through the use of telecommunication.

Topics include: scope of telecommunication, telecom equipment, the Regulatory Regime, PSTN & ISDN, Cellular and PCS, economics of Call Back Service, efficiency of Cabling Network, Voice Data Integration, Video Conferencing, Caller Number Display, Interactive Voice Response Systems, Internet and E-Mail, the management of Call Centre, Outbound Tele-marketing, Cashless Society, privacy & security and Man-machine Interface.

Tutor : Ernest Lee, B.Sc.(Eng), HKU, M.H.K.C.S.

Date & Time : Tuesdays, 7:00p.m. – 9:30p.m., starting 13 April 1999

Venue : Rm 727, Meng Wah Complex, HKU

6 meetings Fee : $850

Enrolment is limited to 20

Enrolment closes on 6 April 1999

Internet And World Wide Web (WWW)

1831. Business on the Internet

Enquiries : 2975 5618

It has been estimated that over 32 million people around the world have some type of Internet connection. 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 large enterprises to one-man businesses. This course focuses on how a company can benefit from using Internet services. Various types of Internet connection, popular services and tools will be covered in the lectures. There are also discussions of legal issues and transaction security. Participants will be given hands-on Internet practice on selected tools.

Topics include: What is Internet? TCP/IP; SLIP/PPP; Internet connection; Internet tools: Email, Mailing Lists, Newsgroups, Internet Relay Chat, audio and video conferencing, FTP, FTP mail, Archie, Finger, Netfind, Gopher, WAIS, World-Wide Web (WWW)

and browsers (Mosaic, Netscape)' Doing business on the Internet: the business value-chain, successful Intermarketing, on-line advertisement, on-line sales ordering, on-line customer / technical support, receiving feedback from clients, Internet Service Providers (ISP) in Hong Kong; Security and legal issues.

Tutor : Nick H.Y. Chi, B.Sc.(Hon), M.Sc.

Date & Time : Mondays, 7:00p.m. – 9:00p.m., starting 24 May 1999

Venue : Room 708, T.T. Tsui Building, HKU

6 workshops Fee : $880

Enrolment is limited to 40

Enrolment closes on 17 May 1999

1832. Workshop on Basics of Business Using the Internet

Enquiries : 2975 5618

Doing business in the 21st Century, you cannot 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? This course provides comprehensive knowledge and hands-on experience with Internet application and services.

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, subscribing to mailing list, and introduction to WWW homepages.

Pre-requisite: Participants should have knowledge of Windows environment.

Tutor : Hung Man Ching, B.Sc. *(HK)*

Date & Time : 2 May 1999(Sunday), 9:30a.m. – 1:30p.m. & 2:30p.m. – 4:30p.m.

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

1 workshop Fee : $880

Enrolment is limited to 10

Enrolment closes on 25 April 1999

Internet Web Page Design and Setup Workshop

Enquiries : 2975 5618

The World Wide Web (WWW) is like a big book on 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. It contains information on the latest international news, stock prices, holidays, new products, home shopping, movie previews and many other things of interest. It's such a huge book that you could hardly find your way through it by trial and error. This course helps you to navigate your way around the Internet, and so makes it a much more useful tool for you than you would find if left to your own devices.

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 your homepage on Internet, enhance webpage publishing by invoking image and sound effects, creating Chinese homepage, advanced HTML features such as form filling, table and background texture.

Medium of Instruction: Cantonese, supplemented with English terminologies

Pre-requisite: Participants should have knowledge of using the Internet.

Tutor : Hung Man Ching, B.Sc. *(HK)*

1834.

Date & Time : Mondays, 6:00p.m. – 8:00p.m., starting 1 March 1999

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

Enrolment closes on 22 February 1999

3047.

Date & Time : Mondays, 6:00p.m. – 8:00p.m., starting 22 March 1999

Venue : Whiz Club Ltd., 4/F, Kwong Ah Bldg., 114 Thomson Road, Wanchai, H.K.

Enrolment closes on 15 March 1999

3 workshops Fee : $950

Enrolment is limited to 22

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See page XX.

1834, 3407 互聯網與教育網頁製作

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Internet Workshop

Enquiries : 2975 5618

This course is designed for people who are new to the Internet. From the course, they will learn the basic knowledge of the Internet, how to get connected, and the operations of common Internet tools such as email, WWW, newsgroup and FTP.

Topics include: history & terminologies of Internet; Internet applications; how to get connected with the Internet; Electronic Mail - News Group; World Wide Web (WWW); accessing WWW; hypertext; using bookmarks and WWW search engines; File Transfer Protocol (FTP); transfer files; and Internet Search Engines.

Pre-requisite: Basic Windows experience is required.

Medium of Instruction: Cantonese supplemented with English for Course 1836 English for Course 1837

Tutors : Reggie Wong, B.Sc. *(Hull)*, Consultant - AVIT Solutions Ltd.
Eric Liang, B.Eng. *(Hull)*, Producer (Design & Production) - AVIT Solutions Ltd.

1836.

Date & Time : Thursdays, 7:00p.m. – 9:00p.m., starting 4 February 1999

Venue : Room 708, T.T. Tsui Building, HKU

Enrolment closes on 4 February 1999

1837.

Date & Time : Thursdays, 7:00p.m. – 9:00p.m., starting 25 March 1999

Venue : Room 708, T.T. Tsui Building, HKU

Enrolment closes on 18 March 1999

2 workshops Fee : $650

Enrolment is limited to 40

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See page XX.

1840. Exploring the Internet

Enquiries : 2975 5618

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 describes 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 aspects of the Internet. A brief introduction to Java applications 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; applications of Intranets; Netiquette; Pretty Good Privacy (PGP).

Tutor : Carl Y.P. Yau, B.Sc., M.Phil. *(H.K.)*

Date & Time : Thursdays, 6:30p.m. – 9:00p.m., starting 25 February 1999

Venue : Room 708, T.T. Tsui Building, HKU

3 workshops Fee : $840

Enrolment is limited to 40

Enrolment closes on 19 February 1999

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See Page XX.

1841. Advanced Internet and Web Development

Enquiries : 2975 5618

With the rapid development of the Internet and the Web, high quality and professional websites are in great demand. This course provides a comprehensive training to webmasters, a new profession to develop and maintain websites. This course explains the key mechanisms of the Internet such as TCP/IP and protocol stacks, Internet services and web contents programming using HTML authoring, Java programming, Perl and CGI scripting, network socket programming, and Windows sock programming . Security tools such as Pretty Good Privacy (PGP), Secure Socket Layer (SSL), and Secure HTTP are also discussed.

Topics include: TCP/IP protocols; Internet architecture; Request For Comments (RFCs) documents; HTML 3.2 authoring; Java; Perl and CGI scripts; plugins; MS Active X; Berkeley Socket Programming; Socket Programming in Windows; Security tools: PGP; SSL; SHTTP.

Pre-requisite: Applicants should have basic knowledge of Internet and C Programming.

Tutor : Carl Y.P. Yau, B.Sc., M.Phil. *(H.K.)*

Date & Time : Fridays, 6:30p.m. – 9:00p.m., starting 28 May 1999

Venue : Room 708, T.T. Tsui Building, HKU

Enrolment is limited to 40

Enrolment closes on 21 May 1999

12 workshops Fee : $2,700

3052. Introduction to Java

Enquiries : 2975 5618

Java is a simple, object-oriented, distributed, interpreted, robust, secure, architecture-neutral, portable, high-performance, multithreaded and dynamic programming language. Because of these exceptional features, Java has gained world-wide acceptance especially in the Internet technology. This course offers lectures and workshops to teach the theory and techniques of Java programming.

Topics include: Java features; Java development toolkit; virtual machine concept; object-oriented programming; applet; exception handling; input and output facilities; abstract Windows toolkit; advanced graphics and image drawing; multi-threading; networking.

Tutors : Marcus C.K. Lee, B.Sc.(Eng.) *(CUHK)*, M.Phil. *(HKUST)*
Gary Chan, B.Sc. (CompSc), *(CUHK)*; MPhil *(HKUST)*

Date & Time : Thursdays, 6:30p.m. – 9:30p.m., starting 27 May 1999

Venue : Room 708, T.T. Tsui Building, HKU

Enrolment is limited to 40

Enrolment closes on 20 May 1999

10 workshops Fee : $2,800

3677. Certified Java Programmer Certification Course



Enquiries : 2975 5618

Introduction

This course is under the globally recognised Sun Java Certification Programme which is designed for individuals and companies seeking to remain on the cutting-edge of Information Technology (IT). Java certification is a proof of exceptional Java knowledge and helps ensure programmers and developers possess the skills required to advance their careers in this fast-growing field, while providing IT managers with a way to ensure their staff and new hires are highly skilled in Java technology. This helps individuals and companies remain at the forefront of IT and ahead of competition.

Course Content

- Use the Java programming language to create Java applications and applets.
- Describe/use the object-oriented features of the Java language.
- Develop Graphical User Interfaces in Java.
- Describe and use the Java 1.1 delegation event model for handling events.
- Use Java exceptions to control program execution and define custom exceptions.
- Use Java to perform file input/output.
- Use Java's built in threading model to control the behavior of multiple threads.
- Use Java to access servers and clients through sockets.

Access to qualification

Certified Java Programmer upon successful attempt in the Java Programmer Examination (exam code 310022 by Sylvan Prometric).

About the Examination

After attending the course, participants can sit through an open examination organized by Sylvan Prometric, one of the world's famous IT Professional Examination body. Sylvan Prometric is the independent examination body appointed by Sun Microsystems. It operates independently and the content of the certification examination is confidential. The examination tests for overall Java knowledge as well as programming concepts and applet development skills. To obtain certification you are required to pass a multiple-choice examination of 65+ questions, taking approximately 90 minutes.

Who should attend

Programmers and Software Engineers who decide to develop Java applications and applets and to get certified as a Certified Java Programmer.

Pre-requisites

- Some basic knowledge in Windows and some programming experience.
- Some experience in using a World Wide Web (WWW) Browser, such as Netscape.
- Knowledge of Internet and Object concepts.

Study materials

- Sun Java Tutor CD-ROM. Full Training Kit covers all modules of the course
- One voucher for the Java Programmer Certification Examination which leads to achieve the qualification of Certified Java Programmer offered by Sun Educational Services of Sun Microsystems.

Tutor : Authorized Trainers from Sun Educational Services of Sun Microsystems.

Date & Time : Tuesdays, 6:30p.m. – 9:30 p.m., starting 25 May 1999

Venue : Room 708, T.T. Tsui Building, HKU

10 workshops

Tuition fee : HK$9,600.00

Enrolment is limited to 30

Enrolment closes on 18 May 1999

Computer Aided Design/Drafting

1844. Computer-aided Art Design and Desktop Publishing

Enquiries : 2975 5618

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

Topics include: 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 production problems, maximize the productivity, and develop strategies for working with a team.

Medium of Instruction : Cantonese, supplemented with English terminologies

Tutors : Michael C.K. Yuen, B.Sc., Cert.Ed., MIEEE, MACS, MHKCS, Consultant of Chun Mei Publishing Co. Tyrant S.L. Tang, B.Sc. *(HK)*, P.C.Ed. *(HK)*

Date & Time : Saturdays, 2:30p.m. – 4:30p.m., starting 6 March 1999

Venue : HKU, Main Campus

12 meetings Fee : $900

Enrolment is limited to 20

Enrolment closes on 27 February 1999

8201. 電腦輔助美術設計

222頁

AutoCAD R14 Basic Drafting

Enquiries : 2975 5647

This course will equip participants with the fundamental concepts and operational knowledge of AutoCAD 2D drafting. Most of the 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: Concepts of AutoCAD drafting, editing of a CAD drawing, drawing annotation, display control, inquiry, introduction to layer.

Pre-requisite: Applicants should have a basic knowledge of microcomputers and be familiar with Window 95/NT operations.

Medium of Instruction: English for course 1846

Cantonese with English terminologies for course 1845

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

1845.

Date & Time : Mondays and Fridays, 6:30p.m. – 9:30p.m., 15, 19, 22, 26, 29 March; 9 & 12 April 1999

Venue : Room 314, Knowles Building, HKU

Enrolment closes on 8 March 1999

1846.

Date & Time : Mondays and Wednesdays, 6:30p.m. – 9:30p.m., 7, 9, 14, 16, 21, 23 & 28 June 1999

Venue : Room 314, Knowles Building, HKU

Enrolment is limited to 23

Enrolment closes on 31 May 1999

7 workshops Fee : $2,200

1847. AutoCAD R14 Advanced Drafting

Enquiries : 2945 5647

This course will equip participants with the skills necessary 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: dimensions variable; paper space and model space; block and referencing; drawing management; attributes; zooming technique; plotting; setup protoype drawing.

Pre-requisite: Applicants should have completed the "AutoCAD Basic Drafting" or equivalent course.

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

Date & Time : Mondays and Fridays, 6:30p.m. – 9:30p.m., 19, 23, 26, 30 April; 3, 7 & 10 May 1999

Venue : Room 314, Knowles Building, HKU

7 workshops Fee : $2,200

Enrolment is limited to 23

Enrolment closes on 12 April 1999

1849. AutoCAD R14 3D

Enquiries : 2975 5647

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.

Topics include: differences in 2D, 2.5D and 3D, AutoCAD 3D representation method, wireframe modelling, surface modelling, solid modelling, rendering within AutoCAD, controlling UCS, slide show.

Pre-requisite: Applicants should have completed the 'AutoCAD Basic Drafting' or equivalent courses.

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

Date & Time : Mondays and Fridays, 6:30p.m. – 9:30p.m., 14, 17, 21, 24, 28 & 31 May 1999

Venue : Room 314, Knowles Building, HKU

6 workshops Fee : $1,800

Enrolment is limited to 23

Enrolment closes on 14 May 1999

1850. AutoCAD Customisation

Enquiries : 2975 5647

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.

Topics 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.

Pre-requisite: Applicants should have completed "AutoCAD Advanced Drafting", "AutoCAD 3D", or equivalent courses.

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

Date & Time : Wednesdays, 6:30p.m. – 9:30p.m., starting 5 May 1999

Venue : Room 314, Knowles Building, HKU

5 workshops Fee : $1,650

Enrolment is limited to 25

Enrolment closes on 28 April 1999

3053. Microstation 2D/3D Basic Operation

Enquiries : 2975 5647

This course will equip participants with the fundamental concepts and operational knowledge of Microstation (Version 5). Most of the basic features will be covered.

Topics include: Microstation fundamentals; I/O devices, user interactions; alternative command and co-ordinate input methods; basic commands.

Pre-requisite: Applicants should have a basic knowledge of microcomputers and be familiar with DOS operations.

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

Date & Time : Tuesdays, 6:30p.m. – 9:30p.m., starting 15 June 1999

Venue : Room 2, SPACE North Point Learning Ctr

8 workshops Fee : $2,500

Enrolment is limited to 20

Enrolment closes on 8 June 1999

3054. Digital Video Production Using Personal Computer

Enquiries : 2975 5618

Computing speeds and the storage capacity of personal computer have greatly improved. As a result, the production of movies using personal computers at a relative low cost is now possible. This course discusses the concepts and procedures of using personal computers in video production. Following the production of a video tape, participants will learn the skills of the whole process.

Topics include: introducton to video production; basic concepts of digital video editing; capturing video clips; assembling video clips; using transitions; using Filters; creating superimpositions & titles; adding sound to the video; compiling and videotaping movies.

Medium of Instruction : Cantonese, supplemented with English terminologies

Tutors : Michael C.K. Yuen, B.Sc. *(CUHK)*, Cert.Ed. *(HKU)*, MACS, MHKCS.
Tyrant S.L. Tang, B.Sc. *(HK)*, P.C.Ed. *(HK)*

Date & Time : Wednesdays, 7:00p.m. – 9:00p.m., starting 10 March 1999

Venue : HKU, Main Campus

10 meetings Fee : $1,250

Enrolment is limited to 20

Enrolment closes on 3 March 1999

1854. Introduction to Geographic Information Systems

Enquiries : 2975 5618

Growing attention has been given to the utility of Geographic Information Systems (GIS) as PCs become an indispensable part of our day-to-day business operations. This course gives a brief overview of the basic theory underlying the GIS technology, its capabilities and applications, and is for people interested in knowing what GIS is and who would like to look into the possible applications of the technology in business environment.

Tutor : Miss Vicky Lam, M.Phil. GIS *(HK)*

Date & Time : Mondays, 7:00p.m. – 8:30p.m., starting 1 March 1999

Venue : HKU, Main Campus

4 meetings Fee : $600

Enrolment is limited to 20

Enrolment closes on 22 February 1999

3679. Geographic Information Systems in Business

NEW COURSE

Enquiries : 2975 5618

PC are a fact of life, Geographic Information Systems (GIS) help us find our business competitors, locate optimum sites for our new offices, to plan routes for goods dispatch/service delivery. Using ArcView GIS this course gives, those with basic understanding of GIS some hands-on experience on the use and application of the technology in general, and some ideas on how to development their own GIS in particular.

The course is for people who wish to know how to apply the technology in their everyday business, or how to develop their own GIS.

Tutor : Miss Vicky Lam, M.Phil. GIS (HKU)

Date & Time : Mondays, 7:00p.m. – 8:30p.m., starting 12 April 1999

Venue : Room 210, Run Run Shaw Building, HKU

6 workshops Fee : $900

Enrolment is limited to 12

Enrolment closes on 7 April 1999

Chinese Computing

倉頡輸入法 (Chinese Input Method)

查詢電話：2975 5646

隨著中文電腦的普及，中文輸入便成為使用中文電腦的必修課程。

本課程重點介紹倉頡輸入法的有關規則，並配以一人一機的電腦操作實習，使學員熟悉在電腦上輸入中文。

(名額二十八人)

導　師 : 陳耀輝先生
地　點 : 金鐘市區中心S4室
1855. 一九九九年三月五日起逢星期五下午六時三十分至九時
1856. 一九九九年五月二十一日起逢星期五下午六時三十分至九時
(共四講)
全期學費 : 九百元正

中文輸入法（倉頡）和「造字」課程 (Chinese Input and Chinese Characters Construction)

新增課程

查詢電話：2975 5618

課程內容：

- 中文電腦的基本知識
- 詳述倉頡輸入法的原理和規則
- 詳細分析倉頡輸入法的整體字、組合字、例外字的解碼方法
- 在老師指導下訓練使用倉頡輸入法
- 第三代倉頡輸入法和第四代的區別
- 應用第四代倉頡輸入法輸入簡體字
- 在中文視窗下如何使用造字程式

適合對象：對中文電腦有興趣的人士

(名額十八人)

導　師 : 關炳鑾先生 (伍山科技發展有限公司中文電腦培訓中心主任)
地　點 : 伍山中文電腦培訓中心，香港中環皇后大道中283號聯威商業中心3字樓B室 (上環地鐵站A2出口，禧利街直上轉右)
3672. 一九九九年三月一、三、八及十日(星期一及三)下午六時三十分至九時三十分
3673. 一九九九年六月二、七、九及十四日(星期一及三)下午六時三十分至九時三十分
3674. 一九九九年四月十、十七、二十四日及五月八日(星期六)下午二時三十分至五時三十分
(共四講)
全期學費 : 一千一百元正

個人電腦入門和中文視窗 (Introduction to Personal Computers and Chinese Windows)

新增課程

查詢電話：2975 5618

課程內容：

- 個人電腦的基本知識
- 個人電腦的基本結構及鍵盤運用
- 個人電腦磁碟操作系統(MS-DOS)的主要功能
- 中文視窗(CWINDOWS)的特點及基本操作
- 中文視窗(CWINDOWS)的主要程式：程式管理員、檔案管理員、調色盤等操作
- 中文視窗(CWINDOWS)的文書處理(小作家)：文件編輯、文件格式控制、文件檔案管理、文件列印

適合對象：從未接觸過電腦的人士

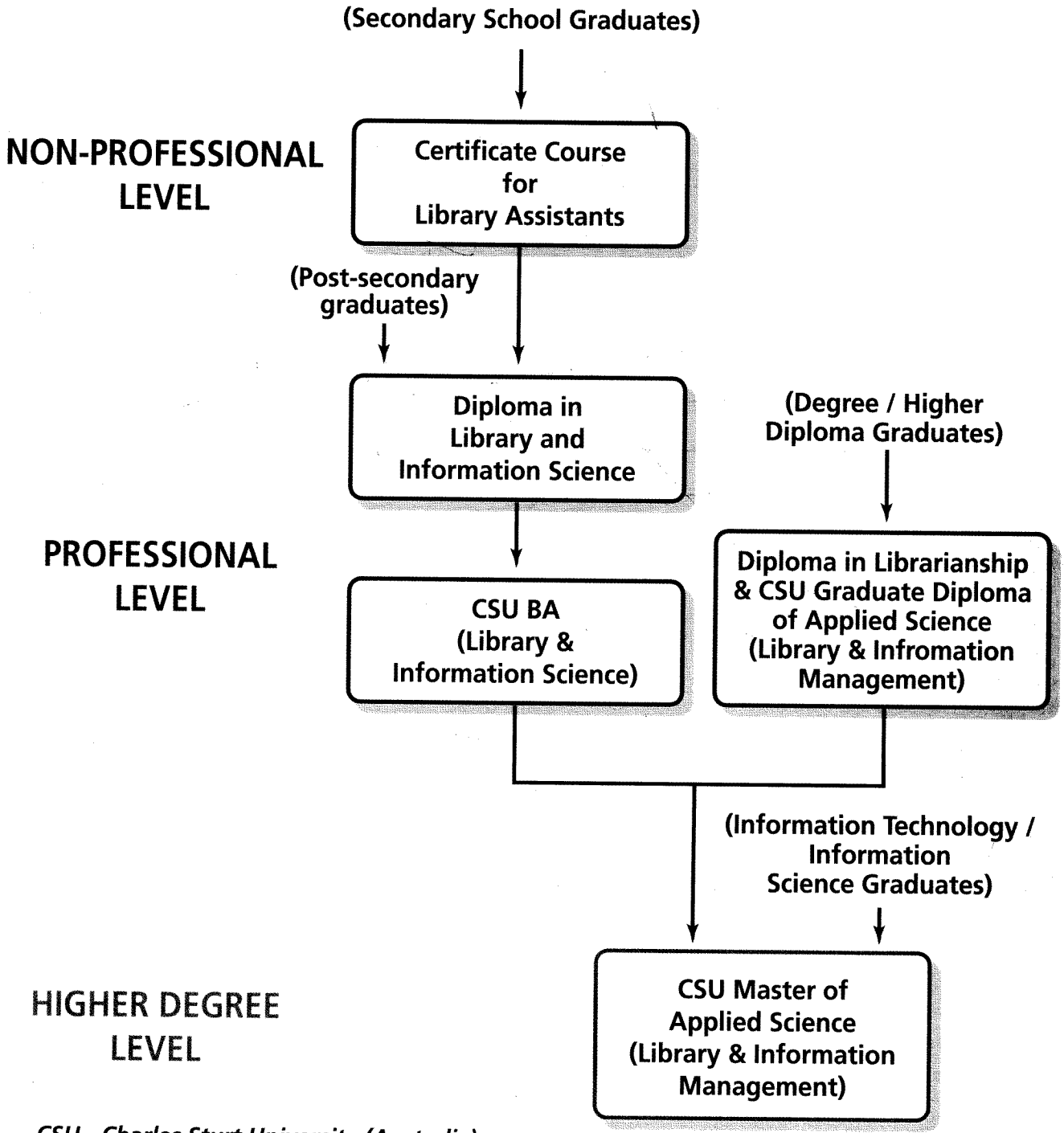
(名額十八人)

導　師 : 關炳鑾先生 (伍山科技發展有限公司中文電腦培訓中心主任)
地　點 : 伍山中文電腦培訓中心，香港中環皇后大道中283號聯威商業中心3字樓B室 (上環地鐵站A2出口，禧利街直上轉右)
3675. 一九九九年三月十五、十七及二十二日(星期一及三)下午六時三十分至九時三十分
3676. 一九九九年五月十七、十九及二十四日(星期一及三)下午六時三十分至九時三十分
(共三講)
全期學費 : 八百元正

LIBRARY & INFORMATION SCIENCE
圖書館學及資訊科學

Tel 電話 : 2975 5651 Fax 傳真 : 2975 4953

Library & Information Science Education Opportunities at SPACE



CSU - Charles Sturt University (Australia)

40. Master of Applied Science (Library and Information Management) (Stage 2 Admission) *(Charles Sturt University)*



Enquiries: 2975 5651

Introduction

This is a part-time course offered in Hong Kong jointly by Charles Sturt University (CSU), Australia and SPACE. 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.

Course Director

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)*, Honorary University Fellow *(HK)*, Librarian, HKU

Programme Structure (Stage 2)

Students are required to study four to six papers in one of the three streams depending on their academic background. The papers are based on distance learning study packages with tutorials supported by local tutors. Study sessions will also be conducted by staff of CSU when they visit Hong Kong.

Entry Requirements

Applicants should have an approved degree or graduate diploma in the areas of library and information management, information technology or equivalent; and a minimum of two years' relevant professional experience. Graduate diploma and 4-year degree holders will normally be required to study four subjects only.

Teaching Schedule

Students will study one subject in each session. Students who are required to study only four subjects will start in February 1999.

Session	1	2	3	4	5	6
Date	Dec-Feb	Feb-Jun	Jul-Nov	Dec-Feb	Feb-Jun	Jul-Nov

The normal duration for completion is 16 months to 24 months.

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$19,000 per installment for two subjects. Students can apply for a Library card of HKU by paying the annual library charge.

Please direct all enquiries to Miss Roseanne Ko, (Tel: 2975 5647) or Dr. F. T. Chan (2975 5651).

	Library and Information Management	Teacher Librarianship	Information Technology (Graduate Diploma Entry Only)
December 1998	One Elective from: INF 413, INF 420	ETL 401	N/A
February 1999	One Elective from: ITC 561, LSC 503, LSC 508	ETL 523	ITC 561
July 1999	One Elective from: INF 511, ITC 501, LSC 506	ETL 522	ITC 501
December 1999	One Elective from: LSC 505, LSC 506, ITC 540	ETL 521	ITC 540
February 2000	INF 501	INF 501	ITC 470 or an elective to be advised later
July 2000	One Elective to be advised later	ETL 402	N/A

ETL 401- Introduction To Teacher Librarianship
ETL 402- Children's Literature for Teacher Librarians
ETL 521- The Teacher Librarian in the Learning Community
ETL 522- Information Service Provision
ETL 523- Information Policy Issues
INF 413 - Information Technology in Libraries
INF 420 - Special Topics in Library Management
INF 501 - Readings in Information Studies
INF 511 - Advanced Information Retrieval
ITC 470 - C++ OO Programming Concepts
ITC 501 - Strategic Information Management
ITC 540 - Data Communication: Design & Management
ITC 561 - Expert Systems & The Information Professional
LSC 503- Collection Assessment & Evaluation
LSC 505- Information Personnel Management
LSC 506- Sources of Power & Funding in Information Agencies
LSC 508- Information Services to Business & Industry

41. Diploma in Librarianship

Enquiries: 2975 5651

Applications are invited from people interested in studying a three-year part-time course leading to a "Diploma in Librarianship" award. This is the eighth intake of the Librarianship training programme offered by SPACE 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 local requirements.

This course is jointly organised with Charles Sturt University (CSU), Australia. In addition to the award of the "Diploma in Librarianship", students of this course can also register with CSU at the same time. On successful completion, students can obtain the SPACE/HKLA Diploma in Librarianship award and the CSU "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.

Course Director

Dr. L.B. Kan, B.Sc. *(H.K.)*, M.A., M.L.S. *(Calif.)*, Ph.D. *(H.K.)*, A.L.A.A., M.I.Inf.Sc., F.H.K.L.A., Hon.D.Litt *(CSU)*, Honorary University Fellow *(HK)*, Librarian, HKU

Programme Structure

Students will have to take eight papers* over 2 years and 8 months. Four papers will be taught in the face-to-face teaching mode and four papers will be taught in the distance education (DE) mode supported by lectures and residential schools conducted in Hong Kong.

			Tentative schedule
Paper I	-	Information Seeking	(3/1999 - 6/1999)
Paper II	-	Organising Information	(7/1999 - 11/1999)
Paper III	-	Information Sources and Services	(12/1999 - 2/2000)
Paper IV	-	Information Technology in Libraries	(3/2000 - 6/2000)
Paper V	-	Collection Management (DE)	(7/2000 - 11/2000)
Paper VI	-	Human Resources Management in Libraries (DE)	(12/2000 - 2/2001)
Paper VII & VIII			
	-	Research Evaluation (DE)	(3/2001 - 6/2001)
	or	Topics in Library Management (DE)	(8/2001 - 11/2001)
	or	The Information Superhighway (DE)	

* This list is subject to change as new subjects are being prepared.

Students are also required to complete a 2-week professional placement and three study visits. Exemption (full or partial) from the placement and study visits may be granted to students with relevant working experience.

Entry Requirements

A candidate seeking admission must possess at least a 3-year degree or an appropriate diploma from a recognised 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 able to join the Hong Kong Library Association as Student Members if they are not already members of the Association.

Assessment

The assessment of each subject is based on assignments such as essays, case studies, diaries and written examination (some subjects



may not have an examination). 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

$19,000 per year is to be paid in full at the beginning (Jan/Feb) of each academic year.

Teaching Schedule

The proposed start date is February 1999. Most meetings will be arranged on Tuesdays & Thursdays, 6:30p.m. – 8:30p.m. Some Saturday mornings, weekday evenings, and day-release intensive meetings will also be scheduled as necessary.

Further Studies

Graduates of this course can go on to study for the Master of Applied Science (Library and Information Management) degree of CSU. This Master course is offered in Hong Kong jointly with SPACE.

Please direct all enquiries to Miss Edith Au, Tel: 2975 5619/ Dr. F.T. Chan, Tel: 2975 5651.

30. Diploma in Library and Information Science

Enquiries: 2975 5651

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 award is issued by SPACE.

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 consists 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.

Course Director

Dr. L.B. Kan, 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)*, Honorary University Fellow *(HK)*, Librarian, HKU

Programme Structure and Content

Students are required to take thirteen subjects - eleven compulsory subjects, two electives and three practicum subjects, plus a compulsory study school. All subjects will be taught in the distance education mode with study packages supplied by CSU. SPACE will provide support teaching in the form of tutorials of around twelve hours per subject. Students will study about five papers a year. The duration of studies will normally be three years.

Compulsory subjects (11 subjects plus a residential school):

INF 100	Library & Information Services
INF 101	Information Seeking
INF 102	Organising Information
INF 109	Compulsory Residential School
INF 200	Library Supervision & Management
INF 201	Collection Management
INF 202	Information Sources & Services
INF 301	Contemporary Library Management
INF 302	Information Management in Organisations
INF 303	Information Society Issues
INF 304	Performance Evaluation for Libraries
ITC 115	Information Technology in Libraries

Electives: two subjects from the following:

ETL 401	Introduction to Teacher Librarianship
INF 314	Advanced Information Retrieval
ITC 125	Information Superhighway

Practicum subjects:

INF 107	Professional Study Visit - three library visits
INF 207	Professional Placement - two weeks
INF 307	Professional Activities - 30 hours of professional activities such as seminars, training sessions, conferences, workshops, committee membership meetings, etc.

Entry Requirements

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.

Fees

Fees should be paid annually in January. The fees for the 1999-2000 programme are as follows:

Year	HK$
1999	33,000
2000	33,000
2001	28,500
TOTAL:	94,500

Exemptions

Successful applicants who hold the HKLA/SPACE Certificate for Library Assistants will be granted exemption from 2 elective subjects and the Professional Study Visit. Students who have studied relevant subjects may request exemption. There will be partial refund for exempted subjects.

Students with appropriate experience may also gain exemption from the Professional Placement and some of the Professional Study Visits. There will be no refund for exempted practicum subjects. Requests for exemption should be made at the time of application.

Assessment

The assessment of each subject is based on assignments and written examination (some subjects may not have an examination). 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.

Access to Further Studies

A student enrolled in the SPACE Diploma in Library and Information Science may also enrol in the Bachelor of Arts (Library and Information Science) degree with Charles Sturt University. They can complete the other required subjects of the B.A.(LIS) degree with Charles Sturt University in Hong Kong, with the support from SPACE. Additional fees of HK$6,000 per subject will be applied. Students with a Teacher Certificate, Higher Certificate/ Diploma, Diploma of VTC Technical Institutes, or relevant qualifications will be given credits for some of the BA subjects.

Graduates of this course can go on to study for the Master of Applied Science (Library and Information Management) degree of CSU. This masterís course is offered in Hong Kong jointly with SPACE.

Teaching Schedule

The Diploma course will commence in February 1999. A 3-day orientation programme is scheduled in late February or early March 1999. Please also refer to the teaching schedule in the attached B.A. leaflet.

For enquiries : Miss Edith Au, Tel: 2975 5619 / Dr. F.T. Chan, Tel: 2975 5651

Certificate Course for Library Assistants

The course is planned in co-operation with the Hong Kong Library Association and is designed to provide a non-professional training for Library Assistants and those working in children's libraries.

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: Childrenís & School Libraries
No. of Meeting: 8
Part 4: Practical Work & Visits to Libraries

Minimum Entry Qualifications

Five subjects, including English, at Grade E or above in the Hong Kong Certificate of Education or equivalent.

The next course will commence in September 1999. Applications will be invited in August 1999.

Course Directors

Dr. L.B. Kan/Wan Yiu Chuen

Dr. L.B. Kan, B.Sc. *(H.K.)*, M.A., M.L.S. *(Calif.)*, Ph.D. *(H.K.)*, A.L.A.A., M.I.Inf.Sc., F.H.K.L.A., Hon.D.Litt. *(CSU)*, Honorary University Fellow *(HK)*, Librarian, HKU

Wan Yiu Chuen, B.A. *(H.K.)*, M.Phil. *(Wales)*, A.L.A., Sub-Librarian, HKU

8265. Library of Congress Classification

This course covers the basic theories and structure of the Library of Congress Classification, which originated in the United States and has become the most widely used classification scheme in university and research libraries nowadays. Examples will be taken from different classes of the scheme to illustrate the use of the classification with the application of the tables. Students will be given time to do practical work in the class.

Medium of Instruction: Cantonese, supplemented with English terminologies

Tutor : C.F. Lee, B.A., M.A. *(H.K.)*, M.S. *(Columbia)*

Date & Time : Wednesdays and Fridays, 6:30p.m. – 8:30p.m., starting 12 May 1999 (6 meetings)

Venue : To be confirmed

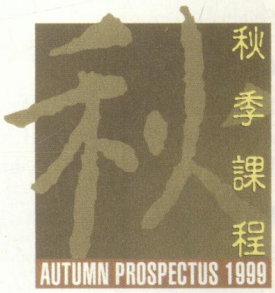
Fee: $680



Library facilities are crucial for part-time learning

To receive the next issue of this Prospectus, please return to page **264**.

索取下期課程手冊詳情，請參閱第**264**頁。



ENGINEERING
工程學

Tel 電話：2975 5619 Fax 傳真：2975 4953

1991. 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線行政人員而設，主旨在幫助學員提高品質管理的能力，改善服務及面對提高品質的挑戰。

課程除了提供品質管理的基礎概念和理論外，亦會透過成功的個案作說明，重點在於品質管理的知識，技能和技巧，及如何推行顧客服務品質改進。

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；
- 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

課程內容：

(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；前線服務的應對技能；服務支援的交往；和有效的工作團隊建設。以成功個案如 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。以個案如 GTE Directories Corporation 來說明。

講授語言 ：粵語（輔以英語）
導　師 ：蘇國良先生
開課日期及時間：一九九九年四月廿六日起逢星期一下午六時四十五分至九時 十五分(共六講)
地　點 ：另行通告
學　費 ：八百元

1992. Introduction to TQM and ISO 9000

This course discusses how thousands of organisations, large and small, have faced their customers, shareholders, competitors, and bank managers with confidence, knowing that they have a 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.

Topics include: introduction to TQM, TQM & ISO 9000, Quality Costs, Communication and Team Building, Introduction to ISO 9000, Management Responsibility, Implementing a Quality System.

Tutors : Victor Lo, IMSE, *HK*
Toni Gous, BSM

Date & Time : Thursdays, 6:45p.m. – 9:15p.m., starting 25 February 1999 (6 meetings)

Venue : To be confirmed

Fee : $1,780 (a set of handbooks included)

Enrolment is limited to 25

1993. 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.

Topics include: Quality manual, Procedure Writing, TQM & ISO 9000 Style Manual, Document and Data Control.

These courses cater for participants from the manufacturing, services and information technology sectors.

Pre-requisite: Participants should have attended the "Introduction to TQM and ISO 9000" or equivalent courses.

In addition to the "Introduction to TQM and ISO 9000" and the "ISO 9000 Documentation System" courses, the School, in association with Business Services Multinational Ltd., is planning to organise 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".

Tutors : Victor Lo, IMSE, *HK*
Toni Gous, BSM

Date & Time : Thursdays, 6:45p.m. – 9:15p.m., starting 22 April 1999 (5 meetings)

Venue : To be confirmed

Fee : $1,500 (a set of handbooks included)

Enrolment is limited to 25

Workshop on Calibration

Introduction

Calibration is one of the requirements of the ISO 9000 and ISO Guide 25 series of quality standards. With the adoption of the ISO Guide to the Expression of Uncertainty in Measurement by major organisations internationally (e.g. BIPM, IEC, IFCC, ISO, IUPAC, IUPAP, OIML), calibration laboratories and the testing community are taking steps in applying the Guide in estimating, evaluating and presenting measurement results. This 3-day intensive workshop aims to provide a practical treatment of the topics of calibration and the application of the ISO Guide to the Expression of Uncertainty in Measurement to real-life calibrations and measurements.

This course is jointly organised with the Electronic Services Unit, The University of Hong Kong.

Objectives

- To introduce the concept of calibration and traceability.
- To introduce methods for the estimation and expression of uncertainty in measurement.
- To discuss how measurements and calibrations should be performed and presented in reports in order to satisfy requirements of accreditation bodies (e.g. HOKLAS).
- To provide hands-on experience in estimation of measurement uncertainties and optimisation of calibration procedures to improve cost-effectiveness.

Course Content

- Requirements of standards and accreditation bodies on calibration
  - ISO 9000, ISO Guide 25, HOKLAS
- Principles of calibration
  - accuracy, precision, tolerance, reproducibility, repeatability, traceability, uncertainty
- Mathematical approaches for compounding uncertainties
  - limit summation, root sum squares, statistical approach, normal distribution, rectangular distribution, Student t distribution, central limit theorem
- ISO Guide to the Expression of Uncertainty in Measurement
  - measurand, input quantities, Type A & Type B approaches, combined standard uncertainty, correlation, expanded uncertainty, coverage factor
- Applications of ISO Guide to real-world situations
  - calibration of in-house reference equipment
  - calibration of standard thermometer
  - measuring tensile strength of material
  - determining uncertainty of measurement in chemical analysis
  - estimation of uncertainty in the measurement of radiated emissions

Who Should Attend

Managers and engineers of calibration laboratories will learn how they can apply the ISO Guide to the Expression of Uncertainty in Measurement in their laboratories in order to satisfy requirements of accreditation bodies (e.g. HOKLAS). Managers and engineers of testing laboratories will learn how calibration of their test equipment can be done in-house or by external calibration laboratories. Quality managers and auditors will learn how calibration should be done according to the recommendations of the above ISO Guide and quality standards.

Workshop Schedule

First Day (Wednesday)	Lecture and tutorial Visit Calibration Laboratory of Electronic Services Unit
Second Day (Thursday)	Lecture and tutorial
Third Day (Friday)	Lecture and tutorial Practical sessions

Due to the arrangement of practical work, seats are limited for the workshop. Applications will be entertained strictly on a first-come-first-served basis. Early enrolment will permit specific practical examples to be prepared for attendees of the workshop and is highly recommended.

Tutors	: S.H. Lau and K.Y. Tsang, Electronic Services Unit, HKU
Venue	: Room 204C, Chow Yei Ching Building, HKU.
1994.	Wednesday, Thursday and Friday, 9:00a.m. – 5:00p.m., March 17, 18 & 19, 1999
1995.	Wednesday, Thursday and Friday, 9:00a.m. – 5:00p.m., May 12, 13 & 14, 1999
Fee	: HK$5,800 including lecture notes, tea and lunch for three days and a Statement of Attendance.

Enrolment is limited to 20

3645. Managing Occupational Safety and Health



Safety management systems, together with quality and environmental management systems, are closely linked with the business and industry nowadays. With the recent legislation, the importance of occupational safety and health will be increasingly appreciated. This course seeks to meet the growing demand of engineering professionals and to prepare them with skills in implementing and integrating safety management systems in their daily work.

Course Content

Effective safety and health concepts:
ISO 18000; safety planning; employee participation; elements of recent legislation (Cap. 509 Laws of Hong Kong).

Risk management:
Risk identification; risk assessment and classification; risk abatement.

Safety plan and safety auditing:
Formulation of safety policy; setting up safe work environments; emergency and accident investigation.

Business integration:
Safety management system in practice; inter-relationship and integration with ISO 9000 and ISO 14000 systems.

Medium of Instruction: Cantonese, supplemented with English

Tutor : Gary K.L. Soo, CEng PRE (Civil, Structural), MIStructE, MICE, MHKIE, ACIArb, MIQA, AHKIArb

Date & Time : Mondays, 6:45p.m. – 9:15p.m., starting 22 February 1999 (6 meetings)

Fee : $800

Venue : To be confirmed

The following FIVE courses are offered in collaboration with The Hong Kong Institution of Engineers (HKIE) for its graduate trainee engineers under Scheme A. These courses are Continuing Professional Development (CPD) courses. Interested HKIE members can apply by filling in SPACE general enrolment form(s). For enquiries, please call Ms. Angie Ng at 2975 5645 or fax to 2975 4953.

3843. Fire Safety Management and Fire Protection Systems

This course provides an overview of fire safety management in Hong Kong and gives an introduction to Sprinkler System Design and Fire Engineering Approach in Fire Safety Design. Topics covered include a review of major blazes in Hong Kong; recent development of fire safety legislation and other Government initiatives, including the Buildings Ordinance and associated Codes of Practice, the Fire Safety (Commercial Premises) Ordinance, and the Fire Service Ordinance and associated Codes of Practice; managing fire safety in building, including a 3-pronged approach - Fire prevention / Fire Protection / Fire Evacuation, housekeeping and handling of flammable substances, hot work control procedures, fire service installations, means of fire escape, and fire emergency procedures and fire drills; recent study on evacuation and human behaviour in Egress; fire growth model and tenability; simulation on Egress of Occupants; types of sprinkler and design standard; types of water supply; types of system (wet, dry, alternate, deluge, pre-action, recycling, tail-end); hazard classification; density of discharge and Assumed Maximum Area of Operation; Pre-calculated System and Fully Hydraulically Calculated System; Hydraulically Most Favourable Position; Hydraulically Most Unfavourable Position; tank capacity; sprinkler pump flow rate and pressure requirements; introduction to Fire Modelling (Zone Models, Field Models, Computational Fluid Dynamics); application of fire modelling on prediction of fire growth and scenario, prediction of sprinkler / detector response, and smoke control; and introduction and demonstration on Fire Engineering Software (FPETOOL software and other fire engineering software).

The course is suitable for persons involve in safety and property management or in the design or management of fire protection system.

Tutors : T.S. Li, MSc, MHKIE, MCIOB, MIOSH
Albert T.S. Tang, BEng (Hon), FIFireE
Daniel H.W. Chan, BEng (Hon), MIFireE

Date & Time : Saturdays, 2:00 p.m. – 5:30 p.m., starting 6 March 1999 (2 meetings)

Venue : HKIE, 9/F., Island Centre, No.1 Great George Street, Causeway Bay, Hong Kong

Fee : $1,400

3844. Introduction to Electronic Commerce

This course provides participants with a brief overview of Electronic Commerce, its concepts, technologies, relations with Internet and World Wide Web. Certain issues related to the acceptance of Electronic Commerce by the general public will be discussed. Those issues include payment and security, consumer perception and buying behavior, language. Participants will have chance to initiate their interested areas in Electronic Commerce and deeper exploration to topics with majority interest will be led during the class.

Tutor : Ivan Ho, BBA , M.Sc.

Date & Time : Tuesdays, 6:30 p.m. – 9:00 p.m., 5, 19, 26 January 1999 and 2 February 1999

Venue : HKIE, 9/F., Island Centre, No.1 Great George Street, Causeway Bay, Hong Kong

Fee : $1,800

3845. Understanding "The Y2K"

This course provides participants with a brief overview of the Year 2000 problem. Y2K sounds like "Why-too-kay". With adequate understanding of this millenium issue after this course, you would be able to tell how it may affect you, and not merely the computers, from now on till a period of time after 1/1/2000. The Y2K issues are everywhere around every individual and you may not aware of. The disasters, hidden costs, possible legal liabilities, and inconvenience that may hit your job or daily life will be explored to your attention.

Tutor : Ivan Ho, BBA , M.Sc.

Date & Time : Tuesdays, 6:30 p.m. – 9:10 p.m., starting 2 March 1999 (3 meetings)

Venue : HKIE, 9/F., Island Centre, No.1 Great George Street, Causeway Bay, Hong Kong

Fee : $1,500

3846. Practical Tools for Engineering Quality Improvement

This course aims to provide participants with understanding of the principles and application of the common tools for quality improvement in an engineering organisation. It targets the needs of the engineering profession in the current quality revolution, and identifies basic and essential tools that can be used instantly for implementing total quality improvement. Topics covered include Quality Revolution Update: concepts, implementation, practice and

development of total quality, business excellence in engineering industry; Process Quality Control: total quality approach to process management, applying Seven QC Tools and Seven Management Tools in design and construction; Engineering Improvement: Deming Cycle, Xeroxís model for problem solving and continuous improvement, benchmarking for engineering successes; Quality Management Systems: essential elements of ISO9000, surviving quality audits, preview of ISO9000 (Y2K Ed.) and future trends.

Tutor : Gary K.L. Soo, CEng RPE (Civil, Structural), MIStructE, MICE, MHKIE, ACIArb, MIQA, AHKIArb

Date & Time : Thursdays, 6:30 p.m. – 9:10 p.m., 1, 8, 22 April 1999

Venue : HKIE, 9/F., Island Centre, No.1 Great George Street, Causeway Bay, Hong Kong

Fee : $1,500

3847. Quality Tactics in Managing Construction Dispute

It is no secret that litigation and arbitration is not the way that construction projects are going after. Alternatives including mediation, expert determination and dispute review board are emerging causing the profession to take a closer look. The needs to catch dispute earlier on than before in construction projects are now pressing.

This course tends to develop and equip project managers, site agents, resident engineers and other design professionals with the integrated skills they need today to manage project information and resolve disputes commercially and efficiently. It aims at providing an integrated total quality approach to catching disputes and protecting projects from expensive legal dispute.

Topics covered include Dispute Support Planning: total quality approach to dispute support, common areas of construction disputes, project risk management, dispute potential assessment; Tactics in Contract Documents: quality strategy in preparing contract documents, recognising and avoiding traps in standard engineering contracts, enhancing effectiveness in dispute resolution; Project Information Control: information management techniques, planning for quality in project information, quality tools in detecting and preventing dispute; Alternative Dispute Presentation: investigative analysis for dispute, beyond quality records, optimising ISO9000 in dispute support presentation.

Tutor : Gary K.L. Soo, CEng RPE (Civil, Structural), MIStructE, MICE, MHKIE, ACIArb, MIQA, AHKIArb

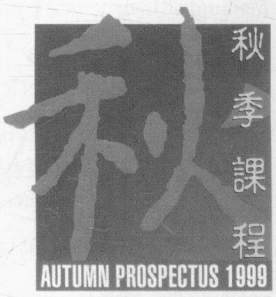
Date & Time : Thursdays, 6:30 p.m. – 9:10 p.m., starting 7 January 1999 (3 meetings)

Venue : HKIE, 9/F., Island Centre, No.1 Great George Street, Causeway Bay, Hong Kong

Fee : $1,500

To receive the next issue of this Prospectus, please return to page **264**.

索取下期課程手冊詳情，請參閱第**264**頁。



Closing Date 截止報名日期

The closing date for courses will be 12 working days before the starting date of specific course(s), unless otherwise stated. Late applications will only be considered if there are still vacant places.

除另行通告外，所有課程均在其指定開課日期前的十二個工作天截止報名。逾期遞交的申請表格，祇在該課程名額未滿的情況下，才被考慮接納與否。

EPS Payment「易辦事」付款

Course fees can be paid by EPS at the enrolment counter of SPACE Admiralty Town Centre, North Point Learning Centre or SPACE Campus Office (Room 304, 3/F, T.T. Tsui Building, Pokfulam Road).

您可以透過「易辦事」繳付課程學費，請親臨本學院的金鐘市區中心、北角教學中心或大學本部（徐展堂樓3樓304室詢問處）辦理手續。

PHARMACEUTICAL SCIENCE
藥物科學

Tel 電話：2975 5724 Fax 傳真：2546 0295

16. Bachelor's Degree in Pharmacy *(University of Otago)*

Introduction

Since 1992, SPACE has been offering the Bachelor's degree programme in Pharmacy (B.Pharm.) in association with the School of Pharmacy, University of Otago. Founded in 1869, the University of Otago (New Zealand's oldest university), has a long standing reputation. The School of Pharmacy is currently the only provider of pharmacy education in the country.

Programme Structure

The B.Pharm. programme consists of two parts:
(1) two years of part-time study in Hong Kong (Part I) leading to the Diploma in Pharmaceutical Science awarded by SPACE.
(2) two years of full-time study in New Zealand (Part II) leading to the B.Pharm. degree awarded by the University of Otago.

Within the Part I curriculum, students are required to study seven subjects: anatomy, biochemistry, physiology, pharmaceutical analysis, biopharmaceutical chemistry, physical pharmacy and microbiology.

Academic and Career Progression

Holders of the SPACE Diploma in Pharmaceutical Sciences are eligible for admission to Year III of the four year full-time pharmacy programme at the University of Otago. Graduates of the B.Pharm. programme who have satisfied the required period of internship training in New Zealand may be registered as pharmacists in Hong Kong subject to additional requirements on examination imposed by the Pharmacy and Poisons Board.

A B.Sc. in Pharmaceutical Studies is being developed to provide an alternative route of study and career advancement for Diploma holders who intend to work in the pharmaceutical industry and business sectors.

Entry Requirements

The following are eligible for admission:
(a) science matriculants with an Advanced Level grade in chemistry not less than grade C or equivalent;
(b) Holders of the Certificate in Dispensing Studies plus passes at the Advanced Level in two science subjects including chemistry or equivalent;
(c) Holders of the Higher Diploma in relevant science subjects plus an Ordinary Level grade in chemistry not less than grade C or equivalent;
(d) Degree graduates in relevant science subjects;
(e) Holders of the Certificate in Dispensing Studies with at least 4 years' dispensing experience plus an Ordinary Level grade in chemistry not less than grade C or equivalent.

For admission to Part II, a minimum score of 550 in TOEFL plus 4.0 in TWE, 6.5 in IELTS or equivalent is required by the University of Otago.

Application Procedure

The course operates on a biennial intake basis, with an admission of 40 students per intake. The next intake will be in September 2000.

Course Fee

Part I : Application fee: HK$100 (non-refundable)
Year I : HK$46,000
Year II : HK$48,000

171. Certificate Course in Pharmacology and Pharmaceutical Management

This course has been designed in conjunction with the Hong Kong Association of Pharmaceutical Industry (HKAPI). It aims to provide a curriculum to form a sound basis for the future career advancement of personnel working in the pharmaceutical industry.

Programme Structure

The subjects covered are pharmacology and pharmaceutical management. Attendance for one evening of 3 hours' duration every week for 30 - 33 weeks is required.

Entry Requirements

Applicants should:
(a) have a Bachelor's degree or equivalent; or
(b) be over 25 and have had at least 2 years of relevant experience in a responsible position; or
(c) have passed the HKAPI Training Programme and have had at least 3 years of relevant experience in pharmaceutical industry.

Application Procedure

The course operates on an annual intake basis, with an admission of 40 students per intake. The next intake will be in September 1999.

Tel 電話 : 2975 5683 Fax 傳真 : 2858 3404

3686. Certificate Course in Soil Science and Turf Management



Enquiries : 2975 5683

Introduction

There is a growing demand for well-trained staff to manage the sports turf and golf course industries. There is also a particular need for the turf manager to have a thorough understanding of plant and soil science in addition to turf management techniques. This Certificate Course is designed to provide the fundamental and practical concepts of soil science and turf management for the practising horticulturists as well as for those who wish to take a practical interest in the management of turf.

Aims/Objectives

1. To enable students to understand the capabilities and limitations of soil as a medium to support plant and turf growth.
2. To enable students to identify soil problems, to implement soil amelioration and improvement and to manage soil for amenity greening.
3. To provide students with a comprehensive range of techniques in turf management as is required for a competent turf manager or golf course supervisor.
4. To prepare students for further continuing and specialized learning in turf management.

Award

Students who have passed the written examination and have satisfied all continuous assessment requirements are eligible for the award of the SPACE Certificate.

Course Content

- Functional botany
- Basic plant physiology
- Botany and ecology of grasses
- Factors of soil formation
- Soil composition
- Physical and chemical properties of soil
- Soil profile
- Soil processes
- Applications of soil science to horticulture
- Turfgrass selection and establishment in Hong Kong
- Maintenance practices
- Integrated pest management (with regard to turf pests)
- Hong Kong Law on pesticides and their registration
- Pesticide toxicity and hazards, pesticide safety
- Pest managers and first aid precautions
- Equipment and calibration
- Equipment safety and maintenance
- Hong Kong weeds and fungus
- Weed control in turfgrass
- Fertilization, irrigation and drainage

Entry Requirements

Students should possess at least three passes at Ordinary Level or at grade C or above in the Hong Kong Certificate of Education Examination, or equivalent. Of the subjects passed, one should be Biology or Botany. A diploma from a recognized post-secondary institution will also be accepted. As the medium of instruction is English, students should be proficient in English.

Assessment

Students will be assessed by a formal written examination held at the end of the course and by continuous assessments. A student who fails in any part of the assessment may be allowed, at the discretion of the examiners, to be re-examined on the part concerned on payment of a supplementary examination fee.

Medium of Instruction : English

Teaching Mode

A variety of methods will be used, including lectures, laboratory practicals, site visits, and on-site demonstrations.

Teaching Schedule

The course is offered on a part-time basis and extends over 38 teaching weeks, starting from end of February 1999. Students will attend lectures once a week for two hours each, usually on Wednesday evenings from 6:00p.m. to 8:00p.m.

Venue

Teaching will be conducted in the University's Main Campus for the first 17 weeks and in the SPACE Admiralty Town Centre for the rest of the course. On-site teaching and demonstrations will be arranged as appropriate (with some scheduled outside the usual teaching hours) in addition to normal classroom lectures.

Staff Member-in-charge

Dr. Stephen Wu

Lecturers and Tutors

Part-time lecturers appointed by SPACE will be responsible for the teaching. They include academic staff of the University and practising professionals in the relevant field.

Fees : $9,000

Application Procedure

To apply, applicants must return the completed application form together with photostat copies of the relevant certificates and one passport size photograph to our office at 9th Floor, T.T. Tsui Building, The University of Hong Kong (Attn : Mr. Tommy Tsang). For further information and application forms, please contact Mr. Tommy Tsang. (Tel : 2975 5683 or Fax : 2858 3404).

Closing Date for Application

5 February 1999

3648. Certificate Course in Landscape Design



Enquiries : 2975 5683

Introduction

In recent years there has been a marked increase in society's demand for quality, landscaped outdoor areas, ranging in scale from home grounds to town planning districts. To meet the growing need for a part-time training programme in landscape design, the School of Professional and Continuing Education (SPACE) is offering a 1-year Certificate Course in Landscape Design. This foundation course is structured for those whose career is related to landscape work or who are seeking responsibilities in landscape management, as well as for those who take a cultural interest in landscape design.

Aims/Objectives

1. To introduce students to the history and theory of landscape architecture, the basic principles and practical skills of landscape design.
2. To familiarize students with the applications of computer aided technologies in designing landscape.
3. To enable students to develop a sound approach to landscape design, and to acquire some commonly required practical skills.
4. To prepare students for further continuing and specialized learning in landscape architecture.

Award

Students who have passed the written examination and have satisfied all continuous assessment requirements are eligible for the award of the Certificate issued by the School of Professional and Continuing Education, The University of Hong Kong.

Course Content

Scope and practice of the landscape profession
History and theory of Landscape Architecture
Ecological planning and design Landscape graphics and planning
Landscape technology (including site engineering and landscape constructions)
Planting practice (including contract principles, documents and administration)
Landscape practice (including contractual processes involved in the implementation of landscape projects)
Computer aided designs (with hands-on experimentation)

Entry Requirements

Students are expected to possess at least 3 passes at Ordinary Level or at grade C or above in the Hong Kong Certificate of Education Examination, or equivalent. Of the subjects passed, one should be Biology or Botany. A diploma from a recognized post-secondary institution will also be accepted. As the language of instruction is English, students should also demonstrate a proficiency in the language.

Assessment

Students will be assessed by a combination of continuous assessment and a formal written examination held at the end of the course. A student who fails in any part of the examination or assessment may be allowed, at the discretion of the examiners, to be re-examined on the part concerned on payment of a supplementary examination fee.

Medium of Instruction

English

Teaching Mode

A variety of methods will be used, including lectures, site visits, computer workshops, case studies and perhaps mini-projects.

Teaching Schedule

The course is offered on a part-time basis and extends over 10 months, with 100 or more contact hours, starting from end of February 1999. Students will attend lectures once a week (3 hours), usually on Saturday mornings from 9:30a.m. to 12:30p.m.

Venue

Teaching will be conducted in either the SPACE Admiralty Town Centre or the University's Computer Laboratory at Pokfulam Road, Hong Kong. Apart from lectures, visits to noteworthy sites will also be arranged as appropriate.

Staff Member-in-charge

Dr. Stephen Wu

Lecturers and Tutors

Part-time lecturers appointed by SPACE will be responsible for the teaching. They include academic staff within the University and practising professionals in the relevant fields.

Fees: $13,000

Application Procedure

To apply, applicants must return the completed application form together with photostat copies of the relevant certificates and one passport size photograph to our office at 9th Floor, T.T. Tsui Building, The University of Hong Kong (Attn : Mr. Tommy Tsang). For further information and application forms, please contact Mr. Tommy Tsang. (Tel: 2975 5683 or Fax : 2858 3404).

Closing Date for Application

5 February 1999

3835. Pesticide Safety Programme (PSP)



Enquiries: 2975 5683

Pesticides have been widely used in controlling pests. However, pesticides can also cause harm to the environment and to people if they are not properly used. This has aroused public concern about the damaging effects of pesticides.

SPACE now offers a series of Pesticides Safety courses for users of pesticides as well as other personnel involed in the pest control industry.

This PSP consists of a Pesticide Safety Core Course covering: the general principles in pesticides (e.g. classification, mode of action,

formulation, composition); legislation related to pesticides (e.g. about the licensing system, registration requirement, labelling and bottling, exemption,etc.); pesticide safety and the environment (e.g. poisoning, symptoms, handling, equipment, spillage & leakage, storage and disposal); and the concept of integrated pest management.

Duration

The duration of the course will be 20 hours (inclusive of a written assessment at the end of the course). Lectures will be conducted in Cantonese, supplemented with English when necessary.

Assessment

Students will be awarded a Statement of Proficiency upon passing a written test held at the end of the course.

Tutors

Lectures will be conducted by a panel of pest control professionals employed in the public and private sectors.

Teaching Schedule

Dates & Time: 2:00p.m. – 5:00p.m. on April 20, 23, 27, 30 and May 4, 7, & 14, 1999 (7 meetings)

Venue : Rm S6, SPACE Admiralty Town Ctr

Fee : $2,200

Apart from this core course, a number of **Category Training Elective Courses** are in the process of development, including:

- Ornamental and Turf Pests
- Structural Pests
- Health Related Pests
- Fumigation

Each of these elective courses should last for 40 hours or more and participants who have successfully completed both the Core Course and a Category Training Elective will be awarded a Certificate.

3650. 私人機師執照筆試理論課程 (FAA Private Pilot Licence Ground Course)

查詢電話：2975 5683

飛行是很多人的童年夢想，學習飛行不單是學習控制高科技機械，它更可訓練邏輯思維，所學的通識學科範圍有趣而實用。這課程旨在向公眾人士推廣航空知識，使飛行活動普及化；透過學習飛行的基本技巧和所須的相關知識，讓有意加入飛行活動的人，對這項活動有充份的瞭解，並鼓勵有興趣考取機師執照的學員，加入無國界的天際，享受遨翔之樂。

課程內容包括：航空法及美國聯邦民航規例；流體力學與飛行練習地面課程；氣象學及導航；電訊詞彙與通訊；飛機結構和輔助系統；飛行活動與人體反應。如學員的出席率達八成以上及在模擬筆試合格，可獲主講的美國聯邦民航局飛行教練簽發的批文，自行報考有關的私人機師執照筆試。

入學資格：學員應最少具中五或同等學歷；年齡十八歲或以上；並有足夠的英語水平（國際航空通用語言）。

教授語言 : 粵語（輔以英語專業名詞）
導　　師 : 翟錦華先生（美國聯邦民航局飛行教練、商業機師）
開課日期及時間: 一九九九年三月一日起逢星期一及星期二下午六時三十分至九時三十分（共十四講）
地　　點 : 星期一：香港大學本部明華綜合大樓S325室
星期二：香港大學本部梁球琚樓LG101室
全期學費 : 二千四百元

3415. Fire Safety for Commercial Organizations



Enquiries : 2975 5683

The Occupational Health and Safety Ordinance and Regulations came into effect in 1997. In broad terms, the Ordinance requires employers to ensure the health and safety of their employees. Regulations 7 to 10 clearly stipulate the responsibilities of the responsible person or the occupier of the workplace as far as fire safety of the workplace is concerned.

The course will address the Regulations and provide some useful guidance for those who have been assigned fire safety responsibilities. Lectures will also cover the ways and means of developing and instigating fire safety plans and will discuss those programmes which have been developed elsewhere and proved satisfactory. The course is particularly useful to participants who wish to have some advice on fire safety matters. Lectures will be conducted in Cantonese, supplemented with English.

Topics include: The Occupational Health and Safety Ordinance and Regulations and their requirements; fire service installations (FSI) - functions and maintenance; statutory requirements of owners of FSI; and developing and instigating Fire Safety Plans and programmes, e.g. fire drill, alarm procedures, fire instructions and trainings.

Tutor : R.C.K. Lam, M.B.A. *(E.Asia)*, Adv. Dip. M.S. *(Surrey)*, M.I.O.S.M., C.S.P.

Date & Time : Tuesday & Thursdays, 6:00p.m. – 8:00p.m., March 4, 9 & 11, 1999 (3 meetings)

Venue : HKU, Main Campus

Fee : $1,200

3652. Fire Prevention & Fire Safety Management For Engineers and Managers



Enquiries : 2975 5683

The course is tailor-made to suit engineers or managers who are expected to oversee fire safety as part of their responsibilities and is designed to meet HKIE CPD requirements in Environmental and Related Technological Matters. Starting with some basics on the nature of fire and fire services installations, the course will lead participants through some well tried fire safety management programmes with explicit illustration of the importance and necessity of each. The course will provide answers to many puzzles

and queries to those who have little training in fire safety but are given the responsibility for ensuring it. The course also provides a good groundwork for participants to organize their own fire safety programmes, which is doubly important in view of recent disasters involing fire.

Tutor : R.C.K. Lam, M.B.A. *(E.Asia)*, Adv. Dip. M.S. *(Surrey)*, M.I.O.S.M., C.S.P.

Date : Tuesdays & Thursday, 6:00p.m. – 8:00p.m., April 20, 22 & 27, 1999 (3 meetings)

Venue : Rm M122, Main Building, HKU, Main Campus

Fee : $1,200

3833. Fire Safety Management



Enquiries: 2975 5645

This course provides an overview of the fire safety problems in Hong Kong; a review of major blazes in Hong Kong; recent development of fire safety legislation and other Government initiatives, including the Buildings Ordinance and associated Codes of Practice, the Fire Safety (Commercial Premises) Ordinance, and the Fire Service Ordinance and associated Codes of Practice; managing fire safety in buildings, including a 3-pronged approach - Fire prevention / Fire Protection / Fire Evacuation, housekeeping and handling of flammable substances, hot work control procedures, fire service installations, means of fire escape, and fire emergency procedures and fire drills; recent study on evacuation and human behaviour in egress; fire growth model and tenability; and simulation on egress of Occupants.

The course is suitable for people involved in safety and property management.

Medium of Instruction : English

Tutors : T.S. Li, MSc, MHKIE, MCIOB, MIOSH
Daniel H.W. Chan, BEng (Hon), MIFireE

Date & Time : 15 May 1999 (Saturday), 2:00p.m. – 5:30p.m. (1 meeting)

Venue : To be confirmed

Fee : $600

3834. Fire Protection Systems



Enquiries: 2975 5645

This course provides an introduction to all aspects of Sprinkler System Design. Topics covered include types of sprinkler and design standard; types of water supply; types of system (wet, dry, alternate, deluge, pre-action, recycling, tail-end); hazard classification; density of discharge and Assumed Maximum Area of Operation; Pre-calculated System and Fully Hydraulically Calculated System; Hydraulically Most Favourable Position; Hydraulically Most Unfavourable Position; tank capacity; sprinkler pump flow rate and pressure requirements; introduction to Fire Modelling (Zone Models, Field Models, Computational Fluid Dynamics); application of fire modelling on prediction of fire growth and scenario, prediction of sprinkler / detector response, and smoke control; and introduction and demonstration on Fire Engineering Software (FPETOOL software and other fire engineering software).

The course is suitable for people involved in the design and installation of fire protection system.

Medium of Instruction: English

Tutors : Albert T.S. Tang, BEng (Hon), FIFireE
Daniel H.W. Chan, BEng (Hon), MIFireE

Date & Time : 29 May 1999 (Saturday), 2:00p.m. – 5:30p.m. (1 meeting)

Venue : To be confirmed

Fee : $600

3646. Selected Topics in Molecular Genetics and Biotechnology



Enquiries : 2975 5683

This course is designed for participants who are interested to have some knowledge of the basic concepts and the major methodolgies of genetics and molecular biology with a view to enabling them to appreciate their importance and applications these in biotechnology. Secondary school teachers, healthcare professionals and laypersons should find this course interesting. Topics will include: the genetic code; recombinant DNA technology; gene therapy; transgenic technology; cloning of mammals; forensic and familial DNA testing; the human genome project; and the use of the internet for molecular biologists. Participants should be knowledgeable in Biology at O-level or above.

Tutors : Michelle L.K. Gabbe, B.A. *(Blackburn)*, Ph.D. *(Tennessee)*
Martin C.T. Kwan, B.Sc., Ph.D. *(H.K.)*

Date & Time : Wednesdays, 6:15p.m. – 8:00p.m., starting 21 April 1999 (8 meetings)

Venue : Rm G03, James Hsioung Lee Building & Rm G105, K.K. Leung Building, HKU, Main Campus

Fee : $800

3855. What is Biotechnology?

Please refer to page 35

3681. Plants in Landscape Architecture



Enquiries : 2975 5683

This course will provide an overview of the use of plants in the design of modern urban landscapes with emphasis on the functionality of plants in the urban environment. The selection of plant types for landscaping in Hong Kong will be considered with reference to their botany and physiology of growth and form. The importance of soils for plant growth and water relations will be discussed as well as the role of plants in slope stabilization and erosion control. Plant maintenance is a vital component of the continuing success of landscape design and will be considered in detail with reference to plant nutrition and diseases.

Tutor : L. Ramsden, B.A. *(Oxon)*, Ph.D. *(Cantab)*.

Date & Time : Saturdays, 9:30a.m. – 12:30p.m., April 17, 24 & May 8, 1999 (3 meetings)

Venue : Rm S19, SPACE Admiralty Town Ctr

Fee : $1,500

3144. Quantitative Analysis I

Enquiries : 2975 5683

This course is designed to give an introduction to 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 Cantonese.

Tutor : W.K. Tsui, Ph.D. *(UCLA)*

Date & Time : Thursdays, 6:30p.m. – 8:00p.m., starting 25 February 1999 (11 meetings)

Venue : Rm 151, Main Building & Rm G101, Knowles Building, HKU, Main Campus

Fee : $800

3654. Quantitative Analysis II



Enquiries: 2975 5683

This course is a supplement to Quantitative Analysis I. Topics to be discussed include: linear programming; transportation and assignment problems; inventory planning and control; network analysis and PERT; queueing theory; and simulation. Participants with a background of the theory of probabilities are preferred. Lectures will be conducted in Cantonese.

Tutor : W.K. Tsui, Ph.D. *(UCLA)*

Date & Time : Wednesdays, 6:30p.m. – 8:00p.m., starting 24 February 1999 (11 meetings)

Venue : HKU, Main Campus

Fee : $800

3684. Fundamental Mathematics for Economics Students



Enquiries : 2975 5683

This is a remedial mathematics course for those economics students who need to strengthen their mathematical capabilities. Topics to be discussed include: equations and graphs, use of the derivatives and optimization, differential equations and dynamic problems, linear systems of equations and probability. The application of mathematical techniques in dealing with the various economics and engineering problems will also be discussed.

Tutor : W.K. Tsui, Ph.D. *(UCLA)*

Date & Time : Tuesdays, 6:30p.m. – 8:00p.m., starting 23 February 1999 (8 meetings)

Venue : Rm M121, Main Building, HKU, Main Campus

Fee : $550

3665. GMAT Mathematics and Logic

Enquiries : 2975 5683

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.

Tutor : W.K. Tsui, Ph.D. *(UCLA)*

Date & Time : Mondays, 8:00p.m. – 9:30p.m., starting 1 March 1999 (6 meetings)

Venue : HKU, Main Campus

Fee : $480

3154. 野外觀鳥 (Watching Birds in the Wild)

查詢電話：2975 5683

香港地少人多，大自然似乎遙不可及，但是就在這樣的環境中，竟然有四百多種鳥類跟我們一起分享這一片有限的天地。祇要你暫時離開日常營營役役的生活節奏，打開心窗，便會發現雀鳥的踪影經常陪伴你左右；祇要你稍加留意，便會欣賞到鳥類生活中無數趣味盎然的片段，讓你體會到生命的喜悅。

本課程以幻燈片介紹香港野鳥的種類，辨認鳥類的方法和觀鳥常到的熱門地點，並討論野外觀鳥的基本技巧、鳥類的習性、香港鳥類繁多的原因等。除講座外，並將會安排兩次野外觀鳥活動，讓學員有機會觀賞到五十種以上的鳥類和學懂辨認其中約二十種常見的品種。

導　　師　　：林超英先生（香港觀鳥會會長）
開課日期及時間：一九九九年二月二十三日起逢星期二下午六時二十分至七時五十分（野外觀鳥活動的詳細安排，日後會另行通告，通常於週六或週日舉行）(共八講)
地　　點　　：金鐘市區中心S28室
全期學費　　：六百八十元(包括兩次野外觀鳥活動)

3155. 天文學入門 (Introduction to Astronomy)

查詢電話：2975 5683

天文學可說是一門古老但亦是最尖端的科學之一。近年由於太空科技的急速發展，很多宇宙的奧秘亦逐漸被揭開。鑑於自香港太空館於多年前成立以來，香港市民對天上的日、月、星辰漸感興趣，本課程藉此向愛好天文學的人士提供一個較系統性的系列專題講座。

內容包括：天文學的發展歷程、太陽、月球、行星世界、恒星、星雲、星團、銀河系等的概括認識。此外，還會對恒星演化、黑洞、外太空生命、宇宙起源等有趣問題加以探討。同時亦會介紹如何認識星空及使用望遠鏡觀察等實用技術。如天氣情況許可，還會安排一次實地觀星活動。

導　　師　　：黃衍蕃先生
開課日期及時間：一九九九年三月十一日起逢星期四下午八時至九時三十分(共八講)
地　　點　　：香港大學本部
全期學費　　：五百二十元

3156. 星空觀測入門 (Introduction to Celestial Observation)

查詢電話：2975 5683

宇宙的奇景異象，引人入勝，不過對初入門的天文愛好者來說，星海中的一切似乎高不可測，難於捉摸。本課程將從最簡單的星座認識開始，介紹西方的星空神話傳說、中西星空觀念之異同、星圖的種類與使用、望遠鏡的選擇與應用、肉眼及望遠鏡中可見的各種天象奇景、四季的星空巡禮及未來廿年的天象先睹等。參加者將會掌握觀星的技術及懂得安排自己星海漫遊的旅程。如天氣情況許可，講座後將安排短暫的觀星實習，亦另會安排一次郊外觀星宿營活動(自費)。

導　　師　　：黃衍蕃先生
地　　點　　：香港大學本部明華綜合大樓S325室
開課日期及時間：一九九九年五月六日起逢星期四下午八時至九時三十分(共九講)
全期學費　　：五百八十元

3775. Equipment and Safety Management for Secondary School Science Laboratories



Enquiries : 2975 5683

The proper maintenance, use and storage of laboratory equipment could, in the long run, save on staff time and running costs. The purpose of this course is to introduce the basic concept of laboratory equipment maintenance, calibration, electrical safety, chemical store design and layout, dangerous good storage and disposal, categorizing and inventory keeping. Laboratory first-aid methods and safety design will also be included. The course is therefore intended for secondary school science laboratory technicians but school teachers who are interested are also welcome to apply.

Tutors : Daniel C.C. Tam, B.Sc. *(Lon.)*, Ph.D. *(H.K.)*
Peter C.L. Yeung, Dangerous Goods Manager, HKU

Date & Time : Tuesdays, 6:00p.m. – 8:00p.m., starting 6 July 1999 (Lecture and demonstration when applicable) (8 meetings)

Venue : SPACE Admiralty Town Ctr

Fee : $1,300

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See page XX.

3774. Micro-organisms and Mankind



Enquiries : 2975 5683

Micro-organisms are important to man either because they cause infectious diseases and environmental pollution or because they are economically useful. In this course, instructions will be given on the general properties of micro-organisms, their classification, ecological distribution, growth and nutritional requirements, and methods used for their cultivation and identification. Considerations will also be given to the great impacts of microbes on mankind, such as food spoilage, industrial usage, environmental pollution, and in health and diseases. The containment of common infectious diseases in Hong Kong (e.g. Bird Flu, infectious diarrohea, tuberculosis etc.), with respect to treatment for individual patients, public health measures with particular emphasis to food hygiene and safety will be dealt with in detail. The course is intended for school science teachers and the medium of instruction will be English supplemented with Cantonese.

Tutors : H. Siau, B.Sc. *(Sing.)*, Ph.D. *(Cantab.)* (Course Co-ordinator)
M.S. Wong, B.Sc. *(Ill.)*, Ph.D. *(Chicago)*
Gilbert Chan, Dip. *(HKBU)*, M.Sc., Ph.D. *(Durham)*
Janice Y.C. Lo, MBBS, FRCPA, FHKCPath.

Date & Time : Thursdays, 6:00p.m. – 8:00p.m., starting 25 February 1999 (Lecture and demonstration when applicable) (10 meetings)

Venue : SPACE Admiralty Town Ctr

Fee: $1,700

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See page XX.

3773. Bio-deterioration and Preventive Methods

NEW COURSE

Enquiries : 2975 5683

Bio-deterioration means the degradation and decomposition of both organic and inorganic matters by microbes and other living organisms. This has great significance to mankind in terms of economic value and loss of valuable goods. This course aims to introduce the principle behind bio-deterioration, the types of agents responsible and their control. Food spoilage and their preservation will also be included. This course is therefore suited for warehouse keepers, museum curators or those employed in the commercial food industry.

The medium of instruction will be English supplemented with Cantonese.

Tutor : Gilbert Chan, Dip. *(HKBU)*, M.Sc., Ph.D. *(Durham)*

Date & Time : Thursdays, 6:30p.m. – 8:30p.m., starting 3 June 1999 (6 meetings)

Venue : SPACE Admiralty Town Ctr

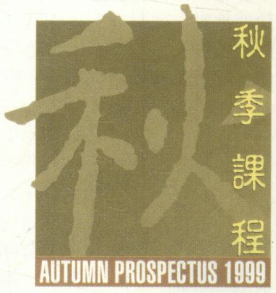
Fee : $1,100



Programme Directors and Managers
Front (from left): *Ms. Gemma Wong, Dr. Tan-Un, Ms. Ruby Lee*
Back (from left): *Dr. Stephen Wu, Dr. Bruce Cheung, Mr. Moses Tse, Dr. F.T. Chan*

To receive the next issue of this Prospectus, please return to page **264**.

索取下期課程手冊詳情，請參閱第**264**頁。



Closing Date 截止報名日期

The closing date for courses will be 12 working days before the starting date of specific course(s), unless otherwise stated. Late applications will only be considered if there are still vacant places.

除另行通告外，所有課程均在其指定開課日期前的十二個工作天截止報名。逾期遞交的申請表格，祇在該課程名額未滿的情況下，才被考慮接納與否。

EPS Payment「易辦事」付款

Course fees can be paid by EPS at the enrolment counter of SPACE Admiralty Town Centre, North Point Learning Centre or SPACE Campus Office (Room 304, 3/F, T.T. Tsui Building, Pokfulam Road).

您可以透過「易辦事」繳付課程學費，請親臨本學院的金鐘市區中心、北角教學中心或大學本部（徐展堂樓3樓304室詢問處）辦理手續。

ARTS & HUMANITIES

文學及人文科學



- Art & Design
  藝術及設計
- History & Archaeology
  歷史及考古學
- Languages & Literature
  語言及文學
- Museum Studies
  博物館學
- Music
  音樂
- Oriental Studies
  東方研究
- Philosophy
  哲學
- Theatre Studies
  戲劇研究
- Translation
  翻譯

SPACE = PROFESSIONAL EXCELLENCE + QUALITY OF LIFE 專業進修・卓越成就 SPACE = PROFESSIONAL EXCELLENCE + QUALITY OF LIFE 專業進修・卓越成就

Programme Directors and Managers
課程統籌主任

Booker, Richard M.卜克
(Head of Division 學部主任)

Wong, Owen H.H. 黃康顯

Chan, F.T. 陳訓廷

Ho, Koon-ki, T. 何冠驥

Kennedy, Peter 甘令德

Chan, Renée P.L. 陳碧蓮

Chow, Amy Y.M. 周婉美

Leung, Judy L.C. 梁麗珠

The Division of Arts & Humanities offers a wide variety of courses in several different areas of study : languages (including Chinese, Japanese, English and four other European languages); literature; music; history; philosophy; theatre studies; museum studies; translation; art & design.

Some of our courses are short introductions to the subject that are suitable for beginners; others are for more advanced students and lead to diplomas or degrees. Some will help you in your career; others can be studied just for interest.

The subjects that belong to the Arts & Humanities Division are among the oldest and most traditional of academic subjects. However, their popularity and relevance remain as great as ever. We will do our best to ensure that the Arts & Humanities courses we provide continue to meet the needs of people in the modern world and are taught in an innovative and modern way.

文學及人文科學部提供多元化課程，遍及不同學術範疇，包括：語言（中文、日語、英語以及四種歐洲語言）、文學、音樂、歷史、哲學、戲劇研究、博物館學、翻譯、藝術及設計。

學部一些課程是入門短期課程，適合初學者修讀；其他則是進階課程，修畢可獲頒發證書、文憑或學位等學歷。某些課程可助您發展事業；另一些則屬滿足個人需要的興趣課程。

學部所開辦的學科歷史最為悠久，亦最具傳統色彩；但它們仍廣受大眾歡迎，並繼續為社會所需。本學部將確保文學及人文科學部所提供的課程，切合時代的要求，並能不斷以創新的方式講授。

ART & DESIGN
藝術及設計

Tel 電話：2975 5761 / 2975 5762 Fax 傳真：2975 4953

Postgraduate Courses
碩士及深造課程

Postgraduate Diploma/Master of Arts in Fine Art

A Postgraduate Diploma/Master of Arts in Fine Art programme is being developed. Details will be available in February 1999. Please send us your name, contact number and address if you wish to receive information on this programme.

Diploma Courses
文憑課程

3764. Diploma in Interior Design (Daytime Course)



Enquiries : 2975 5761

Objectives

The last decade has seen an increasing demand for interior design education. The rapid development of the property market, people's growing awareness of their living environment, and development in Mainland China are some of the factors accounting for the growing need for interior design expertise in Hong Kong. This Diploma Course is a comprehensive interior design programme that focuses on conceptual analysis and creative problem-solving. The intensive curriculum is designed to enable participants to:

- gain an understanding of interior design in its historical and contemporary contexts;
- develop and refine their aesthetic sensibility and creativity;
- formulate and communicate ideas in verbal and visual forms.

Course Structure

The course has approximately 80 weekly meetings of three hours each, organised in three major topics: (1) Contextual Studies; (2) Design Studies; (3) Professional Practice. In addition, there are 40 three-hour workshops in which students benefit from exchanging ideas with tutors and classmates during the work process. Throughout the course, tutors will provide participants with support and direction to help them develop:

- the confidence to engage in open and critical dialogues in class;
- the self-motivation to pursue projects independently;
- the innovative ability to experiment and explore freely in the realm of design.

(240 contact hours + 120 hours of directed study)

Course Personnel

The teaching team consists of practising architects and interior designers. Professionals in the field will also be invited to give talks on various topics.

Coordinator : Barrie HO, B.A.(A.S.)(Hons.), M.Arch. (Dist.) *H.K.*, B.A. *HKPU*., M.C.S.D., H.K.I.D.A.(Prof.)

Tutors : To be confirmed

Award

Course members will be awarded a SPACE Diploma in Interior Design provided that they:

- attend at least 80% of the classes in the course;
- obtain a passing grade in all the papers and projects set by tutors.

Medium of Instruction

The main language of instruction will be Cantonese. However, students should also have a good command of English, as most of the handouts and much of the design terminology used will be in English.

Entry Requirements

Applicants should have a basic knowledge of interior design as well as skills in drafting and rendering. They should also be aware of the intensity and heavy workload of the course, and be prepared to devote a great deal of time to completing assignments.

Admission is by selection. All applicants will be invited to attend an interview on 27 February 1999 (Saturday). Priority will be given to those who have successfully completed both the introductory and intermediate courses in Interior Design offered by SPACE.

Date & Venue

Regular meetings will take place in Admiralty Centre on Tuesdays and Thursdays, 2:30 to 5:30 p.m., starting 23 March 1999 (Tuesday).

Fees

- The tuition fee for the whole course is HK$32,000, which successful applicants have to pay in two instalments:
  1. $18,000 in March 1999
  2. $14,000 in November 1999

- Participants will share the expense of staging a Graduate Show at the end of the course.

Application Procedure

- Applicants are required to complete a special application form in addition to a regular application form, and submit them to Ms Ivy Yu at the following address by 23 January 1999:

  7/F, T.T. Tsui Building
  The University of Hong Kong
  Pokfulam Road, Hong Kong

Application forms can be obtained from our enrolment centres (addresses on page XVI).

- A non-refundable application fee of $100 (payable to "The University of Hong Kong") should be enclosed with the application.
- The admissions interview has provisionally been scheduled for 27 February 1999 (Saturday).
- Successful applicants will be notified of the method of fee payment.

Enrolment is limited to 25

3765. Diploma in Interior Design (Evening Course)



Enquiries : 2975 5761

Objectives

The last decade has seen an increasing demand for interior design education. The rapid development of the property market, people's growing awareness of their living environment, and development in Mainland China are some of the factors accounting for the growing need for interior design expertise in Hong Kong. This Diploma Course is a comprehensive interior design programme that focuses on conceptual analysis and creative problem-solving. The intensive curriculum is designed to enable participants to:

- gain an understanding of interior design in its historical and contemporary contexts;
- develop and refine their aesthetic sensibility and creativity;
- formulate and communicate ideas in verbal and visual forms.

Course Structure

The course has approximately 80 weekly meetings of three hours each, organised in three major topics: (1) Contextual Studies; (2) Design Studies; (3) Professional Practice. Tutors will provide participants with support and direction throughout the course to help them develop:

- the confidence to engage in open and critical dialogues in class;
- the self-motivation to pursue projects independently;
- the innovative ability to experiment and explore freely in the realm of design.

(240 contact hours)

Course Personnel

The teaching team consists of practising architects and interior designers. Professionals in the field will also be invited to give talks on various topics.

Coordinator : Barrie HO, B.A.(A.S.)(Hons.), M.Arch. (Dist.) *H.K.*, B.A. *HKPU*, M.C.S.D., H.K.I.D.A.(Prof.)

Tutors : Barrie HO, B.A.(A.S.)(Hons.), M.Arch. (Dist.) *H.K.*, B.A. *HKPU*, M.C.S.D., H.K.I.D.A.(Prof.)

Dennis MAK, B.F.A. *Mass.*, M.C.S.D., I.D.A.

HO Chiu-Fan, B.A.(A.S.), B.Arch., M.Sc. *H.K.*, Dip. in Construction Project Management *H.K.*, H.K.I.A., R.I.B.A.

David TSUI, B.A. *HKPU*, M.B.A. *S.E.U.*, M.C.S.D.
Andrew YIP, B.Arch. *R.M.I.T.*

Guest Speakers: Professionals in the field

Award

Course members will be awarded a SPACE Diploma in Interior Design provided that they:

- attend at least 80% of the classes in the Course;
- obtain a passing grade in all the papers and projects set by tutors.

Medium of Instruction

The main language of instruction will be Cantonese. However, students should also have a good command of English, as most of the handouts and much of the design terminology used will be in English.

Entry Requirements

Applicants should have a basic knowledge of interior design as well as skills in drafting and rendering. They should also be aware of the intensity and heavy workload of the course, and be prepared to devote a great deal of time to completing assignments.

Admission is by selection. All applicants will be invited to attend an interview in April 1999. Priority will be given to those who have successfully completed both the introductory and intermediate courses in Interior Design offered by SPACE.

Date & Venue

Regular meetings will take place in SPACE Admiralty Town Centre on Tuesdays, 7:00 to 10:00 p.m., starting 11 May 1999 (Tuesday).

Fees

- The tuition fee for the whole course is HK$26,000, which successful applicants have to pay in two instalments:
  1. $16,000 in May 1999
  2. $10,000 in December 1999

- Participants will share the expense of staging a Graduate Show at the end of the course.

Application Procedure

- Applicants are required to complete a special application form in addition to a regular application form, and submit them to Ms Ivy Yu at the following address by 8 April 1999:

  7/F, T.T. Tsui Building
  The University of Hong Kong
  Pokfulam Road, Hong Kong

  Application forms can be obtained from our enrolment centres (addresses on page XVI).

- A non-refundable application fee of $100 (payable to "The University of Hong Kong") should be enclosed with the application.
- The admissions interview will be held in April.
- Successful applicants will be notified of the method of fee payment.

Enrolment is limited to 25

3767. 中國書法文憑課程 (Diploma in Chinese Calligraphy)

臨時市政局香港藝術館協助 (Organised with the assistance of the Hong Kong Museum of Art, Provisional Urban Council)

查詢電話：2975 5762

課程宗旨

本課程為中國書論、書法審美及書寫技巧實習全面並舉之文憑課程，以深入研習傳統書法為基本，以書法創作為目標，培養學員建立「古不乖時，今不同弊」的中國文化精神。

課程大綱

課程為期兩年，約282小時（包括堂課及參觀活動），內容大致分成四部分：

(一)書法史、書法理論及書法藝術審美觀念： 配合以歷代重要書家作品析賞，約佔課程的六分之一；
(二)書法實習（以書體為分）： 臨寫、仿作、創作；
(三)款識與鈐印的配合、裝裱形式介紹；
(四)篆刻： 篆刻史、篆刻實習（刻印、章法）、篆刻作品析賞。

此外，課程亦包括以下活動：

(一)前往香港藝術館及香港中文大學文物館參觀名家真迹；
(二)由香港藝術館專家主持的專題講座；
(三)由中國書法家及學者主持的講座；
(四)導師及畢業學員作品展，由香港藝術館協助籌辦。

課程顧問

曾柱昭先生（香港藝術館總館長）

師資

課程統籌 ：葉民任先生
導　　師 ：萬青力博士（香港大學藝術系高級講師）
李潤桓先生（香港中文大學藝術系系主任）
莫家良博士（香港中文大學藝術系副教授）
常宗豪先生（前中文大學中文系教授）
馬國權先生（香港中文大學文物館研究所研究員）
葉民任先生
客席導師（包括國內大學教授及書法家）
及香港藝術館有關專家

成績評審

課程期間將舉行測驗及作業評議，課程結束前學員須完成畢業作品一輯，以供導師們評分及作畢業展覽之用。

結業文憑

符合下列所有要求的學員，可獲本學院頒發文憑：

(一)出席率達百分之八十或以上；
(二)於指定時間內完成所有作業；
(三)獲導師同意其作業成績及格。

入學資格

申請者須具備書法基礎，經面試及格者始獲錄取。

上課日期

開課日期暫定為一九九九年五月二十三日（星期日），基本每週上課一次，每課三小時。大部分堂課於星期日下午二時三十分至五時三十分舉行，其他須配合香港藝術館的堂課或活動則會另定日期和時間。

上課地點

大部分堂課將於香港大學專業進修學院市區中心S17室舉行（金鐘海富中心3樓），導師亦會帶領學員前往香港藝術館及香港中文大學文物館等機構參觀和析賞歷代名家真迹。

全期學費

學費為二萬六千元，分兩期繳交：

第一期 一九九九年五月 $16,000
第二期 一九九九年十二月 $10,000
(不包括畢業作品展覽的費用)

報名手續

- 請在一九九九年四月十五日前填妥特別報名表格，將表格連同$100報名費（請以支票付款，抬頭請書「香港大學」，報名費將不獲退還。）寄往香港薄扶林道香港大學徐展堂樓7樓707室，梁小姐收。報名表格可向香港藝術館及本學院各報名中心索取（地址請參閱第XVI頁）。
- 入學面試暫定於一九九九年五月八日（星期六）舉行。
- 本學院將另行通知獲取錄者繳付學費辦法。

(名額二十五人)

Diploma in Graphic Communication

A daytime Diploma Course in Graphic Communication will be offered in July 1999. Detailed information will be available at our enrolment centres in April 1999.



1998 Diploma in Graphic Communication 同學及指導導師、顧問

陶瓷藝術文憑課程 (Diploma in Ceramics)

本學院正籌辦此課程，詳情將於1999年1月底公佈，有興趣報讀人士請屆時前往本學院各教學中心索取單張。（預計開課日期為1999年3月）

Certificate Courses
證書課程

1666. Certificate in Foundation Art and Design

Enquiries : 2975 5761

Objectives

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;
- an opportunity for those who have some knowledge of art to develop their artistic skills and creative ability.

Programme 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 (#1672 or #1674 or #1675) **or** Intermediate Drawing (#1676)
2. Basic Painting (#1679) **or** Intermediate Painting (#1680)
3. Introduction to the History of Western Art II (#1729 or #1730) **or** Introduction to the History of Western Art I *(To be offered in Autumn '99)*

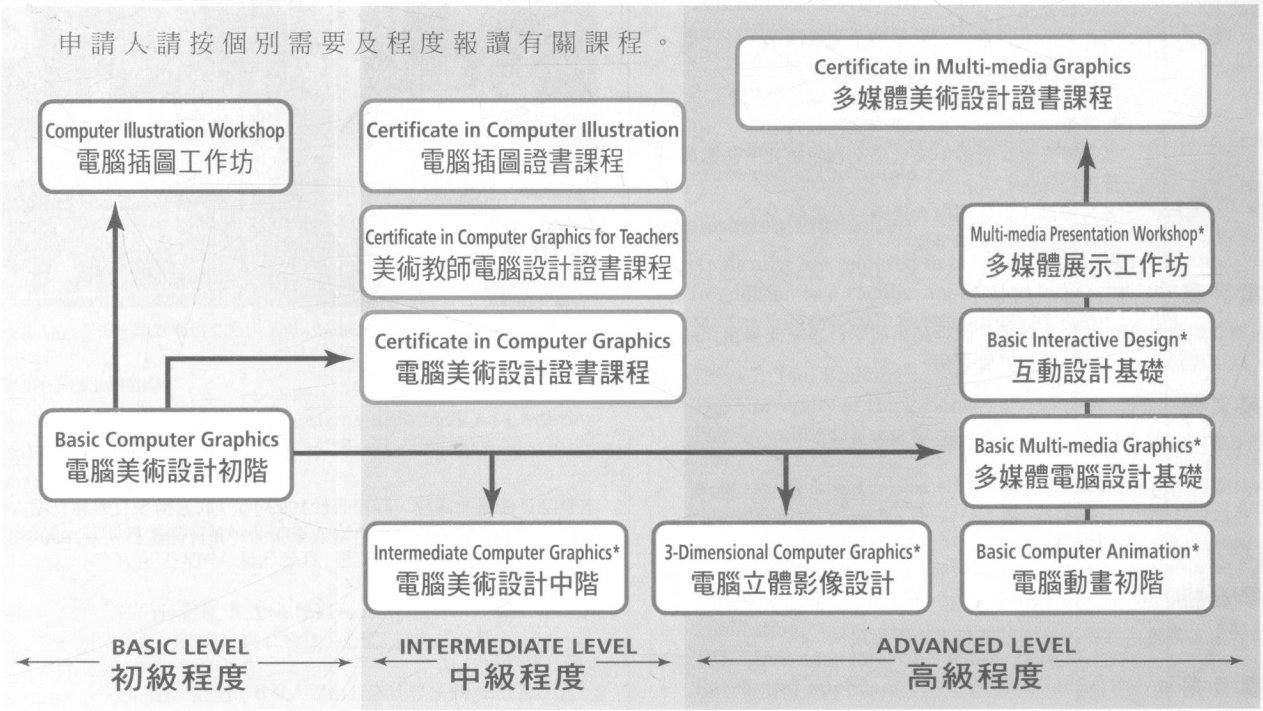
Electives (Any 3 courses from the following):

- Figure Drawing (#1677) **or** Intermediate Figure Drawing (#1678)
- Basic Watercolour Painting (#1683) **or** Intermediate Watercolour Painting (#1684)
- Basic Computer Graphics (#1701 - #1706) *(Conducted in Cantonese only)*
- Introduction to Graphic Design (#1714) *(Conducted in Cantonese only)*
- Introduction to Interior Design (#1719) *(Conducted in Cantonese only)*
- Basic Photography (#1723) **or** Introduction to Photography *(To be offered at a later date)*

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.

Beginners are advised to take "Basic Drawing" before taking other studio courses.

Computer Graphics Course Progression Chart
電腦美術設計課程進程表



* 有此符號者為多媒體美術設計證書課程必修科
非證書生可按個別興趣選修。

短期課程（十至十二講）

課程為期約六個月至一年半

Since 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

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.

Fees

- A registration fee of HK$4,500 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 an application form and submit it with a cheque for HK$4,500 (payable to "The University of Hong Kong") to SPACE at the following address:

Room 304, 3/F, T.T. Tsui Building
The University of Hong Kong
Pokfulam Road, Hong Kong

3015. 多媒體美術設計證書課程 (Certificate in Multi-media Graphics)

查詢電話：2975 5761

課程宗旨

電腦美術設計隨著市場發展需要及高科技的普遍化，已進展為動態多媒體美術設計。本課程乃針對市場需要而設計，使學員在完成課程後，能以個人電腦繪製立體圖像、處理影像及結合聲響，製作出多元化之電腦設計作品，包括個人網頁、互動設計、電子刊物及多媒體展示等。本課程適合對電腦美術設計有認識的人士及平面設計師報讀，申請人必須具備基礎電腦知識。

課程大綱

學員須於一年至年半內（二至三個學期）完成以下六個科目；每個學期最多可選讀四個科目。

- 電腦美術設計中階（電腦影像）（課程編號1708或1709）
- 電腦立體影像設計（課程編號1711,1712或3795）
- 電腦動畫初階（課程編號1713或3796）
- 多媒體電腦設計基礎（課程編號3074或3797）
- 互動設計基礎（課程編號3075或3798）
- 多媒體展示工作坊（課程編號3799）

上課詳情請參閱個別課程資料。

由於學員必須呈交指定習作，曾修讀以上任何課程的學員將不會獲得豁免。

證書頒發

符合下列所有要求的學員，可獲本學院頒發「多媒體美術設計」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上作業及家課，並成績合格；
(三)由註冊學期起計，連續三個學期內完成所有科目。

費用

項目	款項
註冊費	$2,000
學費	學員須繳交個別科目學費，款項請參閱每期課程手冊

註冊手續

申請者請填妥報名表格，連同$2,000之劃線支票（抬頭請書「香港大學」）郵寄香港薄扶林道香港大學徐展堂樓七樓「藝術及設計科」于小姐收。

報讀科目手續

申請者遞交報名表格時可同時報讀個別科目。申請報讀每個選修科目須填寫一份報名表格，連同劃線支票（每課程一張），郵寄香港薄扶林道香港大學徐展堂樓七樓「藝術及設計科」于小姐收。

1668. 美術教師電腦設計證書課程 (Certificate in Computer Graphics for Teachers)

查詢電話：2975 5761

課程宗旨

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

課程大綱

本課程為期六個月（共一百小時），採用研討、示範、實習、作品評論、專題創作等，訓練學員電腦操作技術及創作能力。 課程包括以下五個單元：

- 電腦基礎技術
  本單元介紹電腦硬件、有關之輔助器材及軟件，包括FreeHand，PageMaker，Photoshop等，亦會介紹繪圖、排版及圖片修描技巧。

- 電腦設計工作坊
  本單元指導學員以電腦為工具，探討設計概念。內容包括商標造型、字體運用、色彩表達、排版分色等不同層次之設計練習，使學員對電腦平面設計有進一步之認識。

- 電腦圖象之探索
  本單元指導學員以電腦軟件去創作及實驗圖形繪製，繼而將圖形運用於海報、封面、包裝等設計品。

- 設計教學幻燈片製作
  本單元指導學員以電腦軟件製作平面設計教學上應用之幻燈片，例如構圖技法、字體的認識、平面設計元素等。學員可同時分享其他學員之教學心得。

- 專業設計工作坊
  此單元為畢業作品之製作階段。學員應將上述四個單元所學的技術運用於專題作品上，作為個人之畢業作品集。這單元為平面設計教學範圍之專題研究，鼓勵學員創作和建立個人風格。

應用軟件

本課程介紹FreeHand，PageMaker，Photoshop，Claris Work及PowerPoint等電腦軟件。

入學資格

申請人無須具有電腦操作經驗，但必須對美術設計有基本認識。

證書頒發

符合下列所有要求的學員，可獲本學院頒發證書：
(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、家課和畢業作品集；
(三)獲全體導師同意其作業成績合格。

(名額十二人，一人一機操作)

導　　師　：畢子融先生 M.Sc. *(Bank St.)*（課程統籌）
陳耀堂先生 H.Dip. *(HKPU)*, B.F.A. *(Wisconsin)*
冼煒強先生 H.C. *(HKPU)*
趙國良先生
客席導師
及電腦技術員

開課日期及時間：一九九九年三月十九日起逢星期五及六下午六時三十分至八時三十分（共五十講）（部份堂課於星期日舉行）

地　　點　：香港灣仔軒尼詩道20號永昌大廈一樓（「衛蘭軒」隔鄰）

全期學費　：一萬二千六百五十元（學員須於第一講繳交按金500元及材料費約600元，按金將於課程完結後退還。）

教師可向教育署申請退還半費，詳情請參閱第XX頁。

電腦美術設計證書課程
(Certificate in Computer Graphics)

查詢電話：2975 5761

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知識。課程另一特色是同時採用IBM-compatible及Macintosh兩大機種，使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，以訓練學員搜集和分析資料，加強其構思及創作能力。學員每週必須完成指定習作。課程包括以下五個單元：

- 電腦基礎技術
  本單元深入講授FreeHand，PageMaker及Photoshop等常用軟件的使用方法及完成有關之基本平面設計及圖片修描練習。

- 美術及設計理論
  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。

- 技術進階
  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。

- 應用美術設計
  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，使學員能應用電腦技術於實際設計工作中。

- 專業實踐工序
  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。學員須將過往所學的電腦技巧和工序融會貫通，製作一套專業的畢業作品。

應用軟件

FreeHand，PageMaker，Photoshop，Illustrator，QuarkXpress，Painter及Dimensions等。

入學資格

申請者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。如申請者未達致水平，校方可能建議該學員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

符合下列所有要求的學員，可獲本學院頒發「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

申請者請於一九九九年四月十日前填妥報名表格，連同$12,500之劃線支票（抬頭請書「香港大學」）郵寄香港薄扶林道香港大學徐展堂樓3樓304室，香港大學專業進修學院。申請者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。(注意：報名日期的先後可能影響申請者獲得取錄的機會。)

(每班名額十二人，一人一機操作)

導　　師　：畢子融先生 M.Sc. *(Bank St.)*（課程統籌）
陳耀堂先生 H.Dip. *(HKPU)*, B.F.A. *(Wisconsin)*
潘嘉良先生 B.A.(Hons.) *(East London)*
趙國良先生
客席導師
及電腦技術員

地　　點　：香港灣仔軒尼詩道20號永昌大廈一樓（「衛蘭軒」隔鄰）

全期學費　：一萬二千五百元（學員須於第一講繳交按金500元及材料費約600元，按金將於課程完結後退還。）

1669.　一九九九年五月十日起逢星期一、三下午六時三十分至八時三十分(共五十講)(部份堂課於星期日舉行)
1670.　一九九九年五月十日起逢星期一、三下午八時三十分至十時三十分(共五十講)(部份堂課於星期日舉行)
1671.　一九九九年五月二十九日起逢星期六下午二時至四時及四時至六時(共五十講)(部份堂課於星期日舉行)

3787. 電腦插圖證書課程
(Certificate in Computer Illustration)

新增課程

查詢電話：2975 5761

課程宗旨

電腦插圖技術已逐漸取代手繪插圖，但在進行電腦插圖時，繪畫的基本技巧及對整個過程的理解仍然是重要的。本證書課程乃針對透過基本素描技巧，繼而利用專業的電腦繪畫軟件，進行較高水平之插畫創作。

課程大綱

整個課程分為五個單元，每單元十講，於六個月完成。

- 基本素描及電腦技巧（Basic Drawing and Computer Techniques）
- 電腦繪畫技術及其藝術風格（Computer Illustration Skills & Artistic Style）
- 影像繪製技巧（Photographic Rendering Skills）
- 合成技術表現手法（Mixed Media Interpretations）
- 完成個人作品集及專題講座（Portfolio Preparation & Professional Practice）

應用軟件

Painter, Photoshop, Infini-D 及 FreeHand, 以 Painter 為主要教學軟件。

入學資格

(1) 學員須具備對電腦設計之基礎認識，及利用課餘時間進行創作以完成指定習作。
(2) 學員須在家中自備電腦、繪圖手寫板及各上述之軟件以完成指定習作。

評核方法

符合下列所有要求的學員，可獲本學院頒發證書：

- 每科之出席率達百分之八十或以上；
- 於指定時間內完成各科的堂課及家課；及
- 獲全體導師同意其作業成績合格。

報名手續

請填妥報名表格，連同$11,500之劃線支票（抬頭請書「香港大學」）郵寄香港薄扶林道香港大學徐展堂樓3樓304室，香港大學專業進修學院。

(名額十人，一人一機操作)

導　　師　：畢子融先生 M.Sc. *(Bank St.)*（課程統籌及導師）
余秀芳女士 H.C. *(HKPU)*
潘嘉良先生 B.A.(Hons.) *(East London)*
趙國良先生
客席導師

開課日期及時間：一九九九年六月二日起逢星期一、三及四下午八時三十分至十時三十分（共五十講）（寫生活動於星期日舉行）

地　　點　：香港灣仔軒尼詩道20號永昌大廈一樓（「衛蘭軒」隔鄰）

全期學費　：一萬一千五百元（學員須於第一講繳交按金500元及材料費約600元，按金將於最後一講退還。）

Western Art
西洋美術

1675. Basic Drawing

Enquiries : 2975 5761

This course is designed both for those who have some experience and for those who want to draw but feel that they have no talent for art. 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; positive and negative space; proportion and composition; 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 : Lo Yat Lun, B.A.(Hons.) *(Goldsmiths')*, M.F.A. *(Hunter)*

Date & Time : Mondays, 5:50 – 7:50 p.m., starting 1 March, 1999 (12 meetings)

Venue : To be announced

Fee : $1,000 (Model fee included)

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. Please see page XX.

基本素描 (Basic Drawing)

查詢電話：2975 5761

素描是藝術創作中重要的思想過程，導師將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，學員將嘗試以木炭、木顏色筆及粉彩作基本練習及實驗。課程包括一項戶外寫生活動，於星期六、日或公眾假期舉行。

(每班名額十八人)

1672.

導　　師　：畢子融先生 M.Sc. *(Bank St.)*
開課日期及時間：一九九九年三月一日起逢星期一下午八時至十時（共十二講）
地　　點　：容後公佈
全期學費　：一千元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

1674.

導　　師　：盧壹麟先生 B.A.(Hons.)*(Goldsmiths')*, M.F.A.*(Hunter)*
開課日期及時間：一九九九年六月一日起逢星期二下午五時五十分至七時五十分（共十二講）
地　　點　：容後公佈
全期學費　：一千元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

1676. Intermediate Drawing

Enquiries : 2975 5761

This course is an extension of the "Basic Drawing" course. It will be structured as a series of media explorations (pastel/oil pastel/colour 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 : Lo Yat Lun, B.A.(Hons.) *(Goldsmiths')*, M.F.A. *(Hunter)*

Date & Time : Mondays, 5:50 – 7:50 p.m., starting 31 May 1999 (10 meetings)

Venue : To be announced

Fee : $1,040 (Model fee included)

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. Please see page XX.

1673. 彩色素描 (Colour Pencil Drawing)

查詢電話：2975 5761

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，於星期六、日或公眾假期舉行。

(名額十八人)

導　　師 : 畢子融先生 M.Sc. *(Bank St.)*
開課日期及時間 : 一九九九年五月三十一日起逢星期一下午八時至十時（共八講）
地　　點 : 容後公佈
全期學費 : 八百二十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

3788. 混合媒介素描 (Mixed Media Drawing)

查詢電話：2975 5761

本課程為「彩色素描」之延續，主旨為學員提供進一步的技巧訓練，內容包括室內寫生的觀察與表現手法、色彩與構圖、主題創作、戶外寫生的技法、木顏色與水彩的效果等。課程包括一項戶外寫生活動，於星期日或公眾假期舉行。

(名額十八人)

導　　師 : 畢子融先生 M.Sc. *(Bank St.)*
開課日期及時間 : 一九九九年三月六日起逢星期六下午五時五十分至七時五十分（共八講）
地　　點 : 容後公佈
全期學費 : 八百五十元

1677. Figure Drawing

Enquiries : 2975 5761

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 various gesture and contour drawings of nude and clothed models, leading to detailed and finished work. A variety of media, including pencil, conte crayon, charcoal and pastel will be used. Reference to artists' works will be made.

Enrolment is limited to 18

Tutor : Ms. Amy Cheung, B.A. *(Goldsmiths')*, M.F.A. *(University College London)*

Date & Time : Tuesdays, 8:00 – 10:00 p.m., starting 2 March, 1999 (12 meetings) (Please note : no class will be held on 6 March, 1999)

Venue : To be announced

Fee : $1,450 (Model fee included)

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. Please see page XX.

1678. Intermediate Figure Drawing

Enquiries : 2975 5761

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

Enrolment is limited to 15

Tutor : Ms. Amy Cheung, B.A. *(Goldsmiths')*, M.F.A. *(University College London)*

Date & Time : Tuesdays, 8:00 – 10:00 p.m., starting 15 June 1999 (10 meetings)

Venue : To be announced

Fee : $1,500 (Model fee included)

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. Please see page XX.

Basic Painting

Enquiries : 2975 5761

This course is designed for those who have some experience in drawing and wish to develop their skills in acrylic painting. 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 : Lo Yat Lun, B.A.(Hons.) *(Goldsmiths')*, M.F.A. *(Hunter)*

3789.

Date & Time : Mondays, 3:00 – 5:00 p.m., starting 1 March, 1999 (12 meetings)

Venue : To be announced

Fee : $1,000 (Model fee included)

1679.

Date & Time : Wednesdays, 8:00 – 10:00 p.m., starting 3 March, 1999 (12 meetings)

Venue : To be announced

Fee : $1,000 (Model fee included)

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course (Course No. 1679 only). Please see page XX.

1680. Intermediate Painting

Enquiries : 2975 5761

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

At all times the tutor will help students to develop their own portfolio.

Enrolment is limited to 15

Tutor : Lo Yat Lun, B.A.(Hons.) *(Goldsmiths')*, M.F.A. *(Hunter)*

Date & Time : Wednesdays, 7:00 – 10:00 p.m., starting 2 June, 1999 (10 meetings)

Venue : To be announced

Fee : $1,600 (Model fee included)

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. Please see page XX.

3018. Combined Media Painting Workshop

Enquiries : 2975 5761

This course provides an opportunity for participants to experiment with the integration of various media painting, such as impasto, imprinting, image transferring, texturing, collage, assemblage, and environment. Apart from the application of combined media, the interdependence of content and form will also be discussed.

Participants will gain most benefit if they have some experience in drawing and painting. Throughout the course, the tutor will help each participant to explore new directions so as to develop a portfolio with individual style.

Enrolment is limited to 18

Tutor : Lo Yat Lun, B.A.(Hons.) *(Goldsmiths')*, M.F.A. *(Hunter)*

Date & Time : Wednesdays, 5:50 – 7:50 p.m., starting 3 March, 1999 (12 meetings)

Venue : To be announced

Fee : $1,020

1683. 水彩畫初階 (Basic Watercolour Painting)

查詢電話：2975 5761

本課程適合已掌握素描基礎技巧的人士修讀。導師通過理論闡述和實踐示範，幫助學員認識水彩畫的特點以及工具的使用方法，而學員亦可透過對靜物和風景的寫生練習，學習掌握水份、色彩和筆觸的運用，以及如何表達物體的形態、體積、質感和色彩。課程包括一項戶外寫生活動，於星期日或公眾假期舉行。

(名額二十人)

導　　師 : 沈平先生（浙江美術學院；香港水彩畫研究會會長）
開課日期及時間 : 一九九九年三月三日起逢星期三下午五時五十分至七時五十分（共十二講）
地　　點 : 容後公佈
全期學費 : 一千元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

1684. 水彩畫進階 (Intermediate Watercolour Painting)

查詢電話：2975 5761

本課程為「水彩畫初階」的延續，目的是引導有水彩繪畫基礎人士進一步探討和實驗水彩畫創作，以表達個人意念和感情。內容包括視覺元素的組合和運用及靜物、人物、風景等題材的描繪和技巧實驗。

(名額二十人)

導　　師 : 沈平先生（浙江美術學院；香港水彩畫研究會會長）
開課日期及時間 : 一九九九年五月二十六日起逢星期三下午五時五十分至七時五十分（共十講）
地　　點 : 容後公佈
全期學費 : 一千零四十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

3115. Watercolour Painting for Beginners

Enquiries : 2975 5761

This course covers the basic materials and techniques of watercolour painting. Discussions of form, composition, perspective and colour will help students explore this expressive medium. Students will work from still life and landscape. Methods of framing and presentation of the completed work will also be discussed.

Enrolment is limited to 20

Tutor : Stephen Thomas, Dip. Member of S.I.A.D.

Date & Time : Thursdays, 2:30 – 4:30 p.m., starting 15 April 1999 (12 meetings)

Venue : To be announced

Fee : $1,000

3072. 陶藝工作坊 (Ceramics Workshop)

查詢電話：2975 5761

本課程專為初學陶藝者而設，內容包括基本陶藝知識、手捏法、泥條盤築法、築泥板法、手塑法及壓模法。學員可利用以上各種成形法製作一些實用或裝飾作品，作品最後會用素燒或釉燒法完成。

(名額十五人)

導　　師 : 盧珮珊女士 B.Ed. *(Wolverhampton)*
開課日期及時間 : 一九九九年三月二日起逢星期二下午七時至九時（共八講）（三月十六日為大學假期，不用上課。）
地　　點 : 賽馬會體藝中學二樓陶泥室（沙田火炭樂景街5-7號，火炭火車站旁）
全期學費 : 九百四十元（包括燒窯費）
學員須於第一講繳交材料費約400元（材料包括陶泥、釉藥及石膏粉）

教師可向教育署申請退還半費，詳情請參閱第XX頁。

3091. 基礎拉坯工作坊 (Wheel-throwing Workshop)

查詢電話：2975 5761

本課程介紹基本拉坯及修底技巧，學員毋須具備陶藝製作經驗。所有作品最後會以釉燒法完成。

(名額十五人)

導　　師 : 盧珮珊女士 B.Ed. *(Wolverhampton)*
開課日期及時間 : 一九九九年三月四日起逢星期四下午七時至九時（共十講）
地　　點 : 賽馬會體藝中學二樓陶泥室（沙田火炭樂景街5-7號，火炭火車站旁）
全期學費 : 一千一百五十元（包括燒窯費）
學員須於第一講繳交材料費約400元（材料包括陶泥、釉藥）

教師可向教育署申請退還半費，詳情請參閱第XX頁。

Oriental Art
中國美術

1689. 基本山水畫 (Basic Chinese Landscape Painting)

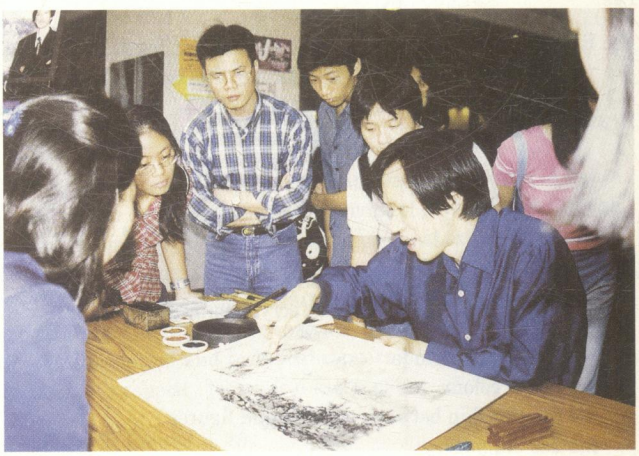
查詢電話：2975 5762

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活動，於星期六、日或公眾假期舉行。

(名額二十人)

導　　師 : 熊海先生
開課日期及時間 : 一九九九年六月一日起逢星期二下午五時五十分至七時五十分（共十二講）
地　　點 : 容後公佈
全期學費 : 一千零四十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。



熊海先生於港大開放日即席示範中國山水畫

1691. 山水畫研習班 (Intermediate Chinese Landscape Painting)

查詢電話：2975 5762

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，於星期六、日或公眾假期舉行。

(名額二十人)

導　　師　　：熊海先生
開課日期及時間：一九九九年三月二日起逢星期二下午五時五十分至七時五十分（共十二講）（三月十六日為大學假期，不用上課。）
地　　點　　：容後公佈
全期學費　　：一千零四十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

3073. 寫意花鳥畫初階 (Basic Chinese Painting of Birds and Flowers)

查詢電話：2975 5762

花鳥畫是國畫中重要之獨立畫科，而寫意花鳥畫是諸多技法中的一種。本課程為初學者而設，講授寫意花鳥畫的特點、筆法、墨法、色彩、章法、形象塑造等基本常識。通過觀摩堂上示範、練習和個別輔導，學員自能對寫意花鳥畫有所認識，並能掌握線條、墨和色彩的變化和應用，習畫簡單構圖的作品。

(名額二十人)

導　　師　　：鍾育淳先生（浙江美術學院）
開課日期及時間：一九九九年二月二十八日起逢星期日下午二時三十分至四時三十分（共十二講）
地　　點　　：容後公佈
全期學費　　：九百四十元

3023. 寫意花卉畫初階 (Basic Chinese Painting of Flowers)

查詢電話：2975 5762

本課程講授花卉的基本寫意畫法，包括較具代表性之梅、蘭、菊、竹。學員通過觀摩示範和臨摹練習去了解構圖及用筆用墨用色的基本方法。

(名額二十人)

導　　師　　：鍾育淳先生（浙江美術學院）
開課日期及時間：一九九九年五月二十六日起逢星期三下午二時三十分至四時三十分（共十二講）
地　　點　　：容後公佈
全期學費　　：九百四十元

3790. 中國書法系列：楷書與行書（一） (Chinese Calligraphy Series: Standard & Running Script I)

查詢電話：2975 5762

楷書及行書為行草書、草書之二種基礎書體。二者既各有獨自之法度，同時又具有相呼相承之聯繫。本課程由楷書之執筆、運筆、構字及文房四寶之適當選用為始，經示範講解字帖之臨摹要旨，進而教授行書之基本筆法、臨摹意識，分析楷、行書相關聯之演進與書寫技法，行氣、章法及款識處理要則，並適當加入基本書論之教育，最後輔導學員嘗試此二種書體之創作。

(名額二十四人)

導　　師　　：葉民任先生
開課日期及時間：一九九九年三月七日起逢星期日上午十一時十五分至十二時四十五分（共十二講）
地　　點　　：容後公佈
全期學費　　：八百元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

3791. 中國書法系列：楷書與行書（二） (Chinese Calligraphy Series: Standard & Running Script II)

查詢電話：2975 5762

本課程為「楷書與行書（一）」之延續，適合已修畢該課程之學員及對楷行書有基礎認識者修讀。

(名額二十四人)

導　　師　　：葉民任先生
開課日期及時間：一九九九年六月六日起逢星期日上午十一時十五分至十二時四十五分（共十二講）
地　　點　　：容後公佈
全期學費　　：八百元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

3792. 中國書法系列：行草與草書（一） (Chinese Calligraphy Series: Running & Cursive Script I)

查詢電話：2975 5762

行草與草書乃書法藝術中最富變化之書體，也特別受人喜愛。本課程研習此二種書體之基本技巧，討論線條之動感、構字之虛實及章法之氣韻；講解款識、鈐印之配合，令作品完整化。同時通過對歷代重要書家作品之析賞，加強個人性情于書法中之演繹能力，提高作品創作之質素。本課程適合具備書法基礎人士報讀。

(名額二十四人)

導　　師　　：葉民任先生
開課日期及時間：一九九九年三月一日起逢星期一下午五時五十分至七時五十分（共十講）
地　　點　　：容後公佈
全期學費　　：八百五十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

3793. 中國書法系列：行草與草書（二） (Chinese Calligraphy Series: Running & Cursive Script II)

查詢電話：2975 5762

本課程為「行草與草書（一）」之延續，適合已修畢該課程之學員及對行草書有基礎認識者修讀。

(名額二十四人)

導　　師　　：葉民任先生
開課日期及時間：一九九九年五月二十四日起逢星期一下午五時五十分至七時五十分（共十講）
地　　點　　：容後公佈
全期學費　　：八百五十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

1698. 中國書法系列：篆隸書（一） (Chinese Calligraphy Series: Seal Script & Clerical Style I)

查詢電話：2975 5762

篆書與隸書是二種淵源相接的古代書體，小篆流暢優美，大篆雄渾古樸；漢碑之風格有典雅方正，亦有古拙凝重。本課程將研習篆隸書之運筆、構字和碑帖臨摹，并討論清代書家之作品，汲取書寫意念，加上對章法、款識及鈐印之講解，幫助學員掌握創作一件完整作品的方法。

(名額二十四人)

導　　師　　：葉民任先生
開課日期及時間：一九九九年三月七日起逢星期日上午九時三十分至十一時（共十二講）
地　　點　　：容後公佈
全期學費　　：八百元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

1699. 中國書法系列：篆隸書（二） (Chinese Calligraphy Series: Seal Script & Clerical Style II)

查詢電話：2975 5762

本課程為「篆隸書（一）」之延續，適合已修畢該課程的學員及對篆隸書有基礎認識者修讀。

(名額二十四人)

導　　師　　：葉民任先生
開課日期及時間：一九九九年六月六日起逢星期日上午九時三十分至十一時（共十二講）
地　　點　　：容後公佈
全期學費　　：八百元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

3025. 篆刻（一） (Seal Engraving I)

新增課程

查詢電話：2975 5762

本課程為篆刻基礎課程，介紹篆刻源流、治印工具、印材及有關參考書籍，教授磨石、執刀方法，並由示範作基本線條的刻治實習，進而輔導臨刻秦漢璽印，把握篆刻的根本要領。

(名額二十四人)

導　　師　　：葉民任先生
開課日期及時間：一九九九年三月二十六日起逢星期五下午五時五十分至七時五十分（共十講）
地　　點　　：容後公佈
全期學費　　：八百八十元

3794. 篆刻（二） (Seal Engraving II)

新增課程

查詢電話：2975 5762

本課程適合修畢篆刻（一）之學員，講述篆書書法及其于篆刻的運用，輔導學員作篆書書法練習，提高對篆刻文字的認識。析賞明清、近代、現代名家作品，研習臨刻，仿刻及邊款刻治，培育學員的創作能力。

(名額二十四人)

導　　師　　：葉民任先生
開課日期及時間：一九九九年六月二十五日起逢星期五下午五時五十分至七時五十分（共十講）
地　　點　　：容後公佈
全期學費　　：八百八十元

8400. Chinese Painting: Appreciation and Techniques

Enquiries : 2975 5682

This course will allow Westerners with an interest in Chinese art to appreciate it more fully by introducing them to : (1) the main concepts of Chinese painting; (2) brush, ink and colour techniques; (3) the works of the ancient masters; (4) the major themes of Chinese paintings such as landscapes, figures, birds, insects and flowers.

Tutor : Lo Kam-kau, James, B.A. *(Lingnan)*, former chairman of the Hong Kong Archaeology Society

Date & Time : Saturdays, 2:15p.m. – 3:45p.m., starting 5 June 1999 (10 meetings)

Venue : To be announced

Fee : $700

3006. 中國「泥人張」彩塑藝術 (Introduction to Chinese Clay Sculpture)

查詢電話：2975 5682

「泥人張」彩塑是清末北方雕塑代表，是「塑」與「繪」的結合一先塑造，後繪色。作品取材於神話、戲劇、小說、歷史及現實生活。《中國美術全集一古代美術史》中所載的最後一位雕塑家張名山便是「泥人張」彩塑藝術的創始人，而本課程導師張澤珣女士即為「泥人張」第五代嫡系傳人，曾編著《「泥人張」張銳的作品》〔西安：陝西人民美術出版社〕一書；是中國以外唯一教授「泥人張」彩塑藝術的導師。課程適合對有興趣者修讀，內容包括（一）泥的性質；（二）工具的使用；（三）塑造的基本技巧；（四）繪色。透過講解和示範，導師會引導學員摹製小型泥塑，讓學員對中國泥塑有一個初步的認識。導師會代學員購買泥和工具，費用約一百二十元，由學員自付。

(名額十八人)

導　　師　　：張澤珣女士(「泥人張」第五代傳人，曾任教於南開大學東方藝術系)
開課日期及時間：一九九九年三月廿三日起逢星期二上午九時三十分至上午十一時三十分(共十二講)
地　　點　　：另行通告
全期學費　　：九百五十元
授課語言　　：普通話

教師可向教育署申請退還半費，詳情請參閱第XX頁。

3007. 中國工筆人物畫 (Introduction to Chinese Figure Painting)

查詢電話：2975 5682

中國工筆人物畫有幾千年的歷史。本程課講授運筆、用紙、勾線、施色等技法，透過講解、示範、臨摹，使學員對中國「線」的藝術有初步的了解，達到獨立臨摹的能力。課程分兩個階段進行：（一）勾—即勾輪廓，以線造型，勾出人物形體結構、體態動勢，達到建胎立骨；（二）染色——在勾的基礎上，由淺入深的渲染（這是中國工筆人物畫很重要的一環），使畫面的人物生動、真實。

(名額十八人)

導　　師　　：張澤珣女士（「泥人張」第五代傳人，曾任教於南開大學東方藝術系）
開課日期及時間：一九九九年三月六日起逢星期六上午九時三十分至上午十一時三十分(共十二講)
地　　點　　：另行通告
全期學費　　：九百五十元
授課語言　　：普通話

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8412. 中國古陶瓷鑑賞 (Appreciation of Chinese Ceramics & Porcelain)

查詢電話：2975 5682

本課程從新石器時代後期到現代中國陶瓷器，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。

導　　師　　：何秉聰先生
開課日期及時間：一九九九年三月廿三日起逢星期二下午六時至七時三十分(共十二講)
地　　點　　：另行通告
全期學費　　：四百六十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

中國傳統陶塑 (Imitational Chinese Ceramics)

查詢電話：2975 5682

本課程內容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。 課程內容包括：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。

(每班名額二十人)

8413.
導　　師　　：何秉聰先生
地　　點　　：新界沙田火炭坳背灣街33-35號世紀工業中心11樓G室
全期學費　　：四百六十元
開課日期及時間：一九九九年四月十二日逢星期日上午十時至十二時(共九講)

8414.
導　　師　　：何秉聰先生
開課日期及時間：一九九九年六月十四日起逢星期日上午十時至十二時(共九講)

8415. 書法基礎班 (Basic Chinese Calligraphy)

查詢電話：2975 5682

本課程從最基本開始，著重教授學員如何執筆、運筆和介紹各種不同字體，使學員先有概括認識，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，學員必須在課堂練習和交作業，課程會以個別形式教授。

(名額二十五人)

導　　師　　：林雲女士
開課日期及時間：一九九九年二月廿三日起逢星期二上午九時三十分至十一時三十分(共十講)
地　　點　　：金鐘市區中心S17室
全期學費　　：六百五十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8416. 篆書入門 (Seal Script Calligraphy)

查詢電話：2975 5682

本課程適合有書法基礎之人士參加，輔導學員從實習中掌握寫篆書之方法，從而領會篆字和別種字體在書寫技巧方面的分別。本課程並扼要介紹篆書在文字演變和書法史上之地位，以及在篆刻方面之應用，對初學篆刻者尤有幫助。

(名額二十五人)

導　　師　　：林雲女士
開課日期及時間：一九九九年五月十八日起逢星期二上午九時三十分至十一時三十分(共十講)
地　　點　　：金鐘市區中心S17室
全期學費　　：六百五十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8417. 書法研習班 (Seminar in Chinese Calligraphy)

查詢電話：2975 5682

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、字形的設計和各體的書法，學員將獲個別指導與學習批改的機會。

(名額二十五人)

導　　師　　：林雲女士
開課日期及時間：一九九九年二月廿四日起逢星期三上九午九時三十分至十一時三十分(共十講)
地　　點　　：金鐘市中心S17室
全期學費　　：六百五十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8418. 行書 (Running Script)

查詢電話：2975 5682

本課程介紹行書的源流及演變，並指導學員從實習中領略書寫行書的方法。從王羲之，趙孟頫之行書入手，藉以鞏固用筆和結字的基礎，並使學員在日常書寫方面得以改善。繼而學習黃山谷的行書，在已有的基礎上求變化及突破。

(名額二十五人)

導　　師　　：林雲女士
開課日期及時間：一九九九年五月五日起逢星期三上午九時三十分至十一時三十分(共十講)
地　　點　　：金鐘市區中心S17室
全期學費　　：六百五十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8419. 山水寫意畫 (Impressionist Landscape Painting)

查詢電話：2975 5682

水墨寫意畫是中國畫的另一主流，主要的特點是在墨色方面見勝，尤其是在宣紙上的技巧。本課程將著重介紹如何控制水份和運用毛筆；學員必須在課堂上實習和交作業。

(名額二十五人)

導　　師　　：林雲女士
開課日期及時間：一九九九年二月廿二日起逢星期一上午九時三十分至十一時三十分(共十講)
地　　點　　：金鐘市區中心S17室
全期學費　　：六百五十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8420. 絹上繪畫山水畫技法 (Landscape Paintings on Silk)

查詢電話：2975 5682

中國畫除採用宣紙外，亦有採用絹作材料。紙和絹質料不一樣，因而寫法便有所不同，絹不吸水，而宣紙吸水。南宋以前寫畫的人多用絹，所以絹畫在中國畫史上也佔有一重要地位。本課程將向學員教授及示範如何以絹作畫的材料。

(名額二十五人)

導　　師　　：林雲女士
開課日期及時間：一九九九年五月十日起逢星期一上午九時三十分至十一時三十分(共十講)
地　　點　　：金鐘市區中心S17室
全期學費　　：六百五十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8421. 中國畫基本技法 (Basic Techniques in Chinese Painting)

查詢電話：2975 5682

本課程適合初學人士及對中國畫有興趣者修讀。內容包括：（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。 本課程最後更著重介紹傳統畫之特色和優點，並引石濤及龔賢之畫法為例，引導學員從中領略中國畫之精粹。

(名額二十五人)

導　　師　　：林雲女士
開課日期及時間：一九九九年二月廿五日起逢星期四上午九時三十分至十一時三十分(共十講)
地　　點　　：金鐘市區中心S17室
全期學費　　：六百五十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8422. 中國畫構圖及著色技法 (Composition and Colouring in Chinese Painting)

查詢電話：2975 5682

本課程適合曾修習中國畫基本技法或對中國畫有初步認識的學員參加，內容分構圖、著色兩部分。構圖方面會講解及分析、呼應、虛實、顧盼、賓主、疏密、聚散、題款等，使學員能明瞭如何在畫面上「經營位置」以至完成一幅作品。 著色方面有：（一）顏料之認識；（二）顏色與墨色之配合；（三）季節和色調之關係；（四）如何配色；（五）水光和煙雲之渲染等。課堂上會介紹一名家代表作，使學員更進一步明瞭其中要訣，及提高學習趣味。

(名額二十五人)

導　　師　　：林雲女士
開課日期及時間：一九九九年五月六日起逢星期四上午九時三十分至十一時三十分(共十講)

地　　點　　：金鐘市區中心S17室
全期學費　　：六百五十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

中國山水畫 (Chinese Landscape Painting)

查詢電話：2975 5682

本課程分階段以理論及示範同時講授，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，最後能達致墨韻之要義，並會教授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，並逐一講解兼示範各種畫法應避忌之處，使初學山水畫之學員於短期內亦能自繪簡單之山水畫，作為日後深入研究之初階。

(每班名額二十五人)

導　　師　　：吳祖蔭先生
全期學費　　：五百二十元
8429.　　：一九九八年三月五日起逢星期五下午五時五十分至七時二十分(共十講)
地　　點　　：另行通告

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8430.　　：一九九九年三月十五日起逢星期一下午五時五十分至七時二十分(共十講)
地　　點　　：另行通告

教師可向教育署申請退還半費，詳情請參閱第XX頁。

中國山水畫技法 (Method of Chinese Landscape Painting)

查詢電話：2975 5682

本課程專為修畢初級山水國畫班之學員而設，進一步深入研究山水國畫之技法，除簡略重溫習基本畫法外，更進一步研究山水國畫之技法、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，並示範如何達致氣韻生動及氣勢磅礴之境界，研究瀑布及雲海之繪寫過程及技巧，亦根據學員之進度，調整課程逐漸進入較高深之技法研討，為愛好繪寫雲海及瀑布的學員作深入講解及研究，理論與即席示範兼施。

(每班名額二十五人)

導　　師　　：吳祖蔭先生
全期學費　　：五百二十元
8431.　　：一九九九年五月廿八日起逢星期五下午五時五十分至七時二十分(共八講)
地　　點　　：另行通告

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8432.　　：一九九九年五月三十一日起逢星期一下午五時五十分至七時二十分(共八講)
地　　點　　：另行通告

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8433. 篆刻與印章 (Seal Engraving)

查詢電話：2975 5682

本課程著重學習刻印，使學印者在短期之內明瞭刻印的方法，領略刻印的樂趣，盡量著重實習、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。課程包括自製刻刀方法及印章錦匣等等，使學者認識到刻印如何可豐富人生，賞印亦是一種生活情趣。

(名額三十人)

導　　師　　：盧人俊先生
開課日期及時間：一九九九年三月廿四日起逢星期三下午五時五十分至七時二十分(共十講)
地　　點　　：另行通告
全期學費　　：四百六十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8434. 篆刻技巧與印石 (The Art of Seal Engraving)

查詢電話：2975 5682

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、印石種類等詳加講解、示範，並有印石實物介紹和說明。全期課程均以實習為主，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。

(名額三十人)

導　　師　　：盧人俊先生
開課日期及時間：一九九九年三月六日起逢星期六下午四時至五時三十分(共十講)
地　　點　　：金鐘市區中心S20室
全期學費　　：四百六十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

篆刻深造班 (Advanced Seal Engraving)

查詢電話：2975 5682

深造班專為已完成篆刻初級程度人士，或有篆刻基礎、有興趣繼續深造者而設。課程以篆刻示範、治印技巧為重點。學員作刻印後，導師修改，教與學均以實習為主。復以刀法、手法、佈白等等為輔，使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。

(每班名額二十五人)

導　　師　　：盧人俊先生
全期學費　　：三百七十元
8435.　　：一九九九年六月二日起逢星期三下午五時五十分至七時二十分(共八講)
地　　點　　：另行通告

8436.　　：一九九九年六月五日起逢星期六下午四時至五時三十分（共八講）
地　　點　　：另行通告

教師可向教育署申請退還半費，詳情請參閱第XX頁。

3663. 書法講座（二）教師班 (The Learning and Teaching of Chinese Calligraphy II)

查詢電話：2975 5682

本課程是「書法講座（一）」的延續，除對理論與實踐作深入研討外，更透過集體切磋，以提高認識。同時，並將根據個別學員的興趣和愛好，發展其所長。本課程祇接受已完成「書法講座（一）」的學員報讀。

導　　師　　：王齊樂先生
開課日期及時間：一九九九年三月八日起逢星期一下午三時至五時(共十二講)
地　　點　　：另行通告
全期學費　　：一千元

8438. 書法講座（六）教師班 (The Learning and Teaching of Chinese Calligraphy VI)

查詢電話：2975 5682

本課程是「書法講座（五）」的延續，除對理論與實踐作深入研討外，更透過集體切磋，以提高認識。同時，並將根據個別學員的興趣和愛好，而發展其所長。本課程祇接受已完成「書法講座（五）」的學員報讀。

導　　師　　：王齊樂先生
開課日期及時間：一九九九年三月十日起逢星期三上午九時至十一時(共十二講)
地　　點　　：另行通告
全期學費　　：一千二百五十元

8439. 書法講座（七）教師班 (The Learning and Teaching of Chinese Calligraphy VII)

查詢電話：2975 5682

本課程是「書法講座（六）」的延續，除對理論與實踐作深入研討外，更透過集體切磋，以提高認識。同時，並將根據個別學員的興趣和愛好，而發展其所長。本課程祇接受已完成「書法講座（六）」的學員報讀。

導　　師　　：王齊樂先生
開課日期及時間：一九九九年三月十一日起逢星期四上午九時至十一時(共十二講)
地　　點　　：另行通告
全期學費　　：一千二百五十元

3664 .書法講座（八）教師班 (The Learning and Teaching of Chinese Calligraphy VIII)

查詢電話：2975 5682

本課程是「書法講座（七）」的延續，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和愛好，而發展其所長。本課程接受已完成「書法講座（七）」的學員報讀。

導　　師　　：王齊樂先生
開課日期及時間：一九九九年三月九日起逢星期二上午九時至十一時(共十二講)
地　　點　　：另行通告
全期學費　　：一千二百五十元

3738. 戶外寫生 (Outdoor Sketch)

新增課程

查詢電話：2975 5682

寫生是西方傳統繪畫的基礎，也是學習所有視覺藝術不可缺少的一環；而戶外寫生就更能激發繪畫者的主動性，提高畫者對生活的觀察能力。本課程教授戶外寫生的基本知識，例如取景、透視、構圖、空間處理、色調等。除第一講外，每講將到市內各處寫生。

導　　師　　：梁光耀先生 B.A., M.Phil. *(CUHK)*
開課日期及時間：一九九九年六月十九日逢星期六下午三時四十五分至六時十五分(共八講)
地　　點　　：另行通告
全期學費　　：八百元（寫生材料費及交通費由學員自付）

Graphic Design 平面設計

1714. 基本平面設計 (Introduction to Graphic Design)

查詢電話：2975 5761

設計是有效地把意念形象化，解決設計難題的第一步，就是訂定設計目標和發掘「意念」，然後經過搜集和分析資料，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）學習平面設計原理。

(名額二十四人)

導　　師　　：周婉美女士Dip. Ed., B.F.A., M.F.A. *(San Francisco)*
開課日期及時間：一九九九年三月十一日起逢星期四下午八時至十時（共十二講）
地　　點　　：容後公佈
全期學費　　：一千零二十元

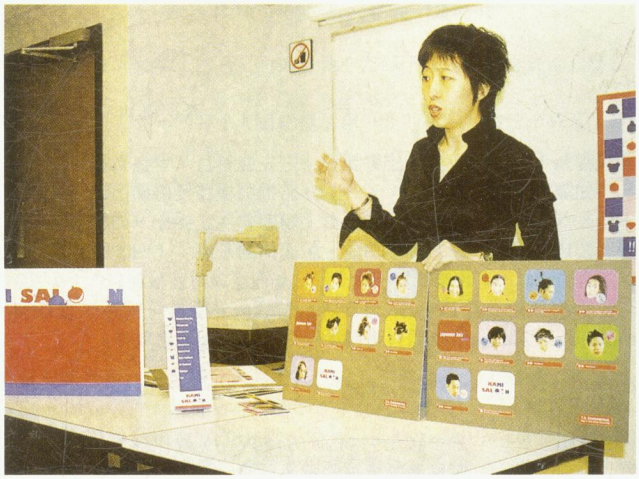
3092. 平面設計進階 (Intermediate Graphic Design)

查詢電話：2975 5761

本課程為「基本平面設計」之延續。學員透過策劃性的習作，利用基礎平面設計的知識（如色彩學、字體及版面設計、商標設計等），進一步了解平面設計在商業上的應用。習作包括：公司形象設計、策略性廣告設計及書刊設計。

(名額二十四人)

導　　師　：周婉美女士Dip. Ed., B.F.A., M.F.A. *(San Francisco)*
開課日期及時間：一九九九年六月十日起逢星期四下午八時至十時（共十講）
地　　點　：容後公佈
全期學費　：一千零六十元



學生在課堂上展示設計

Interior Design
室內設計

1719. 室內設計初階 (Introduction to Interior Design)

查詢電話：2975 5761

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、室內照明、建材和色彩的運用等。學員須完成每週的課外練習。

(名額三十人)

導　　師　：何周禮先生B.A.(A.S.)(Hons.), M.Arch.(Dist.), *H.K.*, B.A. *HKPU*, M.C.S.D., H.K.I.D.A. (Prof.)
開課日期及時間：一九九九年三月一日起逢星期一下午八時至十時（共十二講）
地　　點　：容後公佈
全期學費　：一千零二十元

1720. 室內設計進階 (Intermediate Interior Design)

查詢電話：2975 5761

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論與實踐過程。內容包括設計理論、繪圖、表現技巧及創作過程，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。申請者必須完成本學院舉辦之「室內設計初階」或同等程度課程。學員亦須積極參與課堂討論及完成家課。

(名額二十四人)

導　　師　：何周禮先生B.A.(A.S.)(Hons.), M.Arch.(Dist.), *H.K.*, B.A. *HKPU.*, M.C.S.D., H.K.I.D.A. (Prof.)
開課日期及時間：一九九九年六月七日起逢星期一下午八時至十時（共十講）
地　　點　：容後公佈
全期學費　：一千零二十元

1718. 室內設計繪圖 (Drafting & Rendering for Interior Design)

查詢電話：2975 5762

室內設計繪圖乃建築師、承建商、室內設計者相互溝通的「共同語言」。本課程介紹室內設計繪圖的基本知識，使學員有足夠能力繪畫簡單和有效的圖則。課程以實習為主，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。

(名額二十四人)

導　　師　：葉子慧先生 B.Arch. *(R.M.I.T.)*
開課日期及時間：一九九九年三月五日起逢星期五下午八時至十時（共十二講）
地　　點　：容後公佈
全期學費　：一千零二十元

1721. 室內設計繪圖及表達技巧 (Visualization and Presentation Skills for Interior Design)

查詢電話：2975 5762

意念表達技巧乃室內設計師必備條件之一，能夠將構思精確地圖像化，不但有助與顧客和其他設計工作人員溝通，亦有助自己檢視及進一步發展構思。本課程旨在幫助學員體驗設計過程的主要階段，透過示範、討論及實習，導師會介紹：（一）意念構思的基本步驟和常遇到的障礙；（二）繪畫表達技巧(graphic presentation technique)；及（三）語言表達技巧(oral presentation technique)，務求學員在完成課程後，能掌握一套有效的構思方法及表達方法。學員最好能具備基本的室內設計經驗。

(名額二十四人)

導　　師　：徐敏聰先生 B.A.*(HKPU.)*, M.B.A.*(S.E.U.)*, M.C.S.D.
開課日期及時間：一九九九年六月十一日起逢星期五下午八時至十時（共八講）
地　　點　：容後公佈
全期學費　：七百四十元

Fashion Design
時裝設計

1722. 基本時裝設計 (Introduction to Fashion Design)

查詢電話：2975 5761

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。

(名額二十人)

導　　師　：吳文正先生M.Des. *(Royal College of Art)*, H.Dip.Des. *(HKPU)*, Dip.Des. *(HKPU)*, F.C.S.D.,C.Text. A.T.I., F.R.S.A., M.C.F.I., M.I.T.A.A., M.H.K.I.T.A., M.H.K.D.A.
歐秀全先生A.A. *(FIT)*, M.Des. *(UNSW)*
開課日期及時間：一九九九年六月三日起逢星期四下午五時五十分至七時五十分（共十講）
地　　點　：容後公佈
全期學費　：八百五十元

Product Design
產品設計

3836. 產品設計初階 (Introduction to Product Design)

新增課程

查詢電話：2975 5762

本課程介紹產品設計的基本知識和技術、產品設計師的工作及其與社會和工商業的關係、「高增值」的產品探討和介紹等。透過產品分析和習作，學員可以深入了解產品創作過程。本課程適合正在從事或準備投入產品設計行業的人士報讀。申請者若具備素描基礎則更佳。

(名額三十人)

導　　師　：羅顯揚先生B.Sc.(Hons.)*U.S.A.*, F.C.S.D., M.H.K.D.A.
開課日期及時間：一九九九年四月三十日起逢星期五下午五時五十分至七時五十分（共十講）
地　　點　：容後公佈
全期學費　：八百五十元
教學語言　：粵語為主，輔以英語

Computer Graphics
電腦美術設計

電腦美術設計初階(Basic Computer Graphics)

查詢電話：2975 5761

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）透過圖案設計、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。

(每班名額十二人，一人一機操作)

導　　師　：畢子融先生 M.Sc.*(Bank St.)*（課程統籌）
客席導師及電腦技術員
地　　點　：香港灣仔軒尼詩道20號永昌大廈一樓（「衛蘭軒」隔鄰）
全期學費　：二千五百元（學員須於第一講繳交按金500元及材料費約200元，按金將於最後一講退還。）

1700. 一九九九年三月二十六日起逢星期五下午四時三十分至六時三十分（共十二講）
1701. 一九九九年三月九日起逢星期二及四下午六時三十分至八時三十分（共十二講）（三月十六日為大學假期，不用上課。）
1702. 一九九九年三月九日起逢星期二及四下午八時三十分至十時三十分（共十二講）（三月十六日為大學假期，不用上課。）
1703. 一九九九年四月二十七日起逢星期二及四下午六時三十分至八時三十分（共十二講）
1704. 一九九九年四月二十七日起逢星期二及四下午八時三十分至十時三十分（共十二講）
1705. 一九九九年六月八日起逢星期二及四下午六時三十分至八時三十分（共十二講）
1706. 一九九九年六月八日起逢星期二及四下午八時三十分至十時三十分（共十二講）

電腦美術設計中階（電腦影像）(Intermediate Computer Graphics : Digital Imaging)

查詢電話：2975 5761

本課程適合有電腦美術設計基礎人士修讀，導師以示範形式講授電子圖片修描軟件Photoshop的基礎用法，幫助學員提高創作水平。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）圈選(selection & channel operation)；（二）工具箱使用(tool box)；（三）色彩應用(bitmap & duotone)；（四）退地效果(path & clipping path)；（五）影像修改(image correction)；（六）濾鏡處理(filters)；（七）層面處理(layer and layer mask)；（八）配合其他軟件使用。

(每班名額十人，一人一機操作)

導　　師　：余秀芳女士 H.C. *(HKPU)*
　　及客席導師
地　　點　：香港灣仔軒尼詩道20號永昌大廈一樓（「衛蘭軒」隔鄰）
全期學費　：二千二百元（學員須於第一講繳交按金500元及材料費約240元，按金將於最後一講退還。）

1708. 一九九九年三月八日起逢星期一及四下午六時三十分至八時三十分（共十講）
1709. 一九九九年四月十五日起逢星期一及四下午六時三十分至八時三十分（共十講）

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

查詢電話：2975 5761

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，學員如對Photoshop軟件有認識更佳。導師以示範形式講授Infini-D軟件的基礎用法及指導學員繪製立體圖型。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，使畫面達致更真實效果。

(每班名額十人，一人一機操作)

導　　師　：趙國良先生
　　及客席導師
地　　點　：香港灣仔軒尼詩道20號永昌大廈一樓（「衛蘭軒」隔鄰）
全期學費　：二千二百元（學員須於第一講繳交按金500元及材料費約240元，按金將於最後一講退還。）

1711. 一九九九年三月九日起逢星期二下午六時三十分至八時三十分（共十講）（三月十六日為大學假期，不用上課。）
1712. 一九九九年三月九日起逢星期二下午八時三十分至十時三十分（共十講）（三月十六日為大學假期，不用上課。）
3795. 一九九九年五月二十七日起逢星期四下午六時三十分至八時三十分（共十講）

電腦動畫初階 (Basic Computer Animation)

查詢電話：2975 5761

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。

(每班名額十人，一人一機操作)

導　　師　：冼煒強先生 H.C. *(HKPU)*
地　　點　：香港灣仔軒尼詩道20號永昌大廈一樓（「衛蘭軒」隔鄰）
全期學費　：二千二百元（學員須於第一講繳交按金500元，按金將於最後一講退還。）

1713. 一九九九年三月十二日起逢星期五下午六時三十分至八時三十分（共十講）
3796. 一九九九年五月二十八日起逢星期五下午六時三十分至八時三十分（共十講）

多媒體電腦設計基礎 (Basic Multi-media Graphics)

查詢電話：2975 5761

本課程適合有電腦平面設計基礎人士修讀，導師將介紹電子視聽創作原理及基本製作技術，學員可認識到攝影、錄影、音響、繪圖及動畫在個人電腦上作數碼處理及應用方法。

課程範圍包括：（一）攝影作品動態處理；（二）錄像數碼檔案；（三）數碼錄音；（四）繪圖技巧；（五）視像與音響合成處理；（六）多媒體專題設計習作。

本課程以示範形式講授，學員會分組進行設計活動。有關之軟件為Premiere及Director。

(每班名額十人，一人一機操作)

導　　師　：冼煒強先生 H.C. *(HKPU)*
　　潘嘉良先生 B.A.(Hons.) *(East London)*
地　　點　：香港灣仔軒尼詩道20號永昌大廈一樓（「衛蘭軒」隔鄰）
全期學費　：二千二百元（學員須於第一講繳交按金500元，按金將於最後一講退還。）

3074. 一九九九年三月十二日起逢星期五下午八時三十分至十時三十分（共十講）
3797. 一九九九年五月二十八日起逢星期五下午八時三十分至十時三十分（共十講）

互動設計基礎 (Basic Interactive Design)

查詢電話：2975 5761

商業平面設計(graphic design)隨著電腦科技普及，已由靜態的視覺設計演變為動態的畫面或畫面互動之間組合設計。本課程針對互動設計而編寫，介紹畫面互動基本概念及有關之電腦技術。在課程內學員可利用個人電腦製作出互動設計畫面之電子出版物或電子書籍。學員必須對Photoshop及Director兩軟件有基本認識或已完成「多媒體電腦設計基礎」課程。

課程範圍包括：（一）介面互動設計概念；（二）設計畫面之準則；（三）製作及編寫流程；（四）電子檔案之視覺效果；（五）結合檔案技巧；（六）語言及時間控制；（七）專題設計習作。

本課程以示範形式講授，學員會分組進行設計活動。有關之軟件為Director。

(每班名額十人，一人一機操作)

導　　師　：趙國良先生
　　及客席導師
地　　點　：香港灣仔軒尼詩道20號永昌大廈一樓（「衛蘭軒」隔鄰）
全期學費　：二千二百元（學員須於第一講繳交按金500元，按金將於最後一講退還。）

3075. 一九九九年六月一日起逢星期二下午六時三十分至八時三十分（共十講）
3798. 一九九九年六月一日起逢星期二下午八時三十分至十時三十分（共十講）

3799. 多媒體展示工作坊 (Multi-media Presentation Workshop)

查詢電話：2975 5761

這課程是「多媒體美術設計證書」的最後一個科目。內容包括：（一）多媒體作品的觀摩；（二）設計的評估及改良；（三）作品選題；（四）畢業作品集工序的完成及畢業作品的展示。整個課程以工作坊形式進行，輔以討論及示範。學員在課程完結前須呈交至少兩件多媒體設計作品。本課程祇接受「多媒體美術設計證書」學員報讀。

(名額十人，一人一機操作)

導　　師　：畢子融先生 M.Sc. *(Bank St.)*（課程統籌）
洗煒強先生 H.C. *(HKPU)*
潘嘉良先生 B.A.(Hons.) *(East London)*
趙國良先生
開課日期及時間：一九九九年五月二十九日起逢星期六下午六時三十分至八時三十分（共十講）（部份堂課可能在星期日舉行）
地　　點　：香港灣仔軒尼詩道20號永昌大廈一樓（「衛蘭軒」隔鄰）
全期學費　：二千二百元（學員須於第一講繳交按金500元及材料費約240元，按金將於最後一講退還。）

3800. 電腦插圖工作坊 (Computer Illustration Workshop)

新增課程

查詢電話：2975 5761

本課程以 Painter（畫家軟件）為中心，適合對電腦插圖有興趣之人士進修。課程內容以 Painter 之各級功能、工具箱用法、繪畫表現手法及其他特別技巧等，由淺入深，以示範及工作坊形式進行，輔以專業講座。

學員須在家中自備電腦、繪圖手寫板及 Painter 軟件以完成指定習作。

(名額十人，一人一機操作)

導　　師　：畢子融先生 M.Sc. *(Bank St.)*（課程統籌及導師）
潘嘉良先生 B.A.(Hons.) *(East London)*
及客席導師
開課日期及時間：一九九九年四月一日起逢星期四、六下午八時三十分至十時三十分（共十講）（部份堂課可能於星期日舉行）
地　　點　：香港灣仔軒尼詩道20號永昌大廈一樓（「衛蘭軒」隔鄰）
全期學費　：二千二百元（學員須於第一講繳交按金500元及材料費約200元，按金將於最後一講退還。）

尚有多項課程，請參閱應用科學部「電腦科學及資訊科技」、社會科學及教育學部「新聞及傳聞學」部份。

Photography
攝影

1723. 基礎攝影 (Basic Photography)

查詢電話：2975 5761

本課程為初學者提供基礎攝影訓練，內容包括黑白和彩色攝影原理、照相機和攝影器材的運用、菲林與光源處理，反差與曝光控制等。學員須自備器材和菲林作實習用途，詳情會在第一講討論。本課程的講義及部份攝影術語均採用英語。

(名額二十四人)

導　　師　：周偉明先生 B.A. in Professional Photography *(Brooks)*
開課日期及時間：一九九九年三月五日起逢星期五下午八時至十時（共十二講）
地　　點　：容後公佈
全期學費　：一千零九十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

1724. 攝影進階 (A Guide to Better Photography)

查詢電話：2975 5761

本課程是「基礎攝影」的延續，為學員提供進一步的攝影技巧訓練。內容包括光源控制、特殊攝影技巧及人物攝影入門等。課程包括一次夜景實習，及一次戶外人像攝影（於星期六、日或公眾假期舉行）。學員須於課程完結時呈交個人作品集。本課程的講義及部份攝影術語均採用英語。

(名額二十四人)

導　　師　：周偉明先生 B.A. in Professional Photography *(Brooks)*
開課日期及時間：一九九九年六月十一日起逢星期五下午八時至十時（共十講）
地　　點　：容後公佈
全期學費　：九百八十元（包括模特兒費）

教師可向教育署申請退還半費，詳情請參閱第XX頁。

專題攝影系列 (Specialized Photography Courses)

新增課程

查詢電話：2975 5762

以下三個課程適合具備攝影基礎知識人士，導師會就各專題討論題材、佈局、色彩處理等問題，並指導學員實習。

每個課程為期五星期共九講，每星期兩課，包括一個理論課（在星期三舉行）及一個實習課（星期日舉行）。

導　　師　：翁安寧先生（香港美術評論會會長）
地　　點　：容後公佈

(每班名額二十四人)

3838. 人物攝影 (Human Photography)

內容包括：

(一) 閃光拍攝技巧；(二) 天然光拍攝技巧；(三)人像攝影的形與神；(四) 人像缺陷矯正技術。

開課日期及時間：堂課（共五講）：一九九九年四月七日起逢星期三下午五時五十分至七時五十分
戶外實習（共四講）：星期日
全期學費　　：九百一十元（包括模特兒費用）

3839. 風景攝影 (Landscape Photography)

內容包括：

(一) 天然景物及建築物；(二) 空間氣氛和節奏感；(三) 日出與日落

開課日期及時間：堂課（共五講）：一九九九年五月十九日起逢星期三下午五時五十分至七時五十分
戶外實習（共四講）：星期日
全期學費　　：八百一十元

3840. 花卉攝影 (Floral Photography)

內容包括：

(一) 花卉的形態；(二) 順光與逆光；(三) 截取面部構圖技巧

開課日期及時間：堂課（共五講）：一九九九年六月三十日起逢星期三下午五時五十分至七時五十分
戶外實習（共四講）：星期日
全期學費　　：八百一十元

8212. 專業及廣告攝影課程（初級、中級）班 8216.

請參閱第 223-224頁

8217. 專業及廣告攝影證書課程

請參閱第 221頁

Critical Studies
美術析賞

1730. 西洋美術史導論（二）：印象主義至後現代主義 (Introduction to the History of Western Art II: Impressionism to Post-Modernism)

查詢電話：2975 5761

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

(名額三十人)

導　　師　　：楊靜儀女士 B.A. *(York)*
開課日期及時間：一九九九年三月五日起逢星期五下午八時至十時（共十二講）
地　　點　　：容後公佈
全期學費　　：一千元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

1729. Introduction to the History of Western Art II: Impressionism to Post-Modernism

Enquiries : 2975 5761

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

Enrolment is limited to 30

Tutor : Ms. Laura Ruggeri

Date & Time : Thursdays, 5:50 – 7:50 p.m., starting 4 March 1999 (12 meetings)

Venue : To be announced

Fee : $1,000

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. Please see page XX.

3837. 古今東西方建築欣賞 (Appreciating Oriental & Western Architecture)

新增

查詢電話：2975 5762

本課程嘗試透過欣賞不同時期的東西方建築物，先探討建築與人類文明的關係。內容包括：（一）古希臘、羅馬、哥德式及巴洛克式建築；（二）文藝復興的誕生；（三）二十世紀初建築思潮；（四）現代主義的誕生和滅亡；（五）後現代主義的影響；（六）當代建築的新思潮；（七）中國建築與儒、佛、道思想；（八）亞熱帶建築。

(名額三十人)

導　　師　　：何周禮先生B.A.(A.S.)(Hons.), M.Arch.(Dist.) *H.K.*, B.A. *HKPU.*, M.C.S.D., H.K.I.D.A. (Prof.)
開課日期及時間：一九九九年四月七日起逢星期三下午八時至十時（共十二講）

地　　點　　：容後公佈
全期學費　　：九百二十元

Appreciation of Religious Buildings

Please refer to page 113

The Specialarities and Differences of Architectural in the East and West

Please refer to page 113

Professional Diploma in Architectural Studies

Please refer to page 201

Dancing Courses
舞蹈課程

1736. 社交舞初階 (Basic Ballroom and Latin Dances)

查詢電話：2975 5762

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、華爾茲、慢四、牛仔、倫巴、的士高等多種舞步。學員須自備一對鞋底清潔的有跟皮鞋在堂上替換。

(名額十八人)

導　　師　　：林燕坤女士 HKJS主席，ANDA會士，UKDDF香港分會會長，IDO國際裁判及考試官，NATD會士，SDTA會士，UTD會士
開課日期及時間：一九九九年二月二十七日起逢星期六下午六時至七時三十分（共十講）
地　　點　　：香港灣仔軒尼詩道167號台山商會大廈10樓（灣仔地鐵站A2出口）
全期學費　　：九百三十元

正統英式標準社交舞初班（一） (Ballroom Dance for Beginners I)

查詢電話：2975 5762

社交舞起源於中世紀，是當時的紳士淑女必須學習的一種禮儀。今日社交舞已成為十分普及的活動，學習社交舞既可自娛，亦可加強個人信心及消除壓力。講授的舞蹈包括：牛仔舞、慢四步、快三、扭腰舞及倫巴。

(每班名額四十人)

導　　師　　：尤月興女士，職業標準舞冠軍（香港代表）
地　　點　　：香港銅鑼灣禮頓道26號一字樓，凱基商業大廈（銅鑼灣地鐵站時代廣場出口）
全期學費　　：九百三十元

3802. 一九九九年二月六日起逢星期六下午五時至六時三十分（共十講）
3803. 一九九九年三月十一日起逢星期四下午七時至八時三十分（共十講）
3804. 一九九九年四月二十九日起逢星期四下午八時三十分至十時（共十講）

正統英式標準社交舞初班（二） (Ballroom Dance for Beginners II)

查詢電話：2975 5762

社交舞起源於中世紀，是當時的紳士淑女必須學習的一種禮儀。今日社交舞已成為十分普及的活動，學習社交舞既可自娛，亦可加強個人信心及消除壓力。講授的舞蹈包括：喳喳、華爾茲、森巴、快四及流行舞。

(每班名額四十人)

導　　師　　：尤月興女士，職業標準舞冠軍（香港代表）
地　　點　　：香港銅鑼灣禮頓道26號一字樓，凱基商業大廈（銅鑼灣地鐵站時代廣場出口）
全期學費　　：九百三十元

3805. 一九九九年二月十一日起逢星期四下午八時三十分至十時（共十講）
3806. 一九九九年四月二十四日起逢星期六下午五時至六時三十分（共十講）
3807. 一九九九年五月二十日起逢星期四下午七時至八時三十分（共十講）

3808. 正統英式標準社交舞中班（一） (Intermediate Ballroom Dance I)

查詢電話：2975 5762

本課程適合已完成標準社交舞初班（一）及（二）的學員或具有基本舞步基礎的人士參加。導師會進一步講授六步牛仔舞、快三步和倫巴舞的花式和技巧，幫助提升學員在社交舞會場合中的信心。

(名額四十人)

導　　師　　：尤月興女士，職業標準舞冠軍（香港代表）
開課日期及時間：一九九九年五月八日起逢星期六下午三時至四時三十分（共十講）
地　　點　　：香港銅鑼灣禮頓道26號二字樓，凱基商業大廈（銅鑼灣地鐵站時代廣場出口）
全期學費　　：九百八十元

3809. 正統英式標準社交舞中班（三） (Intermediate Ballroom Dance III)

新增課程

查詢電話：2975 5762

本課程適合已完成標準社交舞初班（一）及（二）的學員或具有基本舞步基礎的人士參加。導師會進一步講授鬥牛舞、華爾茲和森巴舞的花式和技巧，幫助提升學員在社交舞會場合中的信心。

(名額四十人)

導　　師　　：尤月興女士，職業標準舞冠軍（香港代表）
開課日期及時間：一九九九年二月十三日起逢星期六下午三時至四時三十分（共十講）
地　　點　　：香港銅鑼灣禮頓道26號二字樓，凱基商業大廈（銅鑼灣地鐵站時代廣場出口）
全期學費　　：九百八十元

標準社交舞進修課程 (Specialized Dance Courses)

新增課程

查詢電話：2975 5762

以下課程適合對社交舞有基本認識的人士報讀。學員可選擇喜愛的舞步，專注學習其花式和技巧。

(每班名額四十人)

課程編號	課程名稱	學費
3810.	八步牛仔（Jive - 8 Steps）	$850
3811.	華爾茲（Waltz）	$850
3812.	喳喳（Cha Cha）	$850
3813.	六步牛仔（Jive - 6 Steps）	$850
3814.	探戈（Tango）	$850
3815.	倫巴（Rumba）	$850

導　　師　：尤月興女士，職業標準舞冠軍（香港代表）
地　　點　：香港銅鑼灣禮頓道26號二字樓，凱基商業大廈（銅鑼灣地鐵站時代廣場出口）

3810. 一九九九年二月三日起逢星期三下午七時三十分至八時三十分（共八講）
3811. 一九九九年二月七日起逢星期日上午十一時至中午十二時（共八講）
3812. 一九九九年四月七日起逢星期三下午七時三十分至八時三十分（共八講）
3813. 一九九九年四月十一日起逢星期日上午十一時至中午十二時（共八講）
3814. 一九九九年六月二日起逢星期三下午七時三十分至八時三十分（共八講）
3815. 一九九九年六月六日起逢星期日上午十一時至中午十二時（共八講）

標準舞及拉丁舞表演與比賽技巧專修課程 (Variations of Ballroom and Latin Dancing)

新增課程

查詢電話：2975 5762

以下課程適合有意參加比賽和表演的人士報讀。每個課程專注講授一種舞步，申請者可報讀一個或多個課程。主要內容包括：重心的交換、音樂的掌握、如何產生移動、如何帶領或跟隨舞伴等技巧。學員須對社交舞有基本認識。

(每班名額四十人)

標準舞

課程編號	課程名稱	學費
3816.	探戈專修班（Variations of Tango）	$980
3817.	華爾茲專修班（Variations of Waltz）	$980
3818.	快四專修班（Variations of Quick Step）	$980

拉丁舞

課程編號	課程名稱	學費
3819.	八步牛仔專修班（Variations of Jive - 8 Steps）	$980
3820.	倫巴專修班（Variations of Rumba）	$980
3821.	喳喳專修班（Variations of Cha Cha）	$980

導　　師　：尤月興女士，職業標準舞冠軍（香港代表）
地　　點　：香港銅鑼灣禮頓道26號二字樓，凱基商業大廈（銅鑼灣地鐵站時代廣場出口）

3816. 一九九九年二月七日起逢星期日中午十二時至下午一時（共八講）
3817. 一九九九年四月十一日起逢星期日中午十二時至下午一時（共八講）
3818. 一九九九年六月六日起逢星期日中午十二時至下午一時（共八講）
3819. 一九九九年二月七日起逢星期日下午一時至二時（共八講）
3820. 一九九九年四月十一日起逢星期日下午一時至二時（共八講）
3821. 一九九九年六月六日起逢星期日下午一時至二時（共八講）

3078. 爵士舞初階 (Basic Jazz Dance)

查詢電話：2975 5762

本課程專為對舞蹈有興趣之初學人士而設，透過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：（一）基本舞步；（二）爵士舞步；（三）舞步組合。學員必須穿著輕便運動服及技巧鞋。

(名額十五人)

導　　師　：余世好女士 Adv.Dip.(A.P.A.), R.A.D. Overseas Teaching Member
開課日期及時間：一九九九年四月九日起逢星期五下午七時至八時十五分（共十講）
地　　點　：香港灣仔軒尼詩道167號台山商會大廈10樓（灣仔地鐵站A2出口）
全期學費　：九百一十元

Miscellaneous 其他

時尚化粧班 (Contemporary Make-up)

新增課程

查詢電話：2975 5762

本課程重點包括：行政化粧、晚宴粧、日粧、新潮化粧、標準臉型的認識、化粧品的選擇和正確使用方法、修眉和畫眉的技巧、不同眼形和唇形的畫法、流行色彩的配搭和應用、自然的輪廓修飾技巧等。

(每班名額二十四人)

導　　師　：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　：容後公佈
全期學費　：七百四十元

3822. 一九九九年二月二十日起逢星期六下午一時三十分至三時三十分（共八講）
3823. 一九九九年三月三日起逢星期三下午五時五十分至七時五十分（共八講）

3824. 一九九九年五月五日起逢星期三下午八時至十時（共八講）
3825. 一九九九年五月八日起逢星期六下午三時四十五分至五時四十五分（共八講）

個人護膚班 (Personal Skin Care)

新增課程

查詢電話：2975 5762

本課程討論有關皮膚的各種問題，幫助學員認識自我皮膚的現狀，了解皮膚演變的原因和掌握護膚心得。內容包括：皮膚分析、暗瘡、粉刺、皺紋形成的原因、護膚品的認識、護膚的程序與方法、脫屑、面膜的選擇、面部按摩的原理和技巧、手部護理、天然香氛學、頭髮的護理和國際標準的修甲技巧。

(每班名額二十四人)

導　　師　：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　：容後公佈
全期學費　：七百四十元

3826. 一九九九年二月二十日起逢星期六下午三時四十五分至五時四十五分（共八講）
3827. 一九九九年三月三日起逢星期三下午八時至十時（共八講）
3828. 一九九九年五月五日起逢星期三下午五時五十分至七時五十分（共八講）
3829. 一九九九年五月八日起逢星期六下午一時三十分至三時三十分（共八講）

HISTORY AND ARCHAEOLOGY
歷史及考古學

Tel 電話：2975 5682　　Fax 傳真：2858 3404

8190. 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，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）灰窯製造業；（十）最新科學古物鑑證；（十一）考古遺址；並參觀考古學會發掘過程，及安排參與實習。

導　　師　：盧金球先生B.A. *(Lingnan)*，（前香港考古學會主席）
時　　間　：一九九九年二月廿五日起逢星期四下午六時二十分至七時五十分（共十二講及一次野外實習）
地　　點　：另行通告
全期學費　：六百八十元（野外實習之交通費由學員自付）

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8191. 中國古文物鑑賞 (Appreciation of Chinese Relics)

本課程講授重點在介紹鑑賞中國藝術物品的技巧和怎樣鑑別它們的真偽，同時也涉及品評、維修及保養古文物方面的知識。內容包括：（一）國畫；（二）陶瓷；（三）銅器；（四）玉器；（五）「考古」：國內最新發掘出土文物的分析及其提供的歷史價值和意義。

導　　師　：盧金球先生B.A. *(Lingnan)*，(前香港考古學會主席)
開課日期及時間：一九九九年三月廿四日起逢星期三下午五時五十分至七時二十分（共十二講及一次現場參觀）
地　　點　：另行通告
全期學費　：六百八十元(現場參觀之交通費及入場費由學員自付)

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8192. 香港古物與古蹟 (Hong Kong Antiquities and Monuments)

本課程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）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。

導　　師　：盧金球先生B.A. *(Lingnan)*，（前香港考古學會主席）
開課日期及時間：一九九九年六月七日起逢星期一下午六時至七時三十分（共八講及一次實地考察）
地　　點　：另行通告
全期學費　：四百九十元（實地考察之交通費由學員自付）

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8193. 香港近百年歷史的回顧 (The Past Hundred Years of Hong Kong)

本課程由中英第一次鴉片戰爭說起，回顧本港一百五十年來的滄桑史。內容介紹早期香港的面貌、地理環境、傳統生活習慣與風俗及民間信仰等，並與今日的香港作一個全面的比較。其中對在日治時期港人的生活實況，更有詳細的闡述。講者生於斯長於斯，親身體會淪陷三年零八個月時期的情況，可說是歷史的見證人。本課程對未經第二次世界大戰洗禮的青年人，有提供教育與警惕的作用。五十歲以上的人士，亦可藉本課程重溫舊夢，與講者共同回味過去甘苦。

導　　師　：盧金球先生B.A. *(Lingnan)*，（前香港考古學會主席）
開課日期及時間：一九九九年六月二日起逢星期三下午六時至七時三十分（共八講及一次實地考察）
地　　點　：另行通告
全期學費　：四百九十元（實地考察之交通費由學員自付）

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8194. Appreciation of Chinese Relics

Our knowledge of the time before the existence of a written language comes from surviving relics and antiquities from that period.

This course will teach students how to appreciate Chinese relics and antiquities, with special attention paid to evaluation, maintenance and testing for authenticity of antiquities and relics. Major topics to be covered include Chinese old painting, ceramics, bronze, jade and ancient artefacts uncovered recently from Chinese and Hong Kong archaeological sites. There will be one full-day field trip at a weekend (travelling expenses to be borne by the participants).

Tutor : Lo Kam-kau, James, B.A. *(Lingnan)*, Former chairman of the Hong Kong Archaeological Society

Date & Time : Saturdays, 2:15p.m. – 3:45p.m., starting 6 March 1999

Venue : To be announced

No. of Meetings : 10, plus 1 Field Trip

Fee : $650

3874. Appreciation of Religious Buildings



Among the world's most famous buildings, religious buildings have accounted for quite a number of them due to their architectural uniqueness. In this course, we will focus on a number of these buildings from different religions both in the Eastern and Western cultures in order to come to an understanding of their architectural styles. We will examine the influences of the religious background and culture on the outcome of these buildings.

Medium of Teaching

Chinese, supplemented with English

Tutor : Mr Bernard Chan, B.A., MBA, M.A. *(U.K.)*

Date & Time : Wednesday, 5:55p.m. – 7:25p.m., starting 17 March 1999

Venue : To be announced

No. of Meetings : 10

Fee : $800

3878. The Similarities and Differences of Architecture in the East and West



This course will try to examine the various approaches employed in the Western and Eastern Architecture. In particular their similarities and differences. In order to analyze the architectural syntax used by the two, famous buildings of both styles with diverse types will be studied. Students will be able to learn to appreciate their fundamental architectural approaches and languages.

Medium of Teaching

Chinese, supplemented with English

Tutor : Mr. Bernard Chan, B.A., MBA, M.A. *(U.K.)*

Date & Time : Wednesday, 6:00p.m. – 7:30p.m., starting 26 May 1999

Venue : To be announced

No. of Meetings : 10

Fee : $800

3837. 古今東西方建築欣賞

請參閱第 109頁

LANGUAGES & LITERATURE
語言及文學

English Studies
英國語言及文學

Tel 電話：2975 5689 / 2975 5695 Fax 傳真：2858 3404

General English
- Communicate in English
- Essential English
- Active Grammar
- Academic Writing Skills
- Effective Writing Skills
- Reading for Pleasure
- Effective Listening
- Pronunciation & Fluency
- English Intonation
- Introduction to Public Speaking

Business English
- Certificate Programme in Business English
- Business Correspondence
- Business Speaking & Listening
- Effective Presentations

English for Secondary School Teachers
- Certificate Programme in English Language Teaching (Secondary)
- English Teaching with CD-Rom
- Certificate Course in IT for English Language Teachers

English for Primary School Teachers
- Helping Children Become Better Readers
- Drama in the Classroom

Literature in English
- Certificate Programme in English Literary Studies

Communicate in English

Enquiries: 2975 5681

The ability to communicate effectively in English is essential for work and study in Hong Kong.

These courses provide participants with an opportunity to develop oral fluency through intensive language practice. They will enable students to extend the range of their spoken English so that they can use the language appropriately and creatively as well as accurately. Students will also be able to practise and improve their listening skills through a range of exercises and activities.

The elements of written communication will be dealt with systematically. Students will be exposed to a variety of texts and will carry out tasks designed to improve their understanding of text organization. They will be helped to develop better reading strategies and to write clear, concise, grammatical English on a number of topics in an appropriate style.

These courses will be of interest to those who wish to prepare themselves before applying for a place on a Use of English Certificate course in the autumn. Other applicants who do not have the time to attend our longer English programmes may also be admitted to these courses.

Entry Requirements

To benefit from the course, applicants should have a Grade 'D' in the HKCEE or the equivalent in an approved exam.

Applicants will be accepted on a "first-come, first-served" basis while places are available. Early application is strongly advised. As courses at particular centres are sometimes oversubscribed, applicants are advised to indicate a second choice of course (state the number only) in addition to their first choice.

Courses

In Hong Kong

Venue : 18/F, AIA Tower, 183 Electric Road, North Point, Hong Kong

8101. Sundays, 10:00 a.m. – 1:00 p.m., starting 21 February 1999

Venue : SKH - Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Hong Kong

8102. Fridays, 6:30 – 9:30 p.m., starting 26 February 1999

In Kowloon

Venue : Wah Yan College, 56 Waterloo Road, Kowloon. (MTR: Yau Ma Tei)

8103. Wednesdays, 6:30 – 9:30 p.m., starting 24 February, 1999

8104. Thursdays, 6:30 – 9:30 p.m., starting 25 February 1999

15 meetings Fee: $2,100

Essential English

Enquiries : 2975 5764

This practical course covers the four English skills which are essential for communication: speaking, listening, reading and writing. The course aims to:
- review and consolidate your existing English skills;
- increase your vocabulary;
- practise essential points of grammar;
- help you recognise and correct common errors in English.

This course will be particularly useful if you have not studied English recently and feel that you need to brush up your English, or if you would like to apply for a place in the Foundation English or Practical English programmes in Autumn 1999.

Entry Requirements

To apply for this course you should have grade "E" in English Language (Syllabus B) in HKCEE or an equivalent qualification. You should attach a copy of your certificate to your application form.

Applicants wil be accepted on a "first-come, first-served" basis.

Classes

Venue : SPACE Shun Tak Ctr

8108. Saturdays, 2:30 – 5:30 p.m., starting 24 April 1999

3708. Fridays, 6:30 – 9:30 p.m., starting 16 April 1999

Venue : SPACE North Point Learning Ctr

8109. Sundays, 10:00 a.m. – 1:00 p.m., starting 2 May 1999

Venue : SPACE Admiralty Town Ctr (To be confirmed)

8110. Sundays, 2:00 – 5:00 p.m., starting 2 May 1999

8111. Sundays, 10:00 a.m. – 1:00 p.m., starting 9 May 1999

8112. Sundays, 2:00 – 5:00 p.m., starting 9 May 1999

8113. Mondays & Thursdays, 6:30 – 9:00 p.m., starting 7 June 1999

8114. Tuesdays & Fridays, 6:30 – 9:00 p.m., starting 8 June 1999

Venue : Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wanchai, HK

8115. Mondays, 6:30 – 9:30 p.m., starting 12 April 1999

8116. Wednesdays, 6:30 – 9:30 p.m., starting 10 March 1999

8117. Thursdays, 6:30 – 9:30 p.m., starting 15 April 1999

Venue : Delia Memorial School, Mei Foo

3082. Tuesdays, 6:30 – 9:30 p.m., starting 9 March 1999

3083. Thursdays, 6:30 – 9:30 p.m., starting 25 March 1999

3084. Saturdays, 2:30 – 5:30 p.m., starting 17 April 1999

Venue : SPACE Shek Kip Mei Learning Ctr

3705. Tuesdays, 6:30 – 9:30 p.m., starting 23 March 1999

3706. Wednesdays, 6:30 – 9:30 p.m., starting 7 April 1999

3707. Thursdays, 6:30 – 9:30 p.m., starting 15 April 1999

45 hours in total : classes held once a week have 15 sessions
classes held twice a week have 18 sessions

Fee : $2,100 (including textbooks)

Active Grammar

Enquiries : 2975 5765

This course will revise the basics of English Grammar and develop your grammar skills to a more advanced level.

The course will be practical and you will be able to see grammar in use in typical, everyday situations.

The course tutors will focus on common grammatical errors and help you to recognise and correct them so that you are able to use a greater variety of structures with confidence.

To get full benefit from the course, you must be willing to take part in the activities that you are given.

Entry Requirement

To apply for this course, you should have a Grade "E" pass in English Language (Syllabus B) in the HKCEE or an equivalent qualification. You should submit a copy of your HKCEE certificate with your application.

Applications will be accepted on a "first-come, first-served" basis.

Venue : SPACE Admiralty Town Ctr

8118. Sundays, 2:30 – 5:30 p.m., starting 28 March 1999

8119. Sundays, 2:30 – 5:30 p.m., starting 20 June 1999

Venue : HKU, Main Campus

3877. Sundays, 2:30 – 5:30 p.m., starting 28 March 1999

Venue : Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wanchai, HK

8120. Wednesdays, 6:30 – 9:30 p.m., starting 16 June 1999

Venue : SPACE Shek Kip Mei Learning Ctr

3744. Tuesdays, 6:30 – 9:30 p.m., starting 15 June 1999

3745. Saturdays, 2:30 – 5:30 p.m., starting 15 May 1999
(Note : We expect this class to meet on 22 May which is a public holiday.)

Venue : Delia Memorial School, Mei Foo

3746. Thursdays, 6:30 – 9:30 p.m., starting 13 May 1999

10 meetings (30 hours) Fee : $1,750 (including textbook)

Academic Writing Skills

Enquiries : 2975 5764

This course will help you if you are taking a degree or diploma course that requires you to use English to write university essays. Its aim is to help you express yourself coherently in writing by providing you with examples of academic writing and practice materials. It will take you from paragraph writing to essay writing.

In the course you will learn how to do such essential things as :

- planning before you write;
- organising your ideas;
- developing your ideas;
- revising your writing;
- using language with precision;
- avoiding common errors of grammar and sentence structure;
- editing your writing.

The course will be very practical, with emphasis on guided writing tasks.

Entry Requirements

If you apply for the course, you should either be already studying or about to study a diploma or degree programme that requires you to write English. You should produce evidence that you have been accepted into such a programme at the time of applying.

Applications will be accepted on a "first-come, first-served" basis.

Venue : HKU, Main Campus

3085. Sundays, 10:00 a.m. – 1:00 p.m., starting 28 March 1999

Venue : SPACE Admiralty Town Ctr (To be confirmed)

3086. Sundays, 10:00 a.m. – 1:00 p.m., starting 20 June 1999

Venue : Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wanchai, HK

3709. Tuesdays, 6:30 – 9:30 p.m., starting 8 June 1999

Venue : SPACE Shek Kip Mei Learning Ctr (To be confirmed)

3710. Wednesdays, 6:30 – 9:30 p.m., starting 9 June 1999

10 meetings (30 hours) Fee : $2,000 (including textbook)

Effective Writing Skills

Enquiries : 2975 5764

Do you have problems in getting your message across when writing English? Do you feel embarrassed by the style of your written English? If so, this course will help you solve these problems.

The course teacher will focus on many of the common problem areas that are faced by language learners to help you to recognise and correct your errors.

The classes will be run as workshops that get you fully involved, so you will have plenty of opportunity to practise writing. All the materials used on the course have been designed specifically for the workshops, so there will be no need for you to buy a textbook.

Our aim is to help you to write well-structured English that is interesting, easy to understand and easy to read. You will learn essential writing skills so that you can get your meaning across to the reader, whatever you are writing.

Entry Requirements

In order to benefit from the course, you should have a Grade "D" pass in English Language (Syllabus B) in the HKCEE. You should submit the following with your application:

(1) a copy of your HKCEE certificate.
(2) a letter stating why you think the course will benefit you.

Enrolment will be by selection of those most likely to benefit from the course of instruction.

Venue : SPACE Admiralty Town Ctr (To be confirmed)

8132. Thursdays, 6:30 – 9:30 p.m., starting 10 June 1999

8133. Saturdays, 2:30 – 5:30 p.m., starting 12 June 1999

(Closing Date for Applications : 22 May 1999)

10 meetings (30 hours) Fee : $1,650

Reading for Pleasure



Enquiries : 2975 5764

This course will suit you if you want to develop your English reading skills in an enjoyable and relaxed manner, with a view to extending your vocabulary and subsequently building up your confidence in speaking English.

The course will :

- introduce you to the techniques of reading;
- show you how to pick out useful and important vocabulary from different types of texts;
- help you develop an awareness of the meaning and use of words from contextual clues;
- give you tips on how to read for exams as well for as pleasure without worrying about new words and phrases.

The texts you read will include contemporary newspaper and magazine articles, short stories, and poems.

The techniques you learn on this course will help you on any future English courses that you take.

To benefit most from the course, you must be willing to take part in the full range of activities that the course will include. You must also be willing to read for yourself outside of class.

Entry Requirements

If you apply for this course, you should have grade "E" in English Language (Syllabus B) in HKCEE or an equivalent qualification. Copies of certificates awarded should be attached to your application form.

Applications will be accepted on a "first-come, first-served" basis.

Venue : SPACE Admiralty Town Ctr (To be confirmed)

3748. Mondays, 6:30 – 9:30 p.m., starting 14 June 1999

6 meetings (18 hours) Fee : $900

8123. Effective Listening

Enquiries: 2975 5681

This course is intended for students who wish to practise and improve their listening skills through a range of lively communicative activities.

Listening, traditionally thought of as a "passive skill", is in fact an active process. The listener first sorts out from a stream of sound what is significant, then interprets the message taking account of such factors as the age, status and presumed attitudes of the speaker, the degree of shared knowledge, the circumstances in which the utterance occurs, speed of speech, pauses, tone of voice, facial expression, body language etc.

Students will be exposed to a wide variety of interesting listening materials such as songs, news, interviews, drama, meetings, announcements, instructions, telephone conversations, stories etc.

The tasks have been designed to integrate listening with the other skills and to help participants develop greater confidence not just in listening comprehension but also in *interpretative listening* - in sorting out what is *meant* from what is *said*. In order to benefit from the course, applicants should have a Grade 'E' or above in the HKCEE or the equivalent in an approved exam.

Date & Time : Sundays, 10:00a.m. – 1:00p.m., starting 28 February 1999 (8 meetings)

Venue : Rm 1803, 18/F, AIA Tower, 183 Electric Road, North Point, Hong Kong

Fee : $960

Pronunciation & Fluency

Enquiries : 2975 5765

This is a very practical course that will give you lively and realistic discussion and conversation practice, with immediate feedback from highly-trained native English speakers. The course aims are :

- to help you improve your English pronunciation;
- to help you become a more fluent and confident speaker of English in different situations;
- to help you increase your range of useful English vocabulary;
- to introduce you to different native speaker accents.

The course tutors will pay very close attention to your individual pronunciation problems.

To benefit most from the course, you must be willing to take part in the full range of activities that the course will include.

Entry Requirements

If you apply for this course, you should have grade "E" in English Language (Syllabus B) in HKCEE or an equivalent qualification. Copies of certificates awarded should be attached to your application form.

Applications will be accepted on a "first-come, first-served" basis.

Venue : SPACE Admiralty Town Ctr

8126. Wednesdays, 6:30 – 9:30 p.m., starting 23 June 1999

8127. Sundays, 2:30 – 5:30 p.m., starting 11 April 1999

8128. Sundays, 2:30 – 5:30 p.m., starting 27 June 1999

Venue : Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wanchai, HK

8125. Wednesdays, 6:30 – 9:30 p.m., starting 7 April 1999

8129. Thursdays, 6:30 – 9:30 p.m., starting 8 April 1999

8130. Thursdays, 6:30 – 9:30 p.m., starting 24 June 1999

3739. Fridays, 6:30 – 9:30 p.m., starting 11 June 1999

Venue : SPACE Shek Kip Mei Learning Ctr

3740. Saturdays, 2:30 – 5:30 p.m., starting 10 April 1999 (Note : We expect this class to meet on 1 May and 22 May which are public holidays.)

3742. Saturdays, 2:30 – 5:30 p.m., starting 26 June 1999

Venue : Delia Memorial School, Mei Foo

3741. Saturdays, 2:30 – 5:30 p.m., starting 10 April 1999 (Note : We expect this class to meet on 1 May and 22 May which are public holidays.)

3743. Saturdays, 2:30 – 5:30 p.m., starting 26 June 1999

10 meetings (30 hours) Fee : $1,650

8131. English Intonation

Enquiries: 2975 5689

This is a short introductory course in intonation in English. It will introduce participants to the main features of sentence stress, rhythm, pitch, the falling tone, the rising tone, and the uses to which these two tones can be put. Also included will be information on focus and the appropriate placing of main stress, so that students learn to indicate meaning clearly. In order to make good progress, students should be prepared to put into practice what they are learning and plenty of opportunity will be given for this. Those whose work brings them into contact with native speakers of English should find the course of particular interest, especially as they will be able to use outside the classroom what they are learning inside it. (A course outline is available upon request. Tel.: 2975 5689)

In order to benefit from the course, applicants should have a grade "E" pass in English Language (Syllabus B) in the HKCEE.

Tutor : John Bensly, M.A. *(Oxon)*, M.A. *(Reading)*

Date & Time : Tuesdays, 6:30 – 9:00 p.m., starting 23 March 1999

Venue : SPACE Admiralty Town Ctr

No. of meetings : 6

Fee : $600

3698. Introduction to Public Speaking

Enquiries: 2975 5681

This 10-week course will teach you how to overcome your fear of public speaking and become a successful presenter for all occasions. The course follows a well-established, well-graded and proven programme beginning with short personal presentations of only a few minutes, continuing through spontaneous speaking techniques and ending with longer presentations on specialised issues. Particular attention is paid to the organization of the content of a good speech and also its presentation both in terms of both verbal and non-verbal communication.

Enrolment is limited to 25

Tutor	: Norman Bird, B.A., M.Phil., Ph.D. *(London)*, President (1997-98), Toastmasters International - Hong Kong Achievers Club
Date & Time	: Sundays, 11:30 a.m. – 1:00 p.m., starting 14 March 1999
Venue	: A206, Run Run Shaw Building, HKU
No. of meetings	: 10
Fee	: $750



SPACE exhibition panels on the University of Hong Kong 1998 Open Days attracted many visitors

Business English

Certificate Programme in Business English

Enquiries: 2975 5695

What are the Aims of the Programme ?

The SPACE Certificate Programme in Business English has been specially designed to help anyone who has to use English in everyday work situations. It is suitable for students from all walks of life.

Its two main aims are :

- To improve your ability to carry out the English language writing tasks you may be faced with at work, by helping you to express yourself clearly and concisely on paper.
- To give you greater confidence and fluency when speaking English in front of others in situations that you are likely to encounter in your work.

How is the Programme Organised ?

- It consists of three Parts, each with 30 hours of classroom instruction.
- If you wish to be awarded the SPACE Certificate in Business English, you must complete all three Parts, totalling 90 hours of classroom instruction. These Parts must be completed within two years.
- At the end of each Part you will be sent a letter that tells you whether or not you have completed it successfully. Our decision will be based on your attendance, your on-course work and your performance in a final examination.
- Each Part will be complete in itself, though we hope that you will do the whole programme. However, if you do not wish to complete the full Certificate programme, you can apply to take any individual Part that you are interested in, without any requirement to apply for another Part.

What do the Parts consist of ?

The focus of the different Parts is :

Part 1 - Modern Business Writing Skills (External)

- The focus of this Part is writing. We will cover several different kinds of useful letters that you might send to a different company or organisation. A feature of this Part is that it will include two workshops in which you have to write letters based on real life situations.

Part 2 - Modern Business Writing Skills (Internal)

- The focus of this Part is writing. We will cover the skills involved in writing memos, minutes and short reports, which are all things that you might have to write within the company or organisation you work for.

Part 3 - Modern Business Oral Skills

- This Part will concentrate on developing the speaking and listening skills that are essential in a work environment.

These different Parts can be taken in any order. For instance, Part 1 does not have to be finished before Part 2.

How can you enter the Programme ?

Entrance Test

All applicants must take an entrance test, which will last about 75 minutes. The test has two parts : grammar and writing.

The entrance test takes place at the following times :

At the SPACE Admiralty Town Centre (3/F, Admiralty Centre, [Exit A, Admiralty MTR Station])

27 February 1999 (Saturday)	2:00 p.m., 4:00 p.m.
1 March 1999 (Monday)	6:30 p.m.

15 May 1999 (Saturday) 2:00 p.m., 4:00 p.m.
19 May 1999 (Wednesday) 6:30 p.m.

Having chosen the most suitable time to take the test, you must fill out an entrance test application form at any SPACE office.

Note : The **minimum** qualification that you 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 $70 will be made to cover the cost of processing this test. The purpose of the test is to ensure that you are only accepted into the programme if it is suitable for you.

Admission to the Course

You will be informed of your performance in the entrance test as soon as possible after the test. You can then apply for firm entry to the Part of your choice. Applications will be accepted on a "first-come, first-served" basis.

Part 1 - Modern Business Writing Skills (External)

Part 1 will focus on writing, concentrating on the skills that are essential for people who have to write to a different company or organisation. It will include :

- general principles of business writing;
- job application letters;
- letters of enquiry and replies to them;
- complaint letters;
- workshops to help you write letters that are based on real situations.

The lessons will not consist of a series of lectures that just tell you the principles of letter writing. They will require you to take a full part in practical activities and so will include a lot of practice. The teachers will pay a great deal of attention to correcting and explaining the language mistakes that Hong Kong students often make.

At all times, the emphasis will be on helping you to organise what you say, so that your meaning is clear and unambiguous.

Venue : SPACE Admiralty Town Ctr

8136. Sundays, 10:00 a.m. – 1:00 p.m., starting 11 April 1999

3379. Sundays, 10:00 a.m. – 1:00 p.m., starting 27 June 1999

8137. Thursdays, 6:30 p.m. – 9:30 p.m., starting 1 April 1999

3380. Tuesdays, 6:30 p.m. – 9:30 p.m., starting 15 June 1999

Students will be required to buy a textbook costing about $150. This is the same book that used in Part 2.

(10 meetings) 30 hours Fee : $1,650

Part 2 - Modern Business Writing Skills (Internal)

Part 2 will also focus on writing, though the emphasis will now be on the writing that is done within a company or organisation. It will include :

- memos;
- minutes;
- short reports.

As with Part 1, the approach that our teachers take will be very practical. They will set a lot of activities that you will be expected to take a full part in. As in Part 1, they will put a lot of effort into correcting and explaining the language mistakes that Hong Kong students often make.

Venue : SPACE Admiralty Town Ctr

8143. Sundays, 10:00 a.m. – 1:00 p.m., starting 11 April 1999

8144. Sundays, 10:00 a.m. – 1:00 p.m., starting 27 June 1999

3766. Mondays, 6:30 p.m. – 9:30 p.m., starting 12 April 1999

Venue : Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wanchai, HK

8145. Wednesdays, 6:30 p.m. – 9:30 p.m., starting 23 June 1999

Students will be required to buy a textbook costing about $150. This is the same book that used in Part 1.

(10 meetings) 30 hours Fee : $1,650

Part 3 - Modern Business Oral Skills

Part 3 will focus on the listening and speaking skills that you may need in a modern work environment. It will include :

- telephoning;
- networking;
- taking part in and chairing meetings;
- conducting and attending interviews;
- receiving and entertaining visitors.

You will be exposed to a variety of realistic work contexts and will carry out tasks designed to improve both your listening and speaking skills. The methods used will include group work, rôle play, and simulations.

Venue : SPACE Admiralty Town Ctr

3756. Sundays, 2:30 p.m. – 5:30 p.m. starting 11 April 1999

Venue : Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wanchai, HK

8139. Wednesdays, 6:30 p.m. – 9:30 p.m., starting 31 March 1999

3757. Wednesdays, 6:30 p.m. – 9:30 p.m., starting 16 June 1999

Venue : SPACE Shek Kip Mei Learning Ctr

8140. Mondays, 6:30 p.m. – 9:30 p.m., starting 21 June 1999

(10 meetings) 30 hours Fee : $1,650

Business Correspondence

Enquiries: 2975 5695

This course will suit you if you 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 you 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 your writing;
- have improved your grammatical accuracy;
- have enlarged your business vocabulary.

The classes will allow you to practise the conventions and expressions used in modern business correspondence. We will cover important functions of business letters, such as requesting information, complaining, and apologising.

Entry Requirements

You should have grade "E" in English Language (Syllabus B) in HKCEE or an equivalent qualification. You should attach a copy of your certificate to your application form. If you have a higher qualification you will not usually 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 : SPACE Admiralty Town Ctr

8146. Fridays, 6:30 p.m. – 9:30 p.m., starting 9 April 1999

Venue : SPACE North Point Learning Ctr

3087. Fridays, 6:30 p.m.– 9:30 p.m., starting 2 July 1999

10 meetings (30 hours) Fee : $1,750 (including textbook)

Business Speaking and Listening

Enquiries: 2975 5695

This course will help you to develop your English listening and speaking skills in a business context.

You will be given a variety of exercises that include grammar, vocabulary and pronunciation work.

Real-life business situations will introduce you to the language used when doing things like :

- giving and understanding directions;
- meeting people for the first time;
- taking and leaving telephone messages;
- making comparisons;
- talking about business trips.

To get full benefit from the course you must be prepared to take a full part in the activities and exercises given to you.

To apply for this course, you should have a Grade "E" pass in English language in HKCEE (Syllabus B) or an equivalent qualification. You should attach a copy of your certificate to your application form.

Applications will be accepted on a "first-come, first-served" basis.

Venue : SPACE Shek Kip Mei Learning Ctr

3109. Mondays, 6:30 p.m. – 9:30 p.m., starting 29 March 1999

Venue : Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wanchai, HK

3110. Tuesdays, 6:30 p.m. – 9:30 p.m., starting 30 March 1999

3088. Tuesdays, 6:30 p.m. – 9:30 p.m., starting 22 June 1999

Venue : Delia Memorial School, Mei Foo

3760. Saturdays, 2:30 p.m. – 5:30 p.m., starting 10 April, 1999 (We expect this class to meet on 1 May and 22 May which are public holidays)

3761. Saturdays, 2:30 p.m. – 5:30 p.m., starting 26 June 1999

10 meetings (30 hours) Fee : $1,750 (including textbook)

Effective Presentations

Enquiries : 2975 5695

This practical course will benefit you if you :

- have to make presentations in English but feel uncomfortable about doing so;
- want to prepare yourself for giving presentations in the future.

Among the key presentation and language skills covered will be :

- starting and concluding a presentation;
- ways of making a transition from one part of a presentation to the next;
- useful words and phrases for linking ideas;
- describing graphs, charts and trends;
- using body language to emphasise and minimise your message;
- preparing and using visual aids;
- dealing with questions.

You will be shown examples of good and bad presentations for analysis and discussion, to help you avoid making the mistakes that many people make when giving presentations.

After practising the skills you have been taught, you will have a chance to give a final presentation on a subject of your choice to the rest of the class.

To apply for this course, you should have a Grade "D" pass in the HKCEE (Syllabus B) or an equivalent qualification. You should attach a copy of your certificate to your application form.

Applications will be accepted on a "first-come, first-served" basis.

Note : Though this course deals with the techniques of giving a good presentation, it is primarily an English language course. You should only apply for a place on this course if you want to practise and improve your English language skills.

Enrolment is limited to 12 to allow you to practise what you learn to the full.

Venue : SPACE Admiralty Town Ctr

3111. Sundays, 2:30 p.m. – 5:30 p.m., starting 11 April 1999

3112. Sundays, 2:30 p.m. – 5:30 p.m., starting 27 June 1999

3113. Thursdays, 6:30 p.m. – 9:30 p.m., starting 24 June 1999

Venue : SPACE Shek Kip Mei Learning Ctr

3752. Wednesdays, 6:30 p.m. – 9:30 p.m., starting 31 March 1999

10 meetings (30 hours) Fee : $2,500 (including textbook)

English for Teachers

ENGLISH FOR SECONDARY SCHOOL TEACHERS

Certificate Programme in English Language Teaching (Secondary) (Course numbers : 8148, 3689, 3690, 3691, 3692)

Enquiries : 2975 5689

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
Autumn 98	Core A	1 – 4
Spring 99	**Core B**	**5 – 8**

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 from Education Department for these courses. See Page XX.

8148. English Language Teaching: recent trends and current classroom practice (Core B)

Aims

The aim of this course is to assist teachers who face the difficult task of teaching English in a lively and interesting way to large classes of poorly motivated pupils.

Objectives

To explore a range of practical classroom techniques while keeping in mind the constraints which the syllabus and exam pressure place on the teacher.

Syllabus

Session 1 Communicative Language Teaching in Hong Kong: Issues and Plans for action
Session 2 Planning for Teaching
Session 3 Presenting and Practising Language
Session 4 Focus on Reading Skills
Session 5 Focus on Listening Skills
Session 6 Focus on Speaking Skills
Session 7 Focus on Writing Skills
Session 8 Open Forum

Teaching/Learning method

Classes will use a combination of tutor input, pair and group discussion, and workshops.

Recommended Reading

There are no set readings for this course. The tutor will suggest some background reading during the course.

Assessment

Assessment will be 100% coursework.
Individual Assignment 1 (due week 4) 20%
Individual Assignment 2 (due week 7) 80%

Enrolment is limited to 30

Tutor : Carol MacLennan, B.Ed., M.Phil., M.A., M.Ed. *(Waikato)*, M.A. *(Reading)*, Ph.D. *(H.K.)*

Date & Time : Saturdays, 9:30 a.m. – 12:00 noon, starting 17 April 1999

Venue : SPACE Shek Kip Mei Learning Ctr

No. of meetings : 8

Fee : $1,180

3689. Practical Approaches to Reflective Practice (Optional Module)

Aims

This course aims to help teachers to develop practical skills which will enable them to apply a range of reflective practices to their everyday teaching experience.

Objectives

At the end of the course, participants should be able to: (1) describe the advantages and limitations of five approaches to reflective practice, and (2) select and apply one or more of those approaches to their own particular context and setting.

Syllabus

Session 1 Viewing video recordings of ourselves and other teachers
Session 2 Writing our own journal entries and reading those of other teachers
Session 3 Receiving and giving peer observation feedback on each other teaching
Session 4 Designing and using questionnaires to collect feedback from our students
Session 5 Designing and carrying out small-scale action research projects

Teaching/Learning method

The approach will be a series of workshops based on tutor input, pair and group discussions.

Recommended Reading

There are no set readings for this course. The tutor will suggest some background reading during the course.

Assessment

Assessment will be 100% coursework.
Individual Assignment 1 (due week 2) 30%
Individual Assignment 2 (due week 5) 70%

Enrolment is limited to 30

Tutor : Andy Curtis, B.Ed. *(Sunderland)*, M.A., Ph.D. *(York)*, Lecturer in English, Hong Kong Polytechnic University

Date & time : Tuesdays, 6:00 – 9:00 p.m., starting 23 February 1999

Venue : SPACE Shek Kip Mei Learning Ctr

No. of meetings : 5

Fee : $885

3690. Managing Individual and Institutional Change in Schools (Optional Module)

Aims

This course aims to draw on teachers' existing experience of changes in schools to address the question of how to manage current and future changes.

Objectives

By the end of this course, participants will be able to: (1) describe the processes of educational change within schools, and (2) apply general principles to their own particular context and setting.

Syllabus

Session 1 What do we mean by 'change'?
Session 2 Why and how does change occur?
Session 3 Why are the differences and similarities between individual and institutional change?
Session 4 What skills and knowledge do teachers need to be able to manage change well?
Session 5 How can change be managed in a way that leads to positive, successful outcomes?

Teaching/Learning method

The approach will be a series of workshops based on tutor input, pair and group discussions.

Recommended Reading

There are no set readings for this course. The tutor will suggest some background reading during the course.

Assessment

Assessment will be 100% coursework.
Individual Assignment 1 (due week 2) 30%
Individual Assignment 2 (due week 5) 70%

Enrolment is limited to 30

Tutor : Andy Curtis, B.Ed. *(Sunderland)*, M.A., Ph.D. *(York)*, Lecturer in English, Hong Kong Polytechnic University

Date & Time : Thursdays, 6:00 – 9:00 p.m., starting 4 March 1999

Venue : SPACE Shek Kip Mei Learning Ctr

No. of meetings : 5

Fee : $885

3691. Basic Linguistics for Language Learners II : An Introduction to the History of English and Its Application to Effective Language Learning (Optional Module)

Aims

The aim of this course is to:

1. introduce students to the meaning and scope of historical and comparative linguistics with particular reference to English;
2. raise the students' awareness of relationships among the language from which English is derived, and to use this awareness to learn these languages both more effectively and efficiently.

Objectives

To give further practice in understanding and applying linguistic methodologies to personal language improvement with particular reference to English.

Syllabus

Session 1 Introduction: The scope of comparative, contrastive and historical linguistics.
Session 2 The World's Major Language Families, with particular reference to the Sino-Tibetan and Indo-European Groups.
Session 3 From Indo-European to Old English (4,200 B.C. to 450 A.D.).
Session 4 The Germanic element in English: An introduction to English phonology, morphology, lexis and syntax.
Session 5 Christianity and English. The Latin element in English Language, culture and literature.
Session 6 England Nordic cousins - the Vikings and the Normans. Old and Middle English language and literature.
Session 7 The English and the French - Cousins and Rivals. French and other Romance elements in English language, culture and literature.
Session 8 The Greeks, Greek and the Renaissance in England. The Greek and other Renaissance elements in the English language, culture and literature.
Session 9 Trade, imperialism and neo-colonialism. Non-Western elements in the English language, culture and literature since the first Elizabethan period.
Session 10 English Today and Its Possible Future. Investigating the changes in the English language since the Second World War and their possible consequences for the future.

Teaching/Learning method

Classes will involve tutor input and class practice, including pair and small group work.

Recommended Reading

There are no set readings for this course.

Assessment

Assessment will be 100% coursework.
Individual Assignment 1 (due week 4) 20%
Individual Assignment 2 (due week 7) 80%

Enrolment is limited to 30

Tutor : Norman Bird, B.A., M.Phil., Ph.D. *(London)*

Date & Time : Sundays, 9:45 – 11:15 a.m., starting 14 March 1999

Venue : HKU, Main Campus

No. of meetings : 10

Fee : $885

3692. Pronunciation for Cantonese Speakers (Optional Module)

Aims

This course aims to help teachers to tackle the common pronunciation problems encountered in English learners in Hong Kong. It aims to improve teachers' own shortcomings, as well as give instruction on how to improve the awareness and performance of students.

Objectives

At the end of the course, participants should be able to recognize the major sources of phonological difficulty for Cantonese learners of English, make appropriate improvements in their own pronunciation and produce a range of instructional material for student learning.

Syllabus

Session 1 Basics of phonology. The phonemes of English and Cantonese contrasted. Production of sounds by the vocal organs - voicing and points of articulation.
Session 2 Minimal pair exercises. Word endings and consonant clusters. Exercises in basic contrasts.
Session 3 Word stress and its significance. Rhythm and intonation. Practising the pronunciation of difficult words.
Session 4 Normal rhythm and the manipulated forms of rhyme and poetry. Review of pronunciation material so far.
Session 5 Intensive practice of individual problems diagnosed during the course. Tone - lexical and non-lexical functions. Intonation and prominence patterns in English and their relation to meaning.

Teaching/Learning method

Classes will involve tutor input and class practice, including pair and small group work.

Recommended Reading

There are no set readings for this course. The tutor will suggest some background reading during the course.

Assessment

Assessment will be 100% coursework.
Individual Assignment 1 (due week 2) 20%
Individual Assignment 2 (due week 5) 80%

Enrolment is limited to 30

Tutor : Geoff Smith, B.Sc. *(Bristol)*, P.G.C.E. *(Sussex)*, M.Phil. *(PNG U. of Tech.)*, Associate Professor, English Centre, HKU

Date & Time : Saturdays, 9:30 a.m. – 12:30 p.m., starting 6 March 1999 (5 meetings)

Venue : HKU, Main Campus

No. of meetings : 5

Fee : $885

3780-3781. English Teaching with CD-ROM

For course details, please see p.61 in Computer Science & Information technology Section, Division of Applied Science.

3784-3785. Certificate Course in IT for English Language Teachers

For course details, please see p.54 in Computer Science & Information Technology Section, Division of Applied Science.

ENGLISH FOR PRIMARY SCHOOL TEACHERS

3693. Helping Children Become Better Readers

Enquiries : 2975 5689

Aims

This course aims to introduce basic concepts on reading, and to help teachers devise teaching strategies for reading.

Objectives

At the end of the course, participants should be able to : (1) describe basic concepts of reading, and (2) devise appropriate teaching strategies for motivating children to read as well as developing children's reading skills.

Syllabus

Session 1 Stages of development and the reading process
Session 2 From reading aloud to silent reading to individualized reading
Session 3 Semantic mapping/webbing - reading comprehension and vocabulary development
Session 4 Developing reading skills through children's literature
Session 5 Tools for assessment and evaluation

Teaching/Learning method

Classes will use a combination of tutor input, pair and group discussion and workshops.

Recommended Reading

There are no set readings for this course. The tutor will suggest some background reading during the course.

Assessment

Students will not be assessed as the course is not currently accredited. However, they will be expected to complete group/ individual assignments.

Enrolment is limited to 30

Tutor : Joyce Yip, B.A. *(HKPU)*, P.G.D.E. *(CUHK)*, M.A. *(CityUHK)*

Date & Time : Fridays, 6:30 – 9:30 p.m., starting 26 February 1999

Venue : SPACE Shek Kip Mei Learning Ctr

No. of meetings : 5

Fee : $885

Fee Refunds : Teachers may apply for a half fee refund from Education Department for this course. See Page XX.

3694. Drama in the Classroom

Enquiries : 2975 5689

Aims

This course aims to give practice and guidance to primary teachers who wish to use drama as a teaching aid in the classroom.

Objectives

At the end of this course, teachers should be able to:

1. design drama lessons based on fairy tales, Chinese/other stories and cross-curricular themes using a wide range of drama conventions
2. design and produce a short presentation based on a theme e.g. the weather, which incorporates excerpts of poetry, prose, movement music and drama
3. select appropriate drama games for use in class

Syllabus

Session 1 Drama Conventions 1: introduction to drama conventions, exploring fairy tales through drama conventions
Session 2 Exploring Chinese and other stories through drama conventions
Session 3 Exploring cross-curricular themes through drama conventions
Session 4 Thematic Speaking 1: introduction to thematic speaking, techniques
Session 5 Thematic Speaking 2: practical experience in designing and producing a thematic speaking script
Session 6 Drama Games: warming-up games, concentration games, calming games

Teaching/Learning Method

Classes will use a combination of teacher input, pair and group discussion, tasks and workshops.

Recommended Reading

There are no set readings for this course. The tutor will suggest some background reading during the course.

Assessment

Students will not be assessed as the course is not currently accredited. However, they will be expected to complete group/ individual assignments.

Enrolment is limited to 30

Tutor : Catherine O'Brien, B.Ed., A.L.S.M., A.R.I.A.M., L.T.C.L. (& guest speaker)

Date & Time : Saturdays, 2:30 – 5:00 p.m., starting 8 May 1999

Venue : SPACE Admiralty Town Ctr

No. of meetings : 6

Fee : $885

Fee Refunds : Teachers may apply for a half fee refund from Education Department for this course. See Page XX.

Literature in English

Certificate Programme in English Literary Studies (Course numbers 619, 3695, 3696, 3697)

Enquiries : 2975 5689

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 repeating 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:

Spring 1999	CORE 1	Reading short fiction
Autumn 1999	CORE 2	Reading poetry
Spring 2000	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.

Fee Refunds : Teachers may apply for a half fee refund from Education Department for these courses. See Page XX.

619. Reading Short Fiction (Core Module)

V.S. Pritchett described the short story as: "...the glancing form of fiction that seems to me right for the nervousness and restlessness of contemporary life." This course will introduce some (contemporary) short stories in English. The texts will be selected not just for their intrinsic merits but in order to illustrate devices and techniques used in narrative fiction. These will include plot types, modes of characterisation, point(s) of view, patterns of sound and grammar.

There will be stories of mystery, psychology, humour and horror, the exotic, the erotic, the political and the social. Stories of quality which will repay the effort of reading them. The classes will not be lectures about stories but discussions, workshops and readings, augmented where appropriate by audio-visual materials.

Applicants should have a good reading knowledge of English, a willingness to participate in discussion and, above all, an interest in literature.

Enrolment is limited to 25

Tutor : Mike Ingham, B.A., M.A. *(Oxon.)*, P.G.C.E. *(London)*, Ph.D. *(H.K.)*, Lecturer, Hong Kong Institute of Education

Date & Time : Saturdays, 2:00 – 5:00 p.m., starting 17 April 1999

Venue : HKU, Main Campus

No. of meetings : 7

Fee : $1,180

3695. Introducing Critical Theory (Optional Module)

Contemporary critical theory - meaning by this structuralism, post-structuralism, deconstruction; post-structuralist psychoanalysis, Marxism and post-Marxism, and new work on gender, race and sexuality - has been on the scene for over thirty years now. It has decisively changed the ways in which we see literary texts, culture and society, people and their relationships to themselves and to others and the whole status of "truth" in philosophy and politics and literature. No-one can now afford not to know about critical theory, and to be able to use its terms is clearly invaluable.

This course simply sets out to explain just where we are and what has happened over the past thirty years. All jargon and critical terms will be clarified, and explanations focused as far as possible on texts for illustration.

1. Marxism and Modernism
   Marx's stress on "poetry of the future" to break the power of ideology relates to the revolution of the word in modernism and creates new ways of reading the text, symptomatically. Here we will look at Marx, Althusser, Macherey and Jameson.

2. The Textual Unconscious
   Freud and "the return to Freud" of Jacques Lacan relates language to the unconscious and to repression: this session will show how language is not the property of the individual subject but creates the subject.

3. Reading Gender
   The work of Marx on ideology and of Lacan on the unconscious is supplemented here by post-Lacanian feminism, which has shown that the subject who speaks is gendered, and that gender is one of the most powerful of ideologies. Discussion of Kristeva, Hélène Cixous and Luce Irigaray.

4. Deconstructing the Text
   An introduction to the work of Barthes and of Derrida, to investigate the notion of the "text" and "textuality" in relation to the claim that textuality undoes ideology and gender-determinations.

5. The impact of Nietzsche
   A reading of post-structuralist thought and its politics. Writers considered include Bataille and Blanchot, Foucault and Deleuze, in the light of Nietzsche and Heidegger appropriations of Nietzsche.

Enrolment is limited to 25

Tutor : Professor Jeremy Tambling, B.A. *(York)*, M.Phil. *(Notts.)*, Ph.D. *(Essex)*, Reader, Dept. of Comparative Literature, HKU

Date & Time : Tuesdays, 6:30 – 9:30 p.m., starting 2 March 1999

Venue : HKU, Main Campus

No. of meetings : 5

Fee : $885

3696. Creative Writing (Optional Module)

This course is designed to help students write in a genre of their choice: poetry, fiction, or creative non-fiction. The goal of the course will be for the students to complete a work in one of these genres. Students will do intensive writing exercises to liberate their imaginations, keep a journal to develop materials for their creative work, and participate in workshops in which their own writing and that of their classmates will be critiqued. The first two of the five sessions will focus on finding materials for literature in one's own life, and the final three sessions will be devoted to the writing and revision of these materials. Emphasis will be placed on finding and developing one's own writing style and voice.

Enrolment is limited to 25

Tutor : Sandra Hutchison, B.A., M.A. *(W.Ontario)*, Ph.D. *(Toronto)*

Date & Time : Saturdays, 2:00 – 5:00 p.m., starting 27 February 1999

Venue : SPACE Shek Kip Mei Learning Ctr

No. of meetings : 5

Fee : $885

3697. An Introduction to the Literature of Childhood (Optional Module)

- This course aims to explore some of the literature of childhood - from the late eighteenth century to the present day.
- Students will have the opportunity to explore the subject through a diverse range of literary and non-literary texts and to evaluate images of children and childhood across both poetry and prose.
- Students will be encouraged to examine the historical context of each text with the help of non-literary material on the subject of childhood and children. (selections from Rousseau, Freud, Lawrence Stone, Blake Morrison and others)
- Students will be invited to make comparative and contrastive evaluations of these texts with relevant literature from their own cultural backgrounds.
- This course will be of special interest to primary and secondary school teachers.

Session 1 Literary texts for this session will include William Blake *Songs of Innocence and of Experience*. We will look at the theory of Original Sin and look at how commentators such as Rousseau stimulated a "Golden Age" account of childhood for later poets and writers.

Session 2 This session will continue the exploration of childhood by writers of the Romantic period. Texts will include selections from Wordsworth *The Prelude* (Books 1 and 2), the poetry of Coleridge, and poems by women writers. This session will question how these writers shape oppositions between adults and children.

Session 3 This class will focus on childhood in the nineteenth century. We will look at extracts from *Great Expectations* and explore how Dickens presents a varied account of childhood in a rapidly industrialising society. We will also look at extracts from studies on the subject (such as Linda Pollock's *Forgotten Children: parent-child relations from 1500-1900*) as well as short extracts on childhood by Victorian writers like J.S. Mill.

Session 4 This session will look at early twentieth-century constructions of childhood and children in Henry James' *The Turn of the Screw*. We will look briefly at Freudian constructions of the child and some ambivalent images of childhood in fiction.

Session 5 This session will look at contemporary explorations of childhood through British and Irish poetry. We will consider a selection of poems by Seamus Heaney, Tony Connor, Liz Lockhead, Philip Larkin and others. We will also look at the importance of the James Bulger case in modern British attitudes to the child, and we will examine how poets like Blake Morrison, Kate Clanchy and Colette Bryce responded to it.

Enrolment is limited to 25

Tutor : Caroline Lewis, B.A. *(London)*, M.Phil. *(Oxford)*, P.G.C.E *(Cambridge)*

Date & Time : Wednesdays, 6:30 – 9:30 p.m., starting 24 February 1999

Venue : HKU, Main Campus

No. of meetings : 5

Fee : $885

European Languages

Enquiries: 2975 5695

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
- Italian

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 you must complete Level 3 by attending at least 75% of all classes and passing the final exams.
- Ideally, you enter the programme at Level 1, progress to Level 2 and then to Level 3. However, If you already have sufficient knowledge of French and Spanish, you can get direct entry to Level 2 or Level 3.
- There is no obligation to complete the whole programme. If you just want to take a lower Level, you can do so.
- 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 after finishing one Level you can join the next Level up on the same days of the week and in the same teaching location as the lower Level you have just finished.

German & Italian

The SPACE German and Italian programmes consist of a single course with 95 hours of instruction. The next German and Italian courses start in Autumn 1999.

Certificate Programme in French Language

French : Level 1

This course is for complete beginners. By the end of the course you should :

- understand and use basic French grammar;
- introduce yourself and talk about your interests, things, you like to do and things you have recently done;
- ask and reply to simple questions;
- understand the essentials of French pronunciation;
- handle simple shopping situations.

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon. (entrance from Kimberley Road, Tsim Sha Tsui)

8161. : Mondays & Wednesdays, 6:30 – 8:15 p.m., starting 3 March 1999

32 meetings (56 hours) Fee : $2,000

If you complete Level 1 successfully, you can take Level 2 on Mondays & Wednesdays at St Mary's College in Autumn 1999.

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, you should be able to use French confidently and clearly to :

- talk about your possessions;
- order food in a restaurant;
- ask for and give directions;
- ask for and give information about time and schedules;
- hold a basic conversation with a native speaker of French.

In addition, you will :

- extend your active vocabulary;
- consolidate your understanding of French grammar.

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon. (entrance from Kimberley Road, Tsim Sha Tsui)

8156. : Tuesdays & Thursdays, 6:30 – 8:15 p.m., starting 4 March 1999

32 meetings (56 hours) Fee : $2,200

If you complete Level 2 successfully, you can take Level 3 on Tuesdays & Thursdays at St Mary's College in Autumn 1999.

French : Level 3

The Level 3 course is meant for students who have completed Level 2 or who have received 100 to 120 hours of French in a different institution. The language of instruction will mainly be French, supplemented by English as necessary.

The course will help you :

- develop greater fluency in French;
- hold conversations with native speakers.

By the end of the course, you will :

- have a deeper knowledge of sentence structure and grammar;
- be able to talk accurately about past experiences and events;
- be able to make plans for the near future;
- be able to handle work and travel situations.

At the end of Level 3, you sit an exam. If you pass this exam, and attend at least 75% of the classes, you will be awarded the SPACE Certificate in French Language.

Enrolment is limited to 20.

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon. (entrance from Kimberley Road, Tsim Sha Tsui)

8157. : Mondays & Wednesdays, 6:30 – 8:30 p.m., starting 3 March 1999

32 meetings (64 hours) Fee : $2,800

If you have previously studied French, but not with SPACE, and would now like to enter our programme, please call 2975 5695 to ask about the procedure to follow.

Certificate Programme in Spanish Language

Spanish : Level 1

This course is for complete beginners. By the end of the course you should :

- be familiar with the pronunciation of Spanish;
- understand and use basic Spanish grammar;
- be able to hold simple conversations in Spanish.

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon. (entrance from Kimberley Road, Tsim Sha Tsui)

8158. : Tuesdays & Thursdays, 6:30 – 8:15 p.m., starting 4 March 1999

32 meetings (56 hours) Fee : $2,000

If you complete Level 1 successfully, you can take Level 2 on Tuesdays & Thursdays at St Mary's College in Autumn 1999.

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, you 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, you will :

- extend your active vocabulary;
- consolidate your understanding of Spanish grammar.

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon. (entrance from Kimberley Road, Tsim Sha Tsui)

8159. : Mondays & Wednesdays, 6:30 – 8:15 p.m., starting 3 March 1999

32 meetings (56 hours) Fee : $2,200

If you complete Level 2 successfully, you can take Level 3 on Mondays & Wednesdays at St Mary's College in Autumn 1999.

Spanish : Level 3

The Level 3 course is meant for students who have completed Level 2 or who have received 100 to 120 hours of Spanish in a different institution. The language of instruction will mainly be Spanish, supplemented by English as necessary.

The course will help you :

- develop greater fluency in Spanish;
- hold conversations with native speakers.

By the end of the course, you 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, you sit an exam. If you pass this exam, and attend at least 75% of the classes, you will be awarded the SPACE Certificate in Spanish Language.

Enrolment is limited to 20.

Venue : St Mary's Canossian College, 162 Austin Road, Kowloon. (entrance from Kimberley Road, Tsim Sha Tsui)

8160. : Tuesdays & Thursdays, 6:30 – 8:30 p.m., starting 4 March 1999

32 meetings (64 hours) Fee : $2,800

If you have previously studied Spanish, but not with SPACE, and would now like to enter our programme, please call 2975 5695 to ask about the procedure to follow.

Putonghua & Oriental Languages
普通話及東方語言

Tel 電話：2975 5692/3 Fax 傳真：2858 3404

普通話（國語）(Putonghua)

課程宗旨 ：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，由於香港環境的轉變，普通話更受各界人士的重視，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。

課程大綱 ：本課程分為「基本普通話」和「高級普通話」兩個階段，每階段為期約九個月。（於春季開辦之「基本普通話」，則為期六至八個月，方便學員於九月升讀高班。）

課程內容 ：基本普通話
內容有國語注音符號(包括注音字母及中國現行標準拼音法)，國粵語發音，語法和詞句的差異，聲調與語法的練習，特重高低聲調的調號，調值與類別，及四音節的變化，並輔以會話與各文章的選讀。本課程以普通話講授，合共八十二小時。
高級普通話
以文章選讀、會話、拼讀拼音文章為主，並運用按詞連寫拼音文章。同時，亦加入較高深的助語詞、感嘆詞、同字異音、同音異字、歇後語以及部份北京地方詞彙的講授。本課程以普通話教授，合共八十一小時。

入學資格 ：「基本普通話」：適合初學者及年滿十八歲人士報讀。「高級普通話」：曾修讀普通話八十小時或以上者，或本學院之「基本普通話」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「基本普通話」十班。為提高被取錄機會，申請者須在表格上列明第二及第三選擇之班別編號，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，不得轉換班別。

結業考試 ：「基本普通話」：由各班導師個別安排。「高級普通話」：一九九九年六月廿二日下午七時舉行(考試地點另行通告)

證書頒發 ：「基本普通話」：免費簽發之聽講證，祇頒發給學員出席率達百分之七十五或以上者，並在課程完結後三個月內寄出。「高級普通話」：祇有「高級普通話」畢業學員可獲頒發普通話合格證明書，惟學員須符合下列三項條件：
(1) 在每階段之出席率達百分之七十五或以上；
(2) 在學習過程中，完成所有指定的習作；
(3) 考試成績合格。

注意 ：「高級普通話」春季不招生

基本普通話 (Basic Putonghua)

全期學費 ：二千三百元正 (HK$2,300)
課　本 ：《普通話教程(上冊)》(附錄音帶)，香港大學專業進修學院編著，每套港幣八十元正(HK$80)。學員可到以下地點購買：三聯書店：香港中環域多利皇后街九號地下，電話：2525 0102-7；中華書局，九龍彌敦道450號地下，電話：2385 7238。

8344. 蔡艷霞女士主講 (共二十四講)
地　點 ：金鐘市區中心S21室
時　間 ：一九九九年一月廿三日起逢星期六上午九時至十二時三十分

8345. 劉仁憲先生主講 (共五十六講)
地　點 ：金鐘市區中心S10室(星期一)及S11室(星期三)
時　間 ：一九九九年二月一日起逢星期一下午五時廿分至六時五十分及星期三下午五時三十五分至七時零五分

8346. 徐麗燕女士主講 (共二十四講)
地　點 ：北角教學中心6室
時　間 ：一九九九年一月廿四日起逢星期日上午九時至十二時三十分

8347. 蔡艷霞女士主講 (共二十四講)
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 ：一九九九年一月廿三日起逢星期六下午二時至五時三十分

8348. 朱建女士主講 (共三十三講)
地　點 ：香港太古城地利亞修女紀念中學412A室(中學部太豐道入口)
日期及時間 ：一九九九年三月廿三日起逢星期二及星期四下午六時四十五分至九時十五分

8349. 伍少梅女士主講 (共三十三講)
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)
日期及時間 ：一九九九年三月八日起逢星期一及星期三下午六時三十分至九時正

8350. 蔡艷霞女士主講 (共三十三講)
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)
日期及時間 ：一九九九年三月八日起逢星期一及星期四下午六時三十分至九時正

8351. 吳寶榕先生主講 (共三十三講)
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)
日期及時間 : 一九九九年三月廿三日起逢星期二及星期四下午六時三十分至九時正

8352. 張文娟女士主講 (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)三樓232室
日期及時間 : 一九九九年三月八日起逢星期一及星期三下午六時四十五分至九時十五分

3704. 鮑茂振先生主講 (共廿四講)
地　點 : 石硤尾教學中心404室
日期及時間 : 一九九九年一月廿三日起逢星期六上午九時至十二時三十分

普通話教學法 (Teaching Putonghua)

本課程是專為有志投入普通話教學工作（現職普通話教師）而開設的深造課程。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。學員在修畢課程後，應可勝任普通話教學工作。考試成績合格者，將獲頒合格證明書。

入學資格 : 申請者必須具備中學/大專或同等學歷證明，能操流利普通話，對漢語拼音方法有認識，並有意投入普通話教學工作。(持有學校推薦書的在職普通話教師將獲優先取錄)

報名手續 : 申請者必須將
(1) 申請表格；
(2) 劃線支票(抬頭寫「香港大學」)；
(3) 學歷證明副本(中學或以上程度)；寄回「香港大學專業進修學院」收。

報名截止日期 : 一九九九年二月廿八日
由於本課程名額有限，學員報名後，尚須通過甄選，申請者將於三月十四日前接獲書面通知接受取錄與否，而未被取錄者，將獲退還全部學費。

8353. 普通話教學法 (共十六講)
導　師 : 張文娟女士及張丹女士(講授語言：普通話)
地　點 : 金鐘市區中心S26室
日期及時間 : 一九九九年三月廿二日起逢星期一下午三時三十分至六時正
全期學費 : 二千五百元正(HK$2,500)
名　額 : 三十人

教師可向教育署申請退還半費 (50%)[只限課程編號 8353]，詳情請參閱第XX頁。

8354. 普通話教學法 (共十六講)
導　師 : 劉仁謀先生(講授語言：普通話)
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）
日期及時間 : 一九九九年三月廿三日起逢星期二下午六時三十分至九時正
全期學費 : 二千五百元正(HK$2,500)
名　額 : 三十人

3169. 普通話教學法 (共十六講)
導　師 : 張文娟女士及張丹女士(講授語言：普通話)
地　點 : 九龍旺角彌敦道691號永如大廈二樓 2A 室(旺角站快富街出口)
日期及時間 : 一九九九年三月廿日起逢星期六下午二時至四時三十分
全期學費 : 二千五百元正(HK$2,500)
名　額 : 三十人

Shanghai Dialect
上海話

Tel 電話：2975 5692/3　　Fax 傳真：2858 3404

基礎上海話 (Basic Shanghai Dialect)

新增課程

課程大綱 : 本課程將有系統地講授滬語拼音，包括聲母、韻母和聲調，並與普通話的漢語拼音（方案）作簡要類比。由拼音系統，重點講解滬語難音（包括讀音），文白選讀，以及滬語特點。會話方面，配合商貿情景對話，尚有各種生活用語，以及自我介紹，中國人姓氏，香港地名。既講授典型傳統的上海話詞語（如天曉得、拍馬屁、倒霉、豬頭 .....等）及其來歷，還介紹近年上海流行的新詞語，如掏漿糊、差頭等等。為了增加活潑的氣氛，還將介紹滬語聯，滬語笑話。並適當播放滬劇、滑稽（上海相聲）錄音，既作聆聽訓練，又可培養藝術情趣和欣賞能力。

3683. 基礎上海話 (共十五講)
導　師 : 鮑茂振先生
教學語言 : 粵語、滬語，由粵語為主，逐步過渡到以滬語為主
課　本 : 教材配有錄音帶，並於課堂中由導師代購
地　點 : 香港太古城地利亞修女紀念中學421室（中學部太豐道入口）
日期及時間 : 一九九九年三月廿三日起逢星期二下午七時至九時三十分
全期學費 : 一千二百元正(HK$1,200)
名　額 : 三十人

Oriental Languages
東方語言

Tel 電話：2975 5692/3　　Fax 傳真：2858 3404

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

國語

Intensive Introductory Mandarin (for non-Chinese speakers)

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 usage. Participants should be prepared to engage in drilling sessions which can be demanding.

Textbook : Sarah Lu Tsou, *Teach Yourself Living Mandarin*, Volume I (Units 1 - 14) (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)]

8300. Ms Ming Chen, B.A. *(Kansas)*

Date & Time : Mondays, 7:00 – 9:30p.m., starting 8 March 1999

Venue : HKU, Main Campus

18 meetings Fee: $2,800

8301. Ms Kemei Ma, B.Sc. *(Tong Ji)*

Date & Time : Wednesdays, 7:00 – 9:30p.m., starting 17 March 1999

Venue : Rm 122, Main Building, HKU (17 March - 28 April 1999)
Rm 325, Meng Wah Complex, HKU (5 May - 14 July 1999)

18 meetings Fee: $2,800

8302. Ms Kemei Ma, B.Sc. *(Tong Ji)*

Date & Time : Mondays and Thursdays, 8:30a.m. – 10:00a.m. (Morning), starting 22 March 1999

Venue : Rm S26, SPACE Admiralty Town Ctr

30 meetings Fee: $2,800

8303. Ms Xiao Yan Liu, M.A. *(Warwick)*

Date & Time : Thursdays, 7:00 – 9:30p.m., starting 25 March 1999

Venue : Rm 304, Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wan Chai, Hong Kong.

18 meetings Fee: $2,800

Intermediate Mandarin (for non-Chinese speakers)

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 & II (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)

8312. Mrs Sarah Lu Tsou, M.A. *(San Diego State)*/ Ms Josephine Wong, B.A. *(OUHK)*

Place : HKU, Main Campus

Date : Wednesdays, 7:00 – 9:30p.m., starting 17 March 1999

18 meetings Fee: $3,000

8313. Ms Kemei Ma, B.Sc. *(Tong Ji)*

Date & Time : Mondays, 10:00a.m. – 12:30p.m., starting 22 March 1999

Venue : Rm S26, SPACE Admiralty Town Ctr

18 meetings Fee: $3,000

8314. Ms Jenny Sze, B.A. *(Tientsin)*

Date & Time : Thursdays, 7:00 – 9:30p.m., starting 25 March 1999

Venue : Rm 605, Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wan Chai, Hong Kong.

18 meetings Fee: $3,000

Certificate Course in Mandarin (for non-Chinese speakers)

Participation is limited to students who have completed Mandarin courses of at least 100 hours' duration in the past. The emphasis will be on pronunciation and fluency, though students should be able to read simple passages by the completion of the course. Students will be awarded a SPACE Certificate in Mandarin provided that they pass the final examination, and have attended at least 75% of the meetings.

Textbook : Sarah Lu Tsou, *Teach Yourself Living Mandarin*, Volume II & III (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)

8317. Ms Jenny Sze, B.A. *(Tientsin)*

Date & Time : Mondays, 7:00 – 9:30p.m., starting 12 April 1999

Venue : Rm S26, SPACE Admiralty Town Ctr

36 meetings Fee: $6,000

Cantonese

廣東話

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 : Keith S.T. Tong and Gregory James, Routledge (1994), *Colloquial Cantonese* (Units 1 - 9) (with tapes) (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)

8318. Mrs Caroline Law, B.A. *(U.C.)*

Date & Time : Mondays, 7:00 – 9:30p.m., starting 1 March 1999

Venue : Rm 206, Run Run Shaw Building, HKU

20 meetings Fee: $2,800

8319. P.K. Ho, B.A. *(CUHK)*

Date & Time : Wednesdays, 7:00 – 9:30p.m., starting 10 March 1999

Venue : Rm 501, Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wan Chai, Hong Kong

20 meetings Fee: $2,800

8320. Mrs Caroline Law, B.A. *(U.C.)*

Date & Time : Tuesdays and Fridays, 2:00 – 3:30p.m., starting 9 March 1999

Venue : Rm S26 (Tue) & Rm S20 (Fri), SPACE Admiralty Town Ctr

33 meetings Fee: $2,800

8321. Mrs Caroline Law, B.A. *(U.C.)*

Date & Time : Fridays, 10:00a.m. – 12:30p.m., starting 12 March 1999

Venue : Rm S11, SPACE Admiralty Town Ctr

20 meetings Fee: $2,800

8322. Ms Becky Lam, B.A. *(H.K.)*

Date & Time : Tuesdays, 7:00 – 9:30p.m., starting 23 March 1999

Venue : Rm 605, Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wan Chai, Hong Kong

20 meetings Fee: $2,800

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 : Keith S.T. Tong and Gregory James, Routledge (1994), *Colloquial Cantonese* (Units 10 - 15) (with tapes) (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)

8325. P.K. Ho, B.A. *(CUHK)*

Date & Time : Mondays, 7:00 – 9:00p.m., starting 22 March 1999

Venue : Rm 304, Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wan Chai, Hong Kong

15 meetings Fee: $3,000

8326. Mrs Caroline Law, B.A. *(U.C.)*

Date & Time : Thursdays, 2:00 – 4:00p.m., starting 25 March 1999

Venue : Rm S26, SPACE Admiralty Town Ctr

15 meetings Fee: $3,000

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)

8329. P.K. Ho, B.A. *(CUHK)*

Date & Time : Tuesdays, 8:00 – 10:00p.m., starting 23 March 1999

Venue : HKU, Main Campus

15 meetings Fee: $3,000

Chinese Characters

The study of Characters will include the 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)

Chinese Characters I

8330.

Tutor : Mrs Caroline Law, B.A. *(U.C.)*

Date & Time : Wednesdays, 2:00 – 4:00p.m., starting 17 March 1999

Venue : Rm S26, SPACE Admiralty Town Ctr

15 meetings Fee: $3,000

8331.

Tutor : Mrs Caroline Law, B.A. *(U.C.)*

Date & Time : Fridays, 7:00 – 9:00p.m., starting 19 March 1999

Venue : Rm 507 & 8, T.T. Tsui Building, HKU

15 meetings Fee: $3,000

Japanese

日語

日語證書班 (Certificate Course in Japanese)

課程宗旨 ：因應香港環境所需，本學院特別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，通過有系統的訓練，使修讀者得以了解另一種文化，從而提高他們的工作條件。

課程大綱 ：本課程分為「基本日語」和「高級日語」兩個階段，每階段為期九至十個月。（於春季開辦之「基本日語」，則為期六至八個月，方便學員於九月升讀高班）

課程內容 ：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，尤其著重實用日語會話；文法則包括動詞用法及語句結構等等。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。共九十小時。

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，使學員能充份掌握日語的運用。共九十小時。

主講者 ：「基本日語」由曾經留學日本之華人導師主持，各導師均有多年教授日語經驗，並曾在各大學校任教；「高級日語」則由精通中國語文之日語講師主持，因此在學習過程中，學員均不會在聽講時出現語言上的困難。

入學資格 ：「基本日語」：適合初學者及年滿十八歲人士報讀。
「高級日語」：曾修讀日語約九十小時或以上者，或本學院之「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」九班。為提高被取錄機會，申請者須在表格上列明第二及第三選擇之班別編號，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，不得轉換班別。

結業考試 ：「基本日語」：由各班導師個別安排。
「高級日語」：一九九九年七月廿三日下午七時舉行 (考試地點另行通告)。

結業證書 ：「基本日語」：免費簽發之聽講證，祇頒發給學員出席率達百分之七十五或以上者，並在課程完結後三個月內寄出。
「高級日語」：祇有「高級日語」畢業學員可獲頒發日語證書，惟學員須符合下列三項條件:
(1) 在每階段之出席率達百分之七十五或以上；
(2) 在學習過程中，完成所有指定的習作；
(3) 考試成績合格。

注意 ：「高級日語」春季不招生

基本日語 (Basic Japanese)

全期學費 ：二千四百元正 (HK$2,400)

課　本 ：《常用初級日語》(附錄音帶)，香港大學專業進修學院編著，每套港幣八十元(HK$80)。學員可到以下地點購買：三聯書店：香港中環域多利皇后街九號地下，電話：2525 0102-7；中華書局：九龍彌敦道450號地下，電話：2385 7238。

8332. 蔡長謀先生主講 (共二十六講)
地　點 ：金鐘市區中心S10室
日期及時間 ：一九九九年一月廿三日起逢星期六上午九時至十二時三十分

8333. 盧偉德先生主講 (共三十六講)
地　點 ：香港灣仔愛群道九號鄧肇堅中學305室
日期及時間 ：一九九九年三月二日起逢星期二及星期四下午七時九時三十分

8334. 蔡長謀先生主講 (共二十六講)
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)
日期及時間 ：一九九九年一月廿三日起逢星期六下午二時至五時三十分

8335. 蔡長謀先生主講 (共三十六講)
地　點 : 香港太古城地利亞修女紀念中學 415 室(中學部太豐道入口)
日期及時間 : 一九九九年三月一日起逢星期一及星期三下午六時四十五分至九時十五分

8336. 陸詠儀小姐主講 (共三十六講)
地　點 : 香港太古城地利亞修女紀念中學416室(中學部太豐道入口)
日期及時間 : 一九九九年三月十七日起逢星期三及星期五下午六時四十五分至九時十五分

8337. 關惠梅小姐主講 (共二十六講)
地　點 : 九龍美孚百老匯街地利亞預科夜校(男校大樓)二樓226室
日期及時間 : 一九九九年一月廿三日起逢星期六下午二時至五時三十分

8338. 葉碧玲小姐主講 (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)二樓221室
日期及時間 : 一九九九年三月八日起逢星期一及星期三下午七時至九時三十分

3701. 關惠梅小姐主講 (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)一樓213室
日期及時間 : 一九九九年三月一日起逢星期一及星期四下午六時四十五分至九時十五分

3702. 陸詠儀小姐主講 (共二十六講)
地　點 : 石硤尾教學中心403室
日期及時間 : 一九九九年一月廿三日起逢星期六上午九時至十二時三十分

日語深造班課程 (Follow-up Japanese Courses)

本學院開辦下列各項日語深造課程，如會話、文法及商業日語等，主要讓本學院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，以便各學員能以小組研討方式學習日文寫作與會話。可同時報讀多個課程，名額有限，報名從速。

高級日語會話 (Advanced Japanese Conversation)

8339.
導　師 : 佐賀山順子小姐 (共十六講)
地　點 : 香港大學本部
日期及時間 : 一九九九年三月十七日起逢星期三下午七時三十分至十時正
全期學費 : 一千六百元正 (HK$1,600)

8340.
導　師 : 林秀華先生 (共十六講)
地　點 : 九龍美孚百老匯街地利亞預科夜校（男校大樓）二樓215室
日期及時間 : 一九九九年三月十九日起逢星期五下午六時卅分至九時正
全期學費 : 一千六百元正 (HK$1,600)

3848. 日語文法輔導課程 (Japanese Grammar)

此課程為已修畢高級日語學員而設，內容包括討論各學員在過去修讀期間極常遇到且較難理解的幾個文法重點，其中包括：(一)日語助詞的用法；(二)動詞分類法，從而介紹動詞的時態；(三)敬語的使用意識。

每講均用常見的誤用例作為分析的基礎，務使學員能對文法基礎有進一步的理解，並能作更正確的使用。

本課程將依「日本國際交流基金」所編著的《文法－助詞諸問題》內容作教學大綱。

報讀本課程之學員須具相等於本學院高級日語班合格程度。

導　師 : 黃健雄先生 (共五講)
地　點 : 金鐘市區中心S16室
日期及時間 : 一九九九年二月廿七日、三月六日、三月二十日、四月十七日、四月廿四日星期六下午二時至五時正
全期學費 : 一千元正 (HK$1,000)

商業日語 (Business Japanese)

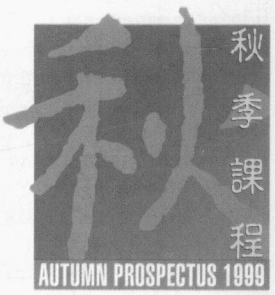
本課程專為具有日語基礎之學員而設，內容包括商業應酬用語；出入口貿易、推銷、保險、財經、運輸、旅遊等行業之專用語；以及商業函件之寫作。每課的內容將包括各語句、詞彙、課文、語法、會話及練習。

申請者須具備已進修日語約二百小時以上之程度，或曾修畢本學院主辦之高級日語課程。

8342.
導　師 : 林秀華先生 (前南京師範大學日語講師)(共十八講)
地　點 : 九龍美孚百老匯街地利亞預科夜校（男校大樓）一樓216室
日期及時間 : 一九九九年三月十八日起逢星期四下午六時三十分至九時正
全期學費 : 一千六百元正 (HK$1,600)

To receive the next issue of this Prospectus, please return to page **264**.

索取下期課程手冊詳情，請參閱第**264**頁。



MUSIC
音樂

Tel 電話：2975 5696 Fax 傳真：2858 3404

B.MUS.(HONS.) *(Kingston University)* [at SPACE, The University of Hong Kong]

Kingston University in the United Kingdom is well known for the quality of its music courses. Since March 1995 it has been offering a part-time BA Honours in Music degree through SPACE. It is based on Kingston University's own B.Mus, organised in modules and staged in three levels, but has been specially designed to suit local needs in Hong Kong. It is built on the existing certificate courses that SPACE offers, including the Certificate in Piano Performance Pedagogy, Certificate in Advanced Piano Performance Pedagogy, Certificate in Music Language and History, and Certificate in Music History, Composition, Advanced Keyboard Skills and Improvisation.

The course will be entirely taught in English at SPACE, mainly by Music staff from Kingston University. There will be two intensive teaching blocks each year: four weeks over the Easter period and eight weeks in July/August. Outside these two teaching periods, students will be given distance learning materials and can seek tutorial support from lecturers by correspondence/Email/Fax.

Exemption will be given to those who have successfully completed the feeder-certificates mentioned above and those who hold a Teacher's Certificate in Music or an Advanced Certificate in Teacher Education in Music from a former College of Education. **Details of exemption and admission requirements (including English proficiency) are given below.**

The programme is divided into three levels. Students not given an exemption must take 8 modules to complete each level. The structure of each level and the options available are illustrated in the diagrams below. Assessment at each level is by coursework and/or examination.

Students will have access to 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.

The Certificate in Higher Education (CertHE) is awarded to those who successfully complete Level 1 but not Level 2 of the course.

The Diploma in Higher Education (DipHE) is awarded to those who successfully complete 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 (IIii)
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 a Credit Accumulation Transfer Scheme to give recognition for previously gained qualifications, will enable students to take the modules at their own pace within the maximum permitted period of registration. **To remain registered for an award, a student must take and pass a minimum of one module per year.**

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 college of education in Hong Kong 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 college of education in Hong Kong will be given 210 credits, which are equivalent to 8 modules of Level 1 and 6 modules of Level 2 of the course.
vii) Applicants with qualifications such as Advanced Certificate of ABRSM, ATCL, LTCL, FTCL, LRSM, or other musical/academic qualifications may be considered for exemption from certain modules. They should contact Ms Vivien Chan (2711 8341) or Professor Edward Ho direct.

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.

Entry Requirements

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 E or above
2.	GCE English O-level:	Pass or above
3.	TOEFL:	500 or above
4.	IELTS	Grade 5.5 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 TOEFL or IELTS examination as soon as possible.

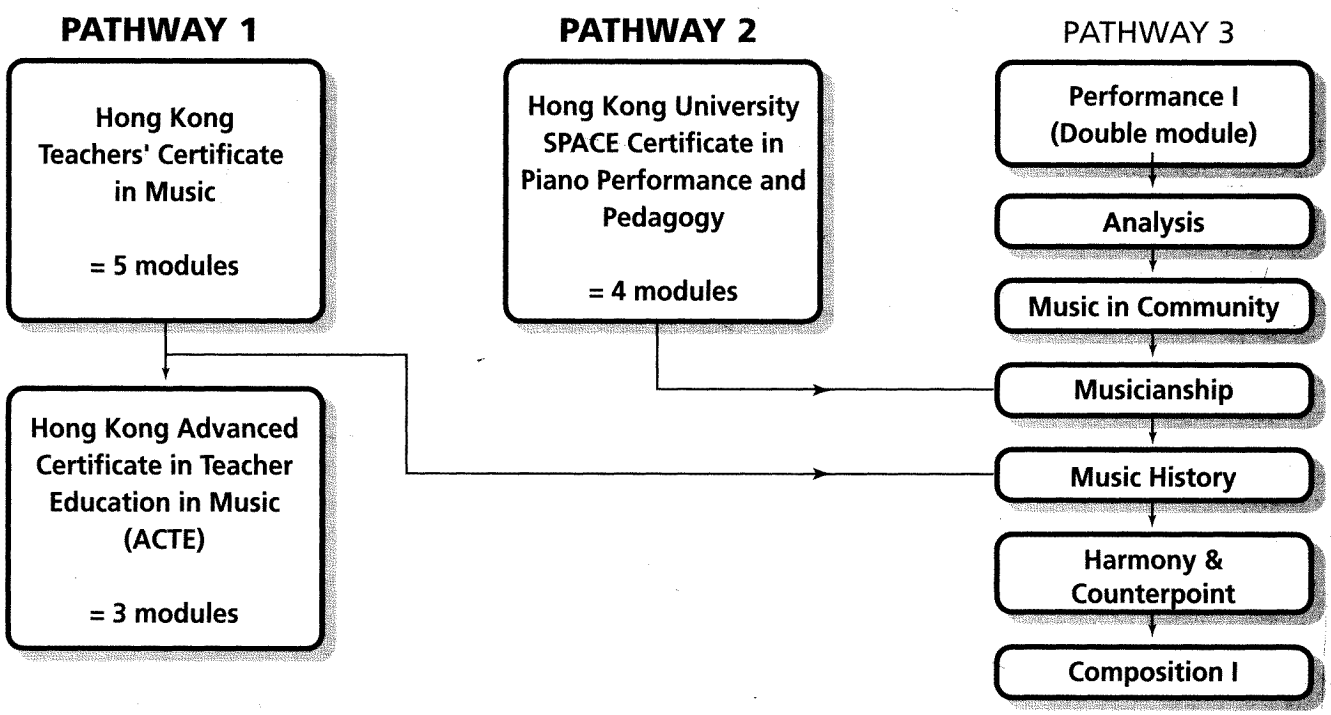
Pathway 3

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.

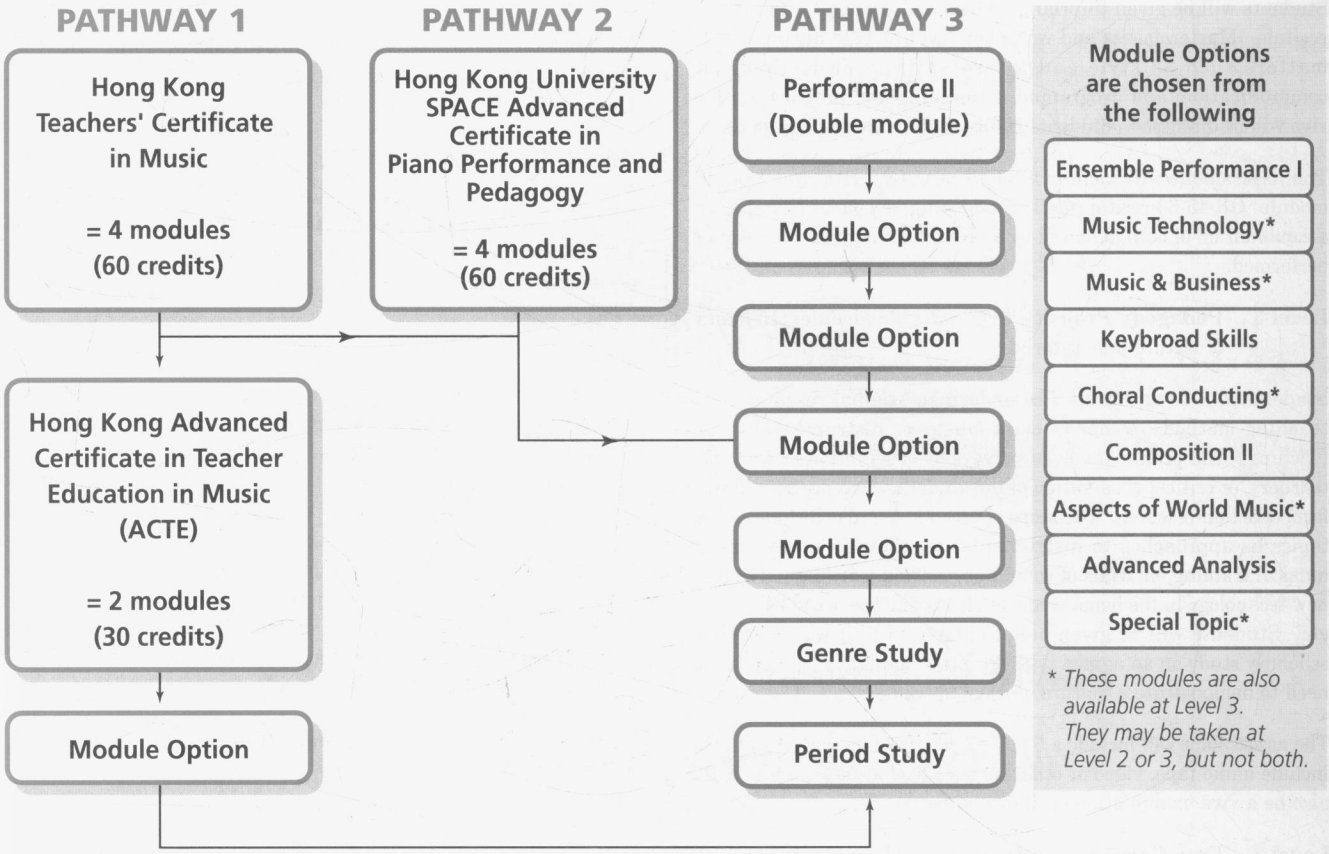
B.Mus. (Hons) Kingston University at SPACE

LEVEL 1 MODULES AND EXEMPTIONS



B.Mus. (Hons) Kingston University at SPACE

LEVEL 2 MODULES



5. Level 1 Analysis and Music in Community under Pathway 3 may be taught by distance learning.
6. English Proficiency: the same as Pathways 1 & 2

Enquiries for Pathway 3 should be addressed to Ms Viven Chan at 2711 8341.

Courses to be offered in spring 1999

Level 1 History of Music (45 hours of lecture)

This course surveys the main stylistic developments in the history of western music from c.1200 to the 20th century. The main topics will include: Mass and motet, English madrigals and Tudor anthems, rise of the opera, Baroque concerto, emergence and development of the classical symphony and string quartet, the classical piano concerto, Mozart's operas, Romantic piano music, German Lied, the Romantic symphony, Nationalism, Impressionism, developments in the 20th century including expressionism, neoclassicism, serialism, aleatoricism and minimalism.

Assessment by Coursework (50%) and Prepared Examination (50%)

Level 1 Free Composition (30 hours of lecture)

This course will introduce a variety of styles and encourage students to write for various media, including voice, keyboard solo and ensemble groups. Students will be given help to develop ideas through improvisation at the keyboard. Students will be encouraged to perform and evaluate each other's compositions.

Assessment by Folio of Compositions for a variety of media (100%)

Level 3 Music Seminar (24 hours of lecture plus tutorials)

Each student will prepare and present a seminar on a topic agreed with the lecturer. Assistance will be given in developing good seminar techniques with a series of practice seminars. In addition to writing a presentation, students will be expected to prepare visual aids, listening examples, handouts, etc. In the seminars students will be encouraged to promote and manage debate, not just to present facts.

Students will be given a list of suggested topics in advance.

Assessment by Seminar presentation and Continuous Assessment of contribution to seminars and discussion (50%) and student's seminar presentation (50%)

Level 3 **Performance Part 1** (Double or Triple Module) (24 hours of lecture plus tutorials)

This course aims to promote professional standards in the performance of solo or chamber music or a combination of both.

Students will be given tutorial guidance and preparation for their recitals. Masterclasses and workshops will be held during which matters such as style and interpretation, projection and communication, and programming planning and preparation for viva will be discussed. Students will be required to perform in class.

The assessment will include a 30-40 minute recital (for Double module) OR 45-60 recital (for Triple module) of solo or chamber or a combination of both, followed by a viva examination on the works performed.

Level 3 **Pedagogy Project Part 1** (Double Module) (15 hours of lecture plus tutorials)

Students will be encouraged to undertake original research into teaching methods, either in class music, or instrumental/vocal teaching. The project involves surveys or observation of working teachers, or critical observation of the students' own practice in the form of action-research. The scope of acceptable areas includes such topics as approaches to instrumental teaching in non-western musical training, or trials of computer-assisted learning packages, new technology in the home studio or classroom, the use of CD-Roms etc. Students will be given help to plan and prepare a detailed scholarly study on an agreed topic with the lecturer. The study will need to demonstrate a mature, critical aptitude.

The assessment will include a 5,000 - 7,000 word project which may include audio tape, video or other media presentations. There will also be a viva examination on the submission.

Level 3 **Free Composition Part 1** (Double or Triple Module) (15 hours of lecture plus tutorials)

Students will be given tuition and support to develop an independent, self-motivated, self-critical and professional approach to composition in preparation for continuing to work on composition folios over the next few months before coming together again for Part 2. The assessment will include a composition folio which will normally consist of at least four fairly substantial pieces (for Double module) OR at least 6 fairly substantial pieces or an extended work such as a sonata, string quartet or concert overture of 10-15 minutes (for Triple module) and a viva examination. The compositions should show evidence of an emerging, mature style.

Level 3 **Dissertation Part 1** (Double or Triple Module) (15 hours of lecture plus tutorials)

Students will be given help to plan and prepare a detailed scholarly study on an agreed topic with the lecturer. The study will need to demonstrate a mature, critical aptitude. Students will be encouraged to tackle original and lively topics which offer the opportunity to carry out their own field research rather than relying on published materials. Their work should demonstrate an awareness of current thinking and scholarship in the chosen area. The normal length of the dissertation is about 7,000-10,000 words for Double module OR 10,000-13,000 words for Triple module. There will be a viva examination on the dissertation.

Lecturers and Tutors in Spring 1999

Professor Edward Ho, DMus, MMus, BAHons, LRSM, FTCL, LMusTCL, LTCL, Head of School of Music, Kingston University

Ms Maria Busen-Smith, BA (Oxon), MMus (London), Senior Lecturer in Music, Kingston University

Mr. Michael Searby, Mus.B. (Hons), Mus.M., M. Phil., GRNCM, ARCM, FTCL, LTCL, Principal Lecturer in Music, Kingston University

Application Procedures

Special Application Forms should be used. These forms are available at all of our enrolment centres or by sending in a stamped self-addressed envelope. Completed forms with relevant supporting documents should reach Ms. Yvonne Fong on or before February 27, 1999.

Note:

1. Students admitted will be given course materials as appropriate to study well before the lectures. Late applications shall normally not be entertained. Enrolment is limited to 30 per course.
2. Applicants holding Teacher's Certificate must enclose an official transcript to prove their music qualification.
3. Applicants should include the relevant course fees only by cheque payable to "University of Hong Kong".
4. Applications for Kingston courses will be notified upon admission the total registration and exemption fees to be paid to Kingston and SPACE.

Teaching Schedule for Spring 1999 (March 26-April 13, 1999)

8270. Level 1 History of Music

Tutor : Professor Edward Ho and Mike Searby

Venue : Room S15, SPACE Admiralty Town Ctr

Date : March 27 (1-4p.m.), 28(1-4p.m.& 5-8p.m.), 29(7-10p.m.), 31, April 2 (9-12 noon & 1-4p.m.), 4 (1-4p.m.& 5-8p.m.), 7 (9-12 noon & 1-4p.m.), 9 (7–10p.m.), 11(1-4p.m.& 5-8p.m.), 1999

15 meetings Fee: $9,800

8271. Level 1 Free Composition

Tutor : Mr. Mike Searby

Venue : Room S15, SPACE Admiralty Town Ctr (Room S16 for April 13)

Date : March 27 (5-8p.m.), April 1, 5, 8 (9 -12 noon & 1-4p.m.), 10 (1-4p.m. & 5-8p.m.), 13 (7-10p.m.), 1999

10 meetings Fee: $9,000

8272. Level 3 Free Composition - Part I

Tutor : Mr. Mike Searby

Venue : Room S16, SPACE Admiralty Town Ctr

Date : April 2, 7, (9-12 noon & 1-4p.m.), 12 (7-10p.m.), 1999

5 meetings plus tutorials (plus 5 more meetings in July/August 1999) Fee: $9,500

8273. Level 3 Dissertation - Part I

Tutor : Professor Edward Ho

Venue : Room S16, SPACE Admiralty Town Ctr

Date : March 27 (1-4p.m.), April 1, 6 (9-12 noon & 1-4p.m.), 1999

5 meetings plus tutorials (plus 5 more meetings in July/August 1999) Fee: $9,500

8274. Level 3 Music Seminar

Tutor : Ms. Maria Busen-Smith

Venue : Room S16, SPACE Admiralty Town Ctr

Date : March 27 (5-8p.m.), 29, 30 (7-10p.m.), 31 (9-12noon), April 10 (1-4 p.m. & 5-8p.m.), 11 (2-5 & 6-9p.m.) 1999

8 meetings plus tutorials Fee: $9,200

8275. Level 3 Performance - Part I

Tutor : Professor Edward Ho

Venue : Room S16, SPACE Admiralty Town Ctr

Date : March 28 (1-4p.m. & 5:30-8:30p.m.), April 3, 5, 8 (9-12 noon & 1-4p.m.), 1999

8 meetings plus tutorials (plus 10 more meetings in July/August 1999) Fee: $12,000

8276. Level 3 Pedagogy - Part I

Tutor : Ms. Maria Busen-Smith

Venue : Room S16, SPACE Admiralty Town Ctr

Date : March 26 (7-10p.m.), 31(1-4p.m.), April 4 (2-5p.m.& 6-9p.m.), 9 (7-10p.m.), 1999

5 meetings plus tutorials (plus 5 more meetings in July/August 1999) Fee: $9,500

B.Mus. (Hons) Kingston University at SPACE

LEVEL 3 MODULES (NO EXEMPTIONS ARE GIVEN)

PATHWAY 1, 2 and 3:8 modules to be taken

Music Seminar

↓

A Double or Triple Module Option

↓

The Equivalent of 4 or 5 Module Options

(Combination of Single/Double/ Triple Modules)

Module Options are chosen from the following

- Performance III (Double or Triple Module)
- Composition III (Double or Triple Module)
- Dissertation (Double or Triple Module)
- Pedagogy Project (Double Module)
- Ensemble Performance II
- Repertoire and Style
- Scoring and Arranging
- Music and Business*
- Choral Conducting*
- Special Topic*
- Music Technology*
- Aspects of World Music*

* *These modules are also available at Level 2. They may be taken at Level 2 or 3 but not both. No more than two of these modules may be taken at Level 3.*

Fees

Associated Fees (for Kingston University)

Initial Registration Fee (payable once only):	£400
Annual Continuation Fee:	£50
Examination Fee Per Module:	£100
Exemption Fee Per Module:	£50

The initial registration fee and examination fees are payable on registration or on enrolment. The annual continuation fee is payable a year later on registration or re-enrolment. The exemption fees are payable before a student proceeds to the next Level of study, normally four weeks prior to the start of the next Level.

For instance, a student with the Teacher's Certificate following Pathway 1 will have to pay the following:

Initial registration fee:	£400
Examination fee per module:	£100 (£200 for 2 modules, etc.)
Exemption fee per module:	£50 x 5 modules =£250

Total = at least £750 in the 1st year, depending on the number of examinations to be taken.

2nd Year:

Continuation fee:	£ 50
Examination fee per module:	£100
Exemption fee per module:	£50 x 4 modules = £200

Total = at least £350 in the 2nd year, depending on the number of examinations to be taken.

For SPACE

Annual Registration Fee: $2,100

Note:

1. All the above fees are subject to review annually.
2. Tuition fees for individual courses will be charged separately.
3. For students who enrol under the courses at Level 1 for the purposes of fulfilling the requirements of Certificate in Music Language and History of SPACE, no Kingston and SPACE annual registration fees are chargeable.
4. The annual registration fee is payable to SPACE once only no matter how many courses each student will be enrolling in for the year.

3729. 現代舞教學初階 (Introduction to Modern Dance Teaching for Teachers)

新增課程

一般中小學的舞蹈訓練，多集中於程式化的中國舞或芭蕾舞。其實，對於啟發學生的創意及鼓勵他們表達自己的思想感情，現代舞及創作舞會更為適合。本課程由城市當代舞蹈團策劃，理論與實踐並重。課程內容從教授現代舞的創作與欣賞開始，進而介紹現代舞和創作舞的基本教學方法，並有實習教學，從實踐中學習。完成初階者可繼續中階及高階課程，並獲得證書。

(名額十八人)

導　　師　　：潘少輝、鄺韻儀
開課日期及時間：一九九八年三月一日起逢星期一下午七時至九時三十分 (共十講)
地　　點　　：黃大仙沙田坳道110號城市當代舞蹈團
學　　費　　：一千八百五十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

從音樂發展兒童 EQ/IQ 親子坊（五至九歲兒童及家長） (Enhancing Your Child's EQ & IQ through Music)

本課程透過各種音樂活動，如聆聽、歌唱、律動及創作，除培養兒童各方面的音樂能力外，亦幫助家長協助子女認識、表達及處理其情緒，培養同理心，並發展其分析及運思能力，提高智能 (IQ) 及情緒智商 (EQ)。內容包括：（一）介紹音樂的性質及 (IQ) 智商和 (EQ) 情緒智商的定義；（二）介紹音樂與 IQ 及 EQ 之間的關係及其理論根據；（三）進行各項音樂活動，綜合性地發展兒童的各方面技能；（四）發展理性認知、理性分析及判斷能力；（五）發展情緒感知、認識及理解自我及他人的情緒，培養同理心與及情緒調節的能力；（六）發展心理肌動、增強身體各部份的心理肌動協調能力，培養聆聽、歌唱、律動等技能；（七）指導學員如何在家中製造一個「音樂培養兒童 EQ/IQ」(MEI/Q) 的環境。

(名額十二人)

註：課程的第一節為理論基礎課，只為家長而設；第二至八節課家長必須攜同一名兒童出席。

導　　師　　：林美美女士 (M.Ed. ATCL, LTCL)

3731.
開課日期及時間：一九九九年五月八日起逢星期六下午五時三十分至七時（共八講）
地　　點　　：金鐘市區中心S16室
學　　費　　：九百元

3732.
開課日期及時間：一九九九年五月八日起逢星期六下午七時十五分至八時四十五分（共八講）
地　　點　　：金鐘市區中心S16室
學　　費　　：九百元

本課程備有特別報名表格，請致電索取。

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、哀怨凄楚的樂曲，具代表性的曲目有「二泉映月」、「江河水」、「賽馬」、「病中吟」、「三門峽暢想曲」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）。

(每班名額十四人)

導　師　：王憓先生（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

8283.
開課日期及時間：一九九九年三月十一日起逢星期四下午六時至七時（共十二講）
學　費　：七百元

8284.
開課日期及時間：一九九九年三月十二日起逢星期五下午六時至七時（共十二講）
學　費　：七百元

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。

(每班名額十二人)

導　師　：王憓先生（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

8285.
開課日期及時間：一九九九年六月八日起逢星期二下午六時至七時（共七講）
學　費　：六百四十元

8286.
開課日期及時間：一九九九年六月九日起逢星期三下午六時至七時（共七講）
學　費　：六百四十元

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）。

(每班名額十二人)

導　師　：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

8287.
開課日期及時間：一九九九年三月三日起逢星期三下午六時至七時（共十二講）
學　費　：八百五十元

8288.
開課日期及時間：一九九九年三月四日起逢星期四下午七時至八時（共十二講）
學　費　：八百五十元

8289. 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。

(名額十人)

導　師　：郭慧詩小姐（香港著名古箏演奏家）
開課日期及時間：一九九九年五月廿四日起逢星期一下午六時至七時（共七講）
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
學　費　：七百九十元

8291. 聲樂初階 (Introduction to Vocal Singing)

聲樂的訓練，著重呼吸的控制，發聲的方法，發音的練習，咬字的準確，節奏的配合，以至於聲樂的修養，中西歌曲的處理，亦在講授範圍之內，學員將會有受到個別指導的機會，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，參加者宜先具基本的音樂知識。

(名額二十六人)

導　師　：張希全先生
開課日期及時間：一九九九年二月二十五日起逢星期四下午五時四十五分至七時(共十六講)
地　點　：金鐘市區中心S16室
學　費　：六百一十元

8292. 中級聲樂 (Intermediate Vocal Singing)

聲樂的訓練，著重呼吸的控制，發聲的方法，發音的練習，咬字的準確，節奏的配合，以至於聲樂的修養，中西歌曲的處理，亦在講授範圍之內，學員將獲個別指導的機會，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。

(名額十八人)

導　師　：張希全先生
開課日期及時間：一九九九年二月二十五日起逢星期四下午七時十分至八時廿五分（共十講）
地　點　：金鐘市區中心S16室
學　費　：五百元

8293. 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。

(名額十四人)

導　師　：張希全先生
開課日期及時間：一九九九年五月二十七日起逢星期四下午七時十分至八時廿五分（共七講）
地　點　：金鐘市區中心S16室
學　費　：五百元

ORIENTAL STUDIES
東方研究

Tel 電話：2975 5682　　Fax 傳真：2858 3404

中國語文基礎知識課程 (Foundation Course in Chinese Language)

新增課程

本課程旨在增進學員中文語法基本知識，糾正目前中文寫作中普遍存在的粵語式、歐化等不通順的句子句式，提昇學員的閱讀和理解水平，加強寫作和表達能力，有利於日常生活及工作環境中使用中文，並能為進修其他科目課程打好基礎。課程內容以實用為主，注重理論與實習結合，除講解字、詞、句等語法知識，亦涉及幾種文體的寫作知識。

導　　師　：陳鴻舉先生
全期學費　：八百五十元
3763.　　：一九九九年三月十七日起逢星期三下午七時至八時三十分（共十講）
地　　點　：另行通告

3867.　　：一九九九年五月廿七日起逢星期四下午七時至八時三十分（共十講）
地　　點　：另行通告

3865. 辦公室中文書信研習班 (Chinese Business Letters Writing Techniques)

新增課程

本課程的開設是為配合日漸增多的辦公室中文書信寫作需求，旨在幫助學員在短期內掌握中文書信寫作的基本格式、行文要求及溝通技巧。堂上除討論一般來往信函的寫作模式、回覆投訴信與拒絕信的撰寫技巧外，還介紹幾種常用公文（錄事、便箋、通告、通函、公告、告示、會議紀錄等）的寫作方法。同時，並將介紹中文的一些基本語法知識和修辭技巧。透過樣本分析、課堂討論、小組研習、個人習作及講師評析（針對個人習作問題作課堂綜合分析）等方式，協助學員撰寫意思清晰、措辭得體、句式暢通的辦公室書信。

講　　師　：左韋（韋婭）女士
開課日期及時間：一九九九年三月四日起逢星期四下午六時十五分至八時三十分（共十講）
地　　點　：另行通告
全期學費　：九百八十元

3852. 辦公室中文書信寫作技巧初班 (Elementary Chinese Business Correspondence Writing Skills)

新增課程

中港人事交往日益頻繁，公司透過中文書信進行溝通更日趨增加，為配合辦公室員工日常工作中書寫中文的需要，本課程重點教授一些常用書信如備忘、通告、回覆查詢、處理投訴等寫作方法，並且討論中文書信的正確格式，介紹現代漢語語法特點，恰當選用詞彙等，使學員能在短期內掌握中文書信溝通技巧，書寫信件時充滿信心。本課程除教授理論外，更注重實際練習，個別指導學員。

(名額四十人)

導　　師　：周錦紅小姐
開課日期及時間：一九九九年六月廿六日起逢星期六下午二時十五分至四時十五分（共四講）
地　　點　：另行通告
全期學費　：五百元

3849. 辦公室中文書信寫作延續班 (Advanced Business Correspondence Writing Skills)

新增課程

本課程是辦公室中文書信寫作技巧初班的延續，適合需要在辦公室內書寫報告、啟事及會議紀錄的人士修讀，理論及實際練習兼備。

(名額四十人)

導　　師　：周錦紅小姐
開課日期及時間：一九九九年七月廿四日起逢星期六下午二時十五分至四時十五分（共四講）
地　　點　：另行通告
全期學費　：五百元

3094. 現代新詩寫作技巧 (Techniques in Modern Poetry)

新增課程

中國新詩自一九八七年倡導「新古典主義」之後，詩壇發生巨大變化，中國新詩傾向新古典主義。新古典主義一掃詩壇的頹廢、晦澀之風，以嶄新的技巧席卷詩壇。本課程以新古典主義的倡導者，現身說法，將其各種技法公諸於世，並逐一講授。內容包括：（一）新古典主義的「二十四大聯想律」詩法；（二）新古典主義意象的運變詩法；（三）新古典主義的典故運用變化詩法；（四）新古典主義的排比運變詩法，漢賦、唐詩、宋詞的排比，如何應用在新詩之中，如何化整為零，如何栽種，如何剪裁呼應，逐一實例教授。

導　　師　：藍海文教授（美國「世界文化藝術學院」榮譽文學博士，同濟大學客座教授）〈世界中國詩刊社長兼主編〉
開課日期及時間：一九九九年五月四日起逢星期二下午六時十五分至七時四十五分(共四講)
地　　點　：另行通告
全期學費　：二百元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

3880. 兒童詩創作坊 (Creativity in Nursery Rhyme)

新增課程

本課程專為對兒童詩創作有興趣和研究的人士（包括幼兒教育工作者、中小學教師）而設。課堂會從釐別兒童歌謠與兒童詩的不同特點入手，研究兒童詩創作的形象思維與心理基礎問題，分析兒童詩創作的藝術特質，並介紹詠物式、描人式、抒情式、圖象式、寓言式、童話式等童詩類型。設計本課程的導師為香港女作家，其創作除兒童文學外，

還有小說、散文、新詩等，曾兩次獲中國「冰心兒童圖書新作獎」及本港多項文學獎。導師將在課堂上以其創作童詩經驗與學員分享，課堂教學活動形式多樣化，注重師生交流。學員也可在課程中嘗試寫作童詩或童謠等，共同評賞，在活潑生動的教學過程中，一起體味兒童詩創作的無窮樂趣。

導　　師　　：左韋(韋婭)女士
開課日期及時間：一九九九年五月六日起逢星期四下午六時十五分至八時十五分(共四講)
地　　點　　：另行通告
全期學費　　：四百元

8402. 文學創作研習班 (Writing in Modern Chinese Literature)

在文學的範疇裏，欣賞和創作是相輔相成的。多讀名家篇章，當有助提高寫作能力，假如能夠親自執筆創作，自然更能體念「文章千古事，得失寸心知」的妙諦。本課程主要為文學愛好者和文學教師而設，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。學員除了有機會實習寫作各種文體外，並可嘗試一項大型創作，內容視乎該班所定主題而定，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。

導　　師　　：蔡炎培先生
開課日期及時間：一九九九年三月一日起逢星期一下午八時三十分至十時(共十講)
地　　點　　：另行通告
全期學費　　：四百八十元

(名額二十人)

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8401. Chinese Concept of Destiny

The Four Pillars of Destiny is a traditional method of analysing human fortune that has been employed by the Chinese for thousands of years. Its influence can be found in all walks of Chinese life. The study of this subject not only provides a useful forecasting tool but also enables students to gain a deep insight into the philosophical background of the Chinese concept of Destiny and the mystery of life and death. The course will teach participants to convert a set of birth data into the Four Pillars of Destiny and will also cover the basic skill of operating a destiny analysis to achieve a deeper understanding of the self and the people in our surroundings, and the factors affecting our successes and achievements in life. This fascinating subject is fundamental to all branches of Chinese metaphysics and is a must for students who are interested in Oriental mysticism. The following topics will be discussed: (1)What is the Four Pillars of Destiny method? (2) How can you find the Four Pillars of Destiny from birth data? (3)How can you interpret human relationships and different aspects of life? (4) Simple destiny analysis to find the up and down cycles of life; establishing the strength of the self and finding the favorable elements in life; learning about your background, self-potential and career directions; (5) Special aspects of life - career, health, marriage.

Tutor　　: Mr Raymond H.L.Lo, B.Soc *(HK)*

Date & Time　　: Mondays, 6:30p.m. – 8:00p.m., starting 3 May 1999

Venue　　: To be announced

No. of Meeting　　: 6

Fee　　: $520

8403. 周易風水學原理與應用 (The Study of Geomancy)

本課程內容包括：（一）九宮飛星轉運法；（二）八卦遊年法；（三）家宅、寫字樓、公司風水；（四）祖墓風水之原理；（五）三元三合羅盤綜合用法；（六）中港好風水介紹；（七）周易文王卜卦法；（八）道佛修法、養氣驅邪法；（九）個人風水、命運、贈言；（十）實地考察。

導　　師　　：袁匡任先生 (博士研究員)
開課日期及時間：一九九九年三月八日起逢星期一下午七時三十分至九時三十分(共十講)
地　　點　　：另行通告
全期學費　　：五百六十元

8404. 周易預測學之命運、掌相、姓名、擇日與美容化 (I'Ching & Its Interpretation)

本課程內容包括：（一）周易預測學介紹（中西預言之異同）；（二）命運之先天與後天操重；（三）掌紋之先兆與吉凶；（四）面相之先兆與警覺；（五）夢境與預兆；（六）五官、身型之一生運程；（七）十二生肖擇日法；（八）姓名、符號與你的一生；（九）男女美容化粧開運法；（十）個人掌相贈言。

導　　師　　：袁匡任先生 (博士研究員)
開課日期及時間：一九九九年五月廿四日起逢星期一下午七時三十分至九時三十分(共十講)
地　　點　　：另行通告
全期學費　　：五百六十元

3095. 中國長生觀念 (The Chinese Concept of Longevity)

世人都希望長壽幸福，中華民族向來講究養生和飲食，亦不斷在尋覓長生（健康長壽）不老和永生不死（與宇宙虛空共存）之道。統計資料顯示，人的壽命完全可以長達百多二百歲。在百歲衰老或死亡，不是自然老化和死亡，而是起居生活、飲食營養、精神情志方面提前老化和提前危害身體。事實上，身體的衰老是可以防止和改變的；任何年歲開始也有成效。課程論及的是中國自古以來所形成的、世界特有的長生長壽方法，是人類的瑰寶，一旦實踐，便收到立竿見影之效，使生活過得舒適幸福，並可以對社會和人類作出更多的貢獻。課程並探討人類的源起和壽限，闡述中國歷史長河中各時代的長生主流思想，介紹中外超級壽星及五個長壽區的情況。本課程適合追求美容青春、健康延年的男女老少報讀。

導　　師　：姚文博先生 B.Sc *(HK)*
開課日期及時間：一九九九年四月十五日起逢星期四下午八時十五分至九時四十五分(共四講)
地　　點　：另行通告
全期學費　：二百元

3851. 中國古今的特異功能現象 (Chinese Psychic Phenonmenon : The Past and The Present)

新增課程

特異功能不是超自然現象，而是宇宙現象、生命現象，是客觀存在的現實。顧名思義，特異功能是一般人不具有的特殊功能，這包括意念移物、預知未來、平地飛升、穿牆過壁、手到病除、器官異能、呼風喚雨等。中國的特異功能現象歷史最悠久，資料最豐富。由炎黃兩帝起到今天的張寶勝、嚴新，期間特異功能的事例多至數不勝數，本課程將擇其重要者提出趣味性的討論。

講　　師　：姚文博先生 B.Sc *(HK)*
開課日期及時間：一九九九年五月十三日起逢星期四下午六時三十分至八時（共四講）
地　　點　：另行通告
全期學費　：二百元

8407. 命運、緣份、愛情之心理哲學之「IQ」、「EQ」、「AQ」 (The Psychology & Philosophy of Fate and Love)

內容：（一）愛情、命運及緣份為何與「IQ」、「EQ」、「AQ」有關？世界偉大之心理哲學家以 IQ（智商）+ EQ（情商）+ AQ（逆商）= 「成功」（幸福）仍犯錯誤。主講者提出不同層次之新創見；（二）研論：學員可自由提供研討資料及解答難題；熟知之名人之愛情及婚姻「秘」聞及「趣」聞。「隨緣」一義為何常用而常錯？（三）占測：婚愛與命相關係；免費為未婚學員占測婚期。

導　　師　：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
日期及時間　：一九九九年二月廿七日（星期六）下午三時至二月廿八日(星期日）下午五時
集合時間及地點：二月廿八日下午三時於九龍窩打老道「豪華酒樓」門前（培正中學附近）
住　　宿　：香港大學嘉道理農業研究所宿舍，七人冷氣房（請自備手提電筒）
全期費用　：四百二十元（包括學費、食宿及交通費）
名　　額　：四十人（先到先得）（二十人以下取消）
報名截止日期　：一九九九年二月二日

8408. 中西哲學之人生觀 (The Philosophy of Life in the East & the West)

本課程以取精用宏、深入淺出及趣味方式啟發學員領悟人生。選講範圍：（一）西洋為何會出現哲學這門特殊學問（啟發學員自創新學問）；（二）西哲如何判別天才之錯與庸人之錯；（三）西哲及神話藝術論「人」；（四）何謂：人、人生、人生觀、人死觀（附論自殺）及宇宙觀；（五）西哲之終極關懷：論世界末日及人之死後；（六）人生之謎：人生意義及目的，如何能今生無悔、無憾；（七）人生三階：青年、中年及老年之正負價值；（八）何種人生可貫通天（神或超自然）、地（自然）、人（社會）、我（自我）；（九）現代西哲兩大主流及理性與非理性如何安頓知識、人生及宇宙等大問題；（十）愛恩斯坦及羅素論「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以供選擇；（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）

導　　師　：鄭炯堅先生 B.A., M.Phil *(CUHK)*,Ph.D *(HK)*
開課日期及時間：一九九九年三月十日起逢星期三下午六時三十分至七時四十五分(共十二講)
地　　點　：另行通告
全期學費　：四百二十元

8409. 認識中國文化與哲學 (Understanding Chinese Culture and Philosophy)

中國文化博大精深，具實效價值及對西方文化病痛有矯治功能。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、哲學對世界之貢獻較西方優勝之處；（二）中國文化各期思想比較；（三）中哲誕生，對今人創造新學問有何啟發；（四）中哲如何通過真善美教人安身立命；（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」、「仁人」之基本形態，做聖人之簡易公式；（八）玄奧奇書：易經與中國文化；（九）人生意義：現實關懷與終極關懷；義與利、理與慾；（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。

導　　師　：鄭炯堅先生 B.A., M.Phil *(CUHK)*, Ph.D *(HK)*
開課日期及時間：一九九九年三月十日起逢星期三下午八時至九時三十分(共十二講)
地　　點　：另行通告
全期學費　：四百二十元

8410. 易經＜三才學＞在創業及商業發展的應用 (I'Ching Holistic Study of "The Trend, The Environment,The Person" — A Unique Formula for Business Expansion & Prosperity)

「天時、地利、人和」中國古稱「三才」。講者將在課堂和實習裡，把中國七千多年來，但凡成功者背後的共同秘密，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、生意洽談等；（六）個人或與人合作在運氣學上用的正確認識，（七）生意人大智慧的提升。

導　　師　　：伍懷璞先生
開課日期及時間：一九九九年四月十五日起逢星期四下午六時至八時(共六講)
地　　點　　：另行通告
全期學費　　：三百七十元

8411. 中國＜尋龍點穴＞學 (The Study of the "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。相傳此學中尤以郭璞的《葬經》最為經典。本課程以深入淺出的方法，對此學作出探討，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）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）中港龍脈走勢；（九）古帝皇風水學秘聞；（十）講者尋龍點穴及墓穴設計個案竅法講解示範。

導　　師　　：伍懷璞先生
開課日期及時間：一九九九年五月十四日起逢星期五下午六時至八時(共六講)
地　　點　　：另行通告
全期學費　　：三百七十元

PHILOSOPHY
哲學

Tel 電話：2975 5682　　Fax 傳真：2858 3404

8511. 思考方法導論 (Introduction to General Methodology)

要思考得清晰合理和嚴謹，唯有掌握正確的方法。「思考方法」正是一門探討正確思考原則的學問。「思考方法」主要有四部分，分別是：(一) 語理分析；(二)邏輯方法；(三)科學方法；和(四)謬誤剖析。

本課程除了講授思考方法的內容，還將通過實際的討論 (例如討論安樂死的問題)去學習應用思考方法的原則。另外，亦提供習題作為練習之用，加深了解。

導　　師　　：梁光耀先生 B.A., M.Phil. *(CUHK)*
開課日期及時間：一九九九年三月六日逢星期六下午二時至三時三十分(共十二講)
地　　點　　：另行通告
全期學費　　：六百六十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

8512. 哲學淺說 (Introduction to Philosophy)

本課程採用深入淺出的方法介紹哲學這門學科。內容包括引介哲學的不同類別，例如形上學、知識論、倫理學、政治哲學、邏輯、美學、科學哲學及宗教哲學等；並且將各部門所處理的一些典型問題提出來加以探討，例如「道德的基礎是什麼？」、「人生有什麼意義？」、「藝術的定義問題」及「人類知識的構成要素」等。

導　　師　　：梁光耀先生 B.A., M.Phil. *(CUHK)*
開課日期及時間：一九九九年三月六日逢星期六下午三時四十五分至五時十五分(共十二講)
地　　點　　：另行通告
全期學費　　：六百六十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

3661. 藝術與文化 (Art and Culture)

新增課程

課程目標：(一)認識藝術理論的功能；(二)了解藝術評論與藝術欣賞的關係；(三)培養對藝術品分析及品評的能力；(四)領略藝術欣賞及思考問題的樂趣。

課程簡介：本課程嘗試結合藝術史、藝術心理學及美學的理論，從多向及整合的角度去剖析藝術現象，了解藝術這種人類獨有的活動，以及藝術跟其他文化領域的關係；特別著重具體藝術品的分析(輔以幻燈片)，培養學員分析及欣賞的能力。

課程大綱：(一)藝術是甚麼？(二)藝術發展簡史；(三)再現論、表現論、形式論；(四)美與審美經驗；(五)藝術解釋與評價；(六)藝術與道德；(七)藝術的功能；(八)馬克斯主義、結構主義與後結構主義；(九)大眾文化與藝術；(十)現代主義與後現代主義；(十一)中國藝術精神；(十二)總結。

導　　師　　：梁光耀先生 B.A., M.Phil. *(CUHK)*
開課日期及時間：一九九九年四月九日逢星期五下午六時二十分至七時五十分(共十二講)
地　　點　　：另行通告
全期學費　　：六百六十元

3659. 倫理學導論 (Introduction to Ethics)

道德價值問題是人生最重要的問題之一，而倫理學正是研究這方面的學問。課程分為兩大部分：理論部分和應用部分。理論部分，一方面重點講述西方倫理學的主要學派及其基本主張，包括快樂主義、德性倫理學、道德情感學派、契約主義、功利主義和義務論等；另一方面概述西方諸大哲的倫理思想，包括柏拉圖、亞里士多德、休謨、霍布斯、穆勒和康德等。至於應用部分，則選講現代社會的熱門倫理問題，包括自殺、安樂死、人工生殖、同性戀、環境保護及動物權利等。適合喜歡反省和思考人生問題的人士修讀。

導　　師　　：劉桂標先生 B.A. *(HKBU)*, M.Phil. *(CUHK)*
開課日期及時間：一九九九年四月廿四日逢星期六下午三時三十至五時(共十二講)
地　　點　　：另行通告
全期學費　　：六百六十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

3662. 《莊子》初探 (Introduction to Chuang Tzu)

《莊子》是一部不易看懂的書，一方面由於其成書經過程複雜，作者不止一人；另一方面，這本書文字瑰麗，天馬行空，多用寓言和荒誕的比喻，加上向來權威的向郭註釋有不少誤導成份，故一般人未能把握《莊子》的神髓。

本課程從歷史背景和哲學史的角度觀察，提出將《莊子》內一些重要的或家喻戶曉的問題，用分析、比較的方法揭示其獨特意義。內容包括：（一）時代思想背景；（二）文章結構；（三）《莊子》與《老子》的關係；（四）析章明義＜逍遙遊＞，釐清一般人的誤解，貫通莊學脈絡的＜齊物論＞；（五）應世的態度及其中與儒家的對話；（六）美學觀及對中國文學美術史的影響；（七）現代的精神。

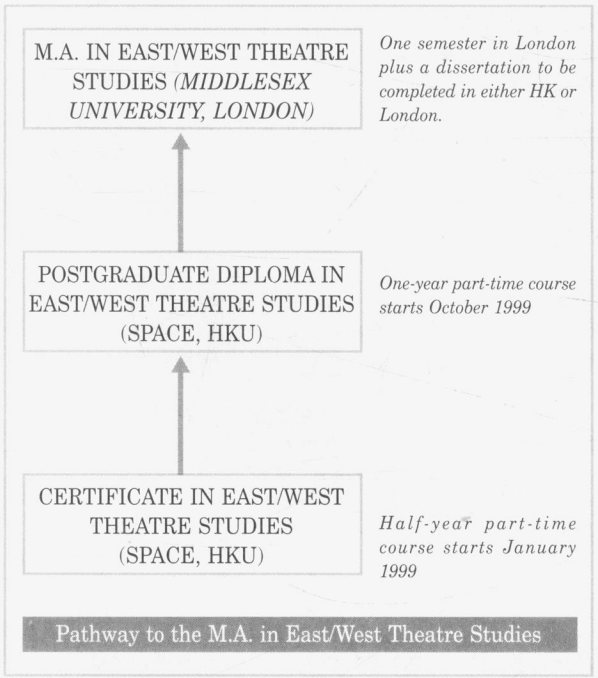
導　　師　　：區惠蓮小姐 B.A.*(Taiwan National Chung Hsing University)*, M.A. (H.K. New Asia Chinese Advanced Studies) B.Fine Arts *(The University of Paris VIII)* Ph.D. Candidate *(The University of Paris VII)*
開課日期及時間：一九九九年四月廿四日逢星期六下午二時至三時三十分(共十二講)
地　　點　　：另行通告
全期學費　　：六百六十元

教師可向教育署申請退還半費，詳情請參閱第XX頁。

THEATRE STUDIES
戲劇研究

Tel: 2975 5689　　Fax: 2858 3404

Summary of Courses



Other courses
* Certificate Programme in Performing Arts Criticism
* Short courses: Masters of Italian Cinema
  Masters of European Cinema
  Introduction to Traditional Asian Forms of Performance

M.A. in East / West Theatre Studies *(Middlesex University)*

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.

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
B. Asian Performing Arts OR
C. Modern Chinese Films

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 (2:00p.m. to 6:00p.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 Co-ordinator: Dr. Vicki Ooi

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?

This programme will be offered in October 1999. Further information and a special application form will be available in July 1999, and can be obtained by sending a $2.80 stamped self-addressed envelope to Miss Gladis Lee at 9/F., T.T. Tsui Building, HKU, Pokfulam Road, HK (Tel.: 2975 5689)

** The minimum enrolment for this programme is 15 students.*

60. Certificate Programme in East/West Theatre Studies

Enquiries : 2975 5689

Introduction

The SPACE Certificate in East/West Theatre Studies is a half-year, part-time programme. It is primarily designed for teachers with a strong interest or theatre workers with a professional record in the theatre whose formal educational qualifications would normally prevent them from gaining entry to a university degree programme.

The aims of the programme are:
- to introduce some of the fundamental concepts of Theatre Studies;
- to help students develop an understanding and appreciation of the theatrical conventions of Asian and Western drama;
- to develop the reading and critical skills necessary to analyse drama texts and performance techniques;
- to foster an understanding of the historical and cultural contexts of dramatic forms and theatrical styles;
- to enable participants to analyse the process of transferring a dramatic text from the page to the stage;
- to equip students with a critical vocabulary for interpreting and evaluating visual texts;
- to acquaint students with the aesthetics and conventions of the Chinese cinema;
- to encourage a broad multi-cultural approach to the study of theatre.

Programme Structure

The programme comprises three taught modules. Classes will usually be held at the University of Hong Kong on Thursday evenings, 7:30 p.m. to 10:30 p.m. In addition to attending classes participants will also be expected to read widely within the subject area.

Module 1 The Development of Asian Theatre

The first half of this module aims to provide students with an overview of some of the major trends in Asian drama. Students will be introduced to some of the dramatic forms and theatrical conventions of Japan, China, India and Hong Kong.

In the second half, students will explore critically a selection of key Chinese texts. These will include the zaju genre (雜劇) of the Yuan dynasty, Chuan qi (傳奇) of the Ming and Ching Dynasties as well as works by contemporary Chinese dramatists.

Module 2 Trends in Modern Western Drama

This module will provide an overview of some of the major developments in C19th and C20th European and American drama. Students will explore a variety of critical and theoretical approaches to plays exemplifying Naturalism, Epic Theatre, the Theatre of the Absurd, Black Comedy, Political Theatre and contemporary Alternative Theatre. In lectures and seminars discussion will centre on the following key plays:

H. Ibsen	A Doll's House
O. Wilde	The Importance of Being Earnest
B. Brecht	Mother Courage
S. Beckett	Waiting for Godot
E. Albee	The Zoo Story
J. Osborne	Look Back in Anger
D. Mahoney	Yo-Yo

Module 3 Contemporary Chinese cinema: Form & Aesthetics

This module will offer an historical perspective on the styles and conventions of Chinese cinema from the Cultural Revolution to the present day. Participants will study and compare the contemporary cinema in Hong Kong, Taiwanese and mainland China. Topics include:

- New Chinese Cinema & the "Fifth Generation" - an historical account
- Themes, form and styles of the "Fifth Generation"
- New Taiwanese Cinema in the 1980s - an historical account
- Themes, form and styles of New Taiwanese Cinema
- The Hong Kong "New Wave"
- Major genres in Hong Kong cinema in the 1980s and 1990s
- Major film-makers and trends in Hong Kong cinema in the 1990s
- A comparison of the form and aesthetics of the "Fifth Generation", the "New Taiwanese Cinema" and the "Hong Kong New Wave".

Assessment

Students will be awarded the Certificate if they:

- complete satisfactorily the required (three) assignments
- attend at least 75% of the lectures and seminars

Further Studies

Students who complete the Certificate course with a Credit (60% or above) will be guaranteed entry to the M.A./Postgraduate Diploma programme in East/West Theatre Studies offered by SPACE and the Middlesex University, London.

Students who receive a Pass (50%) will be awarded the SPACE Certificate in East-West Theatre Studies and are eligible to apply for entry to the M.A./Postgraduate Diploma programme.

Library Access

Students will be eligible for a reader's card for the Main Library of the University of Hong Kong. To obtain a borrower's card, students will need to pay an additional fee.

Lecturers and Tutors

Mr. Peter Kennedy, Lecturer (English & Theatre Studies), SPACE, HKU
Mr. Lau Yiu Kuen aka Law Kar, Programmer/Editor, HK International Film Festival
Mr. Li Cheuk To, Programmar, HK International Film Festival
Dr. Lo Wai Luk, Assistant Professor, Film & TV Dept., School of Communication, Hong Kong Baptist University
Mr. Dino Mahoney, Associate Professor, Dept. of English, The City University of Hong Kong
Dr. Vicki C.H. Ooi, Senior Lecturer in English, Dept. of English, HKU
Ms Jessica Yeung, IATC *(HK)*

Teaching Schedule

Date & Time : Thursdays, 7:30 – 10:30 p.m., starting 7 January 1999

Venue : HKU, Main Campus

No. of meetings : 24 meetings plus 3 tutorials (80 hours)

Fee : $6,800

Entry Requirements and Application Procedure

- Applicants should be over 21, have received a good standard of general education and be proficient in written and spoken English. Preference will be given to those who have completed a post-secondary academic course.
- Photocopies of relevant certificates should be attached to the application form.
- Applicants should complete a special application form and state clearly their reasons for wanting to undertake this course.
- Applicants may be required to attend an interview and/or asked to take a qualifying examination.

Students who are interested in taking the courses but do not wish to be assessed may "audit" the programme but they will not be eligible for the award of a certificate.

For further information, please contact Miss Gladis Lee (Tel: 2975 5689).

3721. Certificate Programme in Performing Arts Criticism

Enquiries : 2975 5681

Introduction

The SPACE Certificate in Performing Arts Criticism is a one-year, part-time programme. It is intended for those who wish to write about the performing arts. The term "performing arts" is taken here to encompass all forms of Western and Eastern theatre - from traditional, conventionally structured plays to contemporary experimental drama - as well as music and dance performances.

The aims of the programme are:

- To introduce the concepts and principles of performing arts criticism;
- To help participants develop an understanding of modern critical thinking in the performing arts;
- To expose participants to a corpus of high quality writing by noted performing arts critics;
- To enable participants to develop their individual critical skills through guided exposure to performances;

- To offer a rigorous training in review writing so as to enable participants to analyze and express their responses to performance art in a self-aware, principled and coherent way;
- To provide students with media outlets for written reviews and live discussions, primarily through SPACE and IATC (HK) programmes, publications and media network.

The programme is suitable for actors, directors, arts administrators, journalists, writers, teachers and researchers who want to think and write about the performing arts. The course will be taught in Chinese and/or English, depending on the topics and participants' preferences.

Programme Structure

The programme comprises three modules. Classes will be held on Sunday afternoons, 2:00 p.m. to 6:00 p.m. In addition to attending classes participants will be required to attend a number of performances.

Module 1 Approaching Performance

This eight-week module has two main aims. The first is to help participants become aware of the various components of a performance and how they are integrated. The second is to introduce various approaches to the understanding of performances. The topics covered in this module are as follows:

- What is Performance?
- The Stage
- The Performer Body
- The Imagery
- Textual Analysis and Semiotics
- Cultural Studies and Critical Theories
- Anthropology and Ethnography
- Interculturalism

Module 2 Writing Criticism

The six-week module aims at helping participants develop skills and self-awareness in dealing with different forms of performances. The topics covered in this module are as follows:

- Reading Dance
- Reading Music
- Reading Drama
- Criticism and Critique
- Criticism as Creative Writing
- The Critic and the Arts Industry

Module 3 Practicum

Participants will attend a wide variety of performances and write reviews of these under the supervision of tutors. Their writings will be assessed and discussed in the six meetings of this module. After the six meetings, participants should keep in touch with the course co-ordinator on an individual basis to discuss their writings and seek to have them published with the help of SPACE and IATC (HK).

Assessment

Students will be awarded the Certificate if they:

- complete satisfactorily the required course assignments;
- display a required standard of competence in critical writing; and
- attend at least 75% of the classes.

Course Co-ordinator

Ms. Jessica Yeung, IATC *(HK)*

Lecturers and Tutors

Dr. Joshua Chan, Assistant Professor in Music, HKU
Dr. Mike Ingham, Lecturer, H.K.I.Ed.
Mr. Andy Ng, Indepandent Dance Critic
Ms. Jessica Yeung, IATC *(HK)*
and Guest Speakers

Teaching Schedule

Date & Time : Sundays, 2:00 – 6:00 p.m., starting 28 February 1999

Venue : Rm S723, Meng Wah Complex, HKU

No. of meetings : 20

Fee : $6,800

Entry Requirements and Application Procedure

- Applicants should be over 21, have received a good standard of general education and be proficient in written and spoken English. Preference will be given to those who have completed a post-secondary academic course.
- Photocopies of relevant certificates should be attached to the application form.
- Applicants should complete a special application form and state clearly their reasons for wanting to undertake this course.

Closing Date for Application

10 February 1999

For further information, please contact Miss Brenda Li (Tel: 2975 5681).

3699. Masters of Italian Cinema



Enquiries : 2975 5681

As one of the most important film production centres in Europe, Italy has produced great film-makers whose works have left a permanent mark on the history of film and influenced generations of film directors around the world. In this course, we will introduce five of the most celebrated auteurs from two different periods of Italian cinema: Roberto Rossellini & Vittoria de Sica of the neo-realism movement of the late 40's, and Federico Fellini, Michelangelo Antonioni & Bernardo Bertolucci of the second Italian film renaissance of the 60's and 70's.

Roberto Rossellini (1906-77)

- Italian neo-realism
- Social commitment and humanistic world view
- Influence on the French New Wave and cinéma vérité movement

Films: *Rome, Open City* (1945), *Pàisan* (1946)

Vittoria de Sica (1901-74)

- Cinema of everyday life
- Social protest

– "Rambling narrative" form
Films: *Shoeshine* (1946), *The Bicycle Thief* (1948)

Federico Fellini (1920-93)
– Autobiographical elements
– Baroque, operatic style
– The director & his city
Films: *La Strada* (1954), *Nights of Cabiria* (1957), *La Dolce Vita* (1960)

Michelangelo Antonioni (b. 1912)
– Introspective neo-realism
– High modernism
– The Monica Vitti woman
Films: *L'Avventura* (1960), The *Eclipse* (1962), *The Red Desert* (1964)

Bernardo Bertolucci (b. 1940)
– Velvet style
– Political dimension
– New visual freedom
Films: *Before the Revolution* (1964), *The Conformist* (1970), *Last Tango in Paris* (1972)

Enrolment is limited to 25

Tutor : Tammy Cheung, B.F.A. *(Concordia)*

Date & Time : Saturdays, 2:00 – 5:00 p.m., starting 27 February 1999

Venue : SPACE Admiralty Town Ctr

No. of meetings : 5

Fee : $885

3700. Masters of European Cinema



Enquiries : 2975 5681

Unassociated with a distinct aesthetic movement or technological trend are three European film directors whose bodies of work are so unique as to constitute "schools" unto themselves. The careers of Buñuel, Bresson and Bergman spanned much of film history, and they were true "auteurs" long before that term became popular.

Luis Buñuel (1800-83)
Buñuel was the most experimental and anarchistic filmmaker in the history of the narrative cinema. He was a brilliant satirist who used sexual pathology as a metaphor for the distorting nature of the bourgeois - a social critic with a wicked sense of black humour who mercilessly attacked the Catholic church and the establishment.

Films : *Un Chien Andalou* (1928), *L'Age d'Or* (1930), *Los Olvidados* (1950), *The Exterminating Angel* (1962), *Belle de Jour* (1967) & *The Discreet Charm of the Bourgeoisie* (1972)

Robert Bresson (b. 1907)
Bresson made thirteen films in forty years as a director, but these have been sufficient to reveal him as one of the great masters of the cinema. As the most austere of directors, Bresson's ascetic manner has been compared to the work of Carl Dreyer and the Japanese master Yasujro Ozu. Insistent upon an absolute austerity of acting, dialogue and *mise-en-scène*, Bresson is a master of spare understatement and a most rigorous minimalist.

Films : *The Diary of a Country Priest* (1950), *A Man Escaped* (1956), *Mouchette* (1966), *L'Argent* (1983)

Ingmar Bergman (b. 1918)
An artist of vast and unusual talent, Bergman is essentially a religious filmmaker whose films concern the fundamental questions of human existence: the meaning of suffering and pain, the solitary nature of being, and the difficulty of locating meaning in a capricious universe.

Films : *Smiles of a Summer Night* (1955), *The Seventh Seal* (1956), *Wild Strawberries* (1957), Persona (1966), *Cries & Whispers* (1972)

Enrolment is limited to 25

Tutor : Tammy Cheung, B.F.A. *(Concordia)*

Date & Time : Saturdays, 2:00 – 5:00 p.m., starting 17 April 1999

Venue : HKU, Main Campus

No. of meetings : 6

Fee : $1,060

3720. Introduction to Traditional Asian Forms of Performance



Enquiries : 2975 5681

This course will introduce a range of theatrical traditions and conventions including Chinese operas, Noh and Kabuki, Balinese dance, Kandyan dance and Pansori.

We will also look at cross-cultural productions and adaptations such as Peter Brooks's Mahabharata, the Chinese-American production of the Bacchae and others. The use of traditional performance devices in these productions will be examined. Theoretical works by critics such as Patrice Pavis, Rustom Bharucha and Richard Schechner will be employed in the reading of these works.

The course will explore the idea of "interculturalism" both as a theatre practice and a methodology of theatre studies.

The course will be conducted in Chinese and/or English, depending on the topics and the preferences of participants.

Enrolment is limited to 25

Tutor : Jessica Yeung, B.A., M.Phil. *(H.K.)*

Date & Time : Monday, 6:30 – 9:30 p.m., starting 1 March 1999

Venue : SPACE Admiralty Town Ctr

No. of meetings : 5

Fee : $885

TRANSLATION
翻譯

Tel 電話 : 2975 5682 Fax 傳真 : 2858 3404

Postgraduate Diploma in Translation

Introduction

This programme provides a systematic and comprehensive curriculum for applicants possessing a degree in a subject 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 hone their skills in the application of their language proficiency in the context of translation.

Students who do not wish to pursue a career in professional translation 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. *(CUHK)*, A.M.,Ph.D *(IU)*, LL.B *(London)*, P.C.LL *(HK)*, Barrister of the Hong Kong High Court.

Teaching Medium

The medium of instruction will be either English, Cantonese or Mandarin, depending on the preference of individual lecturers.

Programme Structure

The Programme has two parts:

Part I : Postgraduate Certificate in Translation

All units in this Part are compulsory. Students who successfully complete all the following six units will be awarded a Postgraduate Certificate in Translation and may discontinue their studies at this stage.

- Basic Concepts and Techniques of Translation
- Consecutive Interpretation
- Cross-cultural Translation
- Translation and Contrastive Studies
- Translation from Chinese into English
- Translation from English into Chinese

Each unit has six meetings of three hours, and there is 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 six 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.

Elective units
- Commercial Translation
- Legal Translation
- Literary Translation
- Technical Translation
- Translation for Government and Public Administration
- Translation in the Media

Each elective unit has seven meetings of three hours, and there is a final written examination. (Total contact hours: 105 hours)

1254. Postgraduate Diploma in Translation

Entry Requirements of Part II

Applicants must possess the Postgraduate Certificate in Translation awarded by the School.

Course Offered for Spring Term

Award

The Postgraduate Diploma in Translation will normally be awarded provided that students (1) pass a written examination; (2) attend at least 80% of the meetings, (3) satisfactorily complete the project and all course assignments.

Duration

Two evenings of three hours each week for twenty-one weeks (for the last seven weeks, only one evening of three hours per week).

Fees

The tuition fee of HK$8,100 must be paid upon receipt of official notice of admission. Fees are non-refundable and cannot be transferred.

Application Procedures

Special application forms, available upon request at the reception counters at the University Main Campus Office and Admiralty Town Centre Office, should be used. Completed application forms should be accompanied by a copy of the SPACE Postgraduate Certificate in Translation , and a cheque for HK$8,100 payable to the "The University of Hong Kong", and should reach Ms Judy Leung, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, not later than 7 February 1999.

Starting Date: Tuesday, 9 March 1999

Time & Place : Tuesdays, 6:40p.m. – 9:40p.m.

Venue : Rm S23, SPACE Admiralty Town Ctr

Time & Place : Fridays, 6:40p.m. – 9:40p.m.

Venue : Rm S11, SPACE Admiralty Town Ctr

8622. 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。

導　　師　：倫伯豪先生B.A. *(London)*, M.A. *(CUHK)*, M.I.L.
開課日期及時間：一九九九年四月十三日起逢星期二下午五時五十五分至七時廿五分（共十二講）
地　　點　：金鐘市區中心室
全期學費　：七百三十元

8623. 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，分作以下各類講授的項目：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。

導　　師　：佘懿迪先生（前德臣西報編輯）
開課日期及時間：一九九九年二月廿六日起逢星期五下午六時三十分至八時(共十二講)
地　　點　：另行通告
全期學費　：七百三十元

Intermediate Translation : From English to Chinese (Part I)

These courses are specially designed for junior translators in government, the media, China trade agencies and students who have already received basic translation training. The courses will focus on : (1) theories and principles;(2) translation skills for sophisticated texts; (3) precision and fluency;(4) basic rhetoric; (5) syntax; (6) the terminology and usage of mainland China. There will be a lot of practical work.

Enrolment is limited to 30

Tutor : Mr Shek Tit-sang (former Managing Editor of the United States Information Service)

No. of Meetings : 12

Fee : $750

8625. Mondays, 5:50p.m. – 7:20p.m., starting 22 February 1999

Venue : Rm S28, Admiralty Town Ctr

8626. Wednesdays, 7:30p.m. – 9:00p.m., starting 24 March 1999

Venue : To be announced

3733. Intermediate Translation : From English to Chinese (Part II)

NEW COURSE

As an extension of "Intermediate Translation: From English to Chinese (Part I)", this course will focus on:(1) a vocabulary update with emphasis on phrasal verbs and compound adjectives; (2) figurative expression; (3)the subjunctive mood; (4) trap sentences; (5) long sentence restructuring in translation ; (6) translating official correspondence; (7)analysing mistakes in translation; (8) editing awkward syntax. There will be a lot of practical work, both in and out of the class.

Enrolment is limited to 30

Tutor : Mr Shek Tit-sang (former Managing Editor of the United States Information Service)

Date & Time : Fridays, 7:30p.m. – 9:00p.m., starting 13 April 1999

No. of Meetings : 12

Fee : $780



Programme Directors and Managers
Front (from left): *Dr. F.T. Chan, Ms. Renée Chan*
Back (from left): *Mr. Richard Booker (Head), Ms. Amy Chow, Ms. Judy Leung, Dr. Owen Wong*

FINANCE & BUSINESS

SPACE = PROFESSIONAL EXCELLENCE + QUALITY OF LIFE 專業進修・卓越成就 SPACE = PROFESSIONAL EXCELLENCE + QUALITY OF LIFE 專業進修・卓越成就



金融及商貿學

Economics & Finance
經濟及金融

Management Studies
管理學

Marketing
市場學

Programme Directors and Managers
課程統籌主任

Ng, Jennifer G.H. 黃玉虹

Ho, Y.K. 何月貴

Chan, Y.B. 陳瑤冰

Chan, Flora K.C. 陳潔貞

The Division of Finance & Business offers a wide spectrum of courses aimed at meeting the diverse and growing needs of the business community. The programmes of study currently being offered range from economics to finance, management studies, business administration and marketing. New programmes are constantly being developed to fulfil the radically changing aspirations of the business community.

The Division conducts programmes of study at every level, from short seminars/ workshops and in-house training courses to award-bearing courses, leading to certificate, diploma, degree, postgraduate and professional qualifications. On offer are qualifications leading to awards by both of local and overseas tertiary institutions and professional bodies to reflect the increasing demands of Hong Kong's and the Mainland's financial and business communities.

We constantly strive to provide wide and equal educational opportunities to part-time students who are mostly in full-time employment, designing programmes from non-conventional university entry requirements 'access' programmes to innovative distance learning courses with reputable overseas institutions.

金融及商貿學部所提供一系列課程是為迎合商業社會與日俱增及不同的需求，學科範疇包括經濟學、財務學、管理學、商業行政學及市場學。由於商業社會變化急促，我們將不斷發展新的課程以切合現今商業社會的要求。

學部開辦了各種不同程度的課程，由研討會、工作坊、內部培訓，以至證書、文憑、學士、深造及專業課程等，十分齊備。這些課程籌辦目的大部份是針對現今香港及中國大陸金融界及商界等方面的需要。

我們不斷致力為全職的兼讀學生提供更廣泛與平等的教育機會；本學部提供了不同類型的課程以供學生選擇，其中包括有開放的大學進階課程，以及與享負盛名的外國院校合辦的遙距課程等。

ECONOMICS & FINANCE
經濟及金融

Tel 電話 : 2975 5669 / 5658 Fax 傳真 : 2858 8472

362. Postgraduate Diploma in Financial Policy / MSc in Financial Management



(The University of London, Centre for International Education in Economics, School of Oriental and African Studies)

Introduction

SPACE offers two postgraduate distance learning programmes leading to awards by the University of London. These two programmes are studies in financial management for the awards of Postgraduate Diploma in Financial Policy and MSc in Financial Management. These distance learning programmes are designed and produced by the Centre for International Education in Economics (CIEE), winner of the Queen's Anniversary Prizes for Higher and Further Education in 1996. SPACE will provide the local support such as registration and tuition services. Applicants may initially be registered on either the Postgraduate Diploma or the MSc programme, 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 a thorough training in economics and / or finance. It may be completed in a minimum of two years and a maximum of five years.

The Postgraduate 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, Postgraduate Diploma holders who obtain a grade equivalent to the pass mark of the MSc Part I examinations will be entitled to transfer to study Part II of the MSc programme. For those who pass Part II of the MSc programme, the Postgraduate Diploma status will be superseded by the MSc award. However, those who pass but not at a high enough level to proceed to the MSc Part II, will be awarded the Postgraduate Diploma certificate earned in the first year of study.

Awards

The awards for these two programmes are the University of London Postgraduate Diploma in Financial Policy and MSc in Financial Management.

Programme Structure

The MSc and Postgraduate Diploma programmes focus on the principles and techniques of Economics needed at various levels of management in commercial banks, investment banks, fund management institutions or corporate treasurers' departments.

Postgraduate Diploma in Financial Policy (1 year minimum)
Part I MSc in Financial Management (1 year minimum)

4 compulsory courses
- Macroeconomic Models and Policy
- Managerial Economics
- Banking and Finance
- Quantitative Methods for Financial Management

Part II MSc in Financial Management (1 year minimum)
Students should note that not all Part II subjects are available every year.

Either 3 optional courses from List A,
or 2 from List A and 1 from List B

List A
- International Trade Finance
- Corporate Finance
- Bank Financial Management
- Portfolio Analysis & Derivatives
- Investment & Project Appraisal

List B
- Macroeconomic Policy & Stabilization Programmes
- Development Finance
- Exchange Rates & International Finance
- Econometric Analysis & Applications

Course Materials

The fully comprehensive learning materials are specially designed by experts in the field of distance learning. Students receive a student handbook and induction audio cassette and for each course specially written course units and textbooks. Some courses have additional articles, computer software and audio / video cassettes.

Entry Requirements

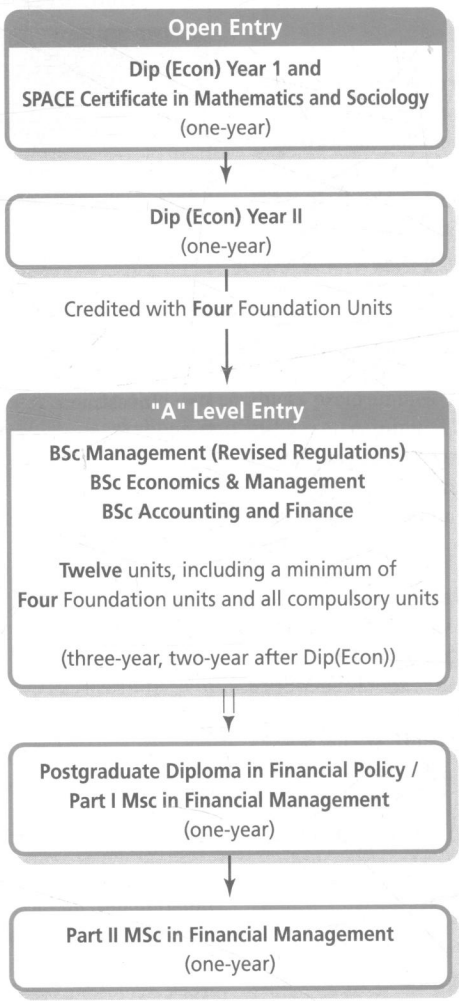
To be admitted either into the Postgraduate Diploma or MSc programmes, applicants must hold a first degree from a recognised tertiary institution in one of the following disciplines: Economics, Finance, Business or related studies. Applicants with senior level work experience and / or appropriate professional qualifications which include economics or finance may also be considered. In all cases, the selection of applicants will be made by CIEE on the merits of each case.

Assessment

Students' performance in each course will be assessed, both by a final examination and by continuous course work assignments which are graded by experienced distance learning tutors from the U.K. The course assignments and the examinations respectively count for 30% and 70% of the students' final grade and both must normally be passed for successful course completion. Examinations are held in Hong Kong and world-wide between September - November each year.

University of London Programmes for External Students

*Diploma in Economics
*BSc Management (Revised Regulations)
*BSc Economics & Management
*BSc Accounting and Finance
*Postgraduate Diploma in Financial Policy
*MSc in Financial Management



⟹ *Denotes possibility of applying to study these courses subject to admission by University of London*

*The above courses offered by the School for external students of the University of London are exempted from registration under the Non-Local Higher and Professional Education (Regulation) Ordinance. Details have been registered with the HKCAA and an exemption number granted. The courses are of high quality and have international recognition. However, it is a matter of discretion for individual employers to recognise any qualification to which these courses may lead.

Diploma in Economics (Ref.: 450330)
BSc Management (Revised Regulations) (Ref.: 450333)
BSc Economics & Management (Ref.: 450332)
BSc Accounting and Finance (Ref.: 450331)
Postgraduate Diploma in Financial Policy (Ref.: 450404)
MSc in Financial Management (Ref.: 450334)

Teaching Mode

These two postgraduate programmes are designed specifically for external students, 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 U.K. tutor or tutors for each course. The tutors will aid and monitor students' progress by grading and commenting in considerable detail on their assignment work. SPACE will provide the local face-to-face teaching and administrative support services, such as registration and handling of students' assignments for grading by the U.K. tutors.

Face-to-face teaching in Hong Kong will be provided as follows:

	Contact Hours			
	Post-graduate Diploma	Pt I	MSc Pt II	Total
(a) Face-to-face lectures by local tutors*	72	72	48+	120
(b) Face-to-face revision[ø] lectures by U.K. tutors	(22-48#)	(22-48#)	(21-36#)+	(43-84#)

* usually held over weekends
ø may be held over weekday evenings and weekends (daytime & evening)
\+ for 3 optional courses
\# indicates maximum number of hours

Course Director

Enquiries on the course should be directed to:

Course Director : Ms. Ng, J.G.H., B.A. *(Simon Fraser)*, M.Soc.Sc., P.C.Ed. *(H.K.)*

Tel: 2975 5669

Fees

Local lectures for these programmes are expected to commence in Jan / Feb 1999. The course fee for the two-year MSc programme is payable in two instalments, each at the beginning of the study year. The one-year Postgraduate Diploma course fee is also payable at the beginning of the study year. Students studying through SPACE benefit from a fast track programme with strong peer and local support. They shall pay in accordance with the following course fee schedule and not that stated in CIEE's prospectus.

1999 intake

- **MSc programme (2 years)**

1999 Part I	GBP 5,195
2000 Part II	GBP 3,092
Both Parts	GBP 8,287

- **Postgraduate Diploma programme (1 year)**

1999	GBP 4,877
2000 (if progress to MSc Part II)	GBP 3,410
Total for Postgraduate Diploma successfully progressing to MSc Part II	GBP 8,287

For both programmes, the course fee covers charges for the University of London registration and external examination fees, course materials, tutorial support, a Reader's Card for access to The University of Hong Kong libraries, and face-to-face teaching conducted in Hong Kong by both local lecturers and UK visiting lecturers. Students may also apply for a Borrower's Card to borrow books from the libraries, upon payment of an additional fee. Please note that the same Part II course fee will be levied on all students progressing on their respective programmes, notwithstanding that a student may have chosen courses for which face-to-face teaching may not be made available in the year of embarking on their Part II studies. Students will also be required to make an additional payment to the Hong Kong Examinations Authority in respect of their local processing fee for examinations.

Application Procedures

All applicants are required to complete and return the **"University of London MSc in Financial Management / Postgraduate Diploma in Financial Policy"** application form to:

The University of London External Student Registration Unit
SPACE Admiralty Town Centre
3/F., Admiralty Centre
18 Harcourt Road
Hong Kong
(Tel: 2559 7628)

Applications should be accompanied by a certificate of identification, all tertiary academic transcripts and a statement in 500 words, explaining why you wish to study the MSc or Pg. Diploma programme.

The application form and detailed information on the above programmes can be obtained by enclosing a $2.4 stamped self-addressed 7" x 10" envelope, or in person from any of the 3 enrolment centres listed on page XVI.

Acceptance on to the course is at the discretion of the Centre for International Education in Economics.

Closing Date for Application

The closing date for submitting an application is 16 October 1998.

Late applications may only be considered at the discretion of SPACE's Director.

Revision Courses

BSc Economics & Management, BSc Accounting & Finance and BSc Management (Revised Regulations) for External Students *(The University of London)*

SPACE offers revision courses for the following subjects of the above captioned University of London degree programmes which will be taught in March / April, 1999 either by lecturers from the London School of Economics, University of London or other U.K. universities.

- 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)
- Organization Theory (L.U. Syllabus No. 33)
- Labour Economics (L.U. Syllabus No. 15)
- Management and International Comparative Perspectives (L.U. Syllabus No. 77)
- Financial Management (L.U. Syllabus No. 59)

(Note: Mounting of the above courses is subject to enrolment numbers and availability of tutors.)

For details, please write to the following by enclosing a $2.1 stamped self-addressed envelope: -

Miss Y. B. Chan
Division of Finance & Commerce
School of Professional and Continuing Education
The University of Hong Kong
8/F., T.T. Tsui Building
Pokfulam Road
Hong Kong
Enquiry : 2975 5672 / 2975 5658

363. Diploma in Economics for External Students *(The University of London)* and Certificate in Mathematics and Sociology *(The University of Hong Kong, SPACE)* [BSc Economics & Management Access Programme] [BSc Accounting & Finance Access Programme] [BSc Management (Revised Regulations) Access Programme]

SPACE 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 a two-year part-time study mode. It will be of particular interest to those whose work involves them in issues concerning economic, commercial and social policies. This programme is expected to commence in September/October 1999. Programme brochures and application forms will be available in June 1999.



Smiles of success on the presentation ceremony (Nov 1998)

MANAGEMENT STUDIES
管理學

Tel 電話 : 2975 5662 / 5670 Fax 傳真 : 2858 8472

Course Nos. 3426, 3428, 3430 (Term 1) Bachelor of Management Studies *(The University of Hong Kong)*

Introduction

SPACE offers a part-time programme leading to a degree in management studies by The University of Hong Kong. This programme is a collaborative venture between SPACE and the School of Business of The University of Hong Kong.

This degree programme provides students with basic management skills and a solid foundation in the academic disciplines of business studies. It is designed to capitalise on students' business experiences and provides an appropriate academic standard which will be useful when students proceed to apply for postgraduate studies. Holders of this degree award will be eligible to apply for entry to the MBA programme offered by The University of Hong Kong.

Award

This programme leads to a Bachelor of Management Studies (BMS) award by The University of Hong Kong.

Programme Structure

This is a part-time programme covering 30 courses to be studied over ten terms of study. It may be completed within a maximum of 8 years.

Basic Level Courses (16 courses, 96 credits)

These are skills related foundation courses. They must be completed prior to commencing the intermediate level courses.

1. Business Language Skills I
2. Introduction to Business Computing
3. Quantitative Methods
4. Introduction to Social Psychology
5. Hong Kong Business Environment
6. Macroeconomics
7. Business Language Skills II
8. PRC Business Environment
9. Legal (Business) Framework
10. Introduction to Accounting
11. Microeconomics
12. Introduction to Sociology
13. Introduction to Management
14. Marketing
15. Managerial Accounting
16. International Trade

Intermediate Level Courses (7 courses, 42 credits)

Normally, these courses are to be completed before commencing advanced level courses.

17. Organisational Behaviour
18. Operations Management
19. Management of Information Technology
20. Consumer Psychology
21. Finance
22. Advertising Management
23. Company Law

Advanced Level Courses (7 courses, 42 credits)

24. Investment Analysis
25. Business Policy
26. Project Management
27. Business Ethics
28. Organisational Marketing
29. Human Resource Management
30. Management Theory

(The courses to be studied in Term I are: Business Language Skills I, Introduction to Business Computing and Quantitative Methods. For details of syllabuses, please contact Ms. Kena Choi at Tel. No.: 2975 5662)

Entry Requirements

To be eligible for admission to the courses leading to the Bachelor of Management Studies candidates should:

(1) comply with the General Regulations;
(2) hold: (i) a Diploma in Management Studies (DMS) awarded by SPACE or its equivalent; or
(ii) other academic or professional qualifications of equivalent standard.
(3) have at least four years of business experience, preferably at the executive or managerial level.
(4) satisfy the examiners in a qualifying examination, if required.

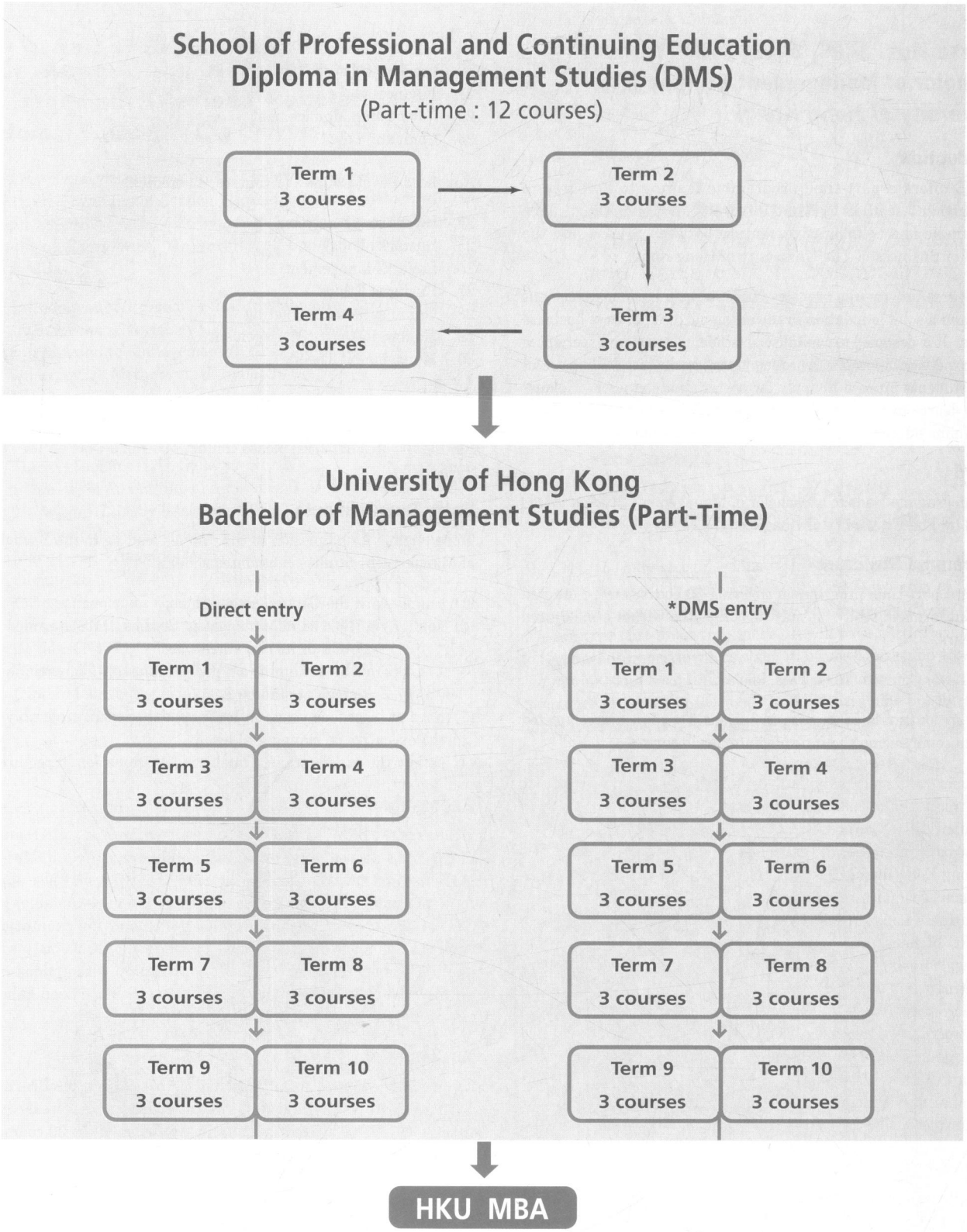
Exemptions

Holders of the SPACE DMS may be exempted from up to 10 courses of the BMS degree programme. Where appropriately qualified, students who have completed other courses of study may also apply for exemptions. A separate fee of HK$500 (non-refundable) per course is payable for making an application for exemption. Applications for exemptions must be made simultaneously with applications for enrolment in each term of study. Exemptions will be assessed only on those qualifications which have been gained within the three-year period preceding the application.

Assessment

To obtain the degree award, students must satisfy the Board of Examiners both in the completion of course work (prescribed assignments & tests) and examinations for each of the 30 courses. Course work assignments and tests are conducted on a continuous basis while examinations are held at the end of each term. The course work and examinations for Business Language Skills I and II will be conducted in both English and Chinese. All other courses will be examined in English. Performance in the examinations and course work respectively count for 60% and 40% of the final grade and both must be passed for successful course completion.

SPACE and HKU-SoB Programmes in Management Studies



* Maximum possible exemptions : 10 Basic Level courses

denotes eligibility to apply for admission

Teaching Mode

Each of the 30 courses will be taught by face-to-face lectures held on weekday evenings and weekends. The 30 courses will be taught over 10 terms in 10-11 weeks of study per term. **Business Language Skills I and II** will be taught in both English and Chinese. Students are advised to make their own arrangements to gain access to the use of computers to aid in their assignments for all courses.

Library Facilities

Students will be provided with a Borrower's Card for access to the libraries of The University of Hong Kong.

Course Directors

SPACE : Ng, J. G. H., B.A. *(Simon Fraser)*, M.Soc.Sc., P.C.Ed. *(H.K.)*

School of Business : Edmund Thompson, B.A. *(York)*, Ph.D. *(Lond)*

Telephone : 2975 5662, 2975 5670

Fees

This programme is designed on a credit unit system. There will be two to three intakes of students per year. The fee per course for the 1999 Summer intake is :

Per course	HK$
Basic Level courses	3,600
Intermediate and Advanced Level courses	4,400

There will be separate fees payable for re-sitting the examination, re-submitting course work and repeating the studies for each course of study. Course fees and fees paid for re-sitting the examination, re-submitting course work and repeating the studies are not refundable unless a course is over-subscribed or cancelled.

Application Procedures

1. The programme for the Summer intake is expected to commence in May 1999.
2. All applicants must complete an application form which can either be obtained in person or by sending a $2.40 stamped self-addressed 7" x 10" envelope to any of the 3 enrolment centres listed on page XVI.
3. Applications must be accompanied by a non-refundable processing fee of HK$200.

Closing Date for Application

The closing date for submitting an application for the May 1999 intake is 5 March 1999.

(Late applications may only be considered at the discretion of the Course Director.)

Course Nos. 3440, 3448, 3443 (Term 1) Diploma in Management Studies (SPACE)

Introduction

SPACE offers a part-time programme leading to a diploma in management studies. This programme is a collaborative venture between SPACE and the School of Business of The University of Hong Kong.

This programme provides students with basic management skills and a solid foundation in the academic disciplines of business studies. It provides an opportunity for business executives to enhance their formal academic qualifications. Holders of this award will be eligible to apply to study The University of Hong Kong Bachelor of Management Studies degree (BMS) (part-time). They may also obtain partial exemptions from the BMS Basic Level courses. The BMS aims to prepare students for postgraduate level studies. Holders of the BMS will be eligible to apply for entry to the MBA programme offered by The University of Hong Kong.

Award

This programme leads to a Diploma in Management Studies (DMS) award by SPACE.

Programme Structure

The DMS programme offers 12 courses to be studied over four terms of study. It may be completed within a maximum period of 5 years.

Term I
DMS 1 Business Language Skills (Part I)
DMS 2 Introduction to Business Computing
DMS 3 Business Mathematics

Term II
DMS 4 Introduction to Social Psychology
DMS 5 Hong Kong Business Environment
DMS 6 Macroeconomics

Term III
DMS 7 Business Language Skills (Part II)
DMS 8 Business Law of HK and PRC
DMS 9 PRC Business Environment

Term IV
DMS 10 Business Presentation Skills
DMS 11 Introduction to Accounting
DMS 12 Business Microeconomics

(For details of syllabuses, please contact Ms. Grace Ho at Tel : 2975 5670)

Entry Requirements

Applicants must have 5 passes in the HKCEE or equivalent, including English, Chinese and Mathematics. A continuous 2 to 3 years of relevant working experience, preferably at the executive or managerial level is also required. Preference will also be given to those who have completed a post-secondary academic course. Applicants may also be required to satisfactorily complete a qualifying course/examination before being offered a place to study this programme.

Exemptions

Where appropriately qualified, students may apply for exemptions for up to a maximum of 3 courses for the whole programme. A separate fee of HK$500 (non-refundable) per course is payable for making an application for exemption. Applications for exemptions must be made simultaneously with applications for enrolment on each term of study. Exemptions will be assessed only on those qualifications which have been gained within the three-year period preceding the application.

Assessment

To obtain the Diploma award, students must satisfy the Board of Examiners both in the completion of course work (prescribed

assignments & tests) and examinations for each of the 12 courses. Course work assignments & tests are conducted on a continuous basis, while examinations are held at the end of each term. The course work and examinations for courses DMS 1 and 7 are held in both English and Chinese. All other courses shall be examined in English. Performance in the examinations and course work respectively count for 60% and 40% of the final grade and both must be passed for successful course completion.

Upon the recommendation of the Board of Examiners, students may be allowed a maximum of two attempts at the examinations and course work. The permission to grant a student a second attempt at the examinations and course work shall be determined after the conduct of each term-end examinations. Students making a second attempt at the examinations or course work may, or may not be required to repeat the study programme for that course.

Teaching Mode

The 12 courses will be taught by face-to-face lectures held on weekday evenings and weekends. Courses DMS 1 and 7 will be taught in both English and Chinese. Students are advised to make their own arrangements to gain access to the use of computers to aid in their assignments for all courses.

Library Facilities

Students will be provided with a Borrower's Card for access to the libraries of The University of Hong Kong.

Course Directors

SPACE : Ms. Ng, J. G. H., B.A. *(Simon Fraser)*, M.Soc.Sc., P.C.Ed. *(H.K.)*

School of Business : Wong, G.Y.Y., B.Sc. *(H.K.)*, M.B.A. *(Manc)*, Ph.D. *(Brad.)*

Telephone Nos. : 2975 5659 / 2975 5670

Fees

This programme is designed on a modular basis. There will be two to three intakes of students per year. The fee per course for the 1999 Summer intake is HK$3,200. Students who are required to re-sit the examinations without the need to repeat their studies will be required to pay a further sum of HK$800 per course. Course fees and fees for repeating the examination shall be paid at the commencement of each term of study. These fees are not refundable, unless a course is over-subscribed or cancelled.

Application Procedures

(1) The programme is expected to commence in May 1999.
(2) All applicants are required to complete an application form which can either be obtained in person or by sending a $2.40 stamped self-addressed 7" x 10" envelope to any of the 3 enrolment centres listed on page XVI.
(3) Applications must be accompanied by a non-refundable processing fee of HK$200.

Closing Date for Application

The closing date for submitting an application for the 1999 Summer intake is **5 March 1999**.

Late applications may only be considered at the discretion of the Course Directors.

3644. Foundation Certificate in Business Studies (SPACE)



Introduction

SPACE offers a part-time programme leading to a Foundation Certificate in Business Studies (CBS). CBS prepares students with basic knowledge in business studies, upon completion of which students are given the opportunity to progress directly to the SPACE Diploma in Management Studies (DMS) programme. Holders of the SPACE DMS will be eligible to apply for entry to the part-time Bachelor of Management Studies programme offered by The University of Hong Kong, with part.ial exemptions from its basic level courses.

Award

The Foundation Certificate in Business Studies will be awarded by SPACE. To be eligible for the award, students must satisfy the School in the completion of course work and examinations for each of the courses.

Programme Structure

The CBS programme offers 3 courses to be studied over a duration of about 4 months. The courses to be studied are:

- Introduction to Quantitative Methods
- Introduction to Business
- Introduction to Economics

Entry Requirements

Applicants must have 5 passes in the HKCEE or equivalent, including English, Chinese and Mathematics. A continuous 2 to 3 years of relevant working experience is required.

Assessment

Students' performance in each course all be assessed both by a final examination and continuous course work assignments. The examinations and the course work assignments respectively count for 50% and 50% of the students' final grade. All courses will be examined in English.

Teaching Mode

The courses will be taught in about 100 hours of face-to-face lectures held on weekday evenings and weekends. Attendance at lectures (at least 70%) and completion of prescribed course work are compulsory.

Course Director

Ng. J.G.H., B.A. *(Simon Fraser)*, M.Soc.Sc., P.C.Ed. *(H.K.)*
Tel : 2975 5659

Fees

Course fee for this Certificate programme is HK$8,200 (including a $200 non-refundable application fee).

Application Procedures

(1) The course is expected to commence in February 1999.
(2) All applicants are required to complete the APPLICATION and ENROLMENT forms which can be obtained in person or by enclosing a HK$2.1 stamped self-addressed envelope from any of the 3 enrolment centres stated in page XVI.

Closing Date for Application

The closing date for applying to the CBS course is **29 January 1999 (Friday)**.

MARKETING
市場學

Tel 電話 : 2975 5785 Fax 傳真 : 2858 4750

Master of Science Degree in International Marketing *(University of Strathclyde)*



Introduction

The MSc Degree in International Marketing programme is offered by SPACE in association with the Department of Marketing, University of Strathclyde and the School of Continuing Education, Hong Kong Baptist University.

This is a distance learning programme. Students will be provided with comprehensive study materials supported by local tutorials and intensive seminars conducted by Strathclyde University staff. On successful completion of the programme, students will be awarded the MSc(IM) Degree by the University of Strathclyde.

Aims / Objectives

The MSc. (IM) Degree programme is a specialist programme designed to produce graduates with high level of 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 recent graduates, offering them 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.

Award

Students who have satisfied all the requirements of the course will be awarded the Master of Science Degree in International Marketing by the University of Strathclyde. The Degree is the same Strathclyde MSc(IM) degree conferred upon full-time resident graduates.

Professional Recognition

On graduating with an M Sc in International Marketing, students are elgible for the Graduate Membership of the Chartered Institute of Marketing (GMCIM).

Programme Structure and Content

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

(I) Core Classes
All students have to complete the following seven core classes:
(a) International Marketing: Strategy & Management (4 Modules)
Strategic Marketing Management
International Marketing Environment
International Market Entry & Development
International Marketing Management 16 credits

(b) International Marketing Finance 4 credits
(c) International Marketing Research 4 credits
(d) Management Issues in Marketing 4 credits
Sub total 28 credits

(II) Elective Classes
Students are required to choose five electives from the following classes:
(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) International Sourcing & Procurement Management 4 credits
(k) Internet and International Marketing 4 credits
Sub total 20 credits

Total for Postgraduate Diploma 48 credits
(l) Dissertation 12 credits
Total for Master's Degree 60 credits

Entry Requirements

Prospective applicants should normally possess the following qualifications:
(1) an undergraduate degree in marketing from a recognised university; or
(2) an undergraduate degree in another discipline from a recognised university plus a Certificate/Diploma in Marketing endorsed by a recognised institution; or
(3) membership in a recognised 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.

Assessment

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

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

Teaching Mode

This two-year part-time programme in international marketing is delivered through the distance learning route. Students will be provided with comprehensive study materials supported by local tutorials conducted by local tutors and intensive seminars led by faculty members from the University of Strathclyde.

Teaching Schedule

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 selected modules consists of 6 hours of tutorials per module conducted by Hong Kong University staff on weekday evenings and/or weekends. In addition, the University of Strathclyde will provide a 12-hour intensive seminar per module in Hong Kong.

Course Director

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

Tel : 2975 5784

Fees

The fee schedule for 1998/99 (under review) is as follows:

		Normal Route
Option I:	Single Payment	£9,000
Option II:	Two Installments	£4,700 x 2
Option II:	Four Installments (every 6 months)	£2,400 x 4

For the 1998/99 academic year, the tuition fee covers the following:
(1) University of Strathclyde registration fee;
(2) All core textbooks and study materials;
(3) Local lectures/tutorials conducted by SPACE and SCE;
(4) Intensive seminars led by faculty members from the University of Strathclyde;
(5) Marking of course assignments;
(6) Examination; and
(7) Assessment of dissertation.

In addition, there is a $150 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

Applicants should apply in person at any of our SPACE offices and all application should include:
(a) A completed application form;
(b) Two completed reference forms;
(c) Originals and 2 copies of certificate and official transcripts;
(d) Two passport-sized photographs;
(e) A non-refundable application fee of HK$150 (cheque should be crossed and made payable to "The University of Hong Kong").

Application forms can be obtained from:-

(1) SPACE Admiralty Town Centre
3/F, Admiralty Centre
18 Harcourt Road
Admiralty
Hong Kong
Tel : 2559 7628

(2) School of Continuing Education
Hong Kong Baptist University
4/F, Kai Fong Welfare Asso. Bldg.
136A Nathan Road,
Kowloon
Tel : 2311 2276

Enquiry : 2975 5784
Internet Home Page: IMOL.co.uk

Closing Date for Application : 15 April 1999



Happy faces at one of the Graduation Ceremonies

8999. Diploma Programme in Marketing *(Hong Kong Institute of Marketing)*

Introduction

SPACE offers a diploma programme in marketing for students wishing to study for a professional qualification in marketing. This programme is a one-year part-time diploma programme leading to an award by the Hong Kong Institute of Marketing (HKIM). It provides an opportunity for students to develop and enhance their skills in applying fundamental marketing knowledge and techniques to the realisation of corporate objectives.

Award

The award for this programme is a Diploma in Marketing issued by HKIM. To qualify for this award, a student must, for each of the modules,

(1) satisfactorily complete the prescribed course assignments;
(2) pass the relevant examinations;
(3) attain satisfactory attendance at lectures.

Professional and/or Academic Recognition

(1) Holders of the HKIM Diploma in Marketing are currently exempted from the modules "International Marketing" and "Marketing Communications" of the CIM examinations.
(2) Holders of the HKIM Diploma in Marketing with 3 years' relevant working experience are eligible for consideration for full Membership of the Hong Kong Institute of Marketing

Programme Structure

The programme covers compulsory studies in the following four modules:

- Marketing Planning and Control
- Marketing Management
- International Marketing
- Marketing Communications

Entry Requirements

(1) a recognised degree in Marketing or related studies with no less than 3 years recognised marketing experience; OR
(2) a Certificate Programme in Marketing issued jointly by SPACE and HKIM; OR
(3) a Certificate in Marketing issued by CIM, OR EQUIVALENT.

Teaching Mode

Each module is taught in 36 hours of lectures and seminars extending over twelve sessions.

Assessment

Students' performance will be assessed by course work assignments and examinations. Case studies and project work will form part of the continuous assessment which will contribute to 25% of the final grade. Final examination constitutes 75% of the final grade.

Exemption

Exemptions from some modules may be granted to prospective students supported by CIM.

Fees

For the 1998/99 academic year, the fee for each module is HK$3,200 which includes:

(1) Tuition fee;
(2) Marking of course assignments;
(3) Examinations (including one supplementary examination where required);
(4) HKIM student membership fee.

A HK$150 non-refundable application fee payable to "The University of Hong Kong" is required.

Application Procedure

(1) Application forms may be obtained from any of the following SPACE offices:-

University Office:
3/F, T.T. Tsui Building
The University of Hong Kong
Pokfulam Road
Hong Kong

Admiralty Town Centre:
3/F, Admiralty Centre
18 Harcourt Road
Hong Kong

North Point Learning Centre:
14/F, Fortress Tower
250 King's Road
North Point
Hong Kong

(2) The completed application form should be returned to the Course Director (Diploma Programme in Marketing, HKIM), 8/F, T.T. Tsui Building, the University of Hong Kong, Pokfulam Road, Hong Kong.

Closing Date for Application

10 January 1999

8998. Certificate Programme in Marketing *(SPACE and Hong Kong Institute of Marketing)*

Introduction

SPACE and the Hong Kong Institute of Marketing (HKIM) jointly offer a Certificate Programme in Marketing to students who intend to study for a professional qualification in marketing. This programme is a two-year part-time certificate programme aimed at providing students with a solid foundation in the academic discipline of marketing. This programme also provides effective training for personnel in the marketing fields.

Award

The award for this programme is Certificate in Marketing. To qualify for this award, a student must, for each of the modules,

(1) satisfactorily complete the prescribed course assignments;
(2) pass the examinations; and
(3) attain satisfactory attendance at lectures.

Professional and/or Academic Recognition

(1) The Curtin University of Technology of Perth, Western Australia currently grants exemption to holders of the Certificate Programme in Marketing from all Year One units of its Bachelor of Commerce (Management & Marketing) Degree Programme.
(2) The Certificate Programme in Marketing will satisfy the academic requirements for Associate Membership of the Hong Kong Institute of Marketing.
(3) Holders of the Certificate Programme in Marketing are exempted from the courses of Chartered Institute of Marketing Certificate and Advanced Certificate Programmes.

Programme Structure

The programme covers compulsory studies in the following eight modules:

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

Entry Requirements

For applicants aged above 18:

(1) 5 passes at 'O' level and one year's full-time practical experience in marketing; or

(2) 4 passes at 'O' level and one pass at 'A' level.

For applicants aged above 21: three years' full-time experience in marketing with recommendations from the employer or course tutor.

Upon enrolment on the programme, students would be automatically registered as student members of HKIM.

Teaching Mode

Each module is taught in 30 hours of lectures extending over ten sessions. Students' performance will be assessed by course work assignments and examinations.

Exemption

Exemptions from some modules may be granted to prospective students who have completed courses of equivalent content and level taken at recognised tertiary institutions or professional examinations. Exemptions may be granted up to a maximum of five modules

Fees

For the 1998/99 academic year, the fee for each module is HK$2,130 which includes:

(1) Tuition fee;

(2) Marking of course assignments;

(3) Examinations (including one supplementary examination where required), and

(4) HKIM student membership fee

A HK$150 non-refundable application fee payable to "The University of Hong Kong" is required.

Application Procedure

(1) Application forms may be obtained from any of the following SPACE offices:

University Office:
3/F, T.T. Tsui Bldg.
The University of Hong Kong
Pokfulam Road
Hong Kong

Admiralty Town Centre:
3/F, Admiralty Centre
18 Harcourt Road
Hong Kong

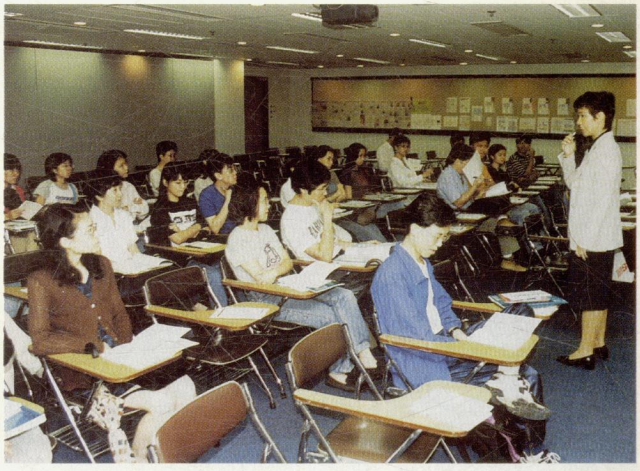
North Point Learning Centre:
14/F, Fortress Tower
250 King's Road
North Point
Hong Kong

(2) The completed application form should be returned to the Course Director (Certificate Programme in Marketing), 8/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong.

(3) Admission will be on a first-come-first-served basis for qualified applicants.

Closing Date for Application

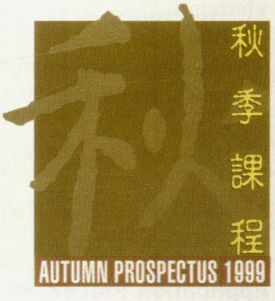
10 January 1999



Free seminar introducing courses offered by the Division

To receive the next issue of this Prospectus, please return to page **264**.

索取下期課程手冊詳情，請參閱第**264**頁。



Short Courses
短期課程

Enquiries : 2975 5657

3872. A Course on Dynamic Leadership

(Organised by the School of Professional and Continuing Education and The Outstanding Young Persons' Association, TOYPA)

This course is designed for executives in both the commercial and non-commercial fields. The following topics will be covered :

1. Vision and Charisma of A Leader

2. Managing Yourself
   a. Improving your Leadership Style - Overcoming limitations
   b. Meeting Future Challenges - Personal Development Skills
   c. Making the impossible possible - Time Management
   d. Improving Personal Leadership Skills in a workshop

3. Leading Others
   a. Leading Winning Teams - Trust and Team Building
   b. Gaining Commitment and Coaching Others
   c. Nurturing Organizational Creativity and Learning
   d. Managing Conflicts and Crisis

4. Wrap Up Session

Each topic will be presented in the format of experience sharing, group discussions and skill development workshops. Participants in this course will benefit from TOYPA members' personal experience as leaders in their own fields.

Enrollment is limited to 35 persons only. Those who have attended 80% of the classes will be eligible for a certificate of attendance jointly issued by HKU SPACE and TOYPA.

Tutors	: Speakers are members of TOYPA who are former awardees of the Ten Outstanding Young Persons Selection.
Date	: Wednesdays, 4:00pm – 6:00pm, starting 17 March 1999
Venue	: Rm S13, SPACE Admiralty Town Ctr
No. of meetings	: 10 meetings
Fee	: $1,200

The Outstanding Young Persons' Association, TOYPA

傑出青年協會 青年雙手創造未來

An Introduction

The Outstanding Young Persons' Association, TOYPA in short, was formed in 1977. The Association is made up of awardees of the Ten Outstanding Young Persons Selection. Membership of TOYPA exceeds one hundred and forty persons.

The Ten Outstanding Young Persons Selection, introduced to Hong Kong in 1970, is an annual major project of the Hong Kong Junior Chamber of Commerce. Each year the award is open to nominations by the public. After the process of carefully vetting candidates' data by an appointed auditor firm, the candidates are presented to a Judging Panel consisting of recognised leaders in government, business, industries, various professions and education. Merits are given to the candidates' achievements in their respective fields as well as their contributions of personal time and efforts in service for the community.

The Outstanding Young Persons' Award not only gives proper recognition to the achievements of the recipients, but also carries with it certain responsibilities. All of those selected as Outstanding Young Persons are expected to make further contributions to the community of Hong Kong and to serve as inspirational examples to other young people. It was with this spirit that recipients of the Award work as a united group to serve the community. The aims of TOYPA are:-

1. To sponsor and organise projects for the well-being of people in Hong Kong
2. To submit recommendations / proposals to the Government or relevant authorises on matters pertaining to the welfare of Hong Kong.
3. To assist in the annual selection of the Ten Outstanding Young Persons.

TOYPA membership covers diverse industries and professions and includes a number of members serving on the Executive Council, Legislative Council, Urban Council, Regional Council, District Boards, Drafting Committee for Law of Hong Kong SAR, Preparatory Committee, and National People's Congress of the PRC.

Since inception, TOYPA has organised and sponsored numerous projects for community service, spending over $1 million. All financial resources for service projects were originated from funds raised. TOYPA's principle in service projects is the involvement of members' participation. In all projects organised, co-organised or sponsored by TOYPA, members took an active role in the organising work.

1904. 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 the credit or other departments with 2 or more years of experience are preferred.

Tutor : Steven K.W. Lai, B.A. *(CUHK)*

Date & Time : Tuesdays, 6:45p.m. – 9:45p.m., starting 9 February 1999

Venue : To be advised

No. of meetings : 6

Fee : $750

1905. Documentary Credits Operations

This course is intended for those who work in the import/export departments of trading or manufacturing companies as well as those bank employees who have just started their work in the I/E bills department. The course will cover the uses and operations of documentary credits (more commonly known as "L/Cs"); documents required under a documentary credit; opening, amending, and advising a credit; checking documents under a credit; payment and reimbursement of a credit; as well as the operations of "special" credits (e.g. transfer L/C, back-to-back L/C, etc.).

Tutor : Henry K.H. Lai, B.Soc.Sc. *(H.K.)*, M.B.A. *(York)*, A.C.I.B.

Date & Time : Tuesdays, 7:00p.m. – 10:00p.m., starting 13 April 1999

Venue : To be advised

No. of meetings : 4

Fee : $515

1907. Foreign Exchange Management and Investment

This course is intended for corporate executives, banking staff, brokers and individual investors who wish to have a good 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 : Eddy C.B. Lam, B.Sc. *(Florida)*, M.Sc. *(CityUHK)*

Date & Time : Mondays, 6:45p.m. – 9:45p.m., starting 8 February 1999

Venue : To be advised

No. of meetings : 6

Fee : $750

1908. 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; and technical analysis.

Tutor : To be advised

Date & Time : Mondays, 7:00p.m. – 9:30p.m., starting 19 April 1999

Venue : To be advised

No. of meetings : 8

Fee : $830

1910. Equity Analysis

This course is designed for investment analysts, fund managers, accountants, and those members of the general public who are interested in investments. 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 : Kenny S.H. Tang, B.Bus. *(Edith Cowan)*, Assoc. in Arts *(East Asia)*

Date & Time : Tuesdays 6:45p.m. – 8:45p.m., starting 27 April 1999

Venue : To be advised

No. of meetings : 8

Fee : $675

1911. How to Read Financial Statements

This course is intended for the general investing public as well as for those who need to peruse financial statements in their work. The course will cover an introduction to the regulatory and

conceptual framework of accounting; contents of financial statements and components of different financial reports (including annual accounts, prospectuses, analyst's reports and press announcements); foundation of financial ratios analysis; traps of financial statements; principal accounting policies; cash flow analysis and profits forecast techniques. This course will make use of case studies to address current accounting and financial issues in Hong Kong. Upon completion of this course, participants are expected to gain an understanding of financial concepts and an ability to analyse the financial condition of a company.

Tutor : Vincent W.K. Lam, B.A., ACCA, AHKSA, MSc (Econ.), SIA(Aff.), M.InstCM

Date & Time : Saturdays, 2:30p.m. – 5:30p.m., starting 8 May 1999

Venue : To be advised

No. of meetings : 5

Fee : $630

1912. 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)*

Date & Time : Mondays, 7:45p.m. – 9:45p.m., starting 8 February 1999

Venue : To be advised

No. of Meetings : 8

Fee : $675

1913. 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. 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 an introduction to fixed income securities, theory of interest rates, term structure of interest rates, currency forwards/non-deliverable forwards - their application to create synthetic loans and deposits and their importance in currency speculation and central bank defence, forward rate agreement and interest rate futures, interest rate swaps and options, concept of duration hedging and portfolio insurance, interest rate risk and asset/liability management, introduction to mortgage-backed securities, credit derivatives and other exotic derivatives.

Tutor : Patrick P.K. Law, B.B.A. *(CUHK)*, M.B.A. *(Chicago)*

Date & Time : Mondays, 7:30p.m. – 9:30p.m., starting 17 May 1999

Venue : To be advised

No. of Meetings : 8

Fee : $675

1917. 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 senior professionals from the Census and Statistics Department

Date & Time : Tuesdays, 6:30p.m. – 8:30p.m., starting 2 March 1999

Venue : To be advised

No. of Meetings : 6

Fee : $515

1924. Marketing Communications

Marketing communications are 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 programmes 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.

Date & Time : Saturdays, 2:00p.m. – 4:00p.m., starting 10 April 1999

Venue : Rm 403, T.T. Tsui Building, HKU

No. of Meetings : 9

Fee : $750

3000. 利率期貨簡介——三個月港元利率期貨 (Introduction to Interest Rate Futures - Three-Month HIBOR Futures)

利率在過去幾年所出現的變化，令投資者體會到利率波幅的變動在財務上所帶來的影響。本課程適合對利率期貨買賣，特別是三個月港元利率期貨有興趣的人士參與。學員於完成本課程後，可進一步了解利率期貨的概念及有關應用。對於個人之理財及投資定能獲得最大益處。課程內容包括：1. 港元利率期貨的基本概念 2. 孳息曲線分析 3. 港元利率期貨的運用 4. 中央銀行的經濟政策 5. 影響利率波動的經濟因素 6. 其他交易所的利率期貨。

導　　師　　：由香港期貨交易所有限公司安排業內人士主講
開課日期及時間：一九九九年三月三日起逢星期三下午六時三十分至八時十五分(共六講)
地　　點　　：另行通告
全期學費　　：四百五十五元

1925. 人力資源管理及勞資關係技巧 (Human Resource Management & Labour Relations Techniques)

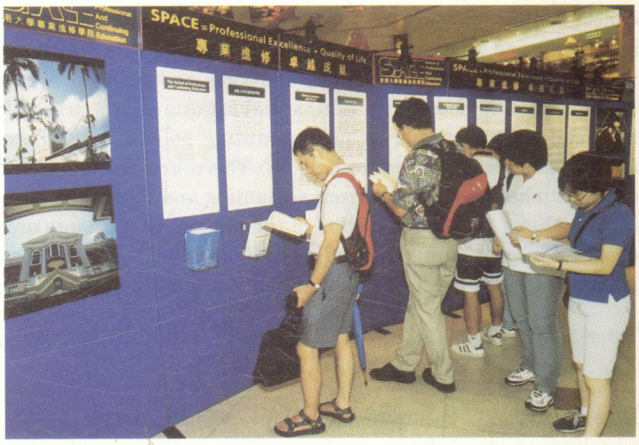
本課程分兩部份，首先介紹人力資源管理之重要知識，如人力資源管理策略、工作分析、招聘面談、考績評估、薪金管理及員工訓練等。隨後本課程會討論及研究一般人力資源管理人員面對之問題及處理方法，如勞資關係與溝通、勞資協商、員工之投訴及紀律處理、僱傭契約及僱員手冊之編寫、小額薪酬索償及勞資審裁處之訴訟、平等機會及香港勞工法例等，並有個案研究。

本課程特別適合現職基層人力資源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。

導　　師　　：待定
開課日期及時間：一九九九年二月九日起逢星期二下午六時三十分至九時(共八講)
地　　點　　：另行通告
全期學費　　：八百三十元



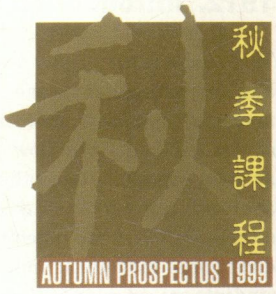
Programme Directors and Managers
(Seated): *Ms. Jennifer Ng (Head)*
Back (from left): *Ms. Flora Chan, Ms.Y.B. Chan, Ms.Y.K. Ho*



SPACE roadshow at Plaza Hollywood in August 1998

To receive the next issue of this Prospectus, please return to page **264**.

索取下期課程手冊詳情，請參閱第**264**頁。



LAW

SPACE = PROFESSIONAL EXCELLENCE + QUALITY OF LIFE 專業進修・卓越成就 SPACE = PROFESSIONAL EXCELLENCE + QUALITY OF LIFE 專業進修・卓越成就

法律

Law
法律

Programme Directors and Managers
課程統籌主任

Fisher, Michael J. (Head of Division 學部主任)

Petersen, Carole J. 白嘉露

Davies, Bronwyn L.

Browne, Edith A.

Ng, Simon T.M. 吳達明

The Division of Law aims to provide the opportunity for legal education at every level. Courses are offered from diploma level, open to those having no formal qualifications, to degree, postgraduate and professional level.

The Division emphasizes legal education, recognizing that most of its students will not, ultimately, choose to progress to legal practice, but still appreciate the importance of legal expertise and understanding.

Most of the courses offered are based on the common law on which Hong Kong is founded and to which it remains committed. The Division, however, recognizes the importance of an increased awareness of Chinese law and is increasing its China law coverage.

While English remains the usual medium of instruction, some courses are now offered in Cantonese and Putonghua. All law courses offered include a significant element of face-to-face tuition provided by the best local and overseas academics and practitioners. Most of this tuition is offered on a part-time evening and weekend basis so that SPACE students remain, for the most part, in full-time employment.

Demand for SPACE law courses remains high and entry to some programmes is highly competitive. SPACE students, in fact, come from a very wide range of occupations and background. The examination results of our students are very impressive and those who proceed to the professional stage perform very well.

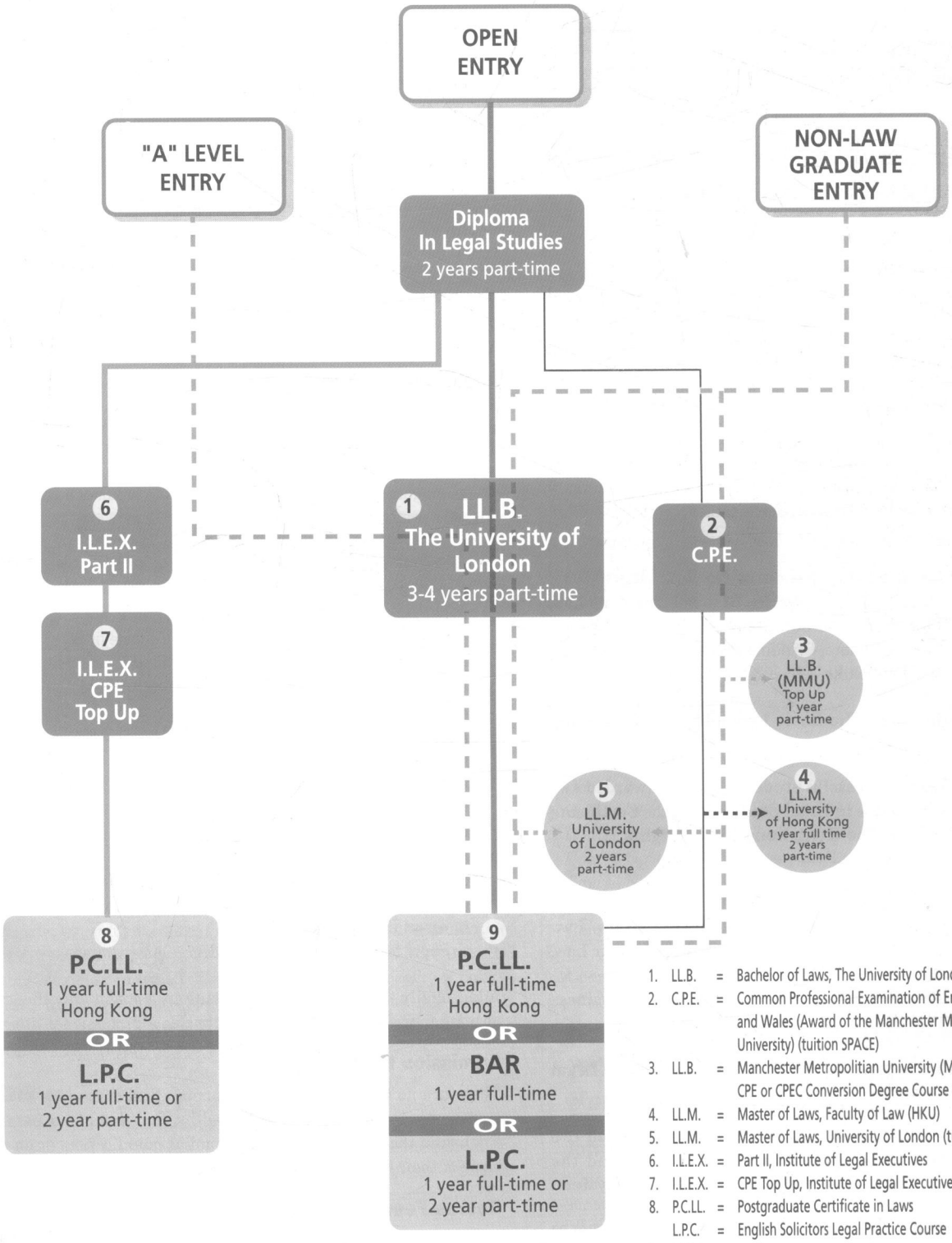
法律學部提供各種程度的法律教育：由不拘入學資格的文憑課程，以至學位、深造及法律專業課程。

學員不一定會投身法律界，但他們都明白掌握法律專業知識的重要性 。因此，學部著重的是傳授實務知識的法律教育。

大部份課程的內容是基於香港的普通法。另外，由於中國法律日漸受到重視，所以學部除了在現有的課程內加入中國法律的內容，也正積極拓展其他中國法律課程。授課語言一般是英語，但也有部份課程是以廣東話及普通話講授的。所有法律課程均以面授為主，由本地及海外優秀的法律學者及執業律師主講。為方便在職的學員，上課時間多數為平日晚上及週末。

本學院的法律課程申請者眾，競爭也大。法律學部的學員來自不同的行業，擁有不同的經驗。他們的學業表現及考試成績都很理想，而那些升讀法律專業課程的學員均表現出色。

Routes To Legal Qualifications



1. LL.B. = Bachelor of Laws, The University of London (tuiton SPACE)
2. C.P.E. = Common Professional Examination of England and Wales (Award of the Manchester Metropolitan University) (tuition SPACE)
3. LL.B. = Manchester Metropolitian University (MMU), CPE or CPEC Conversion Degree Course (tuition SPACE)
4. LL.M. = Master of Laws, Faculty of Law (HKU)
5. LL.M. = Master of Laws, University of London (tuition SPACE)
6. I.L.E.X. = Part II, Institute of Legal Executives
7. I.L.E.X. = CPE Top Up, Institute of Legal Executives
8. P.C.LL. = Postgraduate Certificate in Laws
   L.P.C. = English Solicitors Legal Practice Course
9. P.C.LL. = as above
   BAR = English Barristers Examinations
   LPC = as above

After P.C.LL. or L.P.C. or Bar, students proceed to the trainee solicitorship or pupillage stage in order to qualify as a solicitor or barrister

LAW
法律

Tel 電話：2975 5721 Fax 傳真：2546 0295

Courses Requiring No Formal Entry Qualifications

Diploma in Legal Studies (Degree Access Programme) (Course Nos. 702-705)

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 legal practice.

Programme Structure

The Diploma is a two-year, part-time programme based on the provisions of Hong Kong law and Hong Kong legal practice. It consists of four Certificate courses taken over two academic years of study and includes two Summer Certificates.

Year 1

Certificate in Legal Studies 1 (Course No. 702)

Law 1 – Hong Kong Legal System, Criminal Law, Land Law, Law of Tort and Law Skills

Practice 1 – Civil Procedure, Criminal Procedure, Conveyancing and Law Skills

Summer Certificate in The Basic Law and The Hong Kong Bill of Rights

At the end of Year I successful students will be awarded two Certificates: the **Certificate in Legal Studies 1** and the **Certificate in the Basic Law and The Hong Kong Bill of Rights**.

Year 2

Certificate in Legal Studies 2 (Course No. 704)

Law 2 – Elements of Contract Law, Business Law, Law Skills and options from Family Law, Labour Law, Sucession

Practice 2 – Elements of Matrimonial, Probate & Business Practice, Litigation and Law Skills

Summer Certificate in the Introduction to the Chinese Legal System

At the end of Year 2 successful students will be awarded two Certificates: the **Certificate in Legal Studies 2** and the **Certificate in the Introduction to the Chinese Legal System**.

On successful completion of all four Certificates students will be awarded the Diploma in Legal Studies.

Tuition

Lecture, Seminar, Revision and Law Skills sessions will be provided.

Course Materials

Specially prepared course manuals, textbooks and lecture materials are provided as part of the programme package.

Timetable

The Certificate in Legal Studies 1 will commence in October 1999 with classes held at 6:30 - 9:30 p.m. on the Main Campus of The University of Hong Kong, Pokfulam Road, Hong Kong. Classes will usually be held once a week from September to May. A full timetable will be distributed at the first lecture.

Career Progression

Q. What can I do with my qualification?

A. There are many different career paths that can be followed for a Diploma holder.

Students who hold the Diploma in Legal Studies are eligible:

- to progress to the University of London LL.B. degree programme. Students who complete the programme will be given guaranteed places on the University of London LL.B. first year preparation courses held by SPACE;
- to apply to the University of Hong Kong Law Faculty LL.B. full-time law degree programme provided they are over 25 at the time of application;
- to enter the Common Professional Examination of England and Wales (C.P.E.) providing they are over the age of 25. The CPE is a two-year, part-time programme offered by the Manchester Metropolitan University in collaboration with SPACE. Those students obtaining an overall distinction in the Diploma in Legal Studies will be guaranteed a C.P.E. place;
- to enter Part II of the Institute of Legal Executives Certificate programme (passes in Certificate in Legal Studies 1 and 2 satisfies Part I) with a view to taking the Institute's examinations;
- to apply for entry to the University of Leicester Master of Arts (M.A.) degree programme in Public Order. The M.A. in Public Order is a two-year, part-time programme offered in Hong Kong in association with SPACE.
- to apply for many full-time law degree programmes overseas.

Additionally, Diploma holders working in a solicitor's office are entitled to use the term Legal Executive as a professional title.

Admission Requirements

There are no formal entry requirements. Students must 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.

Course Fees

The course fee for the Certificate in Legal Studies 1 will be approximately $10,000 (to be confirmed).

Degree Courses

Bachelor of Laws (LL.B.) Preparation Courses (Course Nos. 706-717) *(The University of London)*

Introduction

LL.B. courses may be studied by those who wish, ultimately, to become lawyers; by others such as accountants, who see Law as useful to their careers; and by those who are merely interested in learning more about some, or all, of the courses offered.

Those who wish to practise Law in Hong Kong will need to complete the P.C.LL. (Postgraduate Certificate in Laws) programme. Those who obtain at least a second class LL.B. having studied with SPACE are guaranteed a place on the SPACE P.C.LL. programme.

Programme Structure

SPACE runs courses of tuition for 12 of the LL.B. subjects, including the compulsory subjects and the "core" options necessary for professional recognition. In 1999/2000, the following courses are likely to be offered:

Intermediate (First year)	Part I (Second year)	Part II (Third year)
706. Constitutional Law	710. Evidence	714. Company Law
707. Criminal Law	711. Land Law	715. Family Law
708. Contract Law	712. Law of Tort	716. Jurisprudence
709. English Legal System	713. Law of Trusts	717. Succession

Those who are recognised by the University of London as graduate entrants must study 9 subjects over a minimum of two years. Non-graduates must study 12 subjects over a minimum of three years.

The LL.B. preparation courses are specifically geared to those taking University of London examinations but are open to all those with minimum University entrance requirements (see below). However, those intending to take the University of London examinations must register as students of that university. The sessional examinations are in June each year and those wishing to sit **must ensure that they register in time** [please see the current *University of London External Programme: Undergraduate and Postgraduate study in Laws* prospectus which is available on request from SPACE Admiralty Centre].

Tuition

Lecture and revision courses are presented by a team of very experienced lecturers invited by SPACE, most of them from the University of London or other leading U.K. universities. Students on the first year will also receive small group seminars taught by local academics and legal practitioners.

Course Materials

All SPACE students will receive a course manual in each subject. In addition, lecturers will provide supplementary materials including lecture outlines, model answers and legal up-dates.

The University of London Entrance Requirements

The University of London LL.B. degree programme is open to all those who satisfy the University's minimum entrance requirements. These requirements are the attainment of **2 'A' levels and 3 'O' levels** (not necessarily obtained in one sitting); or the successful completion of Year 2 of the Certificate in Legal Studies offered by SPACE. A full explanation of entry requirements is provided in the Prospectus, *External Programme: Undergraduate and Postgraduate study in Laws*.

Places on the courses are not limited to University of London LL.B. students and they may well be attractive to those attempting comparable examinations; for example, the University of London's B.Sc. [Management with Law] degree and the Diploma in English Commercial Law.

Course Fees

Those studying for the University of London examinations are not required to enrol on the SPACE courses or, indeed, on any course. However, those who do attend courses will greatly improve their chances of success. The course fee for each subject package will be approximately $4,000.

Courses are invariably over-subscribed so it is important to apply promptly.

LL.B. Degree Revision Courses 1998-99 (Course Nos. 8244-8251) *(The University of London)*

Revision courses for candidates sitting the University of London LL.B. and other similar examinations will be offered in March/April 1999. They will be taught mainly by lecturers invited from the United Kingdom.

The courses offered will be:

Course No. 8244	Evidence
Course No. 8245	Land Law
Course No. 8246	Law of Tort
Course No. 8247	Law of Trusts
Course No. 8248	Company Law
Course No. 8249	Family Law
Course No. 8250	Jurisprudence and Legal Theory
Course No. 8251	Succession

Course Fee : $1,500 (per subject)

Bachelor of Laws (LL.B.) (For C.P.E./C.P.E.C. Holders) (Course No. 718) *(The Manchester Metropolitan University)*

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 those of the University of Hong Kong C.P.E.C. The course will be of one year's duration commencing at the beginning of October 1999.

Award

LL.B. (Honours), The Manchester Metropolitan University.

Programme Structure

The subjects which must be taken in this course are:
Commercial Law
International Export Trade Law
Intellectual Property Law

Tuition

Introductory lectures for all three subjects will be delivered in one-week "blocks" by Manchester Metropolitan University staff between October 1999 and February 2000. Manchester staff will also deliver revision lectures in March/April 2000.

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 further reading.

Examinations

Students will sit the examinations of the Manchester Metropolitan University, in Hong Kong, and assessment 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 June/July 2000.

The Honours degree classification will be based on results in the three new subjects plus the three C.P.E./C.P.E.C. subjects: Criminal Law, Equity & Trusts and Land Law.

Professional Stage of Training

Those students wishing to qualify as lawyers in Hong Kong must complete the P.C.LL. course. Prior to this students will be required to complete two short courses in Business Associations and Evidence. Those C.P.E. candidates wishing to defer their guaranteed P.C.LL. place who pass all LL.B. subjects at their first sitting will be guaranteed a place on the P.C.LL. course offered by SPACE in the academic year immediately following completion of the LL.B.

Alternatively students may choose to apply to one of the English institutions offering the Legal Practice Course.

Entry Requirements

All those who have successfully completed the Manchester Metropolitan University C.P.E. or Hong Kong C.P.E.C. programmes 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 in Evidence and Business Associations.

Fees

The course fee for the Manchester Metropolitan University LL.B. will be approximately $20,000. Cheques should be made payable to "The University of Hong Kong" and submitted together with the application for enrolment.

A separate examination fee of approximately £400.00 sterling is payable to the Manchester Metropolitan University in January 2000.

LL.B. Degree (For C.P.E./C.P.E.C. Holders) Revision Courses 1998-99 (Course Nos. 8258-8260) *(The Manchester Metropolitan University)*

Revision courses for candidates sitting the M.M.U./LL.B. examinations in 1999 will be offered in March to May 1999.

Course No. 8258	–	Commercial Law
Course No. 8259	–	International Export Trade Law
Course No. 8260	–	Intellectual Property Law

Course Fee : $1,500 (per subject)

Postgraduate Degree Courses

Master of Laws (LL.M.) Preparation Courses (Course Nos. 723-724) *(The University of London)*

Introduction

SPACE will offer preparation courses in the 1999/2000 academic year to assist students who wish to take the University of London LL.M. programme for external students.

Programme Structure

The University of London LL.M. degree consists of written papers in four subjects. Students may choose to take all four subjects on the same occasion (but not less than two years after registration) or, alternatively, may take the examination in two parts. Although the minimum period of study is two years, registration on the University of London programme is valid for five years so students can spread their studies over a five year period.



The University of London Open Day at SPACE Admiralty Town Centre (4 July 1998)

Tuition

SPACE offers preparation courses for at least two LL.M. subject options in each academic year. In the 1999/2000 academic year courses will be offered for 2 or 3 of the more popular options, probably:

Course No. 723 Carriage of Goods by Sea
Course No. 724 Insurance (excluding Marine Insurance)
Course No. 725 Modern Chinese Law

These subject options have been chosen due to their popularity with students enrolled on the LL.M. programme.

Fees

The tuition fee for each subject package is currently $7,500 but is subject to increase.

Professional Courses

The Law Division operates 2 major professional courses: the C.P.E. (Post-graduate Diploma in English and Hong Kong Law) and the P.C.LL. The C.P.E. is offered to graduates in non-law disciplines and represents the academic stage of their training. The P.C.LL. is offered to law graduates and C.P.E. holders and represents the professional stage. In the great majority of cases applicants for these 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 (U.K.) offers distance learning programmes leading to Part II examinations. The Institute's Part II courses are open to all those who have obtained Certificate of Legal Studies 2 or the Diploma in Legal Studies.

Common Professional Examination of England and Wales (Post-graduate Diploma in English and Hong Kong Law) (Course Nos. 721-722)

Introduction

The C.P.E. is the most popular of the law courses run by SPACE and demand always exceeds supply of available places. The programme is of two years duration and is intended for graduates in a non-law discipline. Those who are regarded as degree equivalent, or who are mature applicants with a suitable background, may also apply. Places on the course are guaranteed for those obtaining an overall Distinction on the SPACE Diploma in Legal Studies.

Award

Post-graduate Diploma in English and Hong Kong Law. The Manchester Metropolitan University.

Programme Structure

The C.P.E. course beginning in September 1999 will lead to the award of a Post-graduate Diploma in Law from Manchester Metropolitan University (MMU). It comprises eight subjects taken over two years of part-time study:

Year I	Year II
Constitutional and Administrative Law	Criminal Law
European Union Law	Equity and Trusts
Contract Law	Land Law
Law of Tort	Hong Kong Constitutional Law

Students will receive "blocks" of lectures from MMU staff at the beginning of the course. They will then receive lectures and tutorials from local academics and legal practitioners. MMU staff will return to give revision lectures around the Easter period. All tuition will be in the evenings or at weekends. Except during the block lectures, attendance will be for a maximum of two evenings and one Saturday afternoon each week. Students are required to attend at least 70% of classes.

Assessment

Assessment will be on the basis of written examination and assessed essay. The examinations will be those of MMU but will be sat in Hong Kong. Sessional examinations will take place in May/June 2000 with referral examinations in August/September.

Course Materials

Students will receive course manuals for all examined subjects. MMU and local staff will also provide detailed further materials.

Career Progression

Those who successfully complete the course are eligible to take the professional stage programme (P.C.LL.) in the same way as Law graduates. Those passing examinations at the first attempt will be guaranteed a place on the SPACE P.C.LL. programme in the year following their completion of the C.P.E. They will also be eligible to take a Legal Practice Course in England and, if they are graduates with at least a second-class honours degree, the English Bar Vocational Course.

Fees

The course fee for Year I will be $22,500. An additional examination fee of approximately £300 is also payable to MMU.

Common Professional Examination (C.P.E.) of England and Wales 1998-99 Revision Courses (Course Nos. 8252-8257)

Revision courses for candidates sitting the C.P.E. examinations of Manchester Metropolitan University will be offered in March/April 1999.

These courses will be taught by lecturers from the Manchester Metropolitan University.

The courses offered will be:

Year I :
Course No. 8252 – Constitutional and Administrative Law
Course No. 8253 – Law of Contract
Course No. 8254 – Law of Tort

Year II :
Course No. 8255 – Criminal Law
Course No. 8256 – Equity & Trusts
Course No. 8257 – Land Law

Course Fee : $1,500 (per subject)

The Postgraduate Certificate in Laws (P.C.LL.) Full-time (Course No. 8001) Part-time (Course No. 8002)

The Postgraduate Certificate in Laws (P.C.LL.) is a full-time curriculum extending over one academic year, from September to June, and is offered in conjunction with the Law Faculty of the University of Hong Kong. The course comprises the following seven 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 three 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.

The 1998-99 course fee for the Hong Kong P.C.LL. full-time is HK$104,000. The fee for Part I of the part-time programme 1998-99 is HK$54,000. The 1999-2000 fees will be announced prior to the start of the academic year.

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 usually held in August/September 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.

The closing date for enrolment is 31 July 1999. Applications will be treated on a "first-come-first-served" basis. As places are limited, early enrolment is recommended.

Course fees (including all course materials) in 1997-98 were:

Business Associations	$2,200
Evidence	$2,200

Any change to the fees will be confirmed before the courses commence.

Those who wish to know more about all these Law courses may apply for a brochure and application form from The Law Division, SPACE, 10/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong.

Law Courses for Laymen
法律常識短期課程

8261. 香港地產物業法例 (Real Property Law in Hong Kong)

本課程著重講授香港地產物業的基本法律知識，適合從事地產及相關行業的人士修讀。課程內容包括：港、九、新界之土地業權；官地契約條款；樓宇交易的手續；買賣合約的內容及違約的後果；按揭類別；物業交易的法律文件（例如轉讓契、授權書及信託聲明等）及與地產發展有關的法律問題（例如收地賠償、城市設計、租務管制、樓花買賣等）。

導　　師　：莊重慶先生
開課日期及時間：一九九九年三月二日起，逢星期二下午八時至九時三十分(共十講)
地　　點　：金鐘市區中心S28室
學　　費　：港幣五百元正(連講義)

8262. 中華人民共和國公司法 (The Company Law of The People's Republic of China)

本課程以實務為主，適合從事香港與內地經貿及商業事務的人士修讀。內容包括：中國公司的類型；「三資企業」；設立、審批及註冊資本；公司的組織；合併、分立與清盤；破產；財務；上市（包括「國企」在本港上市）及外國公司的分支機構等。講師除會介紹有關的法律及政策外，更會列舉實例，提示學員在實際業務往來中常遇到的問題及應注意的事項。以往本課程的學員主要從事銀行、會計及商業服務等專業。

導　　師　：李曙峰先生（現職中國律師，本港某律師行的中國法律部門主管）
開課日期及時間：一九九九年五月十一日起，逢星期二下午八時至九時四十五分(共十講)
地　　點　：金鐘市區中心S6室
學　　費　：港幣三千元正(連講義)

1487. 中國法律、金融及商貿證書課程

請參閱第16頁

1775. 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）

請參閱第16頁



Programme Directors and Managers
(Seated): *Mr. Michael Fisher (Head)*
Back (from left): *Mr. Simon Ng, Ms. Edith Browne*

REAL ESTATE, HOUSING & URBAN STUDIES

SPACE = PROFESSIONAL EXCELLENCE + QUALITY OF LIFE 專業進修・卓越成就 SPACE = PROFESSIONAL EXCELLENCE + QUALITY OF LIFE 專業進修・卓越成就



房地產管理、房屋及城市研究

Construction & Real Estate Management
建築及房地產管理

Occupational Safety and Health
職業安全及健康

Housing Management
房屋管理

Real Estate Agency/Administration
地產代理及行政

Architectural Studies
建築學

Urban Studies
城市研究

Transport Management
交通運輸管理

Programme Directors and Managers
課程統籌主任

Kwong, T.M. 鄺子文 (Head of Division 學部主任)

Liu, Matthew T.Y. 廖天佑

Wong, Evia O.W. 黃靄雲

Ha, C.F. 夏志輝

How, Hebe H.H. 侯瑋芳

Hung, Albert W.K. 熊運球

Li, Emily N. 李　妮

The Division of Real Estate, Housing & Urban Studies presents a wide spectrum of professional and academic courses leading to either local or overseas qualifications. The awards start at the certificate level, and rise to the masters degree level.

Students can enter at the certificate level specialising in the areas of housing management or real estate agency. Others with higher entry qualifications may choose to enter directly into one of the diploma or degree courses.

Diploma level courses offered cover the specialist subjects of housing management, transport management, real estate administration, construction management, property development, construction project management, quantity surveying, general practice surveying and architectural studies. Students interested in pursuing a professional career should note that a number of these diploma courses have been accredited by the relevant professional societies, so graduates are eligible for exemption from certain admission requirements of those societies. For example, the Postgraduate Diploma in Surveying carries full exemption from the examinations of both the Royal Institution of Chartered Surveyors and the Hong Kong Institute of Surveyors; furthermore, the Chartered Institute of Housing and the Hong Kong Institute of Housing both recognize the Diploma in Housing Management as an acceptable basis of eligibility for admission into corporate membership. Diploma holders in housing management may also apply for taking a newly developed Bachelor of Housing Management programme which is awarded by the University of Hong Kong.

For those who would like to progress further, there are a number of masters degree courses available; there is the Greenwich University MSc degree course with a number of pathway options such as construction project management, occupational safety and health, facilities management, etc. In addition, the Bath University MSc degree course provides training in construction. There is also the very popular University of Hong Kong Master's degree in Housing Management being offered by the Division.

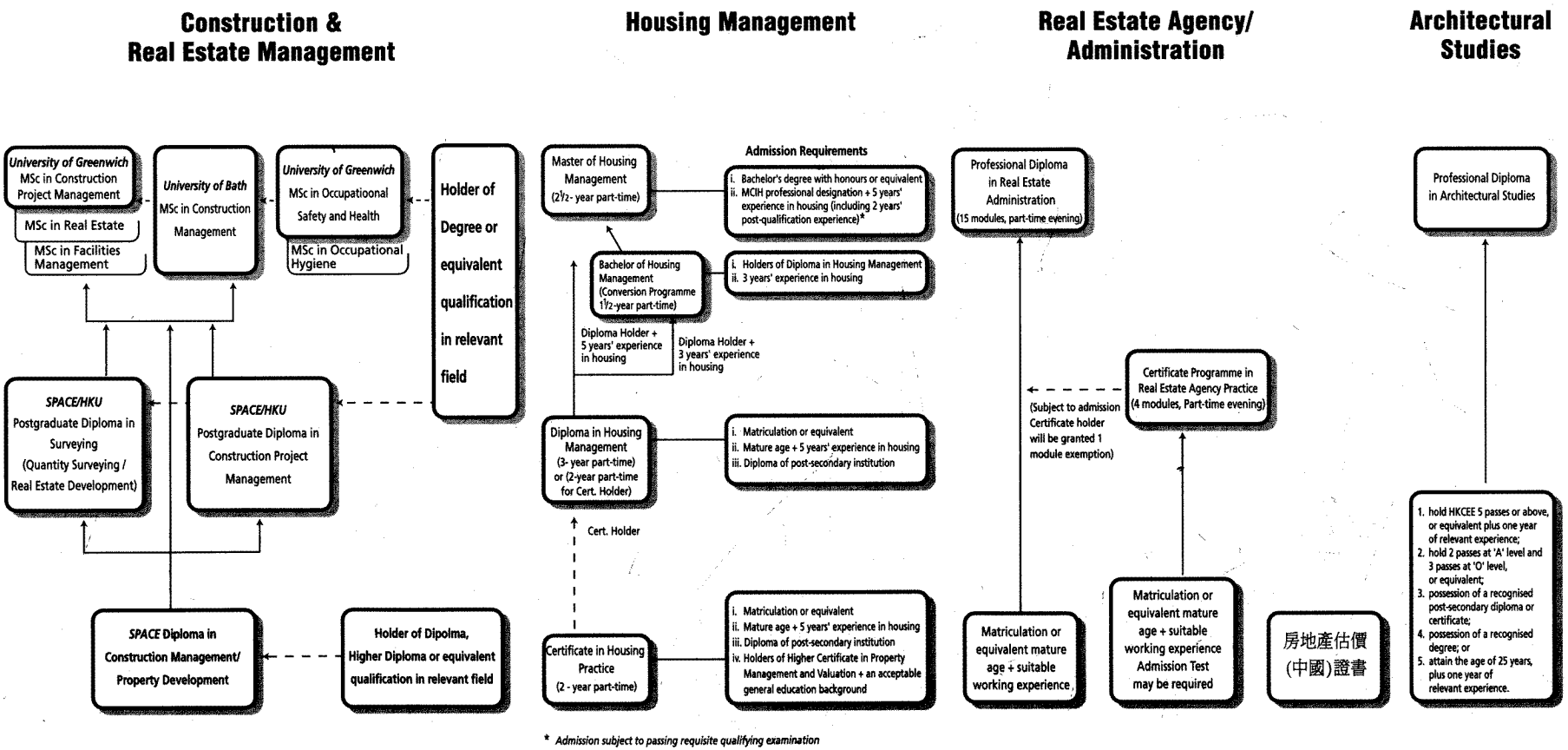
房地產管理、房屋及城市研究學部提供一系列專業及學術課程，成功肄業者可獲本地或海外學歷，程度由證書至碩士學位不等。

學員可先修讀房屋管理或地產代理證書專科課程，持有較高學歷的學員可選擇直接報讀文憑或學位課程。

文憑課程範圍涵蓋專科如房屋管理、交通運輸管理、地產行政、建築管理、物業管理、建築工程管理、工料測量、產業測量及建築學等。有志投身專業的學員注意，部份文憑課程已獲相關專業學會確認，因此學員在申請成為會員時可豁免部份入會資格。例如，修畢測量深造文憑課程可獲豁免投考英國皇家測量師公會及香港測量師公會入會試。此外，英國特許屋宇經理學會及香港房屋經理學會均承認房屋管理文憑學歷，作為申請成為公司會員的認可資格。房屋管理文憑的畢業生更可申請入讀香港大學新開辦的房屋管理學士學位課程。

為那些希望再深造的學員，學部設有部份碩士學位課程可供修讀。如格林威治大學(University of Greenwich)提供的理科碩士學位課程，其中並可選擇數條進修途徑：建築工程管理、職業安全及健康、設施管理等。此外，巴庫大學(University of Bath)的理科碩士學位課程提供建築訓練；以及甚受歡迎的香港大學房屋管理碩士學位。

Real Estate, Housing & Urban Studies



* *Admission subject to passing requisite qualifying examination*

CONSTRUCTION & REAL ESTATE MANAGEMENT
建築及房地產管理

Tel 電話 : 2975 5717 Fax 傳真 : 2546 0295

Master of Science in Construction Management *(University of Bath)*



Course No. 8014 - May 1999 Intake
Course No. 8025 - November 1999 Intake

Introduction

This is a Master's degree programme (by distance learning)of the University of Bath, U.K. which is offered in association with SPACE. The course focuses upon developing managers for the property and construction industries and seeks to apply techniques and themes to the 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 offered through 'distance learning' teaching mode. Fully integrated weekend residential schools run by Bath University staff are held in Hong Kong twice a year.

Award

1. On completion of Stage 1 (Modules 1 & 2), students may be awarded Certificate in Construction Management;
2. On completion of Stage 2 (Modules 3 to 8), students may be awarded Postgraduate Diploma in Construction Management;
3. On completion of Stage 3 (Dissertation), students may be awarded MSc in Construction Management.

Professional Recognition

The Bath MSc in Construction Management by Distance Learning is recognised by CIOB.

Course Duration

The course can be completed in 3 years' time, in which 2 years is the taught part and 12 months is the dissertation part. However, more flexible study arrangements are available with the maximum span of the degree up to five years.

Programme Structure

Course Component	Timescale for Completion (min)
Compulsory modules:	
Stage 1	
Introductory pack	Variable
Management in Construction	3 months
Residential one	4 days
Economics in Construction	3 months
Stage 2	
Construction Law	3 months
Residential two	4 days
Managing Organisations	3 months
Pre-contract Management	3 months
Residential three	4 days
Corporate Strategic Planning	3 months
Optional modules. Choose 2 from:	
Environmental Issues	3 months per module 2 extended essays (one per module)
Design Management	
Project Management	
Property Development and Facilities Management	
Operational Research	
International Construction	
Compulsory for MSc Students	
Stage 3	
Research methods	Variable
Dissertation workshops	2 days
Dissertation	12 months

Workbooks, Readings, Textbooks, Audio Tapes and Video Tapes are provided.

Entry Requirements

Applications are invited for those who possess:
(1) a first degree of a recognised university; or
(2) professional qualifications such as MCIOB, ARICS, RIBA and MIAS; or
(3) substantial experience in the construction industry.

Students who hold the SPACE Diploma in Construction Management/Property Development are eligible to apply for entry to the MSc programme at certificate level in the first instance.

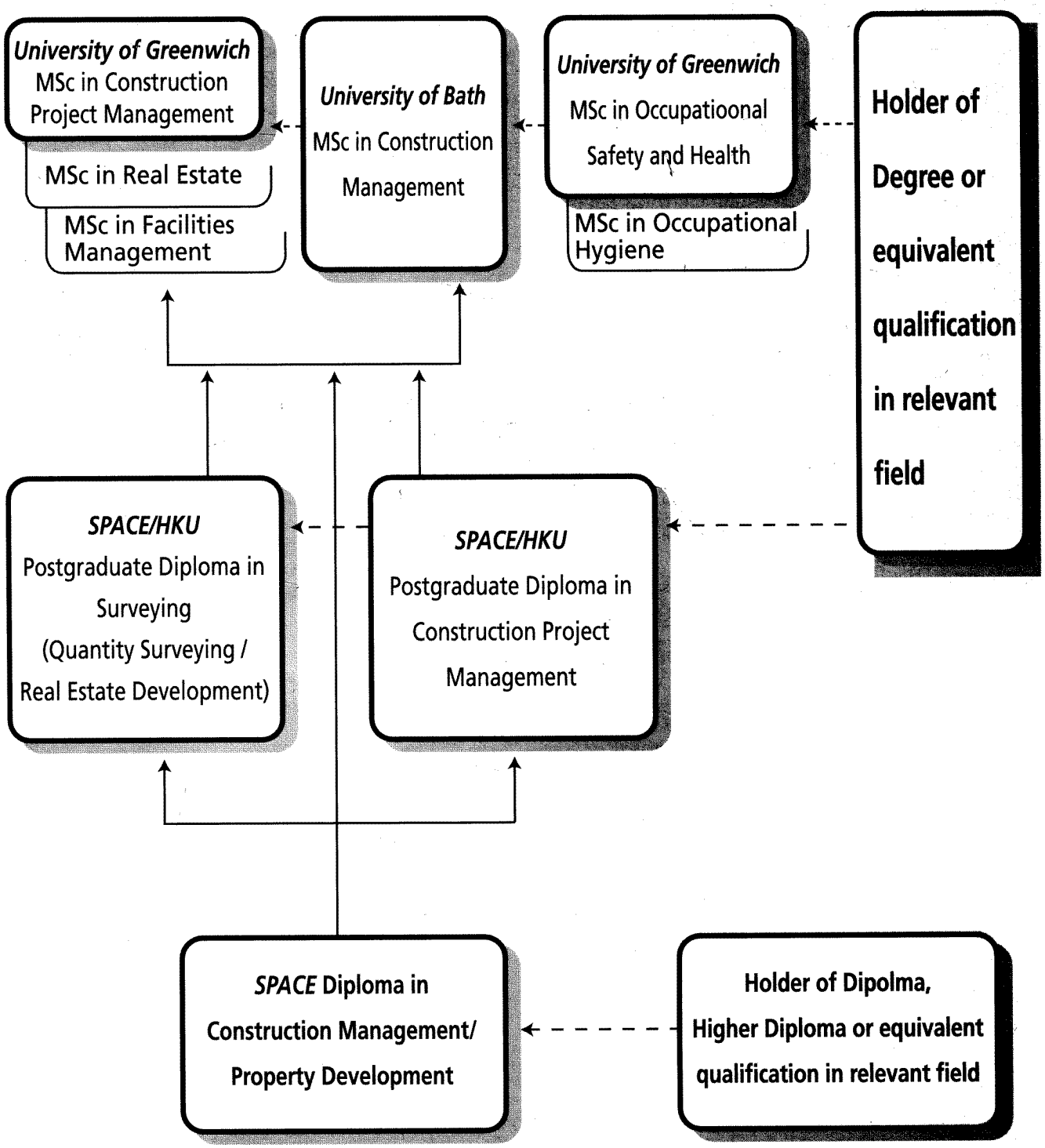
Students who hold the SPACE/HKU Postgraduate Diploma in Construction Project Management are eligible to apply for exemption.

Entrants without formal academic qualifications (certificate level entrants) will need to achieve the required standard of the 2 Stage One introductory modules (Management Theory and Construction Economics - see course structure diagram) in order to register as candidates for the MSc Degree.

Non-native English speakers may additionally be required to show evidence of proficiency in English language. As a guide, this means a score of at least 6.0 in the IELTS test (the preferred proficiency test) or over 550 in the TOEFL, together with good passes in the Test of Written English (TWE) and/or the Test of Spoken English (TSE) also offered by TOEFL. Alternative qualifications may also be considered adequate.

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

Construction & Real Estate Management



Assessment

The MSc is assessed through Assignments, Case Studies, Extended Essays, Examinations and a Dissertation.

Teaching Mode

There are 14 days' compulsory attendance on the Bath MSc in Construction Management by Distance Learning, 3 x 4 days for the residential schools linked to modules and 2 days for the residential workshop. If students miss any residential element they are required to make it up at a later stage.

Residential schools are generally held over two weekends in January and two weekends in July.

Tuition

Each student is appointed an academic tutor for each single piece of assessed work. Tutors from Bath University will run each weekend's school. A student 'helpline' is also provided.

Course Director

Professor Alan Day is the Director of Studies at the University of Bath. A new Course Director will be appointed at a later date.

The Course Director for the programme in Hong Kong is Dr. Steve Rowlinson from the Department of Real Estate and Construction at the University of Hong Kong.

Sponsorship

Some students are fully or partly sponsored for their degree by their employers. In some cases, arrangement for sponsorship from employers may take considerable time and due allowance must be made.

Fees

All fees are reviewed annually.

University Registration

All students have to pay a non-refundable registration fee of £250 (pounds sterling) at the start of the course.

Modules

The course is organised into 8 modules and students have to register 2 modules at one time. The fee for 2 modules is $20,000, which includes all course materials, the examination fee, assignment marking, weekend school tuition, tutor support and a University ofHong Kong library card (readers card).

Dissertation

All students have to pay the dissertation supervision fee after successful completion of the taught part of the course. The dissertation fee for the current year is HK$8,000.

Application Fee

The application fee is HK$150 (please make cheque payable to "The University of Hong Kong").

Application Procedure

Applications for MSc in Construction Management by Distance Learning are accepted at any stage during the year and students may commence their studies on registration with the introductory pack of materials. Main intake dates to the first modules are in May and November each year.

Closing Date for Application

The closing dates for application are 8 April 1999 and 9 October 1999 for the May and November intakes respectively.

Master of Science in Construction Project Management *(University of Greenwich)*



Course No. 8016 - January 1999 Intake
Course No. 8018 - September 1999 Intake

Introduction

The MSc in Construction Project Management was launched in response to the growing demand for professionals who wish to think strategically and respond creatively to volatile economic conditions.

Planning and controlling of the allocation of resources and the matching of design and production to the needs of the market are at the very core of the construction and property industry. This interdisciplinary course forms part of a portfolio of master courses being offered by the School of Land and Construction Management at the University of Greenwich in association with SPACE. Students may study the course for two years (part-time).

Award

Each unit of the course is self-contained and credits of individual units will be awarded. Students who successfully complete Year 1 of the course but decide not to proceed further will be awarded the Postgraduate Certificate. Similarly, students who successfully complete the Year 2 taught units but decide not to proceed further will be awarded the Postgraduate Diploma. On successful completion of the Dissertation, the student will be awarded the Master of Science Degree.

Course Structure

The course is offered on a distance learning basis. Students may choose to study part-time (two years). The course is built on a flexible course unit accreditation structure. Students may take 4 units each year:

Year 1 (4 Units)	Year 2 (4 Units)
Research Methods	Construction Management
Management Principles	Property Development and Finance
Urban Economics	Dissertation (2 Units)
Construction Economics	

Although the course is offered on a distance learning basis, each unit will comprise a series of introductory lectures by Greenwich University Staff with tutorials (if necessary) which are offered throughout the programme. Attendance at course lectures is required. These lectures will be held on weekends (4 weekends per year). Each student will be allocated a personal tutor who will give guidance on written work, assessment and examinations.

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 industry.

Permitted Period of Registration

The maximum period of registration is 5 years (part-time).

Entry Requirements

Applicants should be:

(1) well-motivated individuals;

(2) possess first degrees or Corporate membership of an approved profession. Applicants without formal qualifications may be considered in exceptional circumstances. Students who hold SPACE Diploma in Construction Management/Property Development are eligible to apply for entry to the MSc programme.

Exemption

Students who have covered relevant units at postgraduate level (such as Postgraduate Diploma in Construction Project Management) may apply for exemption. Applicants applying for exemption from any units should complete a separate application form which **MUST** be submitted together with their application 14 days before application deadline. The exemption application form (APL/APEL Form) can be obtained upon request. The application fee is HK$500 per unit (non-refundable).

Assessment

The MSc will be assessed by a number of methods: Set Assignments, Case Studies and Examinations. Students will be required to complete a set of assignments or case studies for each unit, other than the dissertation. This coursework will be counted as 50% of a student's overall assessment in the unit. The remaining 50% will be a 3-hour written examination in that unit. For research methods, the coursework accounts for 100% of the assessment.

Dissertation

Students will complete a dissertation (12,000-15,000 words) in Year 2. This is a major feature of the course and counts as two units. The research skills necessary for the preparation of the dissertation will be taught in Year 1 through the unit "Research Methods".

Course Materials

Students will be provided with comprehensive workbooks, readings and textbooks which will form the major core of their study materials.

Teaching Staff

The staff of Greenwich University involved in the course are high-levelled academic expertise and most of them possess professional experience. Some continue to work in the industry and maintain high-level consultancy and research activities in the School of Land and Construction Management. Students are ensured that they will have up-to-date developments in practice. The School of Land and Construction Management has good international links with Europe and the Asia Pacific Rim region.

Fees

The fee for each course unit is HK$11,000 (subject to review by the University). A separate registration fee of HK$1,200 (non-refundable) is due once the offer for MSc programme is accepted. An application fee of HK$150 (non-refundable) is required.

Application Procedure

Applications are accepted twice per year in Hong Kong (in November and in July). Applicants may commence their studies in either January or September.

Closing Date for Application

The application deadlines for January 1999 intake and September 1999 intake are 26 November 1998 and 26 July 1999 respectively.

Master of Science in Real Estate *(University of Greenwich)*



Course No. 8017 - January 1999 Intake
Course No. 8019 - September 1999 Intake

Introduction

The MSc in Real Estate is an interdisciplinary course offered by the School of Land and Construction Management, University of Greenwich, in association with SPACE.

The course is designed for property professionals who wish 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 market so that they are able to play their full part in decision making process and controlling the production of the built environment.

Award

Each unit of the course is self-contained and credits of individual units will be awarded. Students who successfully complete Year 1 of the course but decide not to proceed further will be awarded the Postgraduate Certificate. Similarly, students who successfully complete the Year 2 taught units but decide not to proceed further will be awarded the Postgraduate Diploma. On successful completion of the Dissertation, students will be awarded the Master of Science Degree.

Course Structure

The course is offered on a distance learning basis. Students may study for two years (part-time). The course is built on a flexible course unit accreditation structure. Students can take 4 units each year:

Year 1 (4 Units)	Year 2 (4 Units)
Research Methods	Project Management
Management Principles	Property Development and Finance
Urban Economics	Dissertation (2 Units)
Property Appraisal	

Teaching Mode

Although the course is offered on a distance learning basis, each unit will comprise a series of introductory lectures by Greenwich

University Staff with tutorials (if necessary) which are offered throughout the programme. Attendance at course lectures is required. These lectures will be held on weekends (4 weekends per year). 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 market. 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.

Permitted Registration Period

The maximum period of registration is 5 years (part-time).

Entry Requirements

Applicants should be:

(1) well-motivated individuals;

(2) possess a first degree or Corporate membership of an approved profession. Applicants without formal qualifications may be considered in exceptional circumstances. Students who hold SPACE Diploma in Construction Management/Property Development are eligible to apply for entry to the MSc programme.

Exemption

Students who have covered relevant units at postgraduate level such as Postgraduate Diploma in Construction Project Management may apply for exemption. Applicants applying for exemption from any units should complete a separate application form which **MUST** be submitted together with their application 14 days before application deadline. The exemption application form (APL/APEL Form) can be obtained upon request. The application fee is HK$500 per unit (non-refundable).

Assessment

The MSc will be assessed by a number of methods: Set Assignments, Case Studies and Examinations. Students are required to complete a set of assignments or case studies for each unit, other than the dissertation. This coursework will be counted as 50% of a student's overall assessment in the unit. The remaining 50% will be from a 3-hour written examination in that unit. For research methods, the coursework will be counted as 100% of the assessment.

Dissertation

Students are required to complete dissertation (12,000-15,000 words) in Year 2. This is a major feature of the course and is counted as two units. The research skills necessary for the preparation of the dissertation will be taught in Year 1 through the unit "Research Methods".

Course Materials

Students will be provided with comprehensive workbooks, readings and textbooks which will form the major core of the student's study materials.

Teaching Staff

The staff of Greenwich University involved in the course are high-levelled academic expertise and most of them possess professional experience. Some continue to work in the industry and maintain high-level consultancy and research activities in the School of Land and Construction Management. Students are ensured that they will have up-to-date developments in practice. The School of Land and Construction Management has good international links with Europe and the Asia Pacific Rim region.

Fees

The fee for each course unit is HK$11,000 (subject to review by the University). A separate registration fee of HK$1,200 (non-refundable) is due once the offer for the MSc programme is accepted. An application fee of HK$150 (non-refundable) is required.

Application Procedure

Applications for MSc in Real Estate are accepted twice per year in Hong Kong (in November and in July). Applicants may commence their studies in either January or September.

Closing Date For Application

The application deadlines for January 1999 intake and September 1999 intake are 26 November 1998 and 26 July 1999 respectively.

Master of Science in Facilities Management *(University of Greenwich)*



Course No. 3195 - January 1999 Intake
Course No. 8026 - September 1999 Intake

Introduction

The MSc in Facilities Management has been developed as a response to the identified growing demand for professionals with a particular mix of abilities from within the sphere of the Property and Construction industry. Building management, maintenance management and property management are terms which have been around for some time, and which have a clear meaning in the property industry. Facilities Management (FM) has evolved recently in the United Kingdom, and even more recently in Hong Kong. One of the factors which has raised the profile of FM has been the shift in emphasis from investment in property to a greater concentration on the effective and efficient use of business related property. The British Institute of Facilities Management defines the FM role as "the practice of co-ordinating the physical workplace with the people and work of the organisation".

The MSc course in Facilities Management is a new addition to our modular programmes in Real Estate and Construction Project Management. It consists of a core set of modules including a specialist module in facilities management and a specialist dissertation.

The course will enable professionals to:

- broaden their career opportunities;
- develop new or greater competence in some of the key areas within the remit of the FM function;
- support their continuing professional development.

Award

Each unit of the course is self-contained and credits of individual units will be awarded. Students who successfully complete Year 1 of the course but decide not to proceed further will be awarded the Postgraduate Certificate. Similarly, students who successfully complete the Year 2 taught units but decide not to proceed further will be awarded the Postgraduate Diploma. On successful completion of the Dissertation, students will be awarded the Master of Science.

Course Structure

The course is offered on a distance learning basis and can be studied for two years (part-time). It is built on a flexible course unit accreditation structure. Students can take 4 units each year:

Year 1 (4 Units)	**Year 2 (4 Units)**
Research Methods	Project Management
Management Principles	Property Development and Finance
Facilities Management	Dissertation (2 Units)

Elective:

Property Appraisal
Construction Economics

Although the course is studied on a distance learning basis, each unit will comprise a series of introductory lectures by Greenwich University Staff with tutorials (if necessary), offered throughout the programme. Attendance at course lectures is required. These lectures will be held on weekends (4 weekends per year). Each student will be allocated a personal tutor who will give guidance on written work, assessment and examinations.

Teaching Mode

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.

Permitted Registration Period

The maximum period of registration is 5 years (part-time).

Entry Requirements

SPACE and the University of Greenwich are looking for applications from well-motivated individuals. A first degree or Corporate membership of an approved profession is required. Applicants without formal qualifications may be considered in exceptional circumstances. Students who hold the SPACE-Diploma in Construction Management/Property Development are eligible to apply for entry to the MSc programme.

Exemption

Students who have covered relevant units at Postgraduate level such as Postgraduate Diploma in Construction Project Management may apply for exemption. Applicants applying for exemption from any units should complete a separate application form which **MUST** be submitted together with their application 14 days before application deadline. The exemption application form (APL/APEL Form) can be obtained upon request. The application fee is HK$500 per unit (non-refundable).

Assessment

The MSc will be assessed by a number of methods: Set Assignments, Case Studies and Examinations. Each unit of the course, other than the dissertation, will require the student to complete a set of assignments or case studies. This coursework will be counted as 50% of a student's overall assessment in the unit. The remaining 50% will come from a 3-hour written examination in that unit. In research methods, the coursework will be counted as 100% of the assessment.

Dissertation

Students will complete a dissertation (12,000-15,000 words) in Year 2. This is a major feature of the course and counts as two units. The research skills necessary for the preparation of the dissertation will be taught in Year 1 through the unit - Research Methods.

Course Materials

Students will be provided with comprehensive workbooks, readings and textbooks which will form the major core of the student's study materials.

Teaching Staff

The staff of Greenwich University involved in the course are high-levelled academic expertise and most of them possess professional experience. Some continue to work in the industry and maintain high-level consultancy and research activities in the School of Land and Construction Management. Students are ensured that they will have up-to-date developments in practice. The School of Land and Construction Management has good international links with Europe and the Asia Pacific Rim region.

Fees

The fee for each course unit is HK$11,000 (subject to review by the University). A separate registration fee of HK$1,200 (non-refundable) is due once the offer for the MSc Course is accepted. The application fee is HK$150 (non-refundable).

Application Procedure

Applications for MSc in Facilities Management are accepted twice per year in Hong Kong (in November and in July). Applicants may commence their studies in either January or September.

Closing Date for Application

The application deadlines for January 1999 intake and September 1999 intake are 26 November 1998 and 26 July 1999 respectively.

Postgraduate Diploma in Construction Project Management

Course No. 8013 - 1999/2000 intake

Introduction

The Postgraduate Diploma is a joint award of SPACE and the Department of Real Estate and Construction (Faculty of Architecture) which is for graduates and professionals with extensive work experience in 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.

Duration

The duration of the course is around one year of part-time study. Classes take place on two evenings per week from 6:30p.m. to 9:30p.m. for two 14-week semesters.

Programme Structure

The course is divided into four modules all of which are compulsory.

Semester I – September - December
Project Management
Law and Finance

Semester II – February - May
Construction Management
Construction Management Practice

Entry Requirements

(1) a degree or other qualification of equivalent standard, or
(2) 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., or
(3) SPACE Diploma in Construction Management/Property Development, provided the applicant is a mature student with sufficient relevant working experience.

Relevant employment experience and references are taken into account in selecting students. 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. Please note that a high standard of written and spoken English is required for this course.

Exemption

Holders of the Postgraduate Diploma in Construction Project Management may apply for exemption of the Greenwich University MSc in Construction Project Management by Distance Learning and University of Bath MSc in Construction Management by Distance Learning.

The distance learning MSc programmes from Bath and Greenwich Universities are both offered in Hong Kong by SPACE.

Assessment

The Postgraduate Diploma will be assessed on the following criteria:

Set Assignments

As part of the assessment scheme, students will normally be required to complete 2 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 introduce course members to case studies of organisations with management issues and problems. The cases are used to amplify and highlight materials introduced in the modules. Course members are asked to analyse the management problems they have identified, and report their solutions 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 results of the formal examination.

Students will be required to pass both the written assignments and the formal examination.

Course Director / Co-ordinator

The course will be administered by a SPACE Course Co-ordinator and course leadership will be provided through the Course Director, Dr. Steve Rowlinson of the Department of Real Estate and Construction of the University of Hong Kong.

Fees

The application fee is HK$150 (Cheque payable to "The University of Hong Kong").

The course fee is HK$33,000 (subject to review by the University) and should be paid once the student has received an offer on the course.

The course fee may also be paid in 2 instalments. The first instalment is due once the student accepts the offer of a place and the second is due on or before November 2, 1999.

1st instalment	:	HK$20,000
2nd instalment	:	HK$13,000

Closing Date for Application

The course will commence in September 1999 and the closing date for applications is 14 July 1999.

Postgraduate Conversion Programmes

Postgraduate Diploma in Surveying (Real Estate Development)

Course No. 8020 - 1999/2000 Full-time intake
Course No. 8021 - 1999/2000 Part-time intake

Postgraduate Diploma in Surveying (Quantity Surveying)

Course No. 8022 - 1999/2000 Full-time intake
Course No. 8023 - 1999/2000 Part-time intake

Introduction

The Postgraduate Diplomas are joint awards of SPACE and the Department of Real Estate and Construction (Faculty of Architecture). The courses are designed to provide a postgraduate education as a foundation for entry into the surveying profession.

The programmes are designed to take graduates from a non-cognate discipline through an intensive programme of training courses and give them sufficient knowledge and skills to be capable of operating competently as professional surveyors within the relevant discipline.

Programme Structure and Contents

The conversion pathways consist of five elements:

Core Taught Modules
Elective Modules
Studio – Development Case Studies
– The Workshop Report
– Professional Report

The taught modules (both core and elective) provide the essential academic underpinning of the relevant surveying disciplines. However the studio components which comprise Development Case Studies, the Workshop Report and the Professional Report are critical to both conversion programmes. Studio provides the environment/context whereby the taught modules, which tend to be developed discretely, are integrated and where the necessary professional skills relevant to the selected discipline in the context of Hong Kong and the PRC can be more fully developed. More than 50% of the courses are devoted to studio. Development Case Studies and the Workshop Report in particular place a strong focus on developing the relevant professional skill base.

The general aim of all the components of studio is to inculcate students with the professional skills and practices of their chosen surveying discipline (e.g. general practice surveying or quantity surveying) within the context of the land conversion process as a whole.

The overall structure of the progression including the taught course format consists of the following:

Quantity Surveying	**Real Estate Development**
Pre-course Programme	**Pre-course Programme**
Construction Technology	Construction Technology
Core Taught Modules	**Core Taught Modules**
Management Theory and Construction Projects	Urban Planning: Theory & Practice
Law and the Real Estate Industry	Law and the Real Estate Industry
Real Estate Economics	Real Estate Economics
Contract Strategies and Project Management Techniques	Land Economics
Construction Economics	Real Estate Investment and Finance
Real Estate and Construction Management Practice	Real Estate and Construction Business Management
* Economics for Professionals	* Economics for Professionals

Elective Modules

* Two/Three electives to be offered from a group of modules to be reviewed annually.

Studio	Studio
Development Case Studies	Development Case Studies
The Workshop Report	The Workshop Report
Professional Report	Professional Report

* Normally students will be required to take three elective modules. However candidates without an economics background will be required to study Economics for Professionals as a course core module thus reducing the choice of electives to two.

Entry Requirements

To be eligible for admission, in addition to satisfying the general university entrance requirements, an applicant should hold a degree or other qualification of equivalent standard; or a professional qualification or membership of an appropriate professional body accepted for this purpose; or a SPACE Diploma in Construction Project Management or an equivalent qualification accepted for this purpose and with sufficient relevant working experience.

Relevant employment experience and references are also 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. Due to the intensive nature of these programmes, it is important that course participants have the highest motivation and are capable of self-directed learning.

Students with a non-technology background will be required to enroll on the pre-course programme: Construction Technology of the Postgraduate Diploma in Surveying. The pre-course programme is a self-learning package with tutorial support and will operate in tandem with the main conversion programmes.

Exemptions

Each award carries full exemption from the examinations of the Royal Institution of Chartered Surveyors and the Hong Kong Institute of Surveyors. They allow graduates from the two postgraduate diplomas to enter directly to the Assessment of Professional Competence, a pre-requisite for professional recognition of the respective professional bodies. The courses are specifically designed as postgraduate conversion pathways, directed at non-cognate degree holders who wish to attain a postgraduate qualification which provides a fully exempting award from the RICS/HKIS Quantity Surveying and General Practice Divisions.

Assessment

The courses are assessed by a number of methods. These include set assignments, case studies where both written and oral forms of presentation may be employed, examinations and the professional report. The weighting between examination and coursework for a given module is prescribed by the individual tutor/lecturer although coursework should form no greater than 50% of the overall assessment as prescribed by the individual tutor/lecturer. This is with the exception of the Workshop Report and Development Case Studies which is 100% coursework assessment. Students are

required to pass both the written assignments and the formal examinations.

Teaching Mode

Full-time Mode

The programme will extend over three semesters or a full twelve months. Classes for the full-time mode will be scheduled during weekdays and Saturday mornings.

Semesters one and two focus heavily on taught material with specialist skills developed through the module "Development Case Studies", which extends over the first two semesters. Semester two also sees the introduction of the "Workshop Report" which again focuses more heavily on the specialist aspects of the relevant disciplines. This is carried over into semester 3 where it will involve the workshop led by practising professionals in conjunction with members of academic staff.

The Professional Report commences during the first semester and is submitted during the first half of the third semester. The final part of the third semester is devoted solely to the Workshop Report. There is therefore a pattern of development in the conversion programmes that emphasises a shift from the taught elements to professional skills as the programme progresses.

Part-time Mode

The part-time mode of progression extends over a period of not less than two years or six semesters with taught components emphasised in semesters 1, 2, 4 and 5 and the specialist elements through the "Workshop Report" in semesters 5 and 6 and the module "Development Case Studies" over semesters 2, 3 and 4.

Classes for the part-time mode may be scheduled on evenings and at weekends.

Studio components i.e. Workshop Report and Development Case Studies will be scheduled as additional elements during the week in the evenings or at weekends.

The Professional Report commences during the third semester and is submitted during the first half of the sixth semester.

Teaching Schedule

The course has been designed to be offered in both a 1 year full-time mode and 2 year part-time mode.

Each taught module represents 24 hours of formal contact per student. Teaching takes the form of lectures, seminars, tutorials, case studies and student presentations. There is no prescribed format for the taught component. It is left to the discretion of each tutor to decide how best to use the time available depending on the nature of the material and the size of class. Naturally a great deal of reading will be required of students to support the basic modules. The weight of a module is not seen to be simply the time that students spend in a classroom receiving conventional teaching.

Each studio module i.e. Development Case Studies and the Workshop Report has a weighting of 4 x a taught module and therefore represents some 96 notional hours of prescribed work although in reality students are likely to have to spend a greater time on these activities. This reflects the emphasis placed on developing professional skills relevant to a conversion course of this nature. The Professional Report has a notional allocation of 200 hours.

		Hours
Formal lecture modules	9 x 24	216 + reading and coursework
Development case studies	2 x 96	192 minimum (total) and workshop reports
Professional Report (individual tutor)		200 minimum (total)

This structure can be conceived as comprising 408 notional hours of "tuition" plus the professional report and additional work to support the other components. This excludes the pre-course Construction Technology programme.

Fees

The application fee is HK$150 (cheque payable to "The University of Hong Kong")

The course fee for the 1999/2000 is under review and will be promulgated later. As a reference point, the course fee for 1998/99 for full-time students is HK$109,500 by 2 instalments. For part-time students the fee is paid by 4 instalments over 2 years. The first instalment should be paid once students have received an offer of a place on the course and in any case not later than the end of August 1999. The second instalment will be paid in early January 2000.

Closing Date for Application

The course will commence in September each year and the closing date for applications is 12 June 1999.

Diploma in Construction Management / Property Development

Course No. 8012 - 1999/2000 intake

Introduction

The Diploma is an award of SPACE which is for 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 which will draw on the students' professional and work experience is designed to prepare students for entry to study at higher degree level and therefore has a strong academic basis.

Regular lectures and seminars are held throughout the year, and the completion of compulsory written assignments during the course should educate students to a level where they can successfully progress to a higher degree or postgraduate study.

Career Progression

SPACE has agreements with a number of institutions whereby holders of the Diploma will be eligible to apply for entry to their relevant higher degree courses. These include:

1. MSc in Construction Project Management of the Department of Real Estate and Construction of the University of Hong Kong;
2. MSc in Real Estate Development of the Department of Real Estate and Construction of the University of Hong Kong;
3. MSc in Construction Management - Bath University, England (This distance learning programme is taught on a part-time basis in Hong Kong through SPACE;

4. MSc in Construction Project Management - University of Greenwich, England (This distance learning programme is taught on a part-time basis in Hong Kong through SPACE;
5. MSc in Real Estate - University of Greenwich, England (This distance learning programme is taught on a part-time basis in Hong Kong through SPACE;
6. MSc in Facilities Management - University of Greenwich, England (This distance learning programme is taught on a part-time basis in Hong Kong through SPACE;
7. Postgraduate Diploma in Construction Project Management - joint award of SPACE and Department of Real Estate and Construction, University of Hong Kong, a part-time evening programme.
8. Postgraduate Diploma in Surveying (Quantity Surveying).
9. Postgraduate Diploma in Surveying (Real Estate Development).

Duration

The course has been designed around one year of part-time study. The classes take place two evenings per week from 6:30 - 9:30p.m. for two 14-week semesters (April - July and September - December).

Programme Structure

The course is divided into modules and each student must study 4 modules. There are two core modules, Economics and Legal Studies, the remaining modules studied will depend on whether the student is taking the Construction Management or Property Development pathway.

Construction Management pathway

Semester I	Legal Studies
	Construction Project Management
Semester II	Economics
	Construction Management Practice

Property Development pathway

Semester I	Legal Studies
	Real Estate and Finance
Semester II	Economics
	Investment and Cost Forecasting

Entry Requirements

Applicants should have a proficiency in English demonstrated, for example, by:

1. (a) a pass in the H.K.C.E.E. examination at Grade D or above (or equivalent); or
   (b) a score of 550 or above in the Test of English as a foreign language (TOEFL); and
2. a Diploma, Higher Diploma, H.N.C., H.N.D. or equivalent qualification in a relevant subject area.

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.

Assessment

The Diploma will be assessed on the following criteria:

Set Assignments

As part of the assessment scheme, students will be required to do a number of 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 introduce 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 and course members are asked to analyse and report on the options and solutions to the management problems they identify, 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% coming from the formal examination.

Teaching Mode

Students accepted on to this course will be working professionals and so are expected to bring their own experiences to the classroom and to share them with their fellow students. Teaching will take the form of formal lectures, seminars, tutorials, case studies and student presentations. The modules will be taught mainly by the members of the Department of Real Estate and Construction of the University of Hong Kong as well as by visiting lecturers.

Course Director / Co-ordinator

The course will be administered by a SPACE Course Co-ordinator and course leadership will be provided through the Course Director, Mr. Keith McKinnell, who is a member of the Department of Real Estate and Construction of the University of Hong Kong.

Fees

The application fee is HK$150 (cheque payable to "The University of Hong Kong").

The course fee for the 1998 intake is HK$19,950 (fee is under reviewed for 1999 intake). This is paid once students have received an offer on the course.

Closing Date for Application

The course will commence in April 1999 and the closing date for applications is 22 February 1999.

Those who wish to know more about all these Construction & Real Estate Management courses may apply for a brochure and application form from:

Construction & Real Estate Management Section

SPACE, 10/F, T.T. Tsui Building
The University of Hong Kong
Pokfulam Road, Hong Kong
Enquiries: Tel: 2975 5717 Fax: 2546 0295

OCCUPATIONAL SAFETY AND HEALTH
職業安全及健康

Tel 電話 : 2975 5717 Fax 傳真 : 2546 0295

Master of Science in Occupational Safety and Health *(University of Greenwich)*

DISTANCE LEARNING

Course No. 3196 - January 1999 intake
Course No. 8027 - September 1999 intake

Introduction

The heightened awareness by government and industry of their responsibilities to the environment, public health and safety of the workforce has resulted in a wider number of career opportunities in the fields of occupational health and safety. This has been heightened in the Hong Kong context by the vast array and complexity of infrastructure works and associated building and civil engineering works. Graduates from a programme such as the MSc in Occupational Safety and Health can now enter a widening range of employment sectors including industry, government authorities, education, environmental organisations and the voluntary sector. Increasing numbers are taking the opportunity to enhance their knowledge through postgraduate study and research. Essentially the principal objectives of health and safety and hygiene practitioners are to prevent accidents and ill health in the work place. This involves the creation and maintenance of a safe working environment as well as the promotion of safe behaviour or the avoidance of human error by people who are working with hazards or in hazardous situations. Traditionally, in Hong Kong as elsewhere, policy towards health and safety has been reactive, so activity has concentrated on preventing the recurrence of accidents rather than preventing their occurrence in the first place. This proposed programme is an attempt to respond to this. Opportunities will be taken to incorporate local expertise from Government, the Productivity Council, etc into the programme.

Award

The Board of Examiners will recommend that a named Masters degree/Post-graduate Diploma be awarded by the University of Greenwich if it is agreed that the following criteria in respect of the aims and objectives of that pathway have been satisfied by the candidate:

Award	Conditions for Award
Postgraduate Diploma with Pass	Candidates have demonstrated a grasp of the theoretical and practical content of the core taught programme. Candidates will need to have accumulated 90 credit points at Level M to be eligible for the award. It is, however, anticipated that most candidates will complete the MSc via a 30 M credit dissertation which will be based on an empirical investigation.
Master Degree with Pass	The candidate will have demonstrated the learning outcomes for each unit by achieving a minimum of a Pass in each of the taught unit and Dissertation unit.
Master Degree with Distinction	The threshold for the award of an MSc with Distinction will be the achievement of a pass with distinction in the Dissertation unit and a Distinction in a minimum of three units.

Course Structure

This MSc in Occupational Safety and Health programme is accredited by the Institution of Occupational Safety and Health, the leading professional body for Occupational Safety and Health in the UK. Successful completion of the MSc carries exemption from the theory examinations. On completion of the six units, students can apply for corporate membership of IOSH (MIOSH). Depending upon an individual's level of practical and professional experience, full corporate membership may be granted immediately or following a maximum of 3 years relevant experience. Students who obtain full corporate membership are entitled to use the designation MIOSH after their name.

MSc in Occupational Safety and Health students must complete six taught units comprising five core units and one elective unit.

Core Units:

Occupational Safety Practice
Safety and Risk Management
Monitoring, Analysis and Control of Toxic Substances in the Workplace
Industrial Toxicology, Occupational Health Practice and Epidemiology
The Thermal and Acoustic Environment

Elective Units:

Lighting, Ionising and Non-Ionising Radiation
Ergonomics and Industrial Psychology

Completion of the 6 taught units will give students the 90 M credits for the award of a Postgraduate Diploma. It is, however, anticipated that most candidates will complete the MSc via a 30 M credit dissertation (2 units) which will be based on an empirical investigation.

Permitted Registration Period

The maximum period of registration is 5 years (part-time).

Entry Requirements

Candidates seeking admission to the course must demonstrate that they have the ability and determination to successfully complete the course. Interviews may be held locally to determine a candidate's potential to benefit from this course of study. Implementation is

carried out in the spirit of the University's Mission Statement to offer maximum accessibility to allow students with different abilities, needs, ages and aspirations to achieve individual potential. Candidates seeking admission must normally possess one of the following qualifications (or its equivalent):

1. a degree or equivalent award in which one of the physical sciences formed a major field of study;
2. an appropriate professional qualification coupled with professional experience;
3. holders of other qualifications will be admitted if the combination of their formal academic qualifications and relevant experience is considered equivalent to an honours degree. Reports will be sought from referees and these candidates will have an in-depth interview to establish that their existing level of knowledge is sufficient for them to follow the course effectively.

Entrants must have an acceptable level of written and spoken English if their previous education has not been in that language. Their command of English may be evaluated through locally administered tests. A score of 550 points (TOEFL) or equivalent will be required. Assignments and examinations for the programme will be in English.

Students will normally be expected to be working in an appropriate professional field.

The University of Greenwich's access policy supports the accreditation of prior academic and experiential learning. This enables prospective students to receive credit at M level towards the award of the degree on the basis of their prior professional and learning experience. Thus all working applicants will be encouraged to review their professional development to explore opportunities for the provision of Accreditation or Prior Learning (APL)/ Accreditation of Prior Experiential Learning (APEL). Assistance will be provided to facilitate the production of a case for accreditation in appropriate cases.

Exemption

Exemption from the core units (15 credits per unit) will be approved on production of documentary evidence which demonstrates a candidate's achievement of the designated learning outcomes at masters level of specific units. Exemption from less than 15 credits will not be allowed. Students who have covered relevant units at Postgraduate level may apply for exemption. Applicants applying for exemption from any units should complete a separate application form which **MUST** be submitted together with their application 14 days before application deadline. The exemption application form (APL/APEL Form) can be obtained upon request. The cost of application is HK$500.00 per unit (non-refundable).

Assessment

Each unit will be assessed by way of summative coursework and an examination for each module. The examination/coursework split will be 50/50. Throughout the individual units students' knowledge will be reinforced by the completion of self assessment questions (SAQs) which will have feedback and where necessary recommendations for remedial reading. At the end of each unit there will be a synoptic SAQ which integrates the material studied. Early in the unit, students have an opportunity to complete a formative assessment. This does not contribute to the final unit mark but provides a mechanism for students to assess their academic approach. These assignments are "marked" by tutors and extensive feedback is provided.

Tutorial Support

There will be an induction tutorial at the beginning of the course by Greenwich Staff. For each pair of units there will also be a weekend school which will afford an opportunity to look at the units currently being studied and the forthcoming ones. A second extensive study weekend will take place between weeks 8 - 10; this provides a review of units and problem areas, preparation for examinations, and a local perspective of the material.

In addition, UK tutors will be contactable via E-mail and local tutor support will be afforded by the staff of the Department of Real Estate and Construction at the University of Hong Kong.

Fees

The fee for each course unit is HK$11,000 (subject to review by the University). A separate registration fee of HK$1,200 (non-refundable) is due once the offer for the MSc Course is accepted. There will be laboratory sessions associated with some core units. An additional fee may be charged for these. The application fee is HK$150 (non-refundable).

Application

Applications for MSc in Occupational Health and Safety and MSc in Occupational Hygiene are accepted twice per year in Hong Kong (in November and in July). Applicants may commence their studies in either January or September.

Closing Date for Application

The application deadlines for January 1999 intake and September 1999 intake are 26 November 1998 and 26 July 1999 respectively.

Master of Science in Occupational Hygiene *(University of Greenwich)*



Course No. 3489 - January 1999 intake
Course No. 3490 - September 1999 intake

Introduction

The heightened awareness by government and industry of their responsibilities to the environment, public health and safety of the workforce has resulted in a wider number of career opportunities in the fields of occupational hygiene and occupational health and safety. This has been heightened in the Hong Kong context by the vast array and complexity of infrastructure works and associated building and civil engineering works. Graduates from a programme such as the MSc in Occupational Hygiene can now enter a widening range of employment sectors including industry, government authorities, education, environmental organisations and the voluntary sector. Increasing numbers are taking the opportunity to enhance their knowledge through postgraduate study and research. Essentially the principal objectives of health and safety and hygiene practitioners are to prevent accidents and ill health in the work place. This involves the creation and maintenance of a safe working environment as well as the promotion of safe behaviour

or the avoidance of human error by people who are working with hazards or in hazardous situations. Traditionally, in Hong Kong as elsewhere, policy towards health and safety has been reactive, so activity has concentrated on preventing the recurrence of accidents rather than preventing their occurrence in the first place. The proposed programme is an attempt to respond to this. Opportunities will be taken to incorporate local expertise from Government, the Productivity Council, etc into the programme.

Award

The Board of Examiners will recommend that a named Masters degree/Postgraduate Diploma be awarded by the University of Greenwich if it is agreed that the following criteria in respect of the aims and objectives of that pathway have been satisfied by the candidate:

Award	Conditions for Award
Postgraduate Diploma with Pass	Candidates have demonstrated a grasp of the theoretical and practical content of the core taught programme. Candidates will need to have accumulated 90 credit points at Level M to be eligible for the award. It is, however, anticipates that most cndidates will complete the MSc via 30 M credit dissertation which will be based on an empirical investigation.
Master Degree with Pass	The candidate will have demonstrated the learning outcomes for each unit by achieving a minimum of a Pass in each of the taught unit and Dissertation unit.
Master Degree with Distinction	The threshold for the award of an MSc with Distinction will be the achievement of a pass with distinction in the Dissertation unit and a Distinction in a minimum of three units.

Course Structure

This MSc in Occupational Hygiene is accredited by the British Examination Board in British Institute of Occupational Hygiene (BIOH), and successful completion of the MSc carries exemption from the theory examinations. Students have to take a professional oral examination with BIOH for full membership.

MSc in Occupational Hygiene students must complete the following six units:

Safety and Risk Management
Monitoring, Analysis and Control of Toxic Substances in the Workplace
Industrial Toxicology, Occupational Health Practice and Epidemiology
The Thermal and Acoustic Environment
Lighting, Ionising and Non-Ionising Radiation
Ergonomics and Industrial Psychology

Completion of the 6 taught units will give students the 90 M credits for the award of a Postgraduate Diploma. It is, however, anticipated that most candidates will complete the MSc via a 30 M credit dissertation (2 units) which will be based on an empirical investigation.

Permitted Registration Period

The maximum period of registration is 5 years (part-time).

Entry Requirements

Candidates seeking admission to the course must demonstrate that they have the ability and determination to successfully complete the course. Interviews may be held locally to determine a candidate's potential to benefit from this course of study. Implementation is carried out in the spirit of the University's Mission Statement to offer maximum accessibility to allow students with different abilities, needs, ages and aspirations to achieve individual potential. Candidates seeking admission must normally possess one of the following qualifications (or its equivalent):

1. a degree or equivalent award in which one of the physical sciences formed a major field of study;
2. an appropriate professional qualification coupled with professional experience;
3. holders of other qualifications will be admitted if the combination of their formal academic qualifications and relevant experience is considered equivalent to an honours degree. Reports will be sought from referees and these candidates will have an in-depth interview to establish that their existing level of knowledge is sufficient for them to follow the course effectively.

Entrants must have an acceptable level of written and spoken English if their previous education has not been in that language. Their command of English may be evaluated through locally administered tests. A score of 550 points (TOEFL) or equivalent will be required. Assignments and examinations for the programme will be in English.

Students will normally be expected to be working in an appropriate professional field.

The University of Greenwich's access policy supports the accreditation of prior academic and experiential learning. This enables prospective students to receive credit at M level towards the award of the degree on the basis of their prior professional and learning experience. Thus all working applicants will be encouraged to review their professional development to explore opportunities for the provision of Accreditation or Prior Learning (APL)/ Accreditation of Prior Experiential Learning (APEL). Assistance will be provided to facilitate the production of a case for accreditation in appropriate cases.

Exemption

Exemption from the core units (15 credits per unit) will be approved on production of documentary evidence which demonstrates a candidate's achievement of the designated learning outcomes at masters level of specific units. Exemption from less than 15 credits will not be allowed. Students who have covered relevant units at Postgraduate level may apply for exemption. Applicants applying for exemption from any units should complete a separate application

form which **MUST** be submitted together with their application 14 days before application deadline. The exemption application form (APL/APEL Form) can be obtained upon request. The cost of application is HK$500 per unit (non-refundable).

Assessment

Each unit will be assessed by way of summative coursework and an examination for each module. The examination/coursework split will be 50/50. Throughout the individual units students' knowledge will be reinforced by the completion of self assessment questions (SAQs) which will have feedback and where necessary recommendations for remedial reading. At the end of each unit there will be a synoptic SAQ which integrates the material studied. Early in the unit, students have an opportunity to complete a formative assessment. This does not contribute to the final unit mark but provides a mechanism for students to assess their academic approach. These assignments are "marked" by tutors and extensive feedback is provided.

Tutorial Support

There will be an induction tutorial at the beginning of the course by Greenwich Staff. For each pair of units there will also be a weekend school which will afford an opportunity to look at the units currently being studied and the forthcoming ones. A second extensive study weekend will take place between weeks 8 - 10; this provides review of units and problem areas, preparation for examinations, and a local perspective of the material.

In addition, UK tutors may be contacted via E-mail and local tutor support will be afforded by the staff of the Department of Real Estate and Construction at the University of Hong Kong.

Fees

The fee for each course unit is HK$11,000 (subject to review by the University). A separate registration fee of HK$1,200 (non-refundable) is due once a student accepts the offer of a place on the MSc Course. There will be laboratory sessions associated with some core units. An additional fee may be charged for these. The application fee is HK$150 (non-refundable).

Applications

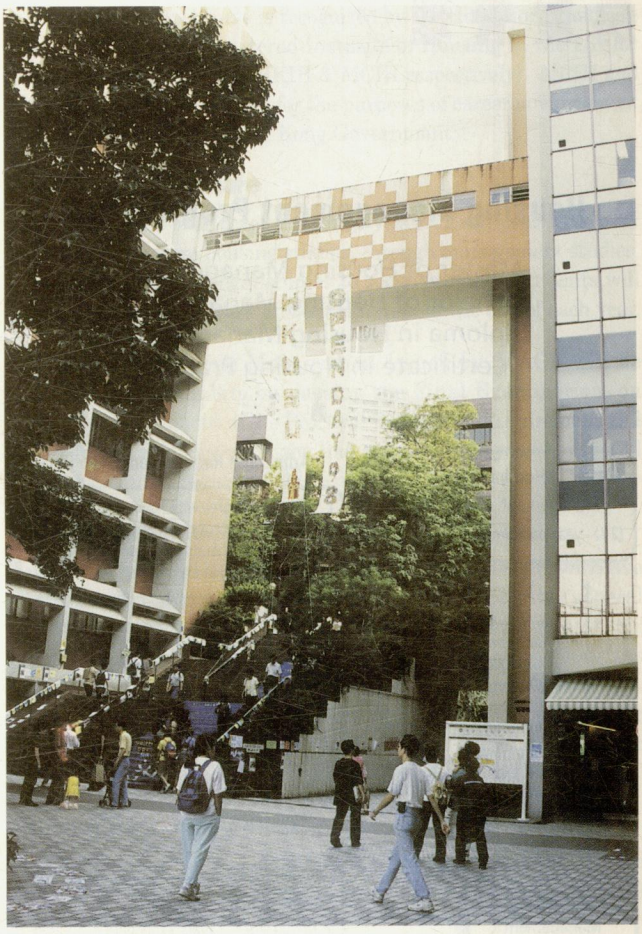
Applications for MSc in Occupational Health and Safety and MSc in Occupational Hygiene are accepted twice per year in Hong Kong (in November and in July). Applicants may commence their studies in either January or September.

Closing Date for Application

The application deadlines for January 1999 intake and September 1999 intake are 26 November 1998 and 26 July 1999 respectively.

Construction & Real Estate Management Section

SPACE, 10/F, T.T. Tsui Building
The University of Hong Kong
Pokfulam Road, Hong Kong
Enquiries: Tel: 2975 5717 Fax: 2546 0295



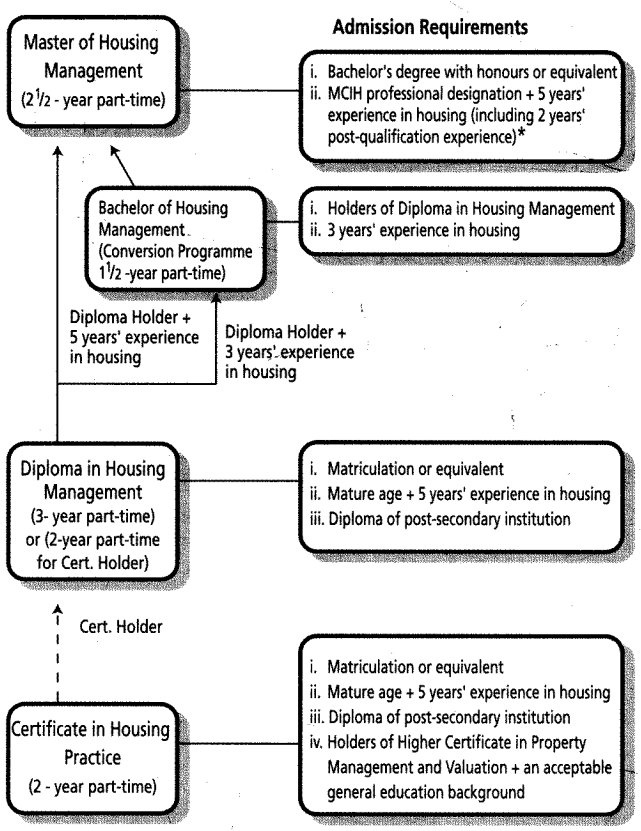
A wide range of part-time programmes are offered by SPACE, the Extension Arm of the University of Hong Kong

HOUSING MANAGEMENT
房屋管理

Tel 電話 : 2975 5668 Fax 傳真 : 2858 8472

Housing Management Programmes

Master of Housing Management
Bachelor of Housing Management
Diploma in Housing Management
Certificate in Housing Practice



Admission subject to passing requisite qualifying examination

Master of Housing Management

Aims/Objectives

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.

Programme 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. The last six months of the programme are spent preparing a dissertation. Lectures are mostly held on weekday evenings and Saturdays and generally last for two hours.

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.

The University is now developing a new professional stream for the Master of Housing Management programme which is subject to the approval of the Chartered Institute of Housing and the Hong Kong Institute of Housing as well as the Senate of the University. If our new stream satisfies them, graduates of this stream will be eligible to apply for Corporate Membership of the two Institutes.

Entry Requirements

Applicants must be holders of
(1) a Bachelor's degree with honours of this University; or
(2) a qualification of equivalent standard of this University or another University or comparable institution accepted for this purpose; or
(3) a Diploma in Housing Management (formerly known as Certificate in Housing Management) awarded by SPACE and have at least five years of work experience in the housing field; or
(4) 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 (3) and (4) 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.

Closing Date for Application

Applications for the 1999/2000 intake close on 13 March 1999. Please write in for further information enclosing a pre-stamped ($2.80) and self-addressed envelope (17cm x 24cm).

Bachelor of Housing Management/Diploma in Housing Management

Enquiries : 2975 5668/656

Introduction

The Bachelor of Housing Management/Diploma in Housing Management aims to provide learners with both professional and academic training in housing management. We offer a flexible exit system that allows learners to pursue academic or professional qualifications at their own pace. Learners can choose to complete the Diploma in Housing Management programme and acquire a professional qualification in three years' time or to continue to complete the whole Bachelor's degree programme within a period of four and a half years. The Bachelor of Housing Management is an honours degree programme jointly offered by SPACE and the Centre of Urban Planning and Environmental Management and is awarded by the Faculty of Social Sciences, the University of Hong Kong.

Bachelor of Housing Management

Aims/Objectives

The degree conversion programme is designed to broaden and deepen knowledge of the Diploma in Housing Management graduates. It enables these graduates to:

a. acquire academic training in housing studies;
b. gain in-depth expertise and broader integrated knowledge forming a solid foundation for further career development;
c. develop transferable knowledge and skills that are suitable to the changing demands of the housing profession in Hong Kong;
d. study part-time for a degree qualification in housing management.

Programme Structure

The Degree programme will be offered on a part-time basis. Students are required to complete the programme within a minimum period of 18 months and a maximum period of 30 months. Successful completion of seven courses and a dissertation will lead to the award of the Bachelor Degree.

Entry Requirements

As this is a degree conversion programme, applicants must be holders of a Diploma in Housing Management awarded by SPACE and have at least three years of working experience in the housing field.

Closing Date for Application

Applications for the 1999/2000 intake close on 6 March 1999. Please write in for further information enclosing a pre-stamped ($2.80) and self-addressed envelope (17cm x 24cm).

Diploma in Housing Management

Aims/objectives

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 recognized by the Hong Kong Institute of Housing and the Chartered Institute of Housing in the UK for Corporate Membership (MHKIH & MCIH respectively). MCIH and MHKIH are fully recognized for the purposes of career advancement and promotion by the Hong Kong Government.

Programme Structure

The course runs over three academic years. Each year will cover 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 SPACE will be awarded to a candidate on passing the Final Examination, on satisfactory fulfillment of the Practical Experience Requirement and on producing evidence of having had at least three years' approved experience in the housing field.

Entry Requirements

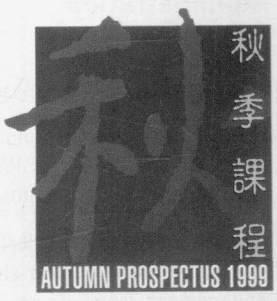
Applicants must be matriculants or mature age students with five years of working experience in housing and an acceptable general education background. They must also be sponsored by their employers as some of the lectures are held during office hours. As places are limited, selection will be based on academic merit. Successful candidates are required to join the Chartered Institute of Housing or the Hong Kong Institute of Housing as student members for the duration of the Diploma course.

Closing Date for Application

Applications for the 1999/2000 intake close in June 1999. Please write in for further information enclosing a stamped ($4.20) self-addressed envelope(34cm x 24cm).

To receive the next issue of this Prospectus, please return to page **264**.

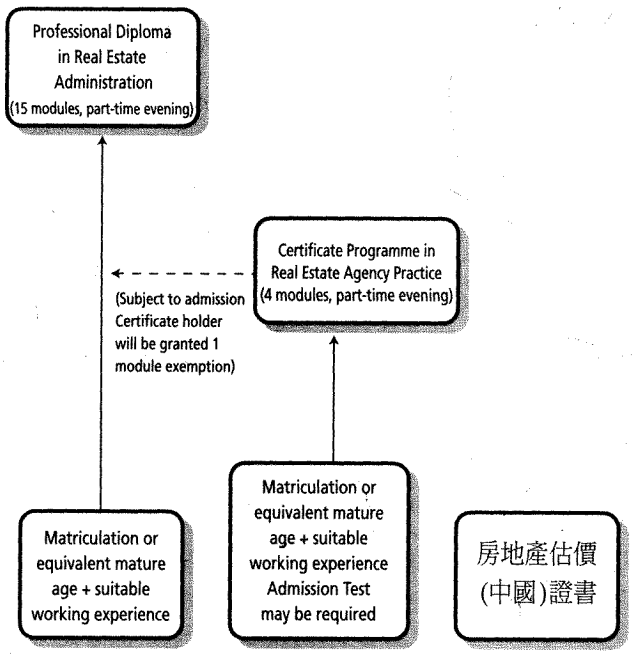
索取下期課程手冊詳情，請參閱第**264**頁。



REAL ESTATE AGENCY / ADMINISTRATION
地產代理及行政

Tel 電話 : 2975 5772/2975 5774 Fax 傳真 : 2858 4750

Real Estate Agency/ Administration Programmes



Professional Diploma in Real Estate Administration

Enquiries : 2975 5772

Introduction

This Professional Diploma course is a three-year part-time programme offered by SPACE in conjunction with Hong Kong Institute of Real Estate Administration (H.I.R.E.A.).

The course has been developed to reflect the 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 specialised discipline such as architecture, surveying, planning, and building and property management. However, there is at present no comprehensive course which explains the significance of the whole process of real estate administration, from the inception of a project to planning for investment, development, construction, marketing and estate management. This course aims to integrate the various aspects of the property field. It is expected that students will benefit from such knowledge when making related management decisions.

Aims

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.

Professional Recognition

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

Course Structure (under review)

The course includes instruction and assessment in the following modules:

Year/Level 1
General Principles of Law
Principles of Economics
Introduction to Property Valuation
Principles of Management
Building Construction

Year/Level 2
Law of Real Property
Town Planning
Building Construction and Management
Land Economics
Property Management

Year/Level 3
Professional Ethics/Arbitration
Prop. 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 10 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.

Minimum Entry Requirements

Applicants should possess either:-

1. (i) 2 'A' Level subjects and 3 'O' Level subjects; or
   (ii) 2 'A' Level subjects and 2 'AS' Level subjects; or
   (iii) 3 'A' Level subjects and 1 'O' Level subject; or
2. A university degree; or
3. A diploma of a recognised post-secondary institution

All these applicants must satisfy the requirements in oral and written English specified by SPACE and H.I.R.E.A.

Notes : *Applicants who are over 21 years old and have relevant work experience can also apply for mature student entry, as long as they meet the necessary English standards.*

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 employers, whilst not essential, would serve to strengthen the application. Preference will be given to applicants with relevant real estate working experience.

Fees

For the 1998/99 academic year, the fee for each module is HK$2,450 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.

A HK$150 application fee made payable to "The University of Hong Kong" is to be submitted with the application for enrolment. The application fee is to cover the cost of processing and is non-refundable.

Application Procedure

Complete and return the application form to SPACE. The closing dates for application are 5 September 1998 for the Autumn 1998 term, 15 November 1998 for the Spring 1999 term and 25 April 1999 for the Summer 1999 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 XVI).

Scholarship

The Real Estate Developers Association of Hong Kong has sponsored the Real Estate Developers Association of Hong Kong Award for the best three students in each level of this course, and The Hong Kong Institute of Real Estate Administration has also sponsored the scholarship award for the student of best average mark in this course. Further details can be obtained from H.I.R.E.A.

Certificate Programme in Real Estate Agency Practice

Introduction

The need to enhance the quality of real estate agents has finally been answered by the passage of the Estate Agents Ordinance in 1997.

In response to the community's demand for a suitable training course to prepare practitioners to attempt the estate agents license examination to be administered for the first time in March 1999, SPACE and the Hong Kong Real Estate Agencies Association have re-designed an existing formal training programme to make it appropriate in level and content for would-be and in-service real estate agents. The programme is presented under the auspices of SPACE with support from the Department of Real Estate and Construction of the University of Hong Kong.

Programme Structure

The course includes instruction and assessment in the following 4 modules:

A.	Property Valuation & Building/Property Related Knowledge	36 hours
B.	Laws.	36 hours
C.	Estate Agency Practice & Agency Management.	36 hours
D.	Selected Topics in Agency Practice.	30 hours
	Total	138 hours

However, applicants can also opt to take only the first 3 modules. Completion of these will:
- prepare them for the Estate Agents' License Examination.
- fulfil the training requirement for the Senior Practitioners Estate Agents License (subject to other conditions laid down by the Estate Agents Authority).

At the time of applying, applicants should indicate whether they are applying for the first 3 modules or all 4 modules as indicated below.

Entry Requirements

Applicants for the Certificate in Real Estate Agency Practice course should meet at least the following requirement:

Possession of at least two G.C.E. passes at advanced level and three passes at ordinary level, or equivalent.

Applicants who cannot meet the above requirement 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. Applicants who possess at least five HKCEE passes including English language (Syllabus B) and Chinese language or equivalent. may be required to take an admission test before admission.

Language of Instruction

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

Assessment

Assessment will be based on assignments and written examinations. Each of the modules will be examined as follows:

Assignments	30%
Final examination	70%

The passing mark is 50. If students fail an examination, they may be eligible to sit a supplementary examination provided they have a mark of 40 or above.

The assignments and the final examinations may be submitted in either English or Chinese languages at the option of the student.

Course Duration

Classes will take place twice per week, on weekday evenings. Duration of the whole programme will last approximately six months.

Choice of Courses and Fee

Applicants for the first 3 modules should submit 3 cheques for $2,700 each, totalling $8,100. Applicants for all 4 modules should submit 3 cheques for $2,700 each and one cheque for $3,500, totalling $11,600.

Award

The Certificate in Real Estate Agency Practice by SPACE will only be awarded to those candidates who have enrolled in the certificate course at the time of their registration AND have successfully completed all four modules.

Application Procedure

Applicants should submit enrolment centres by post or in person the following items:

(1) the relevant module enrolment forms for admission to the above courses. Please fill in 3 enrolment forms for course (a) and (b), and 4 enrolment forms for course (c);
(2) employment reference, if required;
(3) photostat copies of relevant academic documents (for those who would like to enrol for the Certificate in Real Estate Agency course by SPACE); and
(4) appropriate course fee by crossed cheques made payable to "The University of Hong Kong".

Please enclose 3 crossed cheques for 3 modules for course (a) and (b), and 4 crossed cheques for 4 modules for course (c).

Application forms can be obtained from any SPACE Centre (full addresses on page XVI.

Further information about this programme, including starting dates and venues, may be obtained from SPACE (Tel: 2975 5774).

Closing Dates for Application

Course Commencing	Closing Date
April 1999	15 March 1999
July 1999	15 June 1999
October 1999	15 September 1999
January 2000	15 December 1999

Additional Classes will be offered if demand from the industry warrants it. Please call SPACE at 2975 5774 to enquire about new classes.

房地產估價（中國）證書課程
(Real Estate Valuation (China) Certificate)

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聯合開辦。

廣東省華南建設學院於一九九五年成立，是為參加中國國家註冊地產估價師考試前提供培訓輔導的唯一學院。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。本課程的教學主要由華南建設學院負責。報名參加本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，亦可為今後參加中國國家註冊房地產估價師考試奠定基礎。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

本課程共分四個單元：
(一) 房地產基本制度與政策
(二) 房地產投資經營與管理
(三) 房地產估價理論與實務(一)
(四) 房地產估價理論與實務(二)

修讀形式

課程以講授形式為主，教材全部採用中國國家註冊房產估價師資格考試指定輔導教材，並由華南建設學院委派講師來港講授。全期課程80小時，共分十六天進行。

授課語文　　：中文
上課地點　　：香港（詳情容後公佈）
開課日期及時間：請留意各大報章廣告及本學院通告

結業證書

凡修畢本課程，出席率不少於75%，並考試合格，將獲香港大學專業進修學院頒發房地產估價(中國)證書，同時亦獲華南建設學院頒發結業證書。

全期費用　　：HK$11,150，請以劃線支票抬頭寫「香港大學」，寄交香港薄扶林道香港大學徐展堂樓八字樓，香港大學專業進修學院收。

查詢及索取報名表格請致電2975 5774。



學院設有完備的教學設施方便學員學習

ARCHITECTURAL STUDIES
建築學

Tel 電話：2975 5661 Fax 傳真：2858 4750

Professional Diploma Course in Architectural Studies (PDAS)

Introduction

The property and construction sector is a major pillar of Hong Kong's economy. The architecture profession plays an indispensable role in the continual growth of this very important economic sector. With over a thousand architects practising their profession, there is a great need of professional assistance provided by a architectural assistants for producing architectural drawings and detailed work. The Professional Diploma in Architectural Studies (PDAS) course is designed to train those who are interested to become competent architectural technologists in the architecture profession.

Aims

1. To equip students with knowledge and skills in architectural technology; these skills include architectural drawings; drafting skills; working drawings and detailing techniques, and construction drawings.
2. To provide professional training to student who wish to become architectural technical officers.
3. To provide well-trained architectural technologists who are capable of supporting the architecture and construction professions.



Inaugural ceremony of the Diploma Course on 30 October 1998

Course Structure

1) The course is of three years' duration. The curriculum is designed as equivalent to three years of full-time studies. Yet the programme of instruction will be arranged in a way that students entering with a suitable qualification such as a certificate in a subject related to architectural studies will be able to finish by part-time studies within three years. Part-time studies will be possible because in principle all the lectures will be scheduled in the evenings.
2) Each participant is required to attend three to five 2 to 6 hour sessions per week, depending on the individual's prior qualifications.
3) Candidates successfully completing the three-year curriculum will be awarded the Professional Diploma in Architectural Studies (PDAS).
4) The medium of instruction will be mainly English.
5) The course presents up-to-date knowledge on practical methodologies in architectural design and introduces modern architectural technology. Participants will be able to acquire practical skills in architectural design through the submission of course work. Course work include but are not limited to research reports, drawing presentations, project presentations, case studies, site visits and other format of assignments.

Entry Requirements

Applicants must fulfil at least one of the following requirements in order to be eligible for admission:

1) hold HKCEE 5 passes or above, or equivalent, plus one year of relevant experience;
2) hold 2 passes at "A" level and 3 passes at "O" level, or equivalent;
3) possess a recognised post-secondary diploma or certificate;
4) possess a recognised degree; or
5) attain the age of 25 years, plus one year of relevant experience.

Notes:

a) Applicants may be required to attend an interview and/or to present their previous art works for assessment by the selection panel.
b) Applicants must have obtained HKCEE passes in both English Language (Syllabus B) and Chinese Language. Those who do not meet this language requirement will be admitted but will be required to attend and pass, prior to the award of PDAS, one or more designated language courses that will upgrade the language competence to a level equivalent to this language requirement.

Exemption

Exemption will be granted on a module-by-module basis to applicants who can provide proof of successful completion of post-secondary level studies, which are equivalent in both content and standard to the modules of the PDAS course together with the approval of the subject tutor and the course Director.

Fee

The tuition fee is HK$34,000 each year, payable in two equal instalments. The same fee will apply to all students, including those who have obtained exemption on certain modules.

In addition, there will be a non-refundable application fee of HK$150 payable with the application for admission.

Application

Teaching starts in the autumn term every year. The closing date for application is late August 1999.

The application package will be available at SPACE centres. For information about the course, please call 2975 5661.

URBAN STUDIES
城市研究

Tel 電話 : 2975 5660 Fax 傳真 : 2858 8472

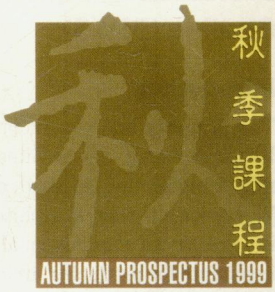
8630. 城市規劃與香港的發展 (Town Planning and The Development of Hong Kong)

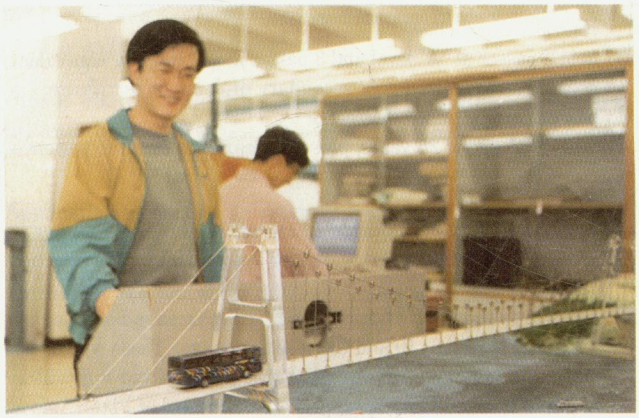
由於香港都市及新市鎮迅速發展，而土地利用規劃直接影響一個都市或地方的生活環境，因此城市規劃已漸受市民重視。本課程旨在介紹都市規劃的概念、理論及實踐。課程內容包括規劃理論，規劃大綱，區域規劃的實踐及發展管制，新市鎮的規劃及城市規劃條例的演變等。

講授語言 : 粵語(輔以英語)
導　　師 : 香港都市規劃師學會負責統籌任教導師
開課日期及時間 : 一九九九年二月二十五日起逢星期四下午七時三十分至九時正(共十講)
地　　點 : 另行通告
全期學費 : 五百八十五元正

To receive the next issue of this Prospectus, please return to page **264**.

索取下期課程手冊詳情，請參閱第**264**頁。





學生展示設計模型



Programme Directors and Managers
Front (from left): *Mr. Matthew Liu, Ms. Hebe How, Ms. Evia Wong, Ms. Emily Li*
Back (from left): *Mr. Jackson Cho, Mr. Albert Hung, Dr. T.M. Kwong (Head), Mr. Stephen Ha*

Closing Date 截止報名日期

The closing date for courses will be 12 working days before the starting date of specific course(s), unless otherwise stated. Late applications will only be considered if there are still vacant places.

除另行通告外，所有課程均在其指定開課日期前的十二個工作天截止報名。逾期遞交的申請表格，祇在該課程名額未滿的情況下，才被考慮接納與否。

EPS Payment「易辦事」付款

Course fees can be paid by EPS at the enrolment counter of SPACE Admiralty Town Centre, North Point Learning Centre or SPACE Campus Office (Room 304, 3/F, T.T. Tsui Building, Pokfulam Road).

您可以透過「易辦事」繳付課程學費，請親臨本學院的金鐘市區中心、北角教學中心或大學本部（徐展堂樓3樓304室詢問處）辦理手續。

SOCIAL SCIENCES & EDUCATION

SPACE = PROFESSIONAL EXCELLENCE + QUALITY OF LIFE 專業進修・卓越成就 SPACE = PROFESSIONAL EXCELLENCE + QUALITY OF LIFE 專業進修・卓越成就



社會科學及教育

Adult Education, Training & HRM
成人教育、培訓及人力資源管理

Criminal Justice & Public Order
刑事執法及公安

Education, INSTEP
教育及在職教師進修課程

Journalism & Communication
新聞及傳播學

Political Science
政治科學

Psychology
心理學

Recreation & Sports Management
康樂及體育管理

Social Work & Sociology
社會工作及社會學

Programme Directors and Managers
課程統籌主任

Cheng, Chung Y.L. 鄭鍾幼齡
(Head of Division 學部主任)

Wong, Owen H. H. 黃康顯

Ho, K. K. T. 何冠驥

Kennedy, Peter 甘令德

Sodusta, J. 舒婕素

Dendle, Elizabeth A. 杜麗莎

The Division of Social Sciences & Education is made up of eight distinct but complementary disciplines : (1) Adult Education, Training and Human Resource Management, (2) Criminal Justice and Public Order, (3) Education and INSTEP (In-Service Teacher Education Programme), (4) Journalism and Communication, (5) Political Science, (6) Psychology, (7) Recreation and Sports Management, and (8) Social Work and Sociology. The combination of these programmes into one division recognizes the interdependence of these disciplines, providing training in many applied areas of the social sciences and education.

The Division provides a broad range of training in transferable skills (research and writing, presentation, problem-solving) essential for the development of an educated workforce. It also offers more specific skills in multi-media technology, classroom teaching, counselling, social work and leisure management. Students are offered a broad range of qualifications from certificate and diploma to master levels. There are many study options within the award-bearing programmes.

社會科學及教育學部由八個既獨特而又互相關聯的學科組成：（1）成人教育、培訓及人力資源管理；（2）刑事執法及公安；（3）教育及在職教師進修課程；（4）新聞及傳播學；（5）政治科學；（6）心理學；（7）康樂及體育管理；（8）社會工作及社會學。這些學科組合在一個學部裡，不但確認彼此之間的相互聯繫，還將它們集中在社會科學及教育的範疇內，為社會人士提供培訓。

學部並提供一系列廣泛的通識技能訓練，包括研究方法、寫作技巧、表達方式、解決問題的程序等，這些訓練都是發展具教育水平的勞動力所必備的條件。學部還提供多媒體科技、教室教學、輔導、社會工作及康樂管理等專門技能訓練。學員可獲證書、文憑或學士學位學歷；學部設有多項學歷頒授課程，以供學員選擇修讀。

Tel 電話：2975 5691/2975 5685/2975 5686/2975 5690 Fax 傳真：2858 3404

M.Sc. in Training / M.Sc. in Training and Human Resource Management/ *M.Sc. in Training and Performance Management SPACE Diploma in Human Resource Management SPACE Diploma in Adult Education & Training

M.Sc. in Training
M.Sc. in Training & Human Resource Management
***M.Sc. in Training & Performance Management**
(2-year distance learning programmes)

Admission Requirements:
1) An honours degree or equivalent professional qualification; OR
2) The SPACE Diploma in Human Resource Management

SPACE Diploma in Human Resource Management
(1-year part-time programme)

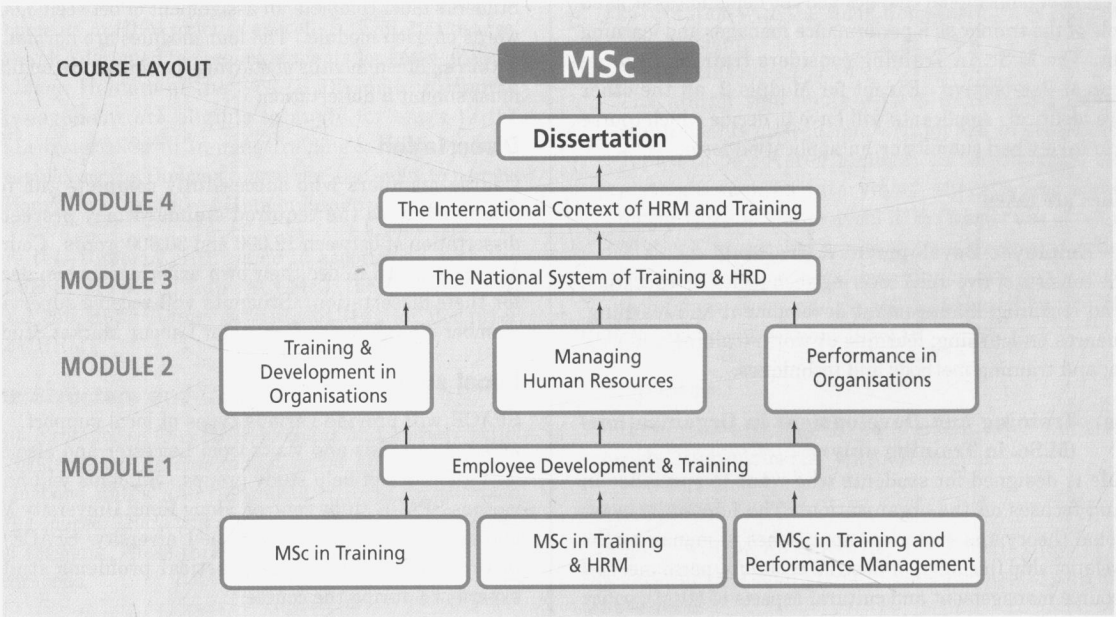
Admission Requirements:
1) A good standard of general education, proficiency in English
2) At least 3 years relevant professional experience (at non-junior level)

Exemptions:
1) Holders of the HKIHRM Certificate in HRM may seek exemption from Module 1.
2) Holders of the SPACE Diploma/Certificate in Adult Education & Training may seek exemption from Modules 1 & 2 / Module 1.
3) Holders of a relevant first or second class honours degree from a University may apply for exemption from the Study Skills Unit.

SPACE Diploma/Certificate in Adult Education and Training
(1-year part-time course)

This course is designed 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.

*Msc. in Training and Performance Management is subject to approval and to exemption from the Non-Local Higher and Professional Education (Regulation) Ordinance.



3713. M.Sc. in Training
M.Sc. in Training and Human Resource Management
*M.Sc. in Training and Performance Management *(University of Leicester)*



Enquiries : 2975 5686

* *The M.Sc. in Training and Performance Management is subject to approval and to exemption from the Non-Local Higher and Profession Education (Regulation) Ordinance.*

The University of Leicester provides three internationally-recognised qualifications for professionals involved in training and related areas of human resource management and performance management. Developed by the Centre for Labour Market Studies at the University of Leicester, the M.Sc. in Training, the M.Sc. in Training and Human Resource Management and the M.Sc. in Training and Performance Management work to high academic standards. They all 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.

All three M.Sc. programmes are two-year courses offered mainly 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 three courses?

The M.Sc. in Training and 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. The M.Sc. in Training and Performance Management examines the transformation of training in the context of organisational changes and the demands associated with the role of the trainer as a performance manager and learning consultant. The M.Sc. 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 - Training and Development in Organisations (M.Sc. 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); evaluation and training.

Module 2b - Managing Human Resources (M.Sc. in Training and Human Resource Management only)
This module is offered to students who want to develop a combined expertise in both the Training and the HRM areas. The four units in this module cover among other topics: organisational theory 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 2c - Performance in Organisations (M.Sc. in Training and Performance Management only)**
This module examines the main theories which seek to explain variations in the structure of organisations and the function of training and development within them. It concentrates on new demands on the trainer as a performance manager. The module is broken down into six units, which deal with the following subject areas: Organisational Theory and Evolution, Organisational Development and Business Strategy, Performance Management, Techniques of Performance Management, Delivering Performance Improvement, and Knowledge Management & Performance Improvement.

Module 3 - The National System of Training & HRD
This module provides an overview of vocational education and training at the national and Asia-Pacific level. Five units cover theories of education and training systems, the emergence of the Asia-Pacific region - the implications for education and training, and a comparative analysis of Asian education and training systems.

Module 4 - The International Context of HRM and Training
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 skills acquisition systems, and their evaluation.

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 to the required standard may 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 staff at the Centre for Labour Market Studies.

Local support

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 various SPACE study centres, Hong Kong University Main Library and specialist libraries within the University. SPACE will also try to provide help with any practical problems students might experience during the course.

Enrolment

Applicants for the three 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 Diploma in HRM, may also apply. Applicants with other professional qualifications and extensive professional experience may also be considered.

Fee

£5,200 payable in two instalments.

The course commences in April 1999. If your application is accepted, the first instalment of course fees (£2,900) must be paid within two weeks of that date. The second payment (£2,300) should be paid before commencing Module 3.

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 $3.50 stamped self-addressed envelope (size 9"x12") to:

The Director (Attention: Ms Polly Kwok)
School of Professional and Continuing Education
The University of Hong Kong
Pokfulam Road, Hong Kong
(Tel: 2975 5686; Fax: 2858 3404)

Closing Date for Application

1 March 1999

62. Diploma in Human Resource Management

Enquiries : 2975 5690

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 are eligible to apply for entry to the University of Leicester M.Sc. in Training/Training & HRM. Students successfully completing the Diploma course can also apply to become members of Hong Kong Institute of Human Resource Management.

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

Programme Structure and Content

The programme comprises four HRM modules and a study skills component. Students will receive materials for all four modules. 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 Organisational Behaviour
This module gives 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 looks at HRM within organisations. Topics include: methods for the recruitment and selection of new employees, formulating contracts and assessing the performance of employees.

Module 3 HRM - Employee Relations
This module devotes special attention to employee relations in Hong Kong and compares 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 integrates topics covered in previous modules and suggests 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.

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

(2) Group Tutorials
Group tutorials will provide students with an opportunity to give presentations and meet in smaller groups (max. 26 students per group). Each group will be led by a person having both practical and theoretical expertise in HRM. Each module will be followed by two tutorials (eight tutorials in total).

(3) Practical Presentations
Leading HRM practitioners working in Hong Kong will share their personal experiences of the practice of HRM. There will be five presentations in all. These sessions will be arranged in co-operation with the Hong Kong Institute of Human Resource Management.

(4) 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, presenting arguments and drawing conclusions, and the differences between quantitative and qualitative research techniques. Each module will be followed by two study skills sessions (eight sessions in total).

Attendance

The minimum attendance requirement is 75% of the lectures, tutorials, study skills and practical sessions.

Assessment

Students will be awarded the Diploma if they: (1) complete satisfactorily the required course assignments; (2) pass a three-hour examination.

Exemptions

Students may apply for exemptions from various units:

(1) Students holding the Certificate of Foundation Skills in Human Resource Management issued by the HKIHRM may seek exemption from Module 1.
(2) Students holding the SPACE Certificate in Adult Education and Training may apply for exemption from Modules 1. Those holding the SPACE Diploma in Adult Education and Training may seek exemption from Modules 1 and 2.
(3) Students holding a relevant First or Second class honours degree from a University who are able to present proof of a high level of writing andpresentation skills, may apply for exemption from the Study Skills Unit.

Students will not receive exemption from more than two modules.

Entry Requirements

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, but 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.

The next course commences in October 1999. Further information can be obtained from Ms Betty Kwong in late July 1999. (Telephone: 2975 5690 Fax: 2858 3404)

71. Diploma in Adult Education and Training

Enquiries : 2975 5691

More and more people in Hong Kong today need to know how to teach or train adults, in the private and public sectors as well as in other adult education contexts. This Diploma course is designed for those who are keen to develop the essential skills involved in facilitating adult learning. It is suitable for teachers in professional, community and adult education; for trainers in commerce, industry and government; 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 various methods of programme evaluation effectively and appropriately;
6. show awareness of the range of audio-visual aids available to adult teachers and trainers, and make suitable choices among these.

Course Content

Topics to be covered in the course will include: concepts and definitions in adult education and training; sociology of adult education, theories of adult learning; methods of learning; curriculum planning; needs analysis and programme design; approaches to evaluation and assessment; materials development; instructional technology in adult teaching; presentation skills; human resource development and the learning organization.

Course Structure

This one year part-time Diploma programme consists of two parts, Part I and Part II.

Part I is equivalent to the former Certificate programme. It provides an exit point to students who successfully complete this part but decide not to proceed further. It is also designed as a foundation course for Part II. Successful completion of Part I will lead to the award of the Certificate in Adult Education and Training.

Part II is built on the existing Certificate programme but expanded and strengthened in terms of topics, lengths of session, additional activities and methods of assessment. Successful completion of Part I and Part II will lead to the award of the Diploma in Adult Education and Training. This Part incorporates six modules with the following new features:

1. The coursework includes additional topics on current theories, methodologies and applications.
2. More practicums and workshops are run for some of the modules and students are expected to study both independently and collectively before and after each activity.
3. In addition to peer teaching, peer tutoring and peer assessment are conducted to promote cooperative learning, enhance understanding of complex issues and improve personal and interpersonal skills (teamworking, evaluation, negotiation). The feedback is discussed so that the students can integrate this into their presentation.
4. New modular contents are introduced to enable students to combine problem-solving mechanisms with applications.
5. New transferable skills (listening, observing, planning, asking questions, facilitating, evaluating, taking decisions) are integrated into the modules.
6. Mid-term and final evaluations are given to ensure a quality assurance mechanism.

Course Structure

The structure of the programme has the following elements:

1. Students will normally be required to attend a three-hour session on Wednesdays and if required on Saturday afternoons.
2. Each course member will be expected to conduct two rounds of peer teaching, which will be observed and assessed by peers and by a course tutor and will be followed by an evaluative discussion with the tutor.
3. Each course member will be visited by another course member and a course tutor and will conduct an evaluative discussion afterwards.
4. Each course member will complete two assignments and a project related to education or training within his or her own organization or field; for example, identifying training needs within the organization and designing possible programmes to meet these needs.

5. Supervised activities include (1) writing assignments; (2) developing a project design and instructional materials; (3) on-site teachings; (4) learning, teaching, and assessing peer teachings; (5) forming study groups; (6) analysing case studies and complex concepts; and (7) reading and revision. These activities require discussions, receiving and giving feedback, guiding and mentoring individuals or small groups in any of the following modes: face-to-face, telephone, fax, e-mail.

Assessment

Course members will be assessed by a written examination, one material presentation, a project, assignments and peer teaching.

Exemption

A student who holds a SPACE Certificate in Adult Education and Training preferably with a high pass may seek exemption from Part I. Otherwise, exemption will be given to no more than 3 modules of Part I.

Entry Requirements

Applicants should be: (1) mature students, 21 years of age or over, with a good command of (verbal and written) English; (2) at least 3 years work experience in teaching/ training; (3) a post-secondary academic qualification.

A university degree or a diploma from a recognised institution will satisfy the entry requirement.

Applicants may be invited to attend for interview.

Career Progression

The Diploma is also designed to prepare students for entry to study at master's level. Students holding this Diploma may apply for exemption from two modules of the University of Surrey, M.Sc. programme in adult education and training.

Application Procedure

The next course will commence in September 1999. Further information will be available in June 1999.

79. Diploma in Basic Research Skills

Enquiries : 2975 5691

Aims/Objectives

This programme primarily aims at promoting the development of basic research skills and competencies for adult students in fulfilling sound research assignments and in using the processes of research in business and other professions. Research is a powerful tool for problem-solving and is a relevant field of study for anyone interested in acquiring a foundation in personal and professional competency. Basic research skills equip students with problem-solving abilities for survival into the next millenium. Since these skills are highly transferrable, students will be able to adapt them to their present work and future vocations. Research skills can also help participants to improve learning and gain confidence.

Course Content

Module 1 Basic Philosophy of research
Module 2 How to begin the research project
Module 3 Designing the research
Module 4 Quantitative design
Module 5 Qualitative design
Module 6 Thesis, referencing and plagiarism
Module 7 Problems of research writing
Module 8 Research writing (I)
Module 9 Research writing (II)

Course Director

Dr. John Bacon-Shone, BSc Durh; MSc Lond; PhD Birm. Director, Social Sciences Research Centre, The University of Hong Kong.

Credits

Students who have completed part or all of a previous course of study at tertiary level or who have professional experience relevant to the course may be given credit for this previous study or experience provided the programme committee approves such credit.

The total number of units that may be credited to a student for previous study must not exceed 1 Module.

Entry Requirements

Students should:
(1) have post-secondary qualifications; and/or
(2) have passed the Hong Kong Advanced Level Examination.

Assessment

Assessment will be based on one written research project and one written examination. Continuous assessment is given in the form of exercises.

The next intake will be in September 1999. Course details will be available in June 1999.

1639. Certificate in Equal Opportunities

Enquiries : 2975 5685

Aims/Objectives

SPACE offers a one-year part-time Certificate programme in Equal Opportunities, a field of inquiry which addresses equal opportunities issues including gender, disability, age, family status, social class, race, ethnic origin, sexual orientation and language. The Certificate programme aim to:

(a) increase students' awareness, knowledge and understanding of the key concepts, issues and approaches concerning equal opportunities;
(b) provide an opportunity for students to reflect on, explain and document, and establish changes in their attitudes, beliefs and behaviour about issues on equal opportunities;
(c) familiarise students with techniques and practices relevant to enhancing equal opportunities in the workplace and organizations; and
(d) familiarise students with discrimination ordinances required to pursue equal opportunities studies.

The programme is designed primarily to meet the needs of management practitioners from a diverse range of work environments such as business, government departments,

education, social and legal services, charities and voluntary associations. It will help them to gain knowledge and understanding of the issues and policies of equal opportunities.

It is also designed for personnel staff involved in practical issues such as recruitment, promotion and equality of service delivery. The programme will be useful for students of this category because it not only offers practical insights and procedures but also theoretical grounding.

This course also provides a route of entry into the Diploma in Equal Opportunities which will be offered two years after this Certificate programme. Students who perform well academically in the Certificate level may be able to proceed to the Diploma programme.

Course Content

The course has three modules, each of 8 weeks, and so lasts for six working months.

Module 1: Introduction to Equal Opportunities
- The meaning of "equal opportunities"
- The nature and extent of inequality
- Theories of inequality
- Approaches to equal opportunities
- The value of equal opportunities and equality
- Presentation skills, group work assignment and individual assignment

Module 2: Issues of equal opportunities
- In-depth focus of some equal opportunities issues. Concepts to analyze, case studies and discussions
- Document analysis of equal opportunities issues on content, language, and presentation
- Sources of documents and external readership
- Analysis of one-policy case study on gender and equal opportunity
- Document analysis of any of the following equal opportunities issues : disability; social class; ethnic origin; sexual orientation; religion; language.
- Group assignment. Students may choose one Equal Opportunities issue as a focus before the start of Module 2.
- Presentation of group assignment.

Module 3 : Institutional Context and Practices of Equal Opportunities

Students may choose one Equal Opportunities issue and locate this within one institution of their choice.
- Education and gender/disability/age, etc.
- Management and gender/disability/age, etc.
- Employment and gender/disability/age, etc.
- Structures supporting Equal Opportunities
- Hong Kong's Codes of Practice on Employment under the Sex and Disability Discrimination Ordinances
- Presentation of individual project.

Assessment The Certificate programme is assessed by:
1. Group work assignment (1 assignment, 20%)
2. Individual assignment (1 assignment, 20%)
3. Written examination (50%)
4. Participation and attendance (10%)

Assignments and projects may be delivered in written and verbal forms.

Entry Requirements

(1) The Certificate programme does not require any formal qualifications but students should be able to show that they will benefit from the course.
(2) Applicants should be proficient in English.

Course Director/Co-ordinator

Course Director : Dr. J. Sodusta

Course Co-ordinator: Ms Anita Lee, Cert. *(Sorbonne-Paris)*, B.Soc.Sc. *(HKBU)*, M.A. *(HKU)*

Detailed information will be available in June 1999.

3751. Leadership in Action



Enquiries : 2975 5691

This course is intended for students who wish to develop their leadership and group management skills and learn the techniques for listening, thinking, speaking and decision-making that are necessary for good leadership. It will introduce students to the basic concepts of leadership, various leadership styles, and the values of principles, loyalty and commitment in a leadership context. Also included will be an analysis and evaluation of different profiles and world views of leadership and their effects on societies, both here and abroad.

The classes will be run as workshops by an experienced programme leader, assisted by a facilitator, depending on the class size, so students will have plenty of opportunity to practise leadership.

Programme Leader : Hameed Jalal, CTM., B.Sc., B.Ed. *(Madras)*

Date & Time : Fridays, 6:30p.m. – 8:30p.m., starting 5 Febraury 1999 (11 meetings)

Venue : To be announced

Course Fee : $800

CRIMINAL JUSTICE & PUBLIC ORDER
刑事執法及公安

Tel 電話 : 2975 5691/2975 5685 Fax 傳真 : 2858 3404

3871. Master of Science in Public Order Studies *(University of Leicester)*

DISTANCE LEARNING

Introduction

The M.Sc. in Public Order Studies is offered by the University of Leicester, a leading university in research and teaching across a wide range of areas. The Scarman Centre for the Study of Public Order at the University of Leicester is a centre of research excellence in the study of criminal justice, policing and public order. It has strong links with Bramshill, the UK Police Staff College, a prestigious seat of learning for current and future police leaders and international police training.

The programme is a two-year course offered in a distance learning mode. It is supported by rigorous and high-quality self study packages, including books and articles. It also provides face-to-face lectures, study seminars and workshops on research skills, presentation skills and research writing.

Aims/Objectives

The overall aims and objectives of the course are to provide students with substantial knowledge and comprehension of theories and models of public order studies and their application. To this end, the course is multi-disciplinary in nature, focusing on the main debates, concept and research methodologies through a breadth of case-studies. These range from instances of collective violence, social division, policing and terrorism, to the wider dynamics of social change. The skills and understanding gained from the first six modules are (for MSc students) applied in the dissertation.

The degree is designed for people involved in the administration of criminal justice and for those with an academic interest in crime and criminal justice. This course will be of particular interest to those working in the following areas:

- Police Service
- Courts
- Prison Service
- Youth Service
- Legal Profession
- Voluntary Sector
- Central Government
- Community Relations
- Probation Work
- Magistrates
- Social Work
- Local Government
- Customs and Excise
- Private Companies
- Education
- Pressure Groups

The course will also be of interest to recent graduates in Law, Social Sciences and Humanities, particularly those who wish to pursue a career in criminal justice or a related area.

Course Structure

The MSc programme is a two-year course offered on a distance learning mode. It consists of six modules followed by a dissertation.

MODULE 1: Public Order - Theories and Applications.
MODULE 2: Public Order in the Wider Context.
MODULE 3: Research Methods in Public Order.
MODULE 4: Policing Social Divisions - The Debates.
MODULE 5: Public Order - The Future.

Candidates for the Master of Science degree should submit a dissertation of between 15,000-20,000 words on an approved topic of their choice.

Entry Requirements

Applicants should normally have at least a second class honours degree from a British university, or its equivalent. Special consideration will be given to those who have an acceptable professional qualification coupled with practical experience. An applicant who has at least five years, experience and borderline qualifications may be considered or asked to complete the Centre's entry test. Applicants whose first language is not English must meet the University's minimum English requirements, i.e. a TOEFL score of at least 550, or an IELTS score of 6.5 (or equivalent).

Applications are also welcomed from holders of the Diploma or Certificate in Criminal Justice or the Diploma in Legal Studies offered by SPACE. (Applicants currently in their final year of study of these qualifications may also apply).

Assessment

Assessment is by written assignments; students must submit one written paper for each of the six modules.

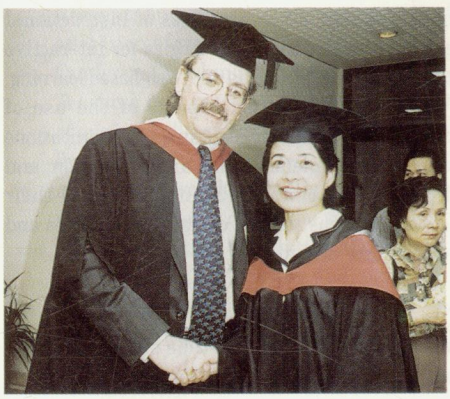
Fees

There are three ways to pay for the course:

1. One single payment of £6,100 (thus avoiding any increase in the second year)
2. Two half-course payments of which the first will be £3,140. One invoice will be sent before Module 1; and the second before Module 4.
3. Six modular payments currently set at £1,220. An invoice will be sent before each individual module starts. This option is not available to employers.

Note that no study materials will be sent until the fees have been paid.

Fees for 1999-2000 academic will be subject to an increase in line with the general level of inflation. Students who pay by one instalment will avoid this increase.



Professor John Benyon, Director of Scarman Centre for the Study of Public Order, University of Leicester, greeting Graduate of MSc. in Public Order Studies in 1997 Graduation Ceremony

Enrolment

The next intake will commence in March 1999. Special application forms, together with copies of certificates and two references, should be returned to the following address no later than 30 January 1999. Detailed information and special application form can be obtained by enclosing a $2.4 stampled self-addressed envelope from:

Director (Attn: Ms Emily Chin)
SPACE, University of Hong Kong
9/F, T T Tsui Building, Pokfulam Road, Hong Kong
(Telephone: 2975 5691)

Alternatively, this information can be picked up in person from our SPACE Admiralty Town Centre at 3/F, Admiralty Centre and North Point Learning Centre at 14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong

76. Diploma in Criminal Justice

This Programme of professional and academic education is specially designed for staff of private and public sector agencies involved in the field of Criminal Justice. It will be offered in September 1999.

Detailed information will be available in May 1999.

EDUCATION, INSTEP
教育及在職教師進修課程

Tel 電話 : 2975 5691/2975 5686 Fax 傳真 : 2858 3404

Master of Education / Graduate Certificate (in Information Technology) *(University of Wollongong)*

This study in Information Technology provides a recognised graduate certificate and master's degree in education designed to develop an understanding of the effective use of information technologies in teaching and learning. It is offered by the University of Wollongong in collaboration with SPACE.

The University of Wollongong's Faculty of Education is a leading institution in teaching, research and development in the area of Information Technology in Education in Australia. It has been a national leader in developing flexibly delivered programmes for remote students. SPACE has a long history of successful collaborations with overseas institutions. It is the largest provider of adult education in Hong Kong.

Aims

- to extend the professional development of teachers, trainers and professional educational multimedia designers;
- to develop an understanding of the effective use of information technologies in the teaching and learning process;
- to provide an understanding of the processes of instructional design, the generation of instructional strategies for interactive learning with both interactive multimedia and Web-based learning;
- to develop an understanding of all aspects of the use of interactive multimedia and computer mediated communications from design, development, implementation and evaluation; and
- through special projects, to enable students to extend their knowledge into specialist areas such as designing Web sites and human computer interface design.

Course Structure

The course may be taken in one year of part-time study (Graduate Certificate) and is built on credit points. The core element of each subject has six credit points, with two credit points extension projects or two years of part time study (Masters).

Course Content

1. Information Technology in Education and Training
2. Instructional Strategies and Authoring
3. Introduction to Research Methodology
4. Implementation and Evaluation of Technology-Based Learning
5. Interactive Multimedia Design
6. Minor Project

The Master of Education Degree will be awarded on successful completion of at least 48 credit points of coursework. The Graduate Certificate in Computer-Based Learning will be awarded on successful completion of at least 24 credit points of coursework.

Assessment

The M.Ed. is assessed by way of assignments, essays, Web-based study guides, projects and one examination.

Entry Requirements

Prospective applicants must possess the following:

- a first degree from a recognised tertiary institution in one of the following disciplines: Education, Training, Adult Education and Training or related studies;
- qualifications which may be considered equivalent from other backgrounds may be considered on a case-by-case basis;
- basic keyboard skills;
- adequate English skills; and
- access to World Wide Web and a personal computer.

Mode of delivery

The course will use a flexible mode of instruction through:

* the World Wide Web to be delivered from the University of Wollongong.

* on-site lectures, laboratory work, and intensive workshops in SPACE facilitated by local staff and staff of the University of Wollongong.

Fee

The total course fee is HK$98,500 payable in two instalments. This fee includes all course materials, classrooms, use of SPACE computer facilities, instructions, marking of assignments, projects, study guides and one examination, and a library card which gives reading rights at the University of Hong Kong. If your application is accepted, the first instalment of your course fee (HK$55,000) must be paid two weeks of before commencement of the course. The second payment (HK$43,500) should be made before commencing Subject 4.

Application Procedure

The next intake will commence in May 1999. Further details and special application forms can be obtained by sending a $2.4 stamped self-addressed envelope to Ms. Emily Chin, SPACE, The University of Hong Kong, 9/F, T.T. Tsui Building, Pokfulam Road, Hong Kong (Enquiries : 2975 5691)

Master of Educational Administration (Proposed New Course)*

This degree is offered by the Department of Administration and Training, University of New England, Australia, in association with SPACE. The course aims to assist each student becomes a reflective practitioner of educational administration. The tentative schedule for the course to be launched is March 1999. Further details will be available in February 1999. (For enquiries : 2975 5691; Fax : 2858 3404)

* *pending final approval*

Diploma in Applied Research Skills for Language and Education (Proposed New Course)

This one-year Diploma programme aims at providing educational practitioners with a grounding in basic skills in educational research, with a special emphasis on issues relating to language - whether as an institutional problem (medium of instruction, translation, etc.) or as a subject of study (English, Mandarin, Written Chinese). This programme will be offered in September 1999. Further details will be available in June 1999.

69. Certificate Course in Tertiary Educational Administration and Management

Tertiary education is changing rapidly - and so are the needs of those who administer it. Administrators in higher education in Hong Kong need to know about a wide range of issues: the traditions and philosophies of higher education internationally, within Hong Kong, and within their own institution. In addition, management systems and approaches, characteristics and problems of students, technology and financial informations systems all impact on this field.

This course is designed to help tertiary educational administrators to develop the knowledge, skills and values which will meet their needs and enhance their effectiveness in the early stages of their careers. It provides a valuable foundation for administrators who are in the early years of their employment in a tertiary institution, in all the major aspects for tertiary education, and an introduction to some of the most important skills required by administrators.

Aims and Objectives

The course aims:

1. to convey an understanding of the nature and purposes of higher education and of the contribution which administrators can make to achieving these purposes;
2. to provide some insight into the development of tertiary education in Hong Kong, and the different institutions which form part of it;
3. to provide an opportunity to learn from some of the most senior and experienced figures in Hong Kong tertiary education about the latest administrative practices, and about current policy issues affecting the work of educational administrators;
4. to provide an introduction to some of the key skills required by tertiary educational administrators and to the different areas in which these skills need to be exercised;
5. to provide an opportunity to exchange and compare experiences and problems arising in the day-to-day work of administrators;
6. to help course members to develop a professional network of contacts.

Course Content

- The Role of the Administrator in Tertiary Education
  The academic civil servant and the manager of resources; the notion of a "self-government academic community"; what the "academic prerogative" means; differences between institutions in managerial styles and expectations.
- Development of Tertiary Education in Hong Kong
  The history of tertiary education in Hong Kong and of its different institutions.
- The Role of the University Grant Committee
  UGC policies, rules and procedures, triennia; academic planning; student numbers and manpower planning; overseas students; financial matters and capital planning; the balance between government control and institutional autonomy.
- Governance and Administration of Hong Kong
  The differences between Hong Kong tertiary educational institutions, centering on themes, such as the English-language issue, the China factor, technological institutions, research, distance education, quality assurance, etc.
- Financial Management and Resource Allocation
  Account, budgeting, income generation, fund-raising and the allocation of resources.
- Quality in Teaching and Research
  Teaching and research and their relatedness; the assessment of quality; collegiality; the nature, extent and limits of "academic freedom".
- Administrative Skills in Tertiary Education
  Committees and committee secretaryship; the management of staff; the writing of minutes and reports; managing accounts and budgets; the planning and management of SPACE.
- The Nature and Needs of Students
  Origins and destinations of students in Hong Kong; characteristics and aspirations of students; student

organisations - soial, sporting and residence; student problems and how to deal with them; student support services, varieties of provision.

- Health and Work Safety in Tertiary Education
  An introduction to health, safety and welfare at work in tertiary education, looking at typical hazards and how to tackle them.
- Career Development for Administrators
  An introduction to the basic techniques and concepts involved in planning and managing a career as an educational administrator.
- The Use of Computers and Information Technology in Administration
  An Introduction to computers, to Management and Executive Information Systems and to Internet Resources available to administrators.

Course Structure

1) Seminars and Workshops Held on Wednesdays weekly, 2:30p.m. – 5:30p.m., starting 13 January 1999, ending in July 1999 (25 meetings)

   Most sessions will be held in Room S15, SPACE Admiralty Town Centre, 3/F, Admiralty Centre, 18 Harcourt Road, Wanchai, Hong Kong (Exit A, Admiralty MTR station)

2) Individual project, on which a report must be submitted and assessed.
3) Assessed coursework and reading.

Projects and Assessments

Award of the certificate will depend on:

a) Submission of a project of 3,000 to 5,000 words. The report will be graded, and a passing grade must be obtained.
b) Attendance at a minimum of 80 per cent of the sessions.
c) Submission of a satisfactory report on at least one of the modules of the course.

Course Director

Mr. Elfed Roberts, B.Sc. (Econ), M.Sc. (Econ), Dip. Ed. *(Wales)*

Application Procedure

Applicants should complete and return the standard enrolment form and enclose the appropriate course fee with a crossed cheque or banker's draft of HK$15,300 made payable to "The University of Hong Kong". Applications should be addressed to:

Director (Attn: Ms Emily Chin)
School of Professional and Continuing Education
The University of Hong Kong
9/F, T. T. Tsui Building,
Pokfulam Road, Hong Kong

3622. Introduction to Designing a Multimedia Instructional Project



Enquiry : 2975 5685 / 5686

This course introduces an overview of developing a multimedia instructional project. The 2-day sessions include lectures and hands-on workshops on (1) process of developing a multimedia instructional project; (2) cost (time and money) of multimedia production; (3) importance of flow chart on creation a multimedia project; (4) authoring tool to develop a multimedia instructional project.

Medium of Instruction : Cantonese

Tutor : Ms Luka So, B.A. *(Southern Illinois)*, M.Sc. (Educational Media) *(IndianaState)*

Date & Time : Sundays, 9:00a.m. – 12:00 noon and 1:00p.m. – 5:00p.m., 14 & 21 March 1999 (2 meetings)

Venue : Room S4, SPACE Admiralty Town Ctr

Fee : $910

Enrolment is limited to 20

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. Please see page XX.

3623. 電腦輔助教學入門 (Computer-Aided Teaching - An Introduction)



查詢電話：2975 5685 / 5686

本課程特別為未有電腦輔助教學經驗的前線教師而設計。重點在於使參與者於課堂上能充分利用電腦設備及軟件，達致更高的教學效益。課程內容包括：（一）掌握幾個主要有關電腦輔助教學之軟件如MS PowerPoint，Adobe Acrobat；學習網頁瀏覽器之使用方法及如何實際應用於日常教學活動之中；（二）了解幾個主要多媒體素材，包括圖像、聲音和動畫以及掌握如何整合多媒體素材於輔助教材之基本技巧；（三）應用萬維網技術來設計教與學的活動；（四）講解多媒體軟件之製作方法及教學應用。

(名額二十人)

導　　師　：尹國慶先生，B.Sc.(Hons.)(CUHK), Cert.Ed.(HKU)
開課日期及時間：一九九九年四月十四日起逢星期三下午六時十五分至九時十五分(共十講)
地　　點　：金鐘市區中心S4室
全期學費　：一千七百八十元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

3784-3785. Certificate Course in IT for English Language Teachers

Please refer to page 54

3780-3781. English Teaching with CD-ROM

Please refer to page 61

In-Service Teacher Education Programme (INSTEP)
在職教師進修課程

The following courses are offered by the Faculty of Education in conjunction with SPACE. 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.

Enquiries : 2976 5685 / 5686

Arts and Social Sciences

3029. 學校公民教育的理論與實踐 (Theory and Practice of Civic Education in Schools)

隨著廿一世紀的來臨，培養下一代成為有素質的公民，實為香港教育的當前急務。本課程適合公民教育統籌教師及對學校公民教育有興趣的人士修讀。完成課程後，希望各學員能夠認識各種不同的公民教育理論；了解香港公民教育的最新發展；掌握有效推行公民教育的方法；掌握設計校本公民教育課程的技巧。

本課程探討題目包括：（一）香港公民教育的發展歷史；（二）國民教育、民主及人權教育；（三）各種公民教育教學法的介紹；（四）《學校公民教育指引（96）》的理念及施行；（五）如何教授《公民教育科（初中）》；（六）如何設計校本公民教育課程及教材。

本課程的教授方法包括講授、小組討論及工作坊；主講者除本會的幹事外，亦會邀請對各題目有研究的講者作專題探討。

(本課程與香港學校公民教育統籌教師協會合辦)

(名額三十五人)

導　　師　：吳家立，B.A., Dip.Ed.*(CUHK)*, M.A. *(Essex)*, M.A. *(HKUST)*
　　蘇永強，B.Soc.Sc., Dip.Ed. *(CUHK)*, M.Ed. *(HK)*
開課日期及時間：一九九九年三月四日起逢星期四下午六時十五分至七時四十五分(共八講)
地　　點　：金鐘市區中心 (詳細地點另行通告)
全期學費　：七百二十元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

Computer Studies & the Applications of Microcomputers

互聯網與教育網頁製作 (Internet and Homepage Design for Teachers)

新增課程

本課程是為中小學教師而設，教師毋須具備使用互聯網的知識。課程目的在介紹使用互聯網的知識，以及常用的軟件，例如瀏覽器、HTML編輯器和圖像處理程式等等。課程中亦會講授如何製造超連結文件及如何將多媒體元素，例如聲音及動畫加入網頁中。

為綜合整個課程中所學習的知識和技能，在課程完結前，學員將要製作一個為教學而設的個人網頁。課程中亦會討論在資訊科技年代中，教師及學生的角色有何改變，以及現代的教與學模式。

(名額二十八人)

導　　師　：方偉雄先生，B.Sc.(Hons.), Dip.Ed. *(CUHK)*, Adv.Dip.Ed., M.Ed. *(HK)*
地　　點　：金鐘市區中心S4室

3561.
開課日期及時間：一九九九年二月二十七日起逢星期六下午二時至五時(共五講)
全期學費　：九百四十元

3621.
開課日期及時間：一九九九年四月十日起逢星期六下午二時至五時(共五講)
全期學費　：九百四十元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

3562. Using Information Technology in Teaching for Teachers, School Administrators and Clerks

A lot of schools have been equipped with multimedia computers and data networks to enhance the use of information technology in teaching. Together with the application software, the platform can help in our daily clerical work, in obtaining updated information from the internet and improve the quality of our presentations. This course is designed for beginners with little knowledge in computers but who would like to learn the basic techniques of using computers and information technology to help in their work.

The first 8 lectures will concentrate on basic concepts and software applications: basic computer concepts, kinds of operating system & basic operation, local area network (LAN), internet, intranet and the World Wide Web (WWW), tips of using Window 95 and NT workstation, using "Word 97" to prepare simple documents, using "PowerPoint 97" to prepare on screen presentations, using "Excel 97" to perform numerical analysis and produce graphical presentations, using educational CD-ROMs. The remaining 4 lectures will concentrate on internet technology and its practical

educational uses. Web based authoring will be introduced. Participants are asked to write their own homepage with the help of the tutor.

Medium of Instruction : Cantonese, supplemented with English terminologies

Tutor : Chan Siu Keung, B.Sc., P.C.Ed., M.Ed. *(HK)*

Date & Time : Tuesdays, 6:15p.m. – 7:45p.m. (for meetings); 8:00p.m. – 9:30p.m. (for workshops), starting 23 February 1999 (12 meetings & 12 workshops)

Venue : Room 2, SPACE North Point Learning Ctr (for the first 8 meetings and workshops)
Rm S4, SPACE Admiralty Town Ctr (for the last 4 meetings and workshops)

Fee : $2,100

Enrolment is limited to 20

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. Please see page XX.

3563. Writing Simple Applications in Visual FoxPro 5.0 to Help in Daily School Office Work/SAMS

This is an introductory course on programming using the new Visual FoxPro language. It aims to help participants acquire the necessary skills to programme in FoxPro language. With guidance from the tutor, participants are expected to write simple programmes to assist certain administrative work in school, or to write some add-on programmes to their ED-provided SAMS system.

Topics include: difference between the new version and the non-visual version, database design & setup, FoxPro file types, common FoxPro functions with examples, and commonly used programming commands, simple SQL & RQBE techniques, general programming skills & object orientated programming technique, using power tools like report writer, screen builder, menu builder and project builder.

*Participants **MUST** have some knowledge of using computers (general DOS operation) and have some experience in using the dBASE/FoxPro commands and should be prepared to devote some time to writing the assigned simple programs.

Medium of Instruction : Cantonese, supplemented with English terminologies.

Tutor : Chan Siu Keung, B.Sc., P.C.Ed., M.Ed. *(HK)*

Date & Time : Thursdays, 6:15p.m. – 7:45p.m. (for meetings); 8:00p.m. – 9:30p.m. (for workshops), starting 15 April 1999 (8 meetings & 8 workshops)

Venue : Room 2, SPACE North Point Learning Ctr

Fee : $1,560

Enrolment is limited to 20

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. Please see page XX.

Please also refer to "Computer Science and Information Technology" section, Division of Applied Science for related courses.

Counselling and Guidance

1952. Careers Guidance in Secondary Schools

The course is specially designed for secondary school teachers currently involved in careers guidance work in schools, interested in knowing more about the career development of their students and prepared to devote themselves to this important aspect of education. This course should help teachers to strengthen their conceptual frameworks (by drawing from different schools of career theory); to learn through tapping their own resources, as well as from other member participants; and to explore the possibility of designing a programme of career activities catering for the needs of their students in their particular settings.

(This course is organised in association with the Hong Kong Association of Careers Masters and Guidance Masters)

Medium of Instruction : Cantonese

Tutor : Executive Committee Members of the Hong Kong Association of Careers Masters and Guidance Masters

Date & Time : Wednesdays, 6:00p.m. – 8:00p.m., starting 3 March 1999 (10 meetings)

Venue : SPACE Shek Kip Mei Learning Ctr (details to be announced) Room S4, SPACE Admiralty Town Centre (for a computer session on 21 April 1999)

Fee : $950

Enrolment is limited to 25

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. Please see page XX.

1984. Education and Careers Counselling: Skills and Techniques for Practitioners

This course is designed for secondary school teachers who are keen to learn some practical skills and techniques of careers counselling in order to help Hong Kong students make wise and realistic educational and vocational decisions.

Tutor : Zhang Wei-yuan, B.Ed., M.Ed. *(ECNU)*, Ph.D. *(Edinburgh)*

Date & Time : Fridays, 6:30p.m. – 8:30p.m., starting 5 March 1999 (10 meetings)

Venue : HKU, Main Campus (details to be announced)

Fee : $1,010

Enrolment is limited to 25

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. Please see page XX.

Languages, Communications and Speech & Hearing Sciences

1957. Pronunciation for Teachers

This course is intended to provide knowledge of the different aspects of English language pronunciation to advanced learners, more particularly for teachers for self-improvement and professional development. The course is designed to help teachers improve their competence in English and at the same time provide them with a basis for assessing their teaching and evaluating their students' performance.

The course covers: 1. error analysis; 2. linguistic framework: theoretical rules and principles - English phonetic symbols, basic English phonological rules, and comparison of Cantonese with English.

Tutor : Ms Lara Lam, B.A., B.Ed. *(Toronto)*, M.A.A.L. *(Reading)*, Language Instructor in English Centre, HKU

Date & Time : Mondays, 6:15p.m. – 9:15p.m., starting 1 March 1999 (4 meetings)

Venue : HKU, Main Campus (details to be announced)

Fee : $620

Enrolment is limited to 25

Fee refund : Teachers may apply for a half fee refund from Education Department for this course. Please see page XX.

8125 - 8130. Pronunciation & Fluency

Please refer to page 117

1956. Vocabulary Building for Teachers

This course is designed primarily to help teachers to expand their vocabulary for personal and professional development. By the end of the course they should be better able to express themselves in a variety of social contexts, gaining skills and knowledge which they, in turn, can pass on to their students on reading and writing courses. This is an entertaining programme packed with materials and exercises taken from real-life situations and texts. It also contains hints and reviews that will help strengthen not only vocabulary but pronunciation too.

The course will enable students to:

- convey their ideas more clearly and convincingly;
- become more confident speakers in both social and professional situations;
- avoid the embarrassment of using a word incorrectly;
- improve their reading comprehension;
- improve their pronunciation of new words;
- manage a new range of techniques for teaching vocabulary;
- understand the role of vocabulary in the communication of meaning.

Specific features of this direct method vocabulary-building course include:

1. A pre-test for diagnostic purposes, a practice section, and post-test to measure students' progress.
2. Focus on Latin and Greek prefixes, suffixes and word roots, which unlock the meanings of thousands of English words. Selected words are analyzed to show how roots combine to form words. Examples are provided showing the roots of a variety of related words.

Tutor : Ms Lara Lam, B.A., B.Ed. *(Toronto)*, M.A.A.L. *(Reading)*, Language Instructor in English Centre, HKU

Date & Time : Thursdays, 6:15p.m. – 9:15p.m., starting 8 April 1999 (4 meetings)

Venue : HKU, Main Campus (details to be announced)

Fee : $620

Enrolment is limited to 25

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. Please see page XX.

3564. Teaching Writing



The purpose of the course is twofold: first, to enhance teachers' understanding of the theories behind writing pedagogy; and second, to provide teachers with practical suggestions on how to teach writing more effectively. The course, taught in four 3-hour meetings, will evolve around four approaches to teaching writing: form-based, writer-based, reader-based, and content-based. Each approach will be looked at in the light of its origins (theoretical underpinnings), its merits and drawbacks, and how it can be translated into writing activities.

Tutor : Hui Bon-Hoa, Max, B.A., M.A. *(Standford)*; Cert.Adv.St. *(Harvard)*, Ph.D. *(Lond.)*

Date & Time : Tuesdays, 6:15p.m. – 9:15p.m., starting 13 April 1999 (4 meetings)

Venue : HKU, Main Campus (Details to be announced)

Fee : $640

Enrolment is limited to 30

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. Please see page XX.

3565. Teaching English at the Primary Level: Some Theory with lots of Practice

NEW COURSE

This course addresses the requests of primary teachers of English in Hong Kong. This course offers a theoretical underpinning to teaching English as a second/foreign language to children. It also examines the unique case of Hong Kong. However, most time will be spent on practical classroom matters: how to create a fun and creative learning environment, how to create activities that maximize learning, specific activities on how to run songs/games/puzzles, etc., how to "troubleshoot", and assessment issues.

Tutor : Karmel Schreyer, B.A.(Hons.), M.A., Cert.TESL *(Seattle)*, Editor/Teaching of English Language, Education Centre, HKU

Date & Time : Wednesdays, 6:30p.m. – 9:00p.m., starting 7 April 1999 (6 meetings)

Venue : HKU, Main Campus (details to be announced)

Fee : $870

Enrolment is limited to 25

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. Please see page XX.

Please also refer to "English for Teachers" Courses listed under "English Studies", Division of Arts & Humanities.

3566. 學校舞台表演藝術（舞台劇）製作工作坊 (Workshop of Performing Arts Production in Schools)

新增課程

以學校有限的資源如何做出娛人娛己的學校表演？本工作坊以學校表演製作而度身設計，內容涵蓋舞台表演藝術（舞台劇）製作的各階段，使學員能掌握其中創作、組織、運用資源的竅門。課程內容包括：課外活動（表演藝術）的教育理論、劇本創作、劇本分析及演繹、演員訓練、製作組織、製作日程、佈景、道具、服裝、舞台設施、燈光音響、導演的工作及舞台監督的工作等。部分專業知識課節將邀請客席嘉賓主講。

(名額二十五人)

導　　師 : 楊志毅老師，資深舞蹈工作者，香港舞蹈團客席編舞岑偉宗老師，B.A. *(HKBU)*, P.C.Ed., M.Phil. *(HK)*

開課日期及時間 : 一九九九年二月二十七日起逢星期六下午二時至三時三十分(共十二講)

地　　點 : 香港大學本部 (詳細地點另行通告)

全期學費 : 一千三百二十元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

3694. Drama in the Classroom

Please refer to page 124

1964. 教學與用聲 (Voice Use in Teaching)

本課程是教授如何在班房中正確運用聲線。課程涉及解剖及生理學，講解如何運用發聲練習以達到最佳效果。每位參加者都會得到一份電腦聲線分析的報告。

(名額二十五人)

導　　師 : 姚文禮博士，B.Appl.Sc.(Lincoln), M.Phil. *(HK)*, Ph.D. *(Queensland)*，香港大學言語及聽覺科學系副教授

開課日期及時間 : 一九九九年三月二、九、二十三及三十日(星期二)下午六時至八時(共四講)

地　　點 : 香港大學言語及聽覺科學系，香港醫院道34號菲臘親王牙科醫院518室

全期學費 : 四百九十元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

Physical Education and Sports Sciences

1966. 初級器械健體教練班 (Elementary Instructor Training Course for Weight Training)

本課程將會由淺入深地介紹器械健體的基本概念及原理，包括的課題如：肌肉功能的鍛練與探討、心肺功能的重要性、如何組織和計劃教學方法、如何控制體重及安全地減去脂肪；並會指導學員如何運動處方及各項簡單的測試方法。本課程適合體育教師、器械健體愛好者及體育科會考生就讀，表現良好之學員，可獲導師推薦修讀奧委會其他有關的課程。

(名額十八人)

導　　師 : 程偉健先生，B.Ed. *(Liverpool)*, M.Ed. *(HK)*，香港奧委會運動課程講師

開課日期及時間 : 一九九九年三月六日起逢星期六下午三時至五時(共八講)

地　　點 : 香港大學何世光夫人體育中心，香港薄扶林道111-113號（理論課：G16室/實習課：健身房）

全期學費 : 九百九十元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

1967. 中級器械健體教練班 (Intermediate Instructor Training Course for Weight Training)

本課程指導學員掌握器械健體訓練較深入的原理，有氧與無氧運動的介定與訓練，體適能測試方法；中級及高級運動處方，器材之比較及使用守則，營養及藥物知識，最新的研究報告等，適合健身教練、體育教師及有經驗之器械健體愛好者參加，表現良好之學員，可獲導師推薦修讀奧委會其他有關的課程。

(名額十八人)

導　　師　：程偉健先生，B.Ed. *(Liverpool)*, M.Ed. *(HK)*，香港奧委會運動課程講師
開課日期及時間：一九九九年五月十五日起逢星期六下午三時至五時(共八講)
地　　點　：香港大學何世光夫人體育中心，香港薄扶林道111-113號（理論課：G16室/實習課：健身房）
全期學費　：九百九十元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

School and Teacher Development

1976. 課外活動主任訓練課程 (Management Course for Extra-Curricular Activities Masters)

本課程只適合中學課外活動主任或有關老師修讀，為他們提供有關的專業訓練。內容分三部份：一般行政管理知識、學生管理的一般原理，及在本港中學擔任課外活動主任的方法及技巧。

(本課程與香港課外活動主任協會合辦)

(名額三十人)

導　　師　：田志強先生（香港課外活動主任協會主席）
　　吳明祥先生（香港課外活動主任協會副主席）
開課日期及時間：一九九九年三月三日起逢星期三下午六時十五分至七時四十五分(共十講)
地　　點　：金鐘市區中心 (詳細地點另行通告)
全期學費　：八百一十元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

3567. 資優教育 —優質教育學校的借鏡 (Gifted Education — A Reference to Quality Education Schools)

新增課程

本課程從教育歷史發展的角度去分析資優教育在現今社會的重要性，並通過介紹資優教育的理論去探討資優教育與優質教育之間的關係，並且就情緒智能與領導才能、創造力、思考技巧及學習技巧訓練等資優教育課程去分析優質教育目標。

(名額二十五人)

導　　師　：李倩玲女士，MIL *(Lond.)*, P.C.Ed., M.Ed. *(HK)*
開課日期及時間：一九九九年三月四日起逢星期四下午八時至九時三十分(共十講)
地　　點　：金鐘市區中心(詳細地點另行通告)
全期學費　：八百八十元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

3568. 小學音樂教育 (Music Teaching for Teachers of Primary School Children)

本課程為小學教師提供一個基本而全面的音樂教學訓練課程，內容包括：(1) 介紹Kodaly，Dalcroze，Orff，Suzuki，Carabo-Cone，Gordon等教學法及在小學音樂教育上的應用；(2) 探討「潛能發展模式」、「Piaget學習理論」及「新一代音樂教學法」在小學音樂教育的推行；(3) 研習上述教學法的教學技巧及基本和聲、指揮、配樂及敲擊樂演奏等音樂技巧，以配合教學法、課外活動的推行及參加音樂比賽；(4) 綜覽各小學音樂教科書及參考書重點；和(5) 綜論小學音樂教育的功能、課程設計及行政模式。本課程深入淺出，著重老師參與，使老師將所學實踐在教學上。

(名額三十人)

導　　師　：劉超祺先生 B.A., Dip.Ed.,Cert.Sp.Ed., Cert. Aural Rehab., M.A., F.Coll.P. *(UK)*
開課日期及時間：一九九九年三月一日起逢星期一下午七時三十分至十時(共二十講)
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（油麻地地鐵站C出口，向佐敦方向步行十二個舖位）
全期學費　：一千九百三十元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

1977. 幼兒音樂教育 (Music Education for Young Children)

本課程為幼稚園、幼兒院教師提供一個基本而全面的音樂教學訓練課程，內容包括：(1) 介紹Kodaly, Dalcroze, Orff, Suzuki, Carabo-Cone, Gordon等教學法及在幼兒音樂教育上的應用；(2) 探討「潛能發展模式」、「親子音樂教育模式」、「Piaget學習理論」及「新一代音樂教學法」在幼兒音樂教育的推行；(3) 研習上述教學法的教學技巧及基本和聲、指揮、配樂及敲擊樂演奏等音樂技巧，以配合教學法的推行；(4) 綜覽幼稚園音樂教科書及參考書重點；和(5) 綜論幼兒音樂教育的功能、課程設計及推行模式。本課程深入淺出，著重老師參與，使老師將所學的實踐在教學上。

(名額三十人)

導　　師　：劉超祺先生 B.A., Dip.Ed.,Cert.Sp.Ed., Cert. Aural Rehab., M.A., F.Coll.P. *(UK)*
開課日期及時間：一九九九年三月一日起逢星期一下午五時至七時三十分(共二十講)
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（油麻地地鐵站C出口向佐敦方向行十二個舖位）

全期學費　　：一千九百三十元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

從音樂發展兒童EQ/IQ親子坊（五至九歲兒童及家長）

請參閱第 140頁

Science and Mathematics

3569. 小學數學科教學工作坊 (Workshop on the Teaching of Primary Mathematics)

新增課程

本課程旨在為小學數學科教師而設。內容包括：(1) 探究現時小學數學科課程的取向；(2) 閱讀及分析有關小學數學科教與學的研究報告；(3) 研習有效的小學數學科教學技巧；(4) 探究及試驗如何使用資訊科技於小學數學中。

(名額十五人)

導　　師　　：張志傑先生，B.Ed.(Hons.) *(HK)*
　　馮德芳小姐，B.Ed.(Hons.) *(HK)*
開課日期及時間：一九九九年五月八日起逢星期六下午二時至五時(共十講)
地　　點　　：香港大學邵仁枚樓201室
全期學費　　：二千三百八十元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

School Library Studies

3570. 如何提高兒童閱讀興趣 (How to Develop Children's Interest in Reading)

新增課程

本課程適合學校圖書館主任、教師、家長及其他有興趣人士選讀，目的是希望通過學校圖書館推動兒童及青少年的閱讀風氣。內容包括：(1)如何透過學校圖書館或資源中心，培養兒童及青少年的閱讀習慣；(2)怎樣適當地利用圖書館活動訓練及發展兒童的閱讀能力與溝通技巧；(3)簡單介紹如何利用「多媒體」及電子網頁尋找兒童及青少年讀物。

(名額二十人)

導　　師　　：馮淑嫻小姐，Teacher's Cert. *(HK)*, B.Phil.(Education) *(Newcastle-Upon-Tyne)*, Dip. in Library & Information Studies, M.A. *(Lond.)*
開課日期及時間：一九九九年四月十九日起逢星期一下午六時十五分至七時四十五分(共二講)
地　　點　　：香港大學本部 (詳細地點另行通告)
學　　費　　：二百七十元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

JOURNALISM & COMMUNICATION
新聞及傳播學

Tel 電話：2975 5696　　Fax 傳真：2858 3404

3734. 公眾關係證書課程 (Certificate Course in Public Relations)

(本課程與香港專業公眾關係協會合辦)

課程宗旨　：為從事公眾關係、市場推廣、工商管理、傳播工作及社會服務人士，提供一系統全面性的專業知識。

課程內容　：（一）大眾傳播導論：講授大眾傳播學理論，介紹不同種類傳媒的特性，並探討大眾傳媒的專業道德及社會責任等問題（共八講）。（二）公眾關係導論：闡釋公眾關係的基本原理及有關的理論，公眾關係活動的策劃程序及運作技巧等（共六講）。（三）媒介與宣傳：討論機構與傳媒關係，傳媒工作的策劃與機構媒介策略，製作及選擇適當的訊息與媒體，包括新聞稿特寫，業績報告等（共六講）。（四）企業傳播：討論有關商業企業在形象確立的方針，企業對外及對內傳播的問題，企業危機與公眾關係處理技巧等。（共四講）（五）市場傳播：講授有關基本市場學與傳媒在市場傳播所擔任的角色、公眾關係與產品廣告之配合等（共四講）。（六）公眾關係策略評估與研究：討論有關公眾關係策略及研究的方法，怎樣提高公眾關係活動的效益等（共六講）。（七）個案及學員習作研討（共四講）。

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。

教學語言　：粵語為主

評核方法 ：課程結束後，學員若能符合下列三項條件，則可獲取本學院頒發證書：（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。

課程統籌 ：顧明仁博士 MScEd *(USC)*, MA *(Wisconsin Madison)*, Ph.D. *(Pacific Western)*, Dip. Comm., MIPR, FRSA, FICM, FInstPR, P.Mgr (香港專業公眾關係協會創會會長)

(名額二十八人)

導　　師　　：由香港專業公眾關係協會院士擔任
開課日期及時間：一九九九年三月三日起逢星期三下午七時四十五分至十時十五分(共三十八講)
地　　點　　：信德中心西座十樓102室
全期學費　　：三千五百元

報名手續 ：申請者須於二月三日前，將申請表格寄回本學院，函內須附$1.30回郵信封、二吋半身近照一張、學歷及工作經驗之證件副本及詳情，報名時請用支票付款。

8217. 專業及廣告攝影證書課程 (Certificate Course in Photography for Professionals & Advertising)

本課程適合已修讀約四十小時課程之學員作深造進修，本學院有權挑選合資格之申請者入學。課程包括：（一）特技攝影（如超高速動態凝固、電子激光、三原色組合、幻燈背景廣告攝影）；（二）外籍模特兒人像攝影；（三）專業影樓及PRO-LAB參觀；（四）邀請專業攝影大師及名家作客座講師；（五）現代歐美日專業攝影潮流；（六）企業廣告攝影；（七）職業攝影客戶服務要點；（八）成立影樓及經營職業攝影方法；（九）高級商品攝影；（十）電子專業相機電腦修相；（十一）學員畢業作品集研討。本課程學員將必須拍攝作品集一套，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。但學員須自付消耗性材料如菲林、藥水等費用（約三百元）。

(名額十二人)

導　　師　　：蔡克信先生（香港專業攝影師公會會員）
開課日期及時間：一九九八年三月六日起逢星期六下午三時至五時(共二十講)
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）
全期學費　　：二千八百五十元

報名截止日期：一九九九年二月十九日

Advanced Learning Strategies: Theory & Practice

Dr. Chan has been conducting learning enhancement courses for more than twenty years in post-secondary institutions in Hong Kong and Australia. He acquired his special skills from Stanford University, Evelyn Wood, Australia and Learning Method Group, London and his personal research. He has developed his own approach which incorporates the latest research findings in the areas of learning, reading, memory and concept maps.

Participants in his previous courses have shown that they can:

- improve their reading speed by more than 100% with no loss in comprehension;
- recall concepts, dates and numbers with ease;
- condense key concepts in highly organised systems.

This course will be of particular benefit to:

- professionals who are required to assimilate a high volume of information;
- teachers who are helping their students acquire better study methods.

Reference Material : Buzan T. The Mind Map Book (London: BBC Publishing, 1995)

Medium of instruction : Cantonese and some English

Enrolment is limited to 20 per class

Tutor : Anthony Chan, C.T.T., D.R.S., B.Sc., M.Sc., M.A.(Ed), M.A.(Clin.Psy), Ph.D.

3116.

Dates & Time: Mondays & Wednesdays, 6:00p.m. – 10:00p.m., February 1, 3, 8, 10, 1999 (4 evenings)

Venue : Rm 507, T.T. Tsui Building, HKU (Mon), M151, Main Building, HKU (Wed)

16 Lecture hours Fee: $570

Closing Date for Applications: 18 January 1999

3117.

Dates & Time: Mondays & Wednesdays, 6:00p.m. – 10:00p.m., March 8, 10, 15, 17, 1999 (4 evenings)

Venue : To be confirmed

16 Lecture hours Fee : $570

Closing Date for Applications: 8 March 1999

3119. 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、及須進一步理解人際溝通的各項問題的人士，幫助尤大。

(名額二十人)

導　　師　　：陳毓祥博士
地　　點　　：另行通知(導論課)；新界元朗石崗林錦公路香港大學嘉道理農業研究中心(進修宿營課)

開課日期及時間：導論課:一九九九年二月廿四日星期三下午六時至十時
進修宿營課：一九九九年三月六日星期六上午八時至三月七日星期日下午十時
（集合時間及地點：三月六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　：每班九百六十元（另食宿費三百元，報名時一共須繳費一千二百六十元）
報名截止日期　：一九九九年二月五日

8200. 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。

導　師　：吳萱人先生(資深報刊編輯、出版人)
開課日期及時間：一九九九年二月廿六日起逢星期五下午七時十五分至九時十五分(共七講)
地　點　：香港大學梁銶琚LG101樓（三月十九日、四月二日暫停二天）
全期學費　：三百五十元

8201. 電腦輔助美術設計 (Computer-aided Design with Personal Computers)

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。雖然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；輸出的過程及其質量控制。

(名額三十人)

導　師　：袁振光先生 B.Sc. *(CUHK)*, Cert.Ed. *(HK)*, MHKCS, MIEEE
鄧紹龍先生 B.Sc., Cert.Ed. *(HK)*
開課日期及時間：一九九九年五月七日起逢星期五下午七時十五分至九時十五分(共六講)
地　點　：另行通知
全期學費　：二百九十元

1884. Computer-aided Art Design and Desktop Publishing

Please refer to page 66

8203. 電影及錄影藝術欣賞：理論研討 (Film & Video: Art Appreciation)

本課程著重以不同的角度去探討一部電影的各個層面，內容包括：（一）歷史與技術演變的關係；（二）敘事形式與非敘事形式；（三）時空交錯的場面調度；（四）語言、映象與聲音的表達；（五）電影與文學。課程除講授外，並輔以影片及電視錄影作參考觀賞，適合一般對電影及錄影有普遍程度認識的人士參加。

(名額三十四人)

導　師　：黎秋華先生 Executive Producer at R.T.H.K.
講授語言　：粵語為主
開課日期及時間：一九九九年三月六日起逢星期六下午二時三十分至五時三十分(共九講)
地　點　：另行通知
全期學費　：八百二十元

8204. 錄影製作室 (Video-making Workshop)

本課程完全著重實習，內容包括：（一）故事大綱；（二）題材討論；（三）劇本編寫；（四）角式選取；（五）工作崗位；（六）實地拍攝（燈光/收音/攝影/演戲）；（七）美術字幕；（八）剪輯實習；（九）配音配樂。各學員都可親手完成一部作品，由實戰中吸收寶貴的製作經驗，對照理論，反思原理，使理論與實際互相配合，歡迎對電影藝術及電影製作過程有興趣人士參加。

(名額廿四人)

導　師　：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
開課日期及時間：一九九九年五月十五日起逢星期六下午二時三十分至五時三十分（共九講）
地　點　：另行通知
全期學費　：八百二十元

3054. Digital Video Production Using Personal Computer

Please refer to page 68

8205. 公共關係 (Public Relations)

公共關係乃現代企業管理之工具，本課程共分三部：（一）透過公共關係的發展過程與理論，使學員了解到公共關係在管理階層上所發揮的作用；（二）簡介一般工商企業、政府或服務機構的公共關係實務；（三）著重公共關係實務技巧，如新聞稿的撰寫、傳播媒介的運用、公共關係活動的策劃等。本課程對從事文化教育事業、社會工作、一般工商企業，以及有志投身公共關係行業者，均有極大之專業上幫助。

(名額三十八人)

講師/導師　：香港公共關係學會委員
開課日期及時間：一九九九年二月廿六日起逢星期五下午八時十分至九時五十五分（共十講）
地　點　：鄧肇堅中學303室
全期學費　：四百七十元

8206. 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。本課程所提供的，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。

(名額二十八人)

導　　師　　：彭永才先生
開課日期及時間：一九九九年三月廿二日起逢星期一下午六時三十分至九時（共八講）
地　　點　　：另行通知
全期學費　　：五百三十元

8207. 表達與理辯 (Public Speaking & Persuasion)

我們每人每天都要處事；都須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）。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。

(名額三十八人)

導　　師　　：周文海先生（人人書局董事經理兼總編輯）
開課日期及時間：一九九九年三月二日起逢星期二下午六時至七時三十分 (三月十六日、三月三十日至四月十三日暫停) (共八講)
地　　點　　：金鐘市區中心S16室
全期學費　　：三百七十五元

8600. 公開演說技巧

請參閱第 238頁

8208. 處事的技巧 (Decision-Making)

本課程將透過七次專題講述、四次分組實例研究，探討如何對自己做的事能夠進行有目的的思考；能夠描述問題、分析問題、界定問題、解決問題；能夠擬方案；能夠寫計劃等。講授內容包括：處事的理和情；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。

(名額三十八人)

導　　師　　：周文海先生（人人書局董事經理兼總編輯）
開課日期及時間：一九九九年五月十一日起逢星期二下午六時至七時三十分(共十一講)
地　　點　　：另行通知
全期學費　　：四百六十元

8210. 廣告學與市場管理 (Advertising in Marketing Management)

廣告的作用是在於商品的推銷以至市場的推廣，所以廣告與市場管理，實在是關連的。本課程首先介紹市場管理的重要性，消費者的心理與市況，工商機構中的銷售策略；繼而講授廣告學的各門知識，包括：（一）廣告策劃，如製作過程，宣傳目的與市場目標；（二）廣告媒介，如策略、電視、報紙、廣播、雜誌、郵遞、推銷與戶外宣傳等；（三）廣告創作，包括撰稿、編排、印刷、電視與廣播製作、商標、包裝等；（四）廣告管理，包括廣告代理與廣告宣傳計劃的處理。報讀本課程學員請一併報讀隨後之「廣告研習班」。

(名額三十六人)

導　　師　　：麥宗榮先生
開課日期及時間：一九九九年四月八日起逢星期四下午八時三十分至十時（共八講）
地　　點　　：石硤尾教學中心303室
全期學費　　：四百一十五元

8211. 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。

本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。

(名額二十四人)

導　　師　　：麥宗榮先生
開課日期及時間：一九九九年五月廿日起逢星期四下午八時三十分至十時（共十二講）
地　　點　　：另行通知
全期學費　　：五百九十元

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，有志晉身「職業攝影」人士選讀。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4x5 相機系統；（二）專業彩色及黑白沖晒技巧包括彩色自動沖機、幻燈片直接晒相及可變反差黑白放大；（三）影樓燈光系統及特性；（四）濾色片與廣告照片之配合；（五）測光系統；（六）專業鏡頭及特殊攝影配件；（七）背景前投式幻燈機操作；（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。但學員須自付消耗性材料如菲林、藥水等費用（約一百五十元）。

(每班名額十四人)

導　　師　：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）
全期學費　：一千二百元

8212. 一九九九年三月一日起逢星期一下午七時三十分至九時三十分（共十講）

8213. 一九九九年三月二日起逢星期二下午七時三十分至九時三十分（共十講）

8214. 一九九九年三月三日起逢星期三下午四時三十分至六時三十分（共十講）

專業及廣告攝影課程（中級班）
(Photography for Professionals & Advertising - Intermediate Course)

本課程適合具有攝影基礎人士修讀（如已修讀初級班課程者）。課程注重介紹商業攝影技巧及方法，使晉身攝影助手、攝影師及開設影樓等職業攝影工作，課程包括：（一）4x5 大型相機及商品攝影；（二）專業黑房沖晒技巧；（三）專業婚紗、人像及時裝攝影；（四）室內設計及建築職業攝影技巧；（五）舞台表演攝影；（六）海報、書面、明信片、月曆等插圖攝影；（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。但學員須自付消耗性材料如菲林、藥水等費用（約二百元）。

(每班名額十四人)

導　　師　：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）
全期學費　：一千二百九十元

8215. 一九九九年五月十七日起逢星期一下午七時三十分至九時三十分（共十講）

8216. 一九九九年五月十八日起逢星期二下午七時三十分至九時三十分（共十講）

專題攝影系列

請參閱第 108頁

3860. 高級公關策略研習班
(Advanced P.R. Workshop)

新增課程

課程宗旨：集合香港頂尖的相關專業人士，精心策劃、結合最新實戰案例，透過專題講解、研討與工作坊形式，為企業行政人員及公關業內人士，提供全面而實用的公關策略訓練。

課程內容：

第一單元　公共關係原理與功能
第二單元　人際溝通技巧與建立成功個人形象的秘訣
第三單元　公共關係寫作技巧面面觀
第四單元　如何運用各種溝通工具進行宣傳活動
第五單元　宣傳計劃的組織與執行
第六單元　剖析傳媒運作模式與面對傳媒化敵為友之道
第七單元　接受傳媒訪問的技巧與發言人的角色
第八單元　如何在中國進行公關活動
第九單元　危機管理原理與策略分析
第十單元　結合公關技巧開創企業新機

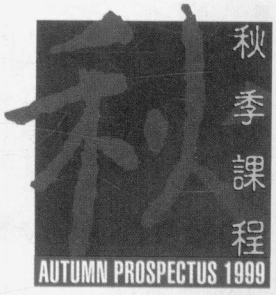
入學資格　：大專畢業或大學入學試合格，並具一年以上有關工作經驗。

(名額三十人)

課程統籌　：鄭景鴻博士
導　　師　：鄭景鴻博士（資深公關行政主管、大學及企業公關與傳播學課程導師、傳媒評論員）
客座導師　：劉銳紹先生（資深中港事務顧問、新城電台時事節目主持）
關則輝先生（新巴助理總經理、前國泰航空公司公關主管）
張圭陽先生（香港電台普通話台台長、前傳訊電視總編輯）
開課日期及時間：一九九九年二月二十七日起逢星期六下午二時至六時（共十講）
地　　點　：另行通知
全期學費　：四千八百元

To receive the next issue of this Prospectus, please return to page **264**.

索取下期課程手冊詳情，請參閱第**264**頁。



POLITICAL SCIENCE
政治科學

Tel 電話 : 2975 5682 Fax 傳真 : 2858 3404

3096. An Introduction to Political Science

This course will cover a wide range of basic political concepts such as Government, State, Nation, sovereignty, constitution, the separation of powers, theories on representative government, political parties and electoral system, etc. This course is suitable for students sitting for the HKAL examination as revision lessons on political concepts and people who are interested in understanding political framework in analysing current affairs. Topics include: (1) Approaches to Political Science, (2) Government, State, Nation. (3) Sovereignty and Constitution, (4) The Legislature: Parliamentary vs Presidential, (5) The Executive, (6) Separation of power, (7) Theories of representative government, (8) Political parties and electoral systems, (9) Public opinion, citizenship and mass media.

Medium of Instruction : Chinese, supplemented with English.

Tutor : Dr Lui Kwok-man

Date & Time : Saturdays, 4:00p.m. – 5:30p.m., starting 6 Febraury 1999

Venue : Rm S23, SPACE Admiralty Town Ctr

No. of Meetings : 8

Fee : $440

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. Please see page XX.

PSYCHOLOGY
心理學

Tel 電話 : 2975 5655 Fax 傳真 : 2858 8472

8536. Certificate in Youth Counselling

Objectives

This programme is designed to provide a theoretical foundation and practical experience in youth counselling for human service personnel such as teachers, youth workers and allied health professionals who work directly with youths. The course will also provide a good basis for those who intend to undertake further studies in counselling for full professional qualifications.

Course Content

The programme includes the following modules:

(1) Sensitivity Training (15 hours)
Full-day workshops on personal growth and development will be offered. It is hoped that participants will develop better self-awareness and sensitivity in the process of the workshops.

(2) Human Growth and Personality Development (30 hours)
An overview of major theories of personality development with an emphasis on their applicability to understanding effective human functioning over the life-span; study of the range and complexity of human behavior and states of development from the healthy personality to psychopathology.

(3) Psychology of Adolescent Development (30 hours)
This course deals with development changes in adolescence considered from a systems perspective, with the person, the environment, and behaviour interacting over time. Topics to be covered include: methodological issues in studying adolescent development; changes in adolescent cognitive and intellectual functioning; personality and social development in adolescence.

(4) Counselling Psychology (30 hours)
An introduction to the basic concepts, theories and skills in counselling. Models covered include behavioral, cognitive, psychodynamic, humanistic, existential and family, with special reference to their application in counselling youth and adolescents.

(5) Practicum (40 hours)
Students will be divided small practicum groups. These groups will meet regularly for 10 sessions to learn and practise micro counselling skills through skills demonstration, exercises, role plays in simulated situations.

(6) Topical Issues in Youth Counselling (15 hours)
This module will discuss topical areas such as adolescent suicide, stress management, substance abuse, sexuality and health related issues.

Entry Requirements

Applications will be considered from all human service personnel who work directly with young people. The course will be limited to a maximum of 40 students.

Assessment and Awards

Successful completion will be dependant upon a minimum attendance of 80%. Assessment consists of both written assignments

and practical work. Students must pass all areas of assessment for the award of the Certificate.

Duration

12 March 1999 – Early March 2000 (about 160 contact hours)

Medium of Instruction

Cantonese, supplemented with English

Teaching Schedule

Tutors : Alex C.W. Lo, Ph.D. (Clin.Psy.), Ed.D. (Counselling/Ed.Psy.)(Co-ordinator)
Stephen Jang, Ph.D. (Clin.Psy.)
Ms. Mimi Yiu, M.A. (Counselling Psy.)
Simon K.K. Chow, M.A.(Ed.), P.D.(School Psy.)
Guest Lecturers

Date & Time : Mondays, 6:30p.m. – 9:30p.m., starting 22 March 1999 (47 meetings)

Venue : Rm 404, SPACE Shek Kip Mei Learning Ctr

Closing Date for Applications

27 February 1999

Special enrolment forms will be available on request.

Fee

$9,900

3724. 心理學導論(一) (Introductory Psychology I)

在過去數十年來，一般人對心理學的興趣都不斷加增，為使學員對心理學有基本認識，特別提供心理學導論課程，整個課程將分為兩部份，第一部份介紹普通心理學的綱要，而第二部份則集中研讀社會心理學。

心理學導論（一）內容包括：心理學之概念，源流及派別；學習的理論和歷程，記憶與遺忘；動機的性質，生理及心理的動機；感覺與知覺等。

(名額二十五人)

導　師　　：陳永昌博士
開課日期及時間：一九九九年三月十日起逢星期三下午七時五十分至九時二十分（共十二講）
地　點　　：香港大學徐展堂樓504室
全期學費　　：七百五十元

3064. 心理學導論（二） (Introductory Psychology II)

本課程乃心理學導論（一）之延續，其目的為使學員對普通心理學有進一步的認識，而其內容則著重社會及文化對個體行為之影響。

課程綱要：自然環境，文化背景及社會結構對心理發展及思想的影響；觀念之形成和改變；個性之偏差與異常行為；領袖和領導；偏見之形成；現代都市生活及稠密之人口對行為之影響等。

曾修讀「心理學導論（一）」者將獲優先取錄。

(名額二十五人)

導　師　　：陳永昌博士
開課日期及時間：一九九九年三月十日起逢星期三下午六時十五分至七時四十五分（共十二講）
地　點　　：香港大學徐展堂樓504室
全期學費　　：七百五十元

3063. 《心理與哲理之間》系列三 (Betwixt and Between Psychology and Philosophy, Series III)

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）焦慮：是敵是友？（二）成就抑成己；（三）原地踏步或邁向親密－人際關係的發展進程；（四）生命是一個整體。

講者在鋪陳上列各主題的內容後，會與學員一起討論及反省。

(名額四十人)

導　師　　：關俊棠博士（羅馬天主教區大學倫理學博士）
開課日期及時間：一九九九年五月五日起逢星期三下午六時十五分至八時十五分（共六講）
地　點　　：石硤尾教學中心302室
全期學費　　：七百元

3722. 認識及培養情緒智能 (Understanding and Developing Emotional Intelligence)

最新研究發現，在個人、家庭、及事業發展上，情緒智能(EQ)比智力(IQ)更為重要。本課程內容包括自我的情緒智能、情緒能源、情緒處理、與別人的情緒交流、善用情緒智能解決問題等。主要教學形式是課堂講授、遊戲、小組討論、及經驗分享。

(名額二十人)

導　師　　：李穎明女士（機構心理學家，臨床心理學家）
開課日期及時間：一九九九年六月一日起逢星期二下午六時三十分至九時三十分（共五講）
地　點　　：金鐘市區中心S15室
全期學費　　：九百四十元

8533. 性格的透視與發展 (Understanding and Developing Personality)

每個人的思想、情緒、行為、人際關係等各方面都很受他的性格所影響。本課程是特別為那些希望更加認識自己及別人的性格的人士而設，目的是促進參加者及其關心的對象的心理健康和性格發展。

本課程內容包括：（一）性格心理學的基本理論；（二）性格的發展和形成因素；(三）家庭和童年經歷對性格的影響；（四）從人際關係的層面中去了解性格；（五）如何針對性格中的長處和短處發展自己和別人的性格。上課形式以體驗性學習為主，並有小組討論，角色扮演及性格測驗等。為確保學習的連貫，參加者定須上足十一課。參加者應具有中五或以上程度。

(名額二十五人)

導　　師　：劉錦麟博士
開課日期及時間：一九九九年三月四日起逢星期四下午六時三十分至八時三十分（共十一講）
地　　點　：香港大學徐展堂樓504室
全期學費　：九百九十元

3718. 想創你個心—創意思考訓練 (Workshop on Creative Thinking)

新增課程

每個人都受上天賦予不同的「潛質」。「潛質」就有如一輛汽車的引擎馬力，它能否發揮出應有的性能表現，全憑駕駛者的操控技巧。創意的潛質亦如同汽車的引擎馬力，我們可否靈活運用自如，創出天馬行空的新意念，那務要懂得「創意思考」的技巧方法。縱使你只得四兩，如能用得其所，也可撥動千斤！

本課程旨在令學員享受及領略創意思考的法則。透過不同的遊戲與活動，啟發學員靈活善用思考，並檢視自己是如何運用創意思考。課程內容包括：（甲）五種認知能力訓練：（一）流暢力(Fluency)產生大量構想的能力；（二）變通力(Flexibility)對熟悉之意念變通思考的能力；（三）精進力(Elaboration)延展意念的能力；（四）敏覺力(Sensitivity)處理敏感問題或情境的能力；（五）獨創力(Originality)創造獨特反應的能力。（乙）四種情意態度：（一）冒險性；（二）好奇心；（三）挑戰性；（四）想像力。

(名額三十人)

導　　師　：徐維磊先生（前電台監製兼主持）
開課日期及時間：一九九九年五月二日及九日逢星期日上午九時三十分至下午一時 及下午二時至五時三十分（共二講）
地　　點　：金鐘市區中心S11室
全期學費　：九百八十元

3723. Religions, Superstitions and Everyday Life

The course begins with descriptions of the variety of practices of people worshipping in temples and churches, seeking advice, requesting assistance, giving thanks. Large numbers of people celebrate traditional festivals, such as Ching Ming and Christmas.

The course then examines the relationship between these practices and many other experiences of everyday life, looking at the ways in which people think of themselves, of others and of events, and how they cope with life.

Thus the course seeks an answer to the question of the function and importance of 'religion and superstitions' in peoples' lives.

On the way thinkers and scientists, East and West, will be called upon to help in the explorations.

Enrolment is limited to 25

Tutors : Erik Kvan, D.Soc.Sc.h.c. *(H.K.)*, M.B.E., Hononary Professor, Department of Social Work and Social Administration, HKU, and Guest Lecturer.

Date & Time : Fridays, 6:25p.m. – 7:55p.m., starting 12 March 1999 (8 meetings)

Venue : Rm 202, SPACE Shek Kip Mei Learning Ctr

Fee : $700

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See page XX.

3717. Social Identities and Stories of Our Lives

NEW COURSE

This course discusses the 'social-relational models' which guide the formation of peoples' public identities and presentations of the self, and how these models shape an individual's life-long habits and behaviours. The course will evaluate the dominant models in Chinese culture and Hong Kong society, in the contexts of: 'government-citizen' relation, 'market-consumer' relation, 'family relations' (e.g. parent-child, husband-wife), 'leader-follower' relation, friendships, and other forms.

The course will use 'Stories' to introduce the discussions. These stories include 'Chinese classics', 'childrens' stories', 'folk stories', 'films and TV', and also 'stories of our lives'. We will discuss how people use 'stories' to imitate their lives, and the criteria they use for defining fulfilling 'relations'. We will also detect the 'dysfunctional problems' (e.g. social breakdowns, illnesses) which result from individuals' failure to adhere to 'model criteria', and to give authentic expressions to their Selves.

If you are shipwrecked, or feel disoriented, this course gives you time to discuss and share with others about the 'models' you use, the 'stories' you heard, the 'problems' you face, and the 'remedies' you look for.

The class format includes lectures, group discussions, telling and writing stories, and study of images.

Enrolment is limited to 25

Medium of Instruction : Cantonese, supplemented with English

Tutor : Ms. Wong Ka Nar, Ph.D. *(Oxon)*

Date & Time : Tuesdays, 6:30p.m.– 8:30p.m., starting 13 April 1999 (9 meetings)

Venue : Rm 305, SPACE Shek Kip Mei Learning Ctr

Fee : $900

8531. 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

Medium of Instruction : Cantonese, supplemented with English

Tutors : Alex C.W. Lo, Ph.D. (Clin.Psy.), Ed.D. (Counselling/ Ed.Psy.) and Guest Lecturers

Date & Time : Fridays, 8:10p.m. – 9:40p.m., starting 5 March 1999 (10 meetings)

Venue : Room 504, T.T. Tsui Building, HKU

Fee : $850

3725. Effective EQ Programs for Adolescents and Youth

After completing the course, participants should be able to: (1) have a sound theoretical base for EQ training; (2) understand the principles and strategies of EQ programmes; (3) design effective programmes and activities for EQ training and (4) acquire the tactics and skills in implementing EQ programmes for adolescents and youth.

The course will cover the following areas: (1) Nature of Emotional Intelligence; (2) "Emotional Awareness" programmes; (3) "Emotional Management" programmes; (4) "Thinking and Beliefs" programmes; (5) "Stress Management" programmes and (6) "Empathy and Interpersonal Effectiveness" programmes.

The class format consists of lectures, group discussions, experiential exercises, video and live demonstrations, role-plays and homework assignments.

The course will benefit helping professionals who work with adolescents and youth, such as social workers, counsellors and teachers.

Enrolment is limited to 30

Medium of Instruction : Cantonese, supplemented with English

Tutor : Simon K.K. Chow, M.A. (Ed.), P.D. (School Psy.)

Date & Time : Saturdays, 9:00a.m. – 1:00p.m., starting 20 March 1999 (5 meetings)

Venue : Rm S12, SPACE Admiralty Town Ctr

Fee : $990

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See page XX.

8532. Brief Strategic Psychotherapy

Brief Strategic Psychotherapy (BST) is a unique way of thinking about and doing psychotherapy in a short period 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 problems of women 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

Medium of Instruction : Cantonese, supplemented with English

Tutors : Alex C.W. Lo, Ph.D. (Clin.Psy.), Ed.D. (Counselling/ Ed.Psy.) and Guest Lecturers

Date & Time : Fridays, 6:40p.m. – 8:10p.m., starting 5 March 1999 (12 meetings)

Venue : Room 504, T.T. Tsui Building, HKU

Fee : $900

3060. Managing Aggressive and Violent Behaviour in Institutions

This course is designed to provide a practical solution for handling aggressive and violent behaviour in hospital and school settings. It will cover behavioural and communication theories, specific techniques in resolving potential violent crises, safe intervention and violence prevention. It is hoped that participants will learn to handle violent episodes with confidence, minimal anxiety and maximum security without any damage to the professional bond with the clients. The course will benefit health care workers, mental health personnel, school teachers, social workers, law enforcement and correctional officers.

Enrolment is limited to 20

Medium of Instruction : Cantonese, supplemented with English

Tutor : C.C. Chan, M.Sc.(Psy.)

Date & Time : Mondays, 6:15p.m. – 7:45p.m., starting 8 March 1999 (8 meetings)

Venue : Room 504, T.T. Tsui Building, HKU

Fee : $600

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See page XX.

3715. ADHD Attention Deficit Disorder with Hyperactivity



ADHD is a medical and psychological condition that affects attention, concentration, and impulse control. Therefore, parents and teachers who have no training to handling ADD/ADHD kids are suffering and will continue to suffer a lot. Eventually, parents and teachers will give-up and ADHD/ADD children will not improve at all. This course is designed to help: (A) parents and teachers to i) identify ADD; ADHD; and Non-ADD/ADHD; ii) understand the most recent findings of ADHD & ADD; iii) apply effective counselling and parenting skills for ADD/ADHD; (B) clinicians and helping professionals to i) diagnose ADD & ADHD; ii) acquire more individual and group multimodel therapeutic skills; iii) case management skills; & iv) monitor stress management workshops for clinicians and parents.

This course will be conducted bilingually, and 8 lectures with video tapes and discussions will be hold. Role-plays will also be arranged as needed.

Enrolment is limited to 20

Medium of Instruction : Cantonese, supplemented with English

Tutors : Alex C.W. Lo, Ph.D. (Clin.Psy.), Ed.D. (Counselling/ Ed. Psy.) and Guest Lecturers

Date & Time : Saturdays, 2:30p.m. – 4:30p.m., starting 29 May 1999 (8 meetings)

Venue : Room 504, T.T. Tsui Building, HKU

Fee : $800

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See page XX.

3726. Workshop on Sex Counselling for Secondary School Teachers

The workshop aims at providing some basic knowledge and skills for secondary school teachers in counselling their students' sex-related problems.

The topics of this workshop will include: Adolescence and sex signs of the times; inheritance and organs of reproduction; counselling on necking and petting; counselling on dating and courtship; counselling on pre-marital sexual behavior; helping parents deal with their children's sex-related problems; child pregnancy counselling techniques; understanding venereal diseases; techniques on holding discussions on contraceptives in the classroom; abortion, issues and perspectives.

The workshop format consists of lectures, role plays, case studies and the use of video-tapes and slides.

Enrolment is limited to 30

Medium of Instruction : Cantonese, supplemented with English

Tutor : Simon K.K. Chow, M.A. (Ed.), P.D. (School Psy.)

Date & Time : Saturdays, 9:30a.m. – 12:00noon, starting 8 May 1999 (6 meetings)

Venue : Rm S12, SPACE Admiralty Town Ctr

Fee : $900

3716. Workshop on Understanding and Treating Pedophiles



Pedophilia is a kind of sexual deviance characterised by an urge expressed by a person (usually an adult) to gratify oneself by having sexual contacts with children. This workshop critically examines the various psychological theories attempting to explain such deviant behaviours and introduce a working model in understanding the psychological functioning of pedophiles. The workshop also equips the participants with the sensitivity and skills in assessing and working with this group of people. It is conducted in the form of lectures, discussion and role-plays.

Enrolment is limited to 25

Medium of Instruction : Cantonese, supplemented with English

Tutor : Edmond Lau, Psych.D (Clin.Psy.)

Date & Time : Saturday, 9:30a.m – 1:00p.m. & 2:00p.m. – 5:30p.m., 17 April 1999 (1 meeting)

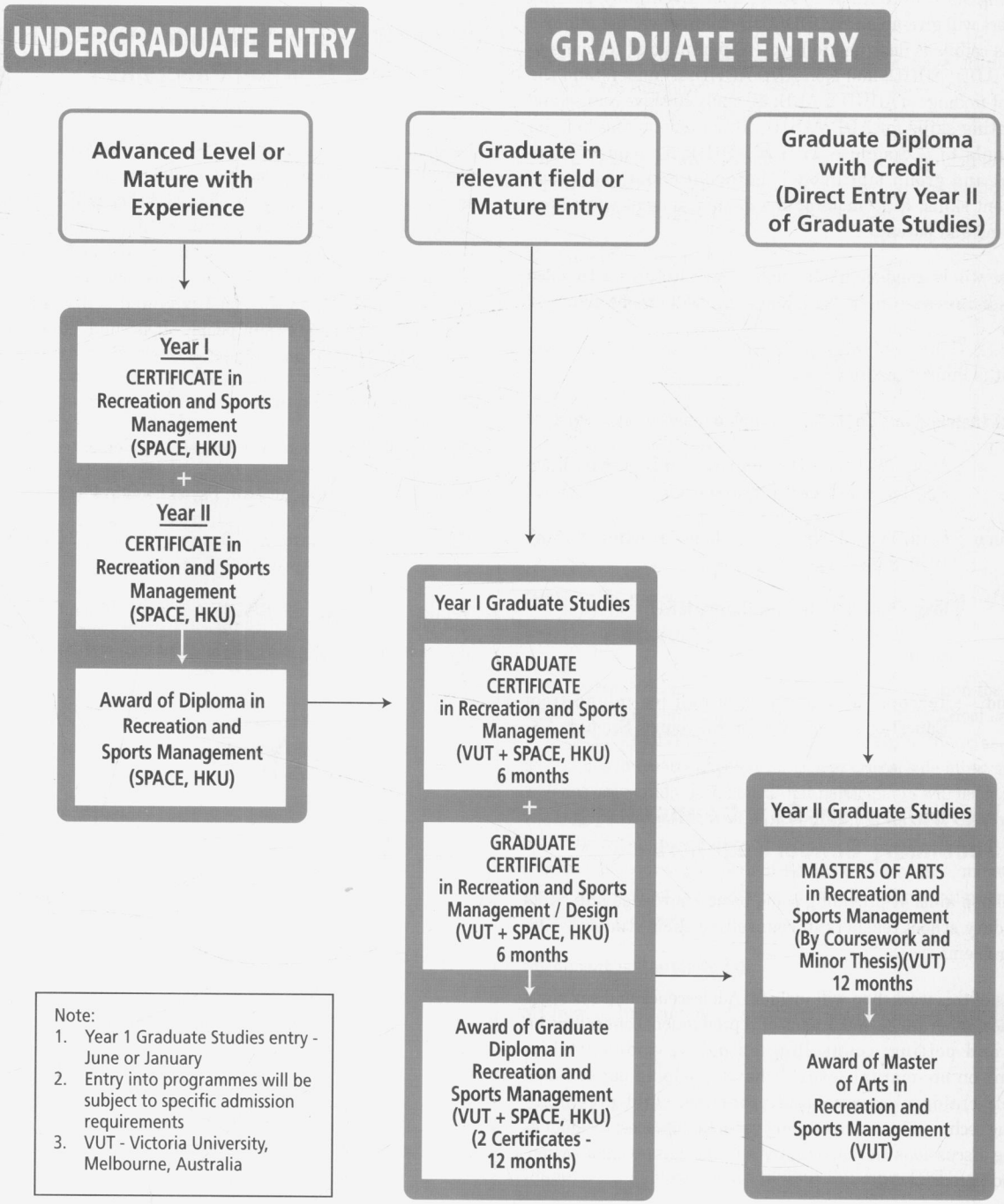
Venue : Rm S9, SPACE Admiralty Town Ctr

Fee : $400

RECREATION AND SPORTS MANAGEMENT
康樂及體育管理

Tel 電話 : 2975 5726 Fax 傳真 : 2546 0295

Pathways to Graduate Studies in Recreation and Sports Management offered by the School of Professional and Continuing Education and Victoria University – Melbourne, Australia



Master of Arts/Graduate Diploma/Graduate Certificates in Recreation and Sports Management *(Victoria University, Melbourne, Australia)*

Introduction

In conjunction with Victoria University , Melbourne, Australia (V.U.T.), SPACE is offering joint Graduate Certificates and a Graduate Diploma programme in the area of Recreation and Sports Management with tuition provided in Hong Kong. Specific admission requirements may apply.

Career Progression

The course is designed to optimise the employment opportunities of graduates and to ensure the ongoing development and acquisition of professional skills, attitudes and knowledge in a variety of recreation and sport settings in private or public organisations.

Programme 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 Sport 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.

Programme Content

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.

Diploma in Recreation and Sports Management (HGSM)

Semester II :

8051. Graduate Certificate in Recreation and Sports Management/Design (HTRS): Commencing in January 1999

Subjects Offered:
- Recreation / Sport Professional Practicum
- Recreation / Sport Facility Management and Design
- Recreation / Sport Programme Administration and Delivery
- Recreation / Sport Research and Investigation

Semester I :

8043. Graduate Certificate in Recreation and Sports Management (HTSM): Commencing June 1999

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



Ms Elizabeth Dendle (centre), Programme Director, with two awardees

Master of Arts in Recreation and Sports Management (HGSM)

(By Course Work and Minor Thesis / Syndicate Research Project) (HMSM): Commencing in July 1999

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

Medium of Instruction

English

Teaching Schedule

All classes will be held in the evening (6:45p.m. – 9:45p.m.), or occasionally at weekends, at SPACE Admiralty Town Centre classrooms or The University of Hong Kong, Main Campus.

Commencement dates :
Graduate Certificate in Recreation and Sports Management/Design – 11 January 1999
Graduate Certificate in Recreation and Sports Management – 21 June 1999
Master of Arts in Recreation and Sports Management (Year II) – 2 July 1999

Fees

The course fees are currently:

Graduate Certificate in Recreation and Sports Management HK$28,500
Graduate Certificate in Recreation and Sports Management/Design HK$28,000
Master of Arts in Recreation and Sports Management HK$34,500

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 and may be subject to change.

Application Procedure

Further information and application forms are available by writing to Miss K. Y. Lee, SPACE, Recreation and Sports Management Section, 10/F., T. T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong. Tel: 2975 5726, Fax: 2546 0295 (Specify which programme).

Closing Date for Application

Graduate Certificate in Recreation and Sports Management/Design – 11 December 1998 (Late applications will be considered)
Graduate Certificate in Recreation and Sports Management – 14 April 1999 (Late applications will be considered)
Master of Arts in Recreation and Sports Management – 14 April 1999. (Late applications will be considered)

Diploma / Certificate in Recreation and Sports Management

Introduction

SPACE offers a Certificate / Diploma programme in Recreation and Sports Management developed for people currently working in sports administration or those who wish to pursue a career in the management of leisure services. The course is built on a modular system with each subject area designed to introduce participants to the range of skills and practices normally required in a management situation. Upon completion of the relevant programme, students will be awarded a Certificate and/ or a Diploma in Recreation and Sports Management issued by SPACE.

Programme Structure

A two year part-time programme commencing in April 1999. During the first year, students undertake the Certificate in Recreation and Sports Management (Part One - Diploma in Recreation and Sports Management) and after successful completion of two years' study the Diploma in Recreation and Sports Management is awarded.

Programme Content

Each year of study comprises 6 modules with each module requiring 20 hours of lectures extending over ten sessions. Classes will generally take place on two weekday evenings (7:00p.m.-9:00p.m.), and occasionally at the weekend. The programme includes teaching and assessment in the following subject areas:

Year I

8053. Commencing in April 1999

- Principles of Management
- Recreation and Sport Administration in Practice
- Basic Accounting and Control
- Fundamentals of Marketing
- Office Administration
- Programming and Promotion in Recreation and Sport

Award of the Certificate in Recreation and Sports Management - Part One of Diploma in Recreation and Sports Management

Year II

8054. Commencing in May 2000

- Human Resources Management
- Recreation, Sport and the Law
- Strategic Management
- Management Skills in Recreation and Sport
- Financial Management
- Marketing of Recreation and Sport

On successful completion of two years of study a candidate will be eligible for award of the Diploma in Recreation and Sports Management.

Entry Requirements

Applicants should:

- either, have a minimum of two passes at Advanced Level and three passes at ordinary level, or equivalent;

or

- be mature age applicants with relevant industrial experience;

Proficiency in English is essential and candidates may be required to attend for interview.

Teaching Mode

Students accepted onto this course will generally be working professionals who will be expected to bring their own experiences to the classroom and share them with fellow students. All classes will be conducted by qualified academic and professional staff with relevant experience.

Assessment

The Certificate and Diploma will be assessed on the basis of assignments and examination for each module.

Medium of Instruction

English

Individual Study Modules

This programme of studies aims at accommodating flexibly the varied needs of organisations and individuals. Non-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 a Certificate or Diploma in Recreation and Sports Management.

Teaching Schedule

All classes will be held in two evenings per week (7:00 – 9:00p.m.), or occasionally at weekends, at SPACE Town Centre classrooms or The University of Hong Kong, Main Campus.

Fees

The fee for each year of study in the Diploma in Recreation and Sports Management is currently HK$18,000. 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 and may be subject to change.

Application Procedure

Further information and application forms are available by writing to Miss K.Y. Lee, SPACE office, at 10/F., T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong. Tel: 2975 5726, Fax: 2546 0295.

Closing Date for Application : 2 March 1999 (Tuesday)



Graduates with smiling faces after finishing the study programme

New Programmes

Master of Arts/Graduate Diploma/Graduate Certificates in Ageing, Disability and Recreation Management *(Victoria University, Melbourne, Australia)*

Introduction

As we enter the twenty-first century, career opportunities for professionals in the field of ageing, disability and recreation management will continue to experience unprecedented growth and development. As Hong Kong's population of older adults and individuals with disabilities rapidly expands, so will the need for recreation professionals who not only understand the value of leisure to these populations but also possess the skills and knowledge necessary to ensure the provision of positive recreation activities and experiences.

In conjunction with Victoria University, Melbourne, Australia (V.U.T.), SPACE plans to offer joint Graduate Certificates and a Graduate Diploma in the area of Ageing, Disability and Recreation Management with tuition provided in Hong Kong. The programmes are at graduate level and specific admission requirements may apply.

Career Progression

The course is designed to optimise the employment opportunities of graduates and to ensure the ongoing development and acquisition of professional skills, attitudes and knowledge in a variety of recreation settings in which People with Disabilities and the Aged are involved. They may enter private or public organisations leading to careers in the provision and management of recreation in a variety of human service settings.

Programme Structure

The structure of the Master of Arts / Graduate Diploma / Graduate Certificates in Ageing, Disability and Recreation Management allows for multiple options of entry and exit according to professional and personal study needs. The course contains both discrete and sequential modules. It is structured in such a way that students undertaking the Master of Arts (by Coursework and Minor Thesis or Syndicate Research Project), will first successfully complete the Graduate Certificate in Ageing, Disability and Leisure, and the Graduate Certificate in Ageing, Disability and Recreation Management. Together these two qualifications will constitute the Graduate Diploma in Ageing, Disability and Recreation Management and will require two semesters of part-time 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 Ageing, Disability and Recreation Management to complete the articulated sequence of studies.

Programme Content

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 nine hours per week.

Graduate Diploma in Ageing, Disability and Recreation Management

Semester II :

3509. Graduate Certificate in Ageing, Disability and Recreation Management:

Commencing 11 January 1999

Subjects offered:
- Recreation Management in Ageing and Disability Services
- Recreation/Sport Professional Practicum
- Recreation/Sport Research and Investigation Services
- Recreation Strategies in Ageing and Disability

Semester I :

3245. Graduate Certificate in Ageing, Disability and Leisure:

Commencing 21 June 1999

Subjects offered:
- Leisure Perspectives in Ageing and Disability Services
- Ageing Well: Perspectives for the Future
- Comprehensive Overview of Disability and Society: Issues and Challenges
- Leisure Education: Individual, Group and Community Development

Master of Arts in Ageing, Disability and Recreation Management

(By Coursework and Minor Thesis/Syndicate Project)

Planned to commence in July 2000.

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 Syndicate Research Project	:	19 weeks x 13 hours

Medium of Instruction

English

Teaching Schedule

All classes will be held in the evening (6:45p.m. – 9:45p.m.), or occasionally at weekends, at SPACE Town Centre classrooms or The University of Hong Kong, Main Campus.

Commencement dates:
Graduate Certificate in Ageing, Disability and Recreation Management – 11 January 1999
Graduate Certificate in Ageing, Disability and Leisure – 21 June 1999
Master of Arts in Ageing, Disability and Recreation Management – July 2000

Fees

Graduate Certificate in Ageing, Disability and Leisure	HK$28,500
Graduate Certificate in Ageing, Disability and Recreation Management	HK$28,000
Master of Arts	HK$34,500

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 and may be subject to change.

Application Procedure

Further information and application forms are available by writing to Miss K. Y. Lee, Recreation and Sports Management Section at 10/F., T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong. Tel: 2975 5726, Fax: 2546 0295.

Closing Date for Application

Graduate Certificate in Ageing, Disability and Recreation Management – 11 December 1998 (Late applications will be considered)

Graduate Certificate in Ageing, Disability and Leisure – 14 April 1999. (Late applications will be considered)

Master of Arts in Ageing, Disability and Recreation Management – April 2000.

SOCIAL WORK & SOCIOLOGY
社會工作及社會學

Tel 電話：2975 5657 Fax 傳真：2858 8472

3712. 幼兒教育機構行政及優質管理文憑課程 (Diploma in Administrative and Quality Management for Supervisory Staff Working in Childhood Education Institutions)



查詢電話：2975 5667

課程目標 ：本課程主要協助幼兒教育機構主管有效履行其行政管理的職責，並嘗試在其園內推行優質管理，最終是提供優質教育服務，以滿足幼兒和家長的需要。

課程內容 ：本課程共上課二百小時，主要包括四項學科，學員必須修讀這些科目及考試合格，並在導師指導下完成一篇不少於七千字的論文，才可獲頒發文憑。這些學科包括：

學科（一）:幼兒教育機構之人力資源管理（五十小時）

內容包括： (1) 員工招募和甄選；(2) 員工啟導；(3) 員工培訓；(4) 員工 督導；(5) 員工績效評核；(6) 員工事業前程規劃；(7) 員工能 力提昇。

學科（二）:幼兒教育機構主管所須具備的管理技巧（五十小時）

內容包括： (1) 年度和課程策劃；(2) 領導；(3) 問題解決

及決策；(4) 教導和輔導；(5) 團隊建立；(6) 人際關係；(7) 衝突處理；(8) 變革管理；(9) 主持會議；(10) 處理問題員工；(11) 溝通；(12) 處理員工的不滿；(13) 與家長工作。

學科（三）：在幼兒教育機構推行最新管理工具（五十小時）

內容包括：(1) 優質管理的發展；(2) 全面優質管理與教育質素提昇；(3) 學習型組織與教育質素提昇；(4) 業務流程重整/創新與教育質素提昇；(5) 成效管理；(6) 策略計劃；(7) 觀摩他人；(8) 策略性聯盟；(9) 論功行賞。

學科（四）：專題探討和研習（五十小時）

學員可探討其園內的行政及教育質素問題，然後作深入的分析和探討，祈能提出有效的解決方法問題，並在導師的指引下撰寫有關的研習論文。

入學資格：（一）在學前教育機構（幼稚園、幼兒園、早期訓練中心）擔任行政管理職級的人士；或（二）中學會考合格，並在學前教育機構工作超逾七年；或（三）曾修讀本學院所開辦的「學前教育機構行政管理證書課程」。

文憑頒授：學員必須完成下列項目才可獲頒發文憑：（一）上課出席率不少於80%；(二）考試合格；和（三）繳交一篇不少於七千字的研習論文。

報名手續：申請者須於三月一日前，將：（一）申請表格，（二）學歷證明副本，及(三）九千九百元支票郵寄回香港大學專業進修學院，香港薄扶林道徐展堂樓八樓「幼兒教育機構行政及優質管理文憑課程」主任收。各申請者應於申請表格填寫服務機構名稱及其職位。

導師：梁偉康先生B.S.Sc., M.S.Sc., PQSW., D.T.M., R.S.W. 及客座講師

開課日期及時間：一九九九年三月二十二日起逢星期一及星期五，下午六時三十分至九時三十分

地點：石硤尾教學中心403室（星期一）及302室（星期五）

全期學費：九千九百元

(名額五十人)

備註：凡曾修讀本學院所舉辦的「學前教育機構行政管理證書課程」及在「學前教育機構推行全面優質管理證書課程」的學生，均可申請免修部份學科。

3711. Certificate in the Foundations of Art Therapy

NEW COURSE

Objectives

This programme is designed to provide a theoretical foundation and practice orientation in the field of art therapy. It will also provide a good basis for those who intend to undertake further studies in art therapy for full professional qualifications.

Course Content

The course offers both classroom teaching and experiential learning, in the form of regular weekly sessions and residential workshops. The experiential work, being the core of Art Therapy training, stresses the growth of personal awareness. They will be underpinned by an academic approach and the theory appropriate to this foundation level in Art Therapy Training. Specific topics to be covered include the following:

(1) The Theory of Creativity, Art and Art Therapy Development (10 hours)
This theoretical component will explore, through lectures and student seminar presentations, issues and dynamics based on the complexities of art and creativity and its vital importance to Art Therapy and human development.

(2) Individual and Group Development Theory. Theoretical (10 hours)
This part will provide theoretical material appertaining to individual and group development, through lectures and seminar presentations and through independent study. Written reflections, to access the understanding and empathy acquired by the students of these processes in themselves and others, will be required.

(3) The Kinesthetic Approach to Art Materials (20 hours)
Exercises and theory will be offered to introduce a variety of art materials both wet and dry e.g. clay, paint, crayons, collage etc. so that students may discover the qualities and techniques of usage which are vital to further the understanding of the tools of Art Therapy practice.

(4) The Directive Formula (20 hours)
This section will offer students the opportunity to explore the expression of conscious and unconscious material through themes, e.g. guided imagery, dream work and such themes as emerge and will be appropriate to a particular group and its developmental stage. Time for personal and group reflection and discussion will form part of this section. Students will also be expected to keep a journal in order to further this experience.

(5) Non Directive Formula. (20 hours)
This approach will provide students with the opportunity to explore their individual processes. Reflections on this process through the regular use of a journal both during and after the session will be expected.

(6) Practicum (20 hours)
In preparation for professional training and placement, role plays and interactive workshops (the supervision of facilitation techniques) will be an integral part of this section. Visits to appropriate establishments who would consider employing art therapists in their future programmes may be arranged. An understanding of the status and practice of Art Therapy and information on further training and statutory services will be offered.

Assessment and Awards

Successful completion will depend on a minimum attendance of 90%. Assessment consists of both written assignments and art work. Students must reflect from their work a good understanding of the theory and practice of art therapy for the award of the Certificate.

Entry Requirements

Applications will be considered from all human service personnel who are interested in the field of art therapy. Applicants should have some basic understanding of art therapy before they enrol in this course. The course will be limited to a maximum of 30 students.

Medium of Instruction : English

Tutors : Ms. Judith Moss, Postgraduate Diploma in Art Therapy *(Hertfordshire)*
Ms. Julia Byrne, M.A. in Art Therapy and Art Education *(Florida State)*

Venue : Rm S18, SPACE Admiralty Town Ctr

Meetings Dates:

Residential Workshops : 26, 27 & 28 February 1999 (25 hours)
18, 19 & 20 June 1999 (25 hours)

Full-day Workshops : 1 May 1999 (Saturday) (7 hours)
2 May 1999 (Sunday) (7 hours)
11 July 1999 (Sunday) (6 hours)

Weekly Regular Meeings :
Fridays, 5 March – 2 July 1999 (15 meetings)
Group A: 5:30p.m. – 7:30p.m.
Group B: 7:45p.m. – 9:45p.m.

Fee : $9,900 (including art material but not residential fees)

Closing Date for Applications : 8 February 1999

Special enrolment forms will be available on request.

8581. 「音樂治療」入門 (Introduction to Music Therapy)

「音樂治療是利用音樂及音樂活動作治療工具，並達到恢復、維持及改善身心健康的治療目標」。本課程旨在介紹音樂治療的基本理論及歷史，並透過不同的音樂活動來介紹對不同類形病人的治療方法。

課程內容包括：（一）何謂音樂治療及音樂治療師的角色；（二）音樂治療歷史的簡介；（三）音樂治療的治療過程；（四）認識音樂治療與不同類形病患者的治療如：弱智、自閉症、精神病、老人痴呆症及身體殘缺等。

學員在上課時能透過參與活動去取得對音樂治療的基本認識。本課程歡迎對音樂治療及其應用有興趣及需要的人士報讀。

(名額二十五人)

導　　師 : 陳美玉小姐（註冊音樂治療師）
開課日期及時間: 一九九九年三月八日起逢星期一下午六時十五分至七時四十五分（共十講）
地　　點 : 石硤尾教學中心203室
全期學費 : 八百元

3719. 「理性情緒治療」入門 (Introduction to Rational-Emotive Therapy)

新增課程

「理性情緒治療」屬於認知行為治療法，其論據是不適當行為源於不適當的自我內在語言，許多的情緒困擾是缺乏學習或學習錯誤所致；而其目標則是透過自我探索，改變個體不正確的思考形態，從改變認知來改變其行為。

課程內容包括：（一）理性思想及非理性思想；（二）個體理性思想與潛能的發揮；（三）個體非理性思想與情緒困擾的關係；（四）如何除去非理性思想及建立和諧思念；（五）「理性治療」的過程。本課程以短講、小組討論及分享經驗為主要學習方法，並輔以各項習作及遊戲，務求透過參與達到最佳教學效果。

本課程適合從事助人行業如社工、護士、輔導員、教師等，及對輔導有興趣之人士參加。

(名額二十人)

導　　師 : 姚賽清女士（教育心理學碩士）
開課日期及時間: 一九九九年三月九日起逢星期二下午六時三十分至九時三十分（共十講）
地　　點 : 香港大學徐展堂樓504室
全期學費 : 一千二百元

3786. 「兒童為本」遊戲治療法 (Introduction to Child-Centered Play Therapy)

新增課程

「兒童為本」遊戲治療法(Child-Centered Play Therapy)創始人艾詩蘭(V. Axline)指出遊戲是三至十歲的兒童最自然自我表達和與人溝通的媒介。她運用當事人為本治療法(person-centered therapy)所強調的有效輔導態度(effective therapeutic attitudes)包括共鳴同感(empathy)，無條件正面認同(unconditional positive regard)，和真誠(genuineness)等。在遊戲中與兒童建立關係，使他們感到安全及被接納，並能自由地探討及表達自己的感受、思想和人際關係的經驗。當兒童的行為得到治療員給與有效的回應，他們便懂得成熟地處理自己的情緒及問題。

課程內容如下：（一）遊戲對兒童的意義；（二）遊戲治療的歷史及發展；（三）兒童為本遊戲治療法；（四）遊戲治療師；（五）遊戲室及玩具；（六）家長如何參與療程；（七）怎樣建立關係；（八）有效的回應；（九）如何設立具治療作用的限制；（十）如何決定結束個案；（十一）療程中常見的問題；（十二）難題處理。

授課形式以講授、討論、角色扮演、示範、個案研討等形式來進行。本課程歡迎愛護兒童人士及兒童工作者，包括家長、社工、輔導員、心理學家、職業治療師、醫護人員、教師、教會工作者。

(名額二十人)

導　　師 : 潘偉智博士
開課日期及時間: 一九九九年五月四日起逢星期二下午六時十分至七時五十分（共九講）
地　　點 : 信德中心西座十樓102室
全期學費 : 九百元

8590. 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給予兒童適當的語言刺激，便可促進他們在語言及各方面的發展。

本課程歡迎家長、醫生、護士、幼兒工作員、教師及關心兒童語言發展之人士參加。內容包括：正常兒童語言發展階段及理論、兒童其他發展對語言之影響、如何提供合適的語言刺激幫助兒童語言理解、表達、及發音能力發展。本課程除講授外，亦輔以研討、分組活動等方式。

(名額二十五人)

導　　師　　：古梅聲小姐（言語治療師）
開課日期及時間：一九九九年三月八日起逢星期一下午六時至七時五十五分（共五講）
地　　點　　：金鐘市區中心S23室
全期學費　　：六百元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

8591. 如何建立及提高特殊兒童的溝通能力 (Developing Communication Skills in Children with Special Needs)

本課程目的在使家長、或經常接觸特殊兒童之醫生、護士、幼兒工作員、教師等對特殊兒童之語言能力有基本之認識，從而在生活上、工作上協助提升該等兒童之溝通能力。內容包括：溝通之定義及組成成分、溝通障礙及言語治療之認識、各類特殊兒童之語言特徵及教導技巧等。上課形式以講授、研討、角色扮演等為主，學員須積極參與討論及小組練習。學員必須對正常語言發展已有清楚之認識。

(名額二十人)

導　　師　　：古梅聲小姐（言語治療師）
開課日期及時間：一九九九年五月三日起逢星期一下午六時至七時五十五分（共六講）
地　　點　　：石硤尾教學中心302室
全期學費　　：七百元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

8593. 兒童成長問題專探 (Exploration in Child Development Issues)

(本課程與防止虐待兒童會合辦)

本課程以探討兒童在成長中的三個主要方面一學習，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一如逃學、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？

(名額五十人)

導　　師　　：社會工作者
開課日期及時間：一九九九年六月五日、十二日、十九日及二十六日(星期六)下午二時三十分至五時三十分(共四講)
地　　點　　：石硤尾教學中心203室
全期學費　　：五百四十元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

8592. 了解及處理自閉症兒童 (Understanding and Managing Autistic Children)

本課程是為在工作中需要與自閉症兒童接觸的人士而設。課程內容包括：（一）自閉症的研究歷史；（二）兒童自閉症(Childhood Autism)的病徵；（三）自閉症所引起的學習、社交及行為問題；（四）一般處理上述問題的方法及技巧；（五）自閉症兒童對家庭的影響；（六）香港現有對自閉症兒童的服務；（七）最先進的自閉症研究。除一般講授外，上課形式亦包括個案放映及討論。本課程適合直接服務兒童之人士如幼兒教育工作者、小學教師、學生輔導主任等參加。

(名額二十五人)

導　　師　　：周錦強先生（學校心理學家）及客座講師
開課日期及時間：一九九九年三月九日起逢星期二下午五時五十五分至七時五十五分（共六講）
地　　點　　：石硤尾教學中心202室
全期學費　　：六百二十元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

8787. 不一樣家長教子法 (A New Approach to Parenting)

從前家長教子重德重智，現在家長教子重情(E.Q.)重理。從前著重父嚴母慈，現在著重恩威並濟；這親子課程，以現代理論為經，以實際經驗為緯，幫助小學生家長及幼兒教師認識自己及孩子，改善家庭生活，從而建立一套現代的正確的教子方法。課程內容包括：(一）認識孩子多面體；（二）I.Q.與E.Q.；（三）親子溝通之道；（四）給孩子自尊與自信；（五）E.Q.讀書法；（六）教子十全大法。

(名額四十人)

導　　師　　：何曾潔雯博士B.Soc.Sc., M.Soc.Sc.(Clin.Psy.), Ph.D.及趙榮德先生 B.A., Dip.Ed., Dip. Guidance
開課日期及時間：一九九九年三月九日起逢星期二下午六時二十五分至七時五十五分(共六講)
地　　點　　：石硤尾教學中心203室
全期學費　　：五百三十元

8596. 認識及服務弱智人士 (Understanding and Serving the Mentally Handicapped)

(本課程由匡智會贊助及由該會屬下的教育心理學家統籌)

本課程之目的為使社會人士、家長、及直接為弱智人士工作之教師、護士、社會工作者、或訓導員對弱智人士有基本之了解，並在管理方面，有正確之認識。

課程內容包括：（一）弱智的成因，特徵，類別及評估；（二）教導各類別弱智人士的基本技巧；（三）行為處理的基本概念及應用技巧；（四）弱智人士的家居生活及對弱智人士家庭的輔導；（五）對弱智人士的專業服務（如言語治療、職業治療）；（六）其他專題（如自閉症，弱智人士的精神健康等）。

(名額四十人，在職專業者及弱智人士家長將獲優先取錄)

講授語言　：粵語為主
導　師　：匡智會及本港對弱智人士服務有研究及直接工作經驗之專業人士擔任
開課日期及時間：一九九九年三月十一日起逢星期四下午六時至七時三十分（共十二講）
地　點　：金鐘市區中心S22室
全期學費　：九百元

教師可向教育署申請退還半費。詳情請參閱第XX頁。

8597. 了解及克服抑鬱症 (Understanding and Helping Depressed People)

抑鬱症在大城市中頗為普遍，流行率(point prevalence)約為2%至9%，患者大部份都不會接受專業治療，而是靠自己去應付。「知己知彼，百戰百勝」，要克服抑鬱症，先要更清楚了解它，本課程旨在全面介紹抑鬱症的生理、心理及環境的因素，抗抑鬱葯的應用與限制，與自殺的關係，心理治療的方法(Cognitive Behaviour Approach)，和做「快樂人」的要素。另一重點是要使參加者能夠區分「重性抑鬱症」和一般抑鬱狀態的分別，從而知道有些時候是超越自我應付能力，而必須尋求專業治療。本課程歡迎任何有興趣人士參加。

(名額二十五人)

講授語言　：粵語（輔以英語）
導　師　：吳兆文先生（精神科社會工作者），C.Q.S.W. *(U.K.)*，M.Sc. in Psychiatric Social Work *(Manchester)*
開課日期及時間：一九九九年三月二十五日起逢星期三下午六時十五分至八時十五分(共八講)
地　點　：石硤尾教學中心404室
全期學費　：八百元

3737. 家庭輔導基礎工作坊 (Basic Family Therapy Workshop)

這幾年間越來越多人對家庭輔導產生興趣，究竟甚麼為之家庭輔導？家庭輔導與其他的輔導形式又有甚麼分別呢？本課程會以學員的經驗為出發點，藉角色扮演，小組活動，並輔以家庭輔導的理論和錄影帶，來幫助學員探討家庭輔導的特色和做法。此外，課程亦會介紹家庭輔導的歷史和發展，其在不同類型的個案中的應用，和進修家庭輔導的途徑。課程的對象是從事輔導、教育、社會及醫療服務的人士。本課程講者是香港家庭研究所(Family Studies, Hong Kong)之教師，教學所用錄影帶亦會由該研究所提供。

(名額三十人)

講授語言　：粵語（輔以英語）
導　師　：陳忠明先生（臨床心理學家）及客座講師
開課日期及時間：一九九九年三月十八日起逢星期四下午五時五十五分至七時五十五分（共十講）
地　點　：石硤尾教學中心202室
全期學費　：九百八十元

8599. 女性心理健康 (Women and Mental Health)

本課程是為對女性精神健康有興趣之男女及從事婦女或家庭服務之工作員而設。旨在引起各界人士關注女性所面對的心理困難和挑戰，明瞭如何處理這些病患困擾，建立健康的女性自我形象，從而促進現代女性的心理/精神健康。

課程內容包括：（一）女性的生理發展、心理成長、性發展與性需要；（二）青少年自虐自殺、厭食症、暴食症、濫用藥物及酗酒等問題；（三）經前綜合症，婦產科問題引致的精神困擾，產後抑鬱症；（四）婦女的抑鬱症；（五）婚姻與家庭引致的適應困難，虐妻與性侵犯的後遺症；（六）更年期的身心轉化，中年危機等。

上課形式以講座討論為主，輔以個案分析。重點包括認識以上的問題和處理方法，更強調預防勝於治療的概念。學員須積極參與討論。

(名額三十人)

導　師　：梁若芊小姐（臨床心理學碩士）及簡重盛醫生（精神科醫生）
開課日期及時間：一九九九年四月十四日起逢星期三下午六時十五分至八時十五分（共八講）
地　點　：石硤尾教學中心402室
全期學費　：九百元

8600. 公開演說技巧 (Public Speaking Skills)

大多數人在面對數十人以上的群體說話時都會有焦慮緊張的感覺。若在重要的社交場合一個主講者能表達清晰、動聽的言論，那個團體將會享受到既豐富又溫馨的訊息。這個連續十講的課程將會訓練參加者在正式演講和團體聚會中成為成功的表達者。

在這個系統講授附課堂實習的研習班內，進程將包括：說話技巧、焦慮心理的處理、了解聽眾、講稿準備、輕鬆生動的措詞、予人印象深刻的言詞、激勵的表達、親切感的建立、表情與姿勢和個人型像的處理等。上課形式包括：啟發演授、示範、課堂實習及個別指導等。

(名額四十人)

導　師　：徐維磊先生（前電台監製兼主持）
開課日期及時間：一九九九年三月二十四日起逢星期三下午七時五十分至九時五十分（共十講）
地　點　：石硤尾教學中心305室
全期學費　：九百五十元

8027. 表達與理辯

請參閱第223頁

8582. Introduction to Counselling

The purpose of this course is to help students understand the therapeutic process and acquire specific counselling skills. This skill building course will utilize Gerald Egan's conceptualization of the counselling process and will briefly explore how this approach can be adapted to various theoretical models.

The course will introduce fundamental counselling concepts and procedures including: the nature and parameters of counselling,

client assessment and referral, therapeutic stages and their corresponding interventions, and client transference and other client/therapist dynamics. Basic Egan counselling skills will be learned including: active listening, empathy, advanced accurate empathy, immediacy, and problem solving. Other specific techniques will be introduced such as using metaphors, lifelines, guided imagery, and termination rituals. Methods of avoiding counsellor burn-out and remaining personally balanced will also be addressed.

The class format will consist of lectures, discussions, role plays, and the use of video-tapes. The course is designed to benefit teachers, social workers, para-professional counsellors, and other helping professionals.

Enrolment is limited to 20

Medium of Instruction : Cantonese, supplemented with English

Tutor : C.C. Chan, M.Sc.(Psy.)

Date & Time : Mondays, 7:45p.m. – 9:45p.m., starting 8 March 1999 (15 meetings)

Venue : Room 504, T.T. Tsui Building, HKU

Fee : $1,400

Fee Refund : Teachers may apply for a half fee refund from Education Department for this course. See Page XX.

8580. 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 place 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 12 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 12

Tutors : Ms. Julia Byrne, M.A. in Art Therapy and Art Education (Florida State) and Guest Lecturers

Date & Time : Saturdays, 11:00a.m. – 1:00p.m., starting 13 March 1999 (10 meetings)

Venue : Rm S18, SPACE Admiralty Town Ctr

Fee : $1,500 (including art material fee)

8584. Cognitive-behavioral Group Therapy - Theory and Practice

This course will focus on the applications of cognitive-behavioral theories and techniques to conducting 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) conducting cognitive-behavioral group programmes that target 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 and simulated experiences will be used. This course will benefit counsellors, social workers, teachers, medical personnel, and other helping professionals. Participants should have basic training in counselling and preferrably possess some knowledge of cognitive-behavioral therapy.

Enrolment is limited to 25

Medium of Instruction : Cantonese, supplemented with English

Tutor : Simon K.K. Chow, M.A.(Ed.), P.D.(School Psy.)

Date & Time : Wednesdays, 6:00p.m. – 8:00p.m., starting 31 March 1999 (10 meetings)

Venue : Rm S21, SPACE Admiralty Town Ctr

Fee : $950



Programme Directors and Managers
Front (from left): *Ms. Judy Leung, Ms. Cheng Chung Y.L. (Head)*
Back (from left): *Mr. Peter Kennedy, Dr. J. Sodusta, Ms. Elizabeth Dendle, Dr. Owen Wong*

Closing Date 截止報名日期

The closing date for courses will be 12 working days before the starting date of specific course(s), unless otherwise stated. Late applications will only be considered if there are still vacant places.

除另行通告外，所有課程均在其指定開課日期前的十二個工作天截止報名。逾期遞交的申請表格，祇在該課程名額未滿的情況下，才被考慮接納與否。

EPS Payment「易辦事」付款

Course fees can be paid by EPS at the enrolment counter of SPACE Admiralty Town Centre, North Point Learning Centre or SPACE Campus Office (Room 304, 3/F, T.T. Tsui Building, Pokfulam Road).

您可以透過「易辦事」繳付課程學費，請親臨本學院的金鐘市區中心、北角教學中心或大學本部（徐展堂樓3樓304室詢問處）辦理手續。

Deduction of Tax for Training 培訓開支扣稅

People who study a course to gain or maintain a qualification for use in any employment which is provided by a qualifying place of education are eligible to apply for tax deduction in respect of the course fees. Most of the SPACE courses and courses run by SPACE in collaboration with overseas institutions fall into this category. For the Financial Year 1998/99, the maximum amount for tax deduction for training is HK$30,000. Applications for tax deduction should be placed with the Inland Revenue Department via the annual tax return.

學員如報讀與工作有關的進修課程，可申請培訓開支扣稅。學院大部份課程均在此類別。一九九八至九九財政年度的培訓開支扣稅額為港幣三萬元。學員可在填寫報稅表時一併申請培訓開支扣稅。

Education Loan 進修貸款

A number of banks offer education loans to SPACE students. For details, students may wish to check directly with the banks. Information about education loan from Bank of East Asia Limited is on page 259.

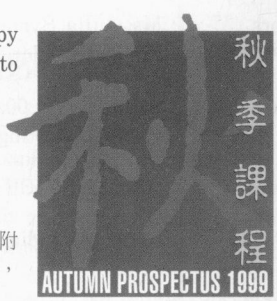
個別銀行為本學院學員提供進修貸款，詳情可直接向銀行方面查詢。請參閱東亞銀行提供的進修貸款計劃，詳情刊登在第259頁。

* *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 School.*

* *本學院力求使本課程手冊在付印前所刊載的資料均屬正確，報讀者請留意，在學年開始前部份課程資料仍可能有所更改。*
* *本課程手冊並非本學院與學員之間的合約。*

Autumn Prospectus 1999

The next issue of the School Prospectus will be available in early May 1999. If you wish to obtain a copy of the Prospectus, please send in a self-addressed 23cm x 30cm (9" x 12") envelope with postal stamps to the value of $11.50 to : "The Prospectus Counter, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong". The envelope should be marked "Autumn Prospectus 99". Alternatively, you may collect copies from one of the counters listed on page XVI.



一九九九年秋季課程手冊

本學院將於一九九九年五月初派發秋季課程手冊。有意索取者請郵寄23cm x 30cm (9" x 12") 回郵信封，並附郵票十一元五角，在信封註明〔郵索九九年秋季課程手冊〕字樣，寄【香港薄扶林道香港大學專業進修學院】，或親臨本學院任何中心索取（地址詳載XVI頁。）

TRADITIONAL CHINESE MEDICINE

SPACE = PROFESSIONAL EXCELLENCE + QUALITY OF LIFE 專業進修・卓越成就 SPACE = PROFESSIONAL EXCELLENCE + QUALITY OF LIFE 專業進修・卓越成就



中醫藥學

Traditional Chinese Medicine
中醫學

Chinese Medicine Pharmaceutics
中藥學

Acupuncture
針灸學

中醫藥學部的成立宗旨，是為配合政府對中醫藥發展的政策，以及回應社會各界對高質素的中醫教育及訓練之需求。自1991年起學院已開始提供中醫藥學及針灸學兼讀證書課程，目前已擴展至以下幾個範疇：（1）中醫學（中醫全科學士學位課程及中醫全科大專文憑課程）；（2）中藥學（中藥管理學專業文憑課程）；（3）針灸學；（4）供西醫修讀的中醫及針灸學課程；（5）在職中醫師、針灸師及骨傷科醫師進修課程；（6）國際針灸培訓計劃。

「中醫全科大專文憑課程」於1997年9月開辦，以四年制兼讀形式修讀，曾在本學院修讀中醫藥課程的學員，可申請豁免部份課程，九八年九月更將推出中醫學位課程以銜接目前的發展需要。

「中藥管理學專業文憑課程」亦於1997年9月開辦，課程以三年制兼讀形式修讀。接受培訓的學員將可掌握中藥理論與技能，及成為中藥經營管理的人才；此外，學部正計劃開設中藥藥劑學學士，以培訓具有科研背景的中藥藥劑師。

針灸領域提供了多個由基礎證書到研究文憑等不同程度的課程。目前正在發展的「國際針灸培訓計劃」，是以英語為主，採用密集講授及在國內中醫醫院臨床實習的培訓課程。

為提供西醫修讀有關中醫藥及針灸學的深造課程，學部已有計劃地進一步擴展「針灸碩士學位課程」。「中藥專業深造課程」主要是為在職藥劑師提供另一個進修機會。

中醫藥、針灸及中醫骨傷科等進修文憑課程亦為在職中醫同業提供一個專業進修的機會。

本學院於金鐘市區中心設有「中醫臨床中心」，作為中醫臨床見習的地點，所有帶教醫師均曾在國內接受過五年或六年的全日制中醫教育，並具有豐富臨床經驗的教授、客座專家及中醫師。「中醫臨床中心」並為各界人士提供診證服務，歡迎預約掛號。本學院並已增設針灸、骨傷專科門診為廣大市民服務。（請參閱第XXI頁）

The Division of Traditional Chinese Medicine (TCM) was established as a response to the growing needs of the community for high quality education and training in TCM and allied subjects. The School has been offering part-time certificate programmes in TCM and acupuncture since 1991. The range of courses currently offered encompasses the following areas: (a) Traditional Chinese Medicine; (b) Chinese medicine pharmaceutics ; (c) Acupuncture; (d) courses in TCM and acupuncture for western medicine practitioners; (e) CPD courses for TCM practitioners, acupuncturists and bonesetters; (f) International Acupuncture Training Programme.

The Traditional Chinese Medicine area offers a 4-year Diploma in TCM which started to admit students in September 1997. Appropriate exemptions are granted for previous studies undertaken with SPACE in the various certificate courses in TCM subjects. A Bachelor degree programme in TCM was launched in September 1998.

The Chinese Medicine Pharmaceutics area offers a 3-year Diploma in Pharmaceutical Management in Chinese Medicine which started to admit students in September 1997. This programme aims to produce graduates who are proficient in the technical, marketing and manufacturing aspects of Chinese medicine pharmaceutics. In addition, a B.Pharm in Chinese Medicine is being developed to produce scientifically-trained personnel in Chinese medicine pharmaceutics.

The Acupuncture area offers a number of courses at foundation certificate to diploma levels. An international training programme in acupuncture is in the process of being developed. The course of study will involve intensive lectures and periods of clinical attachments in TCM hospitals in China. This programme is targeted at an international audience and will adopt English as the language of instruction.

New courses in TCM and acupuncture for western medicine practitioners are being planned at the postgraduate level. The Division is looking forward to developing a Master's degree in acupuncture. Postgraduate level courses in Chinese medicine pharmaceutics are also offered for practising pharmacists.

CPD courses are offered at the diploma level in the areas of TCM, acupuncture and TCM orthopaedics and traumatology.

There is a Clinical Centre for TCM in the SPACE Admiralty Town Centre to provide support for clinical teaching. The Clinic is staffed with a number of qualified and well-experienced TCM practitioners who are available to offer consultation to the public by appointment. A specialist clinic in acupuncture and TCM orthopaedics & traumatology has also started operation recently. (Please refer to general information on TCM Clinic on page XXI).

Programme Directors, Managers and Teachers
課程統籌主任及教師

許少珍教授 (學部主任)

黃雅各醫師

梁延熙醫師

李祖珍醫師

周杰芳醫師

孫徠齡醫師

楊順坤醫師

嚴玉薇醫師

吳文豹醫師

曾德源先生

林立佳醫師

謝慶綿醫師

王　玲醫師

TRADITIONAL CHINESE MEDICINE
中醫學

Tel 電話：2975 5724　　Fax 傳真：2546 0295

學士學位課程

中醫全科學士學位課程

課程宗旨

為配合特區政府對中醫藥發展政策，香港大學醫學院之附屬中醫藥學院與本學院於一九九八年九月合辦本課程，以培養更多優質高級中醫人材。本課程為有志從事中醫行業的人士提供一個全面的中醫藥理論及實踐並重的課程，也為現職的中醫師提供一個再培訓的機會。通過六年（或以上）完整課程的教學，學員將可掌握中醫基本理論和中醫臨床醫術，畢業後能夠從事中醫全科的醫療工作、中醫教學及科研等。

學歷及專業資格

學員修畢課程，完成所有學科要求並經考試合格，將獲香港大學頒發「中醫全科學士學位」。

課程大綱及內容

本課程以兼讀形式學分制修讀。整個課程包括理論教學與臨床教學合共190學分：（1）理論教學共144學分，其中必修科為中醫基礎學科、現代醫學、中醫臨床學科、中醫經典著作共136學分，選修科共8學分；（2）臨床教學共46學分，其中見習共10學分，實習共36學分（請參閱以下課程編排及學分分配表）。

第一學年以基礎課程為主，內容包括中醫基礎理論、中藥學、中醫診斷學及方劑學。其後五年（或以上）為基礎學課程、中醫臨床課程、中醫經典著作及臨床見習/實習等。至於將於一九九九年開辦之學科內容，請參閱證書課程。

每個學年度分上、下學期。上學期由九月至一月；下學期由二月至七月。考試分別於一月（上學期）和七月（下學期）舉行。

修業年限

由最少六年至最多九年。

入學資格

(1) 持有本學院「中醫全科大專文憑」者；或
(2) 持有大學學位者；或
(3) 具備香港大學入學資格；或
(4) 現職中醫師或針灸師，並具有全職執業經驗五年或以上者。

課程豁免

本學院接受認可之個別學科豁免資格，曾獲取其他大專院校或中醫學院之單科或全科證書，欲豁免修讀個別科目者，可向本學院之中醫藥學部查詢。

課程及考試評審

上海中醫藥大學

教學語言

以粵語及普通話為主。

講師/導師

由香港大學醫學院及專業進修學院教授，聯同本港和內地資深及知名中醫專家、學者講授。

學費

申請費為港幣一百五十元。每科學費由港幣二千元至一萬四千元不等，臨床見習費及實習費另計。

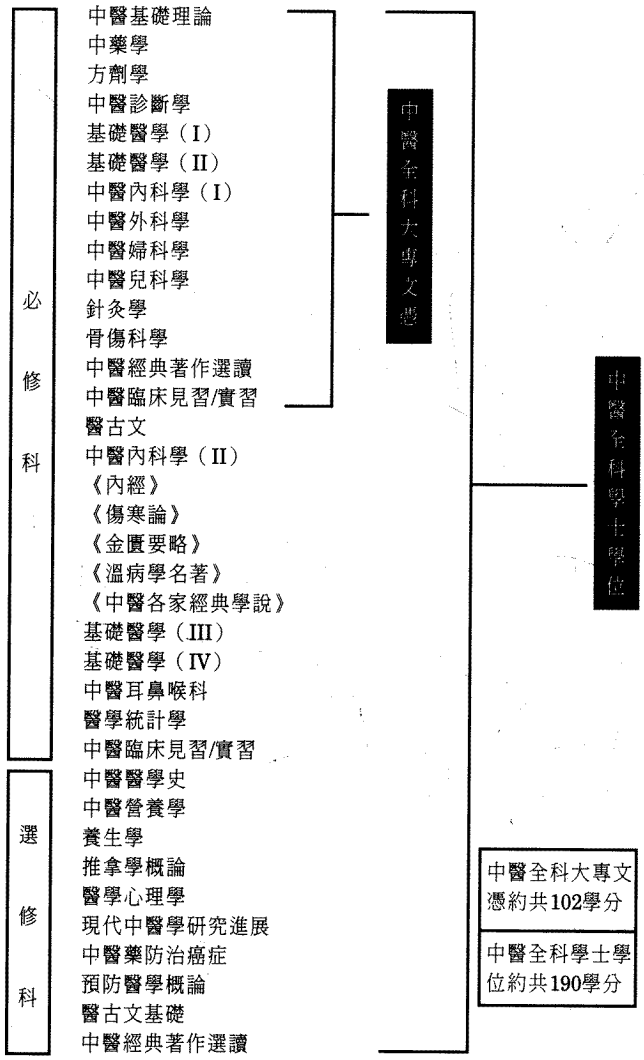
報名日期

每年十一月(春季入學)及五月(秋季入學)

中醫全科學士學位課程編排及學分分配表：

		學科名稱	修讀期限	學費(HK$)	學分
必修科	中醫基礎學科	中醫基礎理論	半年	6,900	6
		中藥學	半年	6,900	6
		方劑學	半年	6,900	6
		中醫診斷學	半年	6,900	6
		醫古文	半年	6,900	6
	中醫經典著作	《內經》	半年	6,900	5
		《傷寒論》	半年	6,900	5
		《金匱要略》	半年	6,900	5
		《溫病學名著》	半年	6,900	5
		《中醫各家學說》	半年	6,900	5
	中醫臨床學科	中醫內科學（I）	半年	9,200	8
		中醫內科學（II）	半年	4,600	4
		中醫外科學	半年	6,900	5
		中醫婦科學	半年	6,900	5
		中醫兒科學	半年	6,900	5
		針灸學	半年	6,900	5
		中醫骨傷科學	半年	6,900	5
		中醫耳鼻喉科	半年	2,300	2
	現代醫學	基礎醫學（I）	一年	11,800	10
		基礎醫學（II）	一年	14,000	12
		基礎醫學（III）	一年	11,800	10
		基礎醫學（IV）	一年	9,200	7
		醫學統計學	半年	4,600	3
	必修科目合計				136
選修科		中醫醫學史	半年	2,300	2
		中醫營養學	半年	4,600	4
		養生學	半年	2,300	2
		推拿學概論	半年	2,300	2
		醫學心理學	半年	2,300	2
		現代中醫學研究進展	半年	2,300	2
		中醫藥防治癌症	半年	2,300	2
		預防醫學概論	半年	2,300	2
		醫古文基礎	半年	2,300	2
		中醫經典著作選讀	半年	4,600	4
	選修科目合計				8
臨床		見習			10
		實習			36
	合計				190

中醫全科大專文憑/學士學位課程科目表



大專文憑課程

中醫全科大專文憑課程

課程宗旨

本課程於1997年9月開辦，是配合政府對中醫藥發展的政策，積極發展中醫、中藥的大專文憑課程。學員可根據學院指引，修讀整個文憑課程或個別單科證書課程。課程以兼讀形式進行，特色是編排具有彈性，使學員能充分利用空餘時間修讀。

學歷及專業資格

(1) 學員修畢課程，完成所有學科要求並經考試合格，將獲本學院頒發「文憑」；
(2) 選修單科課程，經考試合格者，將獲頒本學院之「證書」。

課程大綱及內容

(秋季入學)
第一學年——中醫基礎理論、中藥學、中醫診斷學、方劑學
第二學年——基礎醫學(I)、中醫內科學、中醫婦科學
第三學年——基礎醫學(II)、中醫兒科學、針灸學
第四學年（半年）——中醫外科學、中醫骨傷科學、中醫經典著作選讀

(春季入學)
第一學年——中醫基礎理論、中藥學、中醫診斷學、方劑學
第二學年——中醫內科學、中醫婦科學、基礎醫學(I)、中醫兒科學
第三學年——基礎醫學(I)、針灸學、基礎醫學(II)、中醫骨傷科學
第四學年（半年）——基礎醫學(II)、中醫外科學、中醫經典著作選讀

至於將於一九九九年開辦之學科內容，請參閱證書課程。

臨床見習及實習：完成第一學年的四個中醫基礎學科，並進入部份中醫臨床學科（即修讀中醫內、外、婦、兒、針灸及骨傷科學科期間），可報名參加中醫臨床階段的學習，包括第一階段的「中醫臨床見習」和第二階段的「中醫臨床實習」。「中醫臨床見習」在香港大學專業進修學院「中醫臨床中心」（詳情請參閱XXI頁）分50次進行，完成「見習」30次後可報名參加前往國內重點中醫藥大學附屬中醫院的各科臨床實習。

修業年限

由最少四年半至最多七年。

入學資格

申請入讀第一學年者，須具有中學畢業或同等學歷。

報名日期

每年十二月（春季入學）及六月（秋季入學）

8791. 中醫全科大專文憑課程（第一學年）(Diploma Course in Traditional Chinese Medicine - Year I)

如學員根據本學院所安排的課程就讀，包括：中醫基礎理論證書課程、中藥學基礎證書課程、中醫診斷學證書課程及方劑學基礎證書課程四個學科，可獲學費折扣優待，學費為港幣二萬四千五百元。

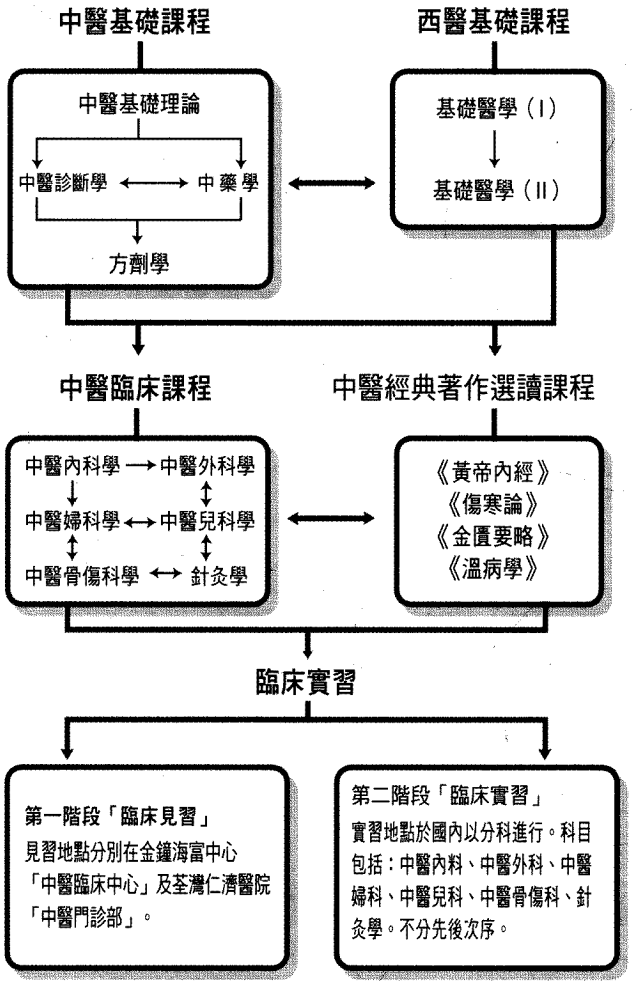
8792. 中醫全科大專文憑課程（第二學年）(Diploma Course in Traditional Chinese Medicine - Year II)

如學員根據本學院所安排的課程就讀，包括：基礎醫學證書課程(I)、中醫內科學證書課程及中醫婦科學證書課程三個學科，可獲學費折扣優待，學費為港幣三萬一千三百元。

3842. 中醫全科大專文憑課程（第三學年）(Diploma Course in Traditional Chinese Medicine - Year III)

如學員根據本學院所安排的課程就讀，包括：基礎醫學證書課程(II)、中醫兒科學證書課程及針灸學證書課程三個學科，可獲學費折扣優待，學費為港幣二萬五千元。

中醫全科大專文憑學生學習進程建議表



3841. 中醫全科大專文憑課程（第四學年）(Diploma Course in Traditional Chinese Medicine - Year IV)

如學員根據本學院所安排的課程就讀，包括：中醫外科學證書課程、中醫骨傷科學證書課程及中醫經典著作選讀證書課程三個學科，可獲學費折扣優待，學費為港幣一萬二千四百元。

證書課程

1767. 中醫基礎理論證書課程 (Basic Theory Certificate Course in Traditional Chinese Medicine)

本課程旨在研究和闡明中醫學的哲學基礎、中醫學對人體和疾病的認識，以及疾病防治原則的學科。使學員能系統地掌握中醫學的基礎理論知識，為學習中醫診斷學、中藥學、方劑學及臨床各門學科知識，奠定必要的基礎。本課程為初學中醫理論之人士而設。

課程內容包括 ：緒論；陰陽五行；藏象學說；氣血津液；經絡；病因與發病；病機及防治原則。每星期授課兩次，每次兩個半小時。開課日期約在一九九九年二月。下次招生日期為一九九九年六月。

1766. 中藥學證書課程 (Certificate Course in Chinese Materia Medica)

本課程旨在研究中藥基本理論和中藥的來源、採製、性能、功效及臨床應用等基本知識的一門學科，是中醫專業的基礎課程之一。學習中藥的目的在於為學習方劑學及臨床各科課程奠定基礎，本課程為具有中醫基礎理論之人士而設。

課程內容包括 ：(一)總論：講述中藥的起源和發展、產地與採集、炮製、性能及應用等基本知識；(二)各論：講述解表藥、清熱、瀉下、祛風濕、芳香化濕、溫裏、理血、消食、驅蟲、止血、活血化瘀、化痰止咳平喘、安神、平肝息風、開竅、補虛、收澀、涌吐及外用藥等20類共300多種中藥的藥性、功效及臨床運用，初步懂得辨證用藥。每星期授課兩次，每次兩個半小時。開課日期約在一九九九年二月。下次招生日期為一九九九年六月。（若學員已修讀本學院「中藥管理學專業文憑課程」的「中藥學證書課程」並取得證書，可於「中醫全科學士學位/大專文憑課程」中豁免修讀本課程。）

8793. 方劑學證書課程 (Certificate Course in Chinese Medical Prescriptions)

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多首方劑的組成、功效、臨床運用，初步懂得辨證選方。

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，每次兩個半小時。開課日期約在一九九九年二月。下次招生日期為一九九九年六月。

1755. 中醫診斷學證書課程 (Certificate Course in TCM Diagnosis)

本課程旨在使學員掌握四診、八綱、辨證分析、病歷書寫等基本技能，是基礎理論與臨床各科之間的橋樑課程，亦是中醫基本理論、基本技能的具體運用，既有理論知識，又有實際操作。本課程為已了解或掌握中醫基本理論，有志於從事中醫藥專業人士而設。

課程內容包括 ：(一)望、聞、問、切“四診”；(二)表里、寒熱、虛實、陰陽“八綱”；(三)病因、氣血津液、臟腑、經絡、六經、衛氣營血、三焦辨證、診斷與病案及病歷書寫等內容。每星期授課兩次，每次兩個半小時。開課日期約在一九九九年二月。下次招生日期為一九九九年六月。

1757. 中醫內科學證書課程(I) [Certificate Course in TCM Internal Medicine (I)]

中醫內科疾病的辨證治療是其他各臨床學科治療的基礎。本課程旨在使學員掌握中醫內科常見病的辨證治療方法，認識中醫內科的專業基礎理論，常見內科病證的基本知識、辨證論治規律及各種疾病的常用方藥。本課程為已了解或掌握中醫基本理論，有志從事中醫藥專業人士而設。

課程內容包括 ：(一)總論分別闡述氣血、風寒燥火、濕痰飲、六經、衛氣營血和各臟腑的病因病機基本概念，以及內科的治療原則和常見治法；及(二)各論分別介紹常見的內科病證49篇，每篇按概述、病因病機、辨證論治、結語分項敘述。每星期授課兩次，每次三小時。開課日期約在一九九九年二月。下次招生日期為一九九九年六月。

3534. 中醫內科學證書課程(II) [Certificate Course in TCM Internal Medicine (II)]

本課程是中醫內科學證書課程(I)之延伸課程，旨在為具有基本內科醫學基礎的就學者提供進一步內科學的知識。曾修讀本學院前舉辦之「中醫內科學證書課程」者，將獲優先取錄。

人體臟腑功能失調以及臟腑之間生尅失衡是中醫內科疾病的主要病理基礎。本課程旨在使學員掌握內腑五系（肝膽系、心系、脾胃系、肺系、腎系）各種病候的理法方藥。並對厥脫證的分型治療作深入講述。每星期授課一次，每次三小時。開課日期約在一九九九年二月。下次招生日期為一九九九年六月。

3403. 中醫外科學證書課程 (Certificate Course in TCM External Medicine)

本課程旨在運用整體觀念認識外科疾病的發生與外展，施以全身與局部相結合的傳統中醫療法。本課程為已了解或掌握中醫基本理論，有志從事中醫藥專業人士而設。

課程內容包括 ：中醫外科學發展史、外科學特點、發病機理、辨證方法、內治法則及各種外科疾病的瘡瘍、皮膚病等的辨證施治。每星期授課一次，每次三小時。開課日期約在一九九九年二月。下次招生日期為一九九九年六月。

1756. 中醫婦科學證書課程 (Certificate Course in TCM Gynaecology)

本課程旨在使學員掌握中醫婦科常見病的治療方法，認識中醫婦科的理論，及按理、法、方、藥對經、帶、胎、產、雜病進行辨證施治。本課程為已了解或掌握中醫基本理論，有志從事中醫藥專業人士而設。

課程內容包括 ：(一)總論：病因病機、診斷概要、治法概要；(二)各論：月經病、帶下病、妊娠病、產後病、婦科雜病的辨證施治。每星期授課一次，每次三小時。開課日期約在一九九九年二月。下次招生日期為一九九九年六月。

8794. 中醫兒科學證書課程 (Certificate Course in TCM Paediatrics)

中醫兒科學是研究小兒生長發育、預防、保健和疾病診治的一門學科。通過系統學習中醫基礎理論及中醫內科的課堂教學以後，本着理論聯系實際的精神，加強對兒科臨床專業教學，旨在使學員熟悉和掌握兒科的常見病、時行疾病和其他雜病的辨證治療方法，懂得對疾病的預防和保健。

課程內容有兒科學基礎及小兒常見病兩大項目：基礎包括中醫兒科學發展史、小兒生理病理特點、生長發育、餵養與保健、四診概要和治療概要；常見病包括時行疾病、雜病、新生兒疾病等共約40種疾病的分析診斷及治療。每星期授課一次，每次三小時。開課日期約在一九九九年二月。下次招生日期為一九九九年六月。

8795. 針灸學證書課程 (Certificate Course in Acupuncture and Moxibustion)

針灸學是中國醫學的重要組成部份，通過教學，旨在使學員在學習中醫藥知識的基礎上，進一步掌握有關針灸的基礎理論和基本技能，以便能初步運用針灸有關知識診治常見病和多發病。

課程內容包括 ：十四經脈循行及與臟腑絡屬關係，熟悉十四經脈病候，全面了解十四經腧穴，根據中醫辨證施治原則，介紹針灸配穴處方的組成及變化規律。每星期授課一次，每次三小時。開課日期約在一九九九年二月。下次招生日期為一九九九年六月。

8796. 中醫骨傷科學證書課程 (Certificate Course in TCM Orthopaedics & Traumatology)

中醫骨傷科學是傳統中醫學的重要組成部份，主要研究防治人體筋骨、關節、皮肉、氣血、經絡、臟腑等各種損傷性疾病的學科，旨在使學員系統掌握中醫骨傷科學的基本理論，操作技能，常見病的辨證論治和在防治損傷疾病方面所取得的新成果。

課程內容包括 ：(一)總論：中醫骨傷科學的發展簡史，病因病機，辨證和治療方法；及(二)各論：介紹骨折，脫位，傷筋，內傷等傷病的診治方法。每星期授課一次，每次三小時。開課日期約在一九九九年二月。下次招生日期為一九九九年六月。

3275. 中醫經典著作選讀證書課程 (Certificate Course in Selected Readings of TCM Classics)

本課程旨在通過原著選讀，了解中醫學的起源、特色、理論體系的形成及發展，使學員在其後的臨床及科學研究中易於閱讀並領悟中醫經典著作的含義。

課程內容包括 ：四部原著（《內經》、《傷寒論》、《金匱要略》、《溫病學》）中部份重要篇章的選讀。每星期授課

一次，每次三小時。開課日期約在一九九九年九月。下次招生日期為一九九九年六月。

207. 中醫臨床實習證書(第一階段) [Certificate Course in TCM Clinical Practicum (Part I)]

本課程分「見習」與「實習」兩個階段，旨在讓修讀「中醫全科學士學位/大專文憑課程」的學員先在香港本地進行第一階段的「臨床見習」。見習時間共200小時，分50次完成，每次半天（四學時），每次見習學員均須書寫兩份診籍。

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

本課程將以教授醫學科學中的一些基礎及重要的問題為主。其中主要包括解剖學和生理學的大部份章節，敘述人體各器官和系統的基本結構和它們在日常活動中的協調及運作。本課程為有興趣的人士提供深入淺出而範圍廣泛的進修；而對於從事醫護及與健康有密切關係的專業人士，如醫療、救護人員、中醫師、中草藥師和針灸師等提供超過為期半年的教授學習。另配合重點章節的實驗課程，可以令學員加深對人體的認識，作為日後選修其他有關的證書及文憑課程的入門及基礎。每星期授課兩次，每次兩小時。開課日期約在九月。下次招生日期約在一九九九年六月。

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

本課程是基礎醫學證書課程(I)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，將獲優先取錄。

本課程內容包括病理學和現代醫學診斷學基礎，旨在使學員了解疾病的原因，發病機理以及疾病過程中機體的功能，代謝和形態的改變及疾病的轉歸，為學習臨床醫學，促進中西醫結合奠定必要的理論基礎。每星期授課兩次，每次兩小時。開課日期約在九月。下次招生日期約在一九九九年六月。

3554. 醫古文基礎課程 (Course in Introductory Archaic Chinese Medical Writings)

新增課程

本課程旨在使學員在學習「醫古文」之前，預先熟悉古漢語的基礎知識，幫助學員增進閱讀古醫籍的能力。內容包括擇要闡述關於漢字、詞義、語法、古書句讀、古書註釋和工具書使用等方面的基礎理論和一般常識。每星期授課一次，每次三小時。開課日期約在一九九九年二月。

3527. 醫古文證書課程 (Course in Archaic Chinese Medical Writings)

新增課程

本課程旨在使學員了解先秦至清代的醫書，使學員其後易於閱讀古代醫學文獻。課程內容精深，語言規範，並能反映古代醫著語言概貌與醫學相關的古文，包括著名醫家的傳記、醫學論文、序文以及醫案醫話等。每星期授課一次，每次四小時。開課日期約在一九九九年二月。

3456. 中醫醫學史課程 (Course in History of Traditional Chinese Medicine)

新增課程

本課程旨在使學員具備良好的文化素養和較為廣闊的知識領域，發揚古代醫家重視實踐，尊重經典，勤於思考，勇於革新，崇尚醫德的優良傳統。每星期授課一次，每次三小時。開課日期約在一九九九年二月。

3549. 推拿學概論課程 (Course in Massotherapy (tui-na)

新增課程

推拿是人類最古老的一種療法，古稱按摩、按蹺，又是其發展前途的中醫醫療科學。在生活中按摩能使疼痛減輕，對人體產生治療作用。本課程的宗旨是以中醫基本理論結合解剖醫學，透過推拿手法的基本作用，操作方法及對疾病具體的治療方法，讓學員能建立一個明確的推拿學概念。每星期授課一次，每次二小時。開課日期約在一九九九年二月。

3528. 《內經》證書課程 (Certificate Course in TCM Classics I: Canon of Internal Medicine)

新增課程

內容包括理論體系的基本學術思想及歷代醫家的註釋等，系統講授《內經》中有關陰陽五行、藏象、經絡、病因病機、病證、診法、治則治法及養生等的重要篇章及臨床應用。每星期授課一次，每次三小時。開課日期約在一九九九年九月。

3529. 《傷寒論》證書課程 (Certificate Course in TCM Classics II: Treatise on Exogenous Febrile Diseases)

新增課程

本課程精讀《傷寒論》中的十篇398條，112方，按原文排列順序系統講授《傷寒論》的基本精神，辨證論治原則，《傷寒論》方劑的組方原則、配伍規律及理法方藥在臨床的應用等。每星期授課一次，每次二小時。開課日期約在一九九九年九月。

3540. 中醫耳鼻喉科課程 (Course in TCM Otorhinolaryngology)

新增課程

本課程旨在使學員認識五官與整體的聯繫，了解耳、鼻、喉等器官與內臟經絡的密切關係，並掌握中醫耳鼻喉疾病的病因病機、診斷以及內、外治療的方法。每星期授課一次，每次三小時。開課日期約在一九九九年九月。

3545. 醫學統計學課程 (Course in Medical Statistics)

新增課程

本課程講授範圍包括統計指標計算、圖表繪製、抽樣分佈、假設檢驗，相關與回歸，方差分析，非參數檢驗，臨床試驗設計與方法學。每星期授課一次，每次三小時。開課日期約在一九九九年九月。

進修文憑課程

197. 中醫骨傷科學進修文憑課程 (Diploma Course in TCM Orthopaedics and Traumatology)

本課程旨在為香港執業中醫骨傷科醫師、中醫師或針灸師，提供一個有系統並較全面的中醫骨傷科學進修課程。本課程內容以理論和實踐並重，學員將被安排到國內中醫院接受短期臨床實習訓練，使學員對骨傷科臨床有較深入的了解，並能掌握中醫骨傷科這門傳統醫學，有助提高其專業水平。

課程內容包括 ：中醫骨傷科學導論，與其有關的解剖、生理與病理醫學基礎、檢查與診斷、常用的治療概論、治療各論及臨床實習等。課程為期約十個月，每星期授課三次，每次兩小時，共約230學時。開課日期在十月。下次招生日期約在一九九九年六月。

本學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骨傷科醫專家教授講授課程。（若學員修畢本課程及考試合格，並獲取證書後，可豁免修讀「中醫全科學士學位/大專文憑課程」的「中醫基礎理論證書課程」及「中醫骨傷科學證書課程」。）

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

本課程為「針灸學基礎證書課程」之延續課程，並為香港執業針灸師、執業中醫師，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，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230學時。開課日期在十月。下次招生日期約在一九九九年六月。

本學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針灸專家教授講授課程。（若學員修畢本課程及考試合格，並獲取證書後，可豁免修讀「中醫全科學士學位/大專文憑課程」的「中醫基礎理論證書課程」及「針灸學證書課程」。）

短期及興趣課程

1758. An Introduction to Traditional Chinese Medicine

The aim of the course is to introduce the basic theories of Traditional Chinese Medicine and see 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:
(1) The development of Traditional Chinese Medicine (TCM);
(2) Theories of TCM;
(3) The Meridian System;
(4) The most commonly used acupressure points for relief;
(5) A demonstration of 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.

English, supplemented with Cantonese when necessary.

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).

Date & Time : Monday 6:15p.m. – 7:45p.m. starting 19 April 1999 (8 meetings)

Venue : Rm S23, SPACE Admiralty Town Ctr

Fee : $1,130

Enrolment is limited to 25

Enrolment closes on 12 April 1999

CHINESE MEDICINE PHARMACEUTICS
中藥學

Tel 電話：2975 5724　　Fax 傳真：2546 0295

大專文憑課程

中藥管理學專業文憑課程（原為「中藥經營管理學專業文憑課程」）

課程宗旨

中醫藥是中華民族傳統文化的瑰寶，隨著現代科技的發展，中醫藥的科學價值不斷得到驗證和體現。為配合香港政府積極推行中醫及中藥從業員註冊的政策，本學院除有全面的「中醫全科學士學位/大專文憑課程」教育外，亦顧及中藥從業員求知需要，與廣東藥學院合辦了具香港特色的「中藥管理學專業文憑課程」教育，培養中藥管理的高級人才和優質中藥藥劑師。

透過有系統的課程，使學員能掌握中藥基本理論與技能；熟悉中藥藥理、毒理、藥用植物，認識中藥化學、質量監控、中藥鑒定、藥事法規，了解中藥製劑、栽培、廣告、中藥養護，及市場營銷學；掌握中藥管理的理論知識；具有一定整理、研究中藥的能力。學員於修畢本課程及考試合格後，在中藥藥劑方面的知識已達一定的水平，可銜接本學院計劃明年開辦之四年半兼讀形式「中藥藥劑學學士學位課程」，直接進入第四學年。

學歷及專業資格

(1) 全部學科修畢及考試合格，將獲頒香港大學專業進修學院的專業文憑與廣東藥學院的具寫實性學習證明書；
(2) 選修單項學科及考試合格，學員將獲取香港大學專業進修學院的單科證書。

課程大綱及內容

課程包括的學科有中藥學、藥用植物學、中藥藥理學、中藥毒理學、中藥信息學、中藥化學、中藥製劑分析及質量監控、中藥鑒定學、藥事法規、中藥製劑學、中藥栽培學、中藥養護學、中藥廣告及營銷學。實習課於每年暑假期間安排前往廣東藥學院進行，每次約7天。本課程以兼讀形式進行，學員可依照課程編排完成整個「中藥管理學專業文憑課程」。

至於將於一九九九年開辦之學科內容，請參閱證書課程。

修讀期限

三年

入學資格

(1) 須具有中五畢業（包括中國語文科）學歷。在職中藥配藥員，或中藥管理人員，或有志投身中藥行業的人士，如曾修讀化學科者，將獲優先取錄。
(2) 如學員欲修讀第二學年及第三學年的單項學科，必須持有中藥學、藥用植物學、中藥藥理學、中藥毒理學及中藥化學的學歷證明。以上的五個學科為「中藥管理學專業文憑課程」的必修基礎科目，學員須具有上述學科知識，方可選擇其它個別學科。

教學語言

以粵語及普通話為主。

講師/導師

由廣東藥學院委派專家、教授講授。

199. 中藥管理學專業文憑課程（第一學年）(Diploma Course in Pharmaceutical Management in Chinese Medicine - Year I)

學員可根據本學院所安排的課程就讀，包括：中藥學證書課程、藥用植物學證書課程、中藥藥理學證書課程、中藥毒理學證書課程及中藥信息學證書課程五個學科，可獲學費折扣優待。

3267. 中藥管理學專業文憑課程（第二學年）(Diploma Course in Pharmaceutical Management in Chinese Medicine - Year II)

學員可根據本學院所安排的課程就讀，包括：中藥化學證書課程、中藥製劑分析及質量監控證書課程、中藥商品鑒定學證書課程及藥事法規證書課程四個學科，可獲學費折扣優待。



中醫大專文憑學員在中醫臨床中心見習（面向鏡頭者為帶教老師黃雅各副教授）

證書課程

200. 中藥學證書課程 (Certificate Course in Pharmaceutics of Chinese Medicine)

本課程是中醫藥各專業的專業基礎課，旨在向學員講述中藥的理論和臨床應用。課程以中醫基本理論為指導，突出辨證用藥的特點。學員透過學習，熟悉中藥的起源、發展、分類、產集、採收、炮製。掌握100多種常用中藥的藥性特點、功效、主治、配伍及某些特殊用法；并了解其來源，某些特殊的炮製意義、用量、用法及使用注意；初步懂得辨證用藥。

課程內容包括 ：中藥的起源、發展、產地、炮製及性能、應用等基本知識；詳細講解解表、清熱、瀉下、祛濕、祛風、祛痰、消導、理氣、理血、補益、收澀、安神、平肝息風等藥物共200餘種。每星期授課兩次，共72學時。（若學員已修讀本學院「中草藥學基礎證書課程」並取得證書，可豁免修讀「中藥管理學專業文憑課程」中本課程。）

201. 藥用植物學證書課程 (Certificate Course in Medicinal Botany)

本課程是利用植物學及有關學科的知識和方法來研究藥用植物的學科。透過講授植物形態學、解剖學、分類學、生理學、生態學及地理學等方面的知識，使學員掌握植物學的基礎理論，為學習中藥鑒定學、中藥栽培學和天然藥物化學等課程奠定基礎；並能利用這些知識和方法來識別藥用植物，進行中藥原植物的鑒定及資源調查。

課程內容包括 ：植物形態學和解剖學、植物分類學、植物生態學和植物地理學。本課程內容以理論和實驗並重，學員將於暑假期間被安排到廣東藥學院參與實驗課。每星期授課兩次，共93學時。

8797. 中藥藥理學證書課程 (Certificate Course in Pharmacology of Chinese Medicine)

本課程旨在向學員講述中藥藥理，課程以中醫理論為核心，系統介紹和總結應用現代科學研究中藥的成果，闡明中藥作用的機理與現代醫學間的關係，使學員對數千年歷史的中藥學有較系統性及科學化的認識。

課程內容包括 ：總論和各論兩部分，重點講授14大類中藥與現代藥理的理論和實驗。本課程內容以理論和實驗並重，學員將於暑假期間被安排到廣東藥學院參與實驗課。每星期授課兩次，共84學時。

8798. 中藥毒理學證書課程 (Certificate Course in Toxicology of Chinese Medicine)

本課程是繼「中藥藥理學證書課程」後，另一門「中藥學」的分支學科。隨著中藥與中成藥的廣泛應用，出現毒性反應的機率也會越來越大。本課程旨在使學員了解中藥毒理學的歷史和現狀，了解毒理學研究的方法，熟悉常見劇毒中藥的藥理，毒理及機制，掌握中藥中毒的防治，了解中藥炮製在防治中的重要作用。

課程內容包括 ：劇毒藥的研究與炮製原則，中毒的防治，各種常見劇毒藥的中毒症狀及防治。學員須曾修讀「中藥學證書課程」。每星期授課兩次，共36學時。

8799. 中藥信息學證書課程 (Certificate Course in Pharmaceutical Informatics of Chinese Medicine)

本課程旨在透過基礎學習以增加學員對中醫藥信息情報的認識，並初步掌握檢索古今中醫藥文獻的方法和技能。

課程內容包括 ：中醫藥文獻的發展，檢索工具的類型，中醫藥文獻檢索的一般方法和途徑，以及常用檢索工具和參考工具書的內容、舉例等。每星期授課兩次，共36學時。

3270. 中藥化學證書課程 (Certificate Course in Pharmaceutical Chemistry of Chinese Medicine)

本課程是運用現代化學原理和方法來研究中藥化學成份的學科，透過修讀本課程，學員可掌握中藥有效成份的結構特徵、理化性質、提取分離方法、鑒定、結構測定和必要的結構改造等知識。

課程內容包括 ：中藥化學及有機化學，每星期授課三次，共約72學時。

3271. 中藥制劑分析及質量監控證書課程 (Certificate Course in Anaylsis and Quality Assurance of Chinese Medicinal Formulations)

本課程是在中醫藥理論指導下，運用現代分析理論方法研究中藥製劑質量的學科。旨在使學員了解中藥製劑的定性鑒別、雜質檢查、含量測定和中藥製劑質量標準的制訂，並結合實例進行講授。

課程內容包括 ：中藥製劑分析方法、中藥製劑中各類化學成份分析、定性鑒別、中藥製劑檢查、含量測定、質量控制、中藥製劑質量標準制訂、理化定性鑒別及幾種常用中藥的檢查實例。本課程內容以理論和實驗並重，學員將於暑假期間被安排到廣東藥學院參與實驗課。每星期授課三次，共約92學時。

3272. 中藥鑒定學證書課程 (Certificate Course in Chinese Pharmaceutical Authentication)

本課程主要介紹中藥鑒定的方法及影響中藥品質優良程度的各種因素，中藥炮製及其對中藥化學成份和療效的影響，重點介紹常用和名貴中藥藥材105種，旨在使學員了解每種中藥的來源、產地、採收加工、商品規格、主要有效成份、性狀、顯微和理化鑒別方法、藥理作用及功效，適合各類中藥從業人士，以及有志於中藥研究、中醫臨床專業人士就讀。

課程內容包括 ：中藥鑒定學的起源，中藥主要化學成份簡介，影響藥物質量優良度的主要因素，中藥炮製、鑒定，中藥資源及其開發利用，植物類中藥、動物類中藥、礦物類中藥的有效成份、性狀、理化鑒別，藥理作用及功效。本課程內容以理論和實驗並重，學員將於暑假期間被安排到廣東藥學院參與實驗課。每星期授課三次，共約135學時。

3273. 藥事法規證書課程 (Certificate Course in Legal Aspects of Pharmaceutics)

本課程講授中國現行重要藥品管理方面的專業法律、法規，旨在使學員熟悉藥事法規的基本知識，藥品生產、經營、使用的管理知識，新藥管理的特殊管理藥品的知識。

課程內容包括 ：(一)介紹中國藥品監督管理組織機構；(二)藥品管理法律、法規規章；(三)與藥事法規相關的法律、法規；(四)藥品標準。每星期授課三次，共約36學時。

205. 中藥專業深造證書課程 (Postgraduate Certificate Course in Chinese Medicine)

中醫學裡精湛而有效的治療方法是中藥療法。中藥藥性平和，其毒性與現代化學藥物相比可謂微不足道；中藥治療是一種無損傷的治療方法，又能治療各科的疾病，對現代醫學一些感到束手無策的病例有取長補短的功效。本課程乃應「香港執業藥劑師協會」及社會之需求而開辦的一個精簡及系統性之中藥課程，為深入學習研究中藥專業建立穩固的基礎。

課程內容包括有中醫基礎理論簡介、中藥學、方劑學、中藥藥理學及毒理學概論、生藥學概念、中藥炮製學精選、中藥製劑學簡介、中藥鑑定學概述、藥事法規與藥政管理等。每星期授課兩次，每次三小時，共約222學時。開課日期在九月。下次招生日期約在一九九九年六月。

3269. 中藥營養學證書課程 (Certificate Course in Nutritional Studies in Chinese Medicine)

本課程重點講述常用中藥的營養作用，根據不同的需要，透過中藥與食物的合理配比和科學烹調，達到保健強身，滋補養顏，抗老益壽，以及對常見慢性病症調治的功效。

課程內容包括 ：中醫學基礎；補益和非補益類中藥的藥理及毒理；中藥營養、養生、防病治病等。每星期授課三次，共約180學時。

ACUPUNCTURE
針灸學

Tel 電話：2975 5724 Fax 傳真：2546 0295

8795. 針灸學證書課程（中醫全科學士學位/大專文憑必修科） (Certificate Course in Acupuncture and Moxibustion)

針灸學是中國醫學的重要組成部份，透過教學，旨在使學員在學習中醫藥知識的基礎上，進一步掌握有關針灸的基礎理論和基本技能，以便能初步運用針灸有關知識診治常見病和多發病。

課程內容包括 ：十四經脈循行及與臟腑絡屬關係，熟悉十四經脈病候，全面了解十四經腧穴，根據中醫辨證施治原則，介紹針灸配穴處方的組成及變化規律。每星期授課一次，每次三小時。開課日期約在每年二月及九月。下次招生日期為一九九九年六月。

198. 針灸學基礎證書課程 (Foundation Certificate Course in Acupuncture and Moxibustion)

本課程旨在為有興趣學習針灸之社會人士而開設。本課程為針灸學的初級基礎理論，透過系統講授，使學員了解經絡的組成，生理功能，十四經的循行，腧穴的定位，主治和常用操作手法，以及常見病的針灸治療。

課程內容包括 ：針灸學緒論、針灸學之中醫基礎理論及人體解剖基礎、腧穴學基礎；針灸之示範、病歷書寫訓練、治療學基礎及治療的常見病證；耳針療法、穴位指壓及推拿等。課程為期約九個月，每星期授課三次，每次兩小時，共約208學時。開課日期約在每年九月。下次招生日期約在一九九九年六月。

學員修畢本課程後，欲繼續修讀本學院所舉辦之「針灸學進修文憑課程」，可獲優先取錄。

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

本課程為「針灸學基礎證書課程」之延續課程，並為香港執業針灸師、執業中醫師，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230學時。開課日期約在每年十月。下次招生日期約在一九九九年六月。

本學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針灸專家教授講授課程。（若學員修畢本課程及考試合格，並獲取證書後，可豁免修讀「中醫全科學士學位/大專文憑課程」的「中醫基礎理論證書課程」及「針灸學證書課程」。）

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 practitioners with an opportunity to acquire knowledge of acupuncture. This course constitutes Part I of the Diploma in Clinical Acupuncture, students upon successful completion can proceed to Part II of the Diploma Course. This course will start in October and the next admission exercise will be in June 1999.

180. Diploma Course in Clinical Acupuncture

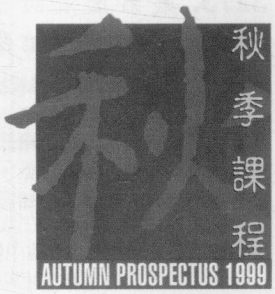
This course is an intercalated continuation of the Certificate Course in Acupuncture. It enables participants to pursue in-depth studies on clinical aspects of Acupuncture practice. The course aims to develop competence in the practice of acupuncture as an adjunct therapeutic modality and is designed primarily for Western-trained medical practitioners. The programme of study includes a 1-week clinical attachment at TCM hospitals in China. This course will start in October and the next admission exercise will be in June 1999.



中醫藥學部課程統籌主任及教師：
（後排左起）*周杰芳、吳文豹、梁延熙、黃雅各、楊順坤、謝慶綿*
（前排左起）*嚴玉薇、李祖珍、孫徠齡、王玲、林立佳、毛元迪*

To receive the next issue of this Prospectus, please return to page **264**.

索取下期課程手冊詳情，請參閱第**264**頁。



Closing Date 截止報名日期

The closing date for courses will be 12 working days before the starting date of specific course(s), unless otherwise stated. Late applications will only be considered if there are still vacant places.

除另行通告外，所有課程均在其指定開課日期前的十二個工作天截止報名。逾期遞交的申請表格，祇在該課程名額未滿的情況下，才被考慮接納與否。

EPS Payment「易辦事」付款

Course fees can be paid by EPS at the enrolment counter of SPACE Admiralty Town Centre, North Point Learning Centre or SPACE Campus Office (Room 304, 3/F, T.T. Tsui Building, Pokfulam Road).

您可以透過「易辦事」繳付課程學費，請親臨本學院的金鐘市區中心、北角教學中心或大學本部（徐展堂樓3樓304室詢問處）辦理手續。

DIVISION OF ACCOUNTING & COMMERCE 會計及商業學部

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嬰兒的護理 26
常見疾病知多少 26
An Update Course on Communicable Diseases 27
An Update Course on HIV Prevention and Care for Health Professionals 27
Understanding Laboratory Science and Molecular Diagnosis in Hospital Service NEWCOURSE 27

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The Bank of East Asia, Limited
Privileged *Education Loan* For
東亞銀行「進修貸款」

Students of School of Professional & Continuing Education, The University of Hong Kong

（特惠利率提供給香港大學專業進修學院的學生）

Interest Rate as Low as 利率低至 0.62%

* **High** Loan Amount : Up to HKD200,000 or 6 times of monthly salary, whichever is lower

* **Flexible** Repayment Period : 6 to 36 months

1. 貸款額高 ：高達HK$200,000或申請人月薪6倍，以較低者為準
2. 還款期靈活 ：6至36個月

Monthly Repayment Table

Loan Amount (HK$)	Interest Rate Per Month (%)	Monthly instalment amount (HK$) payable for every HK$1,000 (loan amount) (APR)			
		6 months	12 months	24 months	36 months
7,000 - 200,000	0.62% flat p.m.	172.87 (17.42%)	89.53 (16.51%)	47.87 (16.94%)	33.98 (16.93%)

每月還款表

貸款額（港幣）	每月平息	每月還款額以貸款額每千港元計算（實際年利率）			
		6個月	12個月	24個月	36個月
7,000-200,000	0.62%	172.87 (17.42%)	89.53 (16.51%)	47.87 (16.94%)	33.98 (16.93%)

Remarks :

1. The above monthly instalment amount and the annualized percentage rate "APR" include a non-refundable arrangement fee equal to 1% per annum flat (Min HK$100) of the initial loan amount and will be deducted from loan drawdown.
2. Course admission slip and supporting documents for tuition fee and living expenses (hostel charges, meal, etc.) need to be provided by applicant.
3. Applicants must be Hong Kong permanent residents and aged 18 or above, with a monthly income of HK$5,000 or above and have been employed by present employer for at least one year. For students without solid income proof, a guarantor (direct relative) is required.
4. The above table is for reference only, actual rate charged is subject to final loan approval.

備註：

1. 實際年利率已包括貸款額每年1%不退還之手續費在內（最低港幣一百元），並於發出貸款時扣除。
2. 申請人須提交入學證明及課程學費和住宿費用之單據。
3. 申請人必須為年滿十八歲，月薪港幣五千元或以上及在現機構任滿一年之香港永久居民。申請人如為全職學生而未能提供入息證明，必須由申請人之直系親屬作其擔保人。
4. 以上還款表只供參考用途，實際利率以批核時作準。

Apply Now! Simply contact The Bank of East Asia ***Education Loan Hotline*** on ***2842 3185*** for application details.

請即申請！如有查詢，請致電東亞銀行 ***進修貸款熱線2842 3185。***

BEA Education Loan Application Form For Students of School of Professional & Continuing Education, The University of Hong Kong

Loan Information

Intended Loan Amount (HK$) _____ (minimum HK$7,000)

Repayment Term
☐6 ☐12 ☐18
☐24 ☐36 months

Purpose of the Loan
☐ Self-education ☐ Children's education

Course Type
☐ Diploma ☐ Bachelor Degree
☐ Master Degree ☐ Others

Course Title _____

Name of Academic Institution _____

Applicant Information

Name in English (Mr./Mrs./Ms./Miss) : _____

Name in Chinese : _____

Marital Status: _____ Date of birth : _____

Age : _____ HKID No./Passport No. _____

Nationality : _____

Home Address : _____

_____ Years at Present Address : _____

Home Tel. No. : _____

☐ Self-Owned ☐ Mortgaged ☐ Co. Quarters
☐ Rented ☐ Public Housing Est.

Live with : ☐ Parents ☐ Friends ☐ Alone
☐ Others _____

Mortgage Instalment / Rent per month (HK$) : _____

Others, please specify : _____

Education Level :
☐ Below Secondary ☐ Secondary
☐ University or above ☐ Vocational/Others

Occupation

Name of Employer : _____

Position : _____ Years of Service : _____

Monthly Income (HK$) : _____

Other Income Source/Amount (HK$) : _____

Office Address : _____

_____ Office Tel. No.: _____

Mobile Phone/Pager No. : _____

Correspondence Address : ☐ Home ☐ Office

Credit Reference

Facility	Bank	Year Granted	Loan Amount (HK$)	Monthly Payment (HK$)
Personal Loan				
Mortgage				
Others				
Overdrafts			Credit Limit (HK$)	

Credit Card		
Name of Credit Card & Issuing Bank	Account Number	Credit Limit (HK$)

Relationship with Director/Employee of the Bank Group

Are you a relative of any director/employee of The Bank of East Asia Group?

☐ Yes, please state his/her English and Chinese Name.

Name _____

Relationship with Applicant _____

☐ No

I/We confirm that I/we am/are not related to any director or employee of The Bank of East Asia Group, within the meaning of Section 83 of the Banking Ordinance. I/We undertake to notify you promptly should I/we become so related subsequent to the date of this application form.

Documents Required:

Please complete and return this form together with copies of the following documents by fax to 2525-5694 or by mail to Consumer Finance Department, 18/F., The Bank of East Asia Building, 10 Des Voeux Road, Central, Hong Kong or return to any one of our branches.

1. Latest salary tax demand note
2. Payroll account bank statements or passbook record for the last 3 months
3. Proof of current employment
4. Residential proof
5. Proof of enrolment (e.g. acceptance letter and payment advice)
6. Proof of residential status

Declaration

I declare that the information given above is true and correct and authorise The Bank of East Asia, Limited to contact any necessary party for verification and/or to disclose or to obtain further information at any time. I understand and agree that the Bank reserves the right to decline this application without disclosing any reason and further agree that this application may remain the Bank's property whether the credit is granted or not. I completely understand the legal effect of and also agree to be bound by the terms and conditions of the Loan which will be provided when signing loan confirmation letter.

_____ _____

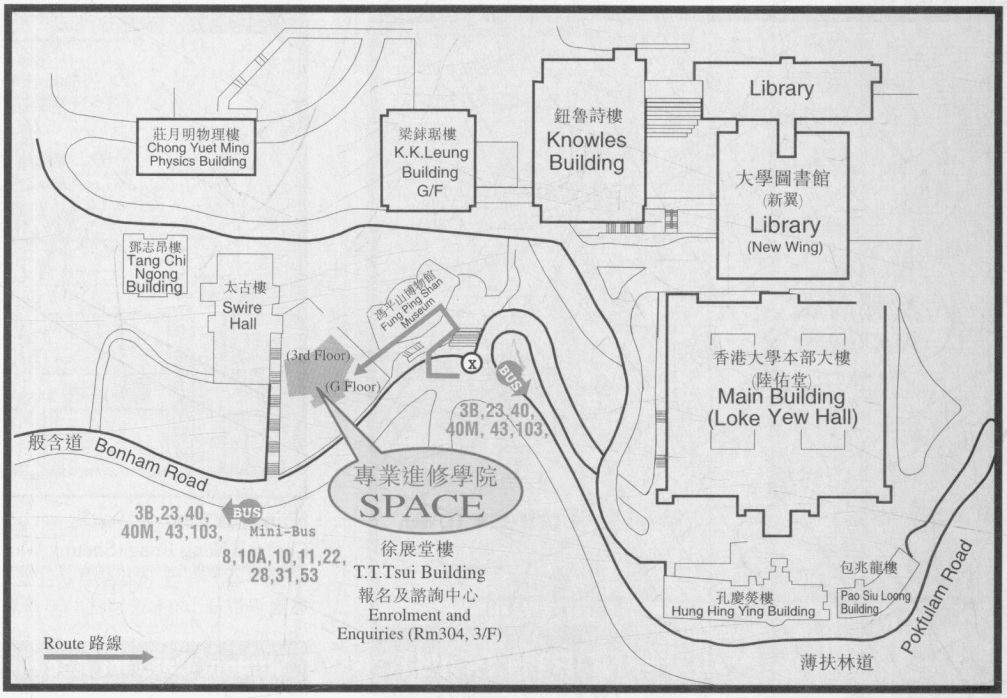
Signature of Applicant *Date*

Note: Please feel free to call our Customer Service Hotline 2842 3185 to obtain additional form for guarantor information and circular to customers relating to the Personal Data (Privacy) Ordinance as well as Terms and Conditions.

11/98

Name of Learning Centres 教學中心名稱	Full Address 詳細地址	Abbreviated Name in this Prospectus 本課程手冊內簡稱
MAJOR LEARNING CENTRES 主要教學中心		
SPACE Admiralty Town Centre	3/F, Admiralty Centre, 18 Harcourt Road, Wanchai, Hong Kong (access via 2/F of the Shopping Arcade escalators through Exit A, Admiralty MTR Station)	SPACE Admiralty Town Ctr
香港大學專業進修學院金鐘市區中心	香港夏慤道18號海富中心3樓 (金鐘地鐵站A出口，經海富中心二樓商場自動行人電梯上)	金鐘市區中心
SPACE North Point Learning Centre	14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong (Fortress Hill MTR Station)	SPACE North Point Learning Ctr
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)	北角教學中心
SPACE Shek Kip Mei Learning Centre	Kai Chi School, 5 Wai Chi Street, Shek Kip Mei, Kowloon (Exit C, Shek Kip Mei MTR Station)	SPACE Shek Kip Mei Learning Ctr
香港大學專業進修學院石硤尾教學中心	九龍石硤尾偉智街5號嘉智學校 (石硤尾地鐵站C出口)	石硤尾教學中心
OTHER LEARNING CENTRES 其他教學中心		
AIA Tower	Room 806-809, 8/F and 18/F, AIA Tower, 183 Electric Road, North Point, Hong Kong (Fortess Hill MTR Station)	
友邦廣場	香港北角電氣道183號友邦廣場8樓806至809室及18樓 (炮台山地鐵站出口)	
United Centre	Unit C1, 34/F, United Centre, 95 Queensway, Hong Kong (Exit D, Admiralty MTR Station)	
統一中心	香港金鐘道95號統一中心34樓C1室(金鐘地鐵站D出口)	
Shun Tak Centre	Room 1004-5 10/F, West Tower, Shun Tak Centre, 200 Connaught Road Central, Sheung Wan, Hong Kong (Sheung Wan MTR Station)	Shun Tak Ctr
信德中心	香港上環干諾道中200號信德中心西座10字樓1004-5室 (上環地鐵站出口)	信德中心
The Hong Kong Institute for Promotion of Chinese Culture	Room 1001, 10/F West Tower, Shun Tak Centre, 200 Connaught Road Central, Hong Kong	
香港中華文化促進中心	香港上環干諾道中200號信德中心西座10樓1001室	
Sheng Kung Hui Tang Shiu Kin Secondary School	9 Oi Kwan Road, Wanchai, Hong Kong	
聖公會鄧肇堅中學	香港灣仔愛群道9號	
Vocational Training Council	27 Wood Road, Vocational Training Council Tower, Wanchai, Hong Kong	
職業訓練局	香港灣仔活道27號職業訓練局大樓	
Delia Memorial School, Tai Koo	Tai Koo Shing (Tai Fung Avenue), Hong Kong	
地利亞修女紀念學校	香港太古城(太豐路)	
St. Paul's College	69 Bonham Road, Hong Kong	
聖保羅書院	香港般含道69號	
Tsim Sha Tsui District Kai Fong Welfare Association	136A Nathan Road, Kowloon	
尖沙咀街坊福利會	九龍彌敦道136號A	
St. Mary's Canossian College	162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Road)	
聖瑪利嘉諾撒女書院	九龍尖沙咀柯士甸道162號A(金巴利道與柯士甸道交界入口)	
Wah Yan College, Kowloon	56 Waterloo Road Kowloon (Yaumatei MTR Station)	
九龍華仁書院	九龍窩打老道56號(油麻地地鐵站)	
Delia Memorial School, Mei Foo	80 Braodway Road, Mei Foo Sun Chuen, Kowloon	
地利亞預科夜校(男校大樓)	九龍美孚新邨百老匯街80號	
The Friends of Scouting Continuing Education Centre	8/F Hong Kong Scout Centre, 8 Austin Road, Kowloon	
童軍知友社延續教育中心	九龍尖沙咀柯士甸道8號香港童軍中心8樓	

Campus Office (Enrolment & Learning Centre)
香港大學本部
（報名及教學中心）



SPACE Campus Office, Room 304, 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三樓三零四室(本學院入口，太古樓側)。

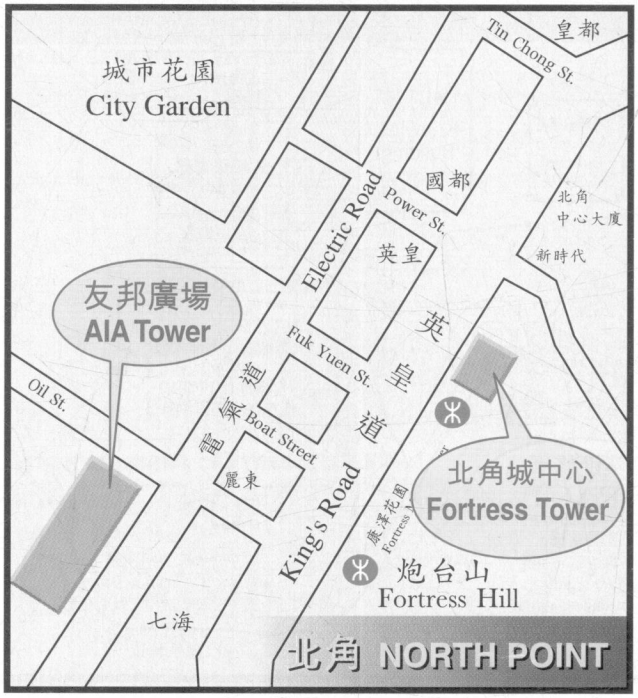
Admiralty Town Centre (Enrolment & Learning Centre) United Centre (Learning Centre)
金鐘市區中心
（報名及教學中心）
統一中心
（教學中心）



SPACE Admiralty Town Centre, 3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong (Access via escalators on 2/F of the Shopping Arcade)
香港大學專業進修學院金鐘市區中心，香港夏慤道十八號海富中心三樓(由商場二樓行人自動電梯上)。

New 新 **United Centre**, Unit C1, 34/F United Centre, 95 Queensway, Hong Kong
統一中心，香港金鐘道九十五號統一中心三十四樓C1室。

Enrolment & Learning Centres
報名及教學中心



SPACE North Point Enrolment & Learning 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報名及教學中心，香港北角英皇道二五〇號北角城中心十四字樓。(炮台山地鐵站)

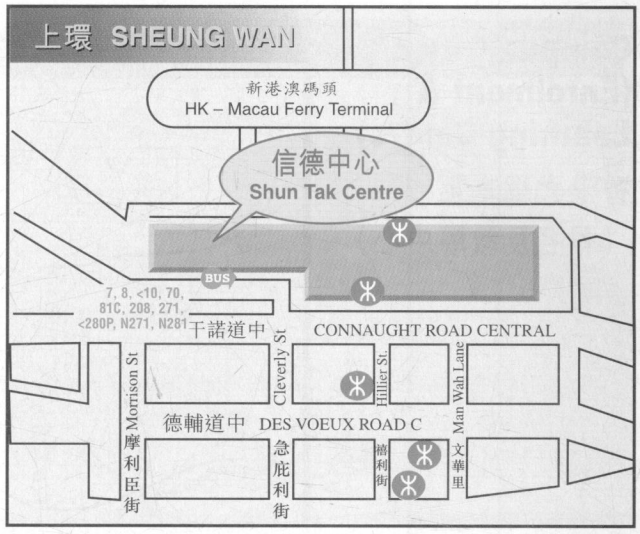
New 新 ■ **AIA Tower**, Room 806-809, 8/F and 18/F, 183 Electric Road, North Point, Hong Kong (Fortess Hill MTR Station)
友邦廣場，香港北角電氣道一八三號友邦廣場八樓八〇六至八〇九室及十八樓。(炮台山地鐵站)

Learning Centre 教學中心



Delia Memorial School, Delia Memorial School, 80 Broadway Road, Mei Foo Sun Chuen, Kowloon (Mei Foo MTR Station)
地利亞預科夜校(男校大樓)，九龍美孚新邨百老匯街八十號地利亞預科夜校(男校大樓)。(美孚地鐵站出口)

Learning Centre 教學中心



Shun Tak Centre, West Tower, Room 1004-5 10/F, 200 Connaught Road Central, Hong Kong (Sheung Wan MTR Station)
信德中心，香港干諾道中二百號信德中心西座十字樓1004-5室(由二字樓商場電梯上)(上環地鐵站港澳碼頭出口)。

Student Card for Access to Shun Tak Centre, North Point Learning Centre and United Centre after Office Hours

Students attending classes at Shun Tak Centre, North Point Learning Centre and United Centre will need to show their student cards for access after office hours. Students concerned will be advised how to obtain such cards after enrolling on the course.

學員證

本學院學員在非辦公時間進入信德中心、北角教學中心及統一中心，必須出示本學院學員證。有關申請學員證手續，本學院將個別通知學員。

Learning Centre 教學中心

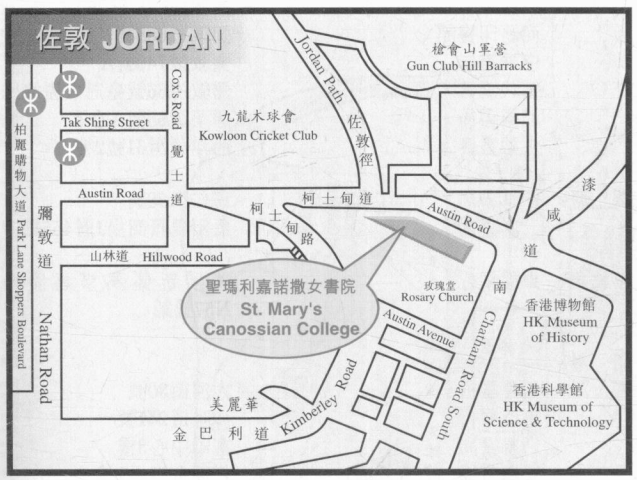


SPACE Shek Kip Mei Learning Centre, Ka Chi School, 5 Wai Chi Street, Shek Kip Mei, Kowloon (Exit C, Shek Kip Mei MTR Station)
香港大學專業進修學院石硤尾教學中心，嘉智學校，九龍石硤尾偉智街五號(石硤尾地鐵站 C 出口)。

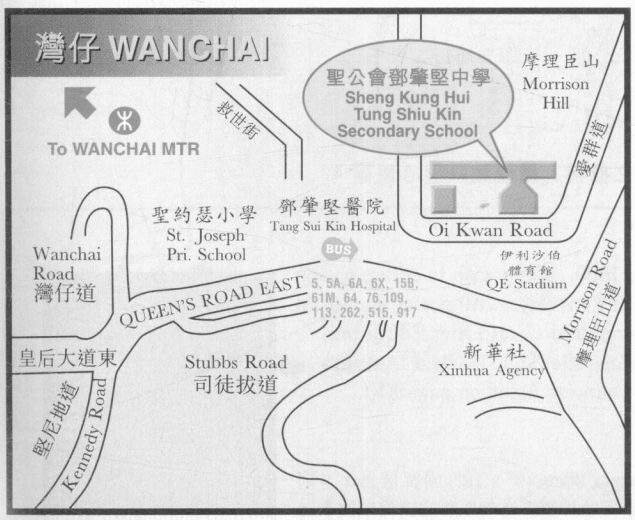
Learning Centres 教學中心



Wah Yan College, 56 Waterloo Road, Kowloon (Yau Ma Tei MTR Station)
九龍華仁書院，九龍窩打老道五十六號(油麻地地鐵站)。



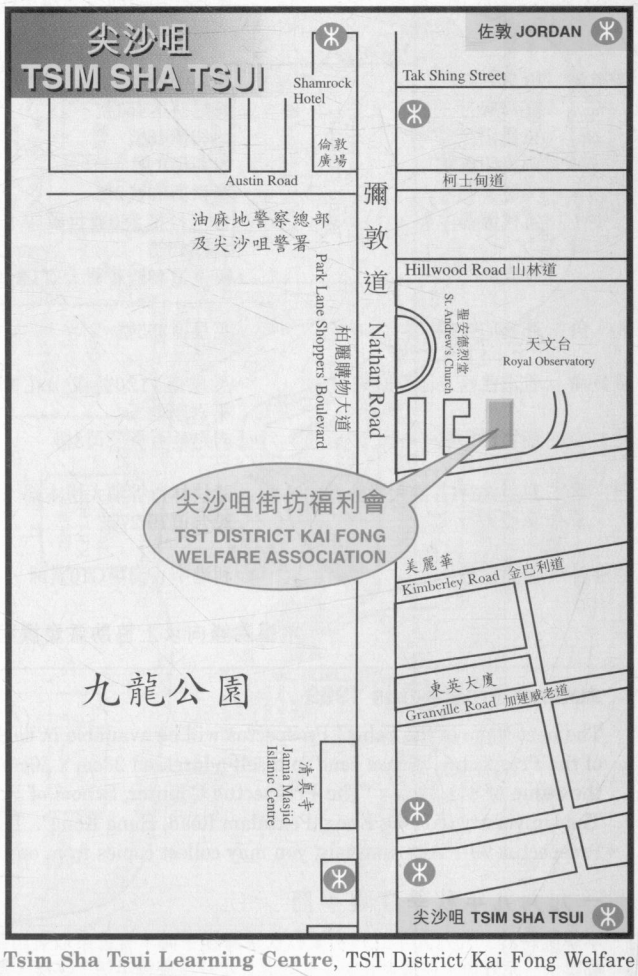
St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue)
聖瑪利嘉諾撒女書院，九龍柯士甸道162號(金巴利道與柯士甸道交界入口)。



Sheng Kung Hui Tang Shiu Kin Secondary School, 9 Oi Kwan Road, Wan Chai, Hong Kong
香港聖公會鄧肇堅中學，香港灣仔愛群道九號。



Delia Memorial School, (Tai Fung Avenue) Tai Koo Shing, Hong Kong
地利亞修女紀念學校，香港太古城(中學部太豐路入口)。



Tsim Sha Tsui Learning Centre, TST District Kai Fong Welfare Association, 136A Nathan Road, Kowloon
尖沙咀教學中心，尖沙咀街坊福利會，九龍彌敦道136號A。

COMPLIMENTS 鳴謝

除本學院各教學中心外，本課程手冊的其他派發地點如下：

香 港

上 環	香港中華文化促進中心	干諾道中信德中心西座10樓1001室 干諾道中信德中心西座10樓1004-5室
中 環	恒生銀行(總行)	德輔道中83號
	嘉華銀行(總行)	德輔道中232號
	東亞銀行(總行)	德輔道中10號
	三聯書局	域多利皇后街9號
	當代圖書中心	租庇利街1號喜訊大廈地庫 昃臣道3號香港會所大廈地下
	敦煌圖書(香港)有限公司	昃臣道124號地鐵站 M鋪
	The Law Society of Hong Kong	遮打道11號太古大廈1403-1413室
灣 仔	嘉華銀行	軒尼詩道164號
	東亞銀行	軒尼詩道灣仔大廈
	天地圖書有限公司	莊士敦道30號地庫
	香港記者協會	駱克道348-350號恒發商業大廈15A座
	香港義務工作發展局	駱克道197號地下 軒尼詩道溫莎公爵社會服務大廈管理處
銅鑼灣	恒生銀行	怡和街28號
	嘉華銀行	軒尼詩道451號
	東亞銀行	怡和街46號
	商務印書館	怡和街9 號
	突破書廊	羅素街60號2樓
	當代圖書中心	告士打道280號世貿中心3樓315鋪
	學友社	英皇道43號新興大廈1A
北 角	商務印書館	英皇道395號
鰂魚涌	香港義務工作發展局	英皇道1120號康山花園第六座地下
	商務印書館	吉之島百貨公司3樓
西 環	東亞銀行(香港大學分行)	薄扶林道香港大學本部
	東亞銀行	般含道19-27號
香港仔	東亞銀行	利港中心商場G10號鋪

九 龍

尖沙咀	恒生銀行	加拿芬道18號
	嘉華銀行	麼地道63號好時中心101-110號
	東亞銀行	加連威老道12號
	辰衝書局	樂道13-15號
	尖沙咀街坊福利會	彌敦道136號A
紅 磡	三聯書局	黃埔花園第3期
油蘇地	中華書局	彌敦道450號
	商務印書館	佐敦道13號華豐大廈地下
	突破書廊	吳淞街191號
	敦煌圖書(香港)有限公司	渡船街1-4號地下
佐 敦	嘉華銀行	彌敦道231號
旺 角	恒生銀行 (九龍總行)	彌敦道618號
	東亞銀行	彌敦道638-640號
	商務印書館	彌敦道608號
	中華書局	彌敦道740號A
	當代圖書中心	彌敦道66號金冠大廈地庫
	漢榮書局	通菜街63號A地下
	洪葉書店	西洋菜街61號2樓
觀 塘	中華書局	富仁街88號
	三聯書局	藍田匯景商場1層455鋪
荔枝角	東亞銀行	美孚新邨萬事達廣場N57號鋪

新 界

荃 灣	恒生銀行	大河街30號
	東亞銀行	沙咀道241號
	三聯書局	富華中心3樓
	三聯書局 (葵芳分局)	新都會廣場2樓
	中華書局	沙咀道245號
沙 田	商務印書館	新城市廣場第一期1層165鋪及2層266-270鋪
元 朗	三聯書局	教育路1號千色廣場2樓

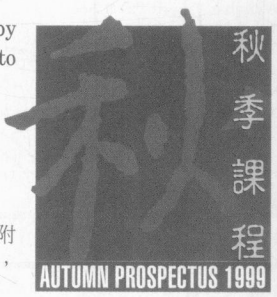
本學院謹向以上協助派發課程手冊之機構、團體致以衷心感謝。

Autumn Prospectus 1999

The next issue of the School Prospectus will be available in early May 1999. If you wish to obtain a copy of the Prospectus, please send in a self-addressed 23cm x 30cm (9" x 12") envelope with postal stamps to the value of $11.50 to : "The Prospectus Counter, School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, Hong Kong". The envelope should be marked "Autumn Prospectus 99". Alternatively, you may collect copies from one of the counters listed on page XVI.

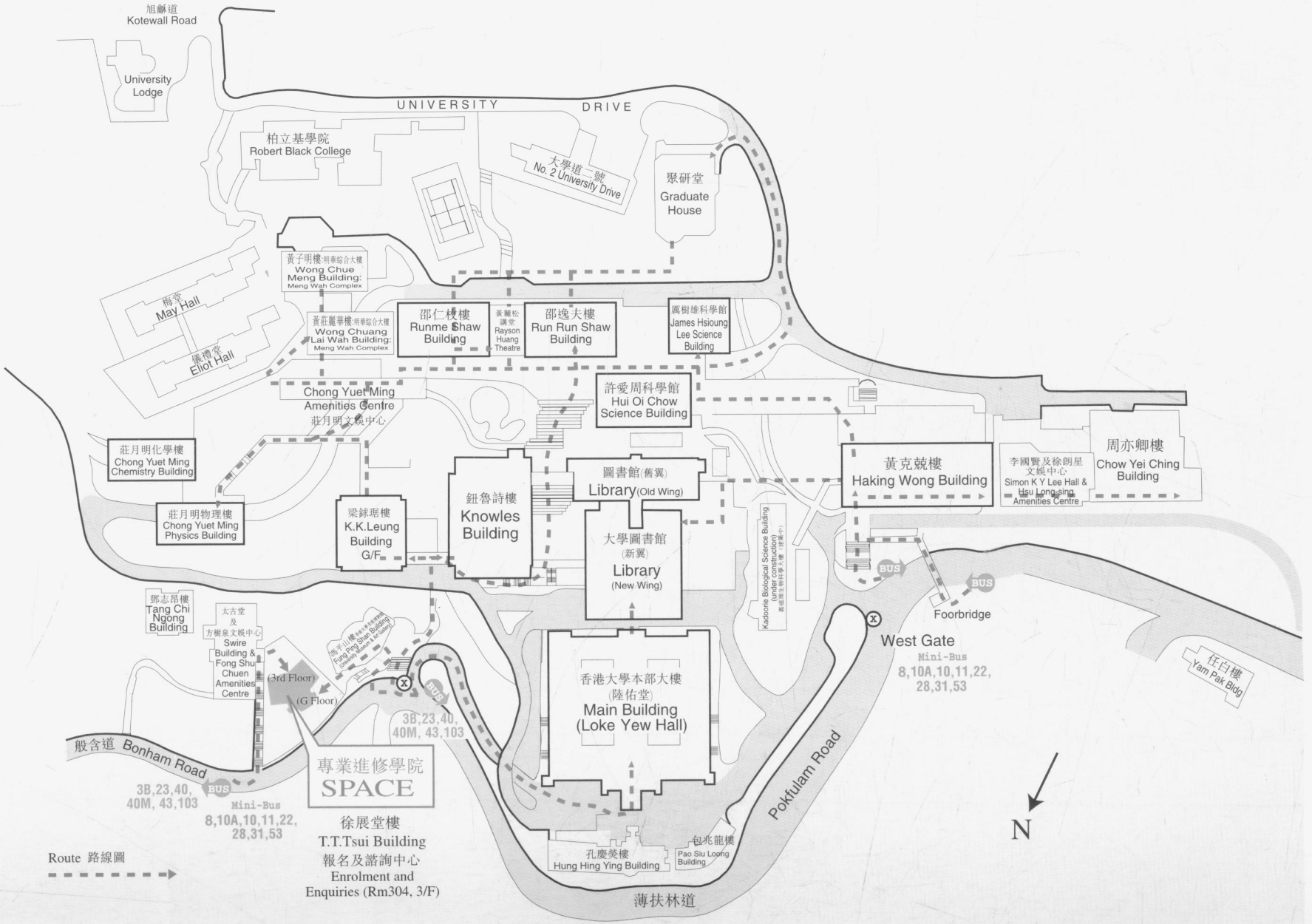
一九九九年秋季課程手冊

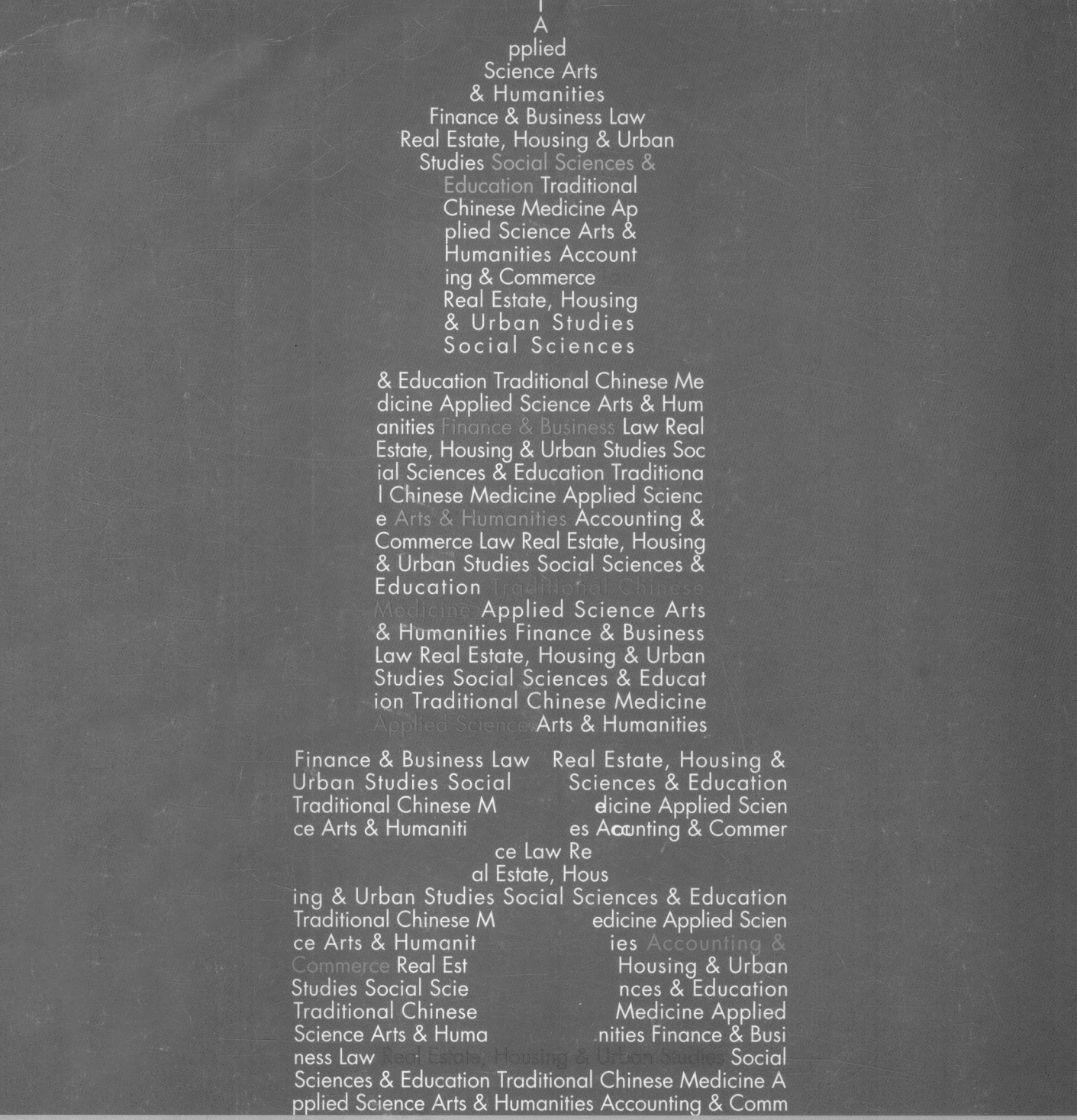
本學院將於一九九九年五月初派發秋季課程手冊。有意索取者請郵寄23cm x 30cm (9" x 12") 回郵信封，並附郵票十一元五角，在信封註明〔郵索九九年秋季課程手冊〕字樣，寄【香港薄扶林道香港大學專業進修學院】，或親臨本學院任何中心索取（地址詳載XVI頁。）



香港大學地圖
專業進修學院本部

University of Hong Kong General Layout
School of Professional and Continuing Education (Head Office)





HOTLINE 諮詢熱線: (852)2559 9771

WEB SITE 網址: http://www.hku.hk/space/
E-MAIL ADDRESS 電郵地址: enquiry@hkuspace.hku.hk

ENROLMENT CENTRES

CAMPUS OFFICE
3/F T. T. Tsui Building,
The University of Hong Kong, Main Campus
Tel:(852) 2975 5680 Fax:(852)2546 3538

ADMIRALTY TOWN CENTRE
3/F Admiralty Centre, Harcourt Road, Hong Kong
Tel:(852) 2559 7628 Fax:(852)2559 4666

NORTH POINT LEARNING CENTRE
14/F, Fortress Tower,
250 King's Road, Hong Kong
Tel:(852)2570 9266 Fax:(852)2508 9349

報名中心

大學本部
香港大學徐展堂樓三樓
電話：(852)2975 5680 傳真：(852)2546 3538

金鐘市區中心
香港夏慤道海富中心三樓
電話：(852)2559 7628 傳真：(852)2559 4666

北角教學中心
香港北角英皇道二百五十號
北角城中心十四字樓
電話：(852)2570 9266 傳真：(852)2508 9349