香港大學專業進修學院

We Provide Lifelong Learning Opportunities

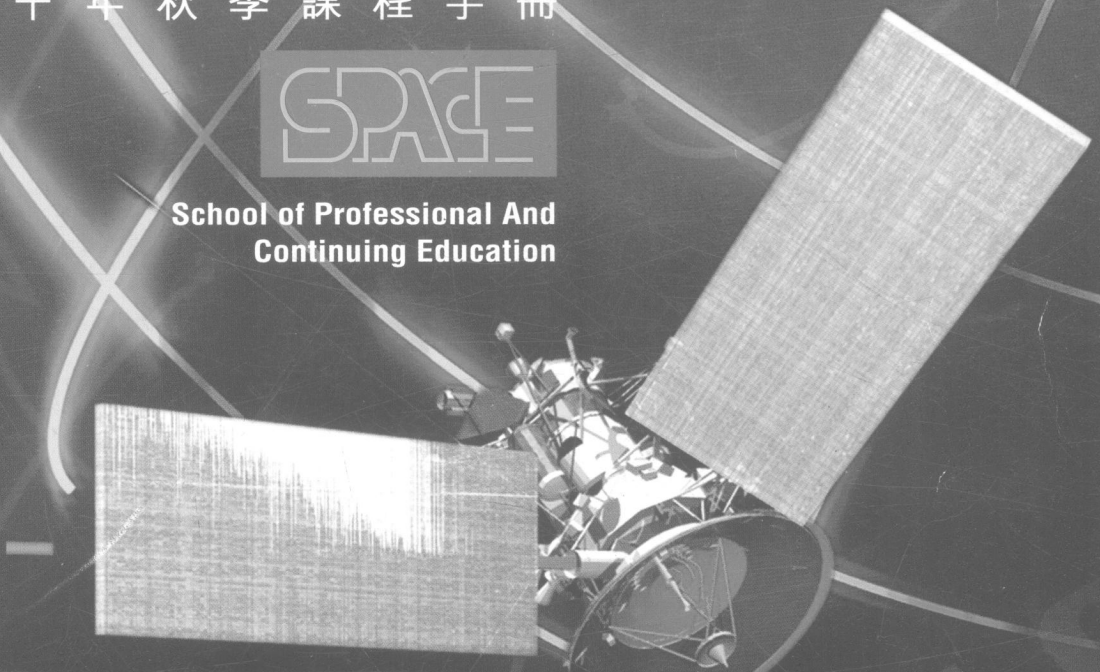
Autumn·2000

PROSPECTUS

二千年秋季課程手冊

SPACE

School of Professional And Continuing Education



The University of Hong Kong

DIRECTORY AND TELEPHONE ENQUIRIES BY DIVISIONS AND SUBJECT AREAS
學部與學科索引及查詢電話

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Message from the Director

院長序言

UNIVERSITY OF HONG KONG LIBRARIES
-7 JUN 2000

The beginning of the new millennium is marked by our continuing efforts to upgrade the quality of our programmes and facilities, and new ventures that significantly expand the scope and dimensions of continuing education in Hong Kong.

One of the most important ventures is the establishment of Hong Kong's first Community College. This capitalises on our strength and experience to realize the calls for education reform made by Government and the community. The College, which will begin its first term this coming September, aims to provide quality, broad-based education as an alternative pathway to conventional post-secondary education. This new initiative has the strong support of the University of Hong Kong and is welcomed by the Government. Graduates of the full-time, 2- or 3-year, credit-based program will be equipped with the knowledge and skills for further study or professional career development.

Our other new endeavours include the development of online courses and web-based learning through the SOUL project, and the opening of the HKU-SPACE Shanghai Extension. Plans are also underway for the opening of other learning centres in Beijing, Guangzhou and Shenzhen.

Innovations can also be found in our new programmes and courses. These include the recent launch of work-based learning studies, a new way to get a degree through structured project assessment in the workplace, and the launch of our full-time Bachelor degree in Traditional Chinese Medicine in September this year. A full range of E-commerce courses has also been developed to meet the needs of society.

Upgrading our facilities to accommodate expansion and provide better service continues. Our Admiralty Learning Centre extension on the 2/F of Admiralty Centre was opened in March. Metallic, glass and wood panellings are the basic design themes to give a modern and "cyber" image. The extension houses 7 classrooms with a seating capacity of 700, and is equipped with simultaneous interpretation facilities and a computer room for 40. There are two other new Centres in Quarry Bay at King's Road and in Tsim Sha Tsui at Nathan Road.

Last, but not least, SPACE is most honoured to announce the setting up of an Advisory Board, whose members are leading community leaders and professionals. They will help to guide the School to achieve its mission and meet the challenge of the future.

Professor Enoch C M Young, Director
May 2000

新紀元伊始，香港大學專業進修學院繼續不斷努力，提升課程和設施的質素，並開拓繼續教育的新領域。

我們的其中一項重要創舉，是開辦香港第一所類似「社區學院」的附屬學院。這是利用學院本來具有的優勢資源和經驗，以具體行動響應政府和社會大眾對教育改革的要求。附屬學院將於今年九月開課；其宗旨是為中學畢業的同學提供另類高質素的和全方位的教育。這一新猷得到了香港大學校方的大力支持，和政府的表態歡迎。學生修畢二年或三年全日制和學分制的課程之後，將具有充份的知識和能力，繼續升學或從事專業發展。

學院的其他重要發展，包括設立網上課程和通過「網上學習平台」計劃推動在線教學；以及在上海開設分校。我們亦正計劃在北京、廣州和深圳開設教學中心。

我們推出的新課程有很多創意。最近開辦的「以工作為本的學習」課程，是通過在工作環境中的學習和評核計劃，以取得學位。我們亦將開辦全日制的「中醫學位課程」；此外，學院開設了一系列電子商貿課程，以應社會需求。

我們繼續致力不斷改善各種設施，以應付擴展的需要和提供更佳的服務。金鐘教學中心在海富中心二樓的擴展部分，在三月舉行了啟用儀式。該中心的設計由金屬、玻璃和櫸木混成，給人一種現代和"數碼"的形像。新部分可提供7個教室及700個座位，並有即時傳譯設備及供40人用的電腦教室。學院另外在　魚涌英皇道和尖沙咀彌敦道成立了兩個新的教學中心。

最後，亦非常重要的，是我們非常榮幸得到了多位社會和專業界領導人士的支持，成立了顧問委員會。該委員會將能指引學院達成其使命和迎接未來的挑戰。

院長楊健明教授
二零零零年五月

Mission Statement 學院宗旨

1. To act as the Extension Arm of the University of Hong Kong in providing access to educational opportunities 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 Learning.
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學習。

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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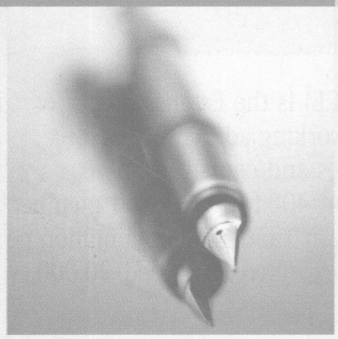

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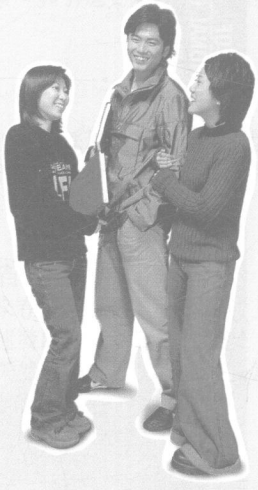

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Introduction to the School 學院簡介

The School of Professional and Continuing Education (SPACE) is the Extension Arm of The University of Hong Kong. The mission is to provide learning opportunities for working adults for personal, professional and career development. The School now offers some 1,300 programmes and courses each year and is the largest tertiary institution of continuing education in the region. It has about 400 full-time staff members, supported by about 1,900 experienced part-time teachers. Since its establishment in 1956, close to a million people have enrolled on different SPACE courses. Total enrolment in 1999-2000 is expected to exceed 90,000, which is equivalent to more than 14,000 full-time students.

專業進修學院是香港大學的外展教學部門，其宗旨是為在職人士提供有助個人、專業和事業發展的各種學習機會。學院每年開辦的課程多達1,300項，是全港提供持續教育最具規模的專上院校。學院目前約有全職教職員400名，及兼職教學人員超約1,900名。自一九五六年成立至今，已有接近100萬人次修讀過學院的課程。一九九九至二000年度的報讀人數估計逾9萬人，相等於超過14,000名全日制學生。

DIVISION OF ACCOUNTING & COMMERCE
會計及商業學學部

DIVISION OF APPLIED SCIENCE & INFORMATION TECHNOLOGY
應用科學及資訊科技學部

DIVISION OF HOUSING & BUILT ENVIRONMENT
房屋及建造環境學部

DIVISION OF TRADITIONAL CHINESE MEDICINE
中醫藥學學部

DIVISION OF LAW
法律學部

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

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

DIVISION OF FINANCE & BUSINESS
金融及商貿學學部

Academic Levels of Courses

Each year, 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

課程

學院每年開辦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。這些課程所頒授的學歷程度如下：

- 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

Introduction to the School 學院簡介

The global network

One of the greatest strengths of the School is its wide network of collaboration with both local and overseas institutions, ranging from internal faculties of The University of Hong Kong to other tertiary institutions and professional bodies. Geographically this network extends to the United Kingdom, Canada, U.S.A., Australia, New Zealand and Mainland China. The School actively explores new opportunities for collaboration in order to strengthen its international connections and present the best programmes of study for the Hong Kong community. We plan to extend operations in Mainland China from Autumn 2000.

New Technology

A major endeavour of the School at present is to harness the best in new technology to serve its students. We are introducing a web-based platform to provide on-line support for all students, forging e-Education partnerships and developing local on-line courses so that SPACE students can benefit from the latest applications of technology in learning.

Lifelong Learning

As a long-time proponent of Lifelong Learning in Hong Kong, the School is delighted to see that in recent years, the importance of continuing education has been increasingly recognised by the community at large. The advances in knowledge and technology and the trend to globalization have made it imperative for people at all levels of educational and professional achievement to pursue Lifelong Learning to keep abreast of the latest developments. Without natural resources of its own, Hong Kong in particular has to depend on the quality of its people to maintain its competitive edge and its premium position. The School is fully committed to making this learning process an exhilarating and rewarding experience for all its participants.

遍佈全球的合作網絡

學院的一個重要優勢，是我們與本地及海外各大機構的龐大合作網絡。這網絡包括香港大學校內各學院和其他學術機構和專業團體，並在地理上伸展至英國、加拿大、美國、澳洲、紐西蘭及中國大陸。學院不斷積極開拓更多的合作機會，以加強國際聯繫，和引進更多優質的課程給香港的進修人士。同時，學院正計劃從今年秋季起，在中國內地辦學。

新科技

學院目前正致力採用最新的科技為學員服務。我們建立了學院的網上平台，給學員提供學習支援;又與外界進行各種電子教育的合作計劃，和發展自己的網上課程;讓學員能自最新教學科技的應用中受惠。

終生學習

學院多年來在香港推動「終生學習」。近年來，持續教育的重要性遂漸被社會大眾廣泛認同，我們深感興奮。隨著知識與科技的迅速發展及全球化的大趨勢，不同學歷和專業背景的人士，若要趕上最新的知識及發展潮流，就必須終生學習。香港既缺乏天然資源，就更需要高質素的人才，以維持其競爭力和優越地位。學院將竭誠盡力，讓學員能在學習的過程中享受其樂趣並從中得益。

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

Mr. John Cribbin,
School Secretary & Registrar
學院秘書及學務長 —
祁樂彬先生

SPACE Governance 學院管理

School Advisory Board 學院顧問委員會

Chairperson 主席	Dr. Cheng Hon Kwan 鄭漢鈞博士
Ex Officio Members 當然委員	Professor Y.C. Cheng, Vice-Chancellor, HKU 香港大學校長鄭耀宗教授
	Professor E.C.M. Young, Director 院長楊健明教授
	Dr. M.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
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	Dr. Chow Yei-ching 周亦卿博士
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	The Hon. Fok Tsun Ting, Timothy 霍震霆先生
	Dr. Peter C.Y. Lee 李仲賢醫生
	Mrs. Eleanor Ling 林李靜文女士
	Mr. Anthony Francis Neoh 梁定邦先生
	The Hon. Tam Yiu Chung 譚耀宗先生
	Mr. Peter H.Y. Wong 黃匡源先生
	Dr. Philip K.H. Wong 黃乾亨先生
	Professor K.M. Cheng 程介明教授 (HKU 香港大學)
	Professor R.T.T. Young 楊紫芝教授 (HKU 香港大學)
	Mrs. Y.L. Cheng HKU 鄭鍾幼齡女士 (HKU 香港大學)
	Ms. Jennifer Ng HKU 黃玉虹女士 (HKU 香港大學)
Secretary 秘書	Mr. John Cribbin 祁樂彬先生

Board for Continuing and Professional Education and Lifelong Learning 持續專業教育及終生學習委員會

Chairperson 主席	Professor Y.C. Cheng, Vice-Chancellor, HKU 香港大學校長鄭耀宗教授
Vice-Chairperson 副主席	Professor S.L. Wong, Pro-Vice-Chancellor (Academic), HKU 香港大學副校長黃紹倫教授
Four Senate Members	Professor Francis Chin 錢玉麟教授
四位教務委員會委員	Professor Nelson Chow 周永新教授
	Professor R.C.C. Ko 高振中教授
	Professor David Tse 謝貴枝教授
Two Members from the SPACE Advisory Board	Dr. Peter C.Y. Lee 李仲賢醫生
兩位顧問委員會委員	Mr. Philip K.H. Wong 黃乾亨先生
Ex-officio SPACE Members	Professor E.C.M. Young, Director 院長楊健明教授
香港大學專業進修學院當然委員	Dr. M. 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
One Representative from each of the eight	Mr. D. Lam 林孝仁先生
SPACE Divisions 學院各學部代表	Dr. F.T. Chan 陳訓廷博士
	Mr. R. Booker卜克先生
	Ms. J. Ng 黃玉虹女士
	Dr. T.M. Kwong 鄺子文博士
	Mr. M. Fisher
	Mrs. Y.L. Cheng 鄭鍾幼齡女士
	Professor Sarah Hui 許少珍教授

SPACE Management Board 學院管理委員會

Chairperson 主席	Professor S.L. Wong, Pro-Vice-Chancellor (Academic),HKU 香港大學副校長黃紹倫教授
Members 委員	Professor Y.C. Cheng, Vice-Chancellor, HKU 香港大學校長鄭耀宗教授
	Mr. Darwin Chen 陳達文先生
	Mr. John Choa 蔡永燦先生
	Professor Nelson Chow 周永新教授
	Professor R.C.C. Ko 高振中教授
	Mr. Philip Lam, Director of Finance 財務總監林炳麟先生
	Professor E.C.M. Young, Director 院長楊健明教授

Staff Directory 教職員表

Directorate 院長室

Director 院長

Professor YOUNG, Enoch C.M.	楊健明	BSc (Special) *HK;* PhD *Brist;* MInstP; FRAS

Deputy Directors 副院長

LUK, Michael Y.L.	陸人龍	BA, MPhil *HK;* PhD *Tor*
SHEN, S.M.	沈雪明	BA, PhD *HK,* MSc *Lond;* DIC

School Secretary & Registrar 學院秘書及學務長

CRIBBIN, John A.	祁樂彬	BSc *Lond;* MSc *Leic*

Academic Staff 教學人員

Principal Programme Directors 首席課程主任

HUI, Sarah S.C.	許少珍 (Professor – Reader 教授)	BSc, PhD *Brad;* CBiol; MIBiol (Head, Division of Traditional Chinese Medicine)
NG, Wilson W.S.	吳偉成 (Associate Professor 副教授)	MSc *Strath;* PhD *HK;* DipApplied MicroBiol *Strath;* CBiol; MIBiol; FIBMS
WONG, Owen H.H.	黃康顯 (Senior Lecturer 高級講師)	MA *HK;* PhD *Cantab;* FIL (until 30 June 2000)

Senior Programme Directors 高級課程主任

BOOKER, R.M.	卜克 (Lecturer 講師)	MA, PGCE *Oxon* (Head, Division of Arts & Humanities)
CHAN, F.T.	陳訓廷 (Associate Professor 副教授)	BSc, MPhil, MBA, PhD *HK;* CEng; MBCS; MHKCS; MHKIE (Head, Division of Applied Science & Information Technology)
CHENG CHUNG, Y.L.	鄭鍾幼齡 (Associate Professor 副教授)	BSocSc *HK;* MPhil *CUHK* (Head, Division of Social Sciences & Education)
CHEUNG, Bruce S.N.	張少能 (Lecturer 講師)	BSc, MPhil, PhD *HK*
DAVIES, Bronwyn L.	(Lecturer 講師)	LLB *Auck;* MMgt *Macq;* Barrister and Solicitor of the High Court of New Zealand; Solicitor of the Supreme Court of England and Wales and High Court of Hong Kong
FISHER, M.J.	(Lecturer 講師)	LLB *Manc;* MA *Brunel;* CertEd *Manc;* Barrister of Gray's Inn (Head, Division of Law)
+ HO, K.K.T.	何冠驥 (Lecturer 講師)	BA *CUHK;* AM, PhD *Ill;* LLB *Lond;* PCLL *HK;* Barrister of the High Court of Hong Kong
KENNEDY, P.	甘令德 (Lecturer 講師)	BA *Wales;* MA *Sussex;* MA(ApplLing) *Essex;* MPhil *Dub;* CertEd *Lond;* DipTEFL *Roy Soc of Arts*
KWONG, T.M.	鄺子文 (Assistant Professor 助理教授)	MA, PhD *Georgia* (Head, Division of Housing & Built Environment)
LAM, David H.	林孝仁 (Assistant Professor 助理教授)	BA *Macalester Coll;* CA; CMA; FHKSA (Head, Division of Accounting and Commerce)
LAM, Keith P.C.	林培燦 (Associate Professor 副教授)	BCom *Dalhousie;* MBA *McGill;* PhD *Manc;* CGA (Associate Head, Division of Accounting and Commerce)
LUNG, Rachel W.C.	龍惠珠 (Assistant Professor 助理教授)	PhD *Essex*
NG, Jennifer G.H.	黃玉虹 (Associate Professor 副教授)	BA *S Fraser;* MSocSc, PCEd *HK* (Head, Division of Finance and Business, Acting College Principal, HKU SPACE Community College)
SODUSTA, J.	舒婕素 (Lecturer 講師)	BScEd, MA *San Carlos;* PhD *Calif*
TAN-UN, K.C.	阮陳健貞 (Associate Professor 副教授)	BSc *Bath;* MSc *Lond;* PhD *HK*
TSE, Moses Y.K.	謝銳光 (Assistant Professor 助理教授)	BA, BEd, MEd *Murdoch;* RNT *Lond*
WONG, Gemma K.C.	黃羅錦注 (Assistant Professor 助理教授)	BSocSc *Wolv;* MPhil *HK;* RN
WONG, N.K.	黃雅各 (Associate Professor 副教授)	BTCM *Shanghai TCM*
WU, Stephen W.N.	胡永年 (Lecturer 講師)	BSc, PhD *HK*

Programme Directors (Teaching Consultants) 課程主任 (教學顧問)

BROWNE, E.A.		BSocSc *Liv;* CPE *Manc;* Solicitor of the Supreme Court of England and Wales
CHAN, Renée P.L.	陳碧蓮	BFA *Long Beach;* MSc *Bank St/Parsons*
CHAN, BenjaminT.Y.	曾德源	BSc *Santo Tomas;* MPhil *HKPU;* CBiol; MIBiol; FRSH
CHAN, Y.H.	陳以漢	BA *CUHK;* MA *Missouri*
CHENG, May M.C.	鄭明真	BSc, MHA *NSW;* PhD *HK*
DENDLE, E.A.	杜麗莎	BEd *Lond;* MSc *Lough*
HO, Michael H.C.	何浩祥	BA, MA *Guelph,* PhD *Tor*
HO, Y.K.	何月貴	BEcon *Malaya;* FCII

NG, S.M.	吳兆文	BSc *HK;* PgD *CUHK;* MSc *HK* (from 1 Sept 2000)
SUN, Wendy M.Y.	孫敏宜	BA *Manit;* MEd *Sheff*
WHITFORT, Amanda		BA, LLB *Melb;* Barrister and Solicitor of the Supreme Court of Victoria and the High Court of Australia
WONG, Evia O.W.	黃靄雲	PDipQS *HKPU;* MBA *Syd;* PhD *S Aust;* MCIOB, MAPM; MHKIB; MHIREA; FAIBA; MIMgt; Chartered Builder

Programme Managers 助理課程主任

CHAN, Flora K.C.	陳潔貞	BSocSc *HK;* MSc *NUI*
CHAN, Y.B.	陳瑤冰	BBA *HKBU;* MEcon *HK*
CHO, Jackson K.S.	曹吉蓀	BSocSc *Lingnan;* MA *Hull*
Fu, Raymond S.W.	傅仕偉	BSc *Liverpool;* MSc *Salford;* DipEd *CUHK;* MACS
HA, Stephen C.F.	夏志輝	BSocSc *Lingnan;* MA *Essex*
HUNG, Albert W.K.	熊運球	BSSc *CUHK;* BA *York;* MA *City UHK;* MInst M
KAN, Sam C.F.	簡頌輝	BMus, MBA *McGill;* HIA; FLMI; FTCL
KWOK, L.K.	郭麗娟	BA, MPhil *City UHK*
LAM, Jenny L.K.	林立佳	BMed *Beijing TCM*
LAM, Doris W.W.	林衛華	BSc Tech *Syd;* MPhil *HK*
LAU, Milton C.H.	柳志康	BSc *Lond;* BSc *HKPU;* BBus *Monash;* PGC *City UHK;* MSc *HKUST;* AHKIS; ARICS; AHKSA; CPA (Aust); RPS (GP)
LEE, Ruby P.W.	李寶雲	BBus *Deakin;* MBusSys *Monash*
LI, Emily N.	李妮	BSSc *CUHK*
MAN, Thomas W.Y.	萬穎恩	BSc *Warick;* MA Reading
NG, Simon T.M.	吳達明	LLB, *City UHK;* MPhil *CUHK*
TSE, Sonny H.M.	謝慶綿	BScMed *China Med*
WONG, Allen M.W.	黃文華	BA *McMaster;* MInstAM; OMDP
WONG, Helen H.Y.	黃起妍	BSc *London;* GIMA
WONG, Helen L.	王玲	BMed *Guangzhou TCM*
WONG, Eilly Y.L.	黃綺妮	BSW, MPhil *HK*
YAU, Josephine S.Y.	游樹瑛	BA *HKPU;* MBA *HK;* ACCA; AHKSA
YIU, Benjamin C.P.	姚展鵬	BA, MArch *HK;* Registered Architect; HKIA; RIBA; RAIA

Tutors 導師

CHAN, Ringo Y. K.	陳耀光	BA *Winnipeg;* MA *Tor*
MOK, Daniel S.C.	莫兆財	BSc *Oregon State;* MM Willamete
NARWANI, Sangeeta A.		MBA *Leic*
WAH, Philip W.Y.	華偉賢	BMath, MAcc *Waterloo;* CPA (US)
WAN, Jarrad W.F.	溫穎芳	BEd *Liverpool;* PDip Ed *CUHK;* MCom *NSW*
WONG, Simon H.Y.	黃慶恩	LLB *HK;* JSM *Stanford*

Course Director (Special Subject) 專科課程主任

LIU, Matthew T.Y.	廖天佑	AArt *CSM;* BSc *Ariz;* MArch *Virg Tech*

Programme Consultant & Co-ordinator 課程統籌顧問

+ FONG, Peter K.W.	方國榮	BSSc *CUHK;* MUP, PhD *NYU;* RPP, FHKIP, MAICP, MRAPI, MCIT, MIID,MIMgt, MHKPAA

Programme Co-ordinator 課程統籌主任

TAO, Ivy, H.H.	道書華	BS *Purdue;* MSc *London*

Teaching Assistant 助教

CHEUNG, Carmen Y.C.	張玉珍	BSc *London*

Senior Medical Technologist 高級醫科技師

FOO, Arnold S.Y.	傅詩恩	BSc *East Tenn;* MSc *Virg Tech;* FHKMTA

TCM Associate Professors 中醫藥學部副教授

LEUNG, Y.H.	梁延熙	BMed *Hubei TCM Coll*
NG, M.P.	吳文豹	Diplomate in TCM (Orthopaedics & Traumatology/Tui Na) *Shanghai TCM*
YIM, Y.M.	嚴玉薇	Diplomate in Acupuncture *Shanghai TCM*

TCM Assistant Professors 中醫藥學部助理教授

CHAN, Y.S.	陳日升	BTCM *Guangzhou TCM*
CHEN, Benjamin B.Z.	陳炳忠	BMed MMed *Guiyang Med Coll;* MD *Melb*
CHEUNG, T.F.	章彤輝	MBBS *Guangzhou Med Coll;* PhD *HK*
FENG Y.B.	馮奕斌	BMed MMed *Yunnan TCM Coll;* MD *Hokkaido*
LUO, W.Q.	羅偉權	BTCM *Guangzhou TCM;* MSc, PhD *Shizuoka*
SUN, L.L.	孫徠齡	BTCM *Shanghai TCM*
YEUNG, S.K.	楊順坤	BTCM *Yunnan TCM Coll*
ZHOU, J.F.	周杰芳	BMed, MMed, *Guangzhou TCM*

TCM Lecturers 中醫藥學部講師

CHEUNG, K.S.	張群湘	BTCM *Guangzhou TCM*
CHU, O.M.	朱鷁美	Diplomate in TCM, *Shanghai Staff Medical Coll*
LAI, L.	勵莉	BTCM, *Tientsin TCM*
WONG, Y.Y.	王如躍	BTCM *Guangzhou TCM*
YIU, Y.M.	姚韌敏	BTCM *Shanghai TCM*

TCM Physicians 中醫師

GUO, Z.	郭轉	BTCM *Henan TCM Coll*
SHAO, S.J.	邵素菊	BTCM, *Henan TCM Coll*
ZHU, X.M.	朱現民	BTCM, *Henan TCM Coll*

TCM Visiting Associate Professor 中醫藥學部客座副教授

LI, Z.Z.	李祖珍	MB *Beijing Med*

TCM Visiting Assistant Professors 中醫藥學部客座助理教授

HE, T.Z.	何濤贊	Diplomate in Medicine, *Guangdong Sch of Health*
LI, L.	李磊	BMed, MMed, MD *Shanghai TCM*
XU, G.Y.	徐光耀	Diplomate in Tui-na *Shanghai TCM*

Visiting Research Fellow 客座研究員

CHEUNG, Albert C.	張熾堂	BS *Stanford;* MA, PhD *Berkeley;* CEng, FHKIE, FIEE, MIEEE,CISA

Visiting Assistant Professor 客座助理教授

KALMUND, P.R.		BEd, MEd *La Trobe*

Honorary Professor 名譽教授

CHAN, Jimmy W.C.	陳永昌	BSc, MA(Ed), DipEd *HK;* BScSp, AcDipEd, MPhil, PhD *Lond;* FCS, FZS, MIBiol, ABPsS, FCP, *Lond;* FHKPsS *HK*

Honorary Senior Lecturers and Honorary Associate Professors 名譽高級講師及名譽副教授

CHAN, C.W.	陳智榮	MBBS *HK;* FRCPath; FRCPA; FIBMS; FHKAM (Pathology)
CHAN, K.W.	陳國華	MBBS *HK;* FRCPath; FHKCPath; FHKAM (Pathology)
CHAN, Eric Y.T.	陳育達	BSc(Biomed Sc), MBBS *HK;* MSc, PhD *Birm;* MRCPath; FRCPA; FHKCPath; FHKAM(Pathology)
HOLFORD, J.A.K.		BA *Oxon;* MSc *Sur;* PhD *Edin*
KVAN, E.		MBE; Candtheol *Copenhagen;* HonDSocSc *HK*
LAM, A.S.L.	林舜玲	BA *Sing;* MA *Sing Nat;* PhD, CertTESOL *Pitt*
LEUNG, K.N.	梁國南	BSc *CUHK;* PhD *ANU*
LUK, John M.C.	陸滿清	BSc, MPhil, *HK;* DMedSci *Sweden*
PEIRIS, J.S.M.		MBBS *Ceylon;* DPhil *Oxon;* FRCPath
TAM, V.K.K.	譚國權	MBBS HK; ABIM; ABN; FHKCP; FHKAM; FACP

Honorary Lecturers and Honorary Assistant Professors 名譽講師及名譽助理教授

CHING, T.H.K.	程漢祺	BSc, MBBS *NSW,* BAppSc (Acupuncture) *UTSyd;* ACA
FONG, K.Y.	方光怡	BBA (Acctg & Eco), MBA *S Fraser*
FU, K.H.	傅健行	MBBS *HK;* MRCPath; FRCPA; MIAC; FHKCPath; FHKAM (Pathology)
FUNG, M.C.	馮明釗	BSc, MPhil *CUHK;* PhD *ANU*
LAM, K.Y.	林敬賢	MBBS *HK;* FRCPA; FHKCPath; FHKAM; MIAC
LEE, J.S.K.	李世杰	BSc *Hull;* PhD *HK;* CBiol; MIBiol; CChem; MRSC; FACB

LEUNG, P.S.	梁炳兆	BSc *Lond;* MSc *Newcastle-upon-Tyne;* FIBMS
LI, Paul W.C.	李偉正	BSc *Brad;* MPhil *CUHK;* AIMLS; CBiol
LING, Julia M.L.	凌美麟	BSc, MPhil, PhD *HK;* MLS *W Ont*
LOKE, S.L.	陸士龍	MBBS *HK;* MRCPath; FHKCPath; FHKAM
MA, Edmond S.K.	馬紹鈞	MBBS *HK;* MRCP *UK;* MRCPath; FRCPA; FHKCPath; MHKCP; FHKAM (Pathology)
MA, Vincent S.M.	馬兆明	BBA *CUHK;* MBA *Br Col;* CPA *US;* FHKSA
SHEK, Tony W.H.	石維雄	MBBS *HK;* FRCPA; FHKCPath; FHKAM (Pathology)
YAM, W.C.	任永昌	BSc *Lond;* PhD *HK;* CBiol; MIBiol; FIBMS
YEUNG, M.L.Y.	楊樂賢	BAppSc (Acupuncture) *UTSyd;* MBBS *HK;* FRCS *Edin;* FHKAM (Orth)
YIP, Timothy T.C.	葉德俊	BSc *Lond;* PhD *HK*

Administrative Staff 行政人員

Finance Director	財務總監	
CHANG, Y.C.	張賢鈞	BSocSc *HK;* ACIB; AHKIB; CDipAF; MMS; FCIS; FCS; FAIBA
Human Resources Director	人力資源總監	
LEE-WONG, Janice C.K.	李黃靜堅	BA, PgD Mgt Stud *HK;* MAIS *City PHK;* MIHRM
Senior Administration Manager	高級行政經理	
LEE, Susanna S.Y.	李淑仁	BA, MBA, DipEd *CUHK* (until 6 August 2000)
LEUNG, Margaret K.H.	梁健馨	BA *HK*, Dip Executive Studies *N. London Poly* (from August/September 2000)
Senior Public Affairs Manager	高級公共事務經理	
HUNG, Helen S.H.	熊少康	BA *HK*
Senior Quality Assurance Officer	高級學術質素主任	
NG, Deborah W.C.	伍慧珠	BA *HK*
Senior Research & Development Officer	高級研究及發展主任	
LEE, Eddy W.C.	李偉才	BSc *HK;* PhD *NSW;* DMS *CUHK*
Accounting Officer	會計主任	
MA, Teddy H.W.	馬浩和	MBA *OUHK;* FCCA; ACMA; AHKSA; ACIS; ACS
Human Resources Executive	人力資源主任	
CHAN, Heidi S.Y.	陳少英	MInstAM (AdvDip); MMgt *Macq;* Legal Executive
Quality Assurance Executive	學術質素主任	
TSA, Sophie K.P.	謝錦萍	BA *HK;* MInstAM(AdvDip)
WONG, Lora M.Y.	黃敏儀	BCogSci *HK*
Research & Development Executive	研究及發展主任	
CHEUNG, Dorothy W.Y.	張慧儀	BBus (Bkg&Fin) *Monash;* MSc *NUI;*BRS PUU; AIB
LEUNG, Ivy P.Y.	梁碧儀	BA *Lanc;* MA *York;* RSW
Divisional Affairs Executive	學部事務主任	
HUI, Teresa Y.M.	許綺雯	DMS *HKPU;* MBA *Strath;* ACMA; AHKSA
IP, Agnes W.Y.	葉穎怡	BComp (Comp. Sci) *Monash*
IP, Josephine T.T.	葉德棠	BA *Queen's*
MUI, Andrew C.Y.	梅湛恩	BA *HK*
NG, Blondie K.W.	吳嘉華	BSocSc *HK;* MBA *Leic*
Office Administration Executive	行政主任	
YU-CHEUNG, Karen Y.M.	俞張婉薇	BSocSc *HK*; MBA *CUHK*
Learning Centre Manager 教學中心經理		
LI-SIN, Jenny L.W.	李冼麗華	BSc *Brist;* CPE *ManMU*

Public Affairs 公共事務

Public Affairs Manager	公共事務經理	
LIU, Diana M.W.	廖敏華	BA *Simon Fraser*
Public Affairs Executive	公共事務主任	
MOK, Bonnie S.C.	莫淑貞	BA *CUHK*
YEUNG, Irene O.Y.	楊愛恩	BSocSc, MPhil *HK*
Design Manager	設計經理	
CHOW, Amy Y.M.	周婉美	BFA, MFA *Acad of Art Coll*

Computing Services 電訊服務

Computing Services Manager	電訊服務經理	
NG, Patrick C.S.	吳志森	BSc *HK;* MSc *Wales*
Assistant Computer Officers	助理電腦主任	
CHAN, Ivan Y.K.	陳賢傑	BSc *OUHK*
SUEN, W.F.	孫永輝	BA *City UHK;* CISA

Management Information System 管理資訊系統

MIS Manager 資訊系統經理		
MAK, Keith I.K.	麥瑛琪	BSc *Jinan;* MSc *Melb*
Assistant MIS Manager	助理資訊系統經理	
CHAN, Ricky W.K.	陳榮光	BEng, MPhil *HK*
Assistant Computer Officers	助理電腦主任	
CHAN, Wyman W.M.	陳偉文	BEng *HKUST*
CHENG, Sonny F.M.	鄭福銘	BSc *NLond;* IMIS (IDPM)
CHUI, Helen Y.L.	崔婉玲	BSc *Waterloo*
HO, Eric S.Y.	何詩賢	BSc *Winnipeg*
LAI, Janet P.K.	黎沛坤	BSc *Birmingham;* HDip *HKPU*
LEE, Milky S.	李茜	BSc *Wollongong*
NG, Alison K.F.	吳健芳	BSc, MSc *CUNY*

SPACE Online Universal Learning Project (SOUL) 網上學習平台項目

Assistant Computer Officers 助理電腦主任		
LEE, Joseph K.W.	李國偉	BSc, MSc *HK*
LIU, W.K.	廖煒強	BSc *Warwick;* HDip *HKPU*
LO, Anna W.K.	盧慧筠	BSc *Macq*
WONG, Bob K.M.	黃健敏	BSc *Lond*
YAU, Joe C.K.	邱祖淇	BMath *Waterloo;* MPhil *HK*
YUNG, Venus W.L.	容慧靈	BSc *LGU*

Community College 附屬學院

Acting College Principal 署理校長		
NG, Jennifer G.H.	黃玉虹 (Associate Professor 副教授)	BA *S Fraser;* MSocSc, PCEd *HK*
College Administrative Secretary 教務主任		
TSANG, Currie	曾嘉勵	BSocSc, MSocSc *HK* (from July 2000)

+ Part-time 兼職

Enrolment Procedures 報名手續

Application Procedures 報名方法

1. Use the enclosed standard form for first-come, first-served courses. Award-bearing and professional courses have their own special forms, which are available on request from relevant subject areas.
以「先到先得」為取錄方式的課程，請用內附的報名表。申請學歷頒授及專業課程，須用專用的課程報名表，可向有關學科負責人索取。

2. Bring or post the completed form(s), together with the appropriate application/course fee(s) and any required supporting documents to any of the Centres listed below.
親往報名中心或以郵遞方式，呈交申請表格、學費以及所需証明文件。

3. Alternatively, use the 24-hour Internet Enrolment Service for general and short courses. Our School's website is: http://www.hku.hk/space/
或利用24小時的電腦網絡報名服務，報讀短期及興趣課程。學院網頁 http://www.hku.hk/space/

Unless otherwise stated, the closing date for application is 12 working days before the starting date of a general and short course. Late applications will only be considered if there are still vacancies.
除特別註明外，短期及興趣課程的報名截止日期，一般是開課日期前的十二個工作天。逾期申請祇會在名額未滿的情況下辦理。

Enrolment Centres 報名中心

Admiralty Learning Centre

3/F Admiralty Centre, 18 Harcourt Road, H.K.
(access via the Shopping Arcade escalators through Exit A, Admiralty MTR Station)
金鐘教學中心
香港金鐘夏慤道**18**號海富中心**3**樓
(金鐘地鐵站A出口，經海富中心商場自動行人電梯上)

Tel 電話：2559 7628 Fax 圖文傳真：2559 4666
Opening Hours 辦公時間：
(Weekdays) (星期一至五) 上午 8:30 a.m. - 下午 7:30 p.m.
(Saturdays)(星期六) 上午 8:30 a.m. - 下午 5:30 p.m.

Tsim Sha Tsui Learning Centre

UG/F, Austin Tower, 22-26A Austin Avenue, Tsim Sha Tsui, Kowloon
(Exit D, Jordan MTR Station)
尖沙咀教學中心
九龍尖沙咀柯士甸路22-26號**A**好兆年行地下(佐敦地鐵站D出口)

Tel 電話：2376 6700 Fax 圖文傳真：2302 1609
Opening Hours 辦公時間：
(Weekdays) (星期一至五) 上午 8:30 a.m. - 下午 7:30 p.m.
(Saturdays)(星期六) 上午 8:30 a.m. - 下午 5:30 p.m.

North Point Learning Centre

14/F Fortress Tower, 250 King's Road, North Point, H.K.
(Fortress Hill MTR Station)
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)

Tel 電話：2570 9266 Fax 圖文傳真：2508 9349
Opening Hours 辦公時間：
(Weekdays) (星期一至五) 上午 9:30 a.m. - 下午 6:00 p.m.
(Saturdays)(星期六) 上午 9:30 a.m. - 下午 12:30 p.m.

HKU Campus

Rm 304, 3/F T.T. Tsui Building,The University of Hong Kong, Pokfulam Rd, H.K. (Next to Swire Hall)
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)

Tel 電話：2975 5680 Fax 圖文傳真：2546 3538
Opening Hours 辦公時間：
(Weekdays) (星期一至五) 上午 8:30 a.m. - 下午 6:00 p.m.
(Saturdays)(星期六) 上午 8:30 a.m. - 下午 12:30 p.m.

Enrolment counters are not open on Sundays and Public holidays. 報名中心於星期日及公眾假期休息。

Fee Payment 付款方法

1. Pay the fee by crossed cheque or bank draft made payable to "HKU SPACE" by cash or by EPS at the enrolment counter.
所有費用，請以劃線支票或銀行本票，抬頭書名「香港大學專業進修學院」，或以現金或「易辦事」繳付。

2. DO NOT send cash. SPACE will not be responsible for any loss of payment sent by mail.
請勿郵寄現金。學院對因郵遞失誤而遺失的付款，概不負責。

3. Fees paid are not refundable except as statutorily provided or under very exceptional circumstances.
除特殊情況及法例規定外，一切已繳費用，概不退還。

4. Fees and places on courses cannot be transferred from one applicant to another.
學費及學額不得轉讓他人。

5. For general and short courses, applicants may be required to pay the course fee in cash or by EPS if the course will start shortly.
如報讀之短期及興趣課程開課在即，學院可要求申請者以現金或「易辦事」繳付學費。

6. Receipts will be issued for fees paid but SPACE will not be responsible for any loss of receipt sent by mail.
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而遺失的付款收據，概不負責。

7. For additional copies of a receipt, please send a self-addressed envelope with sufficient postage, a completed form and a crossed cheque for $30 (for each copy) made payable to "HKU SPACE". Such copies will normally be issued only after the end of a course.
申請額外的收據，每張港幣三十元。請以劃線支票支付，抬頭書名「香港大學專業進修學院」，並連同貼妥郵票的回郵信封及申請表交回本學院。補發的學費收據通常於課程完結後寄出。

8. Some of the fees can be settled by Payment by Phone Service (PPS). Students will be notified of such payment method directly.
學員可以透過「繳費聆」服務繳付費用。學院將與有關學員直接聯絡。

Entry Requirements and Admission 入學條件及取錄方式

General and Short Courses 短期及興趣課程

1. Admission is normally made on a first-come, first-served basis.
一般皆以「先到先得」方式取錄學員。

2. Students may assume that their applications have been accepted, and should attend the course as scheduled, unless they hear from us before the course starts.
除特別通告外，學員可自行依照課程手冊或學院網頁所列的時間，到有關的地點上課。

Award-bearing and Professional Programmes 學歷頒授及專業課程

1. Admission is by selection (interview or entry test/examination). Entry requirements are specified in the course descriptions.
申請人須符合相關的入學資格，並成功通過甄選程序 (如面試或筆試)，方被取錄。詳情請參閱手冊內的個別課程資料。

2. Successful applicants will be notified of the result as soon as possible after the closing date for application.
學院將在截止申請日期後儘快通知申請者是否獲得取錄。

3. Unsuccessful applicants will be given a refund of course fee if already paid. 落選之申請者將獲退還已繳交之學費。

General Information 其他事項

1. Applicants are normally required to have reached the age of 18 and to provide a HKID card or passport number for admission assessment and student records.
申請人一般須年滿十八歲並提供身份證或護照號碼以作入學甄選及學員紀錄之用。

2. Once accepted onto a course, the student may not change to another course without approval from SPACE. A processing fee of $120 will be levied on approved transfer.
一經取錄，學員不得轉讀其他課程；惟學院對特殊情況，可酌情處理。轉讀申請一經批准，學員須繳付港幣一百二十元的手續費。

SPACE reserves the right to cancel a course if there is insufficient enrolment or unforeseen difficulties arising from mounting the course.
若課程報名人數不足，或在特殊情況下，學院有權取消該課程。
The Director may, at his discretion, refuse to admit an applicant. 本學院院長有權決定是否接受入學申請。

Teaching Venue 上課地點

1. Classes will be held at the location indicated unless other arrangements are made. 除特別通知外，上課地點將依本課程手冊所示。
2. The School reserves the right to change the class venue when the need arises. 如有需要，學院有權更改上課地點。
3. If you do not know the teaching venue within three days of the starting date of the course, please check with the relevant subject area.
如在開課前三天仍未知悉上課地點，請與學科負責人聯絡。

Senior Citizen Discount Scheme 長者優惠計劃

Symbol for "Senior Citizen Discount Scheme" courses
長者優惠計劃課程標誌

To widen access to continuing education and life-long learning among senior citizens, a Discount Scheme has been introduced. This gives a 20% discount on the regular fee on more than 120 courses for anyone aged 60 and above.
為進一步推動持續教育的發展及鼓勵年長人士終生學習，學院特別推出一項長者優惠計劃，凡年滿六十歲的長者可享有八折的學費折扣，在此計劃內之課程超過120項。

Applicants may be required to show their ID card as proof of eligibility. The number of discount places available in some courses is subject to a quota.
申請人或需出示身份證以證明符合優惠資格。個別課程的優惠學位設有限額。

Enquiry & Fax on Demand telephone system

查詢及資料傳真電話系統 2559 9771

You need to have a tone-dial phone to use this system 須採用音頻電話

Course Administration 課程事務

Class Schedules 上課安排

1. 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.
2. If you do not know the teaching venue within three days of the starting date of the course, please check with the relevant subject area.
3. 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.
4. Unless special arrangements are made, there will be no classes on:
   Public holidays / Mid-Autumn Festival (evening) / University holidays: Christmas Eve, New Year's Eve (p.m. & evening), Lunar New Year's Eve (p.m. & evening).

1. 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。
2. 如在開課前三天仍未知悉上課地點，請與有關學科負責人聯絡。
3. 學院將盡可能依照手冊內所列的時間及地點上課，並安排原定的講師授課。唯學院保留更改上課安排的權利。
4. 除特別安排外，學院在下列日期暫停授課：公眾假期 / 中秋節(晚上) / 大學假期：聖誕前夕、公曆新年前夕(下午及晚上)、農曆新年前夕 (下午及晚上)

Medium of Instruction 授課語言

1. Unless stated otherwise, courses that are advertised in English will be conducted mainly in English, and courses advertised in Chinese will be conducted mainly in Cantonese.

   如無另行通告，以英文刊登的課程授課語言以英語為主，以中文刊登的課程，授課語言則以粵語為主。

Student Identity 學員身份證明

1. You should take your course fee receipt to the 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.
2. If your class is in our Shun Tak Centre or North Point Learning Centre, you will need a student card to get access to classes after normal office hours. The School will give prior notice if students attending classes in other learning centres are required to show student cards for admittance.
3. SPACE will tell you how to get this card when your application is accepted.

1. 請攜帶有關課程收據上課。若學員未能提供用以證明身份的收據，可能不獲准進入課室。如有需要，學員須出示身份證。
2. 在非辦公時間內進入本學院的信德中心或北角教學中心上課，學員需要出示學員證。進入其他教學中心上課，如須出示學員證，學院將作另行通告。
3. 學員證將於學員辦理註冊手續時派發。

Statement of Attendance/Proficiency 聽講證/合格證明書

1. 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 70% 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.
2. 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 of $30 made payable to "HKU SPACE"
3. Statement of Proficiency / Achievement will be sent to eligible students.

1. 學院將在非學歷資格課程完結後三個月內發出聽講證明書給予出席率達百分之七十或以上並已修畢課程的學員。郵寄地址以學員填報的最近期的記錄為準，本學院對因郵遞失誤而遺失的聽講證概不負責。
2. 補發聽講證，每張為港幣三十元。申請者可親臨學院各報名中心，或以郵遞形式辦理手續。請以劃線支票抬頭書名「香港大學專業進修學院」，連同申請表格及貼妥郵票的回郵信封交回學院。
3. 個別學員在符合特定資格後，將獲發合格證明書。

Transcript學歷證書

1. Students may apply for a transcript after they have completed a programme or course with a formal award. The application fee for each copy is $50, please send a self-addressed envelope with appropriate postage stamps and a crossed cheque of $50 made payable to "HKU SPACE"

   學員如修畢學歷資格課程，可向學院申請學歷證書，每張為港幣五十元，請以劃線支票抬頭書名「香港大學專業進修學院」，連同貼妥郵票的回郵信封交回學院。

Discipline 校規

1. We do not allow eating and drinking in any of our classes.
2. All mobile phones and pagers have to be turned off in class.
3. Smoking is prohibited in all SPACE and University Centres.
4. Notes taken in lectures, course material supplied to students by SPACE and information given through lectures are for private study purpose only. The copyright of all these materials belongs to SPACE.
5. No audio recording is allowed, except with the permission of the Programme Director/Manager, and subject to any conditions stipulated when such permission is granted.
6. The Director has the authority for SPACE disciplinary policies relating to such matters as the conduct of examinations and plagiarism.
7. 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.

1. 課室內不准吃喝。
2. 上課時必須關掉手提電話或傳呼機。
3. 學校及大學範圍內不准吸煙。
4. 所有課堂筆記、學科資料及講授內容，其版權均屬本院所有，只供學員作私人修讀之用。
5. 除了得到有關的課程主任或助理課程主任批准外，學員不得於課堂錄音。如獲准錄音，亦必須跟據學院的要求進行。
6. 院長有權就考試作弊或抄襲等事宜對學員作出紀律處分。
7. 如學員擾亂上課秩序或不遵守校規，院長有權敕令學員離校。

Communication and Feedback 積極溝通　重視回應

SPACE places great importance in effective communication with students and in gauging student feedback by various channels for formal and informal communication. The purpose is to review and enhance the quality of programmes and services offered for continuous improvement. More information is given on the SPACE website.

1. **Student Evaluation**
   Student evaluation is normally conducted near the end of each module taught in the programme. Students are invited to complete an evaluation questionnaire on various aspects including module contents, teaching effectiveness and standard of teaching support facilities and services.

2. **Student Representation**
   An Academic Committee is set up for each award-bearing programme and meets at least once a year. The Committee concerns itself with the academic standard of the programme and the quality of the teaching and learning processes. The membership of the Committee includes student representatives.

3. **Divisional and School Complaints Committees**
   Students are welcome to convey comments, feedback and dissatisfaction in writing to the relevant Programme Director, Divisional Affairs Executive or the Senior Quality Assurance Officer. All correspondence will be attended to promptly and will be presented to the Divisional and/or School Complaint Committees as appropriate. The membership of the Committees includes student representatives.

香港大學專業進修學院一向注重與學員的溝通，並透過各種不同的渠道收集學員對課程和服務的意見，從而檢討及提高課程及服務的質素，以達致不斷改善的目標。有關進一步的資料，請參考學院網頁，網址為：http://www.hku.hk/space/。

1. 學生評核
   學生評核通常在課程接近完結時進行，學生獲發問卷，就不同範圍作出評分，包括課程內容、教學方法是否有效，以及輔助教學設施及服務的水準等。

2. 學生代表
   每一個學歷頒授課程，均會由相關的教務委員會監察及檢討課程的學術水平及教學質素。委員會每年最少開會一次。成員包括學生代表。

3. 學部及學院投訴委員會
   學生可以書面向相關的課程主任、學部事務主任或高級學術質素主任傳遞任何意見、回應或不滿。所有函件均會儘快處理，如有需要，更會轉交予學部投訴委員會或學院投訴委員會。委員會的成員包括學生代表。

Information for Students 學生須知

Closing Date 截止報名日期

The closing date for courses will be 12 working days before the course starting date, unless otherwise stated. Late applications will only be considered if there are still vacant places.
除另行通告外，所有課程均在指定開課日期前十二個工作天截止報名。逾期申請，祇在該課程名額未滿的情況下，才被考慮接納與否。

Payment Method 付款方法

(a) EPS Payment「易辦事」付款
Course fees can be paid by EPS at any SPACE enrolment counters.
學院各報名中心均設有「易辦事」的繳費服務。
(b) Payment by Phone Service (PPS) 繳費聆
Some of the fees can be settled by Payment by Phone Service. Students will be notified of such payment method directly.
學生可以透過「繳費聆」服務繳付費用，學院將與有關學員直接聯絡。

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 2000/2001, 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。學院大部份課程均屬此類別。二零零零至二零零一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 Loans 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 loans from Bank of East Asia Limited is on page 433.
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。東亞銀行提供的進修貸款計劃，刊登在第433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.
- 學院盡力確保本課程手冊在付印前所刊載的資料均屬正確。惟學院有權在開課前更改個別課程資料。
- 本課程手冊只作參考之用，並不可視作學院與學員之間的契約。

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.
根據《非本地高級及專業教育〈規管〉條例》，本學院與海外大學合辦的課程，已獲豁免註冊，並已登記在「非本地課程註冊處」的記錄冊內。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。除特殊情況外，學院將不會在個別已獲豁免註冊的課程資料內，再作註明。

Typhoon and Black Rainstorm 颱風及黑色暴雨警告

- For classes & examinations that have not yet started 課堂或考試未開始前：

If Typhoon Signal No.8 or Black Rainstorm Warning is in force after the following times, courses will be cancelled as indicated:
8號颱風訊號或黑色暴雨警告若於以下時間後生效，下列的課堂/考試將被取消：

6:00 a.m. 上午六時	Morning classes/examinations that start before 2:00 p.m. 下午二時前開始的日間課堂/考試
11:00 a.m. 上午十一時	Afternoon classes/examinations that start between 2:00 p.m. & 6:00 p.m. 下午二時至六時開始的午間課堂/考試
3:00 p.m. 下午三時	Evening classes/examinations starting from 6:00 p.m. 下午六時後開始的晚間課堂/考試

- For classes & examinations that have already started 已開始之課堂/考試：

	Classes 課堂	Examinations 考試
When Typhoon Signal No.8 or above is hoisted 當8號颱風訊號或更高之風球懸掛時	Immediately suspend 立刻終止	Continue until the end of that examination session unless the examination venue is found to be of potential risk to candidates 除非考試場地對考生安全構成威脅，否則考試將繼續進行
When Black Rainstorm Signal is in force 當黑色暴雨警告生效時	Continue* 繼續進行	Continue* 繼續進行

** all outdoor activities will be suspended 除戶外活動外*

University of London
Programmes for External Students - Application and Registration

倫敦大學
校外課程 -
入學申請與註冊

SPACE Admiralty Learning Centre,
The University of Hong Kong,
3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong
Tel: 2547 2225 Fax: 2559 4666

E-mail: londonu@hkuspace.hku.hk

UNIVERSITY OF LONDON 倫敦大學開放日
OPEN DAY
July 15, 2000 (Saturday)

University of London Open Day

A University of London Open Day will be held on Saturday, 15 July 2000 from 10 am to 5 pm in Room S28 at HKU SPACE Admiralty Learning Centre. Information seminars will be given by the representatives of the External Programme of the University of London and the Programme Directors and Programme Managers of SPACE.

ALL ARE WELCOME !

Seminars	Time	Venue
Undergraduate Study		
Studying for a University of London LLB Qualification with SPACE Speakers: Dr. K.K.T. Ho & Ms. E. Browne, HKU SPACE Dr. W. Morrison, Laws Programme, University of London	10:30am 2:00pm	Rm S25 (Rm S24 & Rm S27)
BSc Information Systems & Management Speakers: Ms. J.G.H. Ng, HKU SPACE Mrs. R. Gosling, LSE, University of London	11:00am 2:30pm	Rm S22
Accounting & Finance / Banking & Finance/ Economics & Management Studies: Diploma & Degree programmes Speakers: Ms. J.G.H. Ng, HKU SPACE Mrs. R. Gosling LSE, University of London	11:00am 3:30pm	Rm S6 Rm S22
How to study on a part-time basis and obtain a University of London BSc degree in Computing and Information Systems (three years) Speakers: Dr. B. Cheung & Miss R. Lee, HKU SPACE Dr. D. Brownrigg, Goldsmiths, University of London	3:00pm	Rm S6 & Rm S7 (Rm S9)
Postgraduate Study		
MSc in Financial Management / Postgraduate Diploma in Financial Management Speakers: Ms. Y.K. Ho, HKU SPACE Representative, CIEE, SOAS, University of London	11:30am 3:00pm	Rm S23

Counselling Session

If you are a currently registered student or have an Offer letter, but not yet registered, and have any questions to raise with reference to your registration or application, you are invited to attend a Counselling Session to be held on Friday, 14 July 2000 from 5pm to 8pm in Room S26 at HKU SPACE Admiralty Learning Centre. A representative from the University of London External Programme, Mr. Chris Jenney, Head of Admissions, will be available to answer any questions.

Studying for a University of London Qualification

- The University of London is recognised nationally and internationally as a centre of academic excellence.
- In all parts of the world, graduates of the University have gone on to occupy influential positions in government, the professions, business and industry.
- The University offers a wide variety of undergraduate and postgraduate qualifications.
- For a range of degrees, the University offers you a choice of where and how you study.

University of London and SPACE

- SPACE offers an application and registration service for all applicants to the University of London undergraduate External Programme, whether or not SPACE itself offers tuition for the qualification that students are applying for (at postgraduate level we only offer this service to applicants for the LLM and MSc/Postgraduate Diploma in Financial Management).
- This service is offered for the convenience of applicants in Hong Kong. You may, alternatively, submit an application directly to the University in London.
- There have been over 13,000 students registered through SPACE since September 1989.

Studying as an External student

- There is only one University of London degree and it is awarded to students attending one of the Colleges, and External students.
- Your work is assessed to exactly the same standard as that of an Internal student.
- Colleges of the University and individual academic staff of the University are directly involved.
- You will be sent the University's own introductory study materials.
- You may work at your own pace and to your own schedule.
- Graduates of the External Programme can often obtain exemptions from related professional examinations.
- As an External student you will avoid the expense of travelling to and living in London.

Application and Registration at SPACE

- If you are interested in receiving the application form or more information about the University of London External Programme, please:
  a) visit the University of London External Programme Unit at SPACE Admiralty Learning Centre; or
  b) send a self-addressed envelope with postal stamps of HK$7.2 to our Admiralty Learning Centre marking the programme you are interested in; or
  c) visit the University of London web site at http://www.lon.ac.uk/external

- Applicants who wish to sit their first examinations in 2001 must submit their applications in person to our Admiralty Learning Centre on or before **17 September 2000***.
  (* As the application deadline in 2000 falls on a Sunday, for the convenience of the public, our Unit will open from 9 am to 12 noon on 17 September 2000 for University of London applications.)
- Exemption requests should be submitted together with the Application form and will only be considered after you are accepted as an External student.
- Postgraduate Programmes may have different application deadlines, please refer to the details in the specific prospectus.
- Please note that we cannot tell you whether you are eligible until your form, application handling fee and all the required documentation have been received. Application handling fees are not refundable.
- Applications that do not automatically satisfy the general entrance and/or course requirements will have to be referred to the Special Admissions Panel in London for a final decision. Therefore, please submit your application as early as possible to allow sufficient time for processing.
- Once you have received an 'Offer letter' and registration form you will be able to register for the degree/diploma. To register you must complete and return the form, with the initial registration fee, to our Admiralty Learning Centre by 30 November 2000 if you wish to sit your first examinations in 2001.
- Students must enrol on the supporting courses provided by SPACE before registering for the Diploma in Economics and Diploma in Computing and Information Systems programmes.
- Application and registration fees are subject to annual review and may be adjusted on 1 September each year.
- When we receive your registration form and fee, the Examinations Office in London will send you confirmation of your registration.

Examination Centre
Examinations in Hong Kong are conducted by the Hong Kong Examinations Authority which has complete control of the conduct of an examination, including the relevant entry procedures, designation of the centre at which it will be held and release of examination results. Students must apply to the Authority in early December for permission to sit examinations in the following year. For details, please contact the Overseas Examinations Section of the Hong Kong Examinations Authority at 2328 0061 (3/F, 17 Tseuk Luk Street, San Po Kong, Kowloon).

Supporting Tuition at SPACE
SPACE offers tuition and supporting courses for the following programmes:
- Diploma in Computing and Information Systems (p.71)
- Diploma in Economics (p.263)
- LLB (p.330)
- BSc Accounting & Finance (p. 259)
- BSc Computing and Information Systems (p.64)
- BSc Economics & Management (p.259)
- BSc Management (p. 259)
- LLM (p. 333)
- MSc in Financial Management and Postgraduate Diploma in Financial Management (p. 257)

Interested applicants who possess no formal qualifications can also enrol on the above tuition. However, if you wish to obtain a University of London qualification, you will have to register as an External student. Though for most of the programmes, there is no quota system for registration as a University of London External student, SPACE does have a quota on our supporting courses. You are strongly advised to enrol on SPACE supporting courses as soon as you are accepted by the University of London.

Entrance Requirements

Diploma Programmes

- **Diploma in Computing and Information Systems:**

a) at least 17 years old; and
b) passes in at least 4 subjects at GCSE/GCE 'O' Level (at not less than grade C) including Mathematics; and
c) proof of competence in English acceptable to the University.

- **Diploma in Economics:**

a) at least 18 years old; and
b) a credit pass in Mathematics 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.

Degree Programmes

- be at least 17 years old; and
- satisfy the general entrance requirements; and
- satisfy the appropriate course requirements (if applicable).

General Entrance Requirements
Either passes in:
2 subjects at GCE 'A' Level + at least 3 further subjects at GCSE or GCE 'O' Level (at not less than grade C);
or
3 subjects at GCE 'A' Level + 1 further subject at GCSE or GCE 'O' Level (at not less than grade C);
or
2 subjects at GCE 'A' Level + 2 further subjects at 'AS' Level.

Notes
a. In all instances where 'A' Level examinations are specified, 2 'AS' level examinations can be accepted as equivalent to 1 'A' Level.
b. The same subject may only be offered once and at one level.

Course Requirements
In addition to the general entrance requirements, certain degrees require you to have course specific qualifications. Please refer to the specific prospectus for details. The following are some examples:
- BSc Computing and Information Systems: a level of competence in mathematics at least equivalent to a pass at GCE 'AS' Level in a mathematical subject.
- BSc Accounting & Finance, BSc Economics & Management, BSc Management: a level of competence in mathematics at least equivalent to a pass at GCSE/GCE 'O' Level, at not less than grade C, in a mathematical subject and proof of competence in English acceptable to the University.

Postgraduate Programmes

Usually a good first degree in an appropriate subject from an institution acceptable to the University. However, students with professional qualifications and experience may be taken into consideration.

SPACE Online Universal Learning (SOUL)

網上學習平台

SPACE Online Universal Learning - SOUL

- Launched in mid-September 1999, SOUL is a web-based learning platform through which quality online programmes are offered. Online support for regular courses can also be provided.
  網上學習平台在一九九九年九月中推出，是以萬維網為基礎的的學習平台，提供高質素的網上課程及在網上為其他課程提供輔助。

- SOUL aims to be an innovative approach in delivering courses in a flexible learning environment. Students can study at anytime and anywhere by using the World Wide Web.
  網上學習平台提供一個嶄新而富彈性的學習環境，學員可隨時隨地透過萬維網進行學習。

- The first phase of the SOUL project offered on-line learning communication and hyperlinked references to over 2,000 students on 30 courses. It is anticipated that the number of students using SOUL will reach 9,000 by mid 2000.
  第一階段的網上學習平台計劃已為分佈於大約三十個課程的二千多名學員提供網上學習、網上資料搜集及聯繫服務。預計於二零零零年中，使用網上學習平台的人數可達九千人。

- New on-line courses, which will soon be launched include "Diploma in E-commerce (Computing)", "Certificate in Pronunciation", "Intensive Listening and Understanding", "Introduction to Chinese Law", LLM preparation course and on-line E-commerce courses.
  學院將透過平台開辦多項網上課程，包括「電子商貿（電腦範疇）文憑課程」、「發音、聆聽和理解證書課程」、「中國法律導論」、「倫敦大學法律碩士考試預習課程」以及有關電子商貿的課程。

- Public access to the SOUL platform is offered through the "Guest" prototype. SPACE graduates from different professional communities can form a virtual meeting place and information centre through SPACE On-line Alumni. Two alumni bodies - "HKU SPACE Computing and Information System Alumni" and "HKU Professional Real Estate Agencies Alumni Ltd." have been developed and more alumni groups will soon be established. Public access to the SOUL programme will also be launched in the second phase of the programme.
  公眾人士可透過「來賓瀏覽」部分進入平台。來自各個不同專業範疇的畢業學員更可透過其中的網上校友會建立虛擬聯絡站和資訊匯集中心。現已成立的網上校友會有「香港大學專業進修學院電腦及資訊系統校友會」及「香港大學地產代理校友會」，其他學科範疇的校友會正在籌備中。

- All are welcome to visit the Guest prototype of the SOUL platform through: http://www.soul.hkuspace.org
  歡迎瀏覽本院網上學習平台「來賓瀏覽」部份，網址為：http://www.soul.hkuspace.org

Customised Courses 特約培訓課程

The School organizes in-house training courses in many subject areas which are tailor-made to specific company needs. For further details, please contact the respective Divisional Heads/Programme Directors. Their enquiry numbers can be found in the 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。有關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：

DIVISION OF APPLIED SCIENCE & INFORMATION TECHNOLOGY 應用科學及資訊科技學部

Biomedical & Health Sciences 生物醫學及衛生科學
Bachelor of Health Science- Paramedic (VUT)
- Ambulance Service Institute-Hong Kong Branch

Computer Science & Information Technology 電腦科學及資訊科技
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
Use of Hyperstudio in creating educational resources
Use of Authorware in creating educational resources
Introduction to Windows NT Administration and Networking
Introduction to Visual Basic for Secondary School Teachers
Programming Course on Pascal for Computer Studies Teachers
- Curriculum Development Institute, Education Department, The Government of Hong Kong (SAR)

Refresher Training Courses on Using IT in Teaching and Learning Mathematics General Studies (Primary Schools)
- Education Department, The Government of Hong Kong (SAR)

School-based IT training courses
- Various Primary and secondary Schools

Library & Information Science 圖書館學及資訊科學
In-service Training Course for Teacher-Librarians
In-service Training Courses for Teacher-Librarians in Primary School

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

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

DIVISION OF FINANCE AND BUSINESS 金融及商貿學學部

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

DIVISION OF HOUSING & BUILT ENVIRONMENT 房屋及建造環境學部

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

Real Estate Administration / Agency 地產行政及代理
Foundation course in Real Estate Administration
- Cheung Kong (Holdings) Limited

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

Psychology 心理學
Certificate in School Counselling and Guidance
Certificate in Careers Teachers Training
Workshop on Helping Students to Cope with Stress
Workshop on Enhancing Self-Esteem
Personal Growth Group
- Education Department, The Government of Hong Kong (SAR)

Social Work and Sociology 社會工作及社會學
Management Course for Supervisory Staff in Elderly Service
Rehabilitation Management and Supervision Course
Management Course for Home Helpers in-Charge and Home Help Units-in-Charge
- Social Welfare 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

Directory of Programmes and Courses 課程目錄

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APPLIED SCIENCE & INFORMATION TECHNOLOGY 應用科學及資訊科技 22
ARTS & HUMANITIES 文學及人文學科 134
FINANCE AND BUSINESS 金融及商貿學 254
HOUSING & BUILT ENVIRONMENT 房屋及建造環境學 292
LAW 法律學 326
SOCIAL SCIENCES & EDUCATION 社會科學及教育 340
TRADITIONAL CHINESE MEDICINE 中醫藥學 406

DIVISION OF ACCOUNTING & COMMERCE 會計及商業學學部

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Award-bearing and Professional Programmes 學歷及專業資格課程
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Master of Business in Accounting [MBus (Acc)] (CPA Programme) (Monash University) 4
Master of Practising Accounting (MPA) (Monash University) 5
Bachelor of Commerce (Accounting) (Curtin University of Technology) 6
Bachelor of Accounting (The University of Hong Kong) 8
Professional Programme in Accounting (CGA - Canada) 9
Joint Accountancy Programme / Joint Examination Scheme / Preparatory Programme (HKSA) 11
Joint Management Accountancy Programme (CIMA) 11
Diploma Programme in Accounting 13
ACCA's Certified Diploma in Accounting & Finance (CDipAF)(Preparatory Programme) 15
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Higher Accounting 17
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Basic Auditing 18
Introduction to Import / Export Practice 18
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小型企業策劃和管理 (Small Business Management) 19

ADMINISTRATIVE MANAGEMENT 行政管理
Award-bearing and Professional Programmes 學歷及專業資格課程
Master of Science in Administration and Information Management [MSc(AIM)] (Napier University Business School) 19
International Diploma in Administrative Management & International Advanced Diploma in Administrative Management 20

DIVISION OF APPLIED SCIENCE AND INFORMATION TECHNOLOGY 應用科學及資訊科技學部

BIOMEDICAL & HEALTH SCIENCE 生物醫學及衛生科學
Health Sciences & Nursing Studies 衛生科學及護理學
Bachelor of Health Science - Paramedic (Victoria University) 25
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Diploma in Gastroenterology Nursing 28
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如何改善哮喘、鼻炎、鼻敏感患者的整全健康 (How to supervise the Holistic Health of those suffering from Asthma or Sinusitis) 50
如何能加強抵抗力去預防流感 (How to prevent flu by improving the body's Self Immunity) 50
認識醫療化驗 (Understanding Laboratory Science and Molecular Diagnosis in Hospital Service) 51
糖尿病和其他常見內分泌病簡介 (An Introduction to Diabetes and other Common Endocrine Disorders) 51
癌症的基本認識 (A Fundamental Course on Oncology) 51
視覺健康簡介 (An Introduction to Ophthalmology) 52
香港常見敏感症 - 皮膚, 鼻和氣管敏感 (Common Allergies of Skin,Nose and Airway in Hong Kong) 52
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FOOD SCIENCES, NUTRITIONAL SCIENCES & DIETETICS

食品、營養科學與治療

Award-bearing and Professional Programmes

學歷及專業資格課程

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COMPUTER SCIENCE & INFORMATION TECHNOLOGY

電腦科學及資訊科技

Award-bearing and Professional Programmes

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DIVISION OF TRADITIONAL CHINESE MEDICINE 中醫藥學學部

中醫學 TRADITIONAL CHINESE MEDICINE

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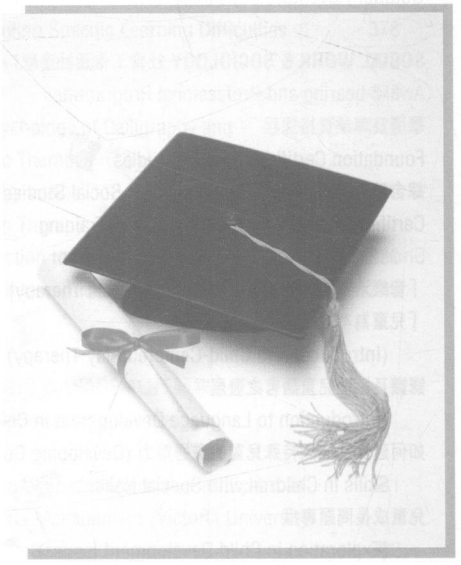
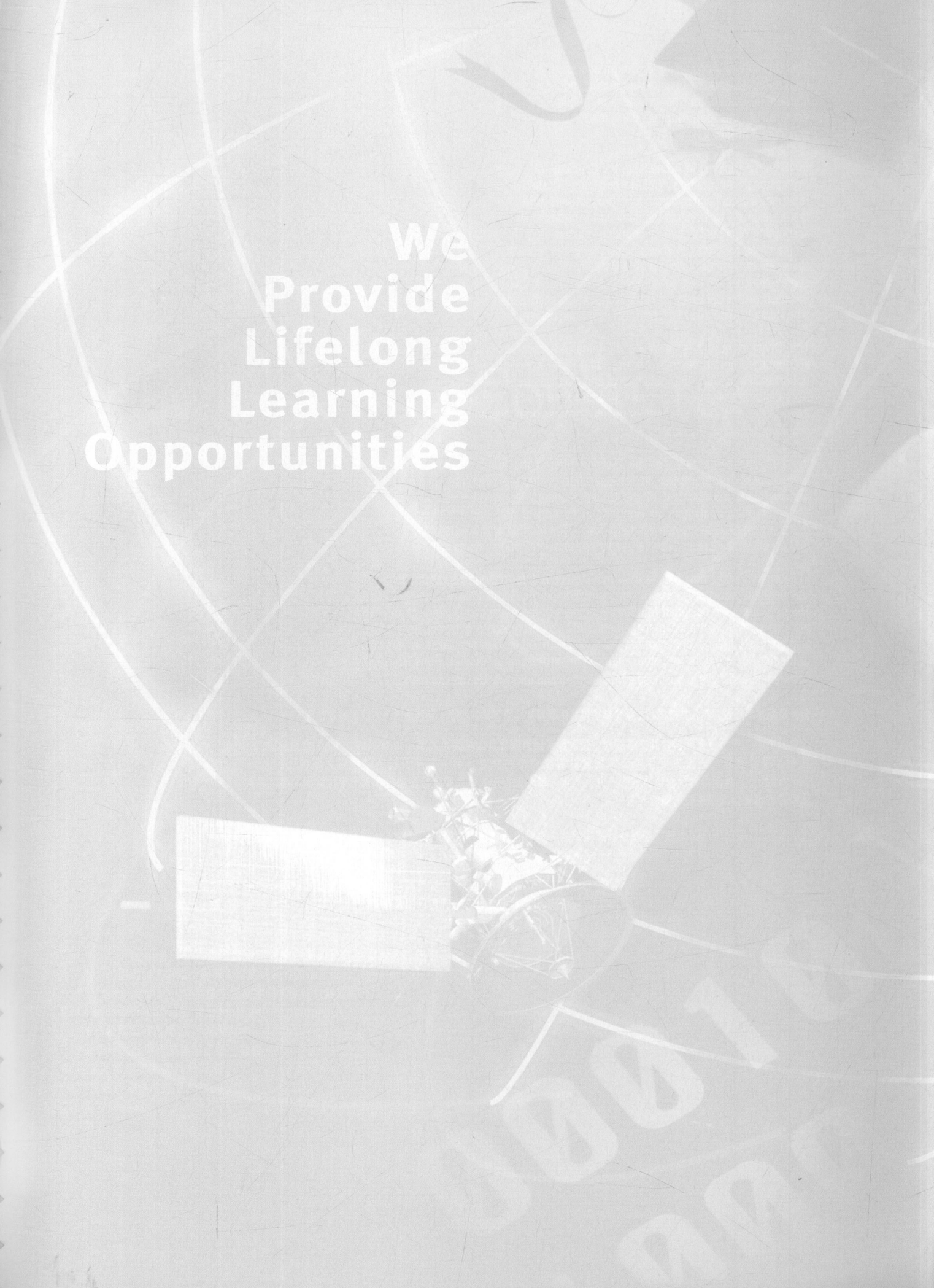
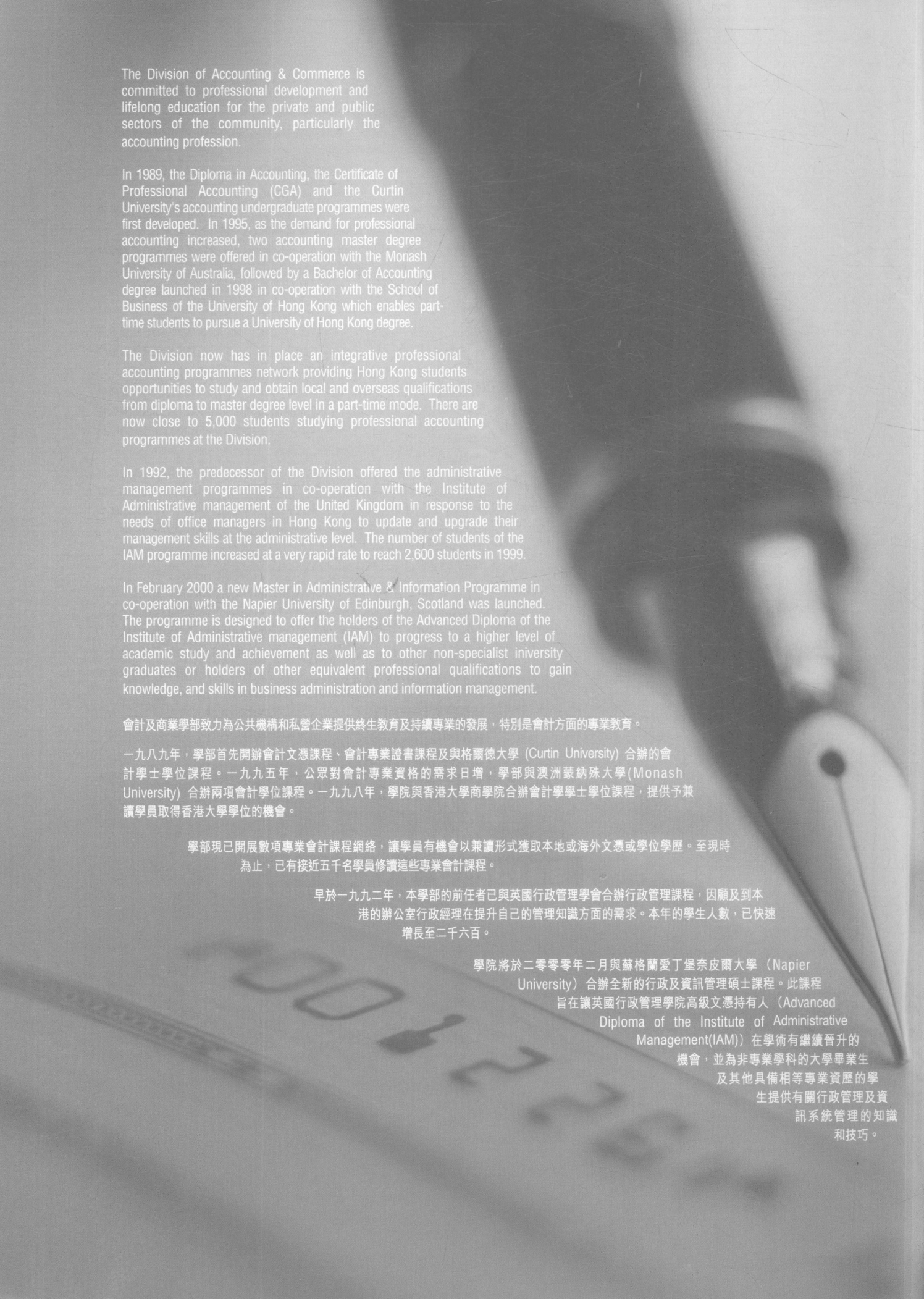
SPACE = PROFESSIONAL EXCELLENCE + QUALITY OF LIFE



We Provide Lifelong Learning Opportunities





The Division of Accounting & Commerce is committed to professional development and lifelong education for the private and public sectors of the community, particularly the accounting profession.

In 1989, the Diploma in Accounting, the Certificate of Professional Accounting (CGA) and the Curtin University's accounting undergraduate programmes were first developed. In 1995, as the demand for professional accounting increased, two accounting master degree programmes were offered in co-operation with the Monash University of Australia, followed by a Bachelor of Accounting degree launched in 1998 in co-operation with the School of Business of the University of Hong Kong which enables part-time students to pursue a University of Hong Kong degree.

The Division now has in place an integrative professional accounting programmes network providing Hong Kong students opportunities to study and obtain local and overseas qualifications from diploma to master degree level in a part-time mode. There are now close to 5,000 students studying professional accounting programmes at the Division.

In 1992, the predecessor of the Division offered the administrative management programmes in co-operation with the Institute of Administrative management of the United Kingdom in response to the needs of office managers in Hong Kong to update and upgrade their management skills at the administrative level. The number of students of the IAM programme increased at a very rapid rate to reach 2,600 students in 1999.

In February 2000 a new Master in Administrative & Information Programme in co-operation with the Napier University of Edinburgh, Scotland was launched. The programme is designed to offer the holders of the Advanced Diploma of the Institute of Administrative management (IAM) to progress to a higher level of academic study and achievement as well as to other non-specialist university graduates or holders of other equivalent professional qualifications to gain knowledge, and skills in business administration and information management.

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，特別是會計方面的專業教育。

一九八九年，學部首先開辦會計文憑課程、會計專業證書課程及與格爾德大學 (Curtin University) 合辦的會計學士學位課程。一九九五年，公眾對會計專業資格的需求日增，學部與澳洲蒙納殊大學(Monash University) 合辦兩項會計學位課程。一九九八年，學院與香港大學商學院合辦會計學學士學位課程，提供予兼讀學員取得香港大學學位的機會。

學部現已開展數項專業會計課程網絡，讓學員有機會以兼讀形式獲取本地或海外文憑或學位學歷。至現時為止，已有接近五千名學員修讀這些專業會計課程。

早於一九九二年，本學部的前任者已與英國行政管理學會合辦行政管理課程，因顧及到本港的辦公室行政經理在提升自己的管理知識方面的需求。本年的學生人數，已快速增長至二千六百。

學院將於二零零零年二月與蘇格蘭愛丁堡奈皮爾大學（Napier University）合辦全新的行政及資訊管理碩士課程。此課程旨在讓英國行政管理學院高級文憑持有人（Advanced Diploma of the Institute of Administrative Management(IAM)）在學術有繼續晉升的機會，並為非專業學科的大學畢業生及其他具備相等專業資歷的學生提供有關行政管理及資訊系統管理的知識和技巧。

會計及商業學
Accounting & Commerce

Accounting 會計
Administrative Management 行政管理
China Commerce 中國商業

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課程主任及助理課程主任

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(Head of Division 學部主任)

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External Programmes in Professional Accounting

Qualified students with appropriate exemptions

Mature students (21 or over)

"A" Level Entry: 2 A Level & 3 O Level subjects

Registered students of HKSA/CIMA

University Graduates

Diploma in Accounting

Bachelor of Accounting University of Hong Kong

A part-time programme for students with previous tertiary education in accounting or related areas. Students with exemptions may complete the programme in three years of part-time studies.

Bachelor of Commerce in Accounting/ASCPA Curtin University of Technology

Curtin University, in association with SPACE, offers a three-year part-time degree programme leading to the award of Curtin University Bachelor of Commerce in Accounting which is recognised for provisional admission to the Australian Society of Certified Practising Accountants.

Holders of SPACE Diploma in Accounting are granted exemption from all Year One units plus three units in Year Two of Curtin's programme.

CGA Certified General Accountants' Association of Canada

SPACE & CGA joint Professional Programme in Accounting for students pursuing the Certificate in Professional Accounting (SPACE) and Canadian professional accounting designation (CGA).

Holders of SPACE Diploma in Accounting are exempted up to Level Three Plus Auditing at Level Four of CGA education programme.

HKSA/ACCA Comprehensive Study Programme

Holders of SPACE Diploma in Accounting are exempted from 6 papers. Diploma holders may be eligible for admission to the HKSA Foundation Programme.

Association of Chartered Certified Accountants - Examination Scheme

Holders of SPACE Diploma in Accounting are exempted from 6 papers

CIMA Chartered Institute of Management Accountants

SPACE & CIMA joint comprehensive study programme for students sitting the CIMA professional examination.

Holders of SPACE Diploma in Accounting are exempted from all Stage I papers and one additional Paper at Stage 2.

Master of Business in Accounting Monash University

This postgraduate master's degree [MBus(Acc)] course is a 2-year part-time intensive study programme designed for mature dedicated professionals who wish to extend their knowledge in specialist business areas in accounting and to develop advanced business related research skills.

Master of Practising Accounting Monash University

This master's degree course is a 2-year part-time intensive study programme designed for non-accounting university graduates who wish to study accounting. On completion of this programme, graduates will also meet the academic requirements for admission to the CPA programme of the Australian Society of Certified Practising Accountants.

AC 41-801-00 (01)
Master of Business in Accounting [MBus(Acc)]
Research Programme
Monash University

Enquiries: 2975 5780

Introduction
This Master's Degree Course in Accounting is a two-year part-time programme. It will provide an opportunity for 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 is awarded by Monash University.

Programme Structure
Students are required to complete 16 units:

Year 1	
AC 41-801-01 (01) AFF 4010*	Advanced Financial Accounting
AC 41-801-02 (01) AFF 4020*	Advanced Management Accounting
AC 41-801-03 (01) AFF 4030*	Advanced Finance
AC 41-801-04 (01) AFF 4040*	Advanced Investment
AC 41-801-05/06 (01) AFF 4050*	Research Projects (2 Units)
AC 41-801-07 (01) AFF 4060*	Research Methods I
AC 41-801-08 (01) AFF 4061*	Research Methods II

Year 2	
AC 41-801-09 (01) AFF 5100*	Advanced Strategic Management Accounting
AC 41-801-10 (01) AFF 5110*	Advanced Information Systems
AC 41-801-11 (01) AFF 5120*	Advanced Auditing and Professional Practice
AC 41-801-12 (01) AFF 5130*	Financial Statement Analysis
AC 41-801-13 (01) AFF 5140*	International Finance
AC 41-801-14 (01) AFF 5150*	Financial Reporting Issues
AC 41-801-15 (01) AFF 5200*	Issues in Competitive Advantage I
AC 41-801-16 (01) AFF 5401*	Issues in Competitive Advantage II

*Course code used by Monash University

> This programme provides an opportunities for graduates in accounting to extend their knowledge and skills in specialist business areas in accounting.

Teaching Mode
This programme is conducted on a part-time lecture and modular basis. Students are required to complete eight units per year.

The academic year is divided into three terms of four months each, starting in July, November and March. Classes take place during weekday evenings and/or weekend 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 will be based mainly on examinations combined with continuous assessment and class presentation.

Entry Requirements
Applicants must have an undergraduate degree in Accounting from a recognised university.

Fee
The fee for the 2000/2001 academic year is AUD$1,600 per unit which includes course materials, lectures/tutorials, assessment, Monash University examinations and registration.

Application Procedure
Completed application forms should be sent either to the SPACE Admiralty Learning Centre or the SPACE HKU Main Campus office, together with :

a. an original set of all relevant academic and / or professional qualifications;
b. a photocopy of each of these qualifications.

AC 41-801-00 (01)
Master of Business in Accounting [MBus(Acc)]
CPA Programme
Monash University

Enquiries: 2975 5780

Introduction
This Postgraduate Master's Degree Course in Accounting is a two-year part-time programme. It 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 is awarded by Monash University.

Programme Structure
Students are required to complete 16 units:

Year 1	
AC 41-801-17 (01) AFF 5001*	CPA Core I
AC 41-801-18 (01) AFC 5002*	CPA Core II
AC 41-801-19 (01) AFC 5004*	CPA Treasury
AC 41-801-20 (01) AFF 5005*	CPA Management Accountung
AC 41-801-21 (01) AFC 5006*	CPA Auditing
AC 41-801-01 (01) AFF 4010*	Advanced Financia Accounting
AC 41-801-02 (01) AFF 4020*	Advanced Management Accounting
AC 41-801-03 (01) AFF 4030*	Advanced Finance

Year 2	
AC 41-801-09 (01) AFF 5100*	Advanced Strategic Management Accounting
AC 41-801-10 (01) AFF 5110*	Advanced Information Systems
AC 41-801-11 (01) AFF 5120*	Advanced Auditing and Professional Practice
AC 41-801-12 (01) AFF 5130*	Financial Statement Analysis
AC 41-801-13 (01) AFF 5140*	International Finance
AC 41-801-14 (01) AFF 5150*	Financial Reporting Issues
AC 41-801-15 (01) AFF 5200*	Issues in Competitive Advantage I
AC 41-801-16 (01) AFF 5401*	Issues in Competitive Advantage II

Exemptions may be granted for CPA subjects
*Course code used by Monash University

Teaching Mode
This programme is conducted on a part-time lecture and modular basis. Students are required to complete eight units per year.

The academic year is divided into three terms of four months each, starting in July, November and March.

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 will be based mainly on examinations combined with continuous assessment and class presentation. (ASCPA examinations are used for the CPA subjects.)

Entry Requirements
Applicants must have an undergraduate degree in Accounting from a recognised university in Australia, and Associate membership of ASCPA.

Fee
The fee for the 2000 / 2001 academic year is AUD$1,600 per unit which includes course materials, lectures/tutorials, assessment, Monash University examinations and registration. (AUD$1,200 per unit for each CPA module.)

Application Procedure
Completed application forms shuold be sent either to the SPACE Admiralty Learning Centre or the SPACE HKU Main Campus office, together with :
a. an original set of all relevant academic and / or professional qualifications;
b. a photocopy of each of these qualifications.

AC 41-803-00 (01)
Master of Practising Accounting (MPA)
Monash University

Enquiries: 2975 5776

Introduction
This Master Degree Course in Accounting is a two-year intensive evening/weekend lecture programme of studies. It 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 is awarded by Monash University.

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

Programme Structure and Content
Students are required to complete the following 16 units:

Year 1	
AC 41-803-01 (01) AFF 9500*	Introductory Accounting and Financial Information Systems I
AC 41-803-02 (01) BTF 9020*	Business Law
AC 41-803-03 (01) AFF 9510*	Quantitative Methods in Accounting
AC 41-803-04 (01) AFF 9521*	Introductory Accounting and Financial Information Systems II
AC 41-803-05 (01) ECF 9530*	Economics
AC 41-803-06 (01) BTF 9541*	Corporation Law and Trusts
AC 41-803-07 (01) AFF 9601*	Financial Accounting I
AC 41-803-08 (01) AFF 9611*	Managerial Accounting

Year 2	
AC 41-803-09 (01) AFF 9621*	Auditing
AC 41-803-10 (01) AFF 9631*	Financial Accounting II
AC 41-803-11 (01) AFF 9641*	Business Finance
AC 41-803-12 (01) BTF 9651*	Taxation Law and Practice

4 elective courses from the MBus(Acc) Programme.
Exemptions may be granted for equivalent qualification.

*Course code used by Monash University

> The 2-year Monash University MPA degree programme is designed for graduates from non-accounting backgrounds to attain professional accounting qualification.

Entry Requirements
Applicants must have an undergraduate degree from a recognized university or 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 four months each per year, starting in July, November and March.

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 conducted by Monash faculty members and local lecturers.

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

Fee
The fee for the 2000 / 2001 academic year is AUD$1,200 per unit which includes course materials, lectures/tutorials, assessment, examinations.

Application Procedure
Completed application forms shuold be sent either to the SPACE Admiralty Learning Centre or the SPACE HKU Main Campus office, together with :
a. an original set of all relevant academic and / or professional qualifications;
b. a photocopy of each of these qualifications.

AC 41-804-00 (01)
Bachelor of Commerce (Accounting)
Curtin University of Technology

Introduction
Curtin University of Technology in Perth, Western Australia has a student population in excess of 26,000. The Curtin Business School is one of the largest business Schools in Australia.

Curtin University offers, by part-time study, the Bachelor of Commerce with a major in Accounting 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.

This 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 program comprising 9 units.

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):
- are eligible for Associate membership of the Australian Society of Certified Practising Accountants;
- satisfy education requirements to enrol in the Institute of Chartered Accountants in Australia Professional Year 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 16 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	(Public Entities)	323
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.

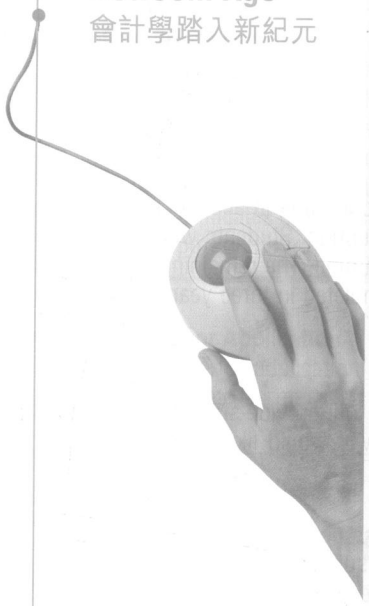
Applicants who are members of the ACCA, CGA or CIMA are granted exemption from two full-time years of study and need to complete the 6 units listed below:

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	(Professional Practice)	326
Accounting	(Internal Auditing)	322
Accounting	(Managerial Issues)	325
Accounting	(International)	223
Accounting	(Public Entities)	323

Accounting in the Dot.Com Age
會計學踏入新紀元



The Internet and advances in information technology have brought about globalization and revolutionized the way business is conducted. The role of Accounting in the dot.com age will acquire important new dimensions and CEOs will need to obtain and use Accounting information in new technology forms to make decisions.

To meet the need for accounting data in the new-technology context, SPACE plans to offer a double major degree programme in "Accounting and Accounting Technologies". Emphasis will be placed as much on knowledge of accounting principles as on the use of technology in the accounting environment.

Along the same line, various professional accountancy qualification programmes such as the AICPA, CICPA, ASCPA, ACCA, will be offered in the near future to train accountants who are well-versed in international accounting standards to stay competitive in the global economy.

國際互聯網的廣泛採用及全球科技的發展，為商業交易的性質帶來革命性的改變。在這科技日新月異的時代，會計學將有重要的發展，而各大機構的高層人員，在作出重要決策之時，必需通過新的資訊科技取得精確的會計訊息。

為使會計學可緊隨科技發展的步伐，學院正計劃開辦雙學位課程－"會計學及會計科技"，該課程將兼顧會計學原理和科技在會計領域中的運用。

學院亦將於短期內舉辦各會計學的專業資格課程如 AICPA、CICPA、ASCPA、ACCA 等，讓熟悉國際會計標準的會計師在全 球化的經濟環境下保持競爭力。

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 at evenings and 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

1. English Competency

- Applicants must have "HKCEE" Grade C in English Language (Syllabus B), or TOFEL Score of 550, or Grade C in GCE "O" Level English, or satisfy the Curtin University Test in English (CUTE) or equivalent.
- Diploma holders from University of Hong Kong, Hong Kong Polytechnic University and City Polytechnic University will automatically satisfy the English Requirement.

2. Applicants must hold qualifications equivalent to an Australian Technical and Further Education (TAFE) diploma in accounting. For example:

- Diploma awarded by the Chartered Association of Certified Accountants(UK);
- Diplomas from the Institute of Chartered Secretaries and Administrators (UK), the Institute of Bankers;
- Diploma in Accounting from SPACE, HKU;
- Higher Diploma from the Hong Kong Baptist University, Lingnan College or Shue Yan College;
- Diploma or Higher Certificate from the Hong Kong Polytechnic University or the City Polytechnic University; or, other
- Accounting diplomas issued by recognized post-secondary institutions would be eligible for consideration.

Fee

The fee is AUD$1,050 per unit, including all tuition fees, unit guides and enrolment.

Application Procedure
Applications start in May 2000 for July Trimester, September 2000 for December Trimester and December 2000 for February 2001 Trimester. Please write in for an application form enclosing a $2.1 stamped self-addressed envelope to:
5/F T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong.
"Curtin University of Technology" Bachelor of Commerce (Accounting) Programme"

AC 41-601-00 (01)
Bachelor of Accounting
The University of Hong Kong

Introduction
In collaboration with the School of Business, HKU, SPACE 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.

Aims
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.

Programme Structure
Students are required to complete 30 modules :

Level I

AC 41-601-01 (01)	BACC 0001	China Business Studies
AC 41-601-02 (01)	BACC 0002	Communication Skills and Development
AC 41-101-03 (01)	*BACC 0003	Economics
AC 41-601-03 (01)	BACC 0004	English Communication
AC 41-601-04 (01)	BACC 0005	International Trade
AC 41-101-02 (01)	*BACC 0006	Legal Framework of Business
AC 41-101-13 (01)	*BACC 0007	Organization and Management
AC 41-101-01 (01)	*BACC 0008	Principles of Accounting
AC 41-101-08 (01)	*BACC 0009	Quantitative Methods
AC 41-101-04 (01)	*BACC 0010	Statistics

Level II

AC 41-601-05 (01)	BACC 0011	Accounting Theory
AC 41-601-06 (01)	BACC 0012	Business Ethics
AC 41-101-06 (01)	*BACC 0013	Business Information System
AC 41-601-07 (01)	BACC 0014	Company Law
AC 41-101-11 (01)	*BACC 0015	Financial Management
AC 41-101-05 (01)	*BACC 0016	Intermediate Accounting I
AC 41-101-07 (01)	*BACC 0017	Intermediate Accounting II
AC 41-601-08 (01)	BACC 0018	Intermediate Economics
AC 41-101-09 (01)	*BACC 0019	Management Accounting
AC 41-601-09 (01)	BACC 0020	Principles of Marketing

Level III

AC 41-601-10 (01)	BACC 0021	Advanced Auditing
AC 41-601-11 (01)	BACC 0022	Advanced Finance
AC 41-601-12 (01)	BACC 0023	Advanced Financial Accounting
AC 41-601-13 (01)	BACC 0024	Advanced Management Accounting
AC 41-601-14 (01)	BACC 0025	Advanced Taxation
AC 41-101-10 (01)	*BACC 0026	Auditing
AC 41-601-15 (01)	BACC 0027	Business Strategy
AC 41-601-16 (01)	BACC 0028	Computer Concepts & Information Technology
AC 41-601-17 (01)	BACC 0029	International Accounting
AC 41-101-12 (01)	*BACC 0030	Taxation

*Subject exemptions for graduates of SPACE'S Diploma in Accounting.

Assessment
Each subject comprises 36 hours of lectures extending over 12 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 – 30%
Final Examination – 70%

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

- comply with the General Regulations;
- hold a Diploma in Accounting awarded by SPACE or its equivalent;
- pass a qualifying examination if required.

> The School of Business (HKU) grants exemptions to holders of the Diploma Programme in Accounting from 13 units of its part-time Bachelor Accounting Degree Programme.

Fee
For academic year 2000 / 2001, the tuition fee is $6,000 per module. Tuition fees include :
- lectures
- marking of assignments
- examination
- one supplementary examination, if required

Application Procedure
Completed application forms should be taken in person to the SPACE Admiralty Learning Centre, the SPACE North Point Learning Centre, or the SPACE HKU Campus office.
Applications must be accompanied by :
a. a non-refundable $150 application fee (cheques should be crossed and made out to HKU SPACE);
b. two photocopies of all relevant educational qualifications;
c. original certificates or transcripts of relevant qualifications, which are needed for certification by SPACE;
d. one passport photograph.

Closing Dates for Application
The closing dates for application are 15 August 2000 for the first term, 15 December 2000 for the second term and 15 April 2001 for the summer term.

AC 41-805-00 (01)
Professional Programme in Accounting
CGA-Canada

Enquiries: 2975 5780

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 if they:
- complete satisfactorily at least 90% of the assignments in each module;
- pass the examination in each module;
- and 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 indicating so on the enrolment form.

Holders of 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 will 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 Professional Accreditation Comprehensive Examinations) of the CGA education programme. The following modules are offered by SPACE:

Level 4 modules:

AC 41-805-08 (94)	Management Accounting 2	MA 2*
AC 41-805-09 (94)	Accounting Theory 1	AT 1*
AC 41-805-10 (94)	Auditing 1	AU 1 *
	With Practice Set 3	PS 3

Professional Accreditation Comprehensive Examinations

AC 41-805-11/12 (94)	Taxation	Tx 1 or Tx 2*
AC 41-805-13 (94)	Financial Accounting	FA 4 or CO 1*
AC 41-805-14 (94)	Finance	FN 2 or CO 1*
AC 41-805-15 (94)	Auditing	AU 1 or MU 1*
AC 41-805-17 (94)	Professional Application	PA 1*

*Course code used by CGA

In addition, students are required to complete a self-study microcomputer course (computer tutorials). A set of distance learning course materials for the computer 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 before starting the programme.

Entry Requirements

Applicants must normally have one of the following qualifications:

- SPACE Diploma in Accounting;
- a recognized university degree in accounting or a related subject;
- a professional/higher diploma in accountancy from the Hong Kong Polytechnic University, City University or other equivalent post-secondary institutions;
- completion of ACCA certificate stage or CIMA stage 2 or equivalent;
- or 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, starting in September, December, March and June respectively. Classes will take place during weekday evenings and/or weekends.

Fees

The fee for 1999/2000 is $5,380 per module which includes:

- comprehensive distance learning, computer-integrated course materials
- a set of textbooks
- required software
- lectures
- marking of course assignments
- examination
- one supplementary examination if required

Course fees are non-refundable except where the module is over-subscribed or cancelled. Refunds 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

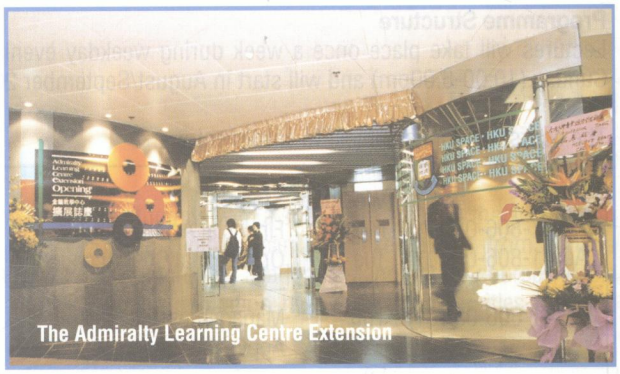
Those students aiming for the CGA designation should apply to CGA-Canada Asia Pacific Region Office at Rm 1008, Lippo Centre, Tower 2, 89 Queensway, Hong Kong (Tel:2858-1712) for an evaluation of exemptions prior to enrolment in this programme and submit the Confirmation of Exemption Status with the 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.

Closing Dates for Application

The closing dates for application for enrolment are 13 May 2000, 13 August 2000 **[AC 41-805-00 (01)]**, 12 November 2000 and 12 February 2001 for Sessions 4, 1, 2 and 3 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 SPACE Admiralty Learning Centre or SPACE HKU Campus Office.

AC 41-102-00 (01)
Joint Accountancy Programme
Joint Examination Scheme
Preparatory Programme
Hong Kong Society of Accountants (HKSA)

Enquiries : 2975 5856
Email: may@hkuspace.hku.hk


The Admiralty Learning Centre Extension

Introduction
SPACE and The Hong Kong Society of Accountants (HKSA) jointly offer comprehensive revision programmes to students who intend to sit the HKSA Joint Examination Scheme in December 2000.

Entry Requirement
Applicants should have registered as student members with HKSA before 1 January 1999.

Programme Delivery
The programme has the following 3 delivery modes:

Stream 1 Regular programme (33 lecture hours)
Lectures are held on weekday evenings or at weekends starting in September 2000. There are 11 lectures, each lasting 3 hours.

The course schedule of the 14 papers is:

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

Stream 2 Weekend Revision programme (21 lecture hours)
Lectures are held on alternate weekends starting in September 2000. There are 7 lectures, each lasting 3 hours.

Stream 3 Intensive Sunday Review (7 lecture hours)
A one-day intensive Sunday review will be held in November 2000.

Students will be provided with a wide range of course materials to supplement the teaching and help them prepare for the examinations. Some of these materials will be free, though students will be expected to buy others. A lot of attention will be paid to past examination questions and examination technique. A specially-written Mock Examination will be set for Stream 1 and Stream 2 students to take in their own time. They will then be given feedback on their performance.

Lecturers are experienced academics from local institutions or qualified practising professionals.

Fees

Stream	Foundation (Paper 1-4)	Certificate (Paper 5-8)	Professional (Paper 9-14)
1	$1,550	$1,800	$2,150
2	$1,050	$1,250	$1,400
3	$ 300	$ 380	$450

Application Procedure
Applications for enrolment will be accepted on a first-come, first-served basis. However, registered HKSA students will have priority. Applicants are responsible for ensuring that they are eligible for the HKSA/ACCA Joint Examination Scheme. Application forms, along with cheques made payable to "HKU SPACE", should be sent to any SPACE enrolment centre or to Division of Accounting & Commerce, SPACE, 5/F., T.T.Tsui Building, HKU, Pokfulam Road, Hong Kong.

AC 41-806-00 (01)
Joint Management Accountancy Programme
Chartered Institute of Management Accountants (CIMA)

Enquiries: 2975 5780

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 2000.

Professional and/or Academic Recognition
Members 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 pm), weekends afternoons (2:30 -5:30 pm), or Sunday (10:00-6:00pm) and will start in August/September 2000.

The course offerings subject to enrolment are:

	Weekday	Stage 2
AC 41-806-01 (01)	Mon	Financial Accounting
AC 41-806-02 (01)	Tue	Operational Cost Accounting
	Wed	—
AC 41-806-03 (01)	Thu	Management Science Applications
	Fri	—
AC 41-806-04 (01)	Sat	Business and Company Law*

	Weekday	Stage 3
AC 41-806-05 (01)	Mon	Financial Accounting
	Tue	—
AC 41-806-06 (01)	Wed	Management Accounting Applications
	Thu	—
AC 41-806-07 (01)	Fri	Organisational Management and Development
AC 41-806-08 (01)	Sat	Business Taxation*

	Weekday	Stage 4
	Mon	—
AC 41-806-09 (01)	Tue	Strategic Financial Management +
AC 41-806-10 (01)	Wed	Strategic Management Accountancy and Marketing +
AC 41-806-11 (01)	Thu	Information Management +
AC 41-806-11 (01)	Fri	Management Accounting Control System +
	Sat	—

* Hong Kong Law and Taxation
\+ 2 sessions on how to answer the scenario based questions will be delivered by our tutors.

Teaching Streams
Stream 1. The regular programme provides students with a formal study which includes ten 3-hour weekly lectures. 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. On completion of the required assignments, a review session 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.
Stream 2. A 7-hour Sunday Intensive Review session will be held before the examinations in assisting students to review past exam papers and exam techniques.

Entry Requirements
All registered students of CIMA are eligible to enrol in the programme. Students are to be responsible for their eligibility to take the CIMA professional examinations.

Fees
Stream 1. The tuition fees are $1,980 per each Stage 2 subject and $2,300 per each Stage 3 and 4 subject.
Stream 2. The tuition fees are $750 and $850 for each Stage 2 and Stage 3 & 4 subject respectively.

All cheques must be made payable to "HKU SPACE". The course fees include lectures, marking of assignments and CIMA study pack.* Students are required to purchase other reading materials and scenario based materials (stage 4 students only) recommended by CIMA.

* Applicable to Stream 1 only

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 SPACE Admiralty Learning Centre, SPACE HKU Campus Office, or,
The Chartered Institute of Management Accountants (CIMA)
Unit A, 6/F., China Overseas Building, 139 Hennessy Road, Wanchai, Hong Kong.
Tel: 2511 2003

AC 41-101-00 (01)
Diploma Programme in Accounting

Enquiries: 2975 5781/ 2975 5767

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.

Academic and Professional Recognition

- 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.
- 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.
- 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.
- 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.
- The Association of Chartered Certified Accountants grants exemption to holders of the Diploma to six papers of its 14 papers examination (Exemption awarded: Accounting Framework, Management Information, Information Analysis, Audit Framework, Tax Framework and Organisational Framework.)

Exemption from other professional accountancy bodies will continue to be sought with a view to obtaining the maximum professional recognition for the graduates.

Entry Requirements

Applicants should have:

- at least two passes at advanced level and three passes at ordinary level, of which one must be in English, or equivalent examinations;
- a university degree or a diploma from a recognised post-secondary institutions.

Candidates aged 21 or above may be admitted under the mature-student category.

> This advanced programme is a gateway to a wide variety of academic and professional studies in accounting.

Programme Structure

The programme includes instruction and assessment in the following 13 modules:

Level I

AC 41-101-01 (01) Basic Accounting
AC 41-101-02 (01) Law
AC 41-101-03 (01) Economics
AC 41-101-04 (01) Statistics

Level II

AC 41-101-05 (01) Intermediate Accounting I
AC 41-101-06 (01) Management Information Systems
AC 41-101-07 (01) Intermediate Accounting II
AC 41-101-08 (01) Quantitative Methods

Level III

AC 41-101-09 (01) Management Accounting
AC 41-101-10 (01) Auditing
AC 41-101-11 (01) Financial Management
AC 41-101-12 (01) Hong Kong Taxation
AC 41-101-13 (01) Business Organisation & Organisational Behaviour

Assessment

Each subject comprises 36 hours of lectures extending over 12 lecture sessions. Students are required to attend at least 80% of classes. Assessment of each module is based on continuous assessment (assignments, mid term test) and a final examination. The weight of the assessment is:

Continuous Assessment – 30% Final Examination – 70%

"Outstanding Student" - Ho Pui Kum

Exemption
Exemption from relevant subjects may be granted to prospective students who have completed courses of equivalent content and level taken at recognised post-secondary institutions or professional examinations. The maximun number of exemptions is 8 modules. 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 Level 2 or Level 3 in 2000 / 2001.

Award
Students will be awarded the diploma provided that for each module they take :
- complete satisfactorily the required course assignments;
- pass the relevant examination;
- satisfy the examiners with their attendance at lectures.

Teaching Schedule
The first term of the 2000 / 2001 academic year will commence in September 2000 and end in December 2000. The second term will commence in January 2001 and end in April 2001. The summer term will commence in May 2001 and end in August 2001. Classes will be held once a week in the evenings (6:30 - 9:30 p.m.) or Saturday afternoons (2:30 - 5:30 p.m.).

Fee
For the 2000/2001 academic year, the fee for Level 1 modules is $3,200 per module which includes:
- Lectures
- Marking of course assignments
- Tests and examination
- One supplementary examination if required

The fee for Level 2 and 3 modules is $3,750 per module which includes:
- A set of text book and learning materials
- Lectures
- Marking of course assignments
- Tests and examination
- One supplementary examination if required

Application Procedure
Special application forms for the Diploma in Accounting Programme can be obtained from SPACE Learning Centres.
Completed application forms should be returned in person to one of the SPACE Learning Centres, and must be accompanied by:
- a non-refundable $150 application fee (cheques should be crossed and made out to HKU SPACE)
- photocopies of relevant educational qualifications;
- original certificates or transcripts of relevant qualifications, which are needed for certification by SPACE;
- a photocopy of the applicant's I.D. card.

Closing Dates for Application
The closing dates for application are 27 August 2000 for the first term, 22 December 2000 for the second term and 15 April 2001 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.

SPACE PROFESSIONAL EXCELLENCE+ QUALITY OF LIFE

AC 41-103-00 (01)
ACCA's Certified Diploma in Accounting & Finance (CDipAF)
Preparatory Programme

Enquiries: 2975 5856
E-mail: may@hkuspace.hku.hk

Introduction
In response to the demand of business executives who wish to acquire accounting/finance knowledge, SPACE is offering a programme for students who wish to sit for the examinations leading to the award of Certified Diploma in Accounting & Finance by The Association of Chartered Certified Accountants (ACCA).

The Certified Diploma is a financial management qualification designed for non-financial managers. It will be awarded by The Association of Chartered Certified Accountants (ACCA). Students who enroll in this preparatory programme will receive proper training to prepare them for the Certified Diploma Examinations to be held twice a year in Hong Kong (December and June).

Academic Recognition
The Certified Diploma has received exemptions from several MBA programmes in the U.K. For details, please contact ACCA Hong Kong Office.

Course Schedule
Lectures will take place at weekends and on Sundays. Each lecture will last for three hours, from 2:30 p.m. to 5:30 p.m. OR from 6:30p.m. to 9:30p.m..

Subject to enrolment, classes to be offered are :

Module 1	AC 41-103-01 (01)	Interpretation of Financial Statements 23 Sept	7, 21 Oct	4, 18 Nov	2 Dec (Saturdays)
Module 2	AC 41-103-02 (01)	Management Accounting 24 Sept	8, 22 Oct	5, 19 Nov	3 Dec (Sundays)
Module 3	AC 41-103-03 (01)	Financial Management 30 Sept	14, 28 Oct	11, 25 Nov	9 Dec (Saturdays)
Module 4	AC 41-103-04 (01)	Business Analysis	8, 15, 29 Oct	12, 26 Nov	10 Dec (Sundays)

Programme Delivery
This intensive programme consists of four modules. Each module will have six 3-hour weekend lectures and students are required to submit two written assignments. The ACCA official learning material will be used throughout the study.

Programme of Study

AC 41-103-01 (01)
Module 1 Interpretation of Financial Statements
An understanding of financial statements produced by organizations and to enable students to critically interpret those statements. Students will be taught to understand the nature of major items in an enterprise's financial statements and to interpret an enterprise's performance and position in the context of specific users.

AC 41-103-02 (01)
Module 2 Management Accounting
The areas of management accounting deal with different approaches in costing and information. This module provides a general understanding of the nature of financial information and the make-up of the profit and loss account and balance sheet. In particular; looks at different product costs, cost and profit calculations, information for decision-making and the budgeting process.

AC 41-103-03 (01)
Module 3 Financial Management
This module gives students a good understanding of the essential elements of financial management as they apply to the day-to-day running of a business. At the end, students should be able to identify the components and projects of a business and understand various methods of financing them. In addition, students should be able to use appropriate investment techniques for decision making.

AC 41-103-04 (01)
Module 4 Business Analysis
To develop student's ability in identifying the key elements of the strategic process. The module gives broad understanding of the principles, concepts and theories of business analysis. The module not only intends to train a student to become a business strategist but it will help student to avoid some key mistakes and make an effective contribution to the strategic management process within the student's current organization.

Entry Requirements
There are no specific entry requirements for enrolment in this programme. However, students should make sure that they comply with ACCA's student membership registration conditions for the Certified Diploma. Students should also meet the ACCA examination registration deadlines (31 July of the same year for December examinations & 15 December of the previous year for all June examinations).

Award
There will be no SPACE examinations in this programme. However, a Statement of Attendance for each module will be awarded by SPACE provided that the students have attended 80% of the lectures and completed satisfactorily all the required class work.

Eligibility to Sit the CDipAF Examinations
There will be two examinations in June and December each year. All prospective students are required to register as student members with The Association of Chartered Certified Accountants (ACCA) before they are allowed to sit the CDipAF examinations. Students are therefore strongly urged to confirm their eligibility for sitting the CDipAF examinations with ACCA directly before applying for enrolment into this programme.

Fee
The course fee is $2,500 per module, including course materials. Payment of course fee can be made by cheque payable to "HKU SPACE".

David H. Lam, Head of Division of Accounting & Commerce, with Professor Lui, Dean of School of Accounting,the Dongbei University of Finance and Economics.

The Certified Diploma is a financial management qualification designed for non-financial managers. The Diploma will be awarded by the Association of Chartered Certified Accountants (ACCA). Students shall receive proper training to prepare for the Certified Diploma Examination held twice a year in Hong Kong.

Application Procedure
Applications for enrolment will be accepted on a first-come, first- served basis. Students can enroll for any particular modules but are strongly advised to enroll for two modules in order to be able to complete the programme within one year.

Application forms can be obtained from SPACE Learning Centres or the ACCA Hong Kong Branch at 1002A, Worldwide House, 19 Des Voeux Road Central, Hong Kong. Tel: 2524 4988

Completed application forms together with the appropriate course fee should be returned to 5/F, TT Tsui Building SPACE, The University of Hong Kong, Pokfulam, Hong Kong (Attn: Programme Manager) before 14 September, 2000.

AC 41-099-01-01 (01)
Advanced Financial Accounting

This course is suitable for students preparing for professional accounting examinations; those who have obtained accounting qualifications of LCCI 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.

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

Date & Time : Saturdays, 2:30 - 5:30 p.m., starting 2 September 2000 (16 meetings)
Venue : Delia, Mei Foo
Fee : $1,840

AC 41-099-02-01 (01)
Foundation Accounting

This course covers most of the topics in the syllabus for 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 organisations; 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

Date & Time : Saturdays, 2:30 - 5:30 p.m., starting 2 September 2000 (12 meetings)
Venue : Rm 1504, CEF Plaza, Quarry Bay
Fee : $1,165.

AC 41-099-03-01 (01)
Higher Accounting

This course is for anyone studying at the intermediate level of the professional accounting or company secretarial examinations. It also covers many of the major topics in the LCCI 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.

Date & Time : Thursdays, 7:00 - 9:30 p.m., starting 7 September 2000 (14 meetings)
Venue : Delia, Mei Foo
Fee : $1,165

AC 41-099-04-01 (01)
Intermediate Accounting

The course completes the coverage of the syllabus of Second Level Book-keeping and Accounts (formerly intermediate Book-keeping) of the LCCI 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 LCCI examinations. Applicants should have a basic knowledge of elementary book-keeping.

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

Date & Time : Saturdays, 2:30 - 5:00 p.m., starting 2 September 2000 (16 meetings)
Venue : Delia, Tai koo shing
Fee : $1,270

AC 41-099-05-01 (01)
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.

Date & Time : Thursdays, 6:30 - 9:30 p.m., starting 7 September 2000 (15 meetings)
Venue : Delia, Mei Foo
Fee : $1,165

AC 41-099-06-01 (01)
Basic Auditing

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

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

Date & Time : Wednesdays, 6:30 - 8:00 p.m., starting 20 September 2000 (10 meetings)
Venue : Tang Shiu Kin, Wan Chai
Fee : $588

AC 41-099-10-01 (01)
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.

Date & Time : Saturdays, 2:30 p.m. - 5:30 p.m., starting 2 September 2000 (8 meetings)
Venue : Campus, HKU
Fee : $920

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.

AC 41-099-07-01 (01)
香港税務：原理與實際應用
Hong Kong Taxation: Principles and Practical Procedures

本課程內容包括介紹香港税務法例之內容，特別注重利得税、薪俸税、物業税及個人入息税，並討論如何向税務局提出申訴。主講者除對這些法例的原理作簡單講述外，並給學員講授實際的應用，及如何填寫各種報税表格、如何向税局追討發還超額繳納之税款及税局如何向納税人追收税款等。各學員應在開課前購買『香港税務法例』(Inland Revenue Ordinance)，作為聽講時參考之用。

授課語言:由於涉及大量專門術語，學員須具有英語知識。

開課日期及時間 : 2000年9月6日起 每星期三6:30-8:00p.m. (共十五講)
地　點 : 灣仔鄧肇堅
學　費 : $810

AC 41-099-09-01 (01)
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，及説明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。本課程將引述本港的實際情況以作討論的例證。
(名額四十人)

開課日期及時間 : 2000年9月20日起 每星期三6:30-8:30p.m. (共十二講)
地　點 : 灣仔鄧肇堅
學　費 : $850

Administrative Mangement 行政管理

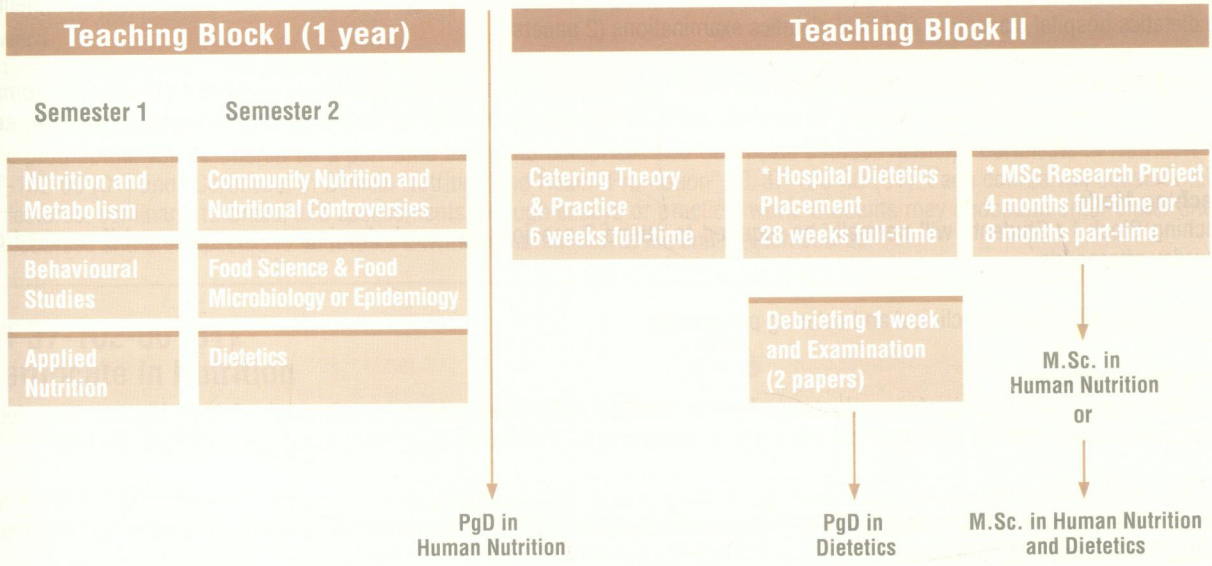
TEL電話 : 2975 5775 FAX傳真 : 2858 4750

AC 42-802-00 (01)
Master of Science in Administrative and Information Management [MSc(AIM)]
Napier University

Enquiries: 2975 5851

Introduction
In recognition of the need for office executives and managers to extend their administration and information technology knowledge in this rapidly changing business world, SPACE is collaborating with the Napier University Business School, Edinburgh, Scotland to offer a Master of Science degree in Administrative and Information Management [MSc(AIM)].

Postgraduate Programmes in Human Nutrition and Dietetics



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

ST 37-801-00 (01)
M.Sc. in Human Nutrition and Dietetics/ M.Sc. in Human Nutrition/ Postgraduate Diploma in Dietetics/ Postgraduate Diploma in Human Nutrition

University of Ulster

Enquiries : 29755698

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.

Aims

The PgD/MSc course aims to fulfil both the academic and professional requirements laid down by the Academic 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. It will give students 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.

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

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

Professional Recognition
The International Diploma and International 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.

Holders of the International Advanced Diploma in IAM are eligible to apply for admission to the Master of Science in Administrative and Information Management [Msc (AIM)] in collaboration with Napier University, Edinburgh, Scotland.

Programme Structure and Content
The International Diploma in Administrative Management Programme consists of the following courses:
AC 42-801-01 Module 1 – Office Administration
AC 42-801-02 Module 2 – Systems Approach
AC 42-801-03 Module 3 – People & Organisations
AC 42-801-04 Module 4 – Office Planning & Control
AC 42-801-05 Module 5 – Information Technology
AC 42-801-06 Module 6 – Administrative Data & Information
AC 42-801-07 Module 7 – Case Study 1

The International Advanced Diploma in Administrative Management Programme consists of the following courses:
AC 42-801-08 Module 21 – Managing Contemporary Issues
AC 42-801-09 Module 22 – Managing Financial Resources
AC 42-801-10 Module 23 – Managing People
AC 42-801-11 Module 24 – Managing Processes
AC 42-801-12 Module 25 – Case Study 2

Plus TWO option modules:
AC 42-801-13 – Managing Facilities
AC 42-801-14 – Managing Marketing
AC 42-801-15 – Managing Information Analysis & Presentation
AC 42-801-16 – Managing Information & Technology

Entry Requirements
International Diploma in Administrative Management:
Applicants should:
- have 4 GCE pass, including 1 at A level, or equivalent;
- or be 21 years old or above.

International Advanced Diploma in Administrative Management:
Applicants should have:
- International Diploma in Administrative Management;
- a recognized university degree;
- a recognized relevant higher diploma;
- or equivalent qualifications.

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 to students with appropriate qualifications, upon application.

Teaching Mode
This programme provides students with 30 hours of lectures for each of the International Diploma modules and 45 hours for each of the International Advanced Diploma 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: weekday : 6:45 - 9:45p.m. weekend : 2:30 - 5:30p.m.

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

Application Procedure
Complete and return the special Application for Admission Form to either SPACE Admiralty Learning Centre or SPACE HKU Campus Office.

The Division of Applied Science comprises a number of subject areas, namely, 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 programmes which are related to professional qualifications are recognised by the relevant professional bodies. Those programmes have emphasis on continuing professional development and have high academic standard. There is great demand from the community for these courses and the Division is committed to ensuring the provision of high quality courses to meet lifelong educational needs.

應用科學部由多個不同學科組成，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。

應用科學及資訊科技
Applied Science & Information Technology

Biomedical and Health Sciences 生物醫學及衛生科學
Computer Science & Information Technology
電腦科學及資訊科技
Library & Information Science 圖書館學及資訊科學
Engineering 工程學
Pharmaceutical Science & Environmental Science
藥物科學及環境科學
Mathematics / General Science 數學/科學

Programme Directors & Programme Managers
課程主任及助理課程主任

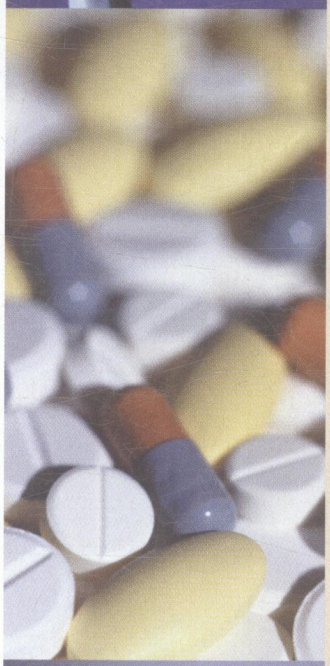
Chan, F.T. 陳訓廷
(Head of Division 學部主任)

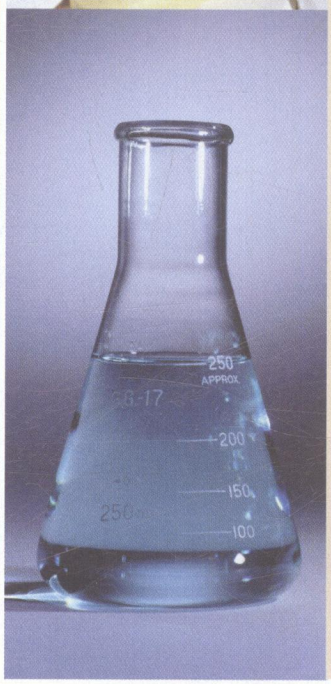
Hui, Sarah S.C. 許少珍
Ng, Wilson W.S. 吳偉成
Cheung, Bruce S.N. 張少能
Tan-Un, K.C. 阮陳健貞
Wu, Stephen W.N. 胡永年
Tse, Moses Y.K. 謝銳光
Wong, Gemma, K.C. 黃羅錦注
Chan, T.Y. 曾德源
Fu, Raymond S.W. 傅仕偉
Kwok, L.K. 郭麗娟
Lam, Doris W.W. 林衛華
Lee, Ruby P.W. 李寶雲
Wong, Helen H.Y. 黃起妍

Teaching Assistant 助教
Cheung, Carmen Y. C. 張玉珍

Divisional Affairs Executive 學部事務主任
Ip, Agnes W.Y. 葉穎怡

7/F., T.T. Tsui Building, The University of Hong Kong,
Pokfulam Road, Hong Kong
香港薄扶林道香港大學徐展堂樓7樓
Fax 傳真: 2975 4953





The Food and Nutritional Science section was started in the School in 1996, with the launch of the Postgraduate Diploma in Dietetics in association with the University of Ulster.

"Dietetics is the discipline which interprets and communicates the science of nutrition".

With growing evidence that diet and nutrition are involved in the aetiology and prevention of many diseases (like cancer, diabetes and coronary heart diseases, etc) the role of the dietitian is of paramount importance in the primary, secondary and tertiary healthcare of the community at large to prevent and treat such diseases, as well as to enhance the quality of life of an individual or groups of individuals.

Dietitians work for institutions such as hospitals, health centres, food service centres, nutrition counseling clinics and private practices. Dietitians act as also community nutritionists providing nutrition education to schools, sport centres, local and international health service agencies. Some dietitians may also engage in research.

The Postgraduate Diploma in Dietetics, the qualifying award for entrance into the dietetics profession has two parts: year one consists of taught academic modules using the principles of health and social sciences, while in year two, students enter catering and hospital placements throughout Hong Kong.

This is the only local training programme offered in Hong Kong.

In addition, as a response to public interest, two diploma courses namely, Diploma in Nutrition and Diploma in Institutional Food Service Management, are also being offered. As the mandate of the government for the future is to ensure a healthy lifestyle for the Hong Kong people, these continuing education courses are an essential part of public health education.

學院於一九九六年正式成立食品、營養學與治療學科課程組，並首度與英國歐士達大學(University of Ulster)合辦營養學深造文憑。

“營養及飲食治療科學是傳達及闡釋營養學知識的學科。"

越來越多證據顯示飲食營養與病原學有關，亦有認為適當的飲食有助預防癌症、糖尿病和冠心病等疾病。因此，營養師在社區的各階層醫療服務中佔有極重要的地位，尤其是在預防及治療疾病，以及提昇個人和團體生活質素等方面。

營養師會於不同類型的機構工作，如醫院、健康中心、食品供應中心及營養輔導診所等，亦有部份選擇私人執業。此外，有些營養師投身於社區教育工作，在學校、康體中心、本地及國際的健康服務機構推廣營養學的知識，另一些則擔任科研工作。

營養學及治療深造文憑是晉身營養師的專業途徑，課程共分兩部份：第一年以講授健康及社會科學的原理為主；第二年則安排學生到本地醫院的膳食部受訓。

本課程是全港唯一本地培訓的營養學課程。

此外，為應公眾人士的需求，學院將會開辦營養學文憑及飲食業務管理文憑課程。由於政府未來的目標是確保香港人可建立健康的生活方式，因此，這些持續教育課程是公眾健康教育的重要一環。

ST 04-801-00 (01)
Bachelor of Health Science-Paramedic
Victoria University

Enquiries : 2376 6787

Introduction
This programme has been developed by the Paramedic Science Unit of Victoria University in Australia, in recognition of the growing importance of the role of paramedics in modern health care. It is designed to give qualified ambulance officers and paramedics, as well as other health care professionals, the opportunity to upgrade their qualifications to degree status.
SPACE offers the programme in Hong Kong in association with the Ambulance Services Institute (ASI) of Hong Kong.

Award
Bachelor of Health Science-Paramedic by the Victoria University, Australia

Programme Structure and Contents
The programme consists of two stages undertaken over two years of part-time study:

- Bridging topics for health professionals (compulsory only for non-ambulance personnel)
  The bridging topics build on a student's prior knowledge of medical science and orient this towards the paramedic context of practice. The themes include: paramedic practice, paramedic medical care, paramedic trauma care and integrated topics.

- Bachelor of Health Science-Paramedic (Ref. No.410322)
  A total of 6 modules are studied over four semesters (2-years):

HFB3101	Professional Basis of Paramedic Practice
HFB3201	Integration of Paramedic Practice
HFB3301	Issues in Pre-hospital Health Service Delivery
HFB3401	Pre-hospital Ethical and Legal Issues
HFB3501	Research in Paramedic Practice
HEG1530	Developer of Trainees

Entry Requirements
For ambulance personnel:

- Associate Diploma of the Ambulance Services Institute and 2 years post-qualification experience.
- Licentiate Diploma of the Ambulance Services Institute and 3 years post-qualification experience.
- EMA II Certificate-HK Fire Service and 3 years post-qualification experience.

For health professionals:

- Diploma, professional diploma or bachelors degree in allied health disciplines (e.g. nursing, physiotherapy, pharmacy, etc.).
- A degree in relevant science subjects.

Course Coordinator
Mr. Benjamin T.Y. Chan

Lecturers
Staff from the Paramedic Science Unit of Victoria University

Assessment
The bridging topics are assessed by coursework, competency assessment and written examination. The regular modules are assessed by a combination of workbook/presentation, written examination (2-hours) and 1-2 written assignments (2000-word essay).

Teaching Mode
The bridging topics are taught online and by face-to-face teaching. The regular modules are taught in intensive block-lecture mode. Tutorial support is available online through Victoria University's virtual classroom "Top Class".

Medium of Instruction
English

Teaching Schedule

- **Bridging topics for health professionals**
  Online delivery (3-weeks) and face- to-face teaching (2 weeks with classes held on weekday evenings and weekend afternoon). Classes start in February 2001.

- **Bachelor of Health Science-Paramedic**
  Teaching in each semester is organized in intensive blocks of 1-2 weeks' duration for each subject (held on weekday evenings and weekend afternoons). Classes start in April/May 2001.

Fees

Bridging Topics	AUD 2,500
B.Health Sci.-Paramedic	AUD 6,500
(paid by 2 equal instalments)	

ST 34-120-00 (01) Diploma in Surgical Nursing
ST 34-119-00 (01) Diploma in Medical Nursing

Enquiries: 2975 5688

Introduction

With advances constantly being made in surgical / medical technology for the management of patients, nurses in the surgical / medical nursing areas must keep abreast of these changes to maintain the quality of the care they provide. These two Diplomas will:

- bring participants up to date on the latest advances in surgical / medical nursing;
- enhance their ability to assess patients' therapeutic needs, evaluate changes and plan effective therapeutic nursing in terventions;
- prepare Registered Nurses to function effectively and competently as Nurse Specialists in the surgical / medical areas.

The programmes are offered jointly by SPACE and The Central Nursing Division, QMH. Applicants should apply for either the Diploma in Surgical Nursing or the Diploma in Medical Nursing. They share common elements but have separate specialty modules, as indicated below.

Course Objectives

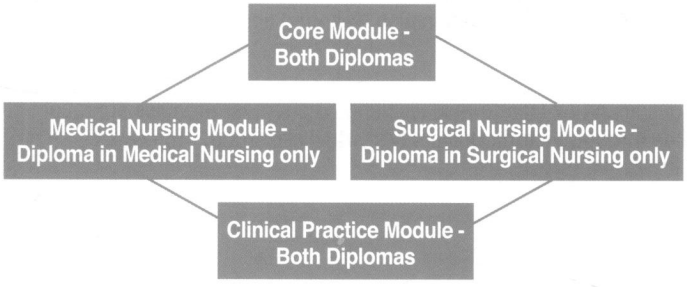
On completion of either programme, participants will be able to:

- demonstrate up-to-date and advanced knowledge of medical nursing
- incorporate advanced knowledge in the planning of nursing intervention
- participate in health education and health promotion nursing activities for their professional and personal development in the area of medical nursing
- participate in research to consolidate the integration of research evidence into their nursing management
- demonstrate effective skills in communication and counselling to provide support to patients, their families and health care colleagues
- empower patients and careers to make informed choices on issues related to medical nursing interventions
- appreciate the implications of socio-cultural elements for the management of individual patients
- participate in decision-making concerning patient-interventions within the health care team

Course Structure

There are 3 modules: the Core Module, the Surgical/Medical Nursing Module and the Clinical Practice Module. Students must complete all 3 modules to pass the course.
Lectures will be given by academics, clinical nursing and medical staff.

The overall structure is:



Core Module (Both Diplomas)

- Theories and definitions of health and ill health
- Nursing models
- Ethical and legal issues related to nursing practice
- Psycho-socio-cultural perspective of health and illness
- Health education and health promotion
- Quality assurance in health care
- Stress and stress management
- Infection control in a health care setting
- Effective counselling
- Research and nursing
- Management of emergency nursing in surgical/medical settings
- Other topics commonly associated with surgical/medical nursing: principles of clinical oncology, care of patients with AIDS
- Concept of home health care

Surgical Nursing Module (Diploma in Surgical Nursing only)

Topics to be covered include:

- Surgery of the head and neck: laryngectomy, pharyngectomy, tracheostomy
- Neurosurgery related to head injuries, brain tumours, increased intra-cranial pressure
- Surgery of the upper gastro-intestinal tract
- Hepato-biliary-pancreatic surgery; liver transplants; cholecystectomy
- Surgery of the lower gastro-intestinal tract; colo-rectal surgery; care of patients with stoma
- Urological surgery: prostatectomy; care of patient with haematuria; patients with ileal conduits, patients undergoing lithotripsy
- Surgery related to endocrine disorders
- Vascular surgery: abdominal aortic aneurysm
- Cardiac-thoracic surgery: lobectomy
- Reconstruction surgery related to burns, facial injuries, breast cancer

Medical Nursing Module (Diploma in Medical Nursing only)

Topics to be covered include:

- Nursing management of patients with cardiovascular disorders
  e.g. Fundamentals of ECG; angina and myocardial infarction; cardiac cath. and coronary atherectomy.
- Nursing management of patients with respiratory disorders
  e.g. Assessment of the respiratory system and the arterial blood gas analysis; COAD and asthma; acute pulmonary oedema; mechanical ventilator care and the use of BiPAP.
- Nursing management of patients with nervous neurological disorders
  e.g. The assessment and management of acute confusion; the use of restrainers for elderly and dementia patients; multi-disciplinary approach in caring for stroke patients.
- Nursing management of patients with hematological disorders and disorder of the immune system
  e.g. Assessment and management of anaemia; bone marrow transplants and its management; Hickman cath. and its management; Rheumatoid arthritis.
- Nursing management of patients with gastrointestinal disorders
  e.g. The assessment of patient with liver failure; the management of G.I.B.; hepatitis; nursing care for patient with OGD & ERCP.
- Nursing management of patients with urological disorders
  e.g. Glomerulonephritis; Acute renal failure; chronic renal failure and renal transplantation; fluid and electrolysis disorder; the quality of life among patient on CAPD.
- Nursing management of patients with endocrine disorders and others systems
  e.g. Pituitary adenoma and its management; thyroid crisis and its management; the management of hyper/ hypo-glycaemia.

Clinical Practice Module (Both Diplomas)

A clinical placement, lasting for a minimum of 6 weeks, is arranged in clinical areas in the hospitals where participants are currently working. (Students working in hospitals which offer clearly defined areas of specialisation, i.e. cardiothoracic, renal, gastroenterology etc. are required to work 4 weeks in their own area and 2 weeks in one other specialty area of their choice). Prospective students will be supervised by nurses who have completed a recognised course in medical nursing at Diploma/ Certificate level or by experienced senior nurses who have a minimum of 5 years' clinical experience in that area. Clinical supervisors are nominated by the DOM of respective Medical / Surgical Unit as qualified candidates.

Total: 162 hours (54 meetings) of theory and 264 hours (6 weeks) supervised clinical practice.

Assessment Methods
The assessment of the course consists of the following:
1. Assignment/ Project/ Case Study
2. Mid-term Viva Voce
3. End of Course Examination
4. Clinical Assessment - students must achieve competency in ALL areas as stipulated in the Clinical Assessment Schedule.
5. A minimum of 80% attendance of the theoretical component and full attendance of the practical component.

Students must pass ALL the required assignments, examinations and clinical assessments. Students who fail any one part must sit a supplementary examination, re-submit an assignment or be re-assessed in the case of the clinical assessment. Should students fail the supplementary assessment, their case will be reviewed by the external examiner and members of the Academic Committee (AC).

Award
On successful completion of the course, participants will be awarded a Diploma by SPACE and the Central Nursing Division, Queen Mary Hospital.

Entry Requirements
Applicants should:
- be nurses registered with the Hong Kong Nursing Board;
- have a minimum of 2 years' post registration clinical experience;
- be currently working in the surgical / medical nursing area for not less than 12 months.

Preference will be given to Registered Nurses who hold a recognised university degree.

Senior Programme Director
Mr. Moses Tse, Assistant Professor, SPACE, HKU

Course Co-ordinators
Diploma in Surgical Nursing: Mr. Peter Chan, Ward Manager, Surgical Unit, Queen Mary Hospital
Diploma in Medical Nursing: Mr. Yu Wai Tak, Nursing Officer, Medical Unit, Queen Mary Hospital

Date & Time: 6:30 - 9:30 p.m., starting date (to be advised)

Venue: HKU Campus (to be advised)

Medium of Instruction: English supplemented with Cantonese
(Enrolment is limited to 30)

Fee: HK$16,000
(It is the responsibility of individual students to pay the Clinical Placement Fee. SPACE will collect these fees, which should be in the region of $1,000 subject to individual hospital policy, and pass them on to their respective clinical supervisors/ hospital.)

Enrolment
If you are interested in obtaining the course information sheet and special application form, please send a $1.30 stamp-addressed envelope to Miss Esther Ko, SPACE, 9/F T.T.Tsui Building, The University of Hong Kong, Pokfulam, Hong Kong. Tel: 2975 5688 Fax: 2858 3404. Please indicate clearly which Diploma you are applying for. Completed application forms should be returned to Miss Ko, along with photocopies of relevant qualifications.

ST 34-109-00(01)
Diploma in Gastroenterology Nursing

Enquiries : 2975 5688

Introduction
In an age of rapid developments in medical technology and advances in health care services, nurses working with patients who have gastroenterological disorders need to have up-to-date knowledge and specialised skills. This course gives nurses in-depth knowledge of gastroenterology and the opportunity to observe/function in gastroenterology units in different hospitals. Graduates from this course will be able to function competently and effectively in the specialty area of gastroenterology.

This course will benefit all Registered Nurses who are interested in gastroenterology nursing, especially if they are currently working in Endoscopy Units and Medical/Surgical Units with patients who have gastroenterological disorders.

Course Objectives
On completion of the course, students will be able to:
- conduct nursing assessments based on advanced knowledge and clinical skills in gastroenterology;
- evaluate different management approaches and meet the therapeutic needs of patients and their relatives;
- provide comprehensive, quality nursing care incorporating specialised knowledge and skills to enhance and maintain the optimal health of patients
- integrate principles of scientific enquiry and a research based approach to improve patient management outcomes;
- function as a competent novice specialist in gastroenterological nursing;
- counsel patients and their relatives on how they might prevent complications and advise them on the maintenance of optimal well-being;
- function as a competent member of a multidisciplinary health care team;
- demonstrate accountability in professional nursing practice.

Entry Requirements
Nurses registered with the Hong Kong Nursing Board with at least 2 years' post registration clinical experience are eligible to apply and preference will be given to those nurses who are currently working in the Gastroenterology Wards or Endoscopy Units. Prospective applicants may be required to attend a personal interview.

Medium of Instruction
English supplemented with Cantonese.
(Enrolment is limited to 30)

Teaching Schedule
This is a part-time course. Participants are required to spend approximately 52 weeks (3 hours per week) on theoretical components, with 6 weeks on clinical attachment and field visits.

Time
6:30 - 9:30 p.m., starting Tuesdays, 8 August 2000

Venue
Room 03, G/F James Lee Science Building, HKU

Fees
$16,000
(It is the responsibility of individual students to pay the Clinical Placement Fee. SPACE will collect these fees, which should be in the region of $1,000 subject to individual hospital policy, and pass them on to their respective clinical supervisors/hospital.)

Enrolment
If you are interested in obtaining the course information sheet and special application form, please send a $1.30 stamp-addressed envelope to Miss Esther Ko, SPACE, 9/F T.T. Tsui Building, HKU, Pokfulam, Hong Kong. Tel: 2975 5688 Fax: 2858 3404.

Closing Date for Application
25 July 2000

ST 34-102-00(01)
Diploma in Oncology and Palliative Care for Health Care Professionals

Enquiries: 2975 5687

Introduction
Cancer is now the leading cause of death in Hong Kong. However in recent years, major treatment advances in areas such as surgery, chemotherapy, radiation therapy, and immunotherapy have 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 the 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.

This course enables health care professionals to develop a better understanding of the neoplastic disease and its management, and is designed to provide students with an in-depth knowledge of oncology and palliative care, along with 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
To provide an opportunity for all levels of health care professionals who are working in oncology to develop their knowledge and skills. The course will be 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.

Enrolment
Students may enrol in:
- either Unit I or Unit II, which will lead to a Statement of Attendance,or
- either Haematological Oncology or General Oncology plus Palliative Care which will lead to the award of a Certificate, or
- Certificate in Palliative Care for Health Care Professionals only, or
- 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 apply.

Clinical Experience
- Students who enrol in 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.
- Students who attend the Palliative Care course only will be given a two-week attachment in Nam Long Hospital and one week in the Community Bereavement Centre (Shamshuipo).

Assessment
- A minimum of 80% attendance rate.
- Assignment and clinical project.
- A class test 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 Statement of Attendance / Certificate / Diploma, whichever applies.

Course Coordinator
Ms Gemma Wong, AP, SPACE, HKU

External Examiners
Dr Michael Sham, Consultant, Nam Long Hospital
Ms Terese Lau, Assistant Professor, Department of Nursing Studies, HKU

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 Flinders University of South Australia; Director, International Institute of Hospice Studies

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ST 34-102-01 (01)
Unit I - Haematological Oncology for Health Care Professionals

Aims
This Unit will introduce participants to the aetiology and treatment of heamatologic malignancies. It will focus on the special care needed by patients with bone marrow transplants, Hickman catheters and common infections, and introduce the control measures for maintaining the infection free environment that is essential for the care of low resistance cancer patients.

Objectives
On completion of this Unit, students will be able to:
- understand the aetiology and treatment of haematologic malignancies;
- develop skills in assessing cancer patients' psychosocial needs;
- demonstrate the skills in care of bone marrow transplantation patients, patients with Hickman catheters and those undergoing chemotherapy;
- understand the common infections that occur in an 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 Content
- Principles of medical oncology
- Classification of cancer in Haematology
- Diagnostic and Laboratory investigation
- Psychosocial Assessment
- Counselling
- Special care management for bone marrow transplantation, patients with Hickman catheters and chemotherapy
- Common infection and control

Clinical component: Half-day clinical visit will be arranged (compulsory only for those who are not taking all the units)

Assessment
Written assignment and one class test at the end of the course.

Date & Time
Mondays, 6:30 - 9:30 pm, (to be advised)

Venue (to be advised)

Fee (to be advised)

ST 34-102-02 (01)
Unit II - General Oncology for Health Care Professionals

Aims

This Unit will provide students with a basic understanding of the principles of surgery, radiotherapy and chemotherapy in cancer treatment. It will focus on the classification of cancers and diagnostic procedures; the different roles of health care professionals in the care of cancer patients; the importance of a team approach; and special knowledge and skills that are unique to oncology care, such as surgical palliative care, bereavement counselling, com-munication and psychosocial care.

Objectives

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

- describe the epidemiology of cancer;
- discuss the pathogenesis, pathophysiology and clinical manifestations of cancer;
- understand the principles of surgery; radiotherapy & chemotherapy;
- understanding different types of surgical palliative approaches to advanced stages of cancer;
- identify psychosocial needs in the care of cancer patients;
- understand the different roles of health care professionals in a team approach;
- 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 Content

- Understanding the aetiology and epidemiology of cancer
- Classification of cancer in staging and diagnostic procedures
- Principles of surgery; radiotherapy and chemotherapy and oncological emergencies
- Care management in cancer patients
- Psychosocial assessment of cancer patients
- Understanding a team approach
- Bereavement counselling

Clinical Practice

A half-day clinical visit will be arranged (compulsory only for those who are not taking all the units)

Assessment

Written assignment and a class test at the end of the course.

Date & Time

Mondays, 6:30 - 9:30 p.m. (to be advised)

Venue (to be advised)

Fee (to be advised)

ST 34-102-03 (01)
Unit III - Certificate in Palliative Care for Health Care Professionals

Introduction

This Certificate course provides an opportunity for all levels of health care professionals in the field of oncology to develop their knowledge and skills, so that the quality of care provided for their clients is enhanced. It will be particularly beneficial to those who may have to provide palliative care for patients with cancer in general clinical settings, as well as to those who may choose oncology as their future career.

The insturction will adopt a dynamic approach to look at relevant issues like symptoms controls, pain management, and the concept of death and dying.

Objectives

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

- discuss concepts of palliative care;
- describe the patho-physiological processes of cancer;
- apply the principles of palliative care;
- demonstrate skills in symptom control and pain assessment;
- provide a holistic approach in the care of terminally-ill patients;
- recognize the significance of cultural and ethical issues related to death and dying;
- discuss the concept of developing home care systems and
- community support;
- identify the different stress factors facing terminally ill patients and their relatives;
- manage stress;
- discuss the carer's role as a health advocate.

Course Content

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 the vulnerable groups with cancer (the young and the old)
   - Symptom control and pain management
   - Psycho-social and spiritual care
3. Philosophical and ethical issues of 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

Award

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

Diploma in Oncology and Palliative Care focuses on the integration of knowledge and clinical practice, providing a holistic approach to the care of cancer patients, a leading cause of death in Hong Kong.

Clinical Practice
Students are required to spend a minimum of two-weeks 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 Requirement
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.

(Enrolment is limited to 33)

Date & Time
Mondays, 6:30 - 9:30 pm, starting 11 September 2000
(approximately 24 meetings)

Venue : Room JG01, James Lee Building, HKU

Fee : $6,700

ST 34-702-00 (91)
Diploma in Health Services Management for Health Care Professionals

Enquires: 2975 5688

Introduction
We live in an era of organizational and technological change. Technological advances, rising health-care costs, changing demographic characteristics, and an increased demand for quality health care from a more informed community have all prompted leaders in health-care services to function more effectively and be more sensitive to the changing needs of both the community and the health-care services.

Contemporary health-care leaders are expected to carry out strategic planning, operational resource planning and show management skills. This course incorporates up-to-date business management knowledge and skills to enhance the management effectiveness and competence of health care managers who graduate from this course.

This course provides practising health-care leaders with opportunities to consolidate and update their knowledge in health services management. For prospective and upcoming health-care leaders, this course provides a solid foundation in the area of health services management. It is anticipated that participants will be actively involved in group discussions and be willing to share their practical management experiences in group settings.

This course is offered to Registered Nurses, Medical Practitioners, Physiotherapists, Occupational Therapists and other health-care professionals.

Objectives
On completion of this course, participants should be able to:

- demonstrate an understanding of advanced management concepts that are applicable in health care settings;
- develop the knowledge and skills necessary to succeed in responsible managerial positions in hospitals, long-term care institutions, alternative delivery systems, ambulatory care facilities, and other health-related organizations;
- demonstrate an overview of the opportunities and challenges of human resource management in a complex health care setting;
- critically examine the political, economic societal and financial aspects of hospitals and health-care organizations and be able to provide effective and practical suggestions relating to their work situations;
- introduce the concepts, tools and techniques of total quality management in health care settings, to ensure the provision of quality health care services;
- apply effective managerial decision-making in planning health-care services.

Course Design
This is a one year part-time (3 hours per week) evening course with the following modules:

- Health Policy and Administration
- Human Resources Management
- Health-care Economics and Finance
- Total Quality Management

Students must take all four (4) modules, though exemptions maybe granted by request to students with appropriate qualifications. Each module will take approximately three months (33 - 39 hours) to complete [about 12 teaching sessions per module].

Award
Upon successful completion of the course, students will be awarded a SPACE Diploma.

Entry Requirement
Nurses, medical practitioners and allied health professionals registered with their respective professional bodies and with a minimum of 3 years' post registration working experience are eligible to apply.

Senior Programme Director
Mr. Moses Tse, Assistant Professor, SPACE, HKU

Course Coordinator
Ms C. Wan, MHA, MBA

Teaching Staff
Academics, senior managers from hospitals and allied health organizations

Teaching / Learning Methodology
A variety of teaching/ learning methodologies are used in this program including lecture, case method, self-directed learning, small group discussion and projects/assignments

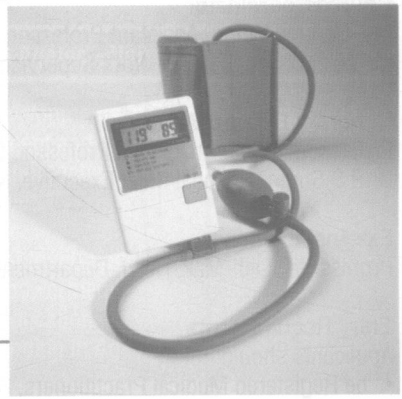
Medium of Instruction: English supplemented with Cantonese.

Date & Time: 6:30 - 9:30 p.m., starting on Tuesday, 23 May 2000
(Approximately 48 meetings)

Venue: Room 1805, 18/F, AIA Tower, Fortress Hill (23 May - 29 August 2000)
To be advised (After 29 August 2000)

Fee: $16,000

Enrolment: 40



ST 34-112-00 (01)
Professional Diploma in Psychiatric Rehabilitation

Enquiries : 2975 5687

Introduction
Psychiatric illness has a far-reaching impact on the individual's self esteem, sense of mastery, role functioning, social commitments and sense of meaning in life. The psychosocial aftermath of an episode of psychiatric illness can change the affected person's expectation of himself and also the expectations others have of him. It can lead to role disablement and a marked decrease in the quality of life. Research has demonstrated that at least two thirds of people with schizophrenia will experience moderate to severe personal and social deterioration. In recent years increasing attention has been placed in Hong Kong on the development of rehabilitation services for people with psychiatric disabilities. Rehabilitation services aim to help the individual to function again with confidence in the community and to regain the quality of life they had before.

Objectives
On successful completion of the course students will be able to:

- apply the principles of psychiatric rehabilitation to clinical settings;
- demonstrate the ability to assess the psychiatric, emotional, social and educational status of the client and their significant others;
- evaluate different treatment and management modalities in psychiatric rehabilitation;

- take up responsible positions in the field of psychiatric rehabilitation;
- demonstrate the ability, in collaborating with the client and the health care team, to enhance the effectiveness of rehabilitation services;
- examine in depth the implications of public policies for psychiatric rehabilitation;
- demonstrate the ability to conduct a rehabilitation project on a selected clientele;
- synthesize principles of scientific inquiry in the design and implementation of nursing care;
- evaluate different therapeutic interventions for supporting, restoring and rehabilitating psychiatric clients;
- gain clinical experiences in various rehabilitation placements;
- discuss the future direction of psychiatric rehabilitation in Hong Kong.

Award
On successful completion of the course, students will be awarded a SPACE Diploma.

Programme Structure and Content
This is a two semester part-time course. The course content comprises eight components with one clinical project and a research proposal. The components are:
- Principles and Concepts in Psychiatric Rehabilitation,
- Multidiciplinary Assessment of Needs,
- Therapeutic Interventions,
- Models of Rehabilitation,
- Policies and Ethical Issues,
- Administrative Principles in Clinical Practices,
- Vulnerable Groups with Mental Health Problems and Research Methodology.

Clinical components and other teaching sessions include clinical projects on a selected client, based on a case management model, a two-day workshop in Behavioural Modification, and computing workshops on the use of SPSS.

Compulsory Clinical Placement includes Hospital-based Training (4 weeks), Placement at Community based Psychiatric Rehabilitation service (2 weeks), One week visit to other Non-Government Organisation.

Course Coordinator
Ms. Gemma Wong, Assistant Professor, SPACE, HKU
Mr W. Y. Cheung, Social Work Supervisor, New Life Psychiatric Rehabilitation Association

Honorary External Advisors
Professor H. Chiu, Associate Professor, Chairperson of Department of Psychiatry, The Chinese University of Hong Kong
Dr P S Shum, Hospital Chief Executive, Kwai Chung Hospital

External Examiner
Professor F. Lieh-Mak, Head, Department of Psychiatry, The University of Hong Kong

Entry Requirements
Applicants should:
- be Registered Medical Practitioners, Registered Nurses, Registered Social Workers, or Registered Occupational Therapists;
- have a minimum of two years' experience in the field of psychiatry.

Medium of Instruction
English supplemented with Cantonese.

Assessment
Students are expected to:
- Attend a minimum of 80% of the sessions,
- Pass the examination (50%), and
- Complete two written assignments [a clinical report (20%) and a research protocol (30%)] at the end of the course.

Supplementary Course
The supplementary course is specially designed for students who have completed the Certificate in Psychiatric Rehabilitation organized by the Department of Psychiatry, Faculty of Medicine and SPACE, HKU. Please call Ms Esther Pun at 2975 5687 for further information.

(Enrolment is limited to 40)

Date & Time
Wednesdays, 6:30 - 9:30 p.m. starting 4 October 2000

Number of Contact Hours
- Lecture time - 105 hours including 6 hours computing workshop
- Two full day workshops - 16 hours; date and venue to be confirmed later
- Clinical Placement - 6 weeks to be spent in various psychiatric rehabilitation centres. Detailed schedule and timetable will be discussed at the beginning of the course.

Venue
- New Life Psychiatric Rehabilitation Association, 332 Nam Cheong Street, Kowloon
- HKU Campus

Fee
$17,000

Closing Date for Application
20 September 2000
Photocopies of relevant Certificates must be attached

ST 34-105-00 (01)
Certificate in Mental Health and Ageing

Enquiries: 2975 5687

Introduction
Research has indicated that effective planning of care and practice rests upon health care professionals. With the demand for specialized knowledge and skills in the care of elderly people 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 more effective and competent care for the elderly in need.

Aim
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 for maintaining a balance of mental health, self-esteem, and bio-psycho-social health.

Objectives
On successful completion of the course, students will be able to:
- understand the basic theoretical concepts of mental health & ageing
- differentiate mental health from mental illness in elderly people
- understand the psychosocial aspects of ageing
- develop skills in mental health assessment
- understand the sociocultural conditions of the ageing process
- demonstrate skills for client/family counselling
- understand the policy and planning in ageing

Course Coordinator
Ms Gemma Wong, AP, SPACE, HKU

Assessment
Written assignment, Evidence-based Project and Examination

Entry Requirements
- Registered Nurses - those who are interested must have at least two years experience in a related field (general / mental nursing); AND
- Other health care professionals who have acquired a basic knowledge of mental health and care of the elderly with a minimum of two years work experience

Programme Structure
The Programme is divided into two units:

Mental Health and Ageing - Unit 1

1. Understanding Biological and Psychosocial Ageing
2. Care Management
3. Communication Skills
4. Counselling
5. Special Approaches - Reality Orientation, Reminiscience
6. Philosophy and Principles of elderly care

Mental Health and Ageing - Unit 2

1. New Clinical Developments in Psychogeriatric Care - Advanced treatment and Care
2. Psychological Approaches for the Elderly
3. Case Management
4. Community Care
5. Legal Aspects of Institutionalization, Elderly Abuse and Elderly Empowerment
6. Public Health Education
7. Basic Understanding in Ageing Studies

Venue	:	Room 206, Run Run Shaw Building, HKU
Date & Time	:	Tuesdays, 6:00 p.m. -9:00 p.m., starting 19 September 2000 (36 meetings)
Fee	:	$7,000

Enrolment is limited to 30

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

ST 34-124-00 (01)
Certificate in Research for Health Care Professionals

Enquiries: 2975 5687

Introduction
All health care professionals have a responsibility to be actively involved in conducting and / or applying research that shapes health care delivery, and subsequently to document the quality and cost effectiveness of the care they provide. Such research lets them evaluate the outcomes of an existing practice or a policy initiative, such as the effectiveness of a clinical / nursing intervention, and / or test the theories which are derived from more general sociological, psychological or economic models.

This course will provide nurses and / or other health care professionals with the fundamentals of scientific research methodology and to develop their ability to evaluate research studies and judge the usefulness of research findings. It will also foster interest in and enthusiasm for conducting health care research and implementing the outcomes of research safely and effectively.

Objectives
Upon successful completion of the Programme, students will be able to:
1. apply basic principles of research methodology to the study of a 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 problem;
6. present a written report on the research project

Programme Structure
This two-semester Programme is divided into two Components:
1. Basic Understanding of Research Methods – Unit 1
2. Advanced Level - Research Project – Unit 2

Teaching Strategies
Lecture, tutorial, individual supervision, computer laboratory

Award
Upon successful completion of the Programme, students will be awarded a Certificate by SPACE

Unit 1 – Basic Understanding in Research Method:
Objectives
Upon successful completion of the Course,
students will be able to:
- discuss the principles of the research design;
- critically evaluate research findings;
- distinguish between qualitative research and quantitative research;
- critically review the ethical and legal issues impinging on nursing research;
- demonstrate a knowledge of descriptive and inferential statistics;
- formulate a research protocol.

Course Structure
This is a one-semester Course. The Course is focused on:
- The basic understanding of Research Method
- Skills in writing up the proposal

Teaching Strategies
Lectures, tutorials

Assessment
Students are required to submit an assignment (a proposal)

Medium of Instruction
English

Unit 2 – Advanced Level - Research Project:

Objectives
Upon successful completion of the course,
students will be able to:
- demonstrate skills in the use of the computer in performing statistical analysis;
- formulate a research protocol;
- demonstrate the ability to conduct a research project;
- present a research report.

Course Components
1. Computing
2. Research Project

Entry Requirements
1. Nurses (general or psychiatric) registered with the Nursing Board of Hong Kong; and
2. Other Health Care Professionals who have an interest in health care research and to carry out an individual project

Venue	:	Room 727, Meng Wah Complex, HKU
Date & Time	:	Wednesdays, 6:00 - 8:00 p.m., starting 20 September 2000
Course duration	:	around 16 months
Fee	:	$10,000

Enrolment is limited to 20

ST 34-114-00 (01)
Certificate in Renal Nursing

Enquiries: 2975 5824

Aims
The course aims to provide an opportunity for registered nurses to gain knowledge in this specialty area of study. This course is useful for nurses who would like to work in Renal Units or Intensive Care Units (ICU). Nurses who have recently started work in Renal units or ICUs are strongly recommended to take this course. This course focuses on development of advanced knowledge in Nephrology/Urology and up-to-date management of clients with Renal disorders; and will build on participants previous learning and clinical experiences.

Visits to renal dialysis centres/institutions will be organised.

Course Content
- Renal Anatomy and Physiology
- Fluid, Electrolyte and Acid-Base disorders
- Nursing Assessment and taking nursing history in Nephrology
- Acute and Chronic Renal Failure
- Glomerulonephritis
- Nursing Management of Acute and Chronic Renal Failure, Glomerulonephritis
- Renal Replacement Therapy I and II
- Nursing Management of patients having Haemodialysis
- Nursing Management of patient having Peritoneal Dialysis (IPD & CAPD, APD) and Renal Transplantation
- Nursing Management : CAVH/CVVH, CAVHD, Plasmapheresis
- Psychosocial Aspects of Renal Disorders
- Communications and Counselling skills
- Clients and Relative Education

Entry Requirements
- Nurses registered with the Hong Kong Nursing Board and with 2 years' post- registration clinical experience are eligible to apply
- Preference will be given to Registered Nurses currently working in Renal Units or Critical Care Units

Assessment
1. 80% attendance of the course and full attendance of clinical visits
2. Clinical nursing project
3. Written examination

Award
Upon successful completion of the course, students will be awarded a SPACE Certificate.

External Adviser
Dr. Andrew Wong, Consultant, Division of Nephrology, Department of Medicine, Kwong Wah Hospital

Senior Programme Director
Mr. Moses Tse, Assistant Professor, SPACE

Course Co-ordinator
Dr. Vincent K. K. Tam, MBBS (HK); Diplomate, American Board of Internal Medicine (Nephrology); Diplomate, American Board of Internal Medicine (Internal Medicine)

Lecturers	:	Ms. Bonnie Tam,	RN, RM, BSc (Nurs)(HKPU), MSocSc(UK)
		Professor Patrick Y.D. Wong,	MA, PhD. (Cantab), DSc (Lond), FRSC, FIBiol.
		Dr Chiu Wing,	SMO, Dept of Paediatrics, QMH

Teaching Schedule
Venue : To be advised
Date and Time : Thursdays, 6:15 - 9:15 p.m., starting 3 August 2000 (32 meetings)
Fee : $7,600
Enrolment is limited to 60

Medium of Instruction
Bilingual (English & Cantonese)

ST 34-115-00 (01)
Certificate in Gerontologic Nursing for Enrolled Nurses

Enquiries: 2975 5824

Introduction
Historically, enrolled nurses are responsible for providing basic nursing care and support to elderly patients on the ward. With the increasing demand for psycho-geriatric nurses, enrolled nurses in Hong Kong need to develop their knowledge and skills in order to give appropriate individual care. Additionally, the rate of common chronic conditions among the elderly population continues to rise due to increased life expectancy. Therefore, with the recent expansion of geriatric services in hospitals as well as in the community, enrolled nurses have played a significance role in carrying out care management for elderly patients in this area.

Aim
To give practising enrolled nurses a comprehensive understanding and a holistic care approach that includes the medical, psychosocial aspects of geriatric care, and the care management of chronically ill elderly people.

Programme Structure
The programme is divided into two units:
1. Gerontologic Care - Unit 1
2. Care of the Elderly with Chronic Diseases - Unit 2

Teaching Strategies
Lectures, Group discussion/tutorials, Group projects (Health Education Programme), Clinical Visits (compulsory) and community placement (Dementia Day Care Centre - 2 Days)

Award
Upon successful completion of the course, students will be awarded a SPACE Certificate.

Assessment
Students must complete one written assignment (Unit 1) and a group project (Unit 2) as well as pass the class test (Unit 1).

Advisory Panel:

Dr. F.H.F. Chan	(Consultant Geriatrician, Fung Yiu King Hospital)
Mr. A Yuen	(General Manager (Nursing), Fung Yiu King Hospital)
Mr. E. Tsang	(Nurse Specialist, Fung Yiu King Hospital)

Venue	:	To be advised
Date	:	Mondays, 6:00 - 9:00 p.m. starting 11 September 2000 (34 meetings)
Fee	:	$6,800

Enrolment is limited to 40

Unit 1: Gerontologic Care
This level will provide a comprehensive overview of ageing. Its aim is to give participants:
- a general understanding of the health problems that are related to ageing;
- an awareness of the common care problems that old people face;
- a holistic approach to the type of the care they should provide.

Objectives
Upon completion of the course, students will be able to:
1. understand the biological changes that affect elderly people;
2. identify the common health problems developed in later life;
3. apply care management to identified nursing problems;
4. understand the psychosocial aspects of ageing;
5. develop skills in health assessment;
6. understand the nursing role in team care;
7. demonstrate communication skills in working with elderly patients

Course Outline
1. Health Problem Issues - Bio-physiological change
2. Theories of Ageing - Psychosocial perspectives of Ageing
3. Care Management - Continence, Pressure Sore, Falls and disability, Violence, Crisis and Stress
4. Health Assessment - Bio-psychosocial & Needs
5. Laboratory values & Implications for the aged
6. Nursing skills - Communication and Counselling
7. Drug Management
8. Death & Dying Issues
9. Institutional Care
10. Geriatric Nursing
11. Community Nursing Services
12. Understanding a Multidisciplinary Approach

Assessment
Written Assignment / Test (All participants must submit their work and pass the test at the end of the course.)

Unit 2: Care of the Elderly with Chronic Diseases
The second level will introduce the most prevalent chronic conditions in elderly people in Hong Kong: diabetic mellitus, respiratory diseases, hypertension, stroke, degenerative joint diseases and neuro-degenerative diseases.
These common chronic illnesses tend to occur as multiple diseases and require long term care. Therefore, the goals of the care of chronically ill elderly people are to slow down their decline, relieve their discomfort, and provide social support to enable them to live a life with as few restrictions as possible. Hence, this second unit will provide enrolled nurses with an understanding of the common chronic illnesses and the care management of elderly people afflicted with chronic illnesses.

Objectives
Upon completion of the course, students will be able to:
1. understand the development of chronic illnesses in the elderly;
2. identify the psychosocial needs of a chronically ill patient;
3. explain the basic concepts and approaches of geriatric rehabilitation;
4. understand the role of nurses in caring for patients with chronic diseases;
5. describe the significance of the role of family caregiver for the chronically ill elderly;
6. understand the basic concept of nursing management in geriatric care;
7. describe the role of allied health care professionals in the care of the chronically ill elderly.

Course Outline
1. Understanding Geriatric Rehabilitation
2. Common Chronic Illnesses - respiratory diseases, diabetes mellitus, heart diseases, stroke, degenerative joint diseases and neuro-degenerative diseases
3. Nursing assessment of Patients' Psychosocial Needs
4. Basic Concept in Family Caregiving
5. Care Management of the Chronically Ill Elderly people
6. Developing Health Education Programme
7. Assessment on ADL
8. Speech Therapy
9. Role of the Physiotherapist in Geriatric Rehabilitation
10. Advice on Diet
11. Foot Care
12. Drug Compliance
13. Community Support Services
14. Nursing Ethics
15. Management Care in Geriatric Unit

Teaching Staff
Geriatrician, Psychogeriatrician, Nurse Specialists in Geriatric, Social Worker, Occupational therapist, Physiotherapist, Speech therapist, Dietitian, Podiatrist, Lecturer

Assessment
Students must complete a group project and present it in class

ST 34-104-00 (91)
Certificate in Effective Counselling for Nurses

Enquiries : 2975 5824

Introduction
This course will help practising Registered Nurses achieve the effective communication and counselling skills that are such an essential part of a nurse's role but do not always come naturally.

It is an intensive course and participants are expected 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), which 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:
- discuss the basic principles of effective communication;
- demonstrate effective interpersonal skills when interacting with patients and members of the health care team;
- develop as professional nurses through self awareness, assertiveness and negotiation skills;
- demonstrate skills in conflict resolution in a health care setting;
- apply interview techniques in clinical situations involving patients/patients' relatives/staff;
- evaluate the effectiveness of communication in specific nurse-patient interactions;
- discuss the basic principles and values related to the counselling process;
- demonstrate an ability to help patients/patients' relatives/colleagues take steps to work through issues/concerns and to achieve resolutions.

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
Cantonese supplemented with English

Assessment
Participation in workshop and group activities, projects/assignments, and end of course test/examination.

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

The following course for nurses will be launched in early 2000:

Entry Requirements
Practising nurses with a minimum of two years post-registration clinical experience. Applicants may be required to attend a personal interview.
For enquiries and details of the courses, please call Miss Ho at 2975 5824.

Date and Time
Wednesdays 6:30pm - 9:30pm, starting 14 June 2000

Total Contact
100 hours

Venue
to be advised

Fee
$9,800

Senior Programme Director
Mr M. Tse Assistant Professor, SPACE, HKU

Course Personnel
Teaching staff : Nurse counsellors, academics and nurse managers.

External advisor
Mr. R. Ng Clinical Psychologist

ST 27-102-01 (01)
A Certificate Course in Anaesthesiology for Health Care Professionals (Module I)

Enquiries : 2975 5683

This course is designed for nurses or other health-care workers who work closely with anaesthesiologists. It is the First Module of a three-module course. At the end of each module there will be a written assessment, and students who successfully complete all three modules will be awarded a Certificate. Students must complete 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.

Medium of Instruction	: Lectures will be conducted in Cantonese.
Course Director	: Dr. Stephen Wu
Tutor	: So H.Y., 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, 6:15 - 8:00 p.m. Starting 3 November 2000 (15 meetings, including written assessment)
Venue	: Room 1501, 15/F., CEF Plaza, Quarry Bay
Fee	: $2,465

長者照顧綜合技巧訓練課程 -初級班及中級班
Multi-Skills Training Course On Care of Elderly - Basic & Intermediate

電話查詢: **2975 5687** 潘小姐

課程宗旨

本課程為現正從事長者照顧的工作員或在家居照顧年長家人的護老者，提供基本的長者護理知識及技巧訓練。

對象

1. 長者照顧工作人員：包括服務於政府資助或私營安老院、長者日間護理中心、家務助 理隊、家居照顧隊、醫院的起居照顧員及家務助理員等。

2. 在家中照顧長者的家人或家庭傭工。

教學時間 ： 共60小時 - 初級班
共45小時 - 中級班

凡修畢本課程，出席率不少於80%，並通過照顧技巧測試者，將可獲取學分。而學分可用作日後報讀中級及以上程度之課程，學員最終可獲頒發護老證書。成功完成本課程者將獲由「香港大學專業進修學院」及「香港大學老人研究及政策中心」聯合頒發的聽講證乙張。

上課地點: 九龍石硤尾嘉智學校
香港律敦治鄧肇堅醫院

入學資格

本課程歡迎所有人士報讀。申請人若曾修讀其他同等程度之訓練課程，須通過照顧技巧測試，方可直接報讀中級班。學員若希望申請豁免初級班，須事先得到學術委員會的批准。

開課日期及時間

初級班:

(1) ST 34-002-13-07 (01)
2000年 9月中 (日期待定)
(逢星期二及星期四6:00 - 9:00 p.m.)

(2) ST 34-002-13-08 (01)
2000年9月中 (日期待定)
(逢星期三及星期五6:00 - 9:00 p.m.)

中級班:

ST 34-002-15-01 (91)
2000年6月13日至8月1日
(逢星期二及星期四6:00 - 9:00 p.m.)

全期學費: HK$1,200 (初級班)
HK$1,500 (中級班)

ST 20-101-00 (01)
Higher Certificate Course in Medical Laboratory Sciences

Enquiries : 2975 5683

Introduction
This two-year part-time Higher Certificate Course in Medical Laboratory Science will 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 the course work.

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, but is 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 or Technical Education Council Courses in Medical Laboratory Science and has been recognized 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. 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 four papers in the final year examinations will be granted exemption from the first two years of their three-year B.Sc. degree course in Medical Laboratory Science.

Programme Structure and Content
The course lasts for two years, starting in September, and has lectures in three evenings and one afternoon for approximately 30 weeks (260 hours tuition) each year. The structure of the course is:

Year I Compulsory 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 Compulsory 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 should be sponsored by their employers and have any one of the following qualifications:

1. A United Kingdom Ordinary National Certificate or Ordinary Technical Education Council Certificate, or a SPACE Ordinary Certificate in Medical Laboratory Science, or a Diploma in Medical Laboratory Science from the Hong Kong Polytechnic University;
2. • 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
   • 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;
3. 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 Regulation);
4. A qualification deemed equivalent to i, ii or iii.

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

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 in this category will only attend lectures and practicals of the selected specialist subject during the course.

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. Students who fail in only one subject at any stage may be permitted to sit for a supplementary examination in that subject on payment of a re-examination fee. Students who fail in more than one subject will either be required to repeat the entire year or be discontinued.

Medium of Instruction
English

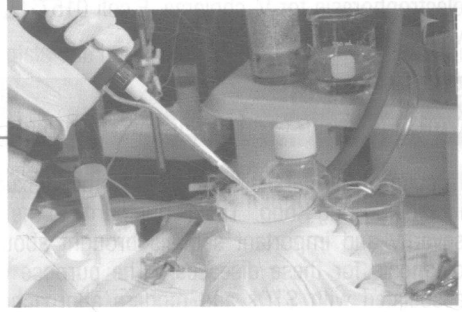
Course Coordinators
Dr. Wilson W.S. Ng
Dr. Stephen W.N. Wu
Dr. K.C. Tan-Un

Lecturers and Tutors
The teaching staff will be drawn from a large panel of part-time tutors working in the universities or in the government or government-subvented services.

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, University of Hong Kong, Sassoon Road.

Fee
$34,000 (subject to revision)

Our Higher Certificate graduates in Medical Laboratory Sciences account for more than a third of the total task force of Medical Technicians/Technologists in Hong Kong.



Specialist Courses in Medical Laboratory Sciences

Lecturer-in-charge: Dr. W.W.S. Ng
Tel: 2975 5683

Introduction
As part of the continuing professional development (CPD) programme for 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 part of its Continuing Professional Development activities. On successful completion of the course, participants who are members of IBMS, will be able to obtain the appropriate CPD credits.

Aim
To strengthen their diagnostic competence and to update medical technologists on state-of-the-art techniques 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 courses are in-service training programmes. Teaching will normally take place on weekday evenings (6-8 p.m.), while for workshop-type courses, meetings may 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 after consultation with end-users such as the Institute of Pathology, the Department of Health, the Hospital Authority and the relevant professional bodies.

ST 20-003-27 (01)
Workshop Course on Advances in Gynaecological Cytotechnology

Cytology remains an indispensable tool for the early diagnosis and subsequent management of gynaecological neoplasia. Recent advances in technology such as liquid based cytology, the use of molecular biology techniques and automated detection of abnormal cells on slides have resulted in significant improvement in the field of cytopathology. There is now a need for an advanced course to update medical technologists in this important area. The topics covered include: HPV-related changes and differential diagnosis, ASCUS & AGUS criteria, glandular lesions, gynaecologic cytology in the elderly and pregnancy-related cellular changes, application of monolayer cytopreparation, automated prescreening, rescreening etc. Lectures will be supported by appropriate laboratory demonstration and microscopy sessions. Preference will be given to applicants who have previously attended the Certificate Course in Basic Gynaecological Cytotechnology.

ST 20-003-26 (01)
Workshop Course on Molecular Epidemiology for Infection Outbreaks

Techniques in molecular biology have developed at a staggering pace and are now being increasingly used in epidemiological investigation of infectious diseases. SPACE now offers this short practical workshop on the use of molecular biology techniques in the investigation of outbreak of infection. Students will be shown how to carry out molecular epidemiological investigation involving mock outbreak situations involving Hepatitis C Virus (HCV) and Human Immunodeficiency Virus (HIV). In the case of HCV, they will be asked to investigate an outbreak of HCV in haemophiliacs intravenously given a batch of contaminated Factor VIII a number of years ago and who are now claiming compensation. In the case of HIV, they will be asked to investigate certain HIV-positive patients who were suspected to be infected by an HIV-positive surgeon. In addition to virological investigation, the molecular diagnostic principles and procedures for bacterial infection outbreaks such as the use of pulsed field gel electrophoresis for V. cholerae, E.coli 0157: H7; MRSA and Streptococcus; IS6140 RFLP typing of Mycobacterium tuberculosis will also be covered.

ST 20-003-18 (01)
Workshop Course on Update of STDs Diagnosis

In spite of the persisting AIDS epidemic, sexually-transmitted diseases (STDs) remain prevalent in the South East Asia region, including Hong Kong. This is due partly to the ease and speed of travel and to the promiscuous behaviour of men. In view of the severity and important sequels brought about by STDs, every diagnostic laboratory should be able to establish a precise diagnosis for these diseases. The purpose of this course is to provide an update on the biology of the infectious agents associated with STDs and modern approaches in their laboratory diagnosis, including the use of rapid diagnostic kits and molecular biotechniques. Emphasis will be placed on the more difficult-to-detect agents such as Chlamydia, N. gonorrhoeae, Herpes and Human Papilloma Viruses (HPV).

ST 20-003-28 (01)
Advanced Workshop in Applied and Public Health Microbiology

This is one of a series of courses in Applied and Public Health Microbiology and a continuation of the previously held Workshop Course in Public Health Microbiology. Its purpose is to provide laboratory staff with hands-on experience in the isolation and handling of food/water-borne microorganisms which are known to constitute a public health hazard. Particular emphasis will be given to laboratory biosafety in handling pathogenic bacteria.

Entry Requirements
Applicants are normally expected to be holders of either HKU's Higher Technician Certificate (HTC) or the Hong Kong Polytechnic University's Higher Diploma in Medical Laboratory Sciences or their equivalent, e.g. Associateship of the Institute of Biomedical Science (AIBMS).

Application procedure
The exact dates, duration and course details will be announced in due course and detailed information will be sent to relevant hospitals/laboratories and their employers 1-2 months before the closing date. For enquiries, please call Mr. Arnold Foo at 28554805.

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
The University's Pathology Building at Queen Mary Hospital (to be advised).

ST 20-003-23 (01)
Common Cancers and their Detection using Tumor Markers (New)

With the decrease in other causes of morbidity and mortality, man is increasingly plagued by a variety of diseases commonly grouped together as cancer. Although the aetiology of most cancers remains to be resolved, the pathobiology of a few is better understood. In some of these cases, there are markers which can be used both to detect and to track the progression of the disease and are useful for therapeutic and prognostic purposes. In this course, commonly occurring cancers in Hong Kong, e.g. colorectal, lung, nasopharyngeal, liver cancers & leukemia will be used to illustrate the application of markers. The diagnostic values of conventional and novel methods and the use of molecular tools will be covered, including aetiology and pathology of cancer, markers and their detection methods.

Course Coordinators

Dr. L.P. Chung	BSc (Liv), D.Phil (Oxon), Scientific Officer, Department of Pathology, HKU
Dr. Robert Collins	MBBS (NSW), FRCPA; FHKAM (Path); FHKCPath; FIAC, Chief of Service, (Pathology & Clinical Biochemistry), Department of Pathology, HKU

Date & Time
Tuesdays and Fridays, 6:30 - 8:30 p.m., starting 24 October 2000 (7 meetings)
Venue
Lectures and class demonstration will normally be held at University Pathology Building, Queen Mary Hospital, Pokfulam Road, Hong Kong.
Fee : $ 1,900

ST 20-003-20 (01)
Advances in Histopathological Demonstration Techniques

In the examination of tissue sections for histopathological diagnosis, histopathologists use traditional staining methods to aid the interpretation of test findings and confirm their diagnosis. With advances in immunopathology and molecular technology, there is now a wider spectrum of investigations which can be applied to the field of histopathology. This professional development course aims to provide an updated knowledge of current topics in the area of histopathological techniques. Topics discussed include technological advancement in diagnostic histopathology, recent development in staining methods, advances in immunopathology and molecular pathology techniques. Safety management and accreditation requirement in the histopathology laboratory will also be covered.

Teaching staff
Dr. C.W. Chan MBBS (HK); FRCPath; FRCPA; FIBMS; FHKAM, Hon. Associate Professor, SPACE, HKU
K.N. Yau FIBMS, Department Manager, Department of Pathology, Kwong Wah Hospital
T.H. Lo FIBMS, MSc (Sheffield), Scientific Officer, Department of Pathology, Caritas Medical Centre
Date & Time
Tuesdays and Thursdays, 6:00 - 8:00 p.m., starting 19 September 2000 (5 meetings)
Venue
Room 134, University Pathology Building, Queen Mary Hospital, Pokfulam Road, Hong Kong
Fee : HK$ 1,250

ST 20-003-19 (01)
ISO 9002 Quality Management System (QMS) for Medical & Related Laboratories

Medical Laboratories, particularly those in the private sectors, like most commercial companies, strive to achieve a good Quality Management System (QMS) by implementation of ISO 9002. This course uses a combination of interesting case studies, active learning materials and presentation by professionals to help small laboratories to understand the practical requirements of fulfilling the needs of ISO 9002 QMS implementation. Topics delivered include strategic tools and methods in organisation reform, ISO 9002 QMS's element analysis & application, case study, and ISO 9002 QMS implementation hurdles and traps.

Teaching staff

Gary W.C. Tang	BSc; MSc; IRCA (UK); Auditor, Senior Partner, Autel Consultants (HK)
Stephen C.K. Cheng	FIBMS; Certified ISO 9000 Lead Auditor, Quality Assurance Manager, Hong Kong Red Cross Blood Transfusion Service.
N.K. Chan	BSc; MSc; Scientific Officer, Hong Kong Red Cross Blood Transfusion Service
George C.H. Pun	MASQC; MHKQMA; DipMgSt; Certified ISO 9000 Lead Auditor, Executive Officer Quality Assurance Department, Hong Kong Red Cross Blood Transfusion Service

Date & Time
Tuesdays & Thursdays, 6:00 - 8:00 p.m., starting 25 July 2000 (6 meetings)
Venue
Room 134 University Pathology Building, Queen Mary Hospital, Pokfulam Road, Hong Kong.
Fee : $1,600

ST 20-003-24 (01)
Electron Microscopy and Its Application in Biomedical Science

The course is designed for those who wish to further their knowledge in electron microscopy and its application to biology, particularly in the study of human diseases. No formal previous practical experience with electron microscopy is required. The course includes the basic working principles of a modern electron microscope, the handling and preparation of biological specimens for electron microscopic examination, the choice and use of different EMs in the investigation of the ultrastructural appearances of some common human diseases. The course will also cover the basic principles of the design and management of a modern electron microscope laboratory. At the end of the course, students are expected to have a broad knowledge of the principles of ultrastructural pathology and its application in biomedical science, as well as to gain some experience in the technical aspects of tissue preparation. More scientifically-oriented students may develop their own innovative ideas and research projects using the electron microscope as a basic research tool.

Teaching staff

Dr. Tony W.H. Shek	MBBS (HK); FRCPA; FHKCPath; FHKAM (Pathology); Hon.Clinical Assistant Professor, Department of Pathology, HKU
Miss Amy Wong	BSc (Napier), Senior Technician, Electron Microscope Unit, HKU
Mr. Bosco Yau	BSc (Napier), Medical Technologist, Department of Pathology, Queen Mary Hospital

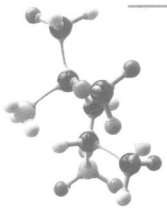
Date & Time

Thursdays, 6:00 - 8:00 p.m. and Saturdays 2:00 - 5:00 p.m., starting 3 August, 2000. (4 meetings)

Venue

Lectures and practicals will normally be held at the University Pathology Building, Queen Mary Hospital, Pokfulam Road, Hong Kong.

Fee : $1,700



LIFE SCIENCES & BIOMEDICAL SCIENCE

ST 40-805-00 (01)
B.Sc. in Biological Sciences
Napier University, Edinburgh, U.K.

Introduction

Subject to approval, SPACE plans to offer a B.Sc. degree programme in Biological Sciences in September 2000 in collaboration with Napier University in Edinburgh. This programme is primarily aimed at holders of Higher Diplomas in a range of Biological Science subjects who are already working, or intend to work, in the Bioscience industries. The course is specifically tailored to allow such individuals to continue their professional development by building directly onto their Higher Diploma studies. This will allow them to extend their knowledge and skills, increase their work efficiency, keep pace with the leading edge technologies, and enhance their career development. This continuing professional development (CPD) programme is in line with the HKSAR Government's policy to provide opportunities for all citizens to develop their full learning potential, and to take part in lifelong learning.

Programme Structure

The programme will be offered on a part-time basis over 11/2 years to allow students working full-time to study outside normal working hours. This is achieved by using a variety of learning modes, including flexible learning study materials supported by on-line tutorials, hands-on practicals, formal lectures and tutorials.

The programme has 4 modules:

Core modules:	Optional Modules (any two from):
• Research Skills • Dissertation	• Basic and Applied Molecular Genetics • Applied Immunology • Microbes and Diseases • Food Microbiology and Biotechnology

Entry Requirements

The normal entry requirement will be:

- a Higher Diploma in Food Science and Technology, or Applied Biology/Biotechnology, or Environmental Health, or Environmental Technology, or Pharmaceutical Technology;
- and, A-level pass in the Use of English and a science subject.

Higher Diploma holders who do not possess an A-level pass in either or both of the subjects as specified above are required to attend a bridging course before they can be considered for admission.

Fee

$60,000

For further information, please contact Ms. M.L. Lau at 2975-5698.

ST 40-804-00 (01)
Bachelor of Science in Life Sciences(Applied Medical Sciences)
Napier University

Enquiries : 2975 5697

Introduction
SPACE offers this BSc Life Sciences degree course in collaboration with Napier University in Edinburgh. The course is structured so as to provide a link between academics and professionals, covering both education and training. It allows students to obtain a qualification whilst maintaining a career within the laboratory. All teaching and examinations for this course will be conducted in Hong Kong.

Napier University has offered the BSc Life Sciences programme since 1984. Over the years the course has established itself as the flagship degree course for the education of medical laboratory scientists in Scotland.

Aims
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. 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 (MSc) in Biomedical Science.

Medium of Instruction
English

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

Lecturers and Tutors
A panel of university professors, lecturers and practising biomedical scientists.

Course Contents
- Basic and Applied Immunology
- Molecular and Biochemical Aspects of Diseases
- Industrial and Related Studies
- Dissertation

Entry Requirements
- Either the Higher Certificate in Medical Laboratory Science awarded by SPACE
- or, the Hong Kong Polytechnic University's Higher Diploma in Medical Laboratory Sciences / Biomedical Science
- or, their equivalent

Assessment
Coursework, examination and dissertation.

Teaching Schedule
6:00 - 9:00 p.m., 3 weekday evenings, normally on Mondays, Wednesdays and Thursdays

Venue
- Queen Mary Hospital
- Li Shu Fan Pre-clinical Building, Sassoon Road, Hong Kong.

Fee
$50,000 (subject to revision)

Closing Date for Application
30 April 2001

Application Procedure
The course is offered annually and applications will be invited in April. Interested candidates should apply by returning the completed application form to the Biomedical Science Section, attention: Ms. Bonnie Ng. Application fee is $100 (non-refundable). 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. Successful candidates will be informed 1-2 months before the course starts in September. Further details are available on request.

ST 40-601-00 (01)
Bachelor of Science in Applied Medical Sciences(with Honours Classification)

The University of Hong Kong

Enquiries: 2975 5698

SPACE offers this BSc degree (with Honours Classification) in Applied Medical Sciences with the Faculty of Medicine,HKU. The degree will be an award of the Faculty of Medicine, HKU. This is an extension programme leading to an honours degree primarily aimed at BSc degree holders in Life Sciences of Napier University. A relevant degree or other qualification of equivalent standard from another university may also be considered for admission. It aims to provide a progressive, integrated and coherent education in biomedical science based on the knowledge previously gained at degree level. On completion of the programme, students will gain a qualification commensurate with the academic requirements for higher professional status and for advanced postgraduate studies. The degree will be offered on a part-time evening basis and will extend over a period of one year and three months.

Students are required to a pass all the modules for the award of the BSc Degree (with Honours Classification). There will be an annual intake of not more than 35 students. Hence selection will be on a competitive basis and admission will be based on academic and other relevant criteria.

Course Contents
The modules are as follows:
- Principles of Pathology
- Immunology
- Molecular Biology and Applications
- Current Trends in Biomedical Science
- Seminar and Critical Learning
- General Studies
- Research Project

Entry Requirements
The normal admission requirement is a B.Sc. degree in Life Sciences or its equivalent. Degree or Honours degree holders in other Biological Sciences may also apply.

Medium of Instruction
English

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

Lecturers and Tutors
The programme will be taught mainly by staff members of the Faculty of Medicine, University of Hong Kong.

Application Procedure
Applicants should complete and return the application form, together with the relevant supporting documents and application fee (cheque should be crossed and made payable to "HKU SPACE") before the closing date to SPACE, 9/F, T.T. Tsui Building, Pokfulam Road, Hong Kong (Attn: Ms. M.L. Lau). Further copies of the application form can be obtained from Ms. M.L. Lau at tel: 2975-5698 or email: mllau@hkuspace.hku.hk.

Application fee
$150 (non-refundable)

Venue
HKU campus

Fee
$60,000

Closing Date for Application
30 June 2000

ST 27-001-01-01(01)
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, but disability from these diseases can be prevented.

Topics include discussion of clinical manifestations and management of four important rheumatic disorders viz. rheumatoid arthritis, systemic lupus erythematosus, ankylosing spondylitis and gout. The course is especially suitable for paramedical personnel who are involved in caring for these patients. It will also be helpful to the patients themselves and their relatives. Lectures will be conducted in Cantonese.

Tutors : Wong, R.W.S.
M.B.,B.S.(H.K.), M.R.C.P.(U.K.)
Date & Time : Fridays, 8:00 - 9:30 p.m.
starting 8 September 2000
(4 meetings)
Venue : Room S19, 3/F Admiralty Centre
Fee : $360

ST 04-001-18 (01)
Microbiology of Air-borne Infections

The impact of air-borne infection on environmental safety is increasingly understood. There is a need for those who are concerned with air quality control to be aware of the responsible agents and to be acquainted with modern techniques for their detection and quantitation. The topics discussed include: bacterial and fungal presence in the environment; health issues relating to micro-organisms and their by-products; modes of transmission of airborne pathogens e.g. Mycobacteria tuberculosis, Legionella and Influenza virus; indicator organisms and their significance; methods of sampling; total bacteria and fungal count in air as an air quality guide; current practices and guidelines; decontamination; disinfection and use of devices in controlling indoor air microbiology. The course will be suitable for laboratory and environmental health professionals including engineers. Lectures will be supported by relevant demonstrations when applicable.

Teaching Staff : Ng, S.P.
BSc (W.Ont); PhD (HK); MRIPHH, MIFST, Research Fellow, Department of Microbiology, HKI

Yam, W.C.
FIBMS (UK); BSc (London); M.I.Biol.; C.Biol. (UK); PhD (HK), Clinical Bacteriologist, Dept. of Microbiology, HKU

Date & Time : Monday & Thursday, 6:00 - 8:30 p.m., 11 & 14 December 2000 and Saturday, 2:00 - 5:30 p.m., 16 December 2000 (3 meetings)
Venue : Room 134, University Pathology Building, Queen Mary Hospital Pokfulam Road, Hong Kong.
Fee : HK$1,350

ST 04-001-16-01 (01)
人體器官功能測試法
How to Test the Functions of Your Internal Organs

查詢電話：**2975 5683**

心臟病是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。本課程主要目的是介紹反射分析法之知識。

課程內容：

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。

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骨肌神經系統整全醫學博士及專業執照、美國SORSI顧　調整醫學研究會會員、美國TBM整全健康醫學專業證書、ICA國際骨肌神經系統整全醫學會會員、IBCA國際腦顱生物醫學專業證書、中國香港骨肌神經系統醫學及整全健康會會長、美國APN應用神經; 心理生物醫學專業證書
開課日期及時間 : 2000年11月3日
逢星期五下午8:15-9:45 p.m.
(共四講)
地　點 : 鰂魚涌加怡千禧廣場15樓1502室
全期學費 : $750

ST 04-001-19 (01)
How to protect your Wrist
手腕關節的保護

我們日常生活都需要使用手腕的關節，特別是電腦從業員或從事腕部重覆活動的工作者。課程會闡述何謂腕管綜合症 (Carpel Tunnel Syndrome)，並講解腕部骨肌神經的解剖結構，及腕部與頭、頸、肩及手肘關節的關係。本課程會示範腕部關節的調整及指導學員手腕關節的保健運動。

教學語言 ： 廣東話為主，輔以英語名詞。

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骨肌神經系統整全醫學博士及專業執照、美國SORSI顱骶調整醫學研究會會員、美國TBM整全健康醫學專業證書、ICA 國際骨肌神經系統整全醫學會會員、IBCA國際腦顱生物醫學專業證書、中國香港骨肌神經系統醫學及整全健康會會長、美國APN應用神經; 心理生物醫學專業證書

開課日期及時間　：2000年12月1日
逢星期五下午8:15-9:45 p.m.
(共三講)

地　點　：海富中心

全期學費　：$550

ST 04-001-21 (01)
How to supervise the Holistic Health of those suffering from Asthma or Sinusitis
如何改善哮喘、鼻炎、鼻敏感患者的整全健康

呼吸系統病患者飽受疾病的煎熬,往往未能得到積極的治理。本課程運用骨肌神經系統整全醫學的方法來探索致病的源頭，特別從人體力學的角度去分析身體有關部分的神經傳導如何受阻及相關的臟腑功能狀況，環境因素與體內毒素的累積情況等，以求達到改善患者的整全健康。

教學語言： 廣東話為主，輔以英語名詞。

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骨肌神經系統整全醫學博士及專業執照、美國SORSI顱骶調整醫學研究會會員、美國TBM整全健康醫學專業證書、ICA 國際骨肌神經系統整全醫學會會員、IBCA國際腦顱生物醫學專業證書、中國香港骨肌神經系統醫學及整全健康會會長、美國APN應用神經; 心理生物醫學專業證書

開課日期及時間　：2001年1月5日
逢星期五下午8:15-9:45 p.m.
(共三講)

地　點　：海富中心

全期學費　：$550

ST 04-001-20 (01)
How to prevent flu by improving the body's Self Immunity
如何加強抵抗力以預防流感

流感肆虐期間，老弱及抵抗力較差者首當其衝，甚至因而喪失生命。本課程闡述身體那幾個內臟器官功能如何直接影響抵抗力，並講述腸、胃功能與抵抗力的關係。示範如何利用骨肌神經系統整全醫學專業技術(TBM)去除病毒及加強抵抗力，並配合食療，達到不用針藥，迅速有效地預防流感。

教學語言： 廣東話為主，輔以英語名詞。

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骨肌神經系統整全醫學博士及專業執照、美國SORSI顱骶調整醫學研究會會員、美國TBM整全健康醫學專業證書、ICA 國際骨肌神經系統整全醫學會會員、IBCA國際腦顱生物醫學專業證書、中國香港骨肌神經系統醫學及整全健康會會長、美國APN應用神經; 心理生物醫學專業證書

開課日期及時間　：2001年2月2日
逢星期五下午8:15-9:45 p.m.
(共三講)

地　點　：海富中心

全期學費　：$550

ST 27-003-01-01 (01)
認識醫療化驗
Understanding Laboratory Science and Molecular Diagnosis in Hospital Service

查詢電話：**2975 5683**

本課程將分析多項醫療化驗室的化驗，講解所挑選的化驗(包括分子診斷方法)，包括基本原理及準備過程。課程將以廣東話講授。

導 師 ：林敬賢醫生
MBBS (HK), FRCPA, FHKC Path., FHKAM (Pathology)

開課日期及時間 ：2000年12月4日起
逢星期一 6:15-8:00p.m.
(共三講)

地 點 ：香港大學本部

全期學費 ：$305

ST 27-001-02-01 (01)
糖尿病和其他常見內分泌病簡介
An Introduction to Diabetes and Other Common Endocrine Disorders

查詢電話：**2975 5683**

內分泌病的患者老人和青年人都有。本課程將重點講述包括糖尿病、甲狀腺腫大、甲狀腺癌和腎上腺疾病等的常見內分泌失調的基本知識。完成本課程後，參加者應能掌握有關這類疾病的病因學、臨床表現、病理學、分子生物學和治療的基本知識。講座主要用廣東話，輔以英語。

導 師 ：林敬賢醫生
MBBS (HK), FRCPA, FHKC Path., FHKAM (Pathology)

開課日期及時間 ：2000年10月9日起
逢星期一 6:30-8:30p.m.
(共六講)

地 點 ：香港大學本部

全期學費 ：$600

ST 27-001-03-01 (01)
癌症的基本認識
A Fundamental Course on Oncology

查詢電話：**2975 5683**

本課程主要目的是為醫務輔助人員和公眾提供一個機會，增長有關香港常見癌症知識。內容包括：各種常見癌症的病因學、臨床表現、病理學、分子生物學和治療的深入討論。課程將主要用廣東話講授，但也輔以英語。

導 師 ：林敬賢醫生
MBBS (HK), FRCPA, FHKC Path., FHKAM (Pathology)

開課日期及時間 ：2000年11月17日起
逢星期五 6:30-8:30p.m.
(共四講)

地 點 ：香港大學本部

全期學費 ：$400

ST 27-001-04-01 (01)
視覺健康簡介
An Introduction to Ophthalmology

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，視覺健康間接受損。本課程將會向學員介紹眼睛的結構；各種常見的眼疾，例如青光眼、白內障、視網膜脱落等；眼疾的成因、預防及其正確的治理方法。課程適合一般關心眼睛健康及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), FHKAM(Ophthalmology), FCOphth.H.K.

開課日期及時間 : 2000年11月13起
逢星期一6:30-8:00p.m.
(共五講)

地　點 : 海富中心

全期學費 : $430

ST 04-001-17-01 (01)
香港常見敏感症 - 皮膚、鼻和氣管敏感
Common Allergies of Skin, Nose and Airway in Hong Kong

查詢電話: **2975 5683**

常見的敏感症與皮膚、鼻和呼吸有關；兒童患濕疹、鼻敏感及哮喘在香港最為常見，它們有否關連呢？經濟愈發達的國家和地區，敏感症就愈是常見。

本課程深入淺出探討,上述敏感症的種種問題，內容包括講解敏感症的成因、臨床的病癥、如何斷症(例如做皮膚測驗、病者生活環境的因素等)、不同的治療方式(藥物治療及治療環境)。另外，有關病人的自我照顧以及預防亦會討論。適合敏感症病者、家長、教師及輔助護理人員選修。

導 師 : 曾英美醫生 (兒科專科醫生)
MBChB(Manchester), MRCP(UK), FRCP (Lond),FRCPCH(UK),FHKAM (Paediatrics), Specialist in Paediatrics

葉榮根醫生 (皮膚專科醫生)
MBBS(HK),MRCP(UK), FHKCP, FHKAM(Medicine), FRCP(Edinburgh), FRCP(Lond) Specialist in Dermatology

開課日期及時間 : 2000年11月10日起
逢每星期五8:15 - 9:45 p.m.
(共三講)

地　點 : 海富中心三樓S21室

全期學費 : $ 260

ST 04-005-03 (01)
From Newborns to Toddlers
幼兒的護理

This course provides a basic background to some of the medical issues or problems commonly encountered in caring for newborns and toddlers. Topics include: an introduction to newborns and their care; nutrition, feeding and digestive problems; respiratory problems; allergy; common paediatric surgical problems; growth and development; infectious diseases; vaccination; accidents and injuries, and common orthopaedic problems.

Date & Time : Wednesdays , 8:00 - 9:30 p.m. starting 6 September 2000 (8 meetings)

Venue : To be advised

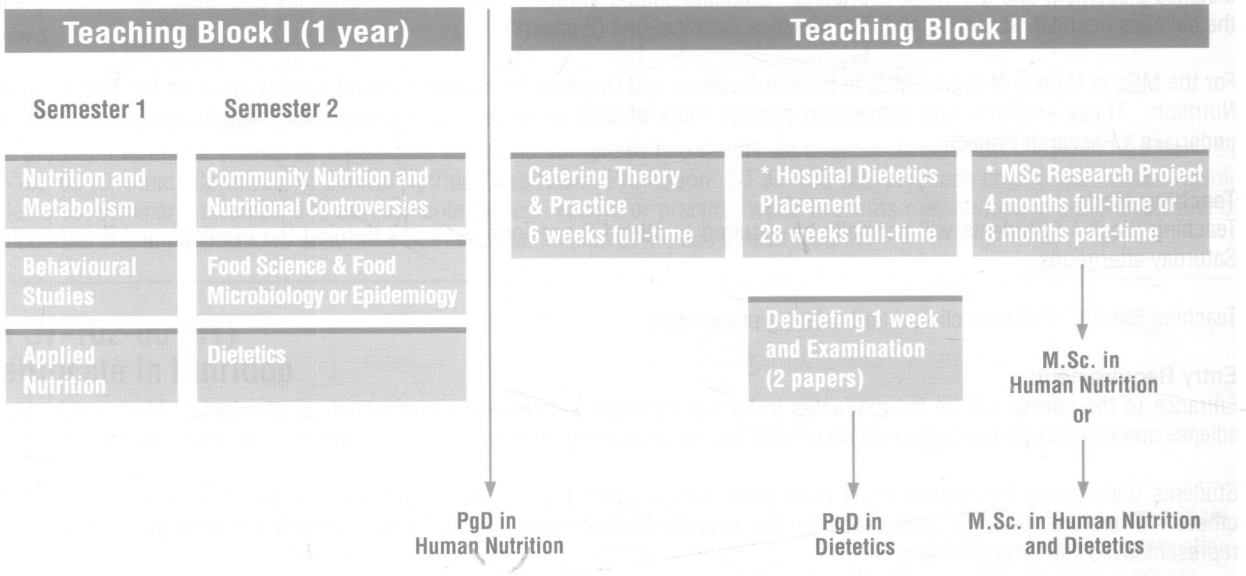
Fee : $600

Lectures will be conducted in Cantonese and supplemented with English.

Tutors

Dr. Chan, H.B.	MBBS (HK), MRCP (HK), FHKAM (Paed.), FHKC Paed.,DCH (Glasg.), DCH (Irel)
Dr. Leung, S.F.	MBBS (HK), MRCP (UK), FHKAM (Paed.), FRCP, MD (CUHK)
Dr. Tam, Y.C.	MBBS (HK), MRCP (UK), FRCP (Edin.), FHKC Paed., FHKAM (Paed.)
Dr. Liu, K.	MBBCh.(B.A.O.), L, LMRCP, L, LMRCS (Irel), FRCSG, FRACS, FHKAM (Surgery), FCSHK
Dr. Chan, C.W.	MBBS (HK), MMed (Paed.)(Singapore), DCH (Lond), FRCP (Edin.), FRCP (Irel), FHKCPaed., FRCP (Lond), FRCP (Glasg.), FHKAM (Paed.)
Dr. Leung, C.W.	MBBS (HK), MRCP (UK), FHKPaed., FHKAM (Paed.)
Dr. Chow, C.B.	MBBS (HK), MRCP (UK), FRCP (Edin.), FRCP (Glasg.),FHKAM (Paed.)
Prof. Cheng, J.	MBBS (HK), FRCS (Edin.), FRCS (Glasg.), FHKCOS,FCSHK, FHKAM (Orthopaedic Surgery)

Postgraduate Programmes in Human Nutrition and Dietetics



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

ST 37-801-00 (01)
M.Sc. in Human Nutrition and Dietetics/ M.Sc. in Human Nutrition/ Postgraduate Diploma in Dietetics/ Postgraduate Diploma in Human Nutrition

University of Ulster

Enquiries : 29755698

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.

Aims

The PgD/MSc course aims to fulfil both the academic and professional requirements laid down by the Academic 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. It will give students 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.

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: (Nutrition and Metabolism; Behavioural Studies; Epidemiology; Community Nutrition and Nutritional Controversies; Applied Nutrition and Dietetics), are undertaken over 2 semesters in Teaching Block I. Students will normally be required to attend 3 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 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.

Teaching Mode
Teaching Block I : Students will normally be required to attend 3 sessions per week durning the evenings and if required on Saturday afternoons.

Teaching Block II : Full time clinical and catering placements.

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 caring for 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. Their 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 dietitian.

Fees
To be announced.

Start Date
To be announced.

Closing Date for Application
To be announced.

Application Procedure
Further details are available from Ms. M.L. Lau (Tel: 2975 5698) from June 2000. Enrolment is 30 students.
Interested candidates should apply 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 a recommendation letter, if any.

Diploma in Nutrition

Enquiries: 2975 5698

Introduction
This course is primarily designed for nurses, teachers, health professionals and those working in the food industry. The programme is made up of two separate Certificate courses covering Applied Nutrition, Food Microbiology, Clinical Nutrition and Health Promotion.

Award
On completion of both Certificate courses, students will be awarded a SPACE Diploma in Nutrition.

Programme Structure and Content
The programme will be offered on a part-time basis and comprises two Certificate courses namely "Certificate in Nutrition" ST 37-102-00 (01) and "Certificate in Clinical Nutrition and Health Promotion" ST 37-103-00 (01). Each course will consist mainly of lectures, seminars, tutorials, and assessments through essays or practical work. Students may choose to enter either one of the courses and are expected to undertake a written examination at the end of each course.

ST 37-102-00 (01)
Certificate in Nutrition

Enquiries : 29755698

- **Applied Nutrition**
  The course examines: the nutritional requirements at different stages of the life cycle (infant, adolescent, elderly nutrition), common related diseases: cardiovascular disease, protein energy malnutrition, obesity and diabetes; diets for constipation, vegetarianism, alcoholism, minority groups, as well as nutritional assessments, nutrition policy and health food products.
- **Basic Principles of Nutrition**
  The course covers 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.
- **Food Microbiology**
  The course provides a foundation for food microbiology, methods of food preservation and their underlying principles and mechanisms of food spoilage, the significance of micro-organisms in health and disease and its control.

Entry Requirements
Applicants should have either a higher diploma with at least two years' working experience; or preferably a degree or equivalent.

Application Procedure
Applicants should return the special application form, together with the relevant supporting documents and an application fee of $50 (non-refundable) to Ms. M.L. Lau at SPACE HKU Campus. Successful candidates will be informed 3-4 weeks before the start date.

Medium of Instruction
English.

Course Co-ordinator
Ms. Mak Sau Wan B.Sc., SRD, Pg Dietetics, King's College, London

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

Start Date
November 2000

Venue
Admiralty Learning Centre, Shuk Tak Centre or North Point Learning Centre.

Fee
$12,000 per Certificate

Closing Date for Application
End of August 2000

ST 37-103-00 (01)
Certificate in Clinical Nutrition and Health Promotion

Enquiries : 29755698

- **Clinical Nutrition**
  This course covers the dietary modification required for common diseases in the clinical setting (diabetes, renal disorders, cancer, obesity), the theoretical aspects of parenteral and enteral nutrition and the nutritional assessments of individuals.
- **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.

Entry Requirements
Applicants should have :
- either a higher diploma with at least two years working experience;
- or preferably, a degree or equivalent.

Application Procedure
Applicants should return a special application form, together with the relevant supporting documents and an application fee of $50 (non-refundable) to Ms. M.L. Lau at SPACE HKU Campus. Successful candidates will be informed 3-4 weeks before the start date.

Medium of Instruction
English.

Teaching Schedule
Lectures take place twice a week-
Tuesdays and Fridays, 6:30-9:30 p.m.

Start Date
April/May 2001

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

Fee
$12,000 per Certificate

Closing Date for Application
End of March 2001

Course Co-ordinator
Mak Sau Wan B.Sc., SRD, Pg Dietetics, King's College, London

Diploma in Institutional Food Service Management

Enquiries: 2975 5698

Introduction
The programme comprises four separate Certificate courses aiming to develop skills in four separate management areas dealing with the food service or food production sector. This will enable students to take up supervisory duties in private or public institutional food service facilities.
The program is equivalent to a two-year College programme in North America for Institutional Food Service Management Supervisors.

Award
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.

Progamme Structure and Content
This 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 - one evening and a Saturday afternoon per week).

Entry Requirements
- At least 5 subjects in HKCEE, with preference given to applicants with 2 years of cooking experience or possession of a cooking certificate;
- or, Completion of one year of vocational studies in food science

Application Procedure
Applicants should return a general application form, together with relevant supporting documents and course fees to Ms. M.L. Lau at SPACE HKU Campus.

Course Coordinator
Wing Ming Pi MS. Food Tech. Inc. Associates
Module Co-ordinator:C. Pi. (Dietitian)

ST 37-105-00 (01)
Certificate in Food Business Management
(10 weeks)

The course covers: 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.

Date & Time
Wednesday, 6:30 - 9:30 p.m.
Saturday, 2:30 - 5:30 p.m.

Start Date
October 2000

Closing Date for Application
End of September 2000

Medium of Instruction
English supplemented with Cantonese.

Venue
Admiralty Learning Centre, Shun Tak Centre, North Point Learning Centre or Taikoo Shing Delia Memorial School.

Fee
$8,000 per Certificate

ST 37-106-00 (01)
Certificate in Quality Assurance Management in Food Service
(10 weeks)

The course covers: the scientific facts of 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).

Date & Time
Wednesday, 6:30 - 9:30 p.m
.Saturday, 2:30 - 5:30 p.m.

Start Date
January 2001

Closing Date for Application
End of December 2000

Medium of Instruction
English supplemented with Cantonese.

Venue
Admiralty Learning Centre, Shun Tak Centre, North Point Learning Centre or Taikoo Shing Delia Memorial School.

Fee
$8,000 per Certificate

ST 37-107-00 (01)
Certificate in Sanitation and Safety Management (10 weeks)

The course covers; 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.

Date & Time
Wednesday, 6:30 - 9:30 p.m
Saturday, 2:30 - 5:30 p.m.

Starting Date
April 2001

Closing Date for Application
End of March 2001

Medium of Instruction
English supplemented with Cantonese.

Venue
Admiralty Learning Centre, Shun Tak Centre, North Point Learning Centre or Taikoo Shing Delia Memorial School.

Fee
$8,000 per Certificate

ST 37-104-00 (01)
Certificate in Applied Food and Nutrition (10 weeks)

The course covers: the nature of food; basic human nutrition; common diseases related to nutritional disorders; 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.

Date & Time
Wednesday, 6:30 - 9:30 p.m.
Saturday, 2:30 - 5:30 p.m.
Starting in August 2001

Closing Date for Application
End of July 2001

Medium of Instruction
English supplemented with Cantonese.

Venue
Admiralty Learning Centre, Shun Tak Centre, North Point Learning Centre or Taikoo Shing Delia Memorial School.

Fee
$8,000 per Certificate

SHORT COURSES

ST 27-005-01-01 (01)
控制體重基本法
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控制體重的重要性。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 ：2000年10月9日起
逢星期一 8:00-9:30p.m.
(共三講)

地 點 ：海富中心

全期學費 ：$ 320

ST 37-006-01-01 (01)
耆年健康飲食
Diet For The Elderly

查詢電話：**2975 5683**

隨著社會進步，人類壽命亦相繼延長，社會人口有日漸老化的趨勢。及早認識健康飲食之道，可延緩衰老。本課程亦會針對年長者的常見疾病、如血壓高、血脂肪過高、高血糖等情況，提出適當的飲食建議。課程以粵語授課，適合各界人仕修讀。

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 ： 2000年10月30日起逢星期一 8:00-9:30p.m. (共三講)
地 點 ： 海富中心
全期學費 ： $ 300

ST 27-006-01-01 (01)
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，不少病患者對飲食有很多錯誤的觀念，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需知、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，或任何有興趣的人仕參加。

導 師 ： 張翠芬女士
M.S.(Cornell), R.D.
開課日期及時間 ： 2000年9月14日起 逢星期四6:30-8:00p.m. (共三講)
地 點 ： 鰂魚涌加怡千禧廣場 15樓1502室
全期學費 ： $330

ST 37-006-03-01 (01)
Food For Thought
食量研究

Enquiries: 2975 5683

This course is for people with an interest in food and health. It will give them a better understanding of things like the correct balance between nutrients, and their importance for good health. Among the topics considered will be: the major functions of nutrients like proteins, fats, carbohydrates, vitamins and minerals; the corrective requirements necessary for a healthy body and the prevention of common diseases; and some common myths about the food we eat and its relation to our health.

Medium of Instruction : Cantonese supplemented with English.

Tutor : Mak Sau Wan
PgD in Dietetics, King'S College, London
Date & Time : Thursdays, 6:30 - 8:00 p.m., starting 26 October 2000 (6 meetings)
Venue : Admiralty Centre
Fee : $1,000

ST 37-006-02-01 (01)
Healthy Body, Healthy Lifestyle - the natural way to better health
健康人生—自然保健法

Enquiries: 2975 5683

Food is an important part of Chinese culture, but it can also be a major cause of many chronic diseases. This course will provide a better understanding of some of the most common diseases of our time. It will show how to treat them through dietary means, and how to prevent them without the use of medication. It will benefit anyone who is interested in diet therapy and health promotion at an individual level, and also anyone who is employed as a caterer in an institution. It will cover such issues as the dietary modifications of common diseases like diabetes, obesity, cardiovascular disease, and constipation, and will also look at vegetarianism.

Tutor : Mak Sau Wan
PgD in Dietetics, King'S College, London
Date & Time : Wednesdays, 6:30 - 8:00 p.m., starting 18 October 2000 (6 meetings)
Venue : Admiralty Centre
Fee : $1,000

Medium of Instruction: Cantonese supplemented with English.

ST 37-006-04-01 (01)
Courses on Food Hygiene and Safety - Basic Food Hygiene Course for Hygiene Managers
食物衛生安全課程 - 飲食業經理基本課程

Enquiries : 2975-5697

To cope with the Government proposed Hygiene Managers' Scheme for all licensed restaurants and food factories in Hong Kong, SPACE offers this Basic Food Hygiene Course in conjunction with the Hong Kong Public Health Inspectors' Association (HKPHIA). The course will introduce current and future Food Hygiene Managers to the good hygiene principles and practices required for the operation of food premises. A "Basic Food Hygiene Certificate for Food Business Managers" will be jointly awarded by SPACE and HKPHIA to students who attend 80% of the lectures and score at least 50% in the assessment. This Certificate has been approved by the Food and Environmental Hygiene Department as fulfilling the requirement for being a recognised Food Hygiene Manager.

Medium of Instruction : Cantonese supplemented with English terminologies.

為配合本港持牌餐廳及食品製造工場即將實施認可衛生管理計劃的建議，香港大學專業進修學院及香港衛生督察會將合辦一項基礎食物衛生課程。此課程將為在職及未來的食肆主管講述在食物衛生安全方面的原則及運作模式。成功修畢此課程(出席率滿80%及在考試中考獲50%分數)之學員將獲香港大學專業進修學院及香港衛生督察會聯合頒發的證書。此證書特獲食物環境衛生署認可為食物衛生經理的資格。

教學語言：以粵語為主。

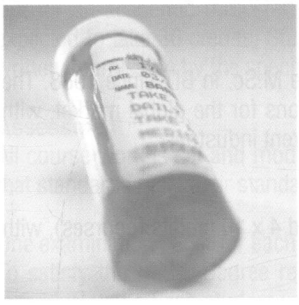
教學職員 : 谷源清先生
香港衛生督察會會長
吳子柏博士
香港大學微生學系研究院士
任永昌博士
香港大學微生學系臨床細菌學家
開課日期及時間 : 2000年8月29日起
逢星期二及星期四2:30 - 5:30 p.m.
(共六講)
視乎公眾需求，未來課程可能安排於傍晚上課.

上課地點 : 海富中心
學費 : HK$1,300

ST 27-006-11-01 (01)
營養補充品簡介
Nutritional Supplements

查詢電話：2975 5683

現今市面上自由出售的營養補充品五花八門，有些更是經由非醫護人員的傳銷商推介。究竟選擇那些補充品才真正有助健康，是值得大家關注的問題。本課程將會探討及分析香港常見營養補充品的效用，內容深入淺出，可助學員作最適合自己的選擇。



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

開課日期及時間　：2000年9月11日起
逢星期一8:00-9:30p.m.
(共兩講)

地　點　：海富中心

全期學費　：$230

ST 27-001-10-01 (01)
健康心臟飲食
Eating For A Healthier Heart

查詢電話：2975 5683

隨著生活節奏加快,患上心血管病變的人數亦逐漸增加。為了保持身體健康,我們應如何去選擇及配搭食物?食品上的標籤又如何解讀？本課程將以實例說明，提出飲食的指引,適合各界人士選讀。

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

開課日期及時間　：2000年11月20日起
逢星期一8:00-9:30p.m.
(共兩講)

地　點　：海富中心

全期學費　：$230

AWARD–BEARING AND PROFESSIONAL COURSES

ST 06-803-00 (01)
Master of Science in Business Information Technology
Middlesex University

Enquiries : 2975 5621

Introduction
Reflecting the impact of Information Technology on the way we do business, SPACE now offers a Master of Science in Business Information Technology (M.Sc. in BIT) with Middlesex University.

Middlesex University is one of the largest providers of higher education in the UK. It has offered the M.Sc. in BIT since 1988. The focus of the programme is on the way that Information Technology has developed and its implications for the global market, with particular emphasis on the constantly emerging and changing business and technology needs of different industries.

The Modules
This is a two year part-time programme consisting of 180 credits broken down into 4 x 20 credits and 4 x 10 credits (courses), with 60 credits on project.

Students who meet all the assessment criteria of the taught components of the programme but who decide not to progress to the project are eligible for the award of the Postgraduate Diploma. Similarly, students whose project work does not satisfy the standard for the award of the M.Sc. will be eligible for the award of the Postgraduate Diploma.

Aims
This programme is aimed at managers and prospective managers, and those who wish to understand information technology and be capable of planning, designing and managing information systems within organisations. It will equip them to participate in the Business Information Technology revolution and will provide them with an in-depth knowledge of the competitive use of IT in modern organisations. It covers contemporary topics such as Internet Commerce and Object Oriented topics such as Systems Analysis and Strategic IT Management.

Course Structure

First Year	
1st Trimester	
10 credits	ST 06-803-02 (01) Object Oriented Software Development
20 credits	ST 06-803-01 (01) Internet Commerce
2nd Trimester	
20 credits	ST 06-803-04 (01) Database Management Systems
10 credits	ST 06-803-03 (01) Information Systems Analysis and Design
3rd Trimester	
10 credits	ST 06-803-06 (01) Design and Evaluation of Interactive Systems
20 credits	ST 06-803-05 (01) Information Systems Management Strategy

Second Year	
1st Trimester	
10 credits	ST 06-803-08 (01) Management Support Systems
20 credits	ST 06-803-07 (01) Computer Networks: Operations and Applications
2nd Trimester	
60 credits	ST 06-803-09 (01) Postgraduate Project

Three intakes each of 45 students are expected per year in February, June and October.

Entry Requirements
Candidates should have a second class honours degree awarded by a recognized university. Candidates with relevant working experience and other formal qualifications may also be considered by Middlesex for admission. Candidates are expected to be computer literate and must have a proven ability in written and spoken English. Some applicants may be required to attend an interview.

Teaching Mode
The M.Sc. in BIT is a web-based programme building within the Global Campus (Middlesex) and supplemented by SOUL (SPACE Online Universal Learning). Both the Global Campus and SOUL are global learning environments through the integration of the evolving communications and electronic publishing technologies with the existing education paradigms.

Middlesex University will provide a complete set of web-based courseware through the Global Campus. The courseware will include lecture notes, handouts, presentations, and assignments, as well as other material relevant to the course. SPACE will provide students with tutorials/workshops, project supervision and web-based support through SOUL that contains further supplementary resources and also enhances communication among students as well as between students and teachers. Typically, each course will last for an academic trimester of four months. There are three academic trimesters per year and in each trimester students are expected to take 30 credits. Students are expected to attend SPACE classes and pursue all course work. All course work requires a written submission by the specified deadline date.

Assessment
All course work is set and moderated by the Course Leaders and tutors involved with the course at Middlesex University to ensure that standards meet their standards and guidelines are uniformly applied.

One examination paper for each module will be taken on completion of that course in the trimester that it is taught.
To satisfy the M.Sc. Degree requirement, students are expected to complete a project report (dissertation) that represents their individual work. Each student will be assigned an appropriately qualified local project supervisor. The project will be assessed mainly on the basis of the final dissertation, which is marked by at least two appropriately qualified members of staff of Middlesex University.

Resources
Students will be given a Library Borrower's card granting access to the library facilities of the University of Hong Kong. Students will also be provided with a PPP connection account and an account accessing SOUL (SPACE Online Universal Learning), the online learning platform developed by SPACE, and GC (Global Campus) by Middlesex University.

Course Personnel
Programme Director : Dr. Bruce Cheung
Programme Manager : Miss Ruby Lee

Venue
HKU Campus, Pokfulam Road, HK or SPACE Learning Centre

Fees

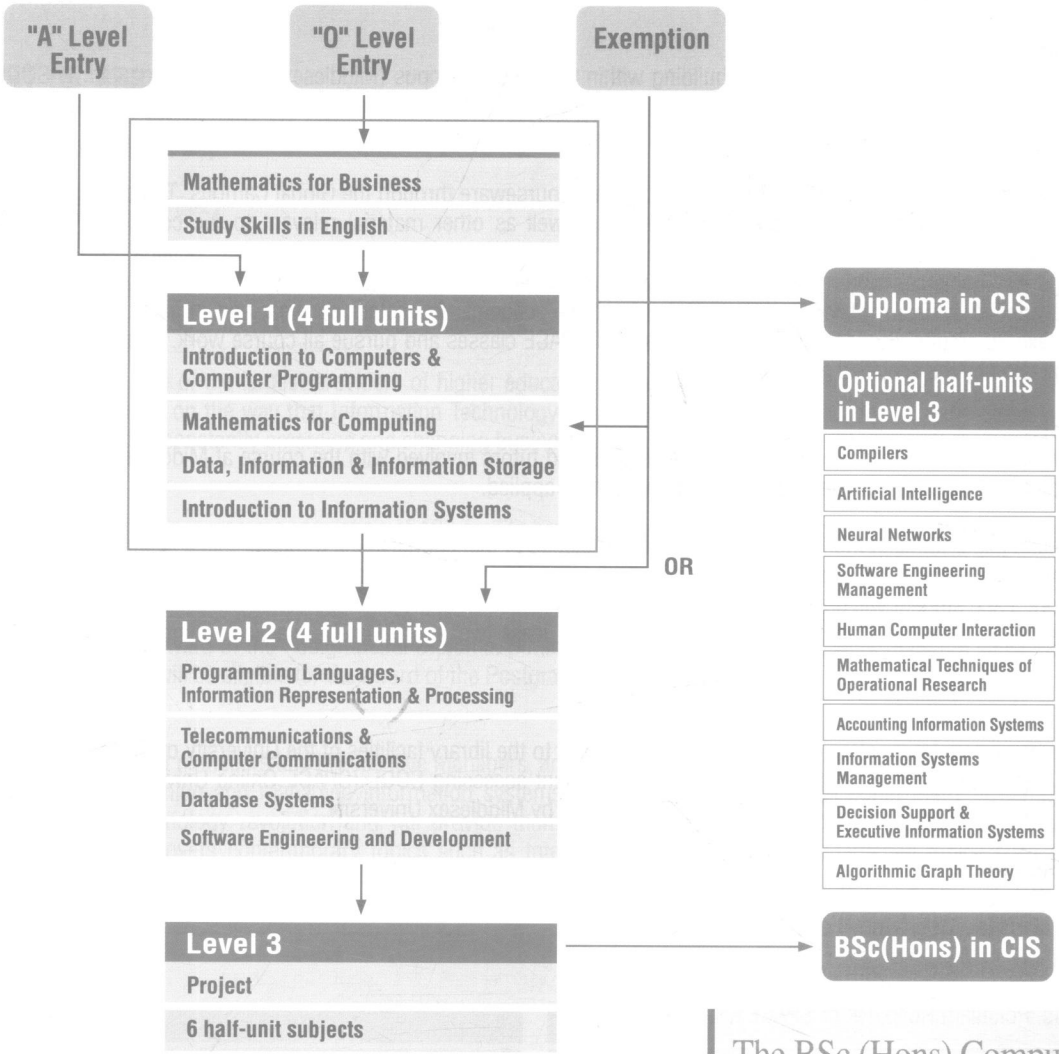
	PAYMENT TO MIDDLESEX	PAYMENT TO SPACE
First Year		
1st Trimester	£70 registration fee £600 (30 credits)	$6,500
2nd Trimester	£600 (30 credits)	$6,500
3rd Trimester	£600 (30 credits)	$6,500
Second Year		
1st Trimester	£600 (30 credits)	$6,500
2nd Trimester	£300 (60 credits project)	$9,000
	£2,770	$35,000
	TOTAL =	$70,000

For those who wish to understand information technology and be capable of planning, designing and managing information systems within organisations.

Application Procedure
Application forms and specific prospectus are available by sending a $7.2 stamped self-addressed envelope to Miss Ada Cheung, at Room 707, T.T. Tsui Building, H.K.U., Pokfulam Road, H.K. Please mark "MBIT" on the envelope.

The University of London Programmes for External Students

BSc (Hons) in Computing and Information Systems / Diploma in Computing and Information Systems



ST 06-801-00 (01)
BSc (Hons) in Computing and Information Systems for External Students

University of London

Enquiries : 2975 5645-8

The BSc (Hons) Computing and Information Systems of the University of London programme grooms corporate leaders who can provide total Information Systems solution to meet organizational needs.

Introduction

SPACE offers lectures and tutorials in Hong Kong to prepare candidates for the B.Sc. (Hons) Degree in Computing and Information Systems of the University of London. This Degree is specially designed for people who would like to gain a business perspective on computing and information technology.

Owing to the rapid advancement of Information and Communication Technology, there is an increasing awareness of the gap of understanding and communication between technical computing specialists and business management. The former often do not understand business processes while the latter frequently lack awareness of the threats and opportunities brought by changing levels of computer systems use. This gap can be spanned by a new breed of technically competent management, able to comprehend management requirements for the organization business terms, make organizational IT policy and supervise different Information System development in providing total Information System solutions that meet the organizational needs. The Computing and Information Systems programme is designed to help you become such a leader.

Programme Structure and Content

The normal study period of the degree course is from 3 to 8 years. The framework of this modular programme 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	ST 06-801-01 (01)
• Mathematics for Computing	ST 06-801-02 (01)
• Data, Information, and Information Storage	ST 06-801-03 (01)
• Introduction to Information Systems	ST 06-801-04 (01)

Level 2: 4 compulsory full-units

• Programming Languages, Information Representation and Processing	ST 06-801-07 (01)
• Telecommunications and Computer Communications	ST 06-801-09 (01)
• Database Systems	ST 06-801-21(01)
• Software Engineering and Development	ST 06-801-20 (01)

Level 3: 6 half-units plus project

• Compilers	ST 06-801-10 (01)	- 1/2 unit
• Artificial Intelligence	ST 06-801-11 (01)	- 1/2 unit
• Neural Networks	ST 06-801-12 (01)	- 1/2 unit
• Software Engineering Management	ST 06-801-13 (01)	- 1/2 unit
• Human Computer Interaction	ST 06-801-14 (01)	- 1/2 unit
• Mathematical Techniques of Operational Research	ST 06-801-15 (01)	- 1/2 unit
• Accounting Information Systems	ST 06-801-16 (01)	- 1/2 unit
• Information Systems Management	ST 06-801-17 (01)	- 1/2 unit
• Decision Support and Executive Information Systems	ST 06-801-18 (01)	- 1/2 unit
• Project	ST 06-801-19 (01)	- 1 unit

Entry Requirements

To be eligible for admission, applicants should

- be at least 17 years old;
- and, satisfy the London University's General Entry Requirements;
- and, satisfy the B.Sc. (CIS) course requirements.

General Entry Requirements

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

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

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

- 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);
- and, Proficiency in English Language

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

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

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

Course Personnel
Programme Director : Dr. Bruce Cheung
Programme Manager : Miss Ruby Lee

Examination
Examinations organized by the Hong Kong Examination Authority will be held once a year in early-May. Students may attempt examinations in a minimum of two full course-units, up to a maximum of four course-units.

Library Access
Students who take two or more course units through SPACE will be given a Library Borrower's card granting access to the library facilities of the University of Hong Kong.

Internet Access
Students who take two or more course units through SPACE will be given a free-of-charge dial-in PPP connection and an account accessing SOUL (SPACE Online Universal Learning), the online learning platform developed by SPACE.

COURSES OFFERED IN YEAR 2000/2001

ST 06-801-01 (01)
Introduction to Computers and Computer Programming (CIS 101)

Use of the computer; introduction to computers; algorithms and programming languages; elements of Pascal; advanced date 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 (14 meetings) - Every alternate Tuesdays, 7:00-10:00p.m. starting in September, 2000

Workshop/tutorial (14 meetings) - Two hours per every alternate week on weekday evenings, Saturdays, or Sundays starting in the first week of October, 2000

Revision sessions - About 12 hours as scheduled

ST 06-801-02 (01)
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; introduction to the theory of graphs and digraphs; introduction to data analysis.

Lecture meetings (14 meetings) - Every alternate Thursdays, 7:00 - 10:00 p.m. starting in September, 2000

Workshop/tutorial (14 meetings) - Two hours per every alternate week on weekday evenings, Saturdays, or Sundays starting in the first week of October, 2000

Revision sessions - About 12 hours as scheduled

ST 06-801-03 (01)
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 (14 meetings) - Every alternate Tuesdays, 7:00 - 10:00 p.m. starting in September, 2000

Workshop/tutorial (14 meetings) - Two hours per every alternate week on weekday evenings, Saturdays, or Sundays starting in the second week of October, 2000

Revision sessions - About 12 hours as scheduled

ST 06-801-04 (01)
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; the development of information System strategies and of information Systems; introduction to the management of information systems.

Lecture meetings (14 meetings) - Every alternate Thursdays, 7:00 - 10:00 p.m. starting in September, 2000

Workshop/tutorial (14 meetings) - Two hours per every alternate week on weekday evenings, Saturdays, or Sundays starting in the second week of October, 2000

Revision sessions - About 12 hours as scheduled.

ST 06-801-07 (01)
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 (14 meetings) - Every alternate Mondays, 7:00 - 10:00 p.m. starting in September, 2000

Workshop/tutorial (14 meetings) - Two hours per every alternate week on weekday evenings, Saturdays, or Sundays starting in the first week of October, 2000

Revision sessions - About 12 hours as scheduled

ST 06-801-09 (01)
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 (14 meetings) - Every alternate Monday, 7:00 - 10:00 p.m. starting in Septermber, 2000

Workshop/tutorial (14 meetings) - Two hours per every alternate week on weekday evenings, Saturdays, or Sundays starting in the second week of October, 2000

Revision sessions - About 12 hours as scheduled

ST 06-801-21 (01)
Databases Systems (CIS 209)

Introduction to database systems (motivation for database systems, storage systems, architecture, facilities, applications). Database modelling (basic concepts, E-R modelling, schema deviation). The relational model and algebra. SQL (definitions, manipulations, access Centre, embedding). Physical design (estimation of workload and logical I/Os, distribution).

Modern database systems (extended relational, object-oriented). Advanced database systems (active, deductive, parallel, distributed, federated). DB functionality and services (files, structures and access methods, transactions and concurrency control, reliability, query processing).

Lecture meetings (14 meetings) - Every alternate Fridays, 7:00 - 10:00 p.m. starting in September, 2000

Workshop/tutorial (14 meetings) - Two hours per every alternate week on weekday evenings, Saturdays, or Sundays starting in the first week of October, 2000

Revision sessions - About 12 hours as scheduled

ST 06-801-20 (01)
Software Engineering and Development (CIS 210)

Origins of software engineering. The need for software engineering. Modelling the software development process. Planning and management. Requirements analysis. System design. Coding. Testing and maintenance. Software development environments. Practical techniques and tools in software development. Methodological approaches to software development. Specific software development methodologies.

Lecture meetings (14 meetings) - Every alternate Fridays, 7:00 - 10:00 p.m. starting in September, 2000

Workshop/tutorial (14 meetings) - Two hours per every alternate week on weekday evenings, Saturdays, or Sundays starting in the second week of October, 2000

Revision sessions - About 12 hours as scheduled

ST 06-801-10 (01)
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 (8 meetings) - Every Thursdays, 7:00 - 10:00 p.m. starting in September, 2000

Workshop/tutorial - Two hours per week as scheduled on weekday evenings or Saturdays

Revision sessions - About 6 hours as scheduled

ST 06-801-11 (01)
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 (5 meetings) - Every Saturdays, 2:00 - 8:00 p.m. starting in October, 2000

Workshop/tutorial - Two hours per week as scheduled on weekday evenings or Saturdays

Revision sessions - About 6 hours as scheduled

ST 06-801-12 (01)
Neural Networks (CIS 311)

The artificial neuron; network architecture; perceptrons. Single layer networks; supervised training in batch and individual mode. Multilayer feedforward networks; backpropogation; momentum. Counterpropogation networks; unsupervised training; initialisation of weights. Statistical methods; Boltzmann training. Feedback networks; Hopfields nets; energy; training. Applications.

Additional software required; it is recommended that some neural nets software is obtained (e..g. MATLAB).

Lecture meetings (5 meetings) - Every Sundays, 10:30 am - 4:30 pm, starting in October, 2000

Workshop/tutorial - Two hours per week as scheduled on weekday evenings or Saturdays

Revision sessions - About 6 hours as scheduled

ST 06-801-13 (01)
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 (4 meetings) - Every Sundays, 10:00 am - 5:00 p.m., starting in September,2000

Workshop/tutorial - Two hours per week as scheduled on weekday evenings or Saturdays

Revision sessions- About 6 hours as scheduled

ST 06-801-14 (01)
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 usability; hypertext, natural language processing, virtual reality and multi media applications.

Lecture meetings (6 meetings) - Every Saturday, 2:00 - 6:00 p.m. starting in November, 2000

Workshop/tutorial - Two hours per week on as scheduled on weekday evenings or Saturdays

Revision sessions - About 6 hours as scheduled

ST 06-801-15 (01)
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 (4 meetings) - Every Saturday, 2:00 - 8:00 p.m. starting in January, 2001

Workshop/tutorial - Two hours per week as scheduled on weekday evenings or Saturdays

Revision sessions - About 6 hours as scheduled

ST 06-801-16 (01)
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 (4 meetings) - Every Saturday, 2:00 - 8:00 p.m. starting in September, 2000

Workshop/tutorial - Two hours per week on as scheduled weekday evenings or Saturdays

Revision sessions- About 6 hours as scheduled

ST 06-801-17 (01)
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 (10 meetings) - Every Thursday, 7:00 - 10:00 p.m. starting in November, 2000

Workshop/tutorial - Two hours per week as scheduled on weekday evenings or Saturdays

Revision sessions - About 6 hours as scheduled

ST 06-801-18 (01)
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 (4 meetings) - Every Sundays, 2:00 - 8:00p.m. starting in November, 2000 (4 meetings)

Workshop/tutorial - Two hours per week as scheduled on weekday evenings or Saturdays

Revision sessions - About 6 hours as scheduled

ST 06-801-19 (01)
Project (CIS 320)

This course is taken by every final year student. Each student is required to undertake an individual project under the supervision of a project supervisor. Project work should occupy the student for about 250 hours.

Project topics will be suggested by the local supervisor and agreed with the University. Where possible projects 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.

The project will be examined on the basis of a written examination and the project report.

ST 06-801-05 (01)
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. Euler tours, the Chinese Postman problem. Hamilton cycles, the Travelling Salesman problem.

Lecture meetings (8 meetings) - Every Thursday, 7:00 - 10:00 p.m. starting in January, 2001

Workshop/tutorial - 2 hours per week as scheduled on weekday evenings or Saturdays

Revision sessions - about 6 hours as scheduled

Enrolment
Applicants should apply for admission to the External programme before applying to join the SPACE courses. 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.

Students may apply for admission to the degree programme throughout the whole year. 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 end of July, 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 take a long time to process, so 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 :

- British Computer Society, Part I : all level 1 units (CIS 101 - 105).
- NCC, International Higher Diploma : CIS 105, also CIS 101 provided the student can prove competence in PASCAL.
- Institute of Data Processing Management, Higher Diploma : CIS 102 and CIS 105.
- 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.
- 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.
- City University of Hong Kong, Higher Diploma in Computer Studies : all Level 1 units (CIS 101 - 105).
- Hong Kong Technical College (Chai Wan), 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.

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 forms and further details can be obtained from Admiralty Learning Centre or SPACE HKU Campus, addresses listed on the back page of the prospectus.

ST 06-802-00 (01)
Diploma in Computing and Information Systems for External Students
University of London

Enquiries : 2975 5645-8

Introduction
The Diploma has been developed both as a qualification in its own right and as an entry route into the B.Sc. Computing and Information Systems for students without traditional qualifications. The Diploma may also appeal to students who do not meet the entry requirements for the degree but who wish to study for an interim award.

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

- be at least 17 years old,
- and, 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 :-

- Higher Certificate or Higher Diploma of the City University of Hong Kong, Hong Kong Polytechnic University, or the Hong Kong Technical College;
- or, 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;
- or, Dipioma of the Hong Kong Vocational Training Council (3 units in acceptable subjects are passed at merit level);
- or, 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 entrance qualifications will be referred to a Special Admission Panel of the University of London for consideration.

Course Personnel
Programme Director : Dr. Bruce Cheung
Programme Manager : Miss Ruby Lee

Programme Structure
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.

Course Content
ST 06-802-02 Mathematics for Business
ST 06-802-03 Introduction to Computers and Computer Programming
ST 06-802-04 Mathematics for Computing
ST 06-802-05 Data, Information and Information Storage
ST 06-802-06 Introduction to Information Systems

All students are required to follow a first year course in "Study Skills in English" (ST 06-802-01).

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.

Course Progression
All students are required to take a first year course in "Study Skills in English".

- In the year that students first enter an examination, they are required to take CIS001 and may also take either CIS101 or CIS104.
- If students are granted exemption from CIS001, they may take one or two units from CIS101, CIS102 or CIS104 at the first examination.
- In subsequent years, a maximum of three new units may be taken.
- CIS001 must be passed before CIS102 is taken.

Examination
Examinations organised by the Hong Kong Examination Authority will be held once a year in early May. Students may attempt examinations up to a maximum of three full course-units. The maximum number of attempts permitted at any full or half course-unit examination is three.

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

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

Internet Access
Students will be given a free-of-charge dial-in PPP connection and an account accessing to SOUL (SPACE Online Universal Lelarning), the online learning platform developed by SPACE.

COURSES OFFERED IN YEAR 2000/2001

ST 06-802-01 (01)
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 - Every Saturday, 2:00 p.m. - 5:00 p.m. starting from January, 2001 (14 meetings)

ST 06-802-02 (01)
Mathematics for Business (CIS 001)

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

Lecture meetings - Every Monday, 7:00 p.m. - 10:00 p.m. starting in January, 2001 (14 meetings)

ST 06-802-03 (01)
Introduction to Computers and Computer Programming (CIS 101)

Use of the computer; introduction to computers; algorithms and programming languages; elements of Pascal; advanced date 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 - Every alternate Tuesday, 7:00 - 10:00 p.m. starting in September, 2000 (14 meetings)

Workshop/tutorial - Two hours per every alternate week on weekday evenings, Saturday, or Sundays starting in the first week of October, 2000 (14 meetings)

Revision sessions - About 12 hours as scheduled

ST 06-802-04 (01)
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 - Every alternate Thursday, 7:00 - 10:00 p.m. starting in September, 2000 (14 meetings)

Workshop/tutorial - Two hours per every alternate week on weekday evenings, Saturday, or Sundays starting in the first week of October, 2000 (14 meetings)

Revision sessions - About 12 hours as scheduled

ST 06-802-05 (01)
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 - Every alternate Tuesday, 7:00 - 10:00 p.m. starting in September, 2000 (14 meetings)

Workshop/tutorial - Two hours per every alternate week on weekday evenings, Saturday, or Sundays starting in the second week of October, 2000 (14 meetings)

Revision sessions - About 12 hours as scheduled

ST 06-802-06 (01)
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 - Every alternate Thursday, 7:00 - 10:00 p.m. starting in September 2000 (14 meetings)

Workshop/tutorial - Two hours per every alternate week on weekday evenings, Saturday, or Sundays starting in the second week of October 2000 (14 meetings)

Revision sessions - About 12 hours as scheduled

Enrolment
Students who register for the Diploma in Computing and Information Systems must also enrol in the course offered by SPACE. Application for the SPACE course 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 course.

Students may apply for admission to the degree programme throughout the whole year. Students registering for the Diploma who wish to take SPACE courses starting in September are strongly advised to apply for admission before end July, 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 time to process, so applicants are strongly advised to submit their applications as early as possible.

Application forms and further details will be available from Admiralty Learning Centre or HKU Campus, addresses listed on the back page of the prospectus.

Venue
HKU Campus or other study centres (to be announced nearer the time).

Fees

2000/2001	$5,000 for "Study Skills in English" and CIS 001 "Mathematics for Business"
	$6,800 for one full unit subject
	$3,600 for one half unit subject
	$9,600 for Project

Application fee to the University of London:
£38 (on or before 17 September 2000)
£39 (after 17 September 2000)

Registration fee to the University of London:
£376 (on or before 30 November 2000)
£386 (after 17 November 2000)

ST 06-101-00 (01)
Diploma in Information Technology / Master of Information Techology

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.

Programme Schedule
The course starts in July. The duration of study will normally be 18 months (July to December of the following year).
Students are expected to attend 5 to 7 hours of lectures, tutorials, and workshops per week (2 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.

Course Structure
Students will take 5 subjects equivalent to 6 units - 2 subjects by lecturers and 3 subjects by distance learning (DL) supported by tutorials. All distance learning modules are supplied by 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
Jun - Sep	Database Design and Management
Jul - Nov	Computing Topics I

Exemption

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: attendance at a minimum of 75% of the scheduled meetings, continuous assessment of assignments in each subject, a written examination for each subject.

Access to Further Studies and Australian Computer Society Accreditation

The Diploma offers entry 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, Interface Usability). The fee for these two final subjects in 2000/2001 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).

Subject to approval, students can continue to study for the CSU Master of Information Techology. Further details will be available in May 2000.

Application Procedure

Details of the course arrangement will be announced in April/May 2001. Anyone interested in this course should send a self-addressed envelope to Ms Alice Wong at SPACE HKU Campus address.

Entry Requirements

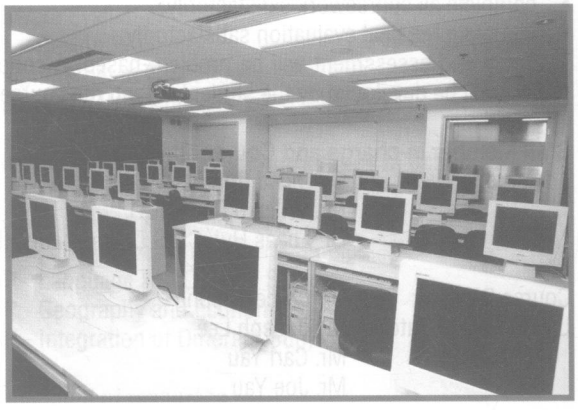
Applicants should:

- either possess an undergraduate degree;
- or, be able to demonstrate professional development by one or more of the following:

a. membership of a professional association which requires academic experience-based qualifications;
b. be a higher diploma holder with at least 3 years of relevant experience;
c. have 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. Students are expected to have access to a PC and a modem outside the scheduled tutorial/workshop sessions.



Fees (Diploma)

Total fee for 2000-2001 programme is $40,000
1st instalment : $19,000
2nd instalment : $21,000
(One instalment in June and the other in March)

ST 06-114-00(01)
Diploma in E-commerce (Computing)
(subject to approval)

Enquiry : 29755645

Introduction
Information Technology has had a major impact on the way business is done. The World Wide Web has created a tremendous demand for people with a computing background in the business sector and it created career opportunities for technical people quick to master modern business techniques.

Aims
The Diploma in E-commerce (Computing) is for people with a background in computing. It will:
- to provide students with the knowledge and skills necessary for using the World Wide Web as a medium for conducting business;
- give them a real-life platform to conduct on-line business. A concrete project will be developed along the programme to illustrate the materials covered.

Programme Structure and Content
The curriculum consists of five core modules and two elective modules. Participants are required to complete all the core modules and one of the two elective modules. The modules are:

Core Modules:
- Web design, evaluation and multimedia
- Web programming -- the client side
- Web programming -- the server side
- Database management in E-Commerce
- Electronic payment systems

Elective Modules
- E-Commerce Data Mining
- E-Commerce Information Technology Management

Entry Requirements
Applicants should have:
- a Degree or Higher Diploma in Computing Studies;
- or, a Degree or Higher Diploma in Information Technology;
- or, three years' working experience in Information Technology field.

Assessment
There are 198 hours of lectures and tutorials.
To complete the programme, students should:
- attend 75% of the lessons;
- complete all coursework satisfactorily;
- complete the final evaluation satisfactorily.

Teaching and assessment will be problem-based. A concrete project will be developed by the students along the course.

Staff Member in-charge and Course Director

Advisers:	Dr. David Cheung, ETI, HKU
	Mr. William Chan, ICO.
	Dr. Lucas Hui, CSIS Department, HKU
Course Director:	Dr. Bruce Cheung
Lecturers and Tutors:	Mr. Joseph Lee
	Mr. Carl Yau
	Mr. Joe Yau

Venue
To be confirmed

Date and Time
Lectures: Mondays, 7:00- 10:00 p.m.;
starting 4 December 2000 (22 meetings)

Tutorials: Wednesdays, 7:00 - 10:00 p.m.;
starting mid-December 2000 (44 meetings)
OR
Tutorials: Thursdays, 7:00 - 10:00 p.m.;
starting mid-December 2000 (44 meetings)

Fee
HK$18,800

Application
Enrolment is limited to 50

Closing Date for Application
31 October 2000

New Degree Courses in Computing and Information Technology

The School is now discussing with Monash University, Australia the possiblity of offering some Master's and Bachelor degree courses in the areas of Computing, Business Systems, and Information Technology. Subject to the necessary approval from both Universities, these courses may be offered around July 2000 using a distance education mode supported by some local teaching and tutorials puronds. If you are interested, please check the status in May by visiting the School web site (www.hku.hk/space/) or contacting Ms Alice Wong (2987 5618).

ST 06-107-01 (01)
Certificate in Using Information Technology in School
資訊科技教學應用證書課程

Enquiry: 2975 5804

Introduction
This Certificate course is designed for Primary and Secondary school teachers who would like to use Information Technology (IT) to facilitate teaching and learning and to promote IT in school.

This course aims to provide school teachers with fundamental knowledge and skills to:
- manage and use computer facilities installed in their schools,
- effectively apply IT in teaching
- implement and coordinate IT learning programmes

Teaching Strategy
Emphasis will be put on the illustration of applications of IT in classroom situations where IT is used for teaching, learning and related activities. Hands-on practice is organized for teachers to familiarize them with IT skills and produce IT-based education products. Ample group activities and peer discussions allow for sharing of knowledge and experience among teachers in using IT in the school context. Electronic mail service and web-based support are provided to enhance communication and learning outside contact hours as well as reinforce real life practice of using IT in education.

Course Co-ordinator : Miss Ruby Lee Programme Manager

Programme Structure
This 120-hour Certificate course comprises five main modules:
- Basics operation of computers
- Use of Common application software
- Applying IT in Education
- Coordination of IT Learning Programmes in Schools
- Management of IT resources

The Syllabus of the course is as follows:

Basic operation of computers
- Introduction to Computer Hardware and Software
- Introduction to MS Win NT 4.0 Workstation
- Introduction to Multimedia Applications (scanner, digital camera, etc.)
- Introduction to Chinese Input Methods

Use of common application software
- Introduction to Word Processing (MS Word 97)
- Introduction to Presentation Software (MS Power Point 97)
- Introduction to Spreadsheet (MS Excel 97)
- Introduction to DBMS (MS Access 97)
- Introduction to Internet technologies
- Hypertext and Multimedia
- Introduction to Hyper Studio
- Introduction to Authorware
- Design Guidelines on Using Authorware
- Introduction to Paint Shop Pro.
- Web page - Design Principles
- Introduction to MS Front Page 98

Applying IT in Education
- Educational Software, Copyright Issues
- Case Studies on Using IT in Classroom
- Software Evaluation
- CAL - Design Principles
- Using Internet in Education
- Internet and Web Applications in Education

Coordination of IT Learning Programmes in Schools
- CAP - General Guidelines and Case Studies
- IT Co-ordination in School
- CAP - Mathematics and General Studies
- CAP - Language and Cultural Subjects
- CAP - Geography and Economics
- CAP - Integration of Different Subjects

Management of resources
- File management and sercurity issues in schools
- MS Win NT 4.0 Administrative guidelines
- Backup, Recovery and Trouble-shooting
- Introduction to Local Area Network (LAN)

Entry Requirements
No prior PC/software knowledge is required to take this course, but participants without much experience in using PC or the software are expected to have self practice outside the scheduled meetings.

Assessment
The Certificate in Using Information Technology in Primary/ Secondary School will be awarded to students who:
- attend at least 80% of the workshops,
- complete assignments or other means of assessment to the satisfaction of the course instructor, AND
- submit and present a project at the end of the course

Medium of Instruction
Cantonese, supplemented with English terminology

Students are expected to attend three to six hours of workshops per week depending on the class selected. Some intensive day time sessions may be organised during school holidays. They are also expected to do a certain amount of work in their own time. Project presentation will be scheduled in the middle and at the end of the course.

(Enrolment is limited to 38)

Date & Time
Saturday 1:30-4:30p.m., starting 12 August 2000 (40 workshops)

Venue
Room 201, Austin Tower, Jordan

Fee
$ 8,000

ST 06-116-00 (01)
Certificate Course for Network Specialists

Enquiries: 2975 5618

Introduction
This course will introduce students to the underlying concepts of data communications, telecommunications, and networking. It will focus on the terminology and technologies in current wide area networking environments. It will also examine widely used corporate networking architectures, especially the architecture employing the TCP/IP protocols, the most significant and popular architecture. The Internet is based on the TCP/IP protocols.

The course is based on material provided by the 3Com NetPrep curriculum, which is a comprehensive, platform-neutral school-to-career curriculum for training network specialists. It will be suitable for IT Professionals who would like to become specialists in wide area networks and TCP/IP networking architectures.

Course Content
- telecommunications services and components
- point-to-point and wide area switching alternatives
- wide area network switching standards
- X.25 protocol and services
- integrated services digital network
- frame relay
- asynchronous transfer mode
- TCP/IP: protocols, routing, network applications, management
- other network architectures: Systems Network Architecture (SNA), DECnet
- combining networking architectures
- network case study

Award
Students completing this course will be awarded a Certificate issued by SPACE and the Computer Centre, HKU.

Students completing this course and its pre-requisite course, SPACE's Certificate Course in Local Area Network Specialists, can take the examination organized by the National Association of Communication Systems Engineers (NACSE) of the U.S.A. for the NACSE Associate Network Specialist (NANS) certification.

NACSE is the leading professional network/Web credentialing organization in the IS/IT industry in the U.S.A. It is a non-profit and vendor neutral organization that establishes professional standards in networking and Internet through peer to peer reviewing by working IS/IT professionals. It certifies the appropriate delivery of those standards through focused, industry needs based, technical programs. The 3Com NetPrep curriculum is a program that leads to the NACSE Associate Network Specialist (NANS) certification. Holders of this certification, on receiving further training in network analysis and design, web technologies, networking architectures and TCP/IP, could take the NACSE Senior Network Specialist (NSNS) certification.

HKU Computer Centre is one of the NetPrep Regional Training Centres and provides the tutors for this course.

Study materials
NetPrep Course Text-books "Introduction to Wide Area Networks" and "Introduction to TCP/IP and Networking Architectures " with accompanying CD-ROM of tutorial and online reference system.
- Files of presentation slideshow
- Online exercises.
- Online discussion group

Entry Requirements
Applicants should have satisfactorily completed SPACE's Certificate Course for Local Area Network Specialists, or have equivalent qualifications such as knowledge and practical experience in managing a local area network consisting of network hubs, servers, and PCs.

Application Procedure
The special application forms are available on request from the School. Course fee will only be collected from successful applicants after the selection process.

Closing Date for Application
31 August 2000

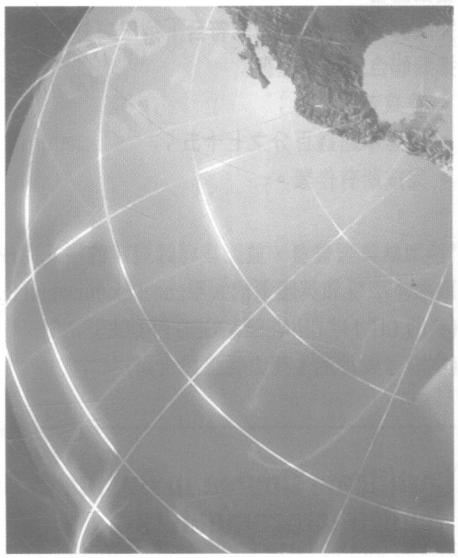
Tutors

K. Kwok,	B.Eng., M.Sc.
M. C. Pong,	B.Sc. (Eng.), M.Phil., M.S., Ph.D., MBCS, C.Eng., MHKIE
P. T. Ho,	B.Sc. (Eng.), M.Phil., Ph.D., C.Eng., MIEE, MIEEE, MBCS, MHKIE

Date & Time
Meeting: Wednesdays, 6.30-9.30 p.m., starting 20 September 2000 (20 meetings)
Workshops: Fridays, 6.30-9.30p.m., starting (to be confirmed) (8 workshops)

Venue
Meeting : to be confirmed
Workshop: Room 134, Old Library Bldg., HKU

Fee
$8,000
Enrolment is limited to 40



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

查詢電話: **2975 5647**

課程內容

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：

(一) 個人電腦系統的基本概念 (二) 中文電腦系統的基本知識：中、英文電腦系統的區別、中文電腦系統的基本要素 (三) 詳述倉頡輸入法的原理和規則 (四) 詳細分析倉頡第四代輸入法的整體字、組合字、例外字的解碼方法 (五) 第三代倉頡輸入法和第四代的區別 (六) 使用第四代倉頡輸入法輸入簡體字，略釋其他輸入法 (七) 中文電腦的文書處理操作及中文桌上排版的基本知識 (八) 中文電腦系統在互聯網上的應用(九) 中文電子郵件(E-Mail)的發出和接收。

學員在修畢課程後，將可具有中文電腦系統的基本知識，掌握如何使用中文WINDOWS WORD來編輯一般的中文或中、英混合的文件；並能夠運用倉頡輸入法，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，將獲取由本學院及香港生產力促進局聯合頒發之證書：

- 畢業考試合格；
- 出席率超過百分之七十五；
- 完成所有作業。

*獲取結業證書者，並能按導師規定的格式完成打兩份中文書信，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)

(本課程與香港生產力促進局合辦)

主 講 者 : 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

全期學費 : $4,900
(包括上課時所用之磁碟及講義)
(十二節為講授課，另十三節為實習課，另加十二小時試前實習時間)

ST 06-102-01 (01)

講授課程 : 2000年9月11日起
逢星期一7:00 - 9:00 p.m.

地 點 : 海富中心三樓S21室

實習課程 : 2000年9月14日起
逢星期四6:00 - 9:30 p.m.
九龍塘達之路78號香港生產力促進局大樓一字樓
(名額二十五人)

ST 06-102-02 (01)

講授課程 : 2000年9月11日起
逢星期一7:00-9:00 p.m.

地 點 : 海富中心三樓S21室

實習課程 : 2000年9月15日起
逢星期五6:00 - 9:30 p.m.
香港皇后大道中283號聯威商業中心3字樓B室 (上環地鐵A2出口,禧利街直上轉右)
(名額十八人)

Certificate Course in Business Computing Using Microcomputers

Enquiries: 2975 5646

With the rapid advancement of microcomputers in terms of processing power and user-friendly software, modern routine business operations are mainly performed using microcomputer applications. No matter which business area and which job position you are in, you cannot escape various sorts of microcomputer applications - from business correspondence to financial reports, from business presentations to global information access. So, staff in the business sector should be capable of mastering common microcomputer applications. The knowledge and skills discussed in this course will enhance your career success.

This course is designed to give business personnel an appropriate and adequate exposure to the most popular and advanced microcomputer applications. Areas of interest and the software to be covered in the course include:-

- Operating system - Window & Chinese Window
- Word processing - WinWord
- Spreadsheet - Excel
- Presentation - PowerPoint
- Database - Access
- Paint shop Pro ; Frontpage
- Network - Internet resource browsers

Prior computer knowledge is an advantage but not a pre-requisite. The course comprises lectures and workshops and participants can benefit from both fundamental knowledge and practical exercises (one machine per student).

Entry Requirements
Applicants should have completed secondary education or above.

Assessment
The Certificate in Business Computing Using Microcomputers will be awarded to students who have fulfilled the following requirements:-
1. Attended at least 75% of the lectures and workshops
2. Completed course work to the satisfaction of the tutors
3. Passed the two written examinations

Medium of Instruction
Cantonese, supplemented with English terminologies

Tutor-in-charge: Nick H.Y. Chi, BSc(Hon), MSc

ST 06-111-01 (01)
Date & Time : (Meeting) Saturdays, 7:00 p.m. - 9:00 p.m., starting 16 September 2000
(Workshop) Thursdays, 6:00 p.m. - 8:00 p.m., 21 September 2000
Venue : (Meeting) Room 121, Main Building, HKU Main Campus
(Workshop) Room 135, Old Library Building, HKU Main Campus

ST 06-111-02 (01)
Date & Time : (Meeting) Saturdays, 7:00 p.m.- 9:00 p.m., starting 16 September 2000
(Workshop) Thursdays, 8:00 p.m.- 10:00 p.m., 21 September 2000
Venue : (Meeting) Room 121, Main Building, HKU Main Campus
(Workshop) Room 135, Old Library Building, HKU Main campus

25 meetings & 26 workshops

Fee : $5,800
Enrolment is limited to 28
Enrolment closes on 1 September 2000

Certificate Course in Advanced Microcomputer Applications

Enquiries: 2975 5646

The objective of this course is to widen and deepen participants' knowledge of microcomputer applications. The course covers a wide range of topics which include the most popular software packages and state-of-the-art technology. It is intended to assist participants to master the advanced techniques and features of microcomputers. Ample practical sessions and group projects will be provided in order to strengthen the skill and knowledge of the participants. In addition to interested hobbyists, this course is also beneficial to both middle management and technical supervision personnel in all offices equipped with microcomputers. The effectiveness of their office will be greatly enhanced through effective application of the knowledge they acquire in the course.

Course Content
Powerful Office Automation Software: introduction to office productivity software such as Microsoft Office, E-Mail System etc. Popular Windows Graphical applications: Software such as WinWord, Excel, Access, Presentation tools, DeskTop Publishing using Photoshop etc.

Essential Concepts of Networking technologies: Wide Area Network (Internet), Local Area Network, World Wide Web would be introducted. Internet; TCP/IP; error control; flow control; routing algorithm; congestion control; Chinese Computing: use Chinese Windows, Chinese word processing softwares e.g. Chinese Word, pen-computing input technology, notepen etc.

Client/Server computing technology: fundamental concepts, applications on Internet.

Multimedia computing applications: basic components of MPC; use of CD-ROM, Sound and Video Card; Multimedia demonstrations.

Window Programming - Visual Basic; Object - Oriented Programmig; Java.

Minimum Entry Qualifications
Applicants should have at least completed secondary education and attended the Certificate Course in Business Computing using Microcomputer or equivalent courses.

Assessment
The Certificate in Advanced Microcomputer Applications will be awarded to students who have fulfilled the following requirements:-
1. Attended at least 75% of the lectures and workshops
2. Completed course work to the satisfaction of the tutors
3. Passed the two written examinations

Students are expected to do a certain amount of work in their own time.

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

Closing Date for Application
14 September 2000

Medium of Instruction
Cantonese, supplemented with English terminologies

Tutor-in-charge: Nick H.Y. Chi, BSc(Hon), MSc

ST 06-109-01 (01)

Date & Time	:	(Meeting) Sundays, 2:00 p.m.- 4:30 p.m., starting 24 September 2000 (Workshop) Mondays, 6:00 p.m.- 8:00 p.m., 9 October 2000
Venue	:	(Meeting) Room 303, T. T. Tsui Building, HKU Main Campus (Workshop) Room 201, Run Run Shaw Building, HKU Main Campus

ST 06-109-02 (01)

Date & Time	:	(Meeting) Sundays, 2:00 p.m.- 4:30 p.m., starting 24 September 2000 (Workshop) Mondays, 8:00 p.m. - 10:00 p.m., 9 October 2000
Venue	:	(Meeting) Room 303, T. T. Tsui Building, HKU Main Campus (Workshop) Room 201, Run Run Shaw Building, HKU Main Campus

Fee : **$5,800**

24 meetings & 27 workshops
Enrolment is limited to 20

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ST 06-108-00 (01)
Certificate Course in Advanced Digital Computer Programming

Enquiries: 2975 5618

This course aims to teach the essentials of windows application development, data structures, file structures, and advanced programming techniques. This is one of the five subjects making up the Diploma in Information Technology. Preference will be given to applicants who are programmers or potential programmers. Those who are able to enclose supporting documents to this effect are advised to do so.

Course Content
Windows application development: graphical user interface (GUI) concepts, GUI application development, object-oriented programming concepts, client-server application development. Data structures and advanced programming techniques: linked lists, stacks, queues, tress, graphs, searching and sorting algorithms, Pascal programming, C programming, File structures: sequential, indexed, and direct.

Entry Qualifications
Applicants should have programming experience. Preference will be given to those who have completed successfully a Certificate Course in Digital Computer Programming offered by SPACE or equivalent courses.

Assessment
The Certificate in Advanced Digital Computer Programming will be awarded to students who have fulfilled the following requirements:
1. Attended at least 75% of the lectures and workshops
2. Completed course work to the satisfaction of the tutors
3. Passed the two written examinations

Application Procedure
Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the School. Please note that the course fee will only be collected from successful applicants after the selection process.

Closing Date for Application
6 September 2000

Tutor	:	S. Tong, HDip(HK), MSc(HK), MBCS, MHKCS, MHKIE
Date & Time	:	(Meeting) Wednesdays, 6:30 p.m.- 9:00 p.m., starting 20 September 2000 (Workshop) Fridays, 6:30 p.m. - 8:30 p.m., 29 September 2000
Venue	:	(Meeting) RM 1501, CEF Plaza, Quarry Bay (Workshop) Room 203, 2/F Admiralty Centre

28 meetings & 22 workshops

Fee : $7,000
Enrolment is limited to 40

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
中小型企業想裝置和使用電腦，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，協助企業掌握中文電腦系統和連接資訊高速公路，以配合本港的資訊發展。本課程特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,將獲本學院頒發之修業證書。

導 師 : Wilson FONG
BSc.(Hons)(PolyU),MCSE,MCP+I
TSOI Hiu Ching
BEng (Hons)(CUHK),MCP,CNE
WUN Tat Shing
BSc (James Cook U)
Eddie CHAN,
B.Eng (Hons)(CUHK),MCSE,MCP+I

地 點 : 弘智電腦學會，香港灣仔譚臣道114號廣亞大廈四樓

課程內容

課程內容包括：認識微型電腦發展、電腦故障檢測與預防、電腦操作系統 configuration 及 MS-DOS 深入運用、中文視窗操作系統 Windows 98安裝、系統調校及急救技巧、倉頡中文輸入法、電腦文書處理Word 97功能深入運用、電子試算表運用Excel 97功能深入運用、PowerPoint 97 圖文展示系統、電子資料庫管理Access 97特殊功能運用、認識 Outlook 97 熒幕組件及工作架構模式、電腦通訊與 Internet 應用、Internet網頁製作及建設Intranet內聯網站、電腦網絡系統應用及基本管理、網絡系統 Novell NetWare管理、網絡系統 NT-Server 管理、建立Internet Gateway網站Visual BASIC 程式編寫。

入學資格

學員需具中五或同等學歷； 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。

結業証書

完成課程後，符合下列三項條件之學員，可獲本學院頒發証書:

- 出席率達百分之七十五或以上；
- 於指定時間內完成所有作業；及
- 畢業考試成績合格

(名額二十二人)

ST 06-105-01 (01)
2000年7月30日起每星期日3:15-5:45p.m.
(共三十二講)

ST 06-105-02 (01)
2000年11月5日起每星期日9:30a.m.-12:00p.m.
(共三十二講)

ST 06-105-03 (01)
2001年1月5日起每星期五8:10-10:10p.m.
(共四十講)

全期學費: $6,800

Microsoft Certified System Engineer (Windows 2000)

Enquiries: 2975 5621

Introduction

The Microsoft Certified System Engineer programme (MCSE) is designed for those who are interested in obtaining a worldwide recognised IT professional qualification in the system engineering field. The MCSE (Windows 2000) track is a focused training path for Computer Analysts, Network Specialists or Systems Engineers. This certification is proof of exceptional knowledge in planning, implementing and supporting business solutions with Microsoft Windows 2000 and Microsoft BackOffice.
This programme is suitable for information technology professionals working in a complex computing environment in medium to large organisations who are interested in earning credit towards Microsoft certification examinations. On completion of the six modules of this programme, participants will be equipped to prepare for the MCSE Windows 2000 examinations. More importantly, participants will have a better understanding of the effective ways of analyzing, operating, administering, maintaining and implementing the network interconnection of devices, systems and communication services.

Medium of Instruction

Cantonese supplemented with English terminology

Course Content

The programme has six modules:

- **Module 1**
  Installing, Configuring, and Administering a Microsoft Windows 2000 Server
- **Module 2**
  Implementing and Administering a Microsoft Windows 2000 Network Infrastructure
- **Module 3**
  Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure
- **Module 4**
  Designing a Microsoft Windows 2000 Directory Services Infrastructure
- **Module 5**
  Designing a Microsoft Windows 2000 Network Infrastructure
- **Module 6**
  Upgrading from Microsoft Windows NT 4.0 to Microsoft Windows 2000

Award

Successful candidates in the MCSE or MCP certification test will be qualified as a Microsoft Certified System Engineer (Windows 2000 Track) or Microsoft Certified Professional.

Entry Requirement

At least one year's experience in implementing and administering a network operating system.

Teaching Mode

Face-to-face teaching will be supplemented by group discussions and hands-on workshops (3 - 4 students per PC). The teaching will be done by qualified MCSE award holders.
For enquiries, please contact Miss Ada Cheung at 2975 5621.
(Enrolment is limited to 26)

Course No	Module	Dates	Time	Venue	Fee	Closing Date
06-076-19-01 (01)	Module 1	15 July 2000 (Saturday)	2:00p.m. - 5:00p.m. & 6:00p.m. - 9:00p.m.	Room S4, Admiralty Centre	$3,500	5 July 2000
		22 July 2000 (Saturday)	2:00p.m. - 5:00p.m. & 6:00p.m. - 9:00p.m.	Room S4, Admiralty Centre		
		27 July 2000 (Thursday)	6:30p.m. - 9:30p.m.	Room S4, Admiralty Centre		
		29 July 2000 (Saturday)	2:00p.m. - 5:00p.m. & 6:00p.m. - 9:00p.m.	Room S4, Admiralty Centre		
		5 August 2000 (Saturday)	6:30p.m. - 9:30p.m.	Room S4, Admiralty Centre		
		7 August 2000 (Monday)	6:30p.m. - 9:30p.m.	Room S4, Admiralty Centre		
		12 August 2000 (Saturday)	6:30p.m. - 9:30p.m.	Room S4, Admiralty Centre		
06-076-20-01 (01)	Module 2	26 August 2000 (Saturday)	2:00p.m. - 5:00p.m. & 6:00p.m. - 10:00p.m.	Room S4, Admiralty Centre	$2,500	12 August 2000
		2 September 2000 (Saturday)	2:00p.m. - 5:00p.m. & 6:00p.m. - 10:00p.m.	Room S4, Admiralty Centre		
		9 September 2000 (Saturday)	2:00p.m. - 5:00p.m. & 6:00p.m. - 10:00p.m.	Room S4, Admiralty Centre		
06-076-21-01 (01)	Module 3	16 September 2000 (Saturday)	2:00p.m. - 5:00p.m. & 6:00p.m. - 10:00p.m.	Room S4, Admiralty Centre	$3,200	6 September 2000
		23 September 2000 (Saturday)	2:00p.m. - 5:00p.m. & 6:00p.m. - 10:00p.m.	Room S4, Admiralty Centre		
		30 September 2000 (Saturday)	2:00p.m. - 5:00p.m. & 6:00p.m. - 10:00p.m.	Room S4, Admiralty Centre		
		7 October 2000 (Saturday)	6:00p.m. - 9:00p.m.	Room 201, Austin Tower, Jordan		
		14 October 2000 (Saturday)	6:30p.m. - 9:30p.m.	Room 201, Austin Tower, Jordan		
06-076-22-01 (01)	Module 4	21, 28 October & 4, 11, 18, 25 Novermber 2000 (Saturdays)	6:00p.m. - 10:00p.m.	Room 201, Austin Tower, Jordan	$2,800	14 October 2000
06-076-23-01 (01)	Module 5	10, 17, 23 December 2000 (Sundays & Saturday)	2:00p.m. - 5:00p.m. & 6:00p.m. - 10:00p.m.	Room 201, Austin Tower, Jordan	$2,800	1 December 2000
06-076-24-01 (01)	Module 6	7, 14, 21 January 2000 (Sundays)	2:00p.m. - 5:00p.m. & 6:00p.m. - 10:00p.m.	Room 201, Austin Tower, Jordan	$3,200	27 December 2000
		28 January 2000 (Sundays)	2:00p.m. - 5:00p.m. & 6:00p.m. - 9:00p.m.	Room 201, Austin Tower, Jordan		

Certified Java Programmer Certification Course

Enquiries : 2975 5618

Introduction
This course is under the globally recognized Sun Java Certification Program, 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 employees are highly skilled in Java technology.

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 an open examination organized by Sylvan Prometric, one of the world's leading IT Professional Examination bodies. 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 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 wish to get certified as a Certified Java Programmer.

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.

Entry Requirements
- Some basic knowledge of 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

Enrolment is limited to 30

Tutor : Authorized Trainers from Sun Educational Services of Sun Microsystems

ST 06-076-01-01 (01)
Date & Time : Sundays, 9:30 a.m.-12:30 p.m & 2:00-5:00 p.m.,
starting 6 August 2000 (5 workshops)
Venue : Room 201, Austin Tower, Jordan
Enrolment closes on 30 July 2000.

ST 06-076-01-02 (01)
Date & Time : Sundays, 9:30 a.m.-12:30 p.m. & 2:00-5:00p.m.,
starting 8 October 2000 (5 workshops)
Venue : Room 201, Austin Tower, Jordan
Fees : $10,500
Enrolment closes on 1 October 2000

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 recognized SPACE courses.

Cambridge Information Technology (CIT)

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

A student who has obtained five module certificates can apply for the "Certificate in Information Technology".
An award of the CIT Certificate signifies that the student will have shown his/her ability to perform the requisite tasks. CIT standards are built to specifications for all to see. The CIT certificate provides a recognized validation vehicle for practical Information Technology skills.

Information for Employers

The CIT scheme emphasises practical skills - it focuses on the practical applications of the skills being learned. A CIT certificate holder is not necessarily a computer expert, but 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.

Award

Students of the above SPACE courses can apply for the relevant CIT Certificate 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.

Available Modules and Related Courses

the SPACE courses indicated are designated as CIT modules in:

A. 001 Computer Literacy
   - Practical Computer Application Course for Teachers **ST06-058-06-01 (01)**
   - Microcomputer Literacy **ST 06-007-14-01 (01)**
   - Certificate Course in Business Computing Using Microcomputer **ST 06-111-01 (01)** & **ST 06-111-02 (01)**

B. 101 Word Processing
   - Microsoft Word for Windows 97 **ST 06-007-15-01 (01)** & **ST 06-007-15-02 (01)**
   - Certificate Course in Business Computing Using Microcomputer **ST 06-111-01 (01)** & **ST 06-111-02 (01)**

C. 102 Spreadsheets
   - Introduction to EXCEL **ST 06-007-16-01 (01)**
   - Certificate Course in Business Computing Using Microcomputer **ST 06-111-01 (01)** & **ST 06-111-02 (01)**

D. 103 Databases
   - Introduction to Microsoft Access 97 **ST 06-007-17-01 (01)** & **ST 06-001-17-02 (01)**
   - Database Management using FoxPro 2.6 for Windows **ST 06-007-18-01 (01)**
   - Certificate Course in Business Computing Using Microcomputer **ST 06-111-01 (01)** & **ST 06-111-02 (01)**

E. 105 Programming
   - Introduction to C **ST 06-008-03-01 (01)** & **ST 06-008-03-02 (01)**
   - Database Programming using FoxPro 2.6 for Windows **ST 06-007-19-01 (01)**

F. 117 Chinese Word Processing
   - Certificate Course in Chinese Computing **ST 06-102-01 (01)** & **ST 06-102-02 (01)**

ST 06-058-06-01 (01)
教師電腦實務應用
Practical Computer Application Course for Teachers
• CIT 001

查詢電話：**2975 5618**

近年多間中小學已安裝新款電腦，以配合未來電腦教育發展趨勢，電腦輔助教學成為教學工作者面對之挑戰。本課程特為學校教職員而設，重點在如何應用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 : Chan, Eddie,
BEng (Hons)CUHK ; MCSE, MCP + I

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 : 2000年9月1日起
逢星期五8:10-10:10p.m.
(共十五講)

全期學費 : $3,000

ST 06-007-14-01 (01)
Microcomputer Literacy (CIT 001)

Enquiries : 2975 5646

This course is specially designed for computer beginners and covers basic computer concepts and terminology 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; safely use computer hardware; be aware of the trends of software and hardware standards, and 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. It will include:

- common computer terms;
- operating personal computers and their basic components;
- an introduction to Operating Systems, illustrated by Windows 95 and their basic commands; file operations; memory management etc
- a brief introduction and demonstration of a variety of application software such as word processing, spreadsheet and database packages;
- discussion of common computer applications.

(Enrolment is limited to 38)

Tutor : S.Y. KWOK Dominic,
B.Eng.(Computer Science)(HKUST), PCert. in Edu.(HKU), MCP

Date& Time : Fridays, 6:30-9:30 pm, starting 1September 2000 (4 workshops)

Venue : Room 203, 2/F Admiralty Centre

Fee : $1,200

Closing Date for Application : 25 August 2000

ST 06-007-01-01 (01)
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 recover from problems when Windows fails to start properly, how to customize Windows startup, as well as how to fine-tune various settings to optimize your Windows performance, and more.

Topics include: PC hardware concepts; understanding system information displays; understanding how a PC boots up; troubleshooting Windows startup; safe mode; recovery from disasters; custom startups with Windows; useful system tools; optimizing memory & disk access; overcoming fragmentation; and useful DOS utilities on Windows.

Entry Requirements: Applicants should have completed an "Introduction to Windows 95/98" course or equivalent.

(Enrolment is limited to 38)

Tutor : L.M. Lo
B.Sc. (Essex) CPE & CAE(Cambridge), Int. Teacher's Cert (HKPU), CEng, MIEE, MACM, MHKCS, MOUS
Date& Time : Sundays, 2:00-5:00 pm, starting 26 November 2000 (4 workshops)
Venue : Room 3, 14/F Fortress Tower
Fee : $1,400
Closing Date for Application : 19 November 2000

Introduction to Windows 95/98

Enquiries : 2975 5646

Windows has become the most popular standard of PC Operating Systems. This course is designed for new PC users, and will guide them step-by-step on how to get the most out of Windows. Through hands-on practice and simple explanation, they will learn the "abstract" concept on how computers work in an easy way.

Topics include: Essential computer concepts; overview of Windows 95/98 features; elements of Windows ; Windows basic operations; Windows Explorer; Windows Startup; Windows disk, folder & file management; configuring Windows with Control Panel; use of Windows accessories and system tools; use of DOS on Windows;and introduction to Windows 2000's new features.

(Enrolment is limited to 38)

Tutor : L.M. Lo
B.Sc. (Essex), CPE & CAE (Cambridge), Int. Teacher's Cert (HKPU), CEng, MIEE, MACM, MHKCS, MOUS

ST 06-007-02-01 (01)
Date& Time : Sundays,2:00-5:00p.m., starting 30 July 2000 (4 workshops)
Venue : Room 3, 14/F. Fortress Tower
Closing Date for application : 23 July 2000

ST 06-007-02-02 (01)
Date& Time : Sundays, 2:00-5:00 p.m. starting 22 October 2000 (4 workshops)
Venue : Room 3, 14/F Fortress Tower
Fee : $1,300
Closing Date for Application : 15 October 2000

ST 06-007-03-01 (01)
Introduction to UNIX

Enquiries : 2975 5618

UNIX is regarded as one of the most successful operating systems. Its importance and influence are shown by the fact that computer manufacturers like IBM, AIX, Sun Solars, Campaq Digital UNIX, HPUX, SGI IRIX, offer UNIX.

Topics include: Basic concepts of the operating system, basic facilities in UNIX, command language interpreter, file system, UNIX toolkit, UNIX shell, programme development under UNIX, Internet tools on UNIX.

Entry Requirements: Participants are expected to have some basic knowledge of computers.

(Enrolment is limited to 38)

Tutor : Nick H.Y. Chi BSc(Hon), MSc
Date& Time : Fridays, 7:00-10:00p.m., starting 5 January 2001 (7 workshops)
Venue : Room 3, 14/F Fortress Tower
Fee : $2,400
Closing Date for Application : 29 December 2000

ST 06-007-22-01 (01)
Introduction to Linux

Enquiries: 2975 5618

This introductory course provides participants with basic knowledge of Linux and the skills needed to master Linux.

Topics include:

- linux History : Basic OS concept; UNIX file system;
- linux Resources : Linux software; Linux documentation; Linux help; Linux support; Linux updates;
- basic UNIX command : Linux installation; Hardware support; Make installation/ Book Disk; Disk Partitioning; X Window; Dual Boots; Linux and Win 95; Boot from Win 95/98;
- linux Configuration : Printer, PPP, Simple Network; Sound Card; VCD;
- basic System Administration : Manager other devices; User management; Email; FTP; Web Server;
- linux Application

Entry Requirements : Participants are expected to have basic knowledge of PC and Windows and experience in Windows installation. Knowledge of UNIX is an advantage.

(Enrolment is limited to 20)

Tutor	:	Leo W.K. Wong B.Sc.(City U HK)
Date & Time	:	Sundays, 9:00a.m.-1:00p.m. & 2:00-5:30p.m., starting 3 September 2000 (2 workshops)
Venue	:	Room 203, 2/F Admiralty Centre
Fee	:	$1,500
Closing Date for Application	:	27 August 2000

ST 06-007-04-01 (01)
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 and standardization. It aims to help participants 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 and virus checking and cleaning.

Entry Requirements: Participants are expected to have some basic knowledge about computers.

Medium of Instruction: Cantonese, supplemented with English.

(Enrolment is limited to 36)

Tutor in charge	:	W.K. Kwan B.Sc.(Eng), M.Phi(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	:	Fridays, 7:00-9:30p.m., starting 22 September 2000 (9 meetings)
Venue	:	RM G01, James Lee Science Bldg., HKU
Fee	:	$1,100
Closing Date for Application	:	15 September 2000

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Microsoft Word for Windows 97 (CIT 101)

Enquiries : 2975 5647

This course contains all the basic procedures and techniques you need to work efficiently with Microsoft Word.

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; and data embedding from other software packages eg. Excel or Access.

Entry Requirements: Participants are expected to have basic knowledge of and experience in Windows operations.

(Enrolment is limited to 26)

Tutor : C.Y. LI,
BEng (HKUST), M.Eng.(CUHK)

ST 06-007-15-01 (01)

Date& Time : Mondays, 7:00-10:00p.m.
starting 17 July 2000
(5 workshops)

Venue : Room203, 2/F Admiralty Centre

Closing Date for Application : 10 July 2000

ST 06-007-15-02 (01)

Date& Time : Mondays, 7:00-10:00p.m.
starting 6 November 2000
(5 workshops)

Venue : Room 808, K K Leung Bldg., HKU

Fee : $1,500

Closing Date for Application : 30 October 2000

倉頡輸入法與中文WORD 97 文書處理
Using "Chang Jei" Chinese Input Method and Word 97

查詢電話: **2975 5618**

本課程教授利用中文Windows 98 視窗系統操作平台，掌握倉頡中文輸入法之技巧，及使用中文版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。

本課程特別適合須經常製作高質素中文稿件的從業員修讀；每人一機上課。

入學資格：須有基本電腦操作認識。

(名額二十二人)

導 師 : PANG Tommy ,
BSc. (Chinese Culture U Taiwan)

ST 06-011-04-01 (01)

開課日期及時間 : 2000年7月31日起
逢星期一 6:00-8:00p.m.
(共六講)

ST 06-011-04-02 (01)

開課日期及時間 : 2000年9月19日起
逢星期二 6:00-8:00p.m.
(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 : $1,100

ST 06-011-05-01 (01)
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，修讀學員將能有效地使用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。

課程內容：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。

(名額三十八人)

課程統籌 : 陳訓廷先生

開課日期及時間 : 2000年8月9日起
逢星期三7:00-10:00p.m.
(共五講)

地 點 : 海富中心二樓203室

全期學費 : $1,500

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. This course 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;and writing and running Macros.

Entry Requirements: Participants are expected to have basic concepts and experience in Windows operations.

Medium of Instruction: English for Class ST 06-007-17-01
Cantonese with English terminology for Class ST 06-007-17-02

Course Coordinator : Dr. F.T. Chan

ST 06-007-17-01 (01)
Date& Time : Tuesdays, 6:30-9:30p.m., starting 25 July 2000 (5 workshops)
Venue : Room S16, 3/F Admiralty Centre (Enrolment is limited to 30)
Closing Date for Application : 18 July 2000

ST 06-007-17-02 (01)
Date& Time : Tuesdays, 6:30-9:30p.m., starting 31 October 2000 (5 workshops)
Venue : Room 3, 14/F Tower (Enrolment is limited to 38)
Closing Date for Application : 24 October 2000

Fees : $1,500

ST 06-007-16-01 (01)
Introduction to Excel (CIT 102)

Enquiries : 2975 5646

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

Excel version 97 offers new organizational 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; format design; chart presentation and data list manipulation.

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

(Enrolment is limited to 20)

Tutor : Hung C.T.
BSc, MPhil HK
Date & Time : Mondays, 6:30-9:30p.m., starting 14 August 2000 (7 workshops)
Venue : Room 201, Run Run Shaw Building, HKU
Fees : $2,100
Closing Date for Application : 7 August 2000

Advanced MS Excel

Enquiries : 2975 5646

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 applications.

Tutor : L.M. LO
B.Sc. (Essex), CPE & CAE (Cambridge), Int. Teacher's Cert (HKPU), CEng, MIEE, MACE, MHKCS, MOUS
Venue : Room 3, 14/F. Fortress Tower

Topics include: address referencing techniques; 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 analysis; use of Excel functions on logical, string, date & time, financial applications; and lookup tables.

Entry Requirements: Participants should have attended the Introduction course or equivalent, or be familar with basic operations of Excel.

(Enrolment is limited to 38)

ST 06-007-06-01 (01)

Date & Time	:	Saturdays, 6:30-9:30 p.m., starting 15 July 2000 (6 workshops)
Closing Date for Application	:	8 July 2000

ST 06-007-06-02 (01)

Date & Time	:	Saturdays, 6:30-9:30 p.m., starting 11 November 2000 (6 workshops)
Closing Date for Application	:	4 November 2000
Fees	:	$1,440

ST 06-007-18-01 (01)
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. It is increasingly used in a variety of business systems. This course provides an introduction.

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;and integrating text and image data in database.

Entry Requirements : Participants are required to have basic knowlefge of windows operation.

(Enrolment is limited to 38)

Tutor	:	Mr. K.C. Tai B.Eng.(Hons.)(Monash), MBus . Sys. (Monash)
Date & Time	:	Tuesdays,7:00-10:00p.m. starting 19 September 2000 (6 workshops)
Venue	:	Room 3, 14/F Fortress Tower
Fee	:	$1,600
Closing Date for Application	:	5 September 2000

ST 06-007-19-01 (01)
Database Programming using FoxPro 2.6 for Windows (CIT 105)

Enquiries : 2975 5647

This course is intended for those who want to gain solid working knowledge of windows database programming. Participants will develop a simple real-life sales system with invoice activity or an inventory control system to illustrate most of the colorful graphical tools and features of FoxPro such as press button, check box, and drop down list.

Topics include: project manager, screen builder, menu builder, report writer and RQBE, application generation with FoxApp, and documentation generation with FoxDoc.

Entry Requirements: Participants are expected to have basic database concepts and be familiar with Windows operations.

(Enrolment is limited to 38)

Course Coordinator	:	Dr. F.T. Chan
Date & Time	:	Thursdays, 7:00-10:00p.m., starting 2 November 2000 (8 workshops)
Venue	:	Room 3, 14/F Fortress Tower
Fee	:	$2,200
Closing Date for Application	:	26 October 2000

ST 06-007-07-01 (01)
Business Graphical Presentations

Enquiries : 2975 5647

Microsoft PowerPoint is a graphical presentation package on the Windows platform. It is specially designed for business executives to produce professional presentations. This course will give hands-on-experience and demonstrate the use of PowerPoint in producing 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 basic objects and terms, using and modifying slide masters and Template; manipulating color schemes; editing text with special effect; using drawing tools; adding clip art to a slide; graphing in slide; printing slides; linking information with other applications using OLE; and running and timing slide shows using PowerPoint Viewer.

(Enrolment is limited to 20)

Tutor	:	N.K. CHOY B.Comp(Monash), M.C.P., C.N.A.
Date & Time	:	Tuesdays,7:00-10:00p.m., starting 22 August 2000 (3 workshops)
Venue	:	Room 201, Run Run Shaw Building, HKU
Fees	:	$1,100
Closing Date for Application	:	15 August 2000

ST 06-007-08-01 (01)
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 CGA of Canada for examination purposes. Modules covered in this course are: General Ledger, Accounts Receivable, and Accounts Payable. On completion of the course, participants will be able to computerise their accounting operation through journalising, auto-posting, balancing, managing reminder mailing, analysing and reporting.

Entry Requirements: Participants are expected to have knowledge of accounting and some DOS operation experience.

Medium of Instruction: Cantonese, supplemented with English

(Enrolment is limited to 22)

Tutor	:	CHO Jackie MBA (CityU Bellevue), BA (U of Washington Seattle)
Date & Time	:	Fridays, 8:10-10:10p.m., starting 21 July 2000 (6 workshops)
Venue	:	Whiz Club Ltd., 4/F., Kwong Ah Building, 114 Thomson Road, Wanchai, Hong Kong
Fee	:	$1,200
Closing Date for Application	:	14 July 2000

INFORMATION TECHNOLOGY EDUCATION FOR TEACHERS

ST 06-058-12-01 (01)
Understanding Multimedia Elements for Teachers

Enquiries: 2975 5618

Multimedia elements in computers include graphics, sound, animation and video. Many teachers want to make good use of them but don't have the necessary knowledge or use multimedia elements inappropriately. This course aims at providing teachers with the proper concept of multimedia such as file type, format, size and the techniques used in capturing these elements in computers.

Teachers should be familiar with the use of MS Windows 95/98 and have some experience in using Powerpoint.

(Enrolment is limited to 38)

Tutor	:	Calvin K.F. Lau B.A., MSc.
Date & Time	:	Wednesdays, 7:00-9:00p.m. starting 11 October 2000 (6 workshops)
Venue	:	Room 201, Austin Tower, Jordan
Fee	:	$1,000
Closing Date for Application	:	4 October 2000

Powerpoint在教學上的應用 -
Powerpoint for Teachers

查詢電話: 2975 5618

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。課程目標包括掌握簡報製作的基本方法、 投影片的編排及播放，並且能夠把簡報製作初步運用於學校活動及教學活動中。

課程內容：一、展示PowerPoint在學校應用的範例及輔助教學樣本；二、啟動PowerPoint及其功能簡介；三、利用「內容大綱精靈」快速製作投影片的步驟；四、投影片文字內容的輸入、編輯及格式化；五、投影片版面配置；六、投影片次序的調配及複製；七、投影片背景的製作；八、投影片播放方式及播放特效；九、講稿製作。

本課程將安排學員在課堂內以一人一機實習。講授語言為粵語，輔以英語。

(名額三十八人)

導 師 : LIANG Eric
B.Eng.(Hull), Producer (Design & Production)- AVIT Solutions Ltd.

ST 06-058-02-01 (01)

開課日期及時間 : 2000年8月8日起
逢星期二6:30-9:00p.m.
(共四講)

地 點 : 佐敦好兆年行201室

ST 06-058-02-02 (01)

開課日期及時間 : 2000年12月12日起
逢星期二6:30-9:00p.m.
(共四講)

地 點 : 北角城十四樓3室

全期學費 : $800

ST 06-058-04-01 (01)
An Introduction to the Internet for Teachers

Enquiries: 2975 5618

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, navigating the internet and downloading information, the World Wide Web, Netscape, and designing simple home pages. It also includes an introduction to the Internet resources related to education. Hands-on experience is an integral part of the course.

(Enrolment is limited to 38)

Tutor : K.S. Chan
B.Sc., M.Ed., CBiol, MIBiol

Date & Time : Wednesdays, 6:00-8:00p.m., starting 29 November 2000 (6 workshops)

Venue : Room 3, 14/F Fortress Tower

Fee : $900

Closing Date for Application : 22 November 2000

ST 06-058-09-01 (01)
Advanced Use of PowerPoint for School Teachers

Enquiries: 2975 5647

This course is designed for primary and secondary school teachers who are interested in designing interactive educational resources using PowerPoint 97. It aims at providing participants with skills to prepare attractive and interactive teaching materials so as to facilitate their teaching and students' learning process.

Topics Include : demonstration of various interactive educational resources created by PowerPoint 97; creation of interactive educational applications - creation of hyperlinks with action buttons and action settings; Animating text and objects; design of drills, practice exercises and self-assessment applications by creating macros in Visual Basic Editor.

(Enrolment is limited to 38)

Course Coordinator : Lee Ruby P.W. HK

Date & Time : Mondays, 6:30-9:30p.m., starting 4 September 2000 (5 workshops)

Venue : Room 3, 14/F Fortress Tower

Fee : $1,200

Closing Date for Application : 28 August 2000

ST 06-058-07-01 (01)
An Introduction to Visual Basic for School Teachers

Enquires: 2975 5647

Visual Basic is a programming tool that allows people to write Windows applications without being a Windows expert. It provides a powerful set of tools for building different kinds of applications, including educational applications.

This course will equip teachers in secondary schools who are new to Window-based programming language with the necessary skills for creating simple Window-based educational applications using Visual Basic.

Topics include : introduction to Visual Basic programming and its Interactive Development Environment; introduction to common Visual Basic controls; introduction to Menus and Dialogs; file Input/Output ; accessing Foreign Databases; communication between Applications; error Handling Techniques.

The workshops incude educational applications tailored for different subject areas to illustrate the power of Visual Basic in creating applications for teaching and learning purposes in secondary schools.

Entry Requirements: Participants are required to have a basic concept of computers and computing programming. Each student will be assigned a terminal.

(Enrolment is limited to 38)

Tutor	:	TAI K.C. B.Eng.(Hons.) (Monash), MBus.Sys.(Monash)
Date & Time	:	Thursdays, 7:00-10:00p.m., starting 21 September 2000 (5 workshops)
Venue	:	Room 203, 2/F Admiralty Centre
Fee	:	$1,200
Closing Date for Application	:	14 September 2000

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P.434

PROGRAMMING LANGUAGES

ST 06-007-13-01 (01)
Windows Applications Development using Visual Basic

Enquiries: 2975 5647

Visual Basic is a programming tool that allows people to write Windows applications without being Windows experts. It provides a powerful set of tools for building different kinds of applications, including Client/Server and web-based systems, which are becoming increasingly important.

Participants will learn the general programming concepts of Visual Basic 6.0 and the Visual Basic environment through hands-on exercises. On completion of this course, participants should have developed the skills necessary to create real-world Visual Basic applications. They should also have gained a practical knowledge of an application's capabilities in the Windows environment.

Course Content : Visual Basic fundamentals; understanding Visual Basic interactive development environment; introduction to common Visual Basic controls; use of menus and dialogs; file input/output (i/o); accessing foreign databases; communication between applications; error handling techniques;report generation using Visual Basic; building web based programs in Visual Basic; introduction to other third party custom controls and activex.

Entry Requirements: Participants are required to have basic concepts of computers and computing programming. Each student will be assigned to a terminal.

(Enrolment is limited to 38)

Tutor	:	Mr. K.C. Tai B.Eng.(Hons) (Monash), MBus.Sys.(Monash)
Date & Time	:	Fridays, 7:00-10:00p.m., starting 10 November 2000 (7 workshops)
Venue	:	Room 3, 14/F Fortress Tower
Fee	:	$1,700
Closing Date for Application	:	3 November 2000

Introduction to C (CIT 105)

Enquiries : 2975 5646

C is a general purpose programming language that is not tied to any computer system. Its popularity and use 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 will teach participants to programme in C and 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 and strings, memory addresses; files and file operations; data structure, pointer to structures; and application examples and programming styles.

Entry Requirements: Applicants are expected to have some basic concepts of computers and computer programming. Each student will be assigned a terminal.

(Enrolment is limited to 38)

Tutor : L.M. Lo
B.Sc. (Essex), CPE & CAE (Crambridge) Int. Teacher's Cert (HKPU), CEng, MIEE, MACM, MHKCS, MOUS

ST 06-008-03-01 (01)
Date & Time : Sundays, 10:00am-1:00pm, starting 23 July 2000 (6 workshops)
Closing Date for Application : 16 July 2000

ST 06-008-03-02 (01)
Date & Time : Sundays, 10:00am-1:00pm, starting 15 October 2000 (6 workshops)
Closing Date for Application : 8 October 2000
Venue : Room 3, 14/F Fortress Tower
Fee : $1,450

ST 06-008-01- 01 (01)
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, and application examples.

(Enrolment is limited to 38)

Tutor : L.M. Lo
B.Sc. (Essex), CPE & CAE (Cambridge) Int. Teacher's Cert (HKPU), CEng, MIEE, MACM, MHKCS, MOUS
Date & Time : Sundays, 10:00a.m.-1:00p.m., starting 26 November 2000 (4 workshops)
Venue : Room 3, 14/F Fortress Tower
Fee : $1,000
Closing Date for Application : 19 November 2000

COMPUTER NETWORKING/TELECOMMUNICATION

ST 06-012-01-01 (01)
Introduction to Local Area Networks with Microcomputers

Enquiries : 29755646

This course is an introduction to local area networks (LAN), a communications technology to link up computers, that are widely to increase the connectivity and productivity of computers. This course provides both the concepts of and practical details about LAN, with a focus on microcomputers. Workshops are designed to provide practical experience in LAN.

Tutor : K.W. Chiu
BSc. (Computer Studies)(HK), MSc. (Comp)(HKUST), MACM, MIEEE

Topics include: introduction to and concepts of data communications and local area networks; overview of common hardware and software for LAN and their comparisons; communication of microcomputers with mini and mainframe computers via LAN—CP/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; and design and installation of microcomputer LAN.

Medium of Instruction: Cantonese, supplemented with English terminology

(Enrolment is limited to 38)

Date & Time	:	Wednesdays, 7:00-9:30p.m., starting 20 September 2000 (10 workshops)
Venue	:	Room 3, 14/F Fortress Tower
Fee	:	$2,000
Closing Date for Application	:	12 September 2000

ST 06-012-02-01 (01)
Administration of Local Area Networks

Enquiries : 2975 5618

This course provides an introduction to the general concepts of computer networks and the Internet. It focuses on the design, set up and management of Local Area Networks (LAN). Students should be familiar with the practical knowledge and skills of installing and administering the LAN after they have gone through the hands-on exercises using Novell Netware. An introduction to web page authoring and new trends in the internet will also be included.

Topics include: principles of data communications; OSI and TCP/IP models; LAN topology; internetworking devices; LAN's connectivity to mini/mainframes; account 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; and Internet terminology and web page authoring.

Entry Requirements: Participants should have some exposure to local area network environment.

Medium of Instruction: Cantonese, supplemented with English

(Enrolment is limited to 38)

Course Coordinator	:	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	:	Mondays, 6:30-9:00p.m. starting 16 October 2000 (10 workshops)
Venue	:	Room 3, 14/F Fortress Tower
Fee	:	$2,000
Closing Date for Application	:	9 October 2000

ST 06-012-03-01 (01)
Business Development through Telecommunication

Enquiries : 2975 5618

This course is designed for management, sales and marketing executives. It will focus on the principles, cost and benefits of various telecom operations, in order to optimize costs, increase productivity and improve the efficiency of business operation. The expansion of sales channels and improvements to customer service through the use of telecommunications is also covered.

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, and privacy and security and Man-machine Interface.

(Enrolment is limited to 20)

Tutor	:	Ernest Lee B.Sc.(Eng), HKU, M.H.K.C.S.
Date & Time	:	Tuesdays, 7:00-9:30p.m., starting 17 October 2000 (6 meetings)
Venue	:	RM 727, Meng Wah Complex Bldg., HKU.
Fee	:	$850
Closing Date for Application	:	10 October 2000

ST 06-009-01-01 (01)
Business on the Internet

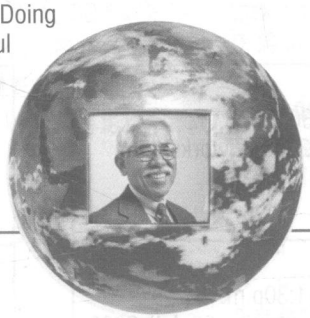
Enquiries : 2975 5618

It has been estimated that over 32 million people around the world have some type of Internet connection. 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 i n the lectures and 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 the 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; and security and legal issues.

(Enrolment is limited to 38)

Tutor	:	Nick H.Y. Chi B.Sc.(Hon), M.Sc.
Date & Time	:	Fridays, 7:00-10:00 p.m., starting 22 September 2000 (4 workshops)
Venue	:	Room 3, 14/F Fortress Tower
Fee	:	$880
Closing Date for Application	:	15 September 2000



Workshop on Basics of Business Using the Internet

Enquiries : 2975 5618

在21世紀的資訊年代，Internet已成為衝出香港溝通世界之最有效及廉宜捷徑。在無地域界限的Internet世界中，可隨意尋取各類豐富新資訊，例如國際大事、財經指標、新產品、新意念等等。經此途徑搜集的都是最新鮮的一手資料，如商業情報、各行業的買賣家資料、工程及物品供應招標等。公司客戶亦可以在Internet上，建立專門網頁做廣告介紹產品，更可運用電子郵件(E-MAIL)與世界各地的買家互通消息，所費無幾即可飛越關山。本課程重點在介紹Internet在商業上的實際應用。

課程內容：

- Internet軟件如World Wide Web (WWW) Browser, E-mail reader, FTP, News reader基本安裝及調校
- World Wide Web網上瀏覽及應用Search Engine
- 如何從Internet獲得最新商業資料
- HomePage刊登廣告及聯絡顧客
- 連接至外地電腦軟件庫以下載免費軟件(Freeware)及共享軟件(Shareware)
- 電子郵箱管理：電子郵件收發、開啟不同層次之郵箱，把郵件分類存放。
- 運用公告板(NewsGroup)刊登廣告、回覆告示等
- 電子商務(E-commerce)及網上購物注意事項
- 介紹網上多媒體應用Real Time Audio/Video及Internet Phone
- 申請Internet上的免費服務、網站及電子郵件等

入學資格：需有基本視窗系統操作認識。

導 師	:	Andy LAI, BSc. (London U)

ST 06-009-02-01 (01)

開課日期及時間	:	2000年7月25及 27日 (星期二及四) 6:30-9:30p.m. (共二講)

(名額二十二人)

ST 06-009-02-02 (01)

開課日期及時間	:	2000年10月30日及 11月1日 (星期一及三) 6:30-9:30p.m. (共二講)

(名額十人)

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	:	$880

Internet Web Page Design and Setup Workshop

Enquiries : 2975 5618

This course covers the design and setup of a web page for personal contacts or business development. It provides a guide to creating homepages with hyper links, graphic images, and interactions.

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; design the structure of the web site; enhanced webpage publishing by invoking image and sound effects; creating Chinese homepage & advanced HTML features such as form filling, tables, frames, animated graphics.

Entry Requirements: Participants should have knowledge of using the Internet.

Medium of Instruction: English for class ST 06-009-03-03, 05.
Cantonese with English terminologies for ST 06-009-03-01, 02, 04.

(Enrolment is limited to 22)

Tutor : WUN Tat Shing
BSc. (James Cook U)
TSOI Hiu Ching
B Eng.(Hons)(CUHK),MCP, CNE
Eddie CHAN,
B Eng.(Hons)(CUHK), MCSE, MCP+I

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

Fee : $950

ST 06-009-03-01 (01)
Date & Time : Wednesdays, 6:30-9:30p.m.,
starting 19 July 2000 (2 workshops)
Closing Date for Application : 12 July 2000

ST 06-009-03-02 (01)
Date & Time : Saturdays, 9:30-1:30p.m.
& 2:30-4:30p.m., starting 29 July 2000
(1 workshop)
Closing Date for Application : 22 July 2000

ST 06-009-03-03 (01)
Date & Time : Mondays, 8:10-10:10p.m.,
starting 21 August 2000 (3 workshops)
Closing Date for Application : 14 August 2000

ST 06-009-03-04 (01)
Date & Time : Thursdays, 6:30-9:30p.m.,
starting 26 October 2000 (2 workshops)
Closing Date for Application : 19 October 2000

ST 06-009-03-05 (01)
Date & Time : Saturdays, 9:30a.m.-1:30p.m.
& 2:30-4:30p.m.,
starting 4 November 2000 (1 workshop)
Closing Date for Application : 28 October 2000

Internet Workshop

Enquiries : 2975 5618

This course is designed for people who are new to the Internet. It covers 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.

Entry Requirements: Basic Windows experience is required.

(Enrolment is limited to 38)

Tutors : Reggie Wong
B.Sc.(Hull), Consultant -
AVIT Solutions Ltd.
Eric Liang
B.Eng.(Hull), Producer (Design &
Production) - AVIT Solutions Ltd.

ST 06-009-04-01 (01)
Date & Time : Mondays, 7:00-9:00 p.m.,
starting 21 August 2000
(2 workshops)
Venue : Room 203, 2/F Admiralty Centre
Closing Date for Application : 14 August 2000

ST 06-009-04-02

Date & Time : Fridays, 7:00-9:00 p.m., starting 24 November 2000 (2 workshops)
Venue : Room 7, 14/F Fortress Tower
Closing Date for Application : 17 November 2000
Fee : $650

WebRazor Pro 動畫與影像網頁創作 Web Page Design Using WebRazor Pro

查詢電話：2975 5618

本課程教授如何運用WebRazor Pro製作多媒體網頁。此軟件集合四大網頁軟件於一身，包括：動畫設計GIF Animator、3D立體文字特效COOL 3D、網站影像壓縮檔案管理SmartSaver Pro及影像檔處理Photo Explorer 等。有此軟件，網頁的影像分割、平面與立體動畫製作、圖檔管理等變得容易。此外，亦可以搭配各式網頁設計，直接輸出動畫執行檔、AVI、 QuickTime等影片格式檔案。因此，掌握此技術，能為網頁設計帶來無限創意。

本課程特別適合有興趣探討及嘗試製作富動感網頁人士，各學員均以每人一機上課。

入學資格：必須認識HTML語言及有實際網頁製作經驗。

(名額二十二人)

導 師 : WUN Tat Shing
BSc. (James Cook U)

ST 06-009-10-01 (01)

開課日期及時間 : 2000年7月31日起逢星期一8:10-10:10p.m. (共三講)

ST 06-009-10-02 (01)

開課日期及時間 : 2000年10月30日及11月1日(星期一及三)6:30-9:30p.m. (共二講)
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 : $ 950

ST 06-009-09-01 (01) Building An E-Commerce Web Site

Enquiries: 2975 5646

Introduction

With the explosive growth of the Internet, electronic commerce stands poised to change the way the world does business. To survive and thrive in the new economy, large and small companies alike need to understand the technology, issues and challenges involved in integrating Web commerce into their businesses. This course others hands-on experience designing and implementing a business-to-business or business-to-consumer Web commerce site. You will learn how to deploy appropriate products and strategies to make your site a success.

Course Content : making a business case for your site; creating an effective web presence; shopping cart fundamentals; implementing shopping baskets with active server pages; database fundamentals; building and managing your databases with S&L enterprise; using Microsoft Commerce Server; utilising intershop; promotional features of commerce tools; advertising on the web; internet security; enabling encryption; electronic payment methods.

Students will learn how to design and build a complete Web commerce site; create an effective shopping cart application and product database; develop Web stores using Microsoft Commerce Server and Intershop; implement Web merchandising strategies to increase revenue; secure the transmission of orders and payment with encryption; process credit card transactions with payment gateway systems.

Tutor : Carl Y.P. Yau
BSc, MPhil (HKU)
Date & Time : Thursdays, 6:30-9:00p.m., starting 10 August 2000 (12 workshops)
Venue : Room 3, 14/F Fortress Tower
Fee : $3,000
Closing Date for Application : 3 August 2000

Entry Requirements : This course is available for those involved in building a Web commerce site, including managers, application and Web developers, programmers and technical staff. Experience with HTML or Web development tools at the level of Course 470, "Developing a Web Site: Hands-On" or Course 487, "Building Great Web Pages: Hands-On" is assumed. Programming and database experience is helpful.

(Enrolment is limited to 35)

ST 06-009-06-01 (01)
Internet Services and Websites Development

Enquiries : 2975 5646

This course provides a comprehensive training to webmasters- a new profession involving the development and maintenance of 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.

Entry Requirements: Applicants should have basic knowledge of Internet and C Programming.

(Enrolment is limited to 38)

Tutor	:	Carl Y.P. Yau B.Sc., M.Phil. (HKU)
Date & Time	:	Tuesdays, 6:30-9:00p.m. starting 8 August 2000 (12 workshops)
Venue	:	Room 203, 2/F Admiralty Centre
Fee	:	$2,700
Closing Date for Application	:	1 August 2000

ST 06-008-02-01 (01)
Introduction to Java

Enquiries : 2975 5618

Java is a simple, simplify, high-performance, dynamic programming language that has gained world-wide acceptance, especially in 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; and networking.

Entry Requirements: Applicants should have basic Knowledge of Internet and Programme.

(Enrolment is limited to 38)

Tutors	:	Miss Lee Lai Wah BA(Hons) (HKPU), MPhil, (HKU)
Date & Time	:	Tuesdays, 6:30-9:30 p.m., starting 7 November 2000 (10 workshops)
Venue	:	Room 203, 2/F Admiralty Centre
Fee	:	$2,800
Closing Date for Application	:	31 October 2000

ST 06-008-04-01 (01)
Java for Enterprise Systems Development

Introduction

Java's architecture neutrality and object orientation are making it increasingly popular for development of intranet-and Internet- distributed applications as well as cross-platform database applications.

In this intensive hands-on course, students gain practical experience using advanced Java tools and techniques to build content-rich enterprise systems with RMI, CORBA, Servlets and Enterprise JavaBeans (EJB).

Tutor	:	Carl Y.P. Yau BSc, MPhil (HKU)
Date & Time	:	Thursdays, 6:30-9:30p.m., starting 2 November 2000 (12 workshops)
Venue	:	Room 203, 2/F Admiralty Centre
Fee	:	$3,600
Closing Date for Application	:	26 October 2000

Students will learn to use advanced Java programming to build cross-platform client/server applications; develop flexible database applications using Java Database Connectivity (JDBC); leverage RMI to provide pure Java distributed applications; build flexible distributed applications with Java and CORBA; employ Java Servlets to deliver multitier intranet and Internet solutions; and create robust Enterprise JavaBeans systems.

This course is valuable for Java programmers and developers involved in creating distributed intranet and Internet applications. Java development experience as well as "Introduction to Java "course, or Certified Java Programmers course, or equivalent knowledge are assumed. Familiarity with client/server, database systems and object-oriented techniques is recommended.

(Enrolment is limited to 35)

Basic Java Programming

Enquiries: 2975 5646

Java is a powerful programming language that is particularly suitable for for the Internet. This course will concentrate on the most important basics of Java.

Topics covered include:
1. Overview of Java features and its development tools
2. Nature of Java and why it is widely used in the Internet
3. Examples of simple Java application ad applet programs
4. Performing basic tasks with Java
5. Understanding object-oriented programming with Java
6. Application examples

(Enrolment is limited to 38)

Tutor : L.M. Lo
B.Sc(Essex),CPE & CAE (Cambridge), Int.Teacher's Cert (HKPU), CEng, MIEE, MACM,MHKCS,MOUS

ST 06-008-05-01 (01)
Date & Time : Wednesdays, 7:00-10:00p.m., starting 9 August 2000 (4 workshops)
Closing Date for Application : 2 August 2000

ST 06-008-05-02 (01)
Date & Time : Saturdays, 6:30-9:30p.m., starting 14 October 2000 (4 workshops)
Closing Date for Application : 7 October 2000
Venue : Room 3, 14/F Fortress Tower
Fee : $1,200

「如何當廿一世紀資訊年代的父母」
"Parenting in 2000's Information Age"

查詢電話：**2975 5618**

這項為期五課共十小時的課程，是專為那些關心子女教育的家長而設。

本課程將協助家長認識現代資訊科技，尤其是青少年間流行的ICQ網上載線交談和網上瀏覽。導師亦會重點介紹和分析本地和外國教育的軟件和現時青少年流行的電子遊戲。課堂上亦有此類軟件的示範和試用。最後一課是由導師悉心設計，利用一般電腦軟件做四類實用有趣的「親子活動方案」，包括聖誕咭、貼紙、電子相簿和個人信箋。家長可攜同子女參與第五課的親子活動。

課程主要介紹資訊科技在香港日常生活的應用、介紹網上資源、介紹如何選用教育軟件、介紹主要電腦遊戲潮流、及介紹如何用簡單的電腦軟件。

(名額三十人)

導 師 : 鄧美好女士(Anna Tang) -
薈萃顧問有限公司董事。
為資深電腦專業人士，近期專注於互聯網及兒童資訊教育。

ST06-009-07-01 (01)
開課日期及時間 : 2000年7月29日起
逢星期六9:30-11:30a.m. (共五講)
地 點 : 海富中心2樓203室

ST06-009-07-02 (01)
開課日期及時間 : 2000年8月4日起
逢星期五6:30-9:30p.m. (共五講)
地 點 : 北角城中心14樓7室
全期學費：$850

「與子女攜手邁進資訊科技學習新紀元」
"Coaching Your Children's Learning in the Information Technology Century"

查詢電話：**2975 5618**

本課程由香港大學專業進修學院主辦，專為關心子女如何利用資訊科技來學習的家長而設。目的是協助家長認識現代資訊科技，如何能夠幫助孩子利用互聯網及電腦軟件學習。導師會教授基本的電腦知識及在家中上網的技巧，但重點在介紹與子女學習有關的網址和網上工具，如何選用教育軟件，及探討如何誘導子女善用資訊科技促進學習。亦會讓家長實習使用香港大學的「靈活資訊科技教育計劃」(UFIA) 所開發的小三網上教學系統，作為利用資訊科技教學的參考。

課程內容包括電腦系統及中文視窗系統操作的基本認識、上載和下載檔案的技巧、介紹不同種類的教育軟件、及全面講解UFIA系統的操作。
(名額三十人)

導師 : 鄧美好女士 (Anna Tang)—
薈萃顧問有限公司董事
梁耀雄先生 (Samuel Leung) 、
郭慧雯小姐 (Annie Kwok)
香港大學計算機亞科學及資訊系統系「靈活資訊科技教育」計劃主任

ST06-009-11-01 (01)

開課日期及時間 : 2000年8月5日起
逢星期六2:00-5:00p.m. (共四講)

地 點 : 海富中心2樓203室

ST06-009-11-02 (01)

開課日期及時間 : 2000年8月25日起
逢星期五6:30-9:30p.m. (共四講)

地 點 : 北角城中心14樓3室

全期學費 : $980

COMPUTER AIDED DESIGN/DRAFTING

ST 06-010-01-01 (01)
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 programmes 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); use of Art design software (CorelDraw); use of photo-retouching software in press and comics production (Photoshop); use of 3-D package in advertisement and comic (3-D studio); use of Homepage design tools (Netscape Composer); how to solve production problems; maximization of the productivity, and development strategies for working with a team.

Medium of Instruction: Cantonese, supplemented with English.

(Enrolment is limited to 20)

Tutors : Michael C.K. Yuen
B.Sc., Cert.Ed., MIEEE, MACS, MHKCS
Tyrant S.L. Tang
B.Sc.(HKU),P.C.Ed. (HKU)

Date & Time : Saturdays, 2:30-4:30 p.m., starting 7 October 2000 (12 meetings)

Venue : RM 727, Meng Wah Complex Bldg., HKU

Fee : $900

Closing Date for Application : 30 September 2000

AutoCAD Basic Drafting

Enquiries : 2975 5647

This course covers the fundamental concepts and operation of AutoCAD 2D drafting. The University is an authorized AutoCAD Training Centre and a certificate will be awarded.

Topic include: concepts of AutoCAD drafting; editing of a CAD drawing; drawing annotation; display control; inquiry and introduction to layer.

Entry Requirements: Applicants should have a basic knowledge of microcomputers and be familiar with Window 95/NT operations.

Medium of Instruction: English : (ST 06-010-02-01)
Cantonese, supplemented with English : (ST 06-010-02-02)

(Enrolment is limited to 38)

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

ST 06-010-02-01 (01)
Date & Time : Mondays & Fridays, 6:30-9:30p.m., 24, 28, 31 July., 4, 7, 11, 14 & 18 August 2000 (8 workshops)
Closing Date for Application : 17 July 2000

ST 06-010-02-02 (01)
Date & Time : Mondays & Fridays, 6:30-9:30p.m., 4, 8, 11, 15 ,18, 22, 25 & 29 September 2000 (8 workshops)
Closing Date for Application : 28 August 2000
Venue : Room 201, Austin Tower, Jordan
Fee : $2,500

ST 06-010-03-01 (01)
AutoCAD 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 and a certificate will be awarded.

Topics include: dimensions variable; paper space and model space; blocking and referencing; drawing management; attributes; zooming technique; plotting; and setup protoype drawing.

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

Medium of Instruction: Cantonese, supplemented with English

(Enrolment is limited to 38)

Tutor : Alex K.W. Ho
B.Sc (Arch E)
Date & Time : Mondays & Fridays, 6:30-9:30p.m., starting 13, 16, 20, 23, 27, 30 October., 3, 6 November 2000 (8 workshops)
Venue : Room 201, Austin Tower, Joden
Fee : $2,500
Closing Date for Application : 5 October 2000

ST 06-010-04-01 (01)
AutoCAD 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 and a certificate will be awarded.

Topics include: differences in 2D, 2.5D and 3D; AutoCAD 3D representation methos; wireframe modelling; surface modelling; solid modelling,; rendering within AutoCAD; controlling UCS ; and slide show.

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

Medium of Instruction: Cantonese, supplemented with English

(Enrolment is limited to 38)

The University of Hong Kong is an authorized AutoCAD Tarining Centre and a certificate will be awarded.

Tutor : Alex K.W. Ho
B.Sc (Arch E)
Date & Time : Mondays & Fridays, 6:30-9:30p.m., starting 10, 13, 17, 20, 24 & 27 November, 1 & 4 December 2000 (8 workshops)
Venue : Room 201, Austin Tower, Jordan
Fee : $2,500
Closing Date for Application : 3 November 2000

ST 06-010-06-01 (01)
Microstation 2D/3D Basic Operation

Enquiries : 2975 5647

This course will equip participants with the fundamental concepts and operational knowledge of Microstation (Version 5).

Topics include: microstation fundamentals; I/O devices; user interactions; alternative command and co-ordinate input methods; and basic commands.

Entry Requirements: Applicants should have a basic knowledge of microcomputers and be familiar with DOS operations.

(Enrolment is limited to 38)

Tutor	:	S.K. Tai B.Eng.(Surrey)
Date & Time	:	Fridays, 6:30-9:30p.m., starting 15 September 2000 (8 workshops)
Venue	:	Room 7, 14/F Fortress Tower
Fee	:	$2,500
Closing Date for Application	:	8 September 2000

ST 06-010-07-01 (01)
Digital Video Production Using Personal Computer

Enquiries : 2975 5618

Due to the advance in technology, the computing speed and storage capacity of personal computer was greatly improved. As a result, the production of movies using personal computer at a relative low cost becomes possible. This course discusses the concepts and procedures of using personal computers in video protuction and following the production of a video tape the participants can manage the skills of the whole process.

Topics include: introduction 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; and compiling and videotaping movies. All the above topics will be demonstrated with Adobe Premiere 5.1

Medium of Instruction: Cantonese, supplemented with English

(Enrolment is limited to 20)

Tutors	:	Michael C.K. Yuen B.Sc.(CUHK), Cert.Ed. (HKU), MACS, MHKCS. Tyrant S.L. Tang B.Sc.(HKU), P.C.Ed.(HKU)
Date & Time	:	Wednesdays, 7:00-9:00p.m., starting 18 October 2000 (10 meetings)
Venue	:	RM 728, Meng Wah complex Bldg., HKU
Fee	:	$1,250
Closing Date for Application	:	11 October 2000

數碼影像剪接與VCD製作
Video Editing Workshop Using MediaStudio Pro

查詢電話：**2975 5618**

本課程教授如何運用多媒體電腦，透過影像擷取硬件(Video Capture Device)，把手提攝錄機Hi-8或DV Camcoder、電視、錄影機等拍攝的影像輸入成AVI檔案。運用數碼影像剪接軟件MediaStudio Pro做剪輯、加上字幕及配音等，編製成自己心愛的數碼電影。這類製作適用於產品宣傳、教學、生活記錄及藝術欣賞等。燒錄在光碟上更可供一般VCD機播放，及長期保存。

課程內容：一、如何把錄影帶的影像透過影像擷取媒介輸入電腦；二、數碼影像剪接軟件MediaStudio Pro的應用；三、運用Video Capture把原始題材數碼化；四、以Video Editor來做編輯的工作；五、拿Video Paint視訊彩繪工具給影片增添特別效果；六、使用CG Infinity向量標題製作工具，建立動態文字及圖形；七、Audio Editor為片段配樂及消除背景雜音；八、把輯錄完成的片段燒錄在光碟上，製成VCD。本課程特別適合有興趣嘗試自己動手製作數碼電影人士。各學員均以每人一機上課。
入學資格：須有實際Windows95操作經驗。

(名額十人)

導 師	:	WUN Tat Shing BSc. (James Cook U)

ST 06-007-21-01 (01)

開課日期及時間	:	2000年7月19及26日星期三 9:30a.m.-1:30p.m. & 2:30-4:30p.m.(共二講)

ST 06-007-21-02 (01)

開課日期及時間	:	2000年10月28日及11月4日星期六 9:30a.m.-1:30p.m. & 2:30-4:30p.m.(共二講)
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	:	$1,400

ST 06-011-01-01 (01)
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，讓學員熟悉在電腦上輸入中文。

(名額三十八人)

導 師 : 陳耀輝先生
開課日期及時間 : 2000年9月16日起
逢星期六2:00-4:30p.m.
(共四講)
地 點 : 北角城十四樓3室
全期學費 : $900

ST 06-011-06-01 (01)
中文文書處理
Chinese Wordprocessing

查詢電話：**2975 5647**

本課程適合有興趣學習中文文書處理或希望參加「必文中文文書處理」考試的人士。必文(Pitman)學會是一個有一百五十年歷史的資格頒授機構。最近必文學會增設了一個「中文文書處理」考試證書，本課程根據必文考試的要點，為學員提供中文電腦及文書處理的知識和中文輸入的訓練。

課程內容：一、「必文中文文書處理」的要求介紹；二、中文電腦的基本知識；三、詳述倉頡輸入法的規則及訓練；四、中文標點符號的正確使用；五、中文文書編輯修改所使用的標準符號；六、中文WINDOWS系統操作入門(基本操作、程式管理員、檔案管理員)；七、使用中文Word的編輯功能，為完成初級考試文件的要求而作實際操練；八、以中文Word的編輯功能，為完成中級考試文件的要求練習。

(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
開課日期及時間 : 2000年11月8 日起
逢星期三6:30-9:30p.m.
(共六講)
地 點 : 伍山中文電腦培訓中心，
香港中環皇后大道中283號
聯威商業中心三樓B座 (上環
地鐵A2出口，禧利街直上轉右)
第五、六節課程在香港大學專業進修學院的課室上課
全期學費 : $1,500

ST 06-011-07-54 (01)
中文電腦在互聯網上的應用
Chinese Applications in the Internet

查詢電話: **2975 5647**

隨著世界電子資訊科技的飛速發展，電子信息交換已成為社會各行各業運作的必要手段。目前，以中文展開電子通訊的主要問題，是標準不一，對互聯網絡通訊構成嚴重障礙。中文在互聯網上的使用情況、應用方法和前景已受到各界的關注。發展資訊和電子貿易，中英並用，情況迫切。本課程的內容包括中文在互聯網上應用的各種問題。

課程內容：一、中文電腦的基本知識和目前的發展情況；二、中文WINDOWS系統操作入門(基本操作、程式管理員、檔案管理員)；三、詳述倉頡輸入法的原理和規則；四、中文電腦在互聯網上的應用；五、中文電子郵件(E-Mail)的發出和接收。

(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
開課日期及時間 : 2000年8月1,3,8,10,15,17
逢星期二及四6:30-9:30p.m.
(共六講)
地 點 : 伍山中文電腦培訓中心，
香港中環皇后大道中283號
聯威商業中心三樓B座 (上環
地鐵A2出口，禧利街直上轉右)
第五、六節課程在香港大學專業進修學院的課室上課
全期學費 : $1,500

ST 06-011-08-01
中文商業文件及中文電腦
Chinese Commercial Documents and Chinese Wordprocessing

查詢電話：**2975 5647**

本課程幫助學員掌握如何編制中文商業文件及往來商書信。課程內容：一、中文貿易函件的常用格式 (包括稱謂、結語、落款等)； 二、投資中國的必備文件(意向書、項目建議書、可行性報告、合同、章程等)編制； 三、其他常用中文書件(邀請書、交涉信、感謝信、投訴書、查詢函等)； 四、中文商業文件中如何正確使用中文標點符號，香港與內地所使用文字及常用詞的差異；五、如何使用中文WORD編制中文商業文件。

適合人仕：有興趣學習中文電腦並需與內地作商貿通訊人士。

(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

開課日期及時間 : 2000年8月21,23,38,30
逢星期一及三6:30-9:30p.m.
(共四講)

地 點 : 伍山中文電腦培訓中心，
香港中環皇后大道中283號
聯威商業中心三樓B座 (上環地鐵A2出口，禧利街直上轉右)

全期學費 : $1,000

SEMINARS

ST 06-075-02-01 (01)
Introduction to Multimedia

Enquiries: 2975 5618

Multimedia has been described as one of the key technologies affecting how humans will interact with computers in the future. It allows the coordinated use of multiple channels - text, graphics, audio, video - to deliver information. Although frequently discussed in a computing setting, multimedia will in fact impact us in many other ways, including education, entertainment, business. As is common in an emerging and important area, companies are introducing a multitude of multimedia products and several standards have been proposed, making it difficult for the layman to understand where this technology is heading. In this seminar, we will examine the various hardware and software components that make multimedia computing possible. We will survey multimedia applications that exist today and those that are expected to emerge in the not too distant future and discuss how this important new technology will affect our daily lives.

Tutor : K.P. Lee,
BA (HKU), PhD (New York)
Date & Time : 19 october 2000 (Thursday)
9:30 a.m. - 5:00 p.m.
(1 meeting)
Venue : Room 203, 2/F Admiralty Centre
Fee : $750

Enrolment is limited to 10
Enrolment closes on 12 October 2000

ST 06-075-04-01 (01)
Object Oriented Approach

Enquiries: 2975 5618

The Object-oriented paradigm is being increasingly adopted in the design and development of complex software projects, database management systems and other applications. This approach differs significantly from the traditional one and has been reported to improve programming productivity as well as facilitate software maintenance. This one-day seminar will cover the basics of this paradigm and introduce the fundamental concepts of the object-oriented approach, including objects, classes, hierarchies, inheritance and polymorphism. We will show how this paradigm economises on development costs by encouraging software extensibility and re-usability. No knowledge of specific programming language constructs is required, but general familiarity of high-level language concepts is assumed.

Tutor : K.P. Lee,
BA (HKU), PhD (New York)
Date & Time : 20 October 2000 (Friday)
9:30 a.m. - 5:00 p.m.
(1 meeting)
Venue : Room 203, 2/F Admiralty Centre
Fee : $750

Enrolment is limited to 10
Enrolment closes on 13 October 2000

ST 06-075-03-01 (01)
Introduction to Java

Enquiries: 2975 5618

Java is a new object-oriented programming language that is simple, robust and secure. The language is general purpose and Java programs are platform-independent. Hence Java is ideally suited for development applications for the internet, intranets and other networks. This course introduces the Java language and its programming environment, explains why it is generating so much enthusiasm and demonstrates some of the more interesting and exciting Java applications that have been developed so far. We will also look at current and planned developments in the rapidly changing world of Java.

Knowledge of any specific programming language is not required, but familiarity with object-oriented concepts and the World Wide Web will be helpful in understanding the potentials of Java.

Tutor : K.P. Lee,
B.A. (HKU), Ph.D.(New York)
Date & Time : Monday, 23 October 2000,
9.30a.m. - 5.00 p.m. (1 meeting)
Venue : Room 203, 2/F Admiralty Centre
Fee : $750

Enrolment is limited to 10
Enrolment closes on 16 October 2000

ST 06-075-06-01 (01)
Virtual Reality on the Web

Enquiries: 2975 5618

Humans live in a 3D world and are comfortable with interaction and manipulation in 3D space. However, until virtual reality came along, we had been forced to deal with a 2D screen when interacting with a computer. With the cost of hardware dropping rapidly and the popularity of the World Wide Web increasing, virtual reality is becoming common place. Although the first version was announced only in 1995, VRML (Virtual Reality Modeling Language) has become a defacto standard for describing 3D scenes and shapes. In this course we will learn the basics of this language and how to create compelling 3D scenes that can be deployed on the Web. Applications include game, education, training, commerce, etc. The course includes many examples on the use of VRML and information on how to explore this dynamic topic further.

Tutor : K.P. Lee,
BA (HKU), PhD (New York)
Date & Time : 24 October 2000 (Tuesday)
9:30 a.m. - 5:00 p.m.
(1 meeting)
Venue : Room 203, 2/F Admiralty Centre
Fee : $750

Enrolment is limited to 10
Enrolment closes on 17 October 2000

ST 06-075-09-01 (01)
Extensible Markup Language (XML)

Enquiries: 2975 5618

The Extensible Markup Language (XML) is a standard way of encoding structured data for easy exchange. It is an enabling technology that can be used to simplify business-to-business transactions on the Web. XML allows information (data and metadata) to be expressed in a structured manner that can be easily parsed. While HTML Web pages will be around for the forseeable future, more and more information sources on the Web are being expressed in XML. XML is fast becoming the language of the Web of the future. This course gives an explanation of what XML is, what all the associated acronyms mean and how XML can be put to work for you.

Tutor : K.P. Lee,
B.A.(HKU),PhD(New York)
Date & Time : Wednesday, 25 October 2000,
9:30a.m.-5:00p.m.
(1 meeting)
Venue : Room 203, 2/F Admiralty Centre
Fee : $750

Enrolment is limited to 10
Enrolment closes on 18 October 2000

ST 18-801-00 (01)
Master of Applied Science
Library and Information Management
Stage 2 Admission - Charles Sturt University

Enquiries: Miss Roseanne Ko, 2975 5647 Dr. F. T. Chan, 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 relevant to their own professional needs and career aspirations.

Director of Studies
Dr. Kan Lai Bing BSc(H.K.)., MA, MLS(Calif.), PhD(H.K.), ALAA, MIInfSc, FHKLA, HonDLitt(CSU), Honorary University Fellow(HKU), Senior Consultant (former University Librarian), HKU Libraries

Programme Structure (Stage 2)
Students are required to study 4 to 6 papers in one of the two streams depending on their academic background. The papers are based on distance learning study packages with tutorials supported by local Tutors. Study sessions will be conducted by staff of CSU when they visit Hong Kong.

	Library and Information Management	Teacher Librarianship
July 2000	One Elective from: - Sources of Power & Funding in Information Agencies - Performance Evaluation for Libraries - Advanced Information Retrieval	- Information Policy Issues
December 2000	One Elective from: - Information Services to Business & Industry - Information Personnel Management	- Introduction to Teacher Librarianship
February 2001	- Sources of Power & Funding in Information Agencies - Research Evaluation	- Information Service Provision
July 2001	- Readings in Information Studies	- Readings in Information Studies
December 2001	One Elective to be advised later	- The Teacher Librarian in the Learning Community
February 2002	One Elective to be advised later	- Knowledge Management

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.

Study Schedule
Students will study one subject in each session. Students who are required to study only four subjects will end in July 2001.

Session:	1	2	3	4	5	6
Date:	July-Nov	Dec-Feb	Feb-June	July-Nov	Dec-Feb	Feb-June

The duration for completion is 16 to 24 months.

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.

Application
Special application forms for this course are available on request at SPACE enrolment counters.

Applications should be sent to Ms. Roseanne Ko, SPACE, Room 707 T.T. Tsui Building, HKU, Pokfulam Road, by 10 June 2000. Applications must be accompanied by copies of the appropriate certificates. Please DO NOT enclose the course fee.

Assessment
The assessment of each subject is based on assignments and written examinations.
(some subjects may not have an examination)

ST 18-101-01 (01)
Diploma in Librarianship

Enquiries: Miss Edith Au, 2975 5619 Dr. F.T. Chan, 2975 5651

This 3-year part-time course leading to a "Diploma in Librarianship" award is 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.

The course is jointly organized with Charles Sturt University (CSU), Australia. In addition to the award of the "Diploma in Librarianship", students 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.

Director of Studies
Dr. Kan. Lai Bing BSc (HK), MA, MLS (Calif.), PhD (HK), ALAA, MIInfSc, FHKLA, HonDLitt(CSU), Honorary University Fellow (HKU), Senior Consultant (former University Librarian), HKU Libraries

Programme Structure
Students take 8 papers* over 2 years and 8 months. 4 papers are taught in the face-to-face teaching mode and 4 papers are taught in the distance education (DE) mode, are supported by lectures and study schools conducted in Hong Kong.

Paper I –Information Seeking
Paper II –Organising Information
Paper III –Information Sources and Services
Paper IV –Information Technology in Libraries
Paper V –Collection Management (DE)
Paper VI –Human Resources Management in Libraries (DE)
Paper VII & Paper VIII –Research Evaluation (DE) or Topics in Library Management (DE) or The Information Superhighway (DE)

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 3-year degree or an appropriate diploma from a recognized university or tertiary institution in a field other than librarianship. Preference will be given to candidates working in libraries or related fields.

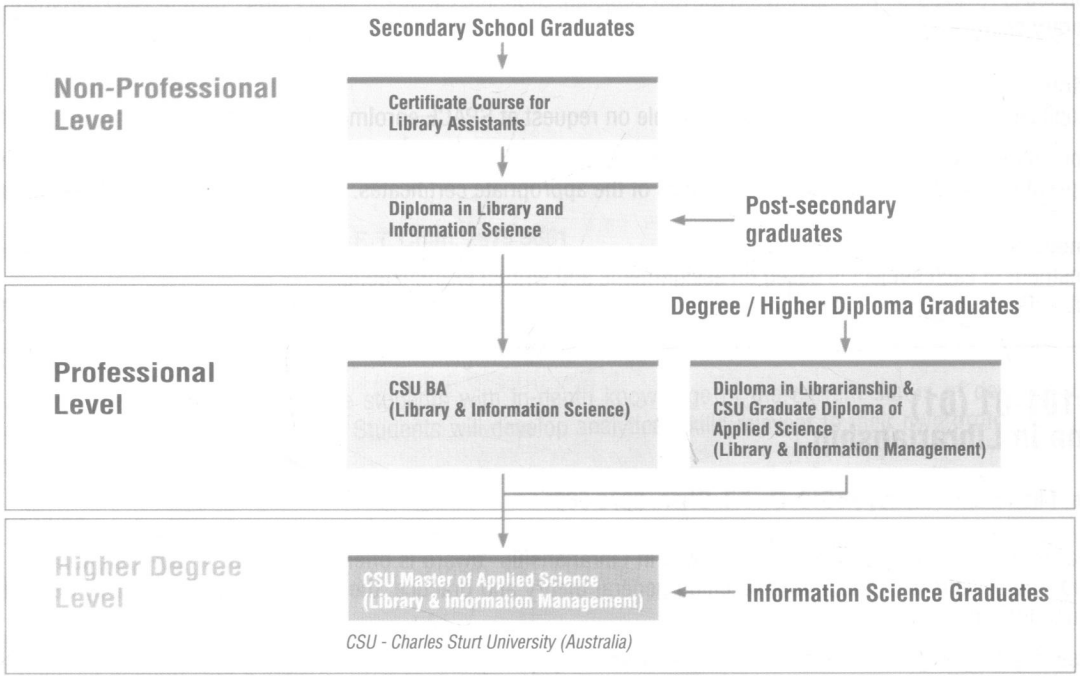
Students will be able to join the Hong Kong Library Association as Student Members if they are not already members of the Association.

Assessment
The assessment of each subject is based on assignments and written examination (some subjects may not have an examination).

Further Studies
Graduates of this course can go on to study for the Master of Applied Science (Library and Information Management) degree of CSU, which is offered in Hong Kong jointly with SPACE.

Application
Applications for the next intake to commence in February 2001 will be invited in October 2000.

Library & Information Science Education Opportunities at SPACE



ST 18-102-01 (01)
Diploma in Library and Information Science

Enquiries : Miss Edith Au, 2975 5619 Dr. F.T. Chan, 2975 5651

Introduction

This course is designed for School Librarians and library/information personnel with the Diploma award 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 lecture sessions to provide tutorial support and supplementary teaching.

Graduates of the Diploma in Library and Information Science programme will be deemed by CSU to have partially fulfilled the requirements of their Bachelor of Arts (Library and Information Science) degree.

Director of Studies

Dr. Kan Lai Bing BSc (HK), MA, MLS (Calif.), PhD (HK), ALAA, MIInfSc, FHKLA, HonDLitt(CSU), Honorary University Fellow (HKU), Senior Consultant, (former University Librarian), HKU Libraries.

Programme Structure and Content

Students are required to take 13 subjects - 11 compulsory subjects and 2 electives. There are also 3 practicum subjects and 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 12 hours per subject. Students will study about 5 papers a year. The duration of studies will normally be 3 years.

Compulsory Subjects (11 subjects plus a study school):

- Library & Information Services
- Information Seeking
- Organising Information
- Compulsory Study School
- Library Supervision & Management
- Collection Management
- Information Sources & Services
- Contemporary Library Management
- Information Management in Organisations
- Information Society Issues
- Performance Evaluation for Libraries
- Information Technology in Libraries

Electives: two subjects from the following:

- Introduction to Teacher Librarianship
- Advanced Information Retrieval
- Information Superhighway

Practicum Subjects:

- Professional Study Visit - three library visits
- Professional Placement - two weeks
- Professional Activities - 30 hours of professional activities such as seminars, trainingsessions, conferences, workshops, committee membership meetings, etc.

Entry Requirements
Applicants should have completed a programme at post-secondary level in a recognised institution, or equivalent; and be proficient in written and spoken English.

Applicants working in positions related to the library/information profession will be at an advantage.

Exemption
Successful applicants who hold the HKLA/SPACE Certificate for Library Assistants will be granted exemption from two elective subjects. Students who have studied relevant subjects may request exemption. There will be partial refund for exempted subjects.

Students with appropriate experience may apply for 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).

Access to Further Studies
Students 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 support from SPACE. Additional fees of HK$6,000 per subject will be applied. Students with a Teacher Certificate, Higher Certificate/Diploma, Diploma of the VTC Institute of Vocational Education (IVE), 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, which is offered in Hong Kong jointly with SPACE.

Application
Applications for the next intake to commence in February 2001 will be invited in October 2000

ST 18-103-00 (01)
Certificate Course for Library Assistants

Introduction
The course has been 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. It is basically the same as the course conducted in Chinese and students of both courses sit the same examination.

he course has four parts:
Part 1: Library Routines & Methods (36 meetings)
Part 2: General Library Principles & Practice (16 meetings)
Part 3: Children's & School Libraries (8 meetings)
Part 4: Practical Work and Visit to Libraries
Time: The 3 days preceding Good Friday;
the 3 days after Easter Monday and
two other Saturdays each in November and May.

An examination will be conducted at the end of the course. Candidates should attend at least 75% of the lectures. Practical work and visits are compulsory.

Date of Examination
Two Saturdays in June 2001
If successful, candidates will be awarded a certificate issued jointly by the Hong Kong Library Association and SPACE.

Director of Studies
Dr. Kan Lai Bing *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 (HKU), Senior Consultant (former University Librarian), HKU Libraries*
Wan Yiu Chuen *B.A.(H.K.), M.Phil.(Wales), A.L.A., Sub-Librarian, HKU*

Tutors

Miss Cheung M.C.	*BA (Nat Taiwan Normal), MLIS (Hawaii), Assistant Librarian, HKU*
Chu W.H.	*BA (HK), ALAA, Librarian, Urban Council Public Libraries*
Thomas Hung	*BAPCEd (HK), DipIM-Lib(NSW), Assistant Librarian, HKU*
Chan W.M.	*BA (HK), GDipA (CSU), Assistant Librarian, HKU*
Miss Alice Wong	*BSc (HK), MLib, DipIM-Lib (NSW), PCEd (HK), ALIA, Assistant Librarian, HKU*
Miss Ruth Wong	*BA (CUHK), MLib, Dip.M-Lib (NSW), RN*
Miss Louisa Lam	*BA, GDip A, MLib, MInfSc*
Miss Vivien To	*BA(UK), LLB (External Programme)*
Mr C.F. Lee	*BA, MA(HK), MLS (US)*

Venue
HKU

Date & Time
Mondays and Thursdays, 6:15-7:45 p.m., starting 18 September 2000

Fee
$4,000

Medium of Instruction
English (Cantonese for certain parts of the syllabus)

Entry Requirements
Five subjects, including English, at Grade E or above in the Hong Kong Certificate of Education or equivalent.

Priority will be given to those working in libraries. Those who are able to enclose a letter from their employers are advised to do so. (Enrolment is limited to 45)
Applicants must enclose photocopies of all the appropriate certificates and application forms.

Closing Date for Applications
28 August 2000

Applicants are advised not to take any other public examination in the same year.

ST 18-104-00 (01)
Certificate Course for Library Assistants (Chinese)

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. It is basically the same as the course conducted in English except that this course will be conducted in Cantonese and the assessment will be in Chinese. Students of both courses sit the same examination.

Director of Studies
Dr. Kan Lai Bing / Wan Yiu Chuen

Dr. Kan Lai Bing	*BSc (HK), MA (Calif), MLS (Calif), PhD (HK), ALAA, MIInfSc, FHKLA, HonDLitt (CSU), Honorary University Fellow (HKU), Senior Consultant (former University librarian), HKU Libraries*
Wan Yiu Chuen	*BA (HK), MPhil (Wales), ALA, Sub-Librarian, HKU*

Tutors

Miss Cheung M.C.	*BA (Nat Taiwan Normal), MLIS (Hawaii), Assistant Librarian, HKU*
Chu W.H.	*BA (HK), ALAA, Librarian, Urban Council Public Libraries*
Thomas Hung	*BAPCEd (HK), DipIM-Lib (NSW), Assistant Librarian, HKU*
Chan W.M.	*BA (HK), GDipA (CSU), Assistant Librarian, HKU*
Miss Alice Wong	*BSc (HK), MLib, DipIM-Lib (NSW), PCEd (HK), ALIA, Assistant Librarian, HKU*
Miss Ruth Wong	*BA (CUHK), MLib, Dip.M-Lib (NSW), RN*
Miss Louisa Lam	*BA, GDip A, MLib, MInfSc*
Miss Vivien To	*BA(UK), LLB (External Programme)*
Mr C.F. Lee	*BA, MA(HK), MLS (US)*

Venue	Date	Fee
HKU	Tuesdays and Fridays, 6:15 p.m.- 7:45 p.m., starting 19 September 2000	$4,000

Medium of Instruction
CANTONESE, supplemented with English terminologies（粵語授課，輔以英語）

Minimum Entry Requirements
Five subjects, including Chinese and English, at Grade E or above in the Hong Kong Certificate of Education or equivalent.

Application
Enrolment is limited to 45. Priority will be given to those working in libraries. Those who are able to enclose a letter from their employers are advised to do so. Applicants must enclose photostat copies of the appropriate certificates along with their application forms.

Closing Date for Application
28 August 2000

Applicants are advised not to take any other public examination in the same year.

ST 18-106-00 (01)
Certificate Course in Archives and Records Management

Introduction
This course is organized in cooperation with the Hong Kong Archives Society and the Public Records Office of Hong Kong. It will provide basic training for anyone who has management or custodian responsibilities for archives and records, though researchers, librarians and tertiary students interested in the preservation and use of documentary heritage will also find this course useful. The focus is on introducing current management concepts and skills for the planning, organizing and implementation of an effective archives and records management program in business and charitable organizations, as well as academic, religious and cultural institutions.

Course structure
The course has 3 major elements:
- Archives Theory and Practice. The history and theory of archives administration, records appraisal, records arrangement and description, records conservation and preservation, regulatory requirements, and public access and use of archival material. (16 two-hour meetings)
- Records Management. The records life cycle concept, records creation control, classification and indexing, records daily maintenance, records scheduling and disposal, vital records protection and the application of information technology. (14 two-hour meetings)
- Practical work. 2 visits to archival institutions and a 1-day workshop on records conservation and restoration techniques.

Assessment
Assessment will be based on:
- a minimum of 75% attendance;
- a group project;
- a mid-course examination;
- a end-of-course examination

Successful candidates will be awarded a Certificate jointly issued by the Hong Kong Archives Society, the Public Records Office of Hong Kong and SPACE.

Course Directors
- Dr. Louis HA, Chairman, Hong Kong Archives Society
- Miss Sarah CHOY, Archivist, Public Records Office, HK

Tutors
Teaching will be provided by a team of highly-qualified and experienced practitioners in the field.

Venue
3/F Admiralty Centre

Date
7:00 - 9:00p.m., Wednesdays, starting from 4 October 2000

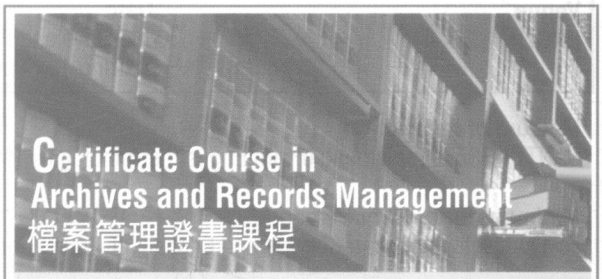
Fee
HK$ 4,800

Medium of Instruction
Cantonese, supplemented with English

Entry Requirements
Five subjects with English at Grade E or above in the HKCEE or equivalent.

Application
Enrolment is limited to 35. Priority will be given to those with working experience in an archives/records /information environment.

Closing Date for Application
1 September 2000



Certificate Course in Archives and Records Management
檔案管理證書課程

In September, SPACE will run Hong Kong's first ever "Certificate Course in Archives and Records Management". The course, which is organised in collaboration with the Hong Kong Archives Society, will highlight the importance of archival materials as the testimony to history of our society. Participants will learn about planning, organizing and implementating an effective archives and records management system.

The course will be taught by Archives professionals from the Public Records Office of the HKSAR and other organizations.

由今年九月起，學院應用科學及資訊科技學部將與香港檔案學會開辦全港首個「檔案及記錄管理證書」課程。

課程旨在讓學員認識到檔案作為見證社會及歷史變遷中所擔當的角色。修讀本課程的人士會學習到有效的檔案及記錄管理的所需知識，如計劃、組織及執行等方面的概念和技巧。

本課程的導師為歷史檔案館及其他機構的專業檔案處理人士。

Engineering 工程學 TEL電話 : 2975 5645 FAX傳真 : 2975 4953

ST 10-019-01-01 (01)
改進服務行業的品質
Quality Improvement in the Service Industry

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，亦會舉出成功個案以作說明。重點在講授品質管理的知識、技能和技巧及如何改進顧客服務品質。

完成課程後，學員將明白品質管理的術語及定義；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；懂得品質推廣和服務改進；掌握改進服務的技能及技巧。

課程內容

一、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；和顧客滿意的概念符

二、品質服務的技巧：包括品質領導基礎；顧客服務的機構的策略和目標；品質推廣的簡介；前線服務的應對技巧；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。

三、改進工具：包括Kaizen或不斷改進的概念；改善品質的工具；和顧客 滿意的量度。以個案如 AT&T Consumer Communications Services 來說明。

四、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。

入學資格	:	學員應具有兩年或以上的服務行業工作經驗
教授語言	:	粵語，輔以英語專業名詞
講　師	:	蘇國良先生
開課日期	:	2000年11月13日起每星期一
時　間	:	6:45-9:15p.m. (共六講)
地　點	:	鰂魚涌加怡千禧廣場15樓1502室
學　費	:	$950

ST 10-019-02-01 (01)
Introduction to TQM and ISO 9000

This course discusses how thousands of organizations, both 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 its 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, Introduction to ISO 9000, Quality System, and Training.
(Enrolment is limited to 25)

Tutor : Poon Becky MBA HULL in TQM

Date & Time : Thursdays, 6:45 - 9:15 p.m., starting 21 September 2000 (6 meetings)

Venue : Admiralty Centre

Fee : $1,930 (a set of handbooks included)

ST 10-019-03-01 (01)
ISO 9000 Documentation System

Participants will learn how to develop a Quality Manual and control the documentation of a Quality System that 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, and Quality System.

The course will suit participants from the manufacturing, services and information technology sectors.

Entry Requirement:
Participants should have attended the 'Introduction to TQM and ISO 9000' or equivalent courses. (Enrolment is limited to 25)

Tutor : Poon Becky MBA HULL in TQM

Date & Time : Thursdays, 6:45 - 9:15 p.m., starting 2 November 2000 (5 meetings)

Venue : Admiralty Centre

Fee : $1,625 (a set of handbooks included)

ST 10-019-04 (01)
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 to apply 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 organized 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.

Managers and engineers of calibration laboratories will learn how they can apply the ISO Guide 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.

Course Contents
- Requirements of standards and accreditation bodies on calibration
- Principles of calibration
- Mathematical approaches for compounding uncertainties
- ISO Guide to the Expression of Uncertainty in Measurement

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
Seats are limited and applications will be accepted on a first-come, first-served basis. Early enrolment will permit specific practical examples for attendees of the workshop.

(Enrolment is limited to 20)

Tutors : Lau, S.H. and Li
K.P. Electronic Services Unit, HKU.

Venue : 20/F., Hing Wai Centre,
7 Tin Wan Praya Road,
Aberdeen

ST 10-019-04-01 (01)
Date & Time : 18, 19 & 20 October 2000
Wednesday, Thursday and Friday
9:00 a.m. - 5:00 p.m.

ST 10-019-04-02 (01)
Date & Time : 10, 11 & 12 January 2001
Wednesday, Thursday and Friday
9:00 a.m. - 5:00 p.m.

Fee : $6,010
including lecture notes, tea and lunch for three days and a Statement of Attendance.

ST 10-019-05-01 (01)
Managing Occupational Safety and Health

Safety management systems, together with quality and environmental management systems, are closely linked with business and industry. With 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 equip them with skills in implementing and integrating safety management systems in their daily work.

Topics include:
Effective safety and health concepts; Risk management; Safety plans and safety auditing; Business integration.

Medium of Instruction :
Cantonese supplemented with English

Tutor : Soo, Gary K.L.
CEng RPE (Civil, Structural)
MIStructE, MICE, MHKIE,
MIQA, FHKIArb

Date & Time : Mondays, 6:45 - 9:15 p.m.,
starting 25 September 2000
(6 meetings)

Venue : Admiralty Centre

Fee : $950

ST 10-019-06-01 (01)
Practical Tools for Engineering Quality Improvement

This course aims to provide participants with an understanding of the principles and applications of the common tools for quality improvement in an engineering organization. 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; Process Quality Control; Engineering Improvement and Quality Management Systems

Tutor : Soo, Gary K.L.
CEng RPE(Civil, Structural)
MIStructE, MICE, MHKIE,
MIQA, FHKIArb

Date & Time : Thursdays, 6:30-9:10p.m.,
starting 16 November 2000
(3 meetings)

Venue : Room 1502,
15/F CEF Plaza, Quarry Bay

Fee : $580

ST 10-019-07- 01 (01)
Quality Tactics in Managing Construction Disputes

This course aims to develop and equip project managers, site agents, resident engineers and other design professionals with the integrated skills they need to manage project information and resolve disputes commercially and efficiently. It will provide an integrated total quality approach to catching disputes and protecting projects from expensive legal disputes.

Topics include: Dispute Support Planning; Tactics in Contract Documents; Project Information Control and Alternative Dispute Presentation.

Tutor : Soo, Gary K.L.
CEng RPE(Civil, Structural)
MIStructE, MICE, MHKIE,
MIQA, FHKIArb

Date & Time : Thursdays, 6:30- 9:10p.m.,
starting 10 August 2000
(3 meetings)

Venue : Room S10,
3/F Admiralty Centre

Fee : $580

ST 10-014-01-01 (01)
Fire Safety Management

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 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; and simulation on Egress of Occupants.

The course is suitable for people involved in safety and property management.

Medium of Instruction : English

Tutors : Li, T.S. MSc MHKIE,
MCIOB, MIOSH

Chan Daniel H.W
BEng(Hon), MIFireE

Date & Time : 11 November 2000 (Saturday)
2:00-5:30p.m. (2 meetings)

Venue : Room 1501, 15/F CEF Plaza,
Quarry Bay

Fee : $1,000

ST 10-014-02-01 (01)
Fire Protection Systems

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 of 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 systems.

Medium of Instruction : English

Tutors : Tang, Albert T.S.
BEng(Hon), FIFireE

Chan, Daniel H.W.
BEng(Hon), MIFireE

Date : 25 November 2000 (Saturday)
2:00 p.m. - 5:30 p.m.
(2 meetings)

Venue : Room 1501, 15/F CEF Plaza,
Quarry Bay

Fee : $1,000

ST 10-014-03-01 (01)
The Psychology Behind Workplace "Accidents"
如何減少意外和人為錯誤

Modern corporations operate in a highly complex and dynamic environment, and rely heavily on technology for efficient performance. The high interdependence between man and technology implies that a human error could lead to exponential and disastrous consequences. Errors can be extremely costly - loss of human life, loss in productivity, costs of litigation, management, and insurance, etc.

People do not plan to make mistakes, but blaming the fallible individual at the operational end is convenient and universal. Yet, this only leads to measures such as disciplinary action, retraining, writing new and strict procedures. These are ineffective and are not conducive to organisational learning and system improvement. As corporations are being increasingly held accountable for the quality of their service, risk management and safety management should be a top agenda. A shift of paradigm from human reliability to organisational reliability is needed.

Topics include: causes of human error, types of human error, causes and types of system errors; root-cause analysis of workplace accidents; ways to reduce errors, ways to mitigate the impact of errors, and ways to build organisational resistance to errors; components of high reliability organisations (with illustrations from aviation, transport, public utilities, and medicine).

The training will be conducted in the form of group discussion, case studies, exercises, homework assignments, role plays and mini-lectures.

Medium of Instruction	:	Cantonese, supplemented with English. (Enrolment is limited to 20.)
Tutor	:	Lee, Mary Organisational Psychologist and Clinical Psychologist M.O.P.(UQ), M.Soc.Sci. HK
Date & Time	:	Thursdays, 6:30 - 9:30 p.m., starting 5 October 2000 (5 meetings)
Venue	:	Room 1502, 15/F CEF Plaza, Quarry Bay
Fee	:	$1,250

ST 10-019-09-01 (01)
Law for Engineers
工程師法律常識須知

Professional engineers are facing complicated problems as a result of complex ordinances and court decisions. There are also increasing numbers of claims against engineers and they need to be aware of the law relevant to their practice for the protection of both themselves, their clients and employers. Engineers should be aware of the importance of seeking legal advice, both in anticipation of problems and after problems arise. This course will focus on fundamentals and areas of business law of relevance and interest to engineers.

Topics include: The Hong Kong Legal System; Business Organization; Tort Liability; Formation of Contract; Breach of Contract and Damages for Breach; Equitable Remedies; Agreement Between Client and Engineer; Ordinance Governing the Engineering Profession.

Medium of Instruction	:	Cantonese
Tutor	:	Chin, Barry B.Sc., M.B.A. LL.B.(Hons), P.C.L.L., C.Eng., P.Eng., R.P.E., Chartered Engineer (HK, Canada, UK), Solicitor (HKSAR)
Date & Time	:	Saturdays, 2:30 - 5:00 p.m., starting 9 September 2000 (10 meetings)
Venue	:	Room 1501, 15/F CEF Plaza, Quarry Bay
Fee	:	$1,750

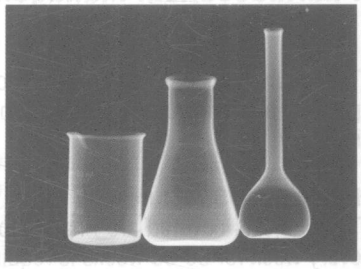
ST 10-012-01 (01)
From Basics to Broadband

The course provides a broad introduction to data communications, to familiarise novices with the basic concepts and jargon of data communications. Topics to be covered include: introduction to analog and digital communications; Shannon's Equation, noise, baseband vs broadband; the telephone system; ASK, FSK, PSK, QPSK and modem standards; digital telephone system; PCM, DS1 to DS4 and SONET; the ISDN, B-ISDN an ATM; LAN Ethernet, Fast-Ethernet and FDDI; TCP/IP and the Internet; WWW, HTML, CGI and Java; Security, encryption, SSL and SET; wireless net and future trend.

Medium of Instruction	:	Cantonese supplemented with English
Tutor	:	Chan, Y. K. BSc (Michigan), MSc (UCLA)
Date & Time	:	Wednesdays , 8:15 - 10:15 p.m. starting 1 September 2000 (9 meetings)
Venue	:	Room S21, 3/F Admiralty Centre
Fee	:	$1,100

ST 33-102-00 (01)
Diploma in Pharmaceutical Sciences
(Part I of B.Sc. in Pharmaceutical Studies)
SPACE, University of Hong Kong

ST 33-801-00 (01)
B.Sc. in Pharmaceutical Studies
University of Sunderland (subject to approval)



Introduction
Since 1992, SPACE has been offering the Diploma in Pharmaceutical Sciences as an advanced entry qualification to the B.Pharm. course of The University of Otago. With effect from September 2000, a new B.Sc. in Pharmaceutical Studies will be offered in collaboration with the University of Sunderland (subject to approval) to provide an alternative route of study replacing the B.Pharm. option. The new course offers students flexibility of choice between the B.Sc. or B.Sc.(Hons) as their final exit qualification upon their completion of studies.

Academic and Career Progression
Holders of the Diploma in Pharmaceutical Sciences will be expected to continue their studies in Part II and Part III of the B.Sc. course. Graduates of the B.Sc. course are well-prepared for a career in the pharmaceutical and industrial sectors; in sales, marketing, technical training, clinical trials coordination and the pharmaceutical aspects of health promotion.

Programme Structure
The entire diploma and degree programme consists of three parts:
- Two years of part-time study in Hong Kong (Part I) leading to the Diploma in Pharmaceutical Science awarded by SPACE.
- One year of part-time study in Hong Kong (Part II) leading to the B.Sc. in Pharmaceutical Studies awarded by the University of Sunderland.
- One year of full-time study in UK (Part III) leading to the B.Sc.(Hons) awarded by the University of Sunderland.

Entry Requirements
The following are eligible to apply for admission
Diploma in Pharmaceutical Sciences (Part I):
- Science matriculants with an Advanced Level grade in chemistry not lower than grade C or its equivalent; or
- Holders of the Certificate in Dispensing Studies plus passes at the Advanced Level in two Science subjects including chemistry or its equivalent; or
- Holders of the Higher Diploma in relevant Science subjects plus an Ordinary Level grade in Chemistry not lower than grade C or its equivalent; or
- Degree holders in relevant science subjects; or
- Holders of the Certificate in Dispensing Studies with at least four years of dispensing experience plus an Ordinary Level grade in Chemistry not lower than grade C or its equivalent;

B.Sc. (Part II):
- Holders of the Diploma in Pharmaceutical Sciences; or
- Holders of the Higher Diplomas in Pharmaceutical Technology awarded by the VTC; or
- Holders of other higher diplomas or Bachelor's degrees in related science disciplines with at least three years of relevant experience in the pharmaceutical industry;

Course Coordinator
Mr. Benjamin T.Y. Chan

Fees
Part I (Diploma) Year I: $46,000
Year II: $48,000
Part II (B.Sc.) $50,000
Part III [B.Sc.(Hons)] to be determined by the University of Sunderland.

Application Procedure
Diploma in Pharmaceutical Sciences : The next intake will be in September 2001.
B.Sc. in Pharmaceutical Studies : The first intake will be in September 2000.
Application fee: $150 (non-refundable)

ST 33-101-00 (01)
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 people 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
The following are eligible to apply:

- Degree graduates in the relevant science subjects.
- Personnel working in the health and pharmaceutical sectors who are over 25 and have had at least two years of relevant experience in a responsible position.
- Holders of the HKAPI Certificate with at least 3 years of relevant experience in the pharmaceutical industry.

Application Procedure
The Course operates on an annual intake basis, with admission of 40 students.

Fees
$8,300

Mathematics / General Science 數學/科學

TEL電話 : 2975 5683 FAX傳真 : 2858 3403

Diploma in Statistics: Theory and Business Applications
(subject to approval)

Introduction
The Diploma in Statistics: Theory and Business Applications is a 11/2 year part-time programme specially designed for candidates who wish to sit for the Higher Certificate in Statistics examination of the Royal Statistical Society (RSS). The programme is also useful for those who wish to acquire a training in statistics and to apply the knowledge in business situations.

Objectives
After the course, students should be able to:

- apply the theoretical framework of probability and probability distributions to statistical analysis;
- develop statistical concepts for estimation and hypothesis testing;
- develop skills in data analysis;
- interpret results and draw valid conclusions;
- report the findings clearly; and
- to conduct data analysis and report writing using computer packages.

Programme Structure
The programme is made up of two separate Certificate courses, namely the Certificate in Statistical Theory ST 27-106-00 (01) and the Certificate in Business Statistical Applications ST 27-107-00 (11). Candidates may choose to enrol on either one of the two courses. On completion of both Certificate courses, candidates will be awarded a SPACE Diploma in Statistics: Theory and Business Applications.

ST 27-106-00 (01)
Certificate in Statistical Theory (subject to approval)

Enquiries: 2975 5683

Course Contents

Part I: Introduction to Mathematical Analysis
- Simple Algebra
- Mathematical functions and graphs
- Sequence, series, limits and continuity
- Differentiation
- Partial differentiation
- Integration
- Matrix Algebra

Part II: Statistical Theory
- Probability
- Random variables and distributions
- Jointly distributed random variables
- Estimation of parameters
- Least squares and regression

The total number of contact hours is 120

Entry Requirement

Students who wish to sit for the RSS Higher Certificate in Statistics should:
- either, have the SPACE Certificate in Statistics: Practical Survey Sampling;
- or, have passed the Ordinary Certificate in Statistics examination of the RSS;
- or, have a knowledge of Mathematics or Statistics equivalent to the Ordinary Certificate in Statistics stage of the RSS and be exempted from the examination.

Candidates who do not intend to take the RSS examination are expected to have a knowledge of mathematics at HKCEE or GCSE level. Candidates who have an A-level pass in Pure Mathematics may be exempted from Part I of the course.

Delivery

The course will be taught by face-to-face lectures supplemented with tutorials. The course should last for 81/2 months with a total of 120 contact hours. Teaching will be conducted in English but may be supplemented with Cantonese when appropriate.

Assessment

The course will be assessed by continuous assessment of coursework assignments and written examinations, weighted at 30% and 70%, respectively. Written examinations will be held at the end of the course.

Award

On successful completion of the course, students will be awarded the "Certificate in Statistical Theory" issued by SPACE.

Staff Member in-charge

Dr. Stephen Wu

Course Coordinator

Ms. May Wong, B.Soc.Sc. (Hons.), M.Phil. (HK).

Start Date

October 2000

Teaching Schedule

Students should attend 1 to 2 meetings per week, 6:30-9:30 p.m. on Tuesdays and/or Thursdays.

Venue

Room S21, 3/F., Admiralty Centre.

Fee

The course fee is $10,000 per student for the full course and $5,000 for candidates who have an A-level pass in Pure Mathematics and have been exempted from Part I of the course. Students will be required to pay additional fees for supplementary examinations and other re-assessments.

Closing Date for Application

22 September 2000

Application Procedure

Applicants should return the special application form, together with the relevant supporting documents and the course fee by crossed cheque made payable to "HKU SPACE" to Mr. Tommy Tsang at 9/F., T.T.Tsui Building, HKU, Pokfulam Road, HK (Tel: 2975 5683).

ST 27-107-00 (11)
Certificate in Business Statistical Applications
(subject to approval)

Enquires: 2975 5683

Course Contents

Part I: Statistical Methods
- Summarizing and interpreting data
- Sampling distributions
- Statistical inference: Estimation
- Statistical inference: Hypothesis testing
- Some one-sample and two-sample tests
- 2 test and goodness of fit
- Analysis of variance
- Non-parametric methods
- Regression analysis

Part II: Practical Data Analysis with Business Applications
Computer-aided statistical analysis
Official statistics
Business forecasting
Report writing using computer packages
Professional ethics

The total number of contact hours is 120.

Entry Requirement
Students who wish to sit for the RSS Higher Certificate in Statistics should:
- either, have the SPACE Certificate in Statistics: Practical Survey Sampling;
- or, have passed the Ordinary Certificate in Statistics examination of the RSS;
- or, have a knowledge of Mathematics or Statistics equivalent to the Ordinary Certificate in Statistics stage of the RSS and be exempted from the examination.

Candidates who do not intend to take the RSS examination are expected to have a knowledge of mathematics at A-level.

Assessment
Same as in Course No. ST 27-106-00 (01)

Award
On successful completion of the course, students will be awarded the SPACE "Certificate in Business Statistical Applications".

Staff Member in-charge
Dr. Stephen Wu

Course Coordinator
Ms. May Wong, B.Soc.Sc. (Hons.), M.Phil. (HK).

Start Date
July 2001

Teaching Schedule
Students should attend 1 to 2 meetings per week, 6:30-9:30 p.m. tentatively on Tuesdays and/or Thursdays.

Venue
To be advised.

Fee
$10,000 per student. Extra payment will be required for supplementary examinations and other re-assessments.

Closing Date for Application
18 May 2001

Application Procedure
Same as in Course No. ST 27-106-00 (01)

ST 27-101-00 (01)
Certificate Course in Soil Science and Turfgrass Management

Introduction
There is a growing demand for well-trained staff to manage the sports turf and golf course industries. Managers need such a thorough understanding of plant and soil science in addition to turfgrass management techniques. This course is designed to provide the fundamental concepts of soil science and turfgrass management both to practising horticulturists and others who wish to take a practical interest in the management of turfgrass.

Aims / Objectives
- To enable students to understand the capabilities and limitations of soil as a medium to support plant and turfgrass growth.
- To enable students to identify soil problems, to implement soil improvement and to manage soil for amenity greening.
- To provide students with a comprehensive range of techniques in turfgrass management as required for a competent turfgrass manager or golf course supervisor.
- To prepare students for further continuing and specialized learning in turfgrass 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 have 3 passes in the Hong Kong Certificate of Education Examination, or the equivalent. Of the subjects passed, one should be a natural science subject. 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 written examination at the end of the course and by continuous assessment.

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. Details of the course arrangement will be announced in July 2000.

Staff Member-in-charge
Dr. Stephen Wu

Lecturers and Tutors
Part-time lecturers will be responsible for the teaching, including academic staff of the University and practising professionals.

Medium of Instruction
English supplemented with Cantonese when necessary.

Fees
$9,000

Application Procedure
Anyone who is interested in this course, please send a self-addressed envelope to Mr. Tommy Tsang at SPACE, HKU. For further information and application forms, please contact Mr. Tsang (Tel : 2975 5683 or Fax : 2858 3404).

ST 27-105-00 (01)
Certificate in Statistics: Practical Survey Sampling

Introduction
SPACE offers this one-year Certificate Course in Statistics Practical Survey Sampling to provide a basis for future work in probability and statistics. This course also gives students access to a multi-stage programme (through the Diploma and Graduate Diploma) to attain a professional qualification in statistics. Students may also register as a Student Member with the Royal Statistical Society (RSS) and sit the RSS prescribed examinations. Ultimately they may become Chartered Statisticans with international recognition after passing the RSS examination at the Graduate Diploma stage and with the requisite professional experience.

Aims & Objectives
The Certificate Course aims to provide an option in statistics for students to acquire a professional training in statistics. After the course, students should be able :
- to collect data properly;
- to present data meaningfully; and
- to interpret data and to draw valid conclusions.

Course Structure
The course has 2 mandatory sections :
- Collection and Compilation of Data (40 contact hours);
- Analysis and Presentation of Data (60 contact hours).

Course Syllabus

- Official Statistics
- Sample Surveys
- Sampling Designs
- Data Collection Methods
- Questionnaire Design
- Pilot surveys and errors arising from surveys
- Data Processing
- Measurement Scales of Data
- Presenting Data using Tables
- Presenting Data using Graphs
- Presenting Data using Numbers
- Probability
- Regression and Correlation Analysis
- Time Series Analysis
- Index numbers

Entry Requirements
Students should have some knowledge of Mathematics or Statistics at the HKCEE or GCSE level.

Progression Routes
Students may be assisted to register with the Royal Statistical Society as a Student Member, a status that is required for attending the Society's examinations. On completing the Certificate Course, students may enrol on the Diploma Course in Statistics and then the Graduate Diploma in Statistics. The Graduate Diploma in Statistics is now in the process of planning by the School. It is expected that it will also be offered on a part-time basis.

Delivery
The course will be taught by face-to-face lectures supplemented with tutorials. Each meeting will last for three hours on weekday evenings. There will be 23 teaching weeks. Teaching will be conducted in English and may be supplemented with Cantonese where appropriate. The number of contact hours is about 100, including 25 hours of face-to-face tutorials.

Assessment
The course will be assessed by a combination of continuous assessment of coursework assignments and written examinations, weighted at 30% and 70%, respectively.

Teaching Staff
Teaching will be conducted by part-time tutors appointed by SPACE. The panel of tutors will be drawn from the universities and from practising statisticians.

Medium of Instruction
English supplemented with Cantonese.

Course Coordinator : Dr. Stephen Wu

Venue and Time
For details, please contact Mr. Tommy Tsang (Tel:29755683 or fax 28583404)

Fee : The course fee is $8,000.

ST 27-014-01 (01)
Pest Control and Pesticide Safety Core Course

Enquiries : 2975 5683

Introduction
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 plans to offer in association with the Pest Control Personnel Association of Hong Kong a series of pesticide safety courses for users of pesticides as well as other personnel involved in the pest control industry.

Course Content
The **Pest Control and Pesticide Safety Core Course** covers: the general principles of 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 course lasts 20 hours (including a final written assessment). 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 and time
8:00 - 10:00 p.m. starting on 22 September 2000 (9 meetings), including examination.

Venue
Room 1510, 15/F, CEF Plaza, Quarry Bay

Fee
$2,200

ST 27-015-01-01 (01)
Quantitative Analysis I

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 it 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	:	Tsui W.K. PhD (UCLA)
Date & Time	:	Thursdays, 6:30 - 8:00 p.m. starting 7 September 2000 (11 meetings)
Venue	:	Room 209, Run Run Shaw Building, HKU
Fee	:	$970

ST 27-015-04-01 (01)
GMAT Mathematics and Logic

This course is 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, supplemented with English.

Tutors : Tsui, W.K. PhD (UCLA)
Date & Time : Mondays, 8:15 - 9:45 p.m.
starting 18 September 2000
(6 meetings)
Venue : Room M122,
Main Building, HKU
Fee : $600

ST 27-015-11-01 (01)
Operations Research

This course is designed for those who intend to take the **Associateship Examination of the Society of Actuaries**. Topics to be discussed include: linear programming, project scheduling, queueing theory, stochastic simulation and decision analysis. The course provides revision lectures and practice tests, aiming at improving participants' basic mathematical skills and techniques. The course will be conducted in Cantonese.

Tutor : Tsui, W.K. PhD (UCLA)
Date & Time : Wednesdays, 8:00 - 9:30p.m.
starting 6 September 2000
(12 meetings)
Venue : HKU
Fee : $1,380

ST 27-015-12-01 (01)
Applied Statistical Methods

This is a course designed for those who intend to take the **Associateship Examination of the Society of Actuaries**. Topics to be discussed include: regression analysis, time series analysis and forecasting. The course provides revision lectures and practice tests, aiming at improving participants' basic mathematical skills and techniques. The course will be conducted in Cantonese.

Tutor : Tsui, W.K. PhD (UCLA)
Date & Time : Mondays, 8:15 - 9:45 p.m.
starting 11 September 2000
(12 meetings)
Venue : HKU
Fee : $1,380

ST 27-016-08-01 (01)
The Earth Files - Our Home Planet Through Space and Time

Enquiries : 2975 5683

How much do we really know about this world of ours? How old is the Earth and how was it formed? What lies at the Earth's centre and what gives rise to the Earth's magnetic field? Are the continents really in motion? What causes those mysterious aurorae? Could we one day predict earthquakes with accuracy? When and how did life begin on Earth? Is there a direction to the evolution of life? What causes the mass extinctions, including the extinction of the dinosaurs? Is the climate of the Earth changing? How bad is the Greenhouse Effect and the Ozone Hole problem? Will there be enough food to feed the world in the coming century? All these and many other questions will be answered in this course which traces the odyssey of our planet through the immensities of space and time. Lectures will be conducted in Cantonese.

Tutor : Lee, Eddy W.C.
B.Sc.(Hons.) (HK), PhD (NSW)
Date & Time : Tuesdays, 6:30 - 8:00p.m.
starting 26 September 2000
(6 meetings)
Venue : HKU
Fee : $540

ST 27-018-01-01 (01)
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，而且更可訓練邏輯思維，得到的知識有趣而實用。本課程旨在向公眾人士推廣航空知識和飛行活動；透過教授學習飛行的基本技巧和所需的相關知識，讓有意參加飛行活動的人，對此活動有充份的瞭解，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。如學員出席率達八成以上及模擬筆試合格，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。
報讀本課程者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
開課日期及時間　：2000年9月11日起逢星期一及星期二6:30-9:30p.m.（共十四講）
地　點　：鰂魚涌加怡千禧廣場 15樓1502室
全期學費　：$3,120

ST 27-016-07-01 (01)
科學與歷史
Science and History

查詢電話：2975 5683

本課程將首先介紹不同的科學觀與歷史觀，進而探討科學與歷史之間的相互關係。討論的題目包括：人類的集體行為〔包括協作、侵略、宗教性行為、利他性行為等〕有多少由他們的生物基礎〔基因〕所決定？歷史發展是否可以像化學和物理學一般概括出一些普遍的規律？文明的進程是否由科學發現所決定？歷史局限性〔如對真理和正義的認識〕是絕對還是相對的？歷史可以預測嗎？科學的發展是否終會導致人類的毀滅？…

在課程末，還會有一項預測遊戲和一個有關人類前途的研討會，從而加深學員對課程內容的了解。

教授語言　：粵語
導　師　：李偉才先生 B.Sc.(Hons.), (HK), PhD (NSW)
開課日期及時間　：2000年11月7日起逢星期二 6:30-8:00p.m.（共六講）
地　點　：香港大學本部陸佑堂M121室
全期學費　：$470

ST 27-015-03-01 (01)
Fundamental Mathematics for Economics Students

This is a remedial mathematics course for economics students who need to strengthen their mathematical capabilities. Topics to be discussed include: equations and graphs, use of 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. Lectures will be conducted in Cantonese.

Tutor　: Tsui, W.K. PhD (UCLA)
Date & Time　: Mondays, 6:30 p.m. - 8:00 p.m., starting 11 September 2000 (8 meetings)
Venue　: HKU
Fee　: $670

ST 27-016-06-01 (01)
野外觀鳥
Watching Birds in the Wild

香港地少人多，大自然似乎遙不可及，但是在這樣的環境中，竟然有四百多種鳥類跟我們一起分享這一片有限的天地。祇要你暫時脫離日常營營役役的繁忙生活，打開心窗，便會發現雀鳥的蹤影經常陪伴你左右；祇要你稍加留意，便能欣賞鳥類生活中無數趣味盎然的片段，從而體會生命的喜悅。

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，並將會安排三次野外觀鳥活動，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。

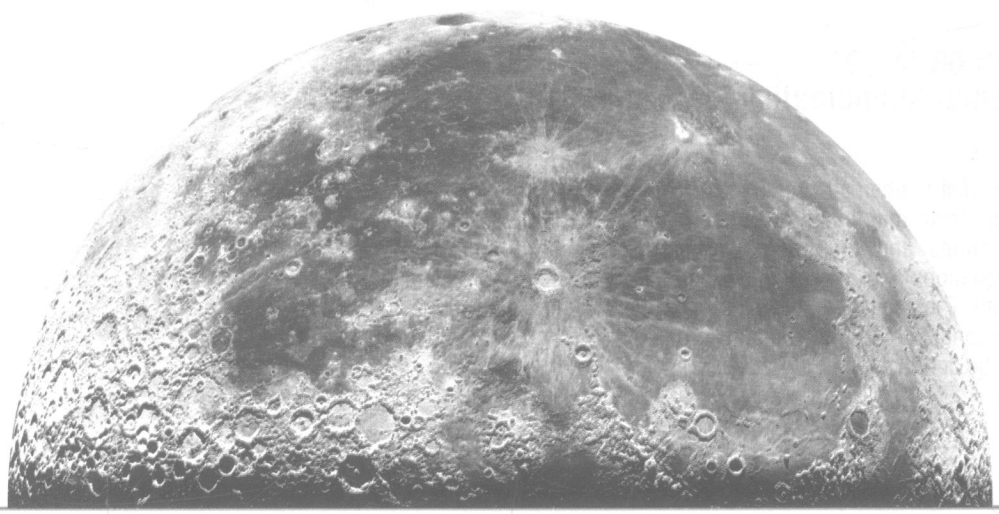
導師　：林超英先生（香港觀鳥會會長）
開課日期及時間　：2000年10月 4日起逢星期三 8:00 - 9:30 p.m.（野外觀鳥活動的詳細安排，日後會另行通告，通常於週六或週日舉行）(共八講)
地點　：佐敦好兆年行
全期學費　：$800 (包括三次野外觀鳥活動)

ST 27-016-01-01 (01)
四季星空巡禮
365 Starry Nights

黃昏後北斗已沒入西北方地平線，銀河正橫跨天際，織女與牛郎隔河對望，互訴相思；而在西南方的蠍子仍然張牙舞爪，好不威風；附近人馬座內多姿多采的星雲星團仍然是望遠鏡下的焦點；而在東方，二百二十萬光年外的仙女座星系正散發出它微弱的光芒，吸引著天文愛好者的視線 ..... 事實上，以上的景象一年四季每晚都不斷在星空舞台上演出。工餘或飯後，仰觀星斗，認認有趣的星座排列，聽聽每個星座背後動人的希臘神話故事，看看星座內繽紛的雙星、星雲與星團，探索一下那些宇宙不解之謎，令人心曠神怡。

本課程由如何認識星空開始，逐一介紹星圖的運用、西方星座與希臘神話的關係、中西星空分野的異同、天文望遠鏡的選擇與應用、春夏秋冬四季星座的變化、星座內各類有趣的天體，以及年內香港可以見到的各類特別天象等。如天氣情況許可，講座後將會安排短暫的觀星實習，亦另會安排一次郊外觀星宿營活動（自費參加）。

導師　：黃衍蕃先生
開課日期及時間　：2000年9月14日起逢星期四 8:15 - 9:45p.m. (共十講)
地點　：香港大學本部陸佑堂M122室
全期學費　：$790



ST 27-016-04-01 (01)
宇宙之奧秘
Mysteries of the Universe

宇宙深邃浩瀚，引人遐思。自古以來，人類都不斷努力探索其奧秘，嘗試了解真相。在太空科技飛躍發展，人類即將邁向二十一世紀的今天，宇宙間仍有很多撲朔迷離、神秘莫測的現象有待解釋。人們對很多宇宙間重大的問題抱有不同的見解或未有定論。這正是天文學引人入勝的地方。

本課程將透過幻燈片，從天文學的角度了解人類探索宇宙奧秘的歷程，看看天文學家如何試圖揭開那些宇宙之謎。除講座外，並將會安排一至兩次觀星營活動（自由及自費參加）以親身接觸我們的宇宙，領略宇宙的奧妙。

導師　：黃衍蕃先生

開課日期及時間　：2000年11月30日起逢星期四 8:15 - 9:45p.m. (共九講)

地點　：香港大學本部陸佑堂M122室

全期學費　：$720

ST 27-058-03 (91)
Workshop Course On Human Biology For School Science Laboratories

Introduction
With the recently proposed revision of the A-Level Biology syllabus by the Hong Kong Education Department, staff who are teaching sixth form science students are expected to have a more in-depth knowledge of the advances in biotechnology and medicine as well as to provide experiments suitable for use in school laboratories. This course aims to provide some relevant background in the area of Human Biology particularly in relation to health and diseases. The chosen practical experiments are designed to enable participants to repeat them in their respective schools and to incorporate them in their regular teaching schedules. A support communication network of course participants will be formed to facilitate post-workshop communication and support as well as to share teaching materials and experience.

Objectives
On completion of the course, participants should:-

- understand the regulatory and coordinating function of the body in health and disease states;
- design simple experiments that illustrate some of the principles underlying the above and that can be carried out in a secondary school laboratory setting.

Teaching Schedule
Saturdays (whole day), 9:30 a.m. - 5:30 p.m., starting 17 June 2000 (2 meetings)
Practicals / demonstrations are normally held in the afternoons.

Venue
Teaching and support laboratory facilities will be provided by the Department of Physiology, Li Shu Fan Building, Sassoon Road, Pokfulam , Hong Kong.

Course Content

Lectures (8 hours)
- Normal functioning of the human body
- Factors affecting health
- Common cancers
- Cardiovascular diseases
- Diabetics
- Common genetic disorders

Practicals (6-8 hours)
- Effects of exercises
- Measurement of cardiac functions using the langendorff isolated perfusion rat heart
- Measurement of urine volume, glucose and pH changes in the induced diabetic rats
- Glucose tolerance test

Entry Requirement
This course is primarily intended for sixth form teachers and laboratory staff who are required to teach the 'A' level biology syllabus. Others who are teaching S4-S5 Biology / Human Biology are also welcome to apply.

Lecturers and Tutors
Staff members of the Department of Physiology, HKU will teach this course.

Staff Member in-charge
Dr. W.W. S. Ng

Medium of Instruction
English supplemented with Cantonese when appropriate

Application Procedure
Completed application forms, together with the necessary supporting documents, should be returned before the closing date to SPACE, 9/F., T.T. Tsui Building, Pokfulam Road, Hong Kong. For further information and application forms, please contact Mr. Tommy Tsang (Tel: 2975-5683 or fax: 2858-3404)

Closing Date for Application
Monday, 12 June 2000

Fee
HK$ 2,600

ST 27-058-02 (01)
Basic Microbiology Techniques For Secondary School Science Laboratories

Introduction
With the recently proposed revision of the A-level Biology syllabus by the Hong Kong Education Department, secondary school teachers and laboratory staff are required to have a basic knowledge of Microbiology and be acquainted with the methods of handling microorganisms in order to provide high quality education to students. This course covers general topics in the area of Microbiology. Training will be provided in the design of simple practical experiments which participants will be able to repeat in their respective school laboratories and incorporate as part of their regular teaching schedules. A support communication network of course participants will be formed to facilitate post-workshop communication and support as well as to share teaching materials and experience.

Objectives
On completion, course participants will :

- have learned the basic concepts of microbiology : microbial diversity and impacts of microbes to mankind.
- be familiar with the aseptic principle in the handling of microorganisms, their examination, cultivation and keeping of bacterial stock cultures.

Teaching Schedule
Saturdays (whole day), 9:30 a.m. - 5:30 p.m., starting 16 September 2000 (2 meetings)
Practicals / demonstrations will normally be held in the afternoons.

Venue
Teaching and support laboratory facilities will be provided by the Department of Microbiology, University Pathology Building, Queen Mary Hospital, Pokfulam Road, Hong Kong.

Course Content

Lectures (8 hours)
- Introduction to Microbiology
- Concept of asepsis and pure culture
- Cultivation of microorganisms and methods of study
- Sterilization and disinfection
- Microorganisms in health and disease
- Impacts of microorganisms to men

Practicals (6-8 hours)
- Examination of representative groups of microorganisms
- Media preparation and culture preservation
- Experiments to demonstrate some sources of microorganisms
- Experiments to illustrate the effects of physical and chemical agents on bacterial growth

Entry Requirement
This course is primarily intended for sixth form teachers and laboratory staff who are required to teach the 'A' level biology syllabus. Others who are teaching S4-S5 Biology / Human Biology are also welcome to apply.

Lecturers and Tutors
Staff members of the Department of Microbiology, HKU will teach this course.

Staff Member in-charge
Dr. W.W. S. Ng

Medium of Instruction
English supplemented with Cantonese when appropriate

Application Procedure
Completed application forms, together with the necessary supporting documents, should be returned before the closing date to SPACE, 9/F., T.T. Tsui Building, Pokfulam Road, Hong Kong. For further information and application forms, please contact Mr. Tommy Tsang (Tel: 2975-5683 or fax: 2858-3404).

Closing Date for Application
Monday, 11 September 2000

Fee
HK$ 2,600

TO RECEIVE SPRING 2001 PROSPECTUS
索取2001年春季課程手冊
P.434

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.

文學及人文學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。

文學及人文學科
Arts & Humanities

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 & Dance 音樂及舞蹈
Oriental Studies 東方研究
Philosophy 哲學
Theatre Studies 戲劇研究
Translation 翻譯

Programme Directors & Programme Managers
課程主任及助理課程主任

Booker, R.M. 卜克
(Head of Division 學部主任)

Wong, Owen, H.H. 黃康顯 (until 30 june 2000)
Kennedy, P. 甘令德
Lung, Rachel W.C. 龍惠珠
Chan, Renée P.L. 陳碧蓮
Chan, Joseph Y.H. 陳以漢
Kan, Sam C.F. 簡頌輝

Divisional Affairs Executive 學部事務主任
Ip, Agnes W.Y. 葉穎怡

9/F., T.T. Tsui Building, The University of Hong Kong,
Pokfulam Road, Hong Kong
香港薄扶林道香港大學徐展堂樓9樓
Fax 傳真: 2858 3403

New Programme Announcement

Study Art in Hong Kong This Summer with an Art Teacher from Kingston University,U.K.!

You don't have to be an artist to do artwork. Come and learn how to see and think differently by joining our workshop in early August this summer. SPACE and Kingston University are planning to co-organise a 5-day (full day) workshop that aims to develop your ability to work with images in a creative way.

If you would like to have more information, please send your name and fax number or address to: Art and Design Centre, Unit C1, 34/F, United Centre
95 Queensway, Hong Kong

CERTIFICATE COURSES • 證書課程

AH 02-105-00(01)
Certificate in Foundation Art and Design

Enquiries: 2975 5761

Objectives

The study of art is a 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 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):

- Drawing I or Drawing II
- Painting I or Painting II
- History of Western Art: The Renaissance to Realism or History of Western Art: Impressionism to Post-Modernism

Electives (Any 3 courses from the following):

- Figure Drawing I or Figure Drawing II
- Basic Watercolour Painting or Intermediate Watercolour Painting
- Basic Computer Graphics (To be offered)
- Introduction to Graphic Design (Conducted in Cantonese only)
- Introduction to Interior Design (Conducted in Cantonese only)
- Basic Photography or Introduction to Photography (To be offered)

Beginners are advised to take "Drawing I" before taking other studio courses.

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.

Medium of Instruction

These courses are taught in either English or Cantonese, though there is no guarantee that all the courses will be offered in both languages.

Course Title & No.		Please refer to respective course descriptions in this Prospectus for details:
Drawing I	AH 02-105-01 (01) AH 02-105-02 (01) AH 02-105-03 (01)	AH 02-020-36-01 (01) AH 02-020-36-03 (01) AH 02-020-36-04 (01)
Drawing II	AH 02-105-04 (01) AH 02-105-22 (01)	AH 02-020-32-01 (01) AH 02-020-32-03 (01)
Painting I	AH 02-105-05 (01) AH 02-105-14 (01)	AH 02-020-38-01 (01) AH 02-020-38-02 (01)
Painting II	AH 02-105-06 (01) AH 02-105-23 (01)	AH 02-020-33-01 (01) AH 02-020 33-02 (01)
History of Western Art: The Renaissance to Realism	AH 02-105-07 (01)	AH 02-028-09-01 (01)
History of Western Art: Impressionism to Post Modernism	AH 02-105-08 (01)	AH 02-028-10-01 (01)
Figure Drawing I	AH 02-105-10 (01)	AH 02-020-37-01 (01)
Figure Drawing II	AH 02-105-11 (01)	AH 02-020-35-01 (01)
Basic Watercolour Painting	AH 02-105-12 (01) AH 02-105-15 (01)	AH 02-020-10-01 (01) AH 02-020-10-02 (01)
Intermediate Watercolour Painting	AH 02-105-13 (01) AH 02-105-16 (01)	AH 02-020-11-01 (01) AH 02-020-11-02 (01)
Introduction to Graphic Design	AH 02-105-17 (01)	AH 02-022-04-01 (01)
Introduction to Interior Design	AH 02-105-18 (01) AH 02-105-21 (01)	AH 02-023-01-01 (01) AH 02-023-01-02 (01)
Basic Photography	AH 02-105-19 (01)	AH 02-027-01-01 (01)

Award

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

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

Fees

- A non-refundable supervision fee of $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 $4,500 (payable to "HKU SPACE") to any of our Enrolment Centres.

AH 02-020-31-01 (01)
Colour Theory Workshop

Enquiries : 2975 5761

This course will examine the use of colour in art. It will show participants how great masters of the past used colour, and will give them insights on the objective principles that apply to the use of colour. The workshop involves mostly painting exercises that are designed to enhance participants sense of color.

(Enrolment is limited to 20)

Tutor : Ms Celia Ko
BFA(CSULB)
Date & Time : Fridays, 6:45-9:45p.m., starting 8 September 2000 (8 meetings)
Venue : Room AD-3, 34/F, United Centre
Fee : $1,100

AH 02-020-36-01 (01)
Drawing I

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. Participants are urged to set time aside for practice outside class meetings.

(Enrolment is limited to 20)

Tutor : Lo Yat Lun
BA (Hons) (Goldsmiths'), MFA (Hunter)
Date & Time : Thursdays, 6:45-9:45p.m., starting 7 September 2000 (8 meetings)
Venue : Room AD-3, 34/F, United Centre
Fee : $1,100

素描 (一)
Drawing I

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。課程包括一次戶外寫生活動，於星期六、日或公眾假期舉行。

(名額二十人)

地　點 : 統一中心三十四樓AD-3室
全期學費 : $1,100

AH 02-020-36-04 (01)
導　師 : 林罡女士
BFA (Manitoba), MA (MancPoly)
開課日期及時間 : 2000年11月17日起
逢星期五6:45-9:45p.m.
(2000年12月22日及12月29日不用上課)
(共八講)

AH 02-020-36-02 (01) (日間課程)
導　師 : 廖井梅女士
MFA (Moscow State Academic Art Institute)
開課日期及時間 : 2000年9月19日起
逢星期二2:30-5:30p.m.
(共八講)

AH 02-020-36-03 (01)
導　師 : 沈平先生
香港水彩畫研究會會長
開課日期及時間 : 2000年9月20日起
逢星期三 6:45-9:45p.m.
(共八講)

AH 02-020-32-01 (01)
Drawing II

Enquiries : 2975 5761

Entry Requirement: Completion of "Drawing I" or equivalent
This course 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 20)

Tutor : Lo Yat Lun
BA (Hons) (Goldsmiths'), MFA (Hunter)
Date & Time : Thursdays, 6:45-9:45 p.m., starting 9 November 2000 (8 meetings) (N.B. No class on 21 & 28 December 2000)
Venue : Room AD-3, 34/F, United Centre
Fee : $1,300

素描（二）
Drawing II

查詢電話：2975 5761

入學資格：完成本學院主辦之「素描（一）」或同等程度課程。
本課程為「素描（一）」之延續，加深學員對形態、比例、體積、質感、空間感及透視等的理解。

(名額二十人)

地　點　：統一中心三十四樓AD-3室
全期學費　：$1,300

AH 02-020-32-02 (01) (日間課程)
導　師　：廖井梅女士
MFA(Moscow State Academic Art Institute)
開課日期及時間　：2000年11月21日起
逢星期二2:30-5:30p.m.
(共8講)

AH 02-020-32-03(01)
導　師　：沈平先生
香港水彩畫研究會會長
開課日期及時間　：2001年2月7日起
逢星期三6:45-9:45p.m.
(共8講)

AH 02-020-37-01 (01)
人體素描（一）
Figure Drawing I

查詢電話：2975 5761

入學資格：完成本學院主辦之「素描（一）」或同等程度課程。
人體流暢的線條，靈活的動態，明暗的輪廓，以及皮膚的質感，著實是捕捉美感的理想對象，也是學習素描的好題材。本課程為初學者而設，從人體比例、線條、造形、透視及動態入手，利用鉛筆、炭枝、蠟筆及粉彩等各種物料，去進行速寫。導師亦會介紹名家作品。

(名額二十人)

導　師　：葉順成先生
BA(Anglia)
開課日期及時間　：2000年9月19日起
逢星期二6:45-9:45p.m.
(共8講)
地　點　：統一中心三十四樓AD-3室
全期學費　：$1,450（包括模特兒費）

AH 02-020-35-01 (01)
人體素描（二）
Figure Drawing II

查詢電話：2975 5761

入學資格：完成本學院主辦之「人體素描（一）」或同等程度課程。
本課程為「人體素描（一）」之延續，注重提高學員素描技巧及創作意念。

(名額二十人)

導　師　：葉順成先生
BA(Anglia)
開課日期及時間　：2000年11月21日起
逢星期二6:45-9:45p.m.
(共8講)
地　點　：統一中心三十四樓AD-3室
全期學費　：$1,500 (包括模特兒費)

AH 02-020-38-01 (01)
Painting I

Enquiries : 2975 5761

Entry Requirement: Completion of "Drawing I" or equivalent
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 20)

Tutor : Stephen Thomas
Dip Member of SIAD
Date & Time : Saturdays, 2:30-5:30p.m., starting 16 September 2000 (8 meetings)
Venue : Room AD-3, 34/F, United Centre
Fee : $1,100

AH 02-020-38-02 (01)
繪畫(一)
Painting I

查詢電話：2975 5761

入學資格：完成本學院主辦之「素描(一)」或同等程度課程。
本課程介紹塑膠彩繪畫基本技巧，適合初學人士報讀。內容包括：傳統與現代繪畫技法、繪畫元素、色彩的運用、空間的處理和構圖等。導師亦會介紹名家作品及鼓勵學員發揮個人風格及創作意念。

(名額二十人)

導　師　：盧壹麟先生
BA(Hons)(Goldsmiths'), MFA (Hunter)
開課日期及時間　：2000年9月11日起
逢星期一6:45-9:45p.m.
(共八講)
地　點　：統一中心三十四樓AD-3室
全期學費　：$1,100

AH 02-020-33-01 (01)
Painting II

Enquiries : 2975 5761

Entry Requirement: Completion of "Painting I" or equivalent
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 20)

Tutor : Stephen Thomas
Dip Member of SIAD
Date & Time : Saturdays, 2:30-5:30p.m., starting 18 November 2000 (8 meetings)
(N.B. No class on 23 & 30 December 2000)
Venue : Room AD-3, 34/F, United Centre
Fee : $1,300

AH 02-020-33-02(01)
繪畫（二）
Painting II

查詢電話：2975 5761

入學資格：完成本學院主辦之「繪畫（一）」或同等程度課程。
本課程為「繪畫（一）」之延續，除了技巧訓練之外，更幫助學員建立個人風格。

(名額二十人)

導　師　：盧壹麟先生
BA(Hons)(Goldsmiths'), MFA(Hunter)
開課日期及時間　：2000年11月20日起
逢星期一6:45-9:45p.m.
(共8講)
地　點　：統一中心三十四樓AD-3室
全期學費　：$1,300

AH 02-020-10-01 (01)
Basic Watercolour Painting

Enquiries : 2975 5761

Entry Requirement: Completion of "Dawing I"or equivalent
This is an introduction to the techniques, materials, composition, colour theory and vocabulary of visual presentation in the medium of watercolour painting. The human figure, still life and landscape will be the main subjects for exploration. There will be several outdoor painting sessions (usually on Saturday). Weekly home assignments will be given.

(Enrolment is limited to 24)

Tutor : Stephen Thomas
Dip Member of SIAD
Date & Time : Thursdays, 5:50-7:50p.m., starting 7 September 2000 (12 meetings)
Venue : Room AD-1, 34/F, United Centre
Fee : $1,100

AH 02-020-10-02 (01)
水彩畫初階
Basic Watercolour Painting

查詢電話：2975 5761

入學資格：完成本學院主辦之「素描(一)」或同等程度課程。
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。課程包括一次戶外寫生活動，於星期日或公眾假期舉行。

(名額二十四人)

導　師　：沈平先生
香港水彩畫研究會會長
開課日期及時間　：2000年9月8日起
逢星期五8:00-10:00p.m.
(共十二講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$1,100

AH 02-020-11-01 (01)
Intermediate Watercolour Painting

Enquiries : 2975 5761

Entry Requirement: Completion of "Basic Watercolour Painting"or equivalent
This course is designed to enhance students'creativity and technical competence in watercolour painting. It provides an in-depth study of the visual elements of the media and explores both realistic and abstract approaches to watercolour painting. Emphasis will be on the pursuit and completion of students' own paintings. In-class critiques will be conducted on a regular basis.

(Enrolment is limited to 24)

Tutor : Stephen Thomas
Dip Member of SIAD
Date & Time : Thursdays, 5:50-7:50p.m., starting 30 November 2000 (10 meetings)
(N.B. No class on 21 & 28 December 2000)
Venue : Room AD-1, 34/F, United Centre
Fee : $1,100

AH 02-020-11-02 (01)
水彩畫進階
Intermediate Watercolour Painting

查詢電話：2975 5761

入學資格：完成本學院主辦之「水彩畫初階」或同等程度課程。
本課程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；靜物、人物、風景等題材的描繪和技巧實驗。

(名額二十四人)

導　師　：沈平先生
香港水彩畫研究會會長
開課日期及時間　：2000年12月8日起逢星期五 (2000年12 月22日及12 月29日不用上課) 8:00-10:00p.m. (共十講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$1,100

AH 02-021-01-01 (01)
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。

(名額二十四人)

導　師　：熊海先生
開課日期及時間　：2000年9月4日起逢星期一 8:00-10:00p.m. (共12講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$1,040

山水畫研習班
Intermediate Chinese Landscape Painting

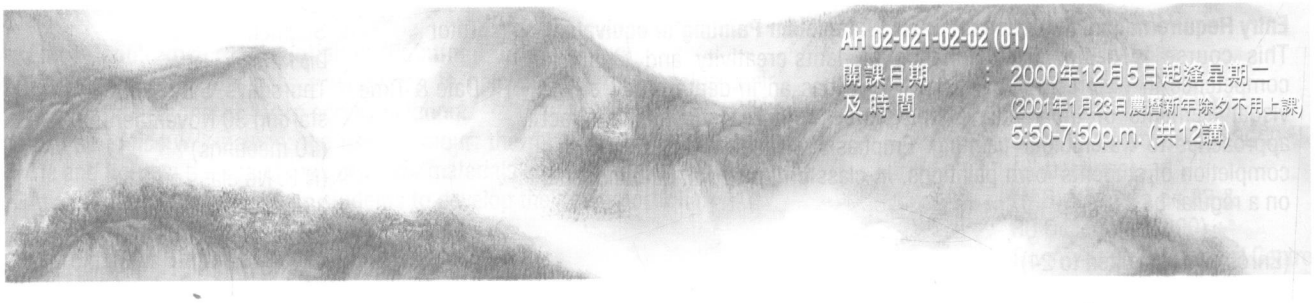
查詢電話：2975 5762

入學資格：完成本學院主辦之「基本山水畫」或同等程度課程。
本課程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。課程包括一次戶外寫生活動，於星期六、日或公眾假期舉行。

(名額二十四人)

導　師　：熊海先生
地　點　：統一中心三十四樓AD-1室
全期學費　：$1,040

AH 02-021-02-01 (01)
開課日期及時間　：2000年9月5日起逢星期二 (2000年9月12日中秋節不用上課) 5:50-7:50p.m. (共12講)



AH 02-021-02-02 (01)
開課日期及時間　：2000年12月5日起逢星期二 (2001年1月23日農曆新年除夕不用上課) 5:50-7:50p.m. (共12講)

AH 02-021-88-01 (01)
寫意山水畫 (一) (日間課程)
Landscape Painting in Ink I

查詢電話：2975 5762

本課程為初學山水畫者而設，著重運用簡潔的水墨寫意技巧去描繪山水，通過簡淺的畫理分析及技法示範，由淺入深地練習不同的筆墨技巧；並分別學習畫樹法、山石皴法、樹石組織法以及雲煙流水法等，務求學員在短期內了解一張小品山水畫的繪寫過程，為將來製作大畫而奠定基礎。

(名額二十四人)

導　師　：鄭明先生
開課日期及時間　：2000年9月8日起逢星期五9:30-11:30a.m.(共十講)
地　點　：北角城十四樓NP8室
全期學費　：$850

AH 02-021-71-01 (01)
寫意山水畫 (二) (日間課程)
Landscape Painting in Ink II

查詢電話：2975 5762

入學資格：完成本學院主辦之「寫意山水畫 (一) 」或同等程度課程。
本課程著重深入瞭解與鑽研寫意山水畫的傳統技法與構圖，一方面臨寫歷代名家作品，吸收名家精髓，另一方面將所學所識，嘗試自我構思一幅完整的山水小品，導師即堂批改，分析優劣，並給予意見，務求發揮個人所長。

(名額二十四人)

導　師　：鄭明先生
開課日期及時間　：2000年12月1日起逢星期五(2000年12月22日及12月29日不用上課)9:30 - 11:30 a.m.(共十講)
地　點　：北角城十四樓NP8室
全期學費　：$850

AH 02-021-72-01 (01)
山水畫初階 (日間課程)
Introduction to Chinese Landscape Painting

查詢電話：2975 5762

本課程以中國傳統山水技法為基礎，由簡入繁，學習筆墨要點，樹法、各種山石皴紋法、組織及構圖技巧，課程通過畫理分析及即堂示範，使學員認識和掌握山水基本技法。導師也會引導學員探索一些新繪畫方法，運用水和墨在各種不同質量的畫紙上所產生微妙的變化，融會於藝術探索中，使中國山水藝術在傳統法度中尋找新的突破。

(名額二十人)

導　師　：何才安先生
開課日期及時間　：2000年11月21日起逢星期二(2000年1月23日農曆新年除夕不用上課)2:30 - 4:30 p.m.(共十講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$850

中國山水畫 (一)
Chinese Landscape Painting I

查詢電話：2975 5718

本課程分階段以理論及示範同時講授，由淺入深，協助學員明白山水畫及構圖要訣，基本皴法及種類，對畫面皴法之統一，點苔之要義及作用，用筆及用墨之要點及變化，控制水分，粗筆及幼筆之作用，畫面之深淺遠近，透視比例，最後能達至墨韻之要義。

導　師　：吳祖蔭先生
地　點　：統一中心三十四樓AD-2室
全期學費　：$880

並兼教繪雲海及瀑布之畫法及山水畫之設色技巧，如何把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，讓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。

(名額二十人)

AH 02-021-73-01(01) (日間課程)
開課日期及時間 : 2000年9月6日起
逢星期三3:00-5:00p.m.
(共10講)

AH 02--21-73-02(01)
開課日期及時間 : 2000年9月7日起
逢星期四5:50-7:50p.m.
(共10講)

中國山水畫（二）
Chinese Landscape Painting II

查詢電話：2975 5718

入學資格：完成本學院主辦之「中國山水畫（一）」或同等程度課程。
本課程除簡略重溫基本畫法外，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。導師亦會介紹並示範瀑布及雲海之繪寫過程及技巧。

(名額二十人)

導 師 : 吳祖蔭先生
地 點 : 統一中心三十四樓AD-2室
全期學費 : $880

AH 02-021-74-01(01) (日間課程)
開課日期及時間 : 2000年11月29日起
逢星期三3:00 - 5:00 p.m.
(共10講)
(2000年12月27日不用上課)

AH 02-021-74-01(01)
開課日期及時間 : 2000年11月23日起逢
星期四5:50 - 7:50 p.m.
(共10講)
(2000年12月21日及
12月28日不用上課)

AH 02-021-75-01 (01)
現代水墨畫探索
Contemporary Ink Painting

查詢電話：2975 5762

於60年代香港現代藝術的醞釀時期，水墨畫在中西文化交流之下成長，時至今日，水墨畫的涵意亦不斷在改變和擴展。本課程為初學者而設，介紹水墨畫的發展歷史；物料及素材的應用；傳統畫法中的運筆、用墨；較後發展出來的水拓、紙拓，以及點、流、噴、染等實驗性的方法，鼓勵學員試驗各媒體。

(名額二十四人)

導 師 : 吳觀麟先生
開課日期及時間 : 2000年12月4日起
逢星期一8:00-10:00p.m.
(共12講)
地 點 : 統一中心三十四樓AD-1室
全期學費 : $1,020

AH 02-021- -01 (01)
水墨畫寫生與創作（日間課程）
Indoor and Outdoor Chinese Ink Painting Workshop

查詢電話：2975 5762

唐朝張璪提出：「外師造化，中得心源」；明代董其昌提出：「讀萬卷書行萬里路」均是注重生活體驗及學養修煉。「寫生」在繪畫中是生活體驗之重要環節，如不得法，反會「寫死」，或只能抄襲前人的形態，陳陳相因，僅得其軀殼。另一方面，「創作」如不知理法，實難體現作者之情感、學養及個性，否則僅僅是「抄作」或「做作」。本課程以提煉、誇張、變型、造型及虛實等等法則輔導學員由室內到室外寫生，再結合多種技法，強化繪畫特質及構成，注入時代精神，發揮個性情思以逐漸步入創作之道。本課程適合對水墨畫有興趣者報讀。

(名額二十四人)

導　師　：李頌翔先生
開課日期　：2000年9月16日起
及時間　逢星期六10:00 a.m. - 12:00 p.m.
(共12講) 包括數次戶外寫生活動
地　點　：統一中心三十四樓AD-1室
全期學費　：$1,020

AH 02-021-04-01 (01)
寫意花卉畫初階（日間課程）
Basic Chinese Painting of Flowers

查詢電話：2975 5762

本課程講授梅、蘭、菊及竹等花卉的寫意畫法，包括構圖、用筆、用墨及用色的基本技法。導師將示範及指導學員作臨摹練習。

(名額二十四人)

導　師　：鍾育淳先生－浙江美術學院
開課日期　：2000年9月7日起
及時間　逢星期四 2:30-4:30p.m.
(共12講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$1,020

AH 02-021-03-01 (01)
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的獨立畫科，而「寫意」是國畫的一種畫法，用筆不求工細，注重神態的表現，以簡練的筆墨達到寄意抒懷的目的。

本課程為初學者而設，導師會於堂上示範及講授寫意花鳥畫的特點、筆法、墨法、色彩、章法和形象塑造等基本知識。學員透過堂上練習及導師的個別輔導，自能習畫簡單構圖的作品。

(名額二十四人)

導　師　：鍾育淳先生－浙江美術學院
開課日期　：2000年9月6日起
及時間　逢星期三8:00-10:00p.m.
(共十二講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$1,020

AH 02-021-17-01 (01)
寫意花鳥畫進階
Intermediate Chinese Painting of Birds and Flowers

查詢電話：2975 5762

入學資格：完成本學院主辦之「寫意花鳥畫初階」或同等程度課程。
本課程在寫意花鳥畫初階之基礎上進一步教授常見之禽鳥（包括麻雀、八哥、雞、鷺鷥、鶴、鴛鴦和鷹等）、蟲及魚之寫意基本畫法。學員透過導師講授、隨堂示範和個別輔導，自能掌握作畫技巧，從而創作具有濃郁意趣之寫意花鳥畫作品。

(名額二十四人)

導　師　：鍾育淳先生
浙江美術學院
開課日期及時間　：2000年12月13日起
逢星期三 8:00-10:00p.m.
(2000年12月27日不用上課)
(共十講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$1,020

AH 02-021-53-01 (01)
花鳥畫入門（日間課程）
Basic Chinese Painting of Flowers and Birds

查詢電話：2975 5718

本課程適合初學花鳥畫學員報讀，將介紹各種常見花卉、樹葉和雀鳥的造型和顏色，如牡丹、菊花、松樹、玫瑰、麻雀和小魚等。透過構圖簡單的作業，使學員能掌握基本的造型，控制水分和顏色的濃淡，認識不同種類毛筆的特性和應用。

(名額二十五人)

導　師　：林雲女士
開課日期及時間　：2000年9月5日起
逢星期二 9:30 - 11:30 a.m.
(共十講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$850

AH 02-021-54-01 (01)
花鳥畫進階（日間課程）
Intermediate Chinese Painting of Flowers and Birds

查詢電話：2975 5718

本課程適合對花鳥畫有基本認識之人士選讀，除繼續鞏固學員之基礎外，更引導學員研習不同的構圖，如花卉和樹石、魚蟲、雀鳥之配合和呼應等。此外更講授處理花鳥與週圍環境之配合，如籬笆、盆栽、魚塘和月亮等，進一步領略大然之真趣。

(名額二十五人)

導　師　：林雲女士
開課日期及時間　：2000年11月21日起
逢星期二 9:30 - 11:30 a.m.
(共十講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$850

AH 02-021-76-01 (01)
小寫意花鳥畫（日間課程）
Introduction to Chinese Painting of Birds & Flowers

查詢電話：2975 5762

兼工帶寫的花鳥畫，又稱小寫意花鳥畫，它有別於大寫意花鳥畫之用筆。勾花點葉兼工帶寫，設色秀雅，技巧豐富多變。本課程輔導學員通過對歷代名家作品的研習，掌握小寫意花鳥畫的技巧。
(名額二十四人)

導　師　：鄭天鶴先生
開課日期及時間　：2000年9月8日起
逢星期五2:30-4:30p.m.
(共12講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$1,020

AH 02-021-58-01 (01)
工筆花鳥畫（日間課程）
Chinese Painting of Birds and Flowers

查詢電話：2975 5762

「工筆」是國畫的一種畫法，用筆工整，注重形象細部的描繪。本課程講授工筆花鳥畫之特點、工具、筆法、墨法、色彩、構圖及形象塑造等基本知識。

(名額二十四人)

導　師　：鍾育淳先生
浙江美術學院
開課日期及時間　：2000年12月7日起
逢星期四 2:30-4:30p.m.
(2000年12月21日及12月28日不用上課)
(共12講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$1,020

AH 02-021-57-01 (01)
中國傳統人物畫 (一)
Traditional Chinese Portraiture Workshop I

查詢電話：2975 5762

本課程適合初學人仕報讀，旨在幫助學員提高對中國傳統人物畫的再認識，包括表現形式和造型因素。課程結合理論和實踐的教學法，從古代人物畫的發展史和傳統人物畫作品的欣賞去理解傳統人物畫的特點及造型，並探討當代人物畫的發展；從臨摹及工、意筆的白描人物練習，以掌握水墨繪畫技法。

(名額二十四人)

導　師　：鄭天鶴先生
開課日期及時間　：2000年9月8日起
逢星期五5:50 - 7:50 p.m.
(共12講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$1,100

AH 02-021-77-01 (01)
中國傳統人物畫（二）
Traditional Chinese Portraiture Workshop II

查詢電話：2975 5762

本課程為「中國傳統人物畫（一）」之延續，加深傳統人物畫的研習內容，提高人物造型能力及深化理論意識，為探索當代水墨人物畫打下基礎。

(名額二十四人)

導　師　：鄭天鶴先生
開課日期及時間　：2000年12月15日起
逢星期五5:50 - 7:50 p.m.
2000年12月22日及12月29日不用上課)
(共12講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$1,100

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
地　點　：統一中心三十四樓AD-1室
全期學費　：$800

AH 02-021-05-01 (01) (日間課程)
開課日期及時間　：2000年9月24日起
逢星期日11:15a.m.-12:45p.m.
(共12講)

AH 02-021-05-02 (01)
開課日期及時間　：2000年9月27日起
逢星期三5:50-7:50p.m.
(共9講)

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
地　點　：統一中心三十四樓AD-1室
全期學費　：$800

AH 02-021-06-01 (01) (日間課程)
開課日期及時間　：2000年12月17日起逢星期日
(2000年12月24日及12月31日不用上課)
11:15a.m.-12:45p.m.
(共12講)

AH 02-021-06-02 (01)
開課日期及時間　：2000年12月6日起
(2000年12月27日不用上課)
逢星期三 5:50-7:50p.m.
(共9講)

AH 02-021-07-01 (01)
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

我國的五體書中，行草書體行筆暢順，體態從容，無論在生活應用或藝術創作方面，都廣受喜愛。而草書筆觸變化多姿，結體簡括流便，更可自由地發揮書寫的意趣。學書者於掌握楷書書寫技巧之後，進而研習行草書，以生氣韻，以活靈機，益進書藝。本課程適合具備書法基礎人士報讀。
內容包括：一、行草與草書簡介；二、行草與草書臨寫練習；三、行草與草書技法探索；四、作業評議；五、書刊導讀；六、參觀指引。

(名額二十四人)

導　師　：翟仕堯先生
BA (Taiwan Normal)
開課日期及時間　：2000年9月4日起
逢星期一5:50-7:50p.m.
(共10講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$880

AH 02-021-08-01 (01)
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　：翟仕堯先生
BA (Taiwan Normal)
開課日期及時間　：2000年11月27日起
逢星期一5:50-7:50p.m.
(共10講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$880

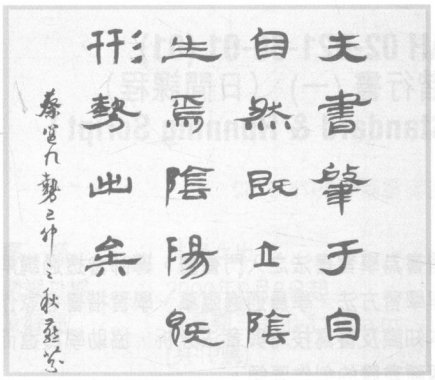
AH 02-021-09-01 (01)
中國書法系列：篆隸書（一）（日間課程）
Chinese Calligraphy Series: Seal Script & Clerical Style I

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，並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　：2000年9月24日起 逢星期日9:30-11:00am. (共12講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$800



AH 02-021-11-01 (01)
中國書法系列：篆隸書（二）（日間課程）
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　：2000年12月17日起逢星期日 (2000年12月24日及12月31日不用上課) 9:30 - 11:00 am. (共12講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$800

AH 02-021-78-01 (01)
楷書（一）（日間課程）
Standard Script I

查詢電話：2975 5762

楷書為中國書法正書之一，亦為書法的基本書體，學好楷書將為行書草書打下基礎。本課程先研習唐楷，由點線乃至構字特徵，輔導學員掌握楷書的基本原理。繼而研習魏楷，探求其隸楷嬗變過程中的奇特用筆及構字，豐富學員的楷書知識。導師作堂上示範及分析學員作業，以糾正易犯之誤。此課程適合初學書法者報讀。

(名額二十四人)

導　師　：區大為先生
開課日期及時間　：2000年9月7日起 逢星期四9:30 - 11:30a.m. (共10講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$850

AH 02-021-79-01 (01)
楷書（二）(日間課程)
Standard Script II

查詢電話：2975 5762

本課程為「楷書（一）」之延續，適合已修畢該課程之學員及對楷書有基礎認識者修讀。

(名額二十四人)

導　師　：區大為先生
開課日期及時間　：2000年11月23日起 (2000年12月21日及12月28日不用上課) 逢星期四9:30 - 11:30 a.m. (共10講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$850

AH 02-021-86-01 (01)
楷行書 (一) （日間課程）
Standard & Running Script I

查詢電話：2975 5762

楷書為學習書法之入門書體，導師會透過講解及示範，介紹楷書之基本技巧與學習方法，學員通過臨摹，學習楷書名家作品。課程亦同時介紹行書的基本知識及書寫技巧與章法分析，協助學員進而認識楷、行的相互關係，了解兩種書體的創作要領。

(名額二十四人)

導 師　：鄭明先生
開課日期　：2000年9月4日起
及 時 間　逢星期一9:30-11:30a.m. (共10講)
地 點　：北角城十四樓NP8室
全期學費　：$850

AH 02-021-80-01 (01)
楷行書（二）（日間課程）
Standard & Running Script II

查詢電話：2975 5762

入學資格：完成本學院主辦之「楷行書（一）」或同等程度課程。
本課程將會深入研究楷行書的奧祕，除鑽研唐代顏、柳、歐、虞、褚之法帖外，更上溯魏碑，晉人小楷及王羲之之「蘭亭序」「聖教序」等，同時亦旁及宋徽宗之瘦金書及其他楷行名家作品。

(名額二十四人)

導 師　：鄭明先生
開課日期　：2000年11月27日起
及 時 間　逢星期一9:30-11:30a.m. (共10講)
地 點　：北角城十四樓NP8室
全期學費　：$850

AH 02-021-87-01 (01)
行草書 (一) （日間課程）
Running & Cursive Script I

查詢電話：2975 5718

行書與草書乃書法藝術中最富變化之書體。導師會講授行草書的筆法及介紹歷代行草書法大家代表作。學員透過實踐和臨習、導師的堂上示範及糾正其運筆的錯誤，掌握基本及正確的書寫方法、章法、落款及蓋印全過程。本課程適合具備書法基礎人士報讀。

(名額二十四人)

導 師　：戚谷華女士
開課日期及時間　：2000年9月4日起 逢星期一 9:30-11:30a.m. (共10講)
地 點　：統一中心三十四樓AD-1室
全期學費　：$850

AH 02-021-81-01 (01)
行草書（二）（日間課程）
Running & Cursive Script II

查詢電話：2975 5718

本課程為「行草書（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 ： 戚谷華女士
開課日期及時間 ： 2000年11月27日起 逢星期一 9:30-11:30a.m. (共10講)
地 點 ： 統一中心三十四樓AD-1室
全期學費 ： $850

AH 02-021-27-01 (01)
書法基礎班（日間課程）
Basic Chinese Calligraphy

查詢電話：2975 5718

本課程從最基本開始，教授學員如何執筆、運筆，和介紹各種不同字體，務求學員先有概括認識，從而選擇自己所喜愛的書體學習，課堂上將有示範和指導臨摹，因此學員必須在課堂練習和交作業。

(名額二十五人)

導 師 ： 林雲女士
開課日期及時間 ： 2000年9月6日起 逢星期三9:30-11:30a.m. (共10講)
地 點 ： 統一中心三十四樓AD-1室
全期學費 ： $850

AH 02-021-29-01 (01)
書法研習班（日間課程）
Seminar in Chinese Calligraphy

查詢電話：2975 5718

本課程專為有書法基礎的學員而設，進一步研討書法的運筆、字形的設計、與各體的書法，學員將有個別指導與學習批改的機會。

(名額二十五人)

導 師 ： 林雲女士
開課日期及時間 ： 2000年11月29日起 (2000年12月27日不用上課) 逢星期三9:30-11:30a.m. (共10講)
地 點 ： 統一中心三十四樓AD-1室
全期學費 ： $850

AH 02-020-82-01 (01)
書法講座 (初級) (日間課程)
Basic Chinese Calligraphy Workshop

查詢電話：2975 5718

本課程為初學書法者而設，講授書法基礎知識。目標有二：（一）引起學習者對書法藝術的興趣，進而學習傳統書法的基本理論和實踐，以建立書法研習的基礎。（二）為了推廣書法教育，現職教師來學，特別歡迎；希望教師們於研習中，掌握了書法藝術學習上循序漸進的基本理論與方法，即可在學校教學中，指導學生們進行學習。書體研習，將以篆書及隸書為主。凡對書法藝術有興趣，而能撥出時間進行練習者，歡迎參加研習。

(名額二十人)

導 師 ： 王齊樂先生
開課日期及時間 ： 2000年9月5日起 逢星期二9:00-11:00a.m. (共14講)
地 點 ： 北角教學中心NP8室
全期學費 ： $1,600

AH 02-020-83-01 (01)
書法講座 (中級) (日間課程)
Intermediate Chinese Calligraphy Workshop

查詢電話：2975 5718

本課程是「初級課程」的延續，目標相同。研習方面，除對理論與實踐作較深入研討外，更利用集體切磋，以提高認識。書體研習，將以隸書及楷書為主。凡已完成初級課程的學員或對書法藝術具有同等基礎者，歡迎參加研習。

(名額二十人)

導　師　：王齊樂先生
開課日期及時間　：2000年9月6日起 逢星期三9:00-11:00a.m. (共14講)
地　點　：北角教學中心NP8室
全期學費　：$1,600

AH 02-020-84-01 (01)
書法講座 (高級) (日間課程)
Advanced Chinese Calligraphy Workshop

查詢電話：2975 5718

本課程是「中級課程」的延續，目標與研習旨趣相同；同時，更根據個別學員的興趣愛好，而各展所長。書體研習，將以行書及行草書為主。章法的研習，尤為重視。凡已完成中級課程的學員，歡迎參加研習。

(名額二十人)

導　師　：王齊樂先生
開課日期及時間　：2000年9月7日起 逢星期四9:00-11:0 0a.m. (共14講)
地　點　：北角教學中心NP8室
全期學費　：$1,600

AH 02-021-13-01 (01)
篆刻（二）
Seal Engraving II

查詢電話：2975 5762

本課程為「篆刻初階」之延續。導師指導進行印章之創作，並在理論上分析創作的要素，從而將學習篆刻藝術的興趣與水平均推到一個新的階段。

(名額二十四人)

導　師　：區大為先生
開課日期及時間　：2000年9月5日起 (2000年9月12日中秋節，不用上課) 逢星期二8:00 - 10:00 p.m. (共10講)
地　點　：統一中心三十四樓AD-1室
全期學費　：$850

AH 02-021-38-01 (01)
篆刻技巧與印石（日間課程）
The Art of Seal Engraving

查詢電話：2975 5718

篆刻乃由文學、美術及雕刻三者結合而成的藝術，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，務求學印者短期內深切領略篆刻方法，體驗自刻印章的樂趣。

(名額二十人)

導　師　：盧人俊先生
開課日期及時間　：2000年9月16日起 逢星期六4:00-5:30p.m. (共10講)
地　點　：統一中心三十四樓AD-2室
全期學費　：$660

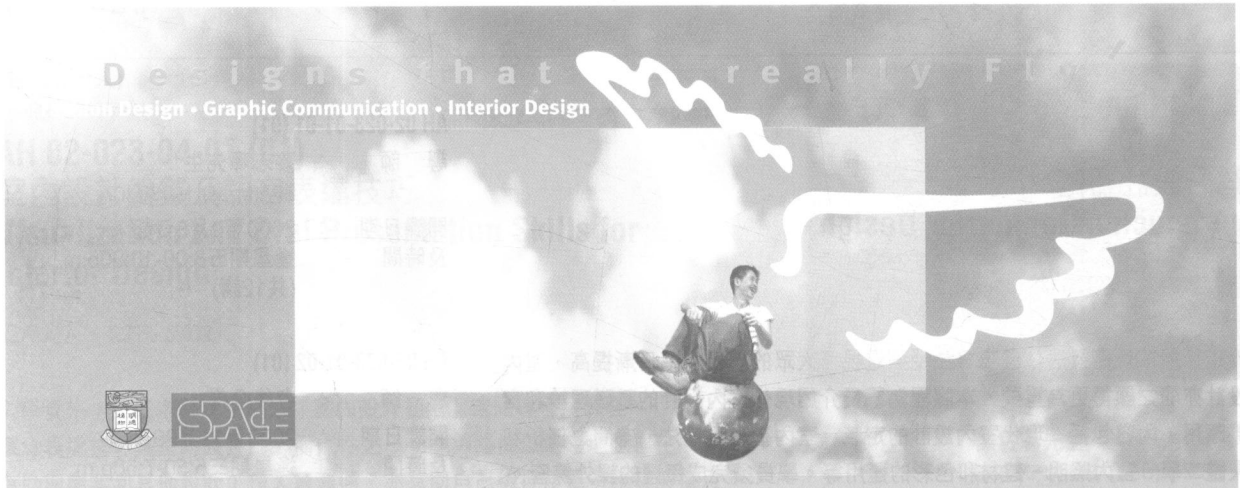
AH 02-021-39-01 (01)
篆刻深造班（日間課程）
Advanced Seal Engraving

查詢電話：2975 5718

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。課程以實習為主，導師將示範治印技巧，包括刀法、手法、佈白等等，教導學員領略方寸之間的篆刻藝術，讓學印者多嘗治印的樂趣。

(名額二十人)

導　師　：　盧人俊先生
開課日期及時間　：　2000年12月2日起
逢星期六4:00-5:30p.m.
(2000年12月23日及12月30日不用上課)
(共8講)
地　點　：　統一中心三十四樓AD-2室
全期學費　：　$530



About 70 of our Art and Design Graduates held a public exhibition in Graphic Communication, Fashion Design and Interior Design on the 2/F and 3/F of Admiralty Centre from 1st to 5th April, 2000. The graduates involved came from our Fashion Design, Interior Design, and Graphic Communication courses. The exhibition featured a series of ingenious graphic design exhibits with background music to enliven the atmosphere. Interior design exhibits included innovative works like Bruce Lee Gallery, Beijing Theatre, Fisherman's Wharf and Hair Salon, which showed the talents of our Interior Design students to the full. Fashion design students also fully exhibited their flair and creativity by their innovative designs.

去年畢業的七十名學院美術及設計課程畢業生，於二零零零年四月一日至五日在金鐘教學中心二樓及三樓舉行了畢業作品展覽，展品包括平面設計、時裝設計及室內設計作品。是次展出的平面設計作品別具創意，現場並有背景音樂襯托以增加氣氛。室內設計展品包括李小龍博物館、北京劇院、漁人碼頭和髮型屋等。至於時裝設計學生展出的作品亦各具特色，充分顯示了學生的創意及設計才華。

GRAPHIC DESIGN • 平面設計

AH 02-022-04-01 (01)
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。本課程將集中討論此設計過程(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　：　容後公佈
開課日期及時間　：　2000年9月5日起
逢星期二8:00-10:00p.m.
(2000年9月12日中秋節，不用上課)
(共12講)
地　點　：　統一中心三十四樓AD-2室
全期學費　：　$1,020

AH 02-022-03-01 (01)
平面設計進階
Intermediate Graphic Design

查詢電話：2975 5761

入學資格：完成本學院主辦之「基本平面設計」或同等程度課程。
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　：容後公佈
開課日期及時間　：2000年12月12日起
逢星期二 8:00-10:00p.m.
(2001年1月23日農曆新年除夕，不用上課)
(共10講)
地　點　：統一中心三十四樓AD-2室
全期學費　：$1,060

INTERIOR DESIGN • 室內設計

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)

AH 02-023-01-01 (01)
導　師　：麥志暉先生
BFA(Mass), MCSD,IDA
開課日期及時間　：2000年9月8日起
逢星期五8:00-10:00p.m.
(共12講)

AH 02-023-01-02 (01)
導　師　：容後公佈
開課日期及時間　：2000年11月29日起
逢星期三5:50-7:50p.m.
(2000年12月27日不用上課)
(共12講)
地　點　：統一中心三十四樓AD-4室
全期學費　：$1,020

AH 02-023-02-01 (01)
室內設計進階
Intermediate Interior Design

查詢電話：2975 5761

入學資格：完成本學院主辦之「室內設計初階」或同等程度課程。
本課程讓學員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。
課程主要分為兩部分：一、設計理論及流派；二、室內設計的專業實習。
學員須積極參與課堂討論及完成家課。

(名額三十人)

導　師　：麥志暉先生
BFA(Mass), MCSD,IDA
開課日期及時間　：2001年1月5日起
逢星期五8:00-10:00p.m.
(共十講)
地　點　：統一中心三十四樓AD-4室
全期學費　：$1,020

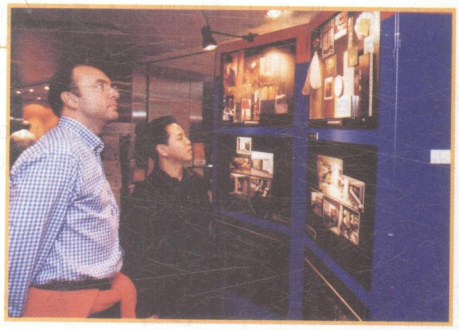
AH 02-023-03-01 (01)
室內設計繪圖
Drafting & Rendering for Interior Design

查詢電話：2975 5762

入學資格：完成本學院主辦之「室內設計初階」或同等程度課程。
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，訓練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。

(名額三十人)

導　師　：葉子慧先生
BArch(RMIT), HKIA, ARB
開課日期及時間　：2000年9月4日起
逢星期一8:00-10:00p.m.
(共12講)
地　點　：統一中心三十四樓AD-4室
全期學費　：$1,020



AH 02-023-04-01 (01)
室內設計繪畫及語言表達技巧
Visualization and Oral Presentation Skills for Interior Design

查詢電話：2975 5762

入學資格：完成本學院主辦之「室內設計初階」或同等程度課程。
意念表達技巧是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；三、語言表達技巧。
學員在完成課程後，自能掌握一套有效的構思方法及表達方法。

(名額三十人)

導　師　：徐敏聰先生
BA(HKPU),MBA(SEU), MCSD
開課日期及時間　：2000年12月11日起
逢星期一8:00-10:00p.m.
(共8講)
地　點　：統一中心三十四樓AD-4室
全期學費　：$740

LANDSCAPE DESIGN

ST 27-103-00 (01)
Certificate Course in Landscape Design

Tel : 2975 5683 or Fax : 2858 3404

Introduction

In recent years there has been a marked increase in demand for quality landscaped outdoor areas. To meet the growing need for a part-time training programme in landscape design, SPACE is offering a one-year certificate course in Landscape Design. This foundation course is intended 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

- To introduce students to the history and theory of landscape architecture, the basic principles and practical skills of landscape design.
- To familiarize students with the applications of computer-aided technologies in designing landscape.
- To enable students to develop a sound approach to landscape design, and to acquire some commonly required practical skills.
- To prepare students for further continuing and specialized learning in landscape architecture.

Award

Students who have satisfied the assessment requirements, which may include a written examination and continuous assessment, are eligible for the award of the Certificate .

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 have 3 passes in the Hong Kong Certificate of Education Examination, or equivalent. Of the subjects passed, one should be a natural science subject. 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/or a written examination held at the end of the course.

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. The next course will probably start in February 2001. Students will normally attend lectures on Saturday mornings from 9:30am to 12:30pm.

Venue
Teaching will be conducted in one of the School's downtown Learning Centres 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 in-charge
Dr. Stephen Wu

Fee
$13,000

FASHION DESIGN • 時裝設計

AH 02-024-01-01 (01)
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。

(名額二十四人)

導　師　：吳青海先生
HDip, MA in Design (HKPU)
開課日期及時間　：2000年12月7日起
逢星期四8:00-10:00p.m.
(2000年12月21日及12月28日不用上課)
(共12講)
地　點　：統一中心三十四樓AD-2室
全期學費　：$1,020

AH 02-024-04-01 (01)
Introduction to Fashion Drawing

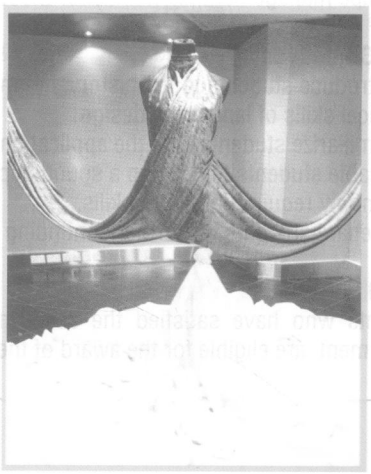
Enquiries : 2975 5761

Drawing the human figure is an essential skill for fashion designers, since they not only have to design clothes, but also have to be able to show what they would look like when actually worn. Students will learn to draw well-proportioned male and female figures suitable for expressing fashion design ideas.

Contents include: Well-Proportioned Male and Female Fashion Figures; Stance / Balance / Movement; Head / Facial Features / Hair; Hands & Feet; Developing Fashion Figure Blocks; Clothed Figure; Drapes & Folds; Fabrics / Textures / Patterns.

(Enrolment is limited to 24)

Tutor : Lester Lim
BA(Hons) St Martin's
Date & Time: Mondays, 5:50 - 7:50 p.m., starting 11 September 2000 (10 meetings)
Venue : Room AD-4, 34/F, United Centre
Fee : $880



One of life's few rewards is the ability to appreciate art.

AH 02-027-01-01 (01)
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　：　容後公佈
開課日期及時間　：　2000年9月1日起 逢星期五8:00-10:00p.m. (共十二講)
地　點　：　統一中心三十四樓AD-2室
全期學費　：　$1,090

AH 02-027-02-01 (01)
攝影進階
A Guide to Better Photography

查詢電話：2975 5761

入學資格：完成本學院主辦之「基礎攝影」或同等程度課程。
本課程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　：　容後公佈
開課日期及時間　：　2000年12月8日起 逢星期五8:00-10:00p.m. (2000年12月22日及12月29日不用上課) (共十二講)
地　點　：　統一中心三十四樓AD-2室
全期學費　：　$1,150

AH 02-028-09-01 (01)
西洋美術史導論：文藝復興至寫實主義
History of Western Art: The Renaissance to Realism

查詢電話：2975 5761

文藝復興時期西方藝術經歷急劇轉變，無數優秀藝術家冒現，如達文西、米開蘭基羅及拉菲爾等。不少西方藝術的傳統及觀念，亦由此起源。隨後的藝術流派如風格主義，巴羅克藝術，浪漫主義，新古典主義，寫實主義以至印象主義，雖然在思想及風格上各有不同，但仍然繼承不少文藝復興時期所建立的傳統。現代藝術也是由這個重要傳統中產生。本課程將介紹由文藝復興至十九世紀初的藝術發展。

(名額三十人)

導　師　：　楊靜儀女士 BA(York)
開課日期及時間　：　2000年9月6日起 逢星期三8:00 - 10:00 p.m. (共12講)
地　點　：　統一中心三十四樓AD-2室
全期學費　：　$1,020

AH 02-028-10-01 (01)
History of Western Art : 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 : Frank Vigneron
BA, MA(INALCO), DEA(Bourgogne), PhD(LCAO)
Date & Time : Fridays, 5:50-7:50p.m., starting 8 December 2000 (12 meetings)
(N.B. No class on 22 & 29 December 2000)
Venue : Room AD-4, 34/F, United Centre
Fee : $1,020

AH 03-028-14-01 (01)
A Comparative Approach to the Viewing of Chinese and Western Painting

Enquiries: 2975 5761

One way to get a better understanding of a foreign artistic tradition might be to start with familiar references. Relying on famous examples from the Chinese and Western worlds and using several types of sources (literature, philosophy, poetry and other visual arts), this course will highlight both the similarities and differences of two very different conceptions of Art.

(Enrolment is limited to 30)

Tutor : Frank Vigneron
BA, MA (NALCO), DEA (Bourgogne), PhD (LCAO)
Date & Time : Fridays, 5:50 - 7:50 p.m., starting 1 September 2000 (12 meetings)
Venue : Room AD-2, 34/F, United Centre
Fee : $1,020

AH 02-028-03-01 (01)
中國藝術發展概談
A Survey of the Development of the Arts in China

查詢電話：2975 5762

中國藝術源遠流長，具有獨特色彩。本課程將用幻燈片介紹藝術作品，讓學員了解自新石器時代到清末期間中國藝術的發展歷程。

課程研究的內容包括不同時期而具代表性的藝術品，例如新石器時代陶器、商周青銅器、宋朝瓷器等。在書畫方面，除了追溯其根源，探討其發展之外，亦將介紹歷史上每段時期的代表人物和重要作品。

對中國古代文物書畫有鑒賞興趣的人士，可以由此入門。

(名額三十人)

導　師 : 林亦英女士
BA (Hons), MPhil (HK)
開課日期及時間 : 2000年9月6日起
逢星期三5:50-7:50p.m.
(共12講)
地　點 : 統一中心三十四樓 AD-2室
全期學費 : $1,020

AH 02-028-13-01 (01)
中國書畫鑑賞
Appreciation of Chinese Paintings & Calligraphy

查詢電話：2975 5762

未習丹青先學鑑賞，有如旅行先看地圖了解情況，免走彎路。本課程採用幻燈授課形式對中國書畫作系統深入的解析，包括書法、人物畫、山水畫、花鳥畫的古今名作、佳作、庸作、俗作，對其時代、作者、技法及風格等作出分析比較，以提高習畫者及愛好者的鑑賞能力和藝術修養。

(名額二十四人)

導　師　：李頌翔先生
開課日期及時間　：2000年12月8日起 逢星期五5:50-7:50p.m. (2000年12月22日及12月29日不用上課) (共十二講)
地　點　：統一中心三十四樓 AD-2室
全期學費　：$1,020

SKIN CARE AND IMAGE DESIGN • 護膚及形象設計

時尚化妝班
Contemporary Make-up

查詢電話：2975 5762

本課程重點包括：行政化妝、晚宴妝、日妝、新潮化妝、標準臉型的認識、化妝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。

(名額二十人)

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　：香港銅鑼灣軒尼詩道505號電業城18字樓
全期學費　：$740
(學員須於第一講繳交工具費$90，包括掃、粉撲、海棉等)

AH 02-030-05-01 (01)
開課日期及時間：2000年9月7日起 逢星期四6:00-8:00p.m. (共8講)

AH 02-030-05-02 (01)（日間課程）
開課日期及時間：2000年9月9日起 逢星期六1:30-3:30p.m. (共8講)

AH 02-030-05-03 (01)（日間課程）
開課日期及時間：2000年11月11日起 逢星期六3:50-5:50p.m. (共8講)

個人護膚班
Personal Skin Care

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。

(名額二十人)

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　：香港銅鑼灣軒尼詩道505號電業城18字樓
全期學費　：$740
(學員須於第一講繳交工具費$40，包括修甲、洗面用之工具)

AH 02-030-05-01 (01)（日間課程）
開課日期及時間：2000年9月9日起 逢星期六3:50-5:50p.m. (共8講)

AH 02-030-01-02 (01)
開課日期及時間：2000年11月9日起 逢星期四6:00-8:00p.m. (2000年12月21日冬至，不用上課) (共8講)

AH 02-030-01-03 (01)（日間課程）
開課日期及時間：2000年11月11日起 逢星期六1:30-3:30p.m. (共8講)

AH 14-031-01-11 (01)
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）陶瓷製造進程；（八）石刻藝術；（九）灰窯製造進程；（十）最新科學古物鑑證;（十一）考古遺址。 並會安排參觀考古學會發掘過程及參與實習。

(名額四十人)

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　：2000年10月5日起
逢星期四6:20-7:50 p.m.
(共十二講及一次野外實習)
地　點　：石硤尾嘉智學校203室
全期學費　：$900
(野外實習之交通費由學員自付)

AH 14-031-02-11 (01)
中國古文物鑑賞
Appreciation of Chinese Relics

本課程重點介紹鑑賞中國藝術物品的技巧、真偽的辨別、 品評、維修及保養方面的知識。內容涵蓋: (一) 國畫; (二) 陶瓷; (三) 銅器; (四) 玉器, 及(五) 分析國內最新發掘出土文物所提供的歷史價值和意義。

(名額四十人)

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　：2000年10月10日起
逢星期二6:20-7:50 p.m.
(共十二講及一次野外實習)
地　點　：石硤尾嘉智學校203室
全期學費　：$900
(現場參觀之交通費及入場費由學員自付)

AH 14-031-03-11 (01)
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; 有關新界五大家族 「鄧、廖、文、彭、侯」的背景及拓殖史; 封建考試制度如鄉試、會試及殿試; 農村風俗及生活習慣等作深入淺出的講授。

(名額四十人)

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　：2001年1月8日起
逢星期一6:25-7:55 p.m.
(共八講及一次實地考察)
地　點　：容後公佈
全期學費　：$600
(實地考察之交通費由學員自付)

TO RECEIVE SPRING 2001 PROSPECTUS
索取2001年春季課程手冊
P.434

AH 14-031-04-11 (01)
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，見証了這段時間的歷史。對未經第二次世界大戰洗禮的青年人，本課程提供了一段歷史的剪輯。年長的人士，亦可藉本課程重溫香港昔日的甘苦。

(名額四十人)

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　：2000年12月6日起
逢星期三8:00-9:30 p.m.
(共八講及一次實地考察)

地　點　：容後公佈

全期學費　：$600
(實地考察之交通費由學員自付)

AH 14-031-05-11 (01)
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 include 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).

(Enrolment is limited to 40)

Tutor : Lo Kam-kau, James,
B.A. (Lingnan), Former chairman of the Hong Kong Archaeological Society

Date and Time : Saturdays, 2:15pm - 3:45pm, starting 11 November 2000

Venue : To be announced

No. of Meetings : 10 meetings & 1 Field Trip

Fee : $750

AH 14-031-09-11 (01)
現代中國五十年
Fifty Years of Political Development in China

中華人民共和國政府自1949 年建立已經歷了五十個年頭。期間中國在政治、經濟、外交上經歷了多次翻天覆地的巨變。香港自回歸後，與中國內地的溝通及商業往來日益頻繁，同時帶來了不少衝擊。身為回歸後的香港人，對於與香港憂戚相關的祖國近五十年來發生的大事，我們不單有必要作透澈的了解，而且亦有賴此認識幫助發展個人事業及改善生活。

課程大綱：

(一)中華人民共和國是怎樣建立起來的
(二) 十年冒進與內鬥
(三)十年文革災難
(四) 改革開放二十年(中國的中央)
(五) 中國的政治形勢和政治改革
(六) 收回香港的決策過程與內部爭論
(七)「一國兩制」的執行與香港前途
(八) 台灣問題與中國統一

(名額四十人)

導 師　：黃文放先生
(前新華社副秘書長)

開課日期及時間　：2000年9月19日起
逢星期二8:05-10:05 p.m.
(共八講)

地 點　：香港大學本部1樓151室

全期學費　：$800

ENGLISH STUDIES 語言及文學

General English

ENGLISH LANGUAGE COURSES

General English

- Certificate Course in English Speech
- Developing General English skills
- SPACE English Course
- Active Grammar
- Academic Writing Skills
- Effective Listening
- Pronunciation & Fluency
- Advanced Speaking & Listening
- English Intonation
- Introduction to Public Speaking
- Workplace English Campaign: Courses leading to Pitman Examinations

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 For Primary School Teachers

- Speech Festivals: A Practical Approach for Primary School Teachers
- The Linguistics of Primary School English Languages Teaching

Literature in English

- Certificate Programme in English Literary Studies

Daytime English Course in Summer 2000

Intensive English
Speaking and Grammar
English for the Workplace
Advanced Speaking and Listening
Effective Writing Skills
Academic Writing Skills
Effective Presentations

Certificate Course in English Speech

Enquiries: 2975 5689

This is an intensive course of study in which it is intended to provide tuition in Spoken English to an advanced level for suitably qualified working adults who have a positive and urgent need to achieve a high standard of proficiency in a wide variety of social situations.

There will be detailed coverage of pronunciation, word and sentence stress, and intonation. These components will be covered thoroughly and comprehensively, and students will be required to learn relevant phonetic symbols and signs. Conversation, discussion and a wide variety of interpersonal communication will also be practised, the emphasis being on what is said and how it is said. For all sections of the course substantial practice is given and a workbook is provided that gives full details of each unit studied.

Applicants should bear in mind that this is not a general English course and grammatical and lexical competence will be assumed. Furthermore, this is not a course in rhetoric or the art of persuasive or impressive speaking and will not cover presentations, speeches or other such specialized applications. Applicants should also bear in mind that owing to the size of the class individual tuition will be impracticable, except to a very limited extent. Practice will be obtained and progress made by means of group work.

As this course is designed for Hong Kong working adults (with Chinese language background), those studying in school, college or university will not be admitted.

The syllabus comprises four components: Pronunciation; Stress; Intonation; Communication.

Award
Students will be awarded a SPACE Certificate provided they:
- pass the final examination;
- satisfactorily complete the assignments set;
- attend at least 75% of the classes.

Entrance Requirements
All applicants should:
(1) have gained Grade 'D' or above in English Language Syllabus B in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade 'B', or the equivalent in an approved examination; and
(2) be able to produce evidence of further study at post-secondary level; and
(3) attach copies of their certificates to their application form; and
(4) sit the Entrance Test.

Entrance Test
The Entrance Test will consist of a Listening Test and, for those who pass, an Interview. Listening tests will be held in the Room UC-3, Unit B, 12/F, United Centre, 95 Queensway, Hong Kong, on 4th and 7th September, at 6:30 p.m. The Listening Test will last for about an hour. Applicants who perform sufficiently well in the Listening Test will be required to attend an Interview either on 21st, 22nd or 25th September at the SPACE Admiralty Learning Centre.

Application Procedure
Applicants must complete an entrance test application form and submit it with a $100 non-refundable application fee to register for the Entrance Test. Applicants should indicate on which evening they wish to be tested. Candidates will be informed of their Listening Test results by letter. Those who pass the Listening Test will then be invited to interview. A cheque for the course fee will be collected at the time of interview. Unsuccessful candidates will have their course fee refunded after the selection procedure has been completed.

(Enrolment is limited to 36)

Closing Date for Application
1 September 2000

Tutor
John Bensly, MA (Oxon), MA (Reading)

AH 11-105-01 (01)	**AH 11-105-02 (01)**
Venue : CEF Plaza, Quarry Bay	**Venue** : Admiralty Centre
Date & Time : Tuesdays, 6:30 - 9:30 p.m., starting 10 October 2000	**Date & Time** : Thursdays, 6:30 - 9:30 p.m., starting 12 October 2000
33 meetings	**Fee** : $4,250

Developing General English Skills

Enquiries: 2975 5764

This course is being offered in the SPACE Prospectus for the first time this year. It is a low level practical course that covers the four English skills of speaking, listening, reading and writing. Its aim is to help students :

- develop their existing English skills;
- increase their vocabulary;
- improve the accuracy of their grammar;
- gain confidence in holding a conversation in English;
- prepare for entry to the SPACE English Course in Autumn 2001.

To help them make progress in English all students will be able to borrow editions of English novels to read from the SPACE English Readers Club free of charge.

Entry to the Course
All applicants are required to take the same entry test that we set to applicants for the SPACE English Course. The test lasts about 75 minutes. Tests will be held as follows :

Date	Location	Time
17, 18 June	Admiralty Learning Centre	10:00 a.m., 2:00 p.m., 4:00 p.m.
8, 9 July	Admiralty Learning Centre	10:00 a.m., 2:00 p.m., 4:00 p.m.
22, 23 July	Admiralty Learning Centre	10:00 a.m., 2:00 p.m., 4:00 p.m.
12, 13 August	Admiralty Learning Centre	10:00 a.m., 2:00 p.m., 4:00 p.m.
26, 27 August	Admiralty Learning Centre	10:00 a.m., 2:00 p.m., 4:00 p.m.

A non-refundable fee of $70 is made for taking this test. Applicants for the course should fill out a special application form available from SPACE enrolment centres to apply to take the test on a date that suits them.

Students can apply for the entry test even if they do not have a grade E pass in HKCEE (Syllabus B). If their performance is good enough for acceptance into the SPACE English Course, they will be offered a place on it. However, if their performance is just below that required for the SPACE English Course, they will be offered a place in Developing General English Skills.

Teachers
The teachers of the courses will be drawn from our panel of qualified and experienced English language teachers. Some of them will be native speakers; some of them will be local teachers.

Note : Unless any change is made to the advertised details, we will not issue joining instructions. If your application has been accepted, you should go to the first session of the class at the time and place shown.

No refund or transfers to a different class will be approved.

Classes
Classes will be held as follows :

Course No.	Starting Date & Time	Venue
AH 11-032-05-01 (01)	Sundays, 10:00 a.m. - 1:00 p.m., starting 24 September 2000	Room 1501 CEF Plaza, Quarry Bay
AH 11-032-05-02 (01)	Sundays, 2:40 - 5:40 p.m., starting 24 September 2000	Room 1801, AIA Tower, Fortress Hill
AH 11-032-05-03 (01)	Saturdays, 2:30 - 5:30 p.m., starting 30 September 2000	Room 224, Delia, Mei Foo
AH 11-032-05-04 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 27 September 2000	Room 102, Tang Shiu Kin, Wanchai
AH 11-032-05-05 (01)	Thursdays, 6:30 - 9:30 p.m., starting 28 September 2000	Room 104 Tang Shiu Kin, Wanchai
AH 11-032-05-06 (01)	Fridays, 6:30 - 9:30 p.m., starting 29 September 2000	Room 103, Tang Shiu Kin, Wanchai
AH 11-032-05-07 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 27 September 2000	Room 112, Wah Yan College, Kowloon
AH 11-032-05-08 (01)	Thursdays, 6:30 - 9:30 p.m., starting 28 September 2000	Room 112, Wah Yan College, Kowloon
AH 11-032-05-09 (01)	Mondays, 6:30 - 9:30 p.m., starting 25 September 2000	Room 226, Delia Mei Foo
AH 11-032-05-10 (01)	Tuesdays, 6:30 - 9:30 p.m., starting 26 September 2000	Room 226, Delia Mei Foo
AH 11-032-05-11 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 27 September 2000	Room 226, Delia Mei Foo
AH 11-032-05-12 (01)	Saturdays, 9:30 a.m. - 12:30 p.m., starting 30 September 2000	Room 304, Ka Chi School, Shek Kip Mei

30 meetings (90 hours)

Fee : $3,500 (including textbook)

The SPACE English Course

Introduction

For some years, SPACE has offered a range of popular general English courses :

Practical English (90 hours)
Foundation English 1 (90 hours)
Foundation English 2 (90 hours)
Use of English 1 (75 hours)
Use of English 2 (75 hours)

These courses have now been renamed and combined to form a single course known as the SPACE English Course (SEC), with five Levels. The Levels are :

SEC 1 (previously Practical English)
SEC 2 (previously Foundation English 1)
SEC 3 (previously Foundation English 2)
SEC 4 (previously Use of English 1)
SEC 5 (previously Use of English 2)

The Features of the Course

- The emphasis throughout the course will be on building up general English skills. Each of the four language skills - reading, writing, speaking and listening - will be taught, with the Levels becoming progressively more difficult.
- Each Level will last for 90 hours.
- All applicants will be tested to assess which Level they should enter. There is no need for stronger students to start at Level 1.
- Students already in the course can be promoted from one Level to another.
- At the end of each Level, successful students will be given a Statement of Proficiency.
- At the end of Level 5, successful students will be awarded a SPACE Certificate.
- Modern textbooks will be provided as part of the course fee, but will be supplemented by specially-designed materials from newspapers and magazines that are current and relevant to Hong Kong.
- All students will be able to borrow specially adapted novels to read from the SPACE English Readers Club free of charge.

Entry to the Course

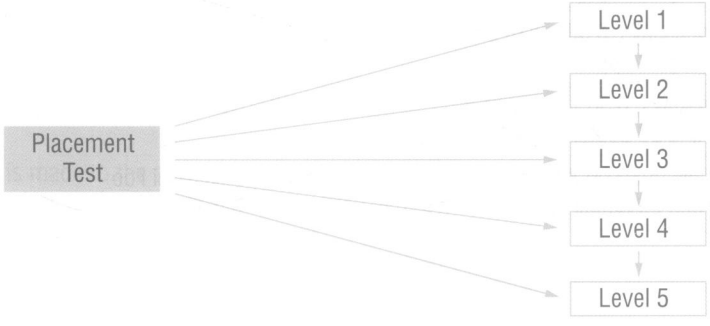
All applicants are required to take an entry test lasting about 75 minutes. Tests will be held as follows :

Date	Location	Time
17, 18 June	SPACE Admiralty Learning Centre	10.00 a.m., 2.00 p.m., 4.00 p.m.
8, 9 July	SPACE Admiralty Learning Centre	10.00 a.m., 2.00 p.m., 4.00 p.m.
22, 23 July	SPACE Admiralty Learning Centre	10.00 a.m., 2.00 p.m., 4.00 p.m.
12, 13 August	SPACE Admiralty Learning Centre	10.00 a.m., 2.00 p.m., 4.00 p.m.
26, 27 August	SPACE Admiralty Learning Centre	10.00 a.m., 2.00 p.m., 4.00 p.m.

A non-refundable fee of $70 is made for taking this test, which we set to help us accept applicants into the Level that is most suitable for them. Applicants for the course should fill out a special application form available from SPACE enrolment centres to apply to take the test on a date that suits them.

We expect that most applicants will have a grade E or grade D pass in HKCEE (Syllabus B), but applicants who do not have these grades can also apply to take the entry test. If they are successful, they will be offered a place in the SPACE English Course. If they are not accepted into the SPACE English Course, they might be offered a place in Developing General English Skills.

SPACE English Course



Teachers

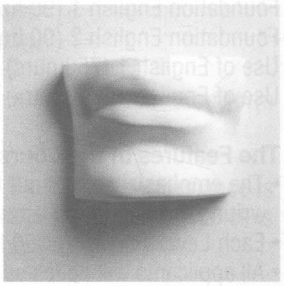
The teachers of the courses will be drawn from our panel of qualified and experienced English language teachers. Some of them will be native speakers; some of them will be local teachers.

Classes
Classes for the different Levels will be held as follows :

SPACE English Course Level 1

Enquiries : 2975 5764

Course No.	Starting Date & Time	Venue
AH 11-032-23-01 (01)	Sundays, 10:00 a.m. - 1:00 p.m., starting 24 September 2000	Room 1802, AIA Tower, Fortress Hill
AH 11-032-23-02 (01)	Sundays, 2:30 - 5:30 p.m., starting 24 September 2000	Room S10, 3/F Admiralty Centre
AH 11-032-23-03 (01)	Saturdays, 9:30 a.m. - 12:30 p.m., starting 30 September 2000	Room S19, 3/F Admiralty Centre
AH 11-032-23-04 (01)	Saturdays, 2:30 - 5:30 p.m., starting 30 September 2000	Room S19, 3/F Admiralty Centre
AH 11-032-23-05 (01)	Mondays, 9:30 a.m. - 12:30 p.m., starting 25 September 2000	Admiralty Centre
AH 11-032-23-06 (01)	Mondays, 6:30 - 9:30 p.m., starting 25 September 2000	Room 102, Tang Shiu Kin, Wanchai
AH 11-032-23-07 (01)	Tuesdays, 6:30 - 9:30 p.m., starting 26 September 2000	Room 302, Tang Shiu Kin, Wanchai
AH 11-032-23-08 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 27 September 2000	Room 103, Tang Shiu Kin, Wanchai
AH 11-032-23-09 (01)	Thursdays, 6:30 - 9:30 p.m., starting 28 September 2000	Room 302, Tang Shiu Kin, Wanchai
AH 11-032-23-10 (01)	Fridays, 6:30 - 9:30 p.m., starting 29 September 2000	Room 104, Tang Shiu Kin, Wanchai
AH 11-032-23-11 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 27 September 2000	Room 111, Wah Yan College, Kowloon
AH 11-032-23-12 (01)	Thursdays, 6:30 - 9:30 p.m., starting 28 September 2000	Room 111, Wah Yan College, Kowloon
AH 11-032-23-13 (01)	Fridays, 6:30 - 9:30 p.m., starting 29 September 2000	Room 111, Wah Yan College, Kowloon
AH 11-032-23-14 (01)	Mondays, 6:30 - 9:30 p.m., starting 25 September 2000	Room 227, Delia, Mei Foo
AH 11-032-23-15 (01)	Tuesdays, 6:30 - 9:30 p.m., starting 26 September 2000	Room 224, Delia, Mei Foo
AH 11-032-23-16 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 27 September 2000	Room 227, Delia, Mei Foo
AH 11-032-23-17 (01)	Thursdays, 6:30 - 9:30 p.m., starting 28 September 2000	Room 227, Delia, Mei Foo
AH 11-032-23-18 (01)	Fridays, 6:30 - 9:30 p.m., starting 29 September 2000	Room 227, Delia, Mei Foo



30 meetings (90 hours)

***Fee** : $3,500 (including textbooks)*

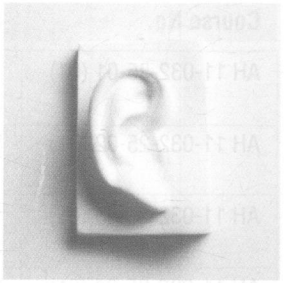
Note : Unless any change is made to the advertised details, we will not issue joining instructions. If your application has been accepted, you should go to the first session of the class at the time and place shown.

No refunds or transfers to a different class will be approved.

SPACE English Course Level 2

Enquiries : 2975 5765

Course No.	Starting Date & Time	Venue
AH 11-032-24-01 (01)	Sundays, 10:00 a.m. - 1:00 p.m., starting 24 September 2000	Room 1081, AIA Tower, Fortress Hill
AH 11-032-24-02 (01)	Sundays, 2:00 - 5:00 p.m., starting 24 September 2000	Room S15, 3/F Admiralty Centre
AH 11-032-24-03 (01)	Tuesdays, 9:30 a.m. - 12:30 p.m., starting 26 September 2000	Admiralty Centre
AH 11-032-24-04 (01)	Saturdays, 9:30 a.m. - 12:30 p.m., starting 30 September 2000	Admiralty Centre
AH 11-032-24-05 (01)	Mondays, 6:30 - 9:30 p.m., starting 25 September 2000	Room 104, Tang Shiu Kin, Wanchai
AH 11-032-24-06 (01)	Tuesdays, 6:30 - 9:30 p.m., starting 26 September 2000	Room 303, Tang Shiu Kin, Wanchai
AH 11-032-24-07 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 27 September 2000	Room 302, Tang Shiu Kin, Wanchai
AH 11-032-24-08 (01)	Thursdays, 6:30 - 9:30 p.m., starting 28 September 2000	Room 303, Tang Shiu Kin, Wanchai
AH 11-032-24-09 (01)	Fridays, 6:30 - 9:30 p.m., starting 29 September 2000	Room 303, Tang Shiu Kin, Wanchai
AH 11-032-24-10 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 27 September 2000	Room 109, Wah Yan College, Kowloon
AH 11-032-24-11 (01)	Thursdays, 6:30 - 9:30 p.m., starting 28 September 2000	Room 109, Wah Yan College, Kowloon
AH 11-032-24-12 (01)	Mondays, 6:30 - 9:30 p.m., starting 25 September 2000	Room 215, Delia, Mei Foo
AH 11-032-24-13 (01)	Tuesdays, 6:30 - 9:30 p.m., starting 26 September 2000	Room 215, Delia, Mei Foo
AH 11-032-24-14 (01)	Thursdays, 6:30 - 9:30 p.m., starting 28 September 2000	Room 215, Delia, Mei Foo
AH 11-032-24-15 (01)	Fridays, 6:30 - 9:30 p.m., starting 29 September 2000	Room 304, Ka Chi School, Shek Kip Mei
AH 11-032-24-16 (01)	Saturdays, 2:30 - 5:30 p.m., starting 30 September 2000	Room 1204, 238 Nathan Road, Jordan



30 meetings (90 hours)

Fee : $3,500 (including textbook)

Note : Unless any change is made to the advertised details, we will not issue joining instructions. If your application has been accepted, you should go to the first session of the class at the time and place shown.

No refunds or transfers to a different class will be approved.

SPACE English Course Level 3

Enquiries : 2975 5765

Course No.	Starting Date & Time	Venue
AH 11-032-25-01 (01)	Wednesdays, 9:30 a.m. - 12:30 p.m., starting 27 September 2000	Admiralty Centre
AH 11-032-25-02 (01)	Sundays, 2:30 - 5:30 p.m., starting 24 September 2000	Room S19, 3/F Admiralty Centre
AH 11-032-25-03 (01)	Sundays, 10:00 a.m. - 1:00 p.m., starting 24 September 2000	Room 1604, 16/F CEF Plaza, Quarry Bay
AH 11-032-25-04 (01)	Mondays, 6:30 - 9:30 p.m., starting 25 September 2000	Room 103, Tang Shiu Kin, Wanchai
AH 11-032-25-05 (01)	Tuesdays, 6:30 - 9:30 p.m., starting 26 September 2000	Room 304, Tang Shiu Kin, Wancha
AH 11-032-25-06 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 27 September 2000	Room 104, Tang Shiu Kin, Wanchai
AH 11-032-25-07 (01)	Fridays, 6:30 - 9:30 p.m., starting 29 September 2000	Room 302, Tang Shiu Kin, Wanchai
AH 11-032-25-08 (01)	Sundays, 10:00 a.m. - 1:00 p.m., starting 24 September 2000	Room 204, Austin Tower, Jordan
AH 11-032-25-09 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 27 September 2000	Room 114, Wah Yan College, Kowloon
AH 11-032-25-10 (01)	Thursdays, 6:30 - 9:30 p.m., starting 28 September 2000	Room 114, Wah Yan College, Kowloon
AH 11-032-25-11 (01)	Fridays, 6:30 - 9:30 p.m., starting 29 September 2000	Room 109, Wah Yan College, Kowloon
AH 11-032-25-12 (01)	Tuesdays, 6:30 - 9:30 p.m., starting 26 September 2000	Room 214, Delia, Mei Foo
AH 11-032-25-13 (01)	Thursdays, 6:30 - 9:30 p.m., starting 28 September 2000	Room 214, Delia, Mei Foo
AH 11-032-25-14 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 27 September 2000	Room 304, Ka Chi School, Shek Kip Mei
AH 11-032-25-15 (01)	Saturdays, 2:30 - 5:30 p.m., starting 30 September 2000	Room 304, Ka Chi School, Shek Kip Mei

30 meetings (90 hours)

Fee : $3,500 (including textbook)

Note : Unless any change is made to the advertised details, we will not issue joining instructions. If your application has been accepted, you should go to the first session of the class at the time and place shown.

No refunds or transfers to a different class will be approved.

SPACE English Course Level 4

Enquiries : 2975 5681

Course No.	Starting Date & Time	Venue
AH 11-032-26-01 (01)	Sundays, 10:00 a.m. - 1:00 p.m., starting 24 September 2000	Room 1502, CEF Plaza, Quarry Bay
AH 11-032-26-02 (01)	Sundays, 2:00 - 5:00 p.m., starting 24 September 2000	Room S6, 3/F Admiralty Centre
AH 11-032-26-03 (01)	Thursdays, 9:30 a.m. - 12:30 p.m., starting 28 September 2000	Admiralty Centre
AH 11-032-26-04 (01)	Sundays, 2:00 - 5:00 p.m., starting 24 September 2000	Room 1604, CEF Plaza, Quarry Bay
AH 11-032-26-05 (01)	Mondays, 6:30 - 9:30 p.m., starting 25 September 2000	Room 302, Tang Shiu Kin, Wanchai
AH 11-032-26-06 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 27 September 2000	Room 105, Tang Shiu Kin, Wanchai
AH 11-032-26-07 (01)	Fridays, 6:30 - 9:30 p.m., starting 29 September 2000	Room 114, Wah Yan College, Kowloon
AH 11-032-26-08 (01)	Mondays, 6:30 - 9:30 p.m., starting 25 September 2000	Room 304, Ka Chi School, Shek Kip Mei
AH 11-032-26-09 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 27 September 2000	Room 1205, 238 Nathan Road, Jordan
AH 11-032-26-10 (01)	Thursdays, 6:30 - 9:30 p.m., starting 28 September 2000	Room 1205, 238 Nathan Road, Jordan

30 meetings (90 hours)

Fee : $3,500 (including textbook)

Note : Unless any change is made to the advertised details, we will not issue joining instructions. If your application has been accepted, you should go to the first session of the class at the time and place shown.

No refunds or transfers to a different class will be approved.

SPACE English Course Level 5

Enquiries : 2975 5681

Course No.	Starting Date & Time	Venue
AH 11-032-27-01 (01)	Sundays, 10:00 a.m. - 1:00 p.m., starting 24 September 2000	Room S10, 3/F Admiralty Centre
AH 11-032-27-02 (01)	Sundays, 2:00 - 5:00 p.m., starting 24 September 2000	Room 1802, AIA Tower
AH 11-032-27-03 (01)	Thursdays, 6:30 - 9:30 p.m., starting 28 September 2000	Room 304, Tang Shiu Kin, Wanchai
AH 11-032-27-04 (01)	Fridays, 6:30 - 9:30 p.m., starting 29 September 2000	Room 501, Tang Shiu Kin, Wanchai
AH 11-032-27-05 (01)	Tuesdays, 6:30 - 9:30 p.m., starting 26 September 2000	Fortress Tower, North Point

AH 11-032-27-06 (01)	Thursdays, 6:30 - 9:30 p.m., starting 28 September 2000	Room 113, Wah Yan College, Kowloon
AH 11-032-27-07 (01)	Fridays, 6:30 - 9:30 p.m., starting 29 September 2000	Room 113, Wah Yan College, Kowloon
AH 11-032-27-08 (01)	Tuesdays, 6:30 - 9:30 p.m., starting 26 September 2000	Room 304, Ka Chi School, Shek Kip Mei
AH 11-032-27-09 (01)	Saturdays, 2:30 - 5:30 p.m., starting 30 September 2000	Room 1202, 238 Nathan Road

30 meetings (90 hours)

Fee : $3,500

Note : Unless any change is made to the advertised details, we will not issue joining instructions. If your application has been accepted, you should go to the first session of the class at the time and place shown.

No refunds or transfers to a different class will be approved.

Active Grammar

Enquiries : 2975 5681

Introduction
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 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 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 Requirements
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.

Note: Unless any change is made to the advertised details, we will not issue joining instructions. If your application has been accepted, you should go to the first session of the class at the time and place shown.

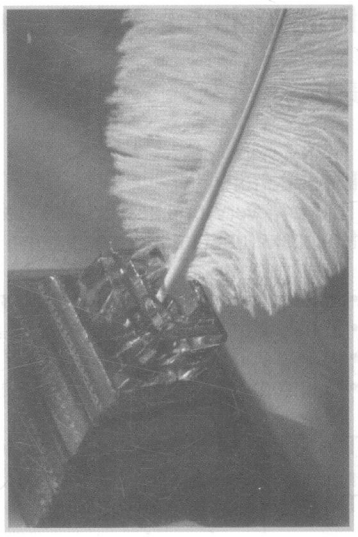
No refunds or transfers to a different class will be approved.

Course No.	Starting Date & Time	Venue
AH 11-032-13-01 (01)	Sundays, 2:30 - 5:30 p.m., starting 24 September 2000	Room S18, 3/F Admiralty Centre
AH 11-032-13-02 (01)	Sundays, 2:30 - 5:30 p.m., starting 7 January 2001	Room S18, 3/F Admiralty Centre
AH 11-032-13-03 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 27 September 2000	Room 601, Tang Shiu Kin, Wanchai
AH 11-032-13-04 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 10 January 2001	Room 601, Tang Shiu Kin, Wanchai
AH 11-032-13-05 (01)	Saturdays, 2:30 - 5:30 p.m., starting 30 September 2000	Room 225, Delia, Mei Foo
AH 11-032-13-06 (01)	Saturdays, 2:30 - 5:30 p.m., starting 6 January 2001	Room 225, Delia, Mei Foo

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 essentials such 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
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.

Note: Unless any change is made to the advertised details, we will not issue joining instructions. If your application has been accepted, you should go to the first session of the class at the time and place shown.

No refunds or transfers to a different class will be approved.

AH 11-032-09-02 (01) Tuesdays, 6:30-9:30p.m., starting 26 September 2000
Venue : Room 104, Tang Shiu Kin, Wanchai

AH 11-032-09-03 (01) Tuesdays, 6:30-9:30p.m., starting 2 January 2001
Venue : Room 104, Tang Shiu Kin, Wanchai

AH 11-032-01-01 (01)
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, 10:00 a.m.-1:00p.m., starting 22 October 2000 (8 meetings)

Venue : Rm LG101, K. K. Leung Bldg., HKU

Fee : $1,050

Applications will be accepted on a "first-come, first-served" basis.

Pronunciation and Fluency

Enquiries : 2975 5765

Introduction
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.

Note: Unless any change is made to the advertised details, we will not issue joining instructions. If your application has been accepted, you should go to the first session of the class at the time and place shown.

No refunds or transfers to a different class will be approved.

Course No.	Starting Date & Time	Venue
AH 11-032-12-01 (01)	Thursdays, 9:30 a.m. - 12:30 p.m., starting 28 September 2000	Admiralty Centre
AH 11-032-12-02 (01)	Thursdays, 9:30 a.m. - 12:30 p.m., starting 11 January 2001	Admiralty Centre
AH 11-032-12-03 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 27 September 2000	Room 303, Tang Shiu Kin, Wanchai
AH 11-032-12-04 (01)	Wednesdays, 6:30 - 9:30 p.m., starting 10 January 2001	Room 303, Tang Shiu Kin, Wanchai
AH 11-032-12-05 (01)	Thursdays, 6:30 - 9:30 p.m., starting 28 September 2000	Room 102, Tang Shiu Kin, Wanchai
AH 11-032-12-06 (01)	Thursdays, 6:30 - 9:30 p.m., starting 4 January 2001	Room 102, Tang Shiu Kin, Wanchai
AH 11-032-12-07 (01)	Saturdays, 2:00 - 5:00 p.m., starting 30 September 2000	Room 215 Delia, Mei Foo
AH 11-032-12-08 (01)	Saturdays, 2:00 - 5:00 p.m., starting 6 January 2001	Room 215 Delia, Mei Foo

10 meetings (30 hours)

Fee: $1,650

Advanced Speaking and Listening

Enquiries : 2975 5765

Introduction
The aim of this course is to help you expand your range of natural expression (including modern idiomatic language) and help you communicate more effectively in both formal and informal situations. The course will suit you if you:

- can communicate reasonably well in English, but are frustrated by not having a wide enough range of expression to get your message across;
- worry about your lack of naturalness when speaking English;
- find it difficult to understand non-native English accents.

The instruction will help you overcome these difficulties by presenting you with a range of listening passages that are followed by communication activities designed to improve your fluency and build your active vocabulary.

Entry Requirements
The minimum course requirement is grade "E" in English language (Syllabus B) in HKCEE or an equivalent qualification. Copies of certificates awarded should be attached to your application form.

Note : All applicants for this course will be interviewed briefly by the course teacher to assess their suitability. When applying, please submit a cheque for the full course fee. Within two or three weeks SPACE will contact you to arrange a suitable time for you to meet with the teacher. You will be told as soon as possible after that if your application has been accepted. If your application is not accepted, your cheque will be returned without having been banked. Enrolment will close once sufficient applications of a suitable level have been received.

Unless any change is made to the advertised details, we will not issue joining instructions. If your application has been accepted, you should go to the first session of the class at the time and place shown.

No refund or transfer to a different class will be approved

Course No.	Starting Date & Time	Venue
AH 11-032-20-02 (01)	Tuesdays, 6:30 - 9:30 p.m., starting 26 September 2000	Room 1205, 238 Nathan Road, Jordan
AH 11-032-20-03 (01)	Tuesdays, 6:30 - 9:30 p.m., starting 9 January 2001	Room 1205, 238 Nathan Road, Jordan
AH 11-032-20-04 (01)	Saturdays, 2:30 - 5:30 p.m., starting 30 September 2000	Room 1205, 238 Nathan Road, Jordan
AH 11-032-20-05 (01)	Saturdays, 2:30 - 5:30 p.m., starting 6 January 2001	Room 1205, 238 Nathan Road, Jordan

10 meetings (30 hours) **Fee** : $1,650

AH 11-032-02-01 (01)
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: 29755689)

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
MA (Oxon), MA (Reading)
Date & Time : Wednesdays, 6:45- 9:15 p.m., starting 11 October 2000 (6 meetings)
Venue : Room S325, Meng Wah Complex, HKU
Fee : $700

AH 11-032-03-01 (01)
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 in terms of both verbal and non-verbal communication.

Tutor	: Norman Bird B.A., M.Phil., Ph.D. (London), President (1997-98), Toastmasters International - Hong Kong Achievers Club
Date & Time	: Sundays, 2:00 p.m. - 3:30 p.m., starting 8 October 2000 (10 meetings)
Venue	: Room LG 105, K K Leung Building, HKU
Fee	: $780

Business English

AH 11-101-00 (01)
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, not just those who work in a manufacturing or import and export environment.

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.
- 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.
- Though Part 3 can be taken at any time, we strongly recommend that you do Part 1 before Part 2.

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.

Part 2 - Modern Business Writing Skills (Internal)
The focus of this Part is also 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 concentrates on developing the speaking and listening skills that are essential in a work environment.

How can you enter the Programme ?

Entrance Test
All applicants must take an entrance test, which will last about one hour.
The entrance test takes place at 3/F Admiralty Centre at the following times :

28 July 2000 (Friday)	6:30 p.m.
19 August, 2000 (Saturday)	2:00 p.m., 3:30 p.m.
8 November (Wednesday)	6:30 p.m.
2 December (Saturday)	2:00 p.m., 3:30 p.m.

Having chosen the most suitable time to take the test, you must fill out an entrance test application form available at any SPACE office.

Note : The **minimum** qualification that you should have is a grade "D" pass in English Language (Syllabus B) in HKCEE or equivalent qualification. 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.

Note: Unless any change is made to the advertised details, we will not issue joining instructions. If your application has been accepted, you should go to the first session of the class at the time and place shown.

Teaching Schedule

Part 1 - Modern Business Writing Skills (External)
Part 1 focuses on writing, concentrating on the skills that are essential for people who have to write to a different company or organisation. It includes :
- general principles of business writing;
- job application letters;
- letters of enquiry and replies to them;
- complaint letters;

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.

AH 11-101-01 (01) Sundays, 10.00 a.m. - 1.00 p.m., starting 24 September 2000
Venue : Room S15, 3/F Admiralty Centre.

AH 11-101-02(01) Mondays, 6.30 p.m. - 9.30 p.m., starting 25 September 2000
Venue : NR1205, 238 Nathan Road, Jordan

AH 11-101-03(01) Wednesdays, 6.30 p.m. - 9.30 p.m., starting 4 October 2000
Venue : Room 213, Delia, Mei Foo

AH 11-101-04(01) Wednesdays, 6.30 p.m. - 9.30 p.m., starting 3 January 2001
Venue : Room 101, Tang Shiu Kin, Wanchai

AH 11-101-05(01) Saturdays, 10.00 a.m. - 1.00 p.m., starting 6 January 2001
Venue : Room S15, 3/F Admiralty Centre

AH 11-101-06(01) Sundays, 10.00 a.m. - 1.00 p.m., starting 7 January 2001
Venue : Room S18, 3/F Admiralty Centre

Students are required to buy a textbook costing about $180. This book is also used in Part 2.
(10 meetings) 30 hours

Fee : $1,650

Part 2 - Modern Business Writing Skills (Internal)

Part 2 also focuses on writing, though the emphasis is now on the writing that is done within a company or organisation. It includes :
- 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. They will continue to put a lot of effort into correcting and explaining the language mistakes that Hong Kong students often make.

Please note that we strongly recommend that you take Part 1 before or at the same time as Part 2, as it includes instruction in some principles of good writing that apply to both Parts. We do not recommend that you take Part 2 before Part 1.

AH 11-101-11(01) Sundays, 10.00 a.m. - 1.00 p.m., starting 24 September 2000
Venue : Room S19, 3/F Admiralty Centre

AH 11-101-12(01) Thursdays, 6.30 p.m. - 9.30 p.m., starting 5 October 2000
Venue : Room 101, Tang Shiu Kin, Wanchai

AH 11-101-13 (01) Thursdays, 6.30 p.m. - 9.30 p.m., starting 4 January 2001
Venue : Room 101, Tang Shiu Kin, Wanchai

AH 11-101-14(01) Sundays, 10.00 a.m. - 1.00 p.m., starting 7 January 2001
Venue : Room S15, 3/F Admiralty Centre

Students are required to buy a textbook costing about $180. This book is also used in Part 1.
(10 meetings) 30 hours

Fee : $1,650

Part 3 - Modern Business Oral Skills

Part 3 focuses on the listening and speaking skills that you may need in a modern work environment. It includes :
- 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, role play, and simulations.

AH 11-101-21(01) Sundays, 10.00 a.m. - 1.00 p.m., starting 24 September 2000
Venue : Room S18, 3/F Admiralty Centre

AH 11-101-22(01) Wednesdays 6.30 p.m. - 9.30 p.m., starting 4 October 2000
Venue : Room 101, Tang Shiu Kin , Wanchai

AH 11-101-23(01) Thursdays 6.30 p.m. - 9.30 p.m., starting 4 January 2001
Venue : Room 105, Tang Shiu Kin, Wanchai

AH 11-101-24(01) Sundays, 10.00 a.m. - 1.00 p.m., starting 7 January 2001
Venue : Room S19, 3/F Admiralty Centre

(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.
Entrance Qualifications:

You should have a 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.

Note: Unless any change is made to the advertised details, we will not issue joining instructions. If your application has been accepted, you should go to the first session of the class at the time and place shown.

AH 11-033-01- 01 (01)		Fridays, 6.30 p.m.- 9.30 p.m., starting 29 September 2000
Venue	:	Room 101, Tang Shiu Kin, Wanchai
AH 11-033-01- 02 (01)		Wednesdays, 6.30 p.m. - 9.30 p.m., starting 4 October 2000
Venue	:	Room 215, Delia, Mei Foo
AH 11-033-01- 03 (01)		Fridays, 6.30 p.m. - 9.30 p.m., starting 29 December 2000
Venue	:	Room 101, Tang Shiu Kin, Wanchai
AH 11-033-01- 04 (01)		Wednesdays, 6.30 p.m.- 9.30 p.m., starting 27 December 2000
Venue	:	Room 215, Delia, Mei Foo

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 :
- welcoming and entertaining people;
- taking and leaving telephone messages;
- making and changing arrangements;
- giving presentations;
- attending meetings;
- negotiating

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 while places are available.

Note: Unless any change is made to the advertised details, we will not issue joining instructions. If your application has been accepted, you should go to the first session of the class at the time and place shown.

AH 11-033-02-01 (01) Tuesdays, 6:30 p.m. - 9:30 p.m., starting 3 October 2000
Venue : Room 101, Tang Shiu Kin, Wanchai

AH 11-033-02-02 (01) Saturdays, 2:30 p.m. - 5:30 p.m., starting 7 October 2000
Venue : Room 214, Delia, Mei Foo

AH 11-033-02-03 (01) Fridays, 9:00 a.m. - 12:00 p.m., starting 20 October 2000
Venue : Admiralty Centre

AH 11-033-02-04 (01) Tuesdays, 6:30 p.m. - 9:30 p.m., starting 2 January 2001
Venue : Room 101, Tang Shiu Kin, Wanchai

AH 11-033-02-05 (01) Saturdays, 2:30 p.m. - 5:30 p.m., starting 6 January 2001
Venue : Room 214, Delia, Mei Foo

10 meetings (30 hours)

Fee : $1,750 (including textbook)

If you want to improve your English and accept that there is no short cut to success, you are sure to find something suitable for you in SPACE.

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 both to emphasise and to 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 while places are available.

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 16 to allow you to practise what you learn to the full.

Note : Unless any change is made to the advertised details, we will not issue joining instructions. If your application has been accepted, you should go to the first session of the class at the time and place shown.

AH 11-033-03-02 (01) Sundays, 2:30 p.m. - 5:30 p.m., starting 24 September 2000
Venue : Room S17, 3/F Admiralty Centre,

AH 11-033-03-03 (01) Saturdays, 10:00 a.m. - 1:00 p.m., starting 7 October 2000
Venue : Room 210A, Austin Tower, Jordan

AH 11-033-03-04 (01) Saturdays, 2:30 p.m. - 5:30 p.m., starting 6 January 2001
Venue : Room S18, 3/F Admiralty Centre

AH 11-033-03-05 (01) Sundays, 10:00 am - 1:00 p.m., starting 7 January 2001
Venue : Room AT210B, Austin Tower, Jordan

AH 11-033-03-06 (01) Saturdays, 10:00 am - 1:00 p.m., starting 6 January 2001
Venue : Room S17, 3/F Admiralty Centre

(10 meetings) 30 hours

Fee : $2,300 (including textbook)

Workplace English Campaign : Courses Leading to Pitman Examinations

Enquiries: 2975 5832

In its Workplace English Campaign the Government has taken two important initiatives :
- It has recommended the exams set by four international English-language testing agencies.
- It has identified the marks (known as "benchmarks") that applicants should get in these exams if they are to be suitable for different kinds of office jobs.

Benchmarks have two benefits :
- Employers know the marks to look for when trying to fill a job.
- Applicants for jobs will find it easier to get a job if they can show a potential employer that they have the necessary level of English ability.

SPACE now has a programme of courses preparing candidates for the following examinations offered by Pitman Qualifications, one of the agencies recommended by the Government :
- English for Business Communications (EBC)
- Spoken English for Speakers of Other Languages (SESL)

On completion of the courses, SPACE will arrange examination sessions in conjunction with Pitman. Candidates for examinations will be required to pay a separate examination fee.

English for Business Communications

English for Business Communications is an examination in three levels (EBC 1, EBC 2, EBC 3) that tests a candidate's ability to understand things like written instructions, business communications, and charts and figures, and then respond by writing letters, memos, press releases, quotations etc.

We offer courses to help candidates prepare for each of these three levels. Instruction will cover all the elements of the examinations.

Preparation Courses for EBC Level 1

Course No.	Starting Date & Time	Venue
AH 11-032-28-51 (91)	Mondays, 6:45 - 9:15 p.m., starting 12 June 2000	Room 303, Ka Chi School, Shek Kip Mei
AH 11-032-28-01 (01)	Mondays & Thursdays, 6:45 - 9:15 p.m., starting 21 August 2000	Ka Chi School, Shek Kip Mei
AH 11-032-28-02 (01)	Wednesdays, 6:45 - 9:15 p.m., starting 27 September 2000	Room 602, Tang Shiu Kin, Wanchai
AH 11-032-28-03 (01)	Wednesdays, 6:45 - 9:15 p.m., starting 10 January 2001	Room 602, Tang Shiu Kin, Wanchai
AH 11-032-28-04 (01)	Wednesdays, 6:45 - 9:15 p.m., starting 27 September 2000	Room 115, Wah Yan College, Kowloon
AH 11-032-28-05 (01)	Wednesdays, 6:45 - 9:15 p.m., starting 10 January 2001	Room 115, Wah Yan College, Kowloon

Preparation Courses for EBC Level 2

Course No.	Starting Date & Time	Venue
AH 11-032-28-61 (91)	Tuesdays, 6:45 - 9:15 p.m., starting 13 June 2000	Room G01, Ka Chi School, Shek Kip Mei
AH 11-032-28-11 (01)	Mondays, 6:45 - 9:15 p.m., starting 25 September 2000	Room 303, Tang Shiu Kin, Wanchai
AH 11-032-28-12 (01)	Mondays, 6:45 - 9:15 p.m., starting 8 January 2001	Room 303, Tang Shiu Kin, Wanchai
AH 11-032-28-13 (01)	Tuesdays, 6:45 - 9:15 p.m., starting 26 September 2000	Room 225, Delia, Mei Foo
AH 11-032-28-14 (01)	Tuesdays, 6:45 - 9:15 p.m., starting 9 January 2001	Room 225, Delia, Mei Foo

Preparation Courses for EBC Level 3

Course No.	Starting Date & Time	Venue
AH 11-032-28-71 (91)	Thursdays, 6:45 - 9:15 p.m., starting 15 June 2000	Room 305, Ka Chi School, Shek Kip Mei
AH 11-032-28-21 (01)	Fridays, 6:45 - 9:15 p.m., starting 29 September 2000	Room 105, Tang Shiu Kin, Wanchai
AH 11-032-28-22 (01)	Fridays, 6:45 - 9:15 p.m., starting 12 January 2001	Room 105, Tang Shiu Kin, Wanchai
AH 11-032-28-23 (01)	Thursdays, 6:45 - 9:15 p.m., starting 28 September 2000	Room 115, Wah Yan College, Kowloon
AH 11-032-28-24 (01)	Thursdays, 6:45 - 9:15 p.m., starting 11 January 2001	Room 115, Wah Yan College, Kowloon

Entry Requirements

EBC Level 1 applicants should have completed Form 4.
EBC Level 2 applicants should have completed Form 5, or have passed EBC Level 1.
EBC Level 3 applicants should have grade "E" pass in HKCEE (Syllabus B) or have completed Form 5 more than five years ago, or have passed EBC Level 2.

8 meetings : 20 hours

Fee : $1,100

Spoken English for Speakers of Other Languages (SESL)

The Spoken English for Speakers of Other Languages examination is also offered at different levels, and tests the kinds of English that learners need to be able to use at work and in everyday life. The examination consists of a one-to-one interview in which candidates are expected to do things like asking for and giving advice, describing people and places, giving instructions, talking about future plans.

Our courses will prepare candidates for the following SESL examinations :
- SESL Intermediate (at the same level as EBC Level 1)
- SESL Higher Intermediate (at the same level as EBC Level 2)
- SESL Advanced (at the same level as EBC Level 3)

Preparation Courses for SESL Intermediate

Course No.	Starting Date & Time	Venue
AH 11-032-29-51 (91)	Thursdays, 6:45 - 9:15 p.m., starting 15 June 2000	Room 202, Ka Chi School, Shek Kip Mei
AH 11-032-29-01 (01)	Thursdays, 6:45 - 9:15 p.m., starting 28 September 2000	Room 306, Tang Shiu Kin, Wanchai
AH 11-032-29-02 (01)	Thursdays, 6:45 - 9:15 p.m., starting 11 January 2001	Room 306, Tang Shiu Kin, Wanchai
AH 11-032-29-03 (01)	Fridays, 6:45 - 9:15 p.m., starting 29 September 2000	Room 115, Wah Yan College, Kowloon
AH 11-032-29-04 (01)	Fridays, 6:45 - 9:15 p.m., starting 12 January 2001	Room 115, Wah Yan College, Kowloon

Preparation Courses for SESL Higher Intermediate

Course No.	Starting Date & Time	Venue
AH 11-032-29-11 (01)	Mondays and Thursdays, 6:45 - 9:15 p.m., starting 14 August 2000	Ka Chi School, Shek Kip Mei
AH 11-032-29-12 (01)	Wednesdays, 6:45 - 9:15 p.m., starting 27 September 2000	Room 501, Tang Shiu Kin, Wanchai
AH 11-032-29-13 (01)	Wednesdays, 6:45 - 9:15 p.m., starting 10 January 2001	Room 501, Tang Shiu Kin, Wanchai
AH 11-032-29-14 (01)	Wednesdays, 6:45 - 9:15 p.m., starting 27 September 2000	Room 223, Delia, Mei Foo
AH 11-032-29-15 (01)	Wednesdays, 6:45 - 9:15 p.m., starting 10 January 2001	Room 223, Delia, Mei Foo

Preparation Courses for SESL Advanced

Course No.	Starting Date & Time	Venue
AH 11-032-29-21 (01)	Tuesdays and Fridays, 6:45 - 9:15 p.m., starting 15 August 2000	Room 306, Ka Chi School, Shek Kip Mei
AH 11-032-29-22 (01)	Tuesdays, 6:45 - 9:15 p.m., starting 26 September 2000	Room 306, Tang Shiu Kin, Wanchai
AH 11-032-29-23 (01)	Tuesdays, 6:45 - 9:15 p.m., starting 9 January 2001	Tang Shiu Kin, Wanchai
AH 11-032-29-24 (01)	Mondays, 6:45 - 9:15 p.m., starting 25 September 2000	Room 223, Delia, Mei Foo
AH 11-032-29-25 (01)	Mondays, 6:45 - 9:15 p.m., starting 8 January 2001	Room 223, Delia, Mei Foo

Entry Requirements
SESL Intermediate applicants should have completed Form 4.
SESL High Intermediate applicants should have completed Form 5, or have passed SESL Intermediate.
SESL Advanced applicants should have grade "E" pass in HKCEE (Syllabus B) or have completed Form 5 more than five years ago, or have passed SESL Higher Intermediate.

8 meetings : 20 hours

Fee : $1,100

ENGLISH FOR SECONDARY SCHOOL TEACHERS

Certificate Programme in English Language Teaching (Secondary)

Enquiries: 2975 5689

Introduction
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.

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.

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.

Programme Structure

- 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 (at least 75%).
- 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.
- Students should normally complete the Certificate Programme within three years.
- The schedule of courses on offer is as follows:

Term	Core Module	Optional Modules
Spring 2000	Core B	4
Autumn 2000	Core A	6
	Course Number	Course Numbers
	AH 11-102-01 (01)	AH 11-102-03 (01) AH 11-102-16 (01) AH 11-102-20 (01) AH 11-102-24 (01) AH 11-102-25 (01) AH 11-102-26 (01)

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.

Note : Teachers get priority on these courses. Those who are interested in this programme, but not currently teaching English in Secondary Schools, will only be considered if places are available.

AH 11-102-01 (01)
Language Systems and the English Syllabus for Secondary Schools (Forms 1 - 5)
(Core A)

Aims
This course aims to provide an overview of language systems and approaches to communicative teaching with reference to the secondary school syllabus.

Objectives
At the end of the course, participants should be able to: (1) give detailed descriptions of the language systems of English, and (2) describe their approaches to teaching along with the theoretical underpinning on which they are based.

Syllabus
Session 1 - Approaches to Language Teaching
Session 2 - Courses, Resources and the Syllabus
Session 3 - Levels of Language
Session 4 - Language as Discourse
Session 5 - Genre Analysis
Session 6 - Language Analysis
Session 7 - Language Errors
Session 8 - The Language of Teaching, Group Presentations & Course Round-up

Teaching/Learning Method
Classes will use a combination of tutor input, pair and group discussion, and workshops.

Recommended Reading
Reading lists will be given out during the course.

Assessment
Assessment will be 100% course work.
Individual Assignment (due session 7)
(Enrolment is limited to 30)

Tutor : MacLennan, C., BEd, MPhil, MA, MEd (Waikato), MA (Reading), PhD (HK)
Date & Time : Saturdays, 9:30 a.m. - 12:00 noon, starting 2 September 2000 (8 meetings)
Venue : Rm 203, Shek Kip Mei Learning Centre
Fee : $1,300

AH 11-102-03 (01)
Preparing for Speech Festivals
(Optional Module)

Aims
This course aims to familiarize teachers with speech and drama training and activities in secondary schools.

Objectives
At the end of the course participants should be able to train their own students to take part in inter-class and inter-school speech and drama activities.

Syllabus
Session 1 - Speech and drama activities in Hong Kong schools. Sharing of experience in preparing students for speech & drama festivals. The IPA. Speech Organs.
Session 2 - Asian speech faults and their correction. Verse Speaking
Session 3 - Choral speaking; planning, preparation and rehearsing
Session 4 - Prose Reading, Bible Reading, Sight Reading
Session 5 - Speaking Skills, Public Speaking: team work and solo performance
Session 6 - Criteria for adjudication, general revision and final assessment

Teaching/Learning Method
Lectures, small group discussions, workshops, presentations.

Recommended Reading
To be advised.

Assessment
Assessment will be 100% course work.
Individual Performance - either Prose Reading, Bible Reading or Solo Verse.
Criteria for assessment - student able to demonstrate Language Art Skills.
(Enrolment is limited to 30)

Tutor : Lau, C., BA (Macau), PGCE(HK), MIL, LTCL (TESOL), G.S.M.D. (& guest speakers)
Date & Time : Tuesdays and Fridays, 6:30 - 9:00 p.m., starting 26 September 2000 (6 meetings)
Venue : HKU
Fee : $975

There is no greater gift from nature
than the gift of writing well.

AH 11-102-16 (01)
Teaching Phonetics and Speaking Skills in Lower Secondary Schools
(Optional Module)

Aims
This course aims to help teachers master pronunciation skills.

Objectives
At the end of the course, teachers should be able to understand the IPA system and help their students improve their English speaking skills.

Syllabus
Session 1 - What is the IPA? Teaching the phonetic signs and symbols. Voice Projection
Session 2 - The Phonetic Vowels, speech problems and suggested solutions
Session 3 - The Diphthongs, speech problems and their solutions
Session 4 - The Consonants, pronunciation problems of Chinese students
Session 5 - General speaking skills, Oral practice with the IPA

Teaching/Learning Method
Combination of tutor input, pair and group appraisal, and workshop.

Recommended Reading
To be advised.

Assessment
Assessment will be 100% course work.
Individual oral performance and written work.
(Enrolment is limited to 30)

Tutor : Lau, C., BA (Macau), PGCE(HK), MIL, LTCL (TESOL), G.S.M.D.
Date & Time : Tuesdays and Fridays, 6:30 - 9:30 p.m., starting 1 September 2000 (5 meetings)
Venue : HKU
Fee : $975

AH 11-102-20 (01)
English Through Songs
(Optional Module)

Aims
This course aims to help teachers to improve students' English and add variety to lessons by the use of English songs.

Objectives
At the end of the course, participants should be able to recognize and choose some suitable songs for use in English classes, and exploit them in a variety of ways.

Syllabus
Session 1 - Rhyme, rhythm and music - basic scales and verse patterns. Some examples of suitable songs. The use of the Language Lab.
Session 2 - The value of transcription in language learning. Further song examples.
Session 3 - Alternative methods of exploiting songs - memorization, listening, performing, discussion, exploring related areas in integrated projects. More song examples.
Session 4 - More examples of suitable lyrics. Further transcription practice. Types and styles of modern popular music.
Session 5 - Teacher suggestions for lesson themes and activities. Participants' own choices of songs and activities. Summary and discussion.

Teaching/Learning Method
Classes will involve the use of the language lab to listen to and transcribe lyrics. There will also be tutor instruction, pair and small group work and discussion.

Recommended Reading
There are no set readings for this course.

Assessment
Assessment will be by coursework. Participants will be expected to participate in activities such as preparation of lesson ideas involving the teaching of English through a song of their choice.
(Enrolment is limited to 20)

Tutor : Smith, G., BSc (Bristol), PGCE (Sussex), MPhil, PhD (PNG Tech.), Associate Professor, English Centre, HKU
Date & Time : Saturdays, 9:30 a.m. - 12:30 p.m., starting 4 November 2000 (5 meetings)
Venue : Language Laboratory, HKU (to be confirmed)
Fee : $1,300

AH 11-102-24(01)
Varieties of Modern English
(Optional Module)

Aims
This course aims to help teachers to gain some insight into the different native-speaker varieties of English currently spoken today. Armed with this insight, the teacher will be in a better position to understand material from a variety of sources, and may be better equipped to deal with students' queries about the acceptability of different forms.

Objectives
At the end of the course, participants should be able to identify some of the major accents of English and be aware of the major phonological, lexical and syntactic differences between them.

Syllabus
Session 1 - Varieties of English - native and non-native varieties and their characteristics. The major differences between American and British standards. Standards in international context and in Hong Kong.
Session 2 - The spoken language of the British Isles. Historical development of English and the current geographical distribution of varieties.
Session 3 - Newer varieties - Australia, New Zealand, Africa, India, Singapore.
Session 4 - Some identification exercises involving different varieties.
Session 5 - Roundup and teaching ideas. Suitable extracts from films or literature.

Teaching/Learning Method
The main material used for illustration will be extracts from films featuring different varieties of English. The characteristics of the language variety are first described, and this is seen in action by examples from films. The extracts are first listened to carefully to appreciate the features under discussion, and then the transcripts are studied before a second viewing.

Recommended Reading
There are no set readings for this course.

Assessment
Assessment will be 100% coursework.
(Enrolment is limited to 30)

Tutor : Smith, G., BSc (Bristol); PGCE (Sussex); MPhil, PhD (PNG Tech); Associate Professor, English Centre, HKU
Date & Time : Saturdays, 2:00 - 5:00 p.m., starting 23 September 2000 (5 meetings)
Venue : Room A209, Run Run Shaw Building, HKU
Fee : $975

AH 11-102-25 (01)
Aspects of Vocabulary
(Optional Module)

Aims
The aim of this course is to analyse vocabulary in terms of its three major aspects, form, function, and meaning, and to consider how this knowledge can be used in the English language classroom situation.

Syllabus
Session 1 - Introduction.
Sessions 2-5 - Form: sounds, spellings, and origins.
Sessions 6-8 - Function: noun phrase, verb phrase, and adverbial extensions.
Sessions 9-10 - Meaning: semantics vs pragmatics; metaphor.

Each session includes tasks to emphasise how to apply the knowledge in the classroom at every level and for all bands. Particular reference will be made to frequency, collocation, word building, references (dictionaries, concordances, and readers), and to such activities as are involved in the four primary language learning skills, and some of the secondary skills such as dictation.

Teaching/Learning Method
Classes will involve tutor input and class practice, including pair and small group work.

Recommended Reading
Bird, N. *A First Handbook of the Roots of English*, Jersey: Lapine.

Assessment
Assessment will be by coursework only.
Participants will be expected to contribute to class discussions and to participate in ongoing activities.
(Enrolment is limited to 30)

Tutor : Bird, N., BA, MPhil, PhD, PGCE, DipEd London
Date & Time : Sundays, 11:30 a.m. - 1:00 p.m., starting 8 October 2000 (10 meetings)
Venue : Room LG110, K K Leung Building, HKU
Fee : $975

AH 11-102-26(01)
Developing Writing Skills in English
(Optional Module)

Aims
This course aims to discuss with teachers important issues relating to the development of students' writing skills. We will consider the teaching of writing as a process, teaching writing through feedback, teaching writing through integrated activities and the development of literacy in the contemporary context.

The primary focus of the course is on the teaching and learning contexts in Hong Kong. The course will also help secondary school teachers design effective teaching activities to enhance their students' writing skills.

Objectives
At the end of the course, participants should be:
(1) familiar with contemporary ideas about teaching of writing, and
(2) able to develop practical classroom activities for enhancing students' communication skills.

Syllabus
Session 1 - What is writing? Rethinking the purposes of writing, the identities of student writers and roles of teachers.
Session 2 - Feedback - a balance between content-based comments and surface error correction.
Session 3 - A time to share (I) - a workshop on practical teaching ideas and material design.
Session 4 - A time to share (II) - a workshop on practical teaching ideas and material design.
Session 5 - Literacy and identity.

Teaching/Learning Method
Classes will use a combination of tutor input, pair and group discussion, student presentations and workshops.

Recommended Reading
Readings will be supplied during the course.

Assessment
Assessment will be 100% coursework.
Group assignment 25% (due Session 4)
Individual assignment 75% (due Session 5)
(Enrolment is limited to 30)

Tutor : Mok, F.Y., BA CityUHK; MA Lancaster
Date & Time : Sundays, 2:30 - 5:30 p.m., starting 10 September 2000 (5 meetings)
Venue : Room LG 110, K K Leung Building, HKU
Fee : $975

ENGLISH FOR PRIMARY SCHOOL TEACHERS

Speech Festivals: A Practical Approach for Primary School Teachers

Enquiries : 29755689

Aims
The aim of this course is to give practical guidance to primary teachers who wish to prepare pupils for the Hong Kong Schools Speech Festival.

Objectives
By the end of this course teachers should:
1) have a clear understanding of how the voice is produced
2) be equipped with exercises to enhance vocal production
3) understand and be able to apply the techniques associated with Choral and Solo Verse Speaking, Prose Reading, Words and Movement
4) feel confident when preparing students for the Speech Festival and other performances

Syllabus
Session 1 - Voice and Speech: the production of speech, articulation exercises
Solo Verse Speaking 1
Session 2 - Voice and Speech: breath control and breathing exercise
Solo Verse Speaking 2
Session 3 - Voice and Speech: modulation exercises, facial expression
Choral Speaking 1
Session 4 - Voice and Speech: remedying speech faults
Choral Speaking 2
Session 5 - Prose Reading
Session 6 - Words and Movement

Teaching/Learning Method
A workshop approach will be adopted which will encourage teachers to explore basic techniques in a collaborative way. The co-ordinator for this course has been actively involved in speech festivals in Hong Kong and overseas for many years. She will be assisted by other local primary school teachers who have had extensive experience in preparing children for speech festivals.

Recommended Reading
There are no set readings for this course.

Assessment
Students will not be assessed as this course is not currently accredited. However, they will be expected to complete group/individual assignments.

(Enrolment is limited to 30)

Tutor : O'Brien, C., BEd Carysfort Coll, ALSM, ARIAM, LTCL
(& guest speakers)

AH 11-058-01-01 (01)
Date & Time : Saturdays, 2:30-5:00 p.m.,
starting 2 September 2000 (6 meetings)
Venue : HKU

AH 11-058-01-02 (01)
Date & Time : Thursdays, 7:00-9:30 p.m.,
starting 21 September 2000 (6 meetings)
Venue : HKU

Fee : $975

Note: Teachers get priority on this course. Those who are interested in this course, but not currently teaching English in Primary Schools, will only be considered if places are available.

AH 11-058-05-01 (01)
The Linguistics of Primary School English Language Teaching

Enquiries: 2975 5689

Aims
The aim of this course is twofold, namely:
1. to provide the students with a general introduction into the meaning and scope of linguistics;
2. to give the students practice in those areas of linguistics which are relevant to efficient language teaching in the Primary Schools in Hong Kong.

Course Outline
Session 1 - Introduction: General introduction to linguistics and the scope of the course. Particular attention will be paid to student differences, and the importance of these factors in language learning.
Session 2 - Phonology 1: General phonetic and phonemic theory. Minimal pairs and consonants.
Session 3 - Phonology 2: Vowels (short and long), diphthongs and triphthongs. The relationship between spelling and pronunciation.
Session 4 - Phonology 3: Intonation (stress, juncture, pitch and tone). Texts in phonetic and orthographic script.
Session 5 - Morphology 1: The morpheme (root and non-root), word types. Synchronic versus diachronic considerations.
Session 6 - Morphology 2: Lexis in dictionaries, thesauri, frequency counts and concordances. Figures of speech. Collocation. The elements of phrase structure.
Session 7 - Syntax 1: The phrase, the basic sentences and syntactic generative processes. Punctuation 1.
Session 8 - Syntax 2: Complex and compound sentences. The expansion and reduction of sentences. An introduction to meaning. Punctuation 2.
Session 9 - Discourse Analysis: Text beyond the sentence: its structure, meaning and function. Register, style and genre.
Session 10 - Semantics and Pragmatics: The meaning of meaning and the expression of the whole message.

(Enrolment is limited to 30)

Tutor : Bird, N., BA, MPhil, PhD, PGCE, DipEd London
Date & Time : Sundays, 9:45 - 11:15 a.m., starting 8 October 2000 (10 meetings)
Venue : Room LG 105, K K Leung Building, HKU
Fee : $975

Note: Teachers get priority on this course. Those who are interested in this course, but not currently teaching English in Primary Schools, will only be considered if places are available.

Certificate Programme in English Literary Studies

Enquiries: 2975 5689

This Certificate programme is 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.

Aims/Objectives

- 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.

Programme Structure

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:

Autumn 2000	CORE 1	Reading short fiction Course no. AH 11-103-01 (01)
Spring 2001	CORE 2	Reading poetry
Autumn 2001	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 (at least 75%).

Optional modules available in Autumn 2000	Course no.
4	AH 11-103-21 (01) AH 11-103-27 (01) AH 11-103-28 (01) AH 11-103-29 (01)

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.

Students should normally complete the Certificate Programme within three years.

AH 11-103-01(01)
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 30)

Tutors : Mc Mahon, J., BA (Lafayette); MA (Boston) / Mathai, K., (Delhi); MA, DipEd (Bombay); PGCE (Hyderabad)
Date & Time : Tuesdays, 6:30 - 9:30 p.m., starting 31 October 2000 (7 meetings)
Venue : Room G01, James Lee Science Building, HKU
Fee : $1,300

AH 11-103-21 (01)
Film & Fiction: A & A/S Level Literature and Film Texts for Teaching and Pleasure
(Optional Module)

This course will provide support and analytical methodology for teachers working with A & A/S Level English Literature and A & A/S Film groups as well as those likely to do so in the future. It is also relevant to teachers or non-teachers with an interest in using film texts as linguistic and aesthetic objects for study. The main focus will be the HKEA's prescribed film and text options for the 2000/2001 syllabus. Literary themes and devices will be analyzed and discussed both from a stylistic and a socio-historical perspective. Contemporary critical and cultural positions in response to the texts will also be negotiated. Some of the texts will also be discussed in the context of recent screen transpositions. Film extracts will be shown but the participants will need to watch the full text independently. The weekly meetings will be used for discussion and follow-up work including reviews and critical analysis. Participants will be given a theoretical framework for decoding and discussing films in terms of genre, code and convention, image juxtaposition, cinematic grammar and narrative. Film and book texts will be selected from the following, depending on the expressions of interest of the participants:

Novel/play & film texts
Jean Rhys, *Wide Sargasso Sea*
Virginia Woolf, *Mrs Dalloway*
Tennessee Williams, *A Streetcar Named Desire*

The pen is mightier than the sword

Political and Social Issues

Texts	: Arundhati Roy, *The God of Small Things*
	Toni Morrison, *Song of Solomon*
Films	: *Muriel's Wedding* (Director: P.J. Hogan)
	The Full Monty (Director: Peter Cattaneo)

Crime and Fiction

Texts	: Frederick Forsyth, *The Day of the Jackal*
	Philip Kerr, *Gridiron*
Films	: *Chinatown* (Director: Roman Polanski)
	Blade Runner (Director: Scott Ridley)

Asian Voices in English

Texts	: Kazuo Ishiguru, *A Pale View of Hills*
	Timothy Mo, *The Monkey King*
Films	: *The Year of Living Dangerously* (Director: Peter Weir)
	Empire of the Sun (Director: Steven Spielberg)

Recommended reading : Selden, R., Widdowson, P. & Brooker, P. 1997.
A Reader's Guide to Contemporary Literary Theory (4th edition)
Prentice Hall Turner, G. 1993. *Film as Social Practice.* London: Routledge.

(Enrolment is limited to 30)

Tutor	: Ingham, M., BA, MA Oxon; PhD HK; PGCE London
Date & Time	: Saturdays, 2:00 - 5:00 p.m., starting 4 November 2000 (7 meetings)
Venue	: Room G01, James Lee Science Building, HKU
Fee	: $ 1,300

AH 11-103-27(01)
The American Family through Plays and Movies
(Optional Module)

The purpose of the course is twofold: first, to introduce students to some of the major 20th century American playwrights and their works; and second, to look at the conflicts, struggles, and dynamics in the modern American family as portrayed in five of these plays. Participants will not only examine and discuss the written texts, but will also watch and respond to film versions of these dramatic works.

Syllabus
Session 1 - Eugene O'Neil: Long Day's Journey into Night
Session 2 - Lillian Hellman: Little Foxes
Session 3 - Tennessee Williams: Cat on a Hot Tin Roof
Session 4 - Edward Albee: Who's Afraid of Virginia Woolf
Session 5 - Beth Henley: Crimes of the Heart

(Enrolment is limited to 30)

Tutor : Hui-Bon-Hoa, M.L., BA, MA, MA, MA Stanford; PhD London

Date & Time : Mondays, 6:45 - 9:45 p.m., starting 6 November 2000 (5 meetings)

Venue : Room S18, 3/F Admiralty Centre

Fee : $975

AH 11-103-28(01)
An Introduction to German Literature
(Optional Module)

The course has two aims. Firstly, to introduce and practise the basic skills of literary analysis. Secondly, to do so using texts readily available in English translation, especially Goethe's *Faust*, Thomas Mann's *Tonio Kroeger*, and Brecht's *The Good Woman of Sezuan*. The structure of the course is as follows:

1 Introduction. Aspects of literary analysis: plot, theme, external and internal structure, characters, language and symbolism. The German-speaking lands and their literature especially poetry, defined and briefly surveyed.

2 Goethe 1. Culture and society in the Germany of Goethe's lifetime (1749-1832). The theatre. Concepts of plot and theme.

3 Goethe 2. The individual and society. The outsider theme 1. Alienation. External and internal dramatic structure - characterisation.

4 Thomas Mann. Culture and society in Germany (1832-1914). The outsider theme 2. The novel and short story. Language and symbolism.

5 Bertolt Brecht. Culture and society in Germany (1914-2000). New developments in the dramatic arts (Stage play vs film). Recapitulation of the various features of literary analysis. Local vs universal significance.

The course will be delivered in the form of mini-lectures, group discussions, and presentations (both written and oral) based on extracts from the written texts and excerpts from videos.

(Enrolment is limited to 30)

Tutor : Bird, N., BA, MPhil, PhD, PGCE, DipEd London
Date & Time : Saturdays, 2:00 - 5:00 p.m.,
starting 23 September 2000 (5 meetings)
Venue : Room G01, James Lee Science Building, HKU
Fee : $975

AH 11-103-29(01)
An Introduction to Irish Poetry
(Optional Module)

The aim of this course is to introduce something of the range and variety of Irish poetry in English. In the five sessions we will explore:

- the poetic development of W.B. Yeats;
- the (Northern, urban, Protestant) poetry of Louis MacNeice, one of the forefathers of contemporary Irish poetry;
- the (Southern, rural, Catholic) poetry of Patrick Kavanagh;
- the poetic development of Seamus Heaney from *Death of a Naturalist* (1969) to *The Spirit Level* (1995);
- the work of younger Irish poets including Derek Mahon, Paul Muldoon and Ciaran Carson.

Classes will take the form of discussions, talks and readings augmented by audio-visual material.

(Enrolment is limited to 30)

Tutor : Kennedy, P., BA Wales; MA Sussex; MA Essex; MPhil Dublin;
Lecturer (English Studies), SPACE, HKU
Date & Time : Tuesdays, 6:30 - 9:30 p.m., starting 19 Septmber 2000 (5 meetings)
Venue : Room G01, James Lee Science Building, HKU
Fee : $975

Daytime English Courses in Summer 2000

In Summer 2000 SPACE is offering an enlarged programme of daytime English courses. Some of the courses have been developed specially for this programme, while others are adapted from courses offered in our regular programme of English courses. They are mainly aimed at recent school-leavers who have just completed Form 6 or Form 7 but would like to continue developing their English language skills. However, they are also suitable for adults who can attend concentrated courses during the daytime.

Classes in all these courses will meet each day for three hours a time.

The teachers are all members of SPACE's regular team of qualified and experienced English language teachers.

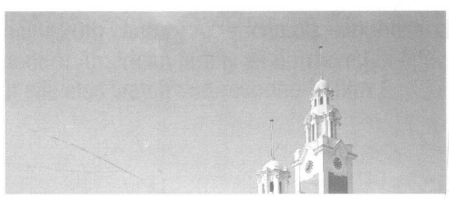
Entry Requirements
Unless otherwise stated, entry to the courses is based on a grade "E" or grade "D" pass in English Language (Syllabus B) in HKCEE or a similar qualification. If you have obtained a higher grade than "D", you should not apply for these courses. You should attach a copy of all relevant certificates to your SPACE application form.

Note: Unless any change is made to the advertised details, we will not issue joining instructions. If your application has been accepted, you should go to the first session of the class at the time and place shown.

The courses we are offering are :

- Intensive English - 45 hours
- Speaking and Grammar - 30 hours
- English for the Workplace - 30 hours
- Advanced Speaking and Listening - 30 hours
- Effective Writing Skills - 30 hours
- Academic Writing Skills - 30 hours
- Effective Presentations - 30 hours

SPACE PROFESSIONAL EXCELLENCE+ QUALITY OF LIFE



Intensive English

Enquiries: 2975 5695

If you have recently left school, but feel that your overall level of English is still inadequate, this course will give you the opportunity to review and extend what you learned at school. The emphasis will be on improving your confidence in speaking, listening, reading and writing, but you will also increase your vocabulary and revise important points of grammar.

AH 11-032-17-01 (01)
Date & Time : Monday-Friday, 2:00-5:00p.m., 17 July to 4 August 2000
Venue : Rm. S21, 3/F., Admiralty Centre
Closing Date for Applications : 26 June 2000

AH 11-032-17-02 (01)
Date & Time : Monday-Friday,2:00-5:00p.m., 7 August to 25 August 2000
Venue : Rm. S21, 3/F., Admiralty Centre
Closing Date for Applications : 17 July 2000

15 meetings (45 hours)
Fee : $2,200 (including all materials)

AH 11-032-18-01 (01)
Speaking and Grammar

Enquiries: 2975 5695

This course will revise the basics of English grammar, but will not just require you to do a lot of repetitive exercises. Instead, you will be given a lot of realistic practice that builds up your knowledge of grammar, and helps you use it correctly, by making you speak English.

To get full benefit from the course, you must be willing to take part in the activities that you are given.

Date & Time : Monday - Friday, 9:30 a.m.- 12:30p.m., 17 July to 28 July 2000
Venue : Rm. S21, 3/F Admiralty Centre
Closing Date for Applications : 26 June 2000

10 meetings (30 hours)

English for the Workplace

Enquiries: 2975 5695

This course will help you if you expect to work in an office or other environment that requires you to speak and write English. It will build up your confidence in both writing and speaking skills.
Among the writing skills that will be covered are :
- job application letters
- common business letters
- memos
- e-mail's

A lot of attention will be paid to style and the way that you express yourself.

Among the speaking skills that will be covered are :
- preparing for an interview
- telephoning
- dealing with enquiries
- explaining and presenting information

Spoken English will be an important element of the course.

AH 11-032-19-01 (01)
Date & Time : Monday - Friday, 2:00 p.m. - 5:00 p.m., 17 July to 28 July 2000
Venue : Rm. S10, 3/F Admiralty Centre
Closing Date for Applications : 26 June 2000

AH 11-032-19-02 (01)
Date & Time : Monday - Friday, 2:00 p.m. - 5:00 p.m., 31 July to 11 August 2000
Venue : Rm. S10, 3/F Admiralty Centre
Closing Date for Applications : 10 July 2000

10 meetings (30 hours)

Fee : $1,500 (including all materials)

AH 11-032-20-01 (01)
Advanced Speaking and Listening

Enquiries: 2975 5765

This course has the same content and aims as course number AH 11-032-20-01/05 on page 173.

Note : All applicants for this course will be interviewed briefly by the course teacher to assess their suitability for the course. When applying for the course, please submit a cheque for the full course fee. Within two or three weeks SPACE will contact you to arrange a suitable time for you to meet with the teacher. You will be told as soon as possible after that if your application has been accepted. If your application is not accepted, your cheque will be returned without having been banked. Enrolement will be close once sufficient applications of a suitable level have been received.

Date & Time : Monday - Friday, 9:30 a.m. - 12:30 p.m., 31 July to 11 August 2000
Venue : Rm. S21, 3/F Admiralty Centre

10 meetings (30 hours)

Fee : $1,650

AH 11-032-10-01 (01)
Effective Writing Skills

Enquiries: 2975 5764

Note : if you apply for this course, you should have a grade "D" pass in HKCEE and must also submit a statement with your application form saying why you think the course will benefit you. Places will be offered to those considered most likely to benefit from the course.

Date & Time : Monday - Friday, 9:30 a.m. - 12:30 p.m., 17 July to 28 July 2000
Venue : Rm. S10, 3/ F Admiralty Centre
Closing Date for Applications : 26 June 2000

10 meetings (30 hours)

Fee : $1,650

AH 11-032-09-01 (01)
Academic Writing Skills

This course will be suitable for you if you are about to go to university or college. It has the same content and aims as course number AH 11-032-09-01/02 (01) on page 171.

Places will be offered on a "first-come, first-served" basis to anyone who can show that they have a place on a diploma or degree programme at a tertiary institution either in Hong Kong or overseas.

Date & Time : Monday - Friday, 9:30 a.m. - 12:30 p.m.,
14 August to 25 August 2000

Venue : Rm. S10, 3/F Admiralty Centre

Closing Date for Applications : 24 July 2000

10 meetings (30 hours)

Fee : $2,000 (including all materials)

AH 11-033-03-01 (01)
Effective Presentations

Enquiries: 2975 5765

This course has the same content and aims as course number AH 11-033-03-02/06 (01) on page 178. Please note the requirement for applicants to have grade "D" in English Language (Syllabus B) in HKCEE.

Date & Time : Monday - Friday, 9:30 a.m. - 12:30 p.m.,
31 July to 11 August 2000

Venue : Rm S10, 3/F Admiralty Centre

Closing Date for Applications : 10 July 2000

10 meetings (30 hours)

Fee : $2,300 (including all materials)

The whole programme of courses is as shown in the table :

Week Beginning	Morning Class	Afternoon Class
17 July	Speaking and Grammar Effective Writing Skills	Intensive English English for the Workplace
24 July	Speaking and Grammar Effective Writing Skills	Intensive English English for the Workplace
31 July	Advanced Speaking and Listening Effective Presentations	Intensive English English for the Workplace
7 August	Advanced Speaking and Listening Effective Presentations	Intensive English English for the Workplace
14 August	Academic Writing Skills	Intensive English
21 August	Academic Writing Skills	Intensive English

The SPACE European Language Programme

SPACE offers Certificate courses in the following European languages :
- French
- Spanish
- German
- Italian

> From Cantonese to Putonghua, from French to Spanish, language enthusiasts' only tough decision is to decide which language to start with.

How Are Our Courses Organised?

French and Spanish
The programmes we offer in French and Spanish lead to the award of two SPACE Certificates in French and Spanish.
The two different Certificates are :
- The SPACE Introductory Certificate.
- The SPACE Intermediate Certificate.

There are two ways to these Certificates : Route 1 and Route 2.

Route 1
Our Route 1 French and Spanish courses are organised in four Levels of 60 hours each, giving a total of 240 hours of instruction.

Features of Route 1 are :
- SPACE Introductory Certificates are awarded at the end of Level 2.
- SPACE Intermediate Certificates are awarded at the end of Level 4.
- You enter the programme at Level 1 and progress through the different Levels to Level 4. However, if you already have a knowledge of French and Spanish, you can get direct entry to a suitable higher Level. In this case, you must produce supporting documents to show the course of study you have previously undertaken. You will then be contacted by SPACE and given an oral test. The purpose of this test is to make sure that you are not accepted into the course if you are unlikely to benefit from it.
- There is no obligation to complete the whole programme. If you just want to take a lower Level, you can do so.
- All Levels consist of 30 meetings of two hours each. Classes meet twice a week for a total of 60 hours per Level.
- If you finish 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.
- Each Level has two intakes a year, one in September and one in March.

You should follow Route 1 if :
- you can go to class in Kowloon;
- you prefer not to commit yourself to a year-long course;
- you prefer to go to class on weeknights.

Route 2
Our Route 2 French and Spanish courses are organised in two year-long courses of 112 hours each, giving a total of 224 hours of instruction. These courses are known as Combination Course Year 1 and Combination Course Year 2.

Features of Route 2 courses are :
- SPACE Introductory Certificates are awarded at the end of Year 1.
- SPACE Intermediate Certificates are awarded at the end of Year 2.
- Classes meet once a week for three hours at a time.
- There is only one intake per year.
- The courses are arranged so that you can enter Year 2 on the same day of the week and in the same teaching location as the Year 1 course you have just finished.
- There is no obligation to continue to Year 2 after Year 1.
- The courses are shorter than those in Route 1 as they are slightly more intensive.

You should follow Route 2 if :
- you can go to class in Hong Kong;
- you are willing to commit yourself to a year-long course;
- you do not mind going to class on Friday night or at the weekend.

German & Italian
The SPACE German and Italian programmes are organised in the same way as Route 2 French and Spanish courses, with two year-long courses of 112 hours each, giving a total of 224 hours of instruction and leading to the award of the same SPACE Certificates.

Certificate Programme in French Language

French : Level 1
This course will suit you if you have not studied French before. You should only apply for this Level if you are a total beginner.

If you have studied French before, please contact SPACE to ask which Level is suitable for you. Tel : 2975 5681

Venue : Room 26, St Mary's Canossian College

AH 12-101-01 (01)
Tuesdays and Thursdays, 6:30 p.m. - 8:30 p.m., starting 26 September 2000
30 meetings (60 hours)

Fee : $2,100

French : Level 2
This course will suit you if you have successfully completed Level 1, or have received about 60 hours of instruction in basic French at a different institution.

At the end of Level 2, you will be awarded the SPACE Introductory Certificate in French if you attend at least 75% of all classes and pass the final examination.

Venue : Room 23, St Mary's Canossian College

AH 12-101-02 (01)
Mondays & Wednesdays, 6:30 p.m. - 8:30 p.m., starting 25 September 2000.
30 meetings (60 hours)

Fee : $2,300

French : Level 3
The Level 3 course will suit you if you have completed Level 2 or have received about 120 hours of French in a different institution. The language of instruction will now mainly be French, supplemented by English as necessary.

Venue : Room 29, St Mary's Canossian College

AH 12-101-03 (01)
Tuesdays and Thursdays, 6:30 p.m. - 8:30 p.m., starting 26 September 2000
30 meetings (60 hours)

Fee : $2,500

French : Level 4
The Level 4 course will suit you if you have completed Level 3 or have received about 180 hours of French in a different institution. The language of instruction will largely be French, supplemented by English as necessary.

At the end of Level 4, you will be awarded the SPACE Intermediate Certificate in French if you attend at least 75% of all classes and pass the final examination.

Venue : Room 40, St. Mary's Canossian College

AH 12-101-04 (01)
Mondays & Wednesdays, 6:30 p.m. - 8:30 p.m., starting 25 September 2000
30 meetings (60 hours)

Fee : $2,700

Certificate Programme in French Language : Route 2 Courses

French : Combination Course Year 1
This course consists of 112 hours of classroom tuition. It has been designed to meet the needs of students who find it difficult to attend classes twice a week. Though it has a different format, it has the same content and aims as the separate Level 1 and Level 2 courses.

You will be awarded the SPACE Introductory Certificate in French if you attend at least 75% of all classes and pass the final examination.

Venue : Room S9, SPACE Admiralty Learning Centre

AH 12-103-01 (01)
Sundays, 10.00 a.m. - 1.00 p.m., starting 10 September 2000.
38 meetings (112 hours)

Fee : $4,300

Note: the first two sessions last for two hours each. Subsequent classes last for three hours each.

French : Combination Course Year 2
This course also consists of 112 hours of classroom tuition. It is mainly for students who have completed Year 1, but students who have studied 110 - 120 hours of French in a different institution can have direct entry. Though it has a different format, it has the same content and aims as the separate Level 3 and Level 4 courses.

You will be awarded the SPACE Intermediate Certificate in French if you attend at least 75% of all classes and pass the final examination.

Venue : Room S6, SPACE Admiralty Learning Centre

AH 12-103-02 (01)
Sundays, 10.00 a.m. - 1.00 p.m., starting 10 September 2000.
38 meetings (112 hours)

Fee : $4,900

Note : the first two sessions last for two hours each. Subsequent classes last for three hours each.

Certificate Programme in Spanish Language : Route 1 Courses

Spanish : Level 1
This course will suit you if you have not studied Spanish before. You should only apply for this Level if you are a total beginner. *If you have studied Spanish before, please contact SPACE to ask which Level is suitable for you. (Tel : 2975 5832)*

Venue : Room 26, St Mary's Canossian College

AH 12-102-01 (01)
Mondays & Wednesdays, 6.30 - 8.30 p.m., starting 25 September 2000.
30 meetings (60 hours)

Fee : $2,100

Spanish : Level 2

This course will suit you if you have successfully completed Level 1, or have received about 60 hours of instruction in basic Spanish at a different institution.

At the end of Level 2, you will be awarded the SPACE Introductory Certificate in Spanish if you attend at least 75% of all classes and pass the final examination.

Venue : Room 30, St Mary's Canossian College

AH 12-102-02 (01)
Tuesdays & Thursdays, 6.30 - 8.30 p.m., starting 26 September 2000.
30 meetings (60 hours)

Fee : $2,300

Spanish : Level 3

The Level 3 course will suit you if you have completed Level 2 or have received about 120 hours of Spanish in a different institution. The language of instruction will mainly be Spanish, supplemented by English as necessary.

Venue : Room 29, St Mary's Canossian College

AH 12-102-03 (01)
Mondays & Wednesdays, 6.30 - 8.30 p.m., starting 25 September 2000.
30 meetings (60 hours)

Fee : $2,500

Spanish : Level 4
The Level 4 course will suit you if you have completed Level 3 or have received about 180 hours of Spanish in a different institution. The language of instruction will largely be Spanish, supplemented by English as necessary.

At the end of Level 4, you will be awarded the SPACE Second Intermediate Certificate in Spanish if you attend at least 75% of all classes and pass the final examination.

Venue : Room 40, St Mary's Canossian College

AH 12-102-04 (01)
Tuesdays & Thursdays, 6.30 - 8.30 p.m., starting 26 September 2000.
30 meetings (60 hours)

Fee : $2,700

Certificate Programme in Spanish Language : Route 2 Courses

Spanish : Combination Course Year 1
This course consists of 112 hours of classroom tuition. It has been designed to meet the needs of students who find it difficult to attend classes twice a week. Though it has a different format, it has the same content and aims as the separate Level 1 and Level 2 courses.

You should only apply for this course if you are a total beginner. If you have studied Spanish before, please contact SPACE to ask which course is suitable for you.

You will be awarded the SPACE Introductory Certificate in Spanish if you attend at least 75% of all classes and pass the final examination.

Venue : Room S15, SPACE Admiralty Learning Centre

AH 12-104-01 (01)
Saturdays, 2.00 - 5.00 p.m., starting 16 September 2000.
38 meetings (112 hours)

Fee : $4,300

Note : the first two sessions last for two hours each. Subsequent classes last for three hours each.

Spanish : Combination Course Year 2

This course also consists of 112 hours of classroom tuition. It is mainly for students who have completed Year 1, but students who have studied 110 - 120 hours of Spanish in a different institution can have direct entry. Though it has a different format, it has the same content and aims as the separate Level 3 and Level 4 courses.

You will be awarded the SPACE Intermediate Certificate in Spanish if you attend at least 75% of all classes and pass the final examination.

Venue : Room 102 Tang Shiu Kin, Wanchai

AH 12-104-02 (01)
Fridays, 6.30 p.m. - 9.30 p.m., starting 15 September 2000.
38 meetings (112 hours)

Fee : $4,900

Note : the first two sessions last for two hours each. Subsequent classes last for three hours each.

Certificate Course in German

German Year 1
This course will suit you if you are a complete beginner. It will take you to a level of competence in German where you can communicate confidently and clearly in a variety of situations. You will be taught basic grammar, but the emphasis at all times will be on effective communication.

You should only apply for this course if you are a total beginner. If you have studied German before, please contact SPACE to ask which course is suitable for you. (Tel : 2975 5695)

You will be awarded the SPACE Introductory Certificate in German if you attend at least 75% of all classes and pass the final examination.

Venue : Room 103 Tang Shiu Kin, Wanchai

AH 12-105-01 (01)
Thursdays, 6.30 - 9.30 p.m., starting 21 Septembe 2000.

38 meetings (112 hours)

Fee : $4,300

Note : the first two sessions last for two hours each. Subsequent classes last for three hours each.

German Year 2
This course is mainly for students who have completed German Year 1, but students who have studied 100 - 120 hours of German in a different institution can have direct entry.

You will be awarded the SPACE Second Intermediate Certificate in German if you attend at least 75% of all classes and pass the final examination.

Venue : Room 102 Tang Shiu Kin, Wanchai

AH 12-105-02 (01)
Tuesdays, 6.30 - 9.30 p.m., starting 19 September 2000.
38 meetings (112 hours)

Fee : $4,900

Note : the first two sessions last for two hours each. Subsequent classes last for three hours each.

Certificate Course in Italian

Italian Year 1
This course will suit you if you are a complete beginner. It will to take you to a level of competence in Italian where you can communicate confidently and clearly in a variety of situations. You will be taught basic grammar, but the emphasis at all times will be on effective communication.

You should only apply for this course if you are a total beginner. If you have studied Italian before, please contact SPACE to ask which course is suitable for you. (Tel : 2975 5695)

You will be awarded the SPACE Introductory Certificate in Italian if you attend at least 75% of all classes and pass the final examination.

Venue : Room 101 Tang Shiu Kin, Wanchai

AH 12-106-01-(01)
Mondays 6.30 - 9.30 p.m., starting 18 September 2000.
38 meetings (112 hours)

Fee : $4,300

Note : the first two sessions last for two hours each. Subsequent classes last for three hours each.

Italian Year 2
This course is mainly for students who have completed Italian Year 1, but students who have studied 100 - 120 hours of Italian in a different institution can have direct entry. The Year 2 course continues and develops the skills taught in Year 1.

You will be awarded the SPACE Intermediate Certificate in Italian if you attend at least 75% of all classes and pass the final examination.

Venue : Room 103 Tang Shiu Kin, Wanchai

AH 12-106-02 (01)
Tuesdays, 6.30 - 9.30 p.m., starting 19 September 2000.

38 meetings (112 hours)

Fee : $4,900

Note : the first two sessions last for two hours each. Subsequent classes last for three hours each.

Putongtonghua 普通話(國語)

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『普通話新教程上冊』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，每階段學習時數為80小時（為期約9個月）。

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。

「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。

入學資格

「基本普通話」：適合初學者及年滿18歲人士報讀。

「高級普通話」：曾修讀普通話80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」24班，「高級普通話」12班。為提高被取錄機會，申請者須在表格上列明第2及第3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」：2001年6月內舉行(考試地點另行通告)

証書頒發

「基本普通話」：免費簽發之聽講證，祇頒發給學員出席率達50%或以上者，並在課程完結後3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及格證明書，惟學員須符合下列3項條件：

(1) 在每階段之出席率達50%或以上；

(2) 在學習過程中，完成所有指定的習作；

(3) 考試成績及格。

基本普通話
Basic Putonghua

課本

《普通話新教程(上冊)》(附錄音帶)，香港大學專業進修學院編著。每套$120。

學員可到以下地點購買：

- 三聯書店：香港中環域多利皇后街9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

全期學費: $3,000

課程編號	導師	地點	日期及時間
AH 22-036-04-01 (01)	張錦武先生主講 (共32講)	香港大學 梁球琚樓LG 101室	2000年9月11日起 逢星期一6:45p.m.-9:15p.m.
AH 22-036-04-02 (01)	陳萬里女士主講 (共32講)	香港大學 梁球琚樓LG 101室	2000年9月21日起 逢星期四6:45p.m.-9:15p.m.
AH 22-036-04-03 (01)	劉仁憲先生主講 (共32講)	香港大學 梁球琚樓LG 101室	2000年9月16日起 逢星期六2:30p.m.-5:00p.m.
AH 22-036-04-04 (01)	張澤玲女士主講 (共32講)	容後公佈 逢星期二	2000年9月19日起 9:00a.m.-11:30a.m.
AH 22-036-04-05 (01)	丁國玲女士主講 (共32講)	容後公佈 逢星期五	2000年9月29日起 9:00a.m. - 11:30a.m.
AH 22-036-04-06 (01)	鮑茂振先生主講 (共32講)	炮台山 友邦廣場1804室	2000年9月17日起 逢星期日9:00a.m.-11:30a.m.
AH 22-036-04-07 (01)	羅珍女士主講 (共32講)	灣仔鄧肇堅中學 逢星期二	2000年9月19日起 6:45p.m.-9:15p.m.
AH 22-036-04-08 (01)	蔡艷霞女士主講 (共32講)	灣仔鄧肇堅中學 逢星期三	2000年9月27日起 6:45p.m.-9:15p.m.
AH 22-036-04-09 (01)	高玲小姐主講 (共32講)	灣仔鄧肇堅中學 逢星期五	2000年9月22日起 6:45p.m.-9:15p.m.
AH 22-036-04-10 (01)	劉仁謀先生主講 (共32講)	鰂魚涌加怡廣場 1604室	2000年10月5日起 逢星期四6:45p.m.-9:15p.m.
AH 22-036-04-11 (01)	蔡艷霞女士主講 (共32講)	鰂魚涌加怡廣場 1604室	2000年10月14日起 逢星期六2:30p.m.-5:00p.m.
AH 22-036-04-12 (01)	高玲小姐主講 (共32講)	太古城地利亞411室 逢星期一	2000年9月11日起 6:45p.m.-9:15p.m.
AH 22-036-04-13 (01)	高宏先生主講 (共32講)	太古城地利亞411室 逢星期三	2000年10月4日起 6:45p.m.-9:15p.m.
AH 22-036-04-14 (01)	吳寶榕先生主講 (共32講)	太古城地利亞411室 逢星期四	2000年9月28日起 6:45p.m.-9:15p.m.
AH 22-036-04-15 (01)	張澤玲女士主講 (共32講)	太古城地利亞411室 逢星期五	2000年9月22日起 6:45p.m.-9:15p.m.
AH 22-036-04-16 (01)	胡蝶女士主講 (共32講)	太古城地利亞421室 逢星期六	2000年9月23日起 2:30p.m.-5:00p.m.

九龍區

課程編號	導師	地點	日期及時間
AH 22-036-04-17 (01)	張孝先生主講 (共32講)	聖瑪利嘉諾撒 女書院23室	2000年9月11日起 逢星期一6:30p.m.-9:00p.m.
AH 22-036-04-18 (01)	黃麗生女士主講 (共32講)	聖瑪利嘉諾撒 女書院23室	2000年9月19日起 逢星期二6:30p.m.-9:00p.m.
AH 22-036-04-19 (01)	陶令昌先生主講 (共32講)	聖瑪利嘉諾撒 女書院23室	2000年9月27日起 逢星期三6:30p.m.-9:00p.m.
AH 22-036-04-20 (01)	張文娟女士主講 (共32講)	聖瑪利嘉諾撒 女書院23室	2000年9月14日起 逢星期四6:30p.m.-9:00p.m.
AH 22-036-04-21 (01)	徐麗燕女士主講 (共32講)	聖瑪利嘉諾撒 女書院23室	2000年9月22日起 逢星期五6:30p.m.-9:00p.m
AH 22-036-04-22 (01)	郝以明女士主講 (共32講)	美孚地利亞216室 (一樓) 逢星期三	2000年9月20日起 6:45p.m.-9:15p.m.
AH 22-036-04-23 (01)	李安椿先生主講 (共32講)	美孚地利亞216室 (一樓) 逢星期四	2000年9月28日起 6:45p.m.-9:15p.m.
AH 22-036-04-24 (01)	郝以明女士主講 (共32講)	美孚地利亞216室 (一樓) 逢星期六	2000年9月16日起 2:30p.m.-5:00p.m.

高級普通話
Advanced Putonghua

課本

《普通話教程(下冊)》(附錄音帶)，香港大學專業進修學院編著。每套$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9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

全期學費：$3,400

港島區

課程編號	導師	地點	日期及時間
AH 22-036-01-01 (01)	陳萬里女士主講 (共32講)	香港大學 明華綜合大樓S325室	2000年9月11日起 逢星期一6:45p.m.-9:15p.m.
AH 22-036-01-02 (01)	張錦武先生主講 (共32講)	香港大學 明華綜合大樓S325室	2000年9月21日起 逢星期四6:45p.m.-9:15p.m.
AH 22-036-01-03 (01)	丁國玲女士主講 (共32講)	容後公佈 逢星期三	2000年10月4日起 9:00a.m.-11:30a.m.
AH 22-036-01-04 (01)	鮑茂振先生主講 (共32講)	炮台山 友邦廣場1804室	2000年9月17日起 逢星期日11:30a.m.-2:00p.m.
AH 22-036-01-05 (01)	吳寶榕先生主講 (共32講)	灣仔鄧肇堅中學 逢星期一	2000年9月18日起 6:45p.m.-9:15p.m.
AH 22-036-01-06 (01)	高玲女士主講 (共32講)	太古城地利亞 412B室	2000年9月19日起 逢星期二6:45p.m.-9:15p.m.
AH 22-036-01-07 (01)	蔡艷霞女士主講 (共32講)	太古城地利亞 412B室	2000年9月14日起 逢星期四6:45p.m.-9:15p.m
AH 22-036-01-08 (01)	劉仁謀先生主講 (共32講)	太古城地利亞 412B室	2000年9月22日起 逢星期五6:45p.m.-9:15p.m

九龍區

課程編號	導師	地點	日期及時間
AH 22-036-01-09 (01)	張孝先生主講 (共32講)	聖瑪利嘉諾撒女書院 27室	2000年9月20日起 逢星期三6:30p.m.-9:00p.m.
AH 22-036-01-10 (01)	黃麗生女士主講 (共32講)	聖瑪利嘉諾撒女書院 27室	2000年9月14日起 逢星期四6:30p.m.-9:00p.m.
AH 22-036-01-11 (01)	郝以明女士主講 (共32講)	美孚百老匯街216室 (一樓) 逢星期二	2000年9月19日起 6:45p.m.-9:15p.m
AH 22-036-01-12 (01)	陶令昌先生主講 (共32講)	美孚百老匯街216室 (一樓) 逢星期五	2000年9月29日起 6:45p.m.-9:15p.m.

普通話教學法
Teaching of Putonghua

課程大綱

本課程是專為有志投入普通話教學工作及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。考試成績及格者，將獲頒及格證明書。

入學資格

申請者必須具備中學/大專或同等學歷証明，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

2000年8月19日前把下列文件寄回香港大學專業進修學院收：

一、申請表格；

二、劃線支票 (抬頭寫「香港大學專業進修學院」)；

三、學歷證明副本(中學或以上程度)。

由於本課程名額有限，學員報名後，尚須通過甄選，個別申請者將於開課前一星期內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。

AH 22-058-01-01(01)

導師　：張文娟女士及張丹女士
地點　：容後公佈
時間　：2000年9月18日起逢星期一3:30p.m.-6:00p.m.
全期學費　：$4,000 （共16講）
教學語言　：普通話
名額　：三十人

TO RECEIVE SPRING 2001 PROSPECTUS
索取2001年春季課程手冊
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Shanghai Dialect 上海話

基礎上海話
Basic Shanghai Dialect

內容簡介

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。內容包括拼音系統，重點講解滬語難音（包括讀音），文白異讀，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、豬頭三 .....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，還將介紹滬語對聯，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。

教學語言： 粵語、滬語，由粵語為主逐步過渡到以滬語為主
(名額四十人)

AH 22-037-01-01 (01)
導師　　：鮑茂振先生
課本　　：教材配有錄音帶，並於課堂中由導師派發
地點　　：海富中心三樓S17室
時間　　：2000年9月19日起逢星期二6:30p.m.-9:00p.m.
全期學費　：$2,000 （共十五講）

AH 22-037-01-02 (01)
導師　　：鮑茂振先生
課本　　：教材配有錄音帶，並於課堂中由導師派發
地點　　：香港太古城地利亞修女紀念中學412B室（中學部太豐道入口）
時間　　：2000年9月25日起逢星期一6:45p.m.-9:15p.m.
全期學費　：$2,000 （共十五講）

Mandarin 國語

ORIENTAL LANGUAGES
Course Director: Owen H.H. Wong
Enquiries : 2975 5693

Courses advertised in English or Chinese will be taught through the same medium. Hence Cantonese and Mandarin courses advertised in English are intended for non-Chinese speakers.

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)

AH 22-038-01-01(01)
Tutor　　: Ms Ming Chen, B.A. (Kansas)
Date & Time : Wednesdays, 7:00 - 9:30 p.m., starting 20 September 2000
Venue　　: HKU, Main Campus
Fee　　: $2,800 (18 meetings)

AH 22-038-01-02(01)
Tutor　　: Ms Kemei Ma, B.Sc. (Tong Ji)
Date & Time : Mondays and Thursdays, 8:45 - 10:15 a.m. (Morning), starting 18 September 2000
Venue　　: United Centre
Fee　　: $2,800 (30 meetings)

AH 22-038-01-03(01)
Tutor　　: Ms Xiao Yan Liu, M.A. (Warwick)
Date & Time : Thursdays, 7:00 - 9:30 p.m., starting 14 September 2000
Venue　　: Tang Shiu Kin, Wan Chai, HK
Fee　　: $2,800 (18 meetings)

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 Lcck Road, Tsimshatsui. Tel: 2366 8001)

AH 22-038-02-01(01)
Tutor : Ms Kemei Ma, B.Sc. (Tong Ji)
Date & Time : Wednesdays, 8:45 - 10:45 a.m. (Morning), starting 20 September 2000
Venue : United Centre
Fee : $3,000 (22 meetings)

AH 22-038-02-02(01)
Tutor : Ms Miranda Liu, Diploma (HK Baptist)
Date & Time : Thursdays, 7:00-9:30p.m., starting 21 September, 2000
Venue : Tang Shiu Kin, Wan Chai, HK
Fee : $3,000 (18 meetings)

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)

AH 22-039-01-01(01)
Tutor : Ho, P.K., B.A. (C.U.H.K.)
Date & Time : Fridays, 10:00a.m.-12:30p.m. (Morning), starting 8 September 2000
Venue : United Centre
Fee : $2,800 (20 meetings)

AH 22-039-01-02(01)
Tutor : Ms Becky Lam, B.A. (H.K.)
Date & Time : Tuesdays, 7:00-9:30p.m., starting 19 September, 2000
Venue : Tang Shiu King , Wan Chai, HK
Fee : $2,800 (20 meetings)

AH 22-039-01-03(01)
Tutor : Ho, P.K., B.A. (C.U.H.K.)
Date & Time : Wednesdays, 7:00 - 9:30 p.m., starting 20 September 2000
Venue : Room 412B, Delia Tai Koo Shing
Fee : $2,800 (20 meetings)

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)

AH 22-039-02-01 (01)
Tutor : Ho, P.K., B.A. (C.U.H.K.)
Date & Time : Thursdays, 10:00 a.m.- 12:00 p.m. (Morning), starting 21 September 2000
Venue : United Centre
Fee : $3,000 (15 meetings)

AH 22-039-02-02 (01)
Tutor : Ho, P.K., B.A. (C.U.H.K.)
Date & Time : Mondays, 7:00 - 9:00 p.m., starting 18 September 2000
Venue : Tang Shiu Kin , Wan Chai, HK
Fee : $3,000 (15 meetings)

Japanese 日語

Japanese Languages
查詢電話：2975 5692

日語證書班
Certificate Course in Japanese

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。

課程概括
本課程分為「基本日語」和「高級日語」兩個階段，每階段學習時數為90小時為期（約9個月）。

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。

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。

主講人
「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18歲人士報讀。
「高級日語」：曾修讀日語約90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」35班，「高級日語」13班。為提高被取錄機會，申請者須在表格上列明第2及第3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」: 2001年7月內舉行(考試時間地點另行通告)。

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50%或以上者，並在課程完結後3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3項條件:

(1)在每階段之出席率達50%或以上；

(2)在學習過程中，完成所有指定的習作；

(3)考試成績及格。

基本日語
Basic Japanese

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$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9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

全期學費: $3,000

港島區

課程編號	導師	地點	日期及時間
AH 22-041-07-01 (01)	何嘉輝先生主講 (共36講)	香港大學 梁球琚樓LG105室	2000年9月4日起 逢星期一6:45p.m.-9:15p.m.
AH 22-041-07-02 (01)	張民衍先生主講 (共36講)	香港大學 梁球琚樓LG105室	2000年9月20日起 逢星期三6:45p.m.-9:15p.m.
AH 22-041-07-03 (01)	何嘉輝先生主講 (共36講)	香港大學 梁球琚樓LG105室	2000年9月14日 起逢星期四6:45p.m.-9:15p.m.
AH 22-041-07-04 (01)	鄧國權先生主講 (共36講)	香港大學 梁球琚樓LG105室	2000年9月28日起 逢星期五7:00p.m.-9:30p.m.
AH 22-041-07-05 (01)	張民衍先生主講 (共36講)	香港大學 梁球琚樓LG105室	2000年9月9日起 逢星期六2:30p.m.-5:00p.m.
AH 22-041-07-06 (01)	陳效贊先生主講 (共36講) (教授語言：國語及粵語)	容後公佈	2000年9月11日起 逢星期一9:30a.m. - 12:00p.m.
AH 22-041-07-07 (01)	何嘉輝先生主講 (共36講)	海富中心三樓 S15室	2000年9月16日起 逢星期六9:30a.m.-12:00p.m.
AH 22-041-07-08 (01)	何嘉輝先生主講 (共36講)	炮台山友邦廣場 1805室	2000年9月24日起 逢星期日9:30a.m.-12:00p.m.
AH 22-041-07-09 (01)	張民衍先生主講 (共36講)	鰂魚涌加怡 千禧廣場1504室	2000年9月24日起 逢星期日1:00p.m.-3:30p.m.
AH 22-041-07-10 (01)	張菲洲先生主講 (共36講)	灣仔鄧肇堅中學 逢星期二	2000年9月5日起 6:45p.m.-9:15p.m.
AH 22-041-07-11 (01)	王曼玲女士主講 (共36講)	灣仔鄧肇堅中學 逢星期四	2000年9月14日起 7:00p.m.-9:30p.m.
AH 22-041-07-12 (01)	盧偉德先生主講 (共36講)	灣仔鄧肇堅中學 逢星期五	2000年9月22日起 6:45p.m.-9:15p.m.
AH 22-041-07-13 (01)	佐賀山順子小姐主講 (共36講)	鰂魚涌加怡 千禧廣場1604室	2000年9月11日起 逢星期一6:45p.m.-9:15p.m.

港島區

課程編號	導師	地點	日期及時間
AH 22-041-07-14 (01)	蔡長謀先生主講 (共36講)	鰂魚涌加怡 千禧廣場1604室	2000年9月20日起 逢星期三6:45p.m.-9:15p.m.
AH 22-041-07-15 (01)	盧偉德先生主講 (共36講)	太古城地利亞412A室 逢星期一	2000年9月4日起 6:45p.m.-9:15p.m.
AH 22-041-07-16 (01)	盧偉傑先生主講 (共36講)	太古城地利亞412A室 逢星期二	2000年9月19日起 6:45p.m.-9:15p.m.
AH 22-041-07-17 (01)	李明玉小姐主講 (共36講)	太古城地利亞412A室 逢星期三	2000年9月20日起 6:45p.m.-9:15p.m.
AH 22-041-07-18 (01)	山口純代小姐主講 (共36講)	太古城地利亞412A室 逢星期四	2000年9月7日起 6:45p.m.-9:15p.m.
AH 22-041-07-19 (01)	李明玉小姐主講 (共36講)	太古城地利亞412A室 逢星期五	2000年9月22日起 6:45p.m.-9:15p.m.
AH 22-041-07-20 (01)	山口純代小姐主講 (共36講)	太古城地利亞422室 逢星期六	2000年9月16日起 2:30p.m.-5:00p.m.
AH 22-041-07-21 (01)	蔡長謀先生主講 (共36講)	太古城地利亞423室 逢星期六	2000年9月23日起 2:30p.m.-5:00p.m.

九龍區

課程編號	導師	地點	日期及時間
AH 22-041-07-22 (01)	山口純代小姐主講 (共36講)	聖瑪利嘉諾撒女書院 25室	2000年9月4日起 逢星期一6:30p.m.-9:00p.m.
AH 22-041-07-23 (01)	陸詠儀小姐主講 (共36講)	聖瑪利嘉諾撒女書院 27室	2000年9月4日起 逢星期一6:30p.m.-9:00p.m.
AH 22-041-07-24 (01)	蔡長謀先生主講 (共36講)	聖瑪利嘉諾撒女書院 25室	2000年9月5日起 逢星期二6:30p.m.-9:00p.m.
AH 22-041-07-25 (01)	葉碧玲小姐主講 (共36講)	聖瑪利嘉諾撒女書院 25室	2000年9月20日起 逢星期三6:30p.m.-9:00p.m.
AH 22-041-07-26 (01)	何嘉輝先生主講 (共36講)	聖瑪利嘉諾撒女書院 29室	2000年9月27日起 逢星期三6:30p.m.-9:00p.m.
AH 22-041-07-27 (01)	張民衍先生主講 (共36講)	聖瑪利嘉諾撒女書院 25室	2000年9月7日起 逢星期四6:30p.m.-9:00p.m
AH 22-041-07-28 (01)	山口純代小姐主講 (共36講)	聖瑪利嘉諾撒女書院 25室	2000年9月8日起 逢星期五6:30p.m.-9:00p.m.
AH 22-041-07-29 (01)	葉碧玲小姐主講 (共36講)	聖瑪利嘉諾撒女書院 27室	2000年9月15日起 逢星期五6:30p.m.-9:00p.m.
AH 22-041-07-30 (01)	李明玉小姐主講 (共36講)	美孚地利亞217室 (一樓)	2000年9月11日起 逢星期一6:45p.m.-9:15p.m.
AH 22-041-07-31 (01)	李明玉小姐主講 (共36講)	美孚地利亞217室 (一樓)	2000年9月5日起 逢星期二6:45p.m.-9:15p.m.
AH 22-041-07-32 (01)	盧偉傑先生主講 (共36講)	美孚地利亞217室 (一樓)	2000年9月20日起 逢星期三6:45p.m.-9:15p.m.
AH 22-041-07-33 (01)	何嘉輝先生主講 (共36講)	美孚地利亞217室 (一樓)	2000年9月8日起 逢星期五6:45p.m.-9:15p.m.
AH 22-041-07-34 (01)	李明玉小姐主講 (共36講)	美孚地利亞217室 (一樓)	2000年9月2日起 逢星期六2:30p.m.-5:00p.m.
AH 22-041-07-35 (01)	陸詠儀小姐主講 (共36講)	美孚地利亞226室 (二樓)	2000年9月16日起 逢星期六2:30p.m.-5:00p.m.

高級日語
Advanced Japanese

課本

《日本語》，國際學友會日本語學校授權，大新書局印行。

學員可到以下地點購買：

- 三聯書店：香港中環域多利皇后街9號地下，電話：2525 0102-7；

全期學費: $3,400

港島區

課程編號	導師	地點	日期及時間
AH 22-102-01-01 (01)	張民衍先生主講 (共36講)	香港大學梁球琚樓 LG105室	2000年9月5日起 逢星期二6:45p.m.-9:15p.m.
AH 22-102-01-02 (01)	陳效贊先生主講 (共36講) (教授語言：國語及粵語)	容後公佈	2000年9月20日起 逢星期三9:30a.m. - 12:00p.m.
AH 22-102-01-03 (01)	盧偉傑先生主講 (共36講)	灣仔鄧肇堅中學	2000年9月4日起 逢星期一6:45p.m.-9:15p.m.
AH 22-102-01-04 (01)	山口純代小姐主講 (共36講)	灣仔鄧肇堅中學	2000年9月20日起 逢星期三6:45p.m.-9:15p.m.
AH 22-102-01-05 (01)	盧偉德先生主講 (共36講)	太古城地利亞411室	2000年9月19日起 逢星期二6:45p.m.-9:15p.m.
AH 22-102-01-06 (01)	李明玉小姐主講 (共36講)	太古城地利亞416室	2000年9月7日起 逢星期四6:45p.m.-9:15p.m.
AH 22-102-01-07 (01)	張民衍先生主講 (共36講)	太古城地利亞416室	2000年9月15日起 逢星期五6:45p.m.-9:15p.m.
AH 22-102-01-08 (01)	佐賀山順子小姐主講 (共36講)	太古城地利亞424室	2000年9月16日起 逢星期六2:30p.m.-5:00p.m.

九龍區

課程編號	導師	地點	日期及時間
AH 22-102-01-09 (01)	山口純代小姐主講 (共36講)	聖瑪利嘉諾撒女書院 27室	2000年9月5日起 逢星期二6:30p.m.-9:00p.m.
AH 22-102-01-10 (01)	蔡長謀先生主講 (共36講)	聖瑪利嘉諾撒女書院 29室	2000年9月7日起 逢星期四6:30p.m.-9:00p.m.
AH 22-102-01-11 (01)	盧偉傑先生主講 (共36講)	石硤尾嘉智學校 304室	2000年9月9日起 逢星期六7:00p.m.-9:30p.m.
AH 22-102-01-12 (01)	張民衍先生主講 (共36講)	美孚地利亞216室 (一樓)	2000年9月4日起 逢星期一6:45p.m.-9:15p.m.
AH 22-102-01-13 (01)	盧偉德先生主講 (共36講)	美孚地利亞217室	2000年9月14日起 逢星期四6:45p.m.-9:15p.m.

日語深造班課程
Follow-up Japanese Courses

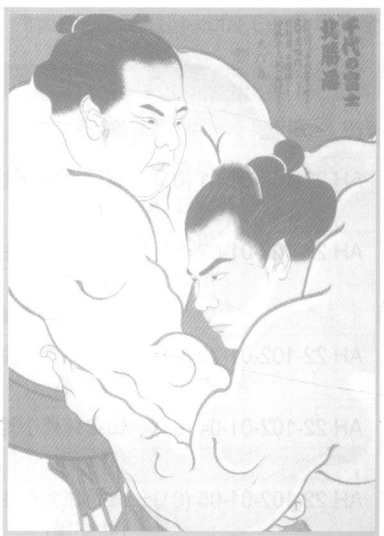
本學院開辦下列各項日語深造課程，如會話、文法及商業日語等，主要給予本院高級班學員結業後繼續進修；外界人士曾修讀日文180小時或以上者亦可參加。每班均有限額，以便各學員能以小組研討方式學習日文寫作與會話。可同時報讀多個課程，名額有限，請盡快報名。

高級日語會話
Avanced Japanese Conversation

日語會話的特點之一，是在于對方的年齡、地位、性別和兩人之間的關係，致説話時候所用之詞語各有不同。本課程將主要集中練習敬語、朋友交談、日常辦公室用語、自我介紹、寒暄、請求、邀請、建議等等。導師於課堂中會採用新聞、成語及新片假名的詞語，並輔以自編教材。

AH 22-041-01-01 (01)
導師　　：佐賀山順子小姐主講
地點　　：香港大學梁球琚樓LG101室
時間　　：2000年9月20日起逢星期三7:30p.m.-10:00p.m.
全期學費：$2,000（共16講）

AH 22-041-01-02 (01)
導師　　：林秀華先生主講
地點　　：九龍美孚百老匯街地利亞修女紀念預科夜校
時間　　：2000年9月29日起逢星期五6:45p.m.-9:15p.m.
全期學費：$2,000（共16講）



AH 22-041-04 (01)
視聽日語
Audio-visual Japanese

本課程利用日語錄映教材進行研討，主要目的是加強學員聽解能力。由於教材取自不同的社會階層，通過講習，學員對日本現況會加深一點了解。

每節上課時間長達四個小時（中間設有小休），其中三分之一時間用於觀看兩部教育電影短片，其餘時間則集中於對話內容的反覆傾聽，默寫及主要語句文法之講解。

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　　：黃健雄先生主講
地點　　：鯽魚涌加怡千禧廣場1604室
時間　　：2000年9月2日、16日、23日及30日逢星期六2:00p.m.-6:00p.m.
全期學費：$1,500（共4講）

AH 22-041-03-01 (01)
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、詞匯、課文、語法、會話及練習。

申請者須具備已進修日語約180小時或以上之程度，或曾修畢本學院主辦之高級日語課程。

導師　　：林秀華先生 (前南京師範大學日語講師)
地點　　：九龍美孚百老匯街地利亞修女紀念預科夜校二樓227室
時間　　：2000年10月3日起逢星期二6:45p.m.-9:15p.m.
全期學費：$2,000（共18講）

Music

AH 21-801-00 (01)
Bachelor of Music (Hons)
Kingston University UK

Introduction
SPACE has been offering the Kingston University BA Honours degree in Music (BMus) since 1995.

The course is taught in English, largely by Kingston University staff, who visit Hong Kong for two intensive block periods each year :
- four weeks over the Easter period;
- eight weeks in July / August.

Organisation
- The programme is divided into three levels, at each of which students choose eight modules (15 credits each) from those available. Students progress from one level to the next one on successful completion of all the necessary modules. To be awarded a BMus (Hons) students must acquire 360 credits.
- Exemptions from some modules are given to applicants with qualifications like SPACE Music Certificates, a Teacher's Certificate in Music, or an Advanced Certificate in Teacher Education in Music.
- Students can take modules at their own pace. The maximum period of registration as a student is nine years, though this only applies to students with no exemptions. To remain registered for an award, all students must complete at least one module a year.

Exemptions
Some of the exemptions granted are :

Qualification	Exemption
SPACE Certificate in Piano Performance, Analysis & Pedagogy	4 modules of Level 1, worth 60 credits
SPACE Certificate in Advanced Piano Performance	4 modules of Level 2, worth 60 credits
Teacher's Certificate in Music	5 modules of Level 1 + 4 modules of Level 2, worth 135 credits
Teacher's Certificate in Music + Advanced Certificate for Teacher Education in Music	8 modules of Level 1 + 6 modules of Level 2, worth 210 credits

Full details of the exemptions granted, and the modules to be studied, can be obtained from Ms Viven Chan on 2711 8341.

Modules
The modules offered at the different levels are :

Level 1	Level 2	Level 3
• Performance 1** • Analysis • Music in the Community • Musicianship • Music History • Harmony & Counterpoint • Composition 1	• Performance 2** • Ensemble Performance 1 • Keyboard Skills • Genre Study • Period Study • Composition 2 • Advanced Analysis • Music Technology* • Choral Conducting* • Aspects of World Music* • Special Topics* • Music & Business*	• Music Seminar • Performance 3** • Pedagogy Project** • Composition 3** • Dissertation** • Ensemble Performance 2 • Music Technology* • Choral Conducting* • Aspects of World Music* • Special Topics* • Music & Business* • Repertoire & Style • Scoring & Arranging

*Courses marked * are available at both Level 2 and Level 3, though only two of these modules can be taken at Level 3.*
*Courses marked ** count as double modules.*

Courses to be offered in July / August 2001

Level	Module	Fee	Teacher
1	Musicianship	$9,000	Professor Edward Ho
1	History of Music	$9,600	Dr Peter Clare
1	Harmony & Counterpoint	$9,600	Professor Edward Ho
2	Composition	$9,000	Professor Edward Ho
2	Keyboard Skills	$9,400	Dr Kevin Jones
2	Genre Study	$9,600	Professor Edward Ho
2	Period Study	$9,600	Dr Peter Clare
2 & 3	Choral Conducting	$9,400	Professor Edward Ho
2	Music Techology	$9,400	Mr Yiu Hon Fai

Professor Edward Ho, *DMus, MMus, BAHons, LRSM, FTCL, LMusTCL, Head of School of Music, Kingston University*

Dr Peter Clare, *BA, LRAM, PhD.*

Dr. Kevin Jones, *BA, MPhil, Phd*

Mr Yiu Hon Fai, *Director of the United Academy of Music, LRSM*

Entry Requirements

The entry requirements vary according to the age and experience of individual applicants. The following information is given only as a guide.

1 Applicants without exemptions require :

- 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 ABRSM or Trinity College of Music;
- Two passes in HK Advanced Level and three passes at Grade C in HK School Certificate Examination, or Three passes in HK Advanced Level and one pass at Grade C in HK School Certificate Examination. No duplication of subjects is allowed. This condition is waived for students at 21 or above.
- English proficiency, as shown by any of the following :
  - HKCEE (Syllabus B) Grade E;
  - Pass in GCE O-level;
  - TOEFL score of 500;
  - IELTS Grade 5.5.

2 Applicants with exemptions require :

- Teacher's Certificate in Music from the Hong Kong Institute of Education, or
- Certificate in Piano Performance, Analysis & Pedagogy / Certificate in Advanced Piano Performance, plus
  i - Grade 8 of the ABRSM or Trinity College of Music on one main instrument (or voice);
  ii - Grade 4 of the ABRSM or Trinity College of Music on a keyboard instrument for those whose main instrument is non-keyboard;
  iii- Grade 7 theory of ABRSM or Trinity College of Music.
- The same English proficiency as applicants without exemptions.

Please contact Ms Viven Chan on 2711 8341 with questions about entry requirements.

Application Procedures

Applicants should submit the following before 19 June 2000 :

- A completed application form.
- Relevant supporting documents.
- A brief statement of their working experience, academic qualifications and institutions attended. Applicants with a Teacher's Certificate must enclose an official transcript to prove their music qualifications.
- A separate cheque - made payable to HKU SPACE - for each course applied for.
- A cheque for $2,100 as the annual registration fee.

Detail Information

This entry gives general information about the Kingston University BMus degree. Full details are available in a leaflet available from SPACE. If you would like one of these leaflets, or have any questions about the course, please contact Ms Yvonne Fong on 2975 5696.

Fees

Each module has its own fees. In addition to these, the following are payable :

- To Kingston University :
  Initial Registration Fee (payable once) : £400
  Annual Continuation Fee : £100
  Examination Fee per module : £100
  Exemption Fee per module : £50
- To SPACE :
  Annual Registration Fee : $2,100

AH 21-101-00 (01)
Certificate in Piano Performance, Analysis and Pedagogy

This course will give piano teachers and pupils a broad and in-depth knowledge of:
- repertoire;
- style and interpretation;
- performance practice and pedagogy.

Students will receive a high degree of individual attention. Part of the course materials will focus on the current ABRSM examination syllabus.

The course consist of four elements:

1. Style and Interpretation
   - Lectures on style and interpretation of piano music in the Baroque, Classical, and Romantic periods and the 20th Century.

2. Analysis
   - Performance issues, plus studies of form and structure, texture, harmony and rhythm with reference to selected works.

3. Pedagogy
   - Workshops on piano technique and on how to approach a piece. Works for study will be chosen from a wide repertoire of Grade 1 to 8 standard.

4. Workshops/ Master classes
   - Each student will be required to perform five or six times.

Entry Requirements

Applicants should :
- either have ABRSM Grade 7 Piano or similar level offered by other music academies;
- or, be able to show that they have the necessary knowledge of piano music and piano playing skills to benefit from the course through an audition if necessary.

Admission is on a first-come, first-served basis.

Assessment and Award

At the end of the course, students will be assessed by means of :
- a written essay about 2,000 words long - worth 50%
- performance of a 15 - 20 minutes programme of piano works - worth 50%

To be awarded the SPACE Certificate in Piano Performance, Analysis and Pedagogy students must :
- attend at least 80% of the sessions;
- pass each element at the end of course assessment;
- complete all the stipulated course work - assignments, performances, and presentations.

Professional Recognition

Students who pass this Certificate will be eligible for entry to the Certificate in Advanced Piano Performance Programme (CAPP) offered in April & July to September.

Holders of the CAPP will be eligible to apply for entry to the BMus Honours degree programme offered by Kingston University of the UK through SPACE, subject to other entry requirements being met. They will be granted exemption from four modules at Level 1 of this BMus degree.

Students will receive a high degree of individual attention. Part of the course materials will focus on the current ABRSM examination syllabus.

Course Details

Tutors	: Professor Edward Ho, DMus, MMus, BMus, BA, Head of School of Music, Kingston University, ABRSM Examiner. Maria Ho, GRSM, ARCM, LRAM, Lecturer in Piano, Kingston University, Consultant in Piano Performance for BMus (Kingston) at SPACE
Venue	: Rm S18 Admiralty Learning Centre (Admiralty Centre)
Duration	: 120 hours
Date	: Tuesdays, Wedensdays & Thursdays - 10 October 2000 to 30 November 2000 Tuesdays & Thursdays - 5 December 2000 to 15 February 2001 (No class on 26, 28 December, 23, 25, 30 January & 1 February 2000
Fee	: Applicants can select either of the following
Payment methods	: a) a single payment of $13,500 or b) by installment 1st payment of $8,000 before the start of the course;

2nd payment of $6,000 before 1 December 2000

Application and Further Information

Application forms can be obtained from any of our enrolment centres. You should send your completed form together with relevant supporting documents and a cheque for HK$13,500 or $8,000 made out to "HKU SPACE" Ms Yvonne Fong 9/F, T T Tsui Building, University of Hong Kong, Pokfulam Road, Hong Kong by 15 September 2000.

Full details of the course, including dates of all teaching sessions, can also be obtained from Ms Yvonne Fong at 2975 5696.

AH 21-045-19-01 (01)
口琴演奏 (一)
Harmonica (I)

一件源自中國的西洋樂器 —— 口琴，素有「大眾樂器之王」的美譽。它不但能演奏出高雅的古典名曲及親切近人的地方民謠，更能搖身一變成為藍調及爵士樂的代言人。演奏風格多樣、曲風深廣等固然是口琴的優點。此外，它容易上手，體型輕、薄、短、小，方便攜帶，讓人身在何處都能享受到音樂的喜悅。

本課程以教授半音階口琴為主，介紹口琴演奏之基本技巧，由口型、呼吸控制、手型等開始。讓學員通過樂曲由淺入深，循序漸進地掌握各種演奏技巧。 (名額二十人)

導　師	: 陳國勳
地　點	: 灣仔鄧肇堅105室
開課日期及時間	: 2000年7月 12日起逢星期三 7:00 - 9:00 p.m. (共十講)
學　費	: $800

AH 21-045-20-01 (01)
鋼琴作品分析
Piano - Interpretation

本課程主要為對鋼琴演奏或教學有興趣的人士而設，旨在幫助學員在短期內掌握基本的作品分析技巧，提高處理音樂的能力，進而能對樂曲作更具說服力之演繹。課程包括：

- 複習和加強西洋傳統樂理基礎知識 (和聲、對位、曲式等)
- 舉例分析巴洛克時期、古典時期，和浪漫時期的作品
- 近現代作曲理論和分析方法簡介
- 舉例分析近現代作品　(名額三十人)

入學資格　：鋼琴考試六級或以上，或同等學歷
導　師　：張鵬 PhD (New York) M.Music (Juiliard)
地　點　：海富中心三樓S26室
開課日期及時間　：2000年7月12日起逢星期三、五 9:00 - 11:00 a.m. (共十講) (每 週 兩 講)
學　費　：$1,000

AH 21-045-21-01 (01)
雙簧管初階(一)
An Introduction to the Oboe (I)

Have you ever wondered which instrument plays the beautiful solo in the scene from the ballet Swan Lake? Learn how to play the oboe and to appreciate one of the most important instruments of the orchestra. The repertoire for this instrument is diverse and includes everything from baroque to classics and popular works.
(名額八人)

教學語言　：中文及英文
導　師　：Leanne Nicholls (前香港管弦樂團團員)
(Principal oboist of the City Chamber Orchestra of HK)
地　點　：容後公佈
開課日期及時間　：2000年 9月14日起逢星期四 7:00 - 9:00 p.m. (共十講)
學　費　：$2,200
課　本　：Learns as you Play Oboe (by Peter Wastall) 可在各大琴行購買
簧　片　：平均 $60片 (可向導師購買)
雙簧管　：二手、塑膠平均需 $6,000。 全新、木造、學生型號平均需$13,500。請向導師查詢。

初級二胡班
Basic Erh-hu

二胡是我國傳統拉弦樂器，音色柔美而細緻，表達能力高，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」、「病中吟」、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，讓學員能循序漸進地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，有效地幫助習琴者奠定良好的演奏基礎。樂器需自備，或上課時與導師安排。（每班名額十四人）

講師/導師　：王憶先生—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

AH 21-045-06-01 (01)
開課日期及時間　：2000年9月19日起逢星期二
6:45-7:45p.m.（共十二講）

AH 21-045-06-02 (01)
開課日期及時間　：2000年9月20日起逢星期三
6:00-7:00p.m.（共十二講）

學　費　：$700

TO RECEIVE SPRING 2001 PROSPECTUS
索取2001年春季課程手冊
P.434

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)

講師/導師　：王憶先生—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
AH 21-045-07-01 (01)
開課日期及時間　：2000年12月12日起逢星期二
6:45-7:45p.m.（共七講）
AH 21-045-07-02 (01)
開課日期及時間　：2000年12月13日起逢星期三
6:00-7:00p.m.（共七講）
學　費　：$640

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，因樂器攜帶不便，本課程備有一批古箏供學員上課使用。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、小曲及獨奏曲以作練習 ，讓各學員能由淺入深、循序漸進的掌握古箏演奏的技巧。
(每班名額十二人)

講師/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
AH 21-045-02-01 (01)
開課日期及時間　：2000年9月18日起逢星期一
8:15-9:15p.m.（共十二講）
AH 21-045-02-02 (01)
開課日期及時間　：2000年9月21日起逢星期四
6:00-7:00p.m.（共十二講）
學　費　：$850

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)

AH 21-045-03-01 (01)
講師/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
開課日期及時間　：2001年1月8日起逢星期一
8:15-9:15p.m.（共七講）
學　費　：$790

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，而聲樂的修養，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，參加者最宜先具基本的音樂知識。
(名額二十六人)

教學語言　：普通話／廣東話
講師/導師　：張希全先生（前國家級演員）
地　點　：海富中心三樓S17室

AH 21-045-04-01 (01)
開課日期及時間　：2000年9月27日起逢星期三
6:30-8:00 p.m.（共十六講）

AH 21-045-04-02 (01)
開課日期及時間　：2000年9月28日起逢星期四
6:30-8:00 p.m.（共十六講）

學　費　：$1,200

AH 21-045-05-01 (01)
聲樂進階
Intermediate Vocal Singing

曾修讀本學院之「聲樂初階」者，獲優先取錄。

教學語言　：普通話／廣東話
講師/導師　：張希全先生（前國家級演員）
地　點　：海富中心三樓S17室
開課日期及時間：2000年9月28日起逢星期四
8:10-9:40 p.m.（共十六講）
報名截止日期　：2000年9月15日（名額十八人）
學　費　：$1,400

AH 21-045-08-01 (01)
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

透過各種音樂活動，如聆聽、歌唱、律動及創作，本課程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)。

本課程內容包括:介紹音樂的性質及(IQ)智商和(EQ)情緒智商的定義；介紹音樂與IQ及EQ之間的關係及其理論根據；進行各項音樂活動，綜合性地發展兒童的各方面技能；發展理性認知 - 理性分析及判斷能力；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；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；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。
請在報名表格上之空白地方註明兒童的姓名及年歲。

講師/導師　：林美美女士 M.Ed. ATCL, LTCL
地　點　：海富中心三樓S11室
開課日期及時間　：2000年7月9日起逢星期日
6:00-8:00 p.m.（共八講）
學　費　：$1,000

長笛(一)
An Introduction to the Flute (I)

西方長笛的歷史久遠，可追溯到中古時期。今天樂團所採用的長笛，自一八三二年添置了機械幫助按孔後，由原來的八孔笛發展成今天的二十三孔笛，不特增廣了音域，更加強了音色之變化。

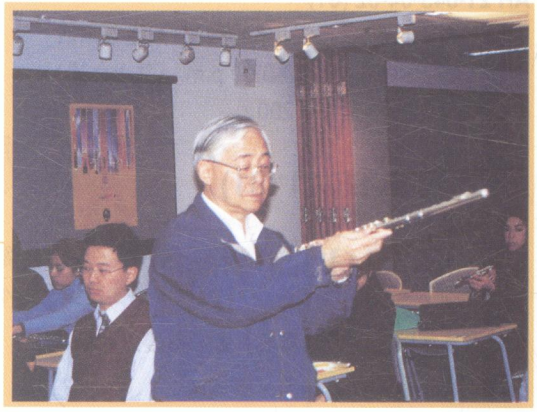
長笛音色甜美、優雅、容易上手，而且曲目多，故一直為音樂愛好者擁護。本課程介紹長笛演奏之基本技巧，由口型、呼吸控制、指法入手，由淺入深。並介紹各類型的長笛曲目，通過演奏及練習，協助學員能掌握長笛演奏的基本方法及技巧。
(名額二十人)

導　師　：陳達德 (前香港管弦樂團首席員)
學　費　：$1,250

AH 21-045-14-11 (01)
開課日期及時間：2000年9月4日逢星期一
6:30-8:00p.m.（共十講）
地　點　：灣仔鄧肇堅304室

AH 21-045-14-12 (01)
開課日期及時間：2000年9月4日逢星期一
8:00-9:30p.m.（共十講）
地　點　：灣仔鄧肇堅304室

AH 21-045-14-13 (01)
開課日期及時間：2000年9月4日逢星期一
12:30-1:45p.m.（共十講）
地點　：金鐘海富中心



AH 21-045-14-31 (01)
長笛(三)
An Introduction to the Flute (III)

本課程供完成（一）、（二）班學員繼續進修，就演奏與技巧方面作進一步指導。
(名額二十人)

導　師　：陳達德 (前香港管弦樂團首席員)
地　點　：灣仔鄧肇堅501室
開課日期及時間：2000年9月5日逢星期二
7:00-8:30p.m.（共十講）
學　費　：$1,250

AH 21-045-16-02 (01)
小學音樂教師工作坊
Active Music Making in Classroom

透過三次的聚會，讓學員能分享組織兒童歌詠隊的喜樂和心得並介紹基本指揮技巧、增強自信、勇敢地肩負訓練和組織的工作。讓每個參與歌詠班的兒童都感到快樂。(請帶備鏡子一面)

課程內容：(一) 組織學校歌詠隊的意義和方法；(二) 基本指揮法；(三) 小學初、中、高級的發聲練習；(四) 趣味性的聽覺培訓；(五) 練習時的秩序管理及帶領技巧；(六) 歌曲選材及演譯。

導　師　：李俞秀舜女士 (L.T.S.C., L.R.S.M., L.T.C.L., A.R.C.M.)
地　點　：香港大學鈕魯詩樓二樓K230室
開課日期及時間：2000年12月10日（星期日）
9:30a.m. - 12.30p.m.及1:30 - 4:30p.m.
學　費　：$400 （名額六十人）

Announcement of new programmes

AH 21-103-00 (01)
Diploma in Conducting (Subject to approval)
The Diploma in Conducting will provide a systematic training to conductors who have already acquired at least RSM grade 6 or equivalent in theory and RSM grade 8 or equivalent in any instrument or voice. This diploma emphasizes a balance between theory and practice. Conducting techniques and skills in orchestral, choral, and ensemble will be covered. All students must participate in the Repertoire Choir. There will be performance at least once per year. Please contact Ms. Yvonne Fong on 2975 5696 in June for more details.

AH 21-807-00 (01)
Diploma in Dancing (Subject to approval)
The two-year Diploma in Dancing is offered in association with the Hong Kong Dance Federation. This diploma is to provide an in-depth training to dancers towards theory and skills in ballet, ballroom, national, folk and Chinese dance. The structured curriculum covers areas like Anatomy, Pedagogy, Choreography. It will be suitable for dancers who plan to take up a teaching career. Exemptions will be granted for students with advanced standings. Please contact Ms. Jenny Chan on 2975 5682 in early July for more details.

AH 21-806-00 (01)
Master of Arts in Music (Subject to approval)
We plan to offer a two-year part-time MA in Music programme for music teachers, performers, composers and instrumental teachers, which will further develop their musical skills and knowledge to a level beyond that of first degree study. This degree will allow B.Mus graduates to develop as musicians at a postgraduate level. Please contact Ms. Yvonne Fong on 2975 5696 after June for details.

Dance

查詢電話：2975 5682

英式標準社交舞初班（一）
Ballroom Dance for Beginners I

今日社交舞已成為十分普及的活動，學習者不受年齡和性別的規限。課程以輕鬆的形式教授各種現時流行的社交舞基本步法，包括：牛仔舞、慢四步、快三、扭腰舞及倫巴。

請於上課時自備一對跳舞鞋以便在堂上替換。
(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，凱基商業大廈二字樓（銅鑼灣地鐵站時代廣場出口）
開課日期及時間：AH 21-805-01-11 (01): 2000年11月9日起逢星期四 7:00-8:30 p.m.
　　AH 21-805-01-12 (01): 2000年12月2日起逢星期六 5:00-6:30 p.m.
全期學費　　：$930 (共十課)

英式標準社交舞初班（二）
Ballroom Dance for Beginners II

今日社交舞已成為十分普及的活動，學習者不受年齡和性別的規限。學習社交舞既可自娛，亦可加強個人信心及消除壓力。課程以簡單而輕鬆的形式教授，包括學習各種現時流行的社交舞基本步法。講授的舞蹈包括：喳喳、華爾滋、森巴、快四及流行舞。

請於上課時自備一對跳舞鞋以便在堂上替換。
(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，凱基商業大廈二字樓（銅鑼灣地鐵站時代廣場出口）
開課日期及時間：AH 21-805-02-11 (01): 2000年8月24日起逢星期四 7:00-8:30 p.m.
AH 21-805-02-12 (01): 2000年9月23日起逢星期六 5:00-6:30 p.m.
全期學費　　：$930 (共十課)

AH 21-803-04-11 (01)
英式標準社交舞中班（四）
Intermediate Ballroom Dance IV

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。導師會進一步講授牛仔舞、維也納華爾滋，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。

請於上課時自備一對跳舞鞋以便在堂上替換。
(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：2000年10月19日起逢星期四 8:30-10:00 p.m.
地　點　　：香港銅鑼灣禮頓道26號，凱基商業大廈二字樓
(銅鑼灣地鐵站時代廣場出口)
全期學費　　：$980（共十課）

英式標準社交舞高班 (三)、(四)
Advanced Ballroom Dance III & IV

本課程適合已完成社交舞中班各項課程或對標準舞具有一定認識的人仕均可報名參加。整個高班課程會劃分為五部份。每部份教授兩種舞步，著重穩固各種舞步的基本步法及技巧，更會介紹及演繹花步，帶領和跟隨的技巧。

AH 21-804-03-11 (01)
第（三）部份：倫巴、快四。
開課日期及時間：2000年9月23日起逢星期六 3:30-5:00 p.m. (共十課)

AH 21-804-04-11 (01)
第（四）部份　：華爾滋、森巴。
開課日期及時間：2000年12月2日起逢星期六 3:30-5:00 p.m. (共十課)

第（五）部份　：喳喳、慢狐步下期才開設

請於上課時自備一對跳舞鞋以便在堂上替換。
(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，凱基商業大廈二字樓
(銅鑼灣地鐵站時代廣場出口)
每部份學費　　：每部份 $980

社交舞初階
Elementary Ballroom and Latin Dances

社交舞乃現時本港最多人參與之舞蹈，一方面樂趣無窮，另一方面也是適合任何年齡人士的運動。社交舞分為標準舞及拉丁舞兩大類，標準舞典雅堂皇、拉丁舞熱情奔放。課程教授輕鬆，讓學員在毫無壓力的情況下體會舞蹈的樂趣。學員將學到華爾滋、慢四、喳喳、六步牛仔、倫巴及跳舞場合常見的集體舞步。課程除基本步法外，亦會講解節拍及音樂感等有關事項。學員毋須任何經驗。

請自備一對鞋底清潔的有跟皮鞋上課。
(每班名額十八人)

導　師　：林燕坤女士
國際舞蹈總會認可國際裁判
英國舞蹈戲劇協會分會會長
99年美國總統運動委員會(優秀編舞家)獎狀得主
香港爵士舞總會主席
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　：$980（共八課）

開課日期及時間
AH 21-029-01-11 (01)：2000年7月15日起逢星期六 6:00-7:30 p.m.
AH 21-029-01-12 (01)：2000年9月16日起逢星期六 6:00-7:30 p.m.
AH 21-029-01-13 (01)：2001年1月20日起逢星期六 6:00-7:30 p.m.

AH 21-029-26-11 (01)
社交舞中階
Intermediate Ballroom and Latin Dances

本課程乃社交舞初階之延續，適合曾習初階或學習社交舞三個月之人士參加。本課程教授變化更多的舞步，亦會加強姿態控制，包括腳跟、腳尖、手臂、肩膊、面部、腿及膝。學員完成課程後，舞蹈基礎將進一步打穩。課程教授的舞蹈有華爾滋、探戈、喳喳、八步牛仔及森巴。請自備一對鞋底清潔的有跟皮鞋上課。
(名額十八人)

導　師　：林燕坤女士
國際舞蹈總會認可國際裁判
英國舞蹈戲劇協會分會會長
99年美國總統運動委員會(優秀編舞家)獎狀得主
香港爵士舞總會主席
開課日期及時間　：2000年11月18日起逢星期六 6:00-7:30 p.m.
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　：$980（共八課）

阿根廷探戈及扭腰舞初階
Argentina Tango and Twist for Beginners

阿根廷探戈舞與其他南美舞蹈一樣，激情而且自由奔放。在熱情時尚與豪邁當中，它又加上點滴的優雅堂皇。阿根廷探戈舞可應用於一般社交舞場合，一般人過往在電影或藝術文化表演中見到的探戈，大多是阿根廷探戈。

扭腰舞對所有人來說都不會陌生，真正知道如何跳得出色的人卻少，更少有課程能將有關奧妙教授給你。你知道如何跳才美觀又省力呢？你知道大部份人所犯的錯誤嗎？本課程為你揭開扭腰舞鮮為人知的秘訣，令你走出成為扭腰舞高手的第一步。

課程適合任何年齡人士學。學員毋須任何經驗。請自備一對鞋底清潔的有跟皮鞋上課。(每班名額十八人)

導　師　：林燕坤女士
國際舞蹈總會認可國際裁判
英國舞蹈戲劇協會分會會長
99年美國總統運動委員會(優秀編舞家)獎狀得主
香港爵士舞總會主席
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　：$980

開課日期及時間

AH 21-029-24-11 (01)　：2000年9月16日起逢星期六 7:30-9:00 p.m.（共八課）
AH 21-029-24-12 (01)　：2001年1月20日起逢星期六 7:30-9:00 p.m.（共八課）

莎莎及美式流行舞初階
Salsa and American Line Dance for Beginners

莎莎舞源自古巴，運用黑人音樂強烈節拍的震撼，帶出悅目奔放的舞步。莎莎富現代感、創意及拉丁美州色彩。莎莎屬雙人舞蹈，應用於一般社交舞場合，但更自由、規限較少。初學者可於短時間掌握基本步法，繼而學習千變萬化的花式。快來參與這種被譽為九十年代最時興的新舞蹈。

美式流行舞起源於美國西部，是一種既易學、又有趣的集體舞步。美式流行舞的熱潮早已席捲歐美，現更成為香港其中一種最多人參與的舞蹈。舞步方面學習容易，可配合中西流行曲演繹。大小Party或Disco均可大派用場。

課程適合任何年齡人士學。學員毋須任何經驗。請自備一對鞋底清潔的有跟皮鞋上課。(每班名額十八人)

導　師　：林燕坤女士
國際舞蹈總會認可國際裁判
英國舞蹈戲劇協會分會會長
99年美國總統運動委員會(優秀編舞家)獎狀得主
香港爵士舞總會主席
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　：$980

開課日期及時間

AH 21-029-25-11 (01)　：2000年7月15日起逢星期六 7:30-9:00 p.m.（共八課）
AH 21-029-25-12 (01)　：2000年11月18日起逢星期六 7:30-9:00 p.m.（共八課）

爵士舞初階
Basic Jazz Dance

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。
(每班名額十五人)

導　師　　：余世好女士
　　AdvDip(APA), RAD Overseas Teaching Member

開課日期及時間
AH 21-029-18-11 (01)：2000年7月21日起逢星期五 6:30-8:00 p.m. （共十課）
AH 21-029-18-12 (01)：2000年7月21日起逢星期五 8:00-9:30 p.m. （共十課）
AH 21-029-18-13 (01)：2000年10月13日起逢星期五 6:30-8:00 p.m. （共十課）
AH 21-029-18-14 (01)：2000年10月13日起逢星期五 8:00-9:30 p.m. （共十課）

導　師　　：徐偉業先生
　　AdvDip(APA), BFA (Hons)

開課日期及時間
AH 21-029-18-15 (01)：2000年7月18日起逢星期二 5:45-7:15 p.m. （共十課）
AH 21-029-18-16 (01)：2000年10月10日起逢星期二 5:45-7:15 p.m. （共十課）

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　　：$1,000

現代舞初階
Basic Modern Dance

導師將講述現代舞的基本步法，並指導學員以各種動作，配合現代音樂，創出不同之舞步。學員必須穿著輕便運動服裝。
(每班名額十五人)

導　師　　：徐偉業先生
　　AdvDip(APA), BFA (Hons)

開課日期及時間
AH 21-029-19-11 (01)：2000年7月22日起逢星期六 3:00-4:30 p.m. （共十課）
AH 21-029-19-12 (01)：2000年10月14日起逢星期六3:00-4:30 p.m. （共十課）
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　　：$1,000

TO RECEIVE SPRING 2001 PROSPECTUS
索取2001年春季課程手冊
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ORIENTAL STUDIES CHINESE WRITING/LITERARY STUDIES

AH 23-046-02-01 (01)
中國語文基礎知識課程
Foundation Course in Chinese Language

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。

(名額四十人)

導　師 : 陳鴻舉先生
(辭典編審及文學作家)
開課日期及時間 : 2000年7月11日起
逢星期二8:00 - 9:30 p.m.
(共10講)
地　點 : 海富中心三樓S24室
全期學費 : $840

AH 23-046-06-01 (01)
修辭技巧與寫作
Improving Your Writing Skills through Rhetorical Methods

在提高寫作表達能力、有效傳達內容訊息，以及增強說服力上，修辭都扮演著重要的角色。本課程旨在透過修辭的學習，加強學員在寫作及說話方面的能力。課程內容包括修辭概說、詞語修辭、句式修辭及辭格介紹和語體風格等技巧、特點和方式。課堂上除了進行分析、討論外，並有練習。

(名額四十人)

導　師 : 陳鴻舉先生
(辭典編審及文學作家)
開課日期及時間 : 2000年9月22日起
逢星期二8:00 - 9:30 p.m.
(共10講)
地　點 : 鰂魚涌加怡千禧廣場
16樓1604室
全期學費 : $840

AH 23-046-07-01 (01)
著名演辭賞析與寫作技巧
Appreciating the Writing Skills of Famous Speeches

語言交際是當今社會各行各業人才必要具備的一種基本能力，無論在傳達信息、交流思想、宣傳推介或協調人際關係等方面，其重要作用是不容忽視的。本課程通過對古今中外名人的若干演講詞、對話和發言等欣賞、分析，使學員認識演講的性質、作用和技巧，並指導學員寫作演講稿的方法，以及掌握基本的技巧，亦提供課堂上的練習機會。

(名額四十人)

導　師 : 陳鴻舉先生
(辭典編審及文學作家)
開課日期及時間 : 2000年7月6日起
逢星期四8:00 - 9:30 p.m.
(共10講)
地　點 : 海富中心三樓S15室
全期學費 : $840

AH 23-047-04-01 (01)
著名文學作品欣賞和分析
Appreciation of Famous Chinese Literary Works

閱讀和賞析文學作品中名篇佳作，是賞心悅目的樂事，既可增廣見聞，認識人生，又可陶冶性情，提昇品味，更可加強個人的語文理解和表達能力，對於投身社會工作的人來說，有著積極的意義。本課程為有志於語言文學的自學者而設，內容除了賞析和討論作品外，也鼓勵學員練習寫作，廣泛閱讀，以期逐步提高語文的運用的能力。

(名額四十人)

導　師　：陳鴻舉先生
(辭典編審及文學作家)
開課日期及時間　：2000年9月21日起
逢星期四8:00 - 9:30 p.m.
(共10講)
地　點　：容後公佈
全期學費　：$840

AH 23-046-03-01 (01)
辦公室中文書信研習班
The Writing of Chinese Business Letter

為配合日漸增多的辦公室中文書信寫作需求，本課程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。課堂上會介紹幾種常見公文（通告、佈告、公告、告示、會議記錄等）的格式，研討如何書寫一般公事往來信函。著重針對如何答覆投訴、如何回覆或拒絕邀請、申請等問題，作出具體的研討和寫作練習。

課程導師系資深中文教學工作者，教學方式活潑輕鬆，分析問題清晰明確，歷年深得學員好評。她將以粵語教授本課，並與學員一同探討中文寫作中的語法、修辭、邏輯的問題。透過樣本分析、課堂討論、小組研習、個人習作、以及習作分析等方式，協助學員撰寫語意清晰、措辭得體、句式暢通的辦公室書信。

(名額4四十人)

導　師　：左韋 (韋姬) 女士
開課日期及時間　：2000年8月10日起
逢星期四6:00 - 8:00 p.m.
(共10講)
地　點　：容後公佈
全期學費　：$1,050

AH 23-046-13-01 (01)
中文書信詞彙基礎
Fundamental Vocabulary Usage in Chinese Correspondence

近年來，用中文起草辦公室公文書信的機會越來越多，究竟如何用規範的語言準確表達思想，仍是很多習慣用粵語表述的人士感到困惑的問題。根據語言對應規律，把方言轉換為標準書面語，就語法、語音、詞匯三方面而言，詞匯的轉換最為困難。粵語與普通話之間的詞匯差別很大，需要特別學習。本課程試圖從公文書寫的基本要求入手，比較和探索廣東方言與標準書面語之間的詞彙差異和運用特點，藉此幫助學員掌握如何書寫標準公文的能力。課程導師系本港作家，也是一位資深教育工作者，因其教學方式靈活、分析問題清晰透徹而獲普遍好評。她將以粵語及普通話兩種語言講授本課程，並輔以小組研習、個別練習、習作講評等教學方式。報讀本課程之學員須具初級普通話能力。

(名額四十人)

導　師　：左韋 (韋姬) 女士
開課日期及時間　：2000年10月4日起
逢星期五6:00 - 8:00 p.m.
(共6講)
地　點　：容後公佈
全期學費　：$ 600

AH 23-047-02-01 (01)
兒童詩創作坊
Creativity in Nursery Rhyme

本課程專為對兒童詩創作和研究感興趣之人士（包括幼兒教育工作者、中小學教師）而設。課程從區分童謠與童詩的不同特點入手，探討兒童詩創作的形象思維與心理基礎問題，著重分析兒童詩創作的藝術特質，并介紹詠物式、描人式、抒情式、寓言式、童話式等童詩類型。設計此課程的講師為香港女作家、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。課堂上導師將以其創作童詩經驗與學員分享，並以活動與學員一道品嚐交流。學員也可在課程中嘗試寫作童詩或童謠等，師生一同去體味兒童詩創作的無窮樂趣。

(名額四十人)

導　師　：左韋(韋婭)女士
開課日期　：2000年8月7日起
及時間　逢星期一6:00 - 8:00 p.m.
(共4講)
地　點　：石硤尾嘉智學校303室
全期學費　：$440

AH 23-047-01-01 (01)
現代新詩寫作技巧
Techniques in Modern Poetry

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，將逐一以實例教授。

(名額四十人)

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　：2000年8月3日起
及時間　逢星期四8:20 - 9:50 p.m.
(共4講)
地　點　：海富中心三樓S21室
全期學費　：$260

AH 23-047-03-01 (01)
文學創作研習班
Creative Writing in Modern Chinese Literature

在文學的範疇裏，欣賞和創作是相輔相成的。多讀名家篇章，當有助提高寫作能力。假如能夠親自執筆創作，自然更能體會「文章千古事，得失寸心知」的妙諦。

本課程主要是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。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。

(名額三十人)

導　師　：蔡炎培先生
開課日期　：2000年10月16日起
及時間　逢星期一 8:30 - 10:00 p.m.
(共10講)
地　點　：容後公佈
全期學費　：$530

AH 23-046-09-01 (01)
中文閱讀與寫作
The Reading and Writing of Chinese Text

加強中文閱讀，並在閱讀的基礎上進行寫作實踐，這是提高中文水平的重要途徑之一。閱讀是寫作的基礎，寫作是閱讀的發展。

記敘、說明、議論、描寫和抒情是常用的幾種表達方式。若能領會每一種表達方式的特點，又能恰當地綜合運用幾種表達方式，則有助於提高閱讀能力和寫作水平。

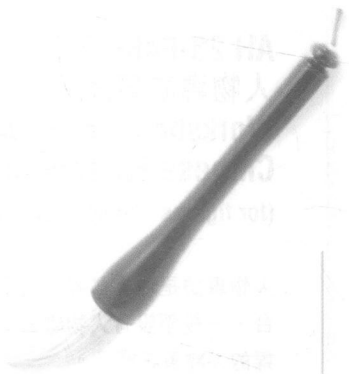
本課程專為大、中學生及中、小學語文教師而設，旨在透過閱讀分析幾種常用文體：記敘文、說明文及議論文，進一步掌握上述各種表達方式的特點，掌握寫作基礎知識。

講授的內容包括：閱讀的要求與原則；各種敘用文體的特點及其閱讀方法與分析要點；寫作常不同的文體應如何落墨；如何掌握各種文體的寫作技巧；在寫作中如何正確運用語法修辭；修改病句應如何入手。

在教學過程中，學員邊研討、邊分析具體文章，邊進行寫作實踐，加強基礎訓練，使學員更快掌握各種文體的閱讀方法和寫作技巧。

(名額四十人)

導　師　：黃貴文先生，月刊執行編輯
開課日期　：2000年7月3日起
及時間　逢星期一 8:00 - 10:00 p.m.
(共10講)
地　點　：海富中心3樓S21室
全期學費　：$ 900



AH 23-046-10-01 (01)
散文創作研習班
Workshop for Creative Chinese Writing

散文的概念，歷來理解不盡相同。現代所說的散文，是指與詩歌、小說、戲劇文學並列的一種文學體裁。散文是文學愛好者經常接觸到的文體。

本課程專門為文學愛好者而設。講授的內容包括：散文的概念和內涵；真情實感是散文的生命；散文的形與神和諧統一；創造意境是散文成功與否的關鍵；散文的構思技巧；散文的聯想技巧；散文的描寫技巧；散文創作中的修辭方式；散文的語言。教學過程採取賞析具體作品與學員寫作實踐相結合。要求學員把所學到的散文創作理論靈活運用，指導寫作實踐。

(名額四十人)

導　師　：黃貴文先生，月刊執行編輯
開課日期　：2000年10月18日起
及時間　逢星期三8:00 - 10:00 p.m.
(共10講)
地　點　：容後公佈
全期學費　：$ 900

AH 23-046-11-01 (01)
文學鑒賞和評論
Appreciation and Critique of Literature

任何優秀的文學作品，都存在鑒賞價值。讀者在鑒賞作品之後，還可能會發表評論。本課程專為文學愛好者而設，旨在幫助學員欣賞、分析作品，從而提高文學鑒賞能力及文學評論水平。

講授的內容包括：幾種文學體裁（小說、散文及詩歌）的基礎知識；鑒賞文學作品的方法及原則；文學鑒賞的主觀性和客觀性；文學鑒賞的多樣性和一致性；文學評論的內涵與範圍；文學評論與文學理論的關係；文學評論應如何入手？怎樣掌握文學評論的標準；文學評論的作用與意義等。

(名額四十人)

導　師　：黃貴文先生，月刊執行編輯
開課日期　：2000年8月2日起
逢星期三8:00 - 10:00 p.m.
(共10講)
地　點　：海富中心3樓S15室
全期學費　：$900

AH 23-046-12-01 (01)
人物專訪專題寫作坊
Workshop for the Writing of Chinese Feature Articles
(for figures and special topics)

人物專訪是現代傳媒的重要內容之一。無論是報章雜誌，抑或是電視、電台，一般都設有人物專訪專題。廣大讀者及觀眾，樂於閱讀或收看各種傳媒的人物專訪欄目。

一篇好的人物專訪，可以從某個側面去反映社會風貌，可以折射生活的本質，可以勵志，更可以彰顯真、善、美的東西。本課程專門為初入行的記者以及有志於從事傳媒工作的年青人而設，旨在幫助學員掌握人物專訪的寫作技巧及基礎知識。透過學習本課程，有助於較系統、全面地掌握人物專訪的基本技巧，從而提高傳媒工作的水平。

講授內容包括：人物專訪事前應作的準備；專訪應從何入手；專訪的主要內容；專訪的特點；專訪的選題和立意；如何掌握專訪的重點與難點；專訪後怎樣綜合、整理材料；怎樣安排專訪的篇章結構；專訪的文采及語言特色。

(名額四十人)

導　師　：黃貴文先生，月刊執行編輯
開課日期及時間　：2000年9月7日起
逢星期四8:00 -10:00 p.m.
(共10講)
地　點　：容後公佈
全期學費　：$900

TO RECEIVE SPRING 2001 PROSPECTUS
索取2001年春季課程手冊
P.434

AH 23-046-14-01 (01)
中學作文教學研習班
Workshop for the Teaching of Chinese Composition

作文教學在中學語文教學中佔有重要的地位。因此，提高作文教學的質量，是提高語文教學質量的一個特別重要的方面。本課程專為中學教師而設，旨在指導教師如何進行作文教學。

作文是運用語言文字表達思想、觀點、感情的綜合訓練，是衡量學習語文程度的重要尺度。作文教學的目的，在於培養和提高學生在學習和工作中必須具備的敘用文體的寫作能力。

講授的內容包括：作文教學的目的、要求和計劃；作文練習的方式；如何指導學生作文；作文批改的意義、原則及方式；作文講評的意義、要求和方式等。

(名額四十人)

導　師　：黃貴文先生，月刊執行編輯
開課日期　：2000年9月11日起
及時間　逢星期一 8:00-10:00pm
(共10講)
地　點　：容後公佈
全期學費　：$900

ORIENTAL STUDIES - PHILOSOPHY

AH 23-048-06-11 (01)
Chinese Concept of Destiny

Enquiries : 2975 5682

The "Four Pillars of Destiny", a traditional method of analysing human 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 students to convert a set of birth data into the "Four Pillars of Destiny" and will also cover the basic skill of making a destiny analysis to achieve a deeper understanding of the self and the people in our surroundings, and the factors affecting our success 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.

Tour　: Mr. Raymond H. L. Lo
B. Soc (HK)
Date & Time　: Monday, 8:00 - 9:30 p.m.,
starting 8 January 2001
(6 meetings)
Venue　: To be advised
Fees　: $640

AH 23-048-01-11 (01)
周易風水學原理與應用
The Study of Geomancy

本課程將討論：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。

(名額四十人)

導　師　：袁匡任先生－博士研究員
開課日期　：2000年10月3日起
及時間　逢星期二 8:00 - 10:00 p.m.
(共10講)
地　點　：容後公佈
全期學費　：$830

AH 23-048-02-11 (01)
周易預測學之命運、掌相、姓名、擇日與美容化妝
I'Ching & Its Interpretation

本課程將討論：一、周易預測學介紹（中西預言之異同）；二、命運之先天與後天孰重；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、男女美容化妝開運法；十、個人掌相贈言。

(名額四十人)

導　師　：袁匡任先生－博士研究員
開課日期　：2000年12月12日起
及時間　逢星期二 8:00 - 10:00 p.m.
(共10講)
地　點　：容後公佈
全期學費　：$830

AH 23-048-03-11 (01)
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。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，可收到立竿見影之效，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。

(名額四十人)

導　師　：姚文博先生 B.Sc (HK)
開課日期　：2001年1月8日起
及時間　逢星期一 6:20 - 7:50 p.m.
(共4講)
地　點　：容後公佈
全期學費　：$295

AH 23-048-04-11 (01)

中國古今的特異功能現象
Chinese Psychic Phenomena: The Past and The Present

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，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。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。

(名額四十人)

導　師　：姚文博先生 B.Sc (HK)
開課日期　：2001年1月30日起
及時間　逢期二 6:20 - 7:50 p.m.
(共4講)
地　點　：容後公佈
全期學費　：$400

AH 23-048-07-11 (01)

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」是中國古稱的「三才」。講者會在課堂和實習裡，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應用的正確認識；七. 生意人大智慧的提升。

(名額四十人)

導　師　：伍懷璞先生
開課日期　：2000年7月25日起
及時間　逢星期二 6:00 - 8:00 p.m.
(共六講)
地　點　：容後公佈
全期學費　：$520

AH 23-048-08-11 (01)

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、風水學公式的歸納；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、古人陰宅選地的竅門；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。

(名額四十人)

導　師　：伍懷璞先生
開課日期　：2000年7月28日起
及時間　逢星期五 6:00 - 8:00p.m.
(共6講)
地　點　：容後公佈
全期學費　：$520

AH 23-049-01-11 (01)
命運、緣份、愛情之心理哲學之「IQ」、「EQ」、「AQ」
The Psychology & Philosophy of Fate and Love

本課程將討論:

一、 愛情、命運及緣份為何與「IQ」、「EQ」、「AQ」有關？世界偉大之心理家以 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。

名　額　：四十人（先到先得）
(二十人以下取消)

截止報名日期 ：2000年7月31日

導　師　：鄭炯堅先生
B.A., M.Phil(CUHK), Ph.D (HKU)

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

開課日期及時間　：2000年8月19日
(星期六）3:00 p.m. 至
8月20日 (星期日) 5:00 p.m.

集合時間及地點　：8月19日3:00 p.m.
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　：$480
(包括學費、食宿及交通費)

AH 23-049-02-11 (01)
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、 嬉惕易犯之錯：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）。

(名額四十人)

導　師　：鄭炯堅先生
BA, M PHIL (CUHK), Ph. D (HK)

開課日期及時間　：2000年10月4日起
逢星期三 6:30 - 7:45 p.m.
(共十二講)

地　點　：容後公佈

全期學費　：$640

AH 23-049-03-11 (01)
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。

(名額四十人)

導　師　：鄭炯堅先生
BA, M PHIL (CUHK), Ph. D (HK)
開課日期　：2000年10月4日起
及時間　逢星期三 8:00 - 9:30 p.m.
(共十二講)
地　點　：容後公佈
全期學費　：$640

Philosophy 哲學

TEL電話 : 2975 5682 FAX傳真 : 2858 3404

AH 24-103-00 (01)
哲學文憑課程
Diploma in Philosophy
(subject to approval)

Introduction
This course is for students who have received basic training in philosophical thinking and would now like to further their interest in the subject. On completion of the programme, they should :

- be able to engage in philosophical thinking and show that they are sensitive to, and critical of, the problems of value, existence and knowledge;
- understand the different methodologies and approaches to philosophical problems propounded by different schools of thought;
- have gained an historical overview to the development of ideas within schools of thought and the impact of different schools on one another.

Entry Requirement
Applicants should either have obtained the SPACE Certificate in Philosophy or an equivalent award offered by a different institution. Applicants who have completed at least three short courses in philosophy offered by SPACE, wll also be considered for entry.

Course Organisation
There are 100 hours of instruction, provided in three modules of 30 hours each and 10 hours of special guest lectures. Each year four modules will be offered from the following list, which will be amended from time to time :

General Area of Philosophy	Module
Western Philosophy	Kantian Philosophy
	Existentialism
	Empiricism

Eastern Philosophy	Taoism Confucianism Indian Philosophy Buddhism
Values	Aesthetics Moral Philosophy Applied Philosophy Social and Political Philosophy
Epistemology	Philosophy of Language Symbolic Logic
Historical Development	History of Western Philosophy

Teaching will consist of lectures and discussion. Tutorials may be arranged within each lecture or at the end of each course at the discretion of the lecturer.

Medium of Instruction
The main language of instruction will be Cantonese, but participants are expected to be proficient in English as this will be used in some of the teaching materials, assignments and examinations.

Assessment
A SPACE Diploma in Philosophy will be awarded to students who :

- satisfactorily complete the written requirements of each module, which will be either a 3,000 word essay or a final examination;
- attend 80% of the sessions of each module.

Venue
Room 304, Ka Chi School, Shek Kip Mei

Course Director
Dr Wong Wai Ying, BA, MPhil, PhD CUHK, MA York, UK

Date & Time
Thursdays, 8:05 - 10:05 p.m. and Saturdays, 4:05 - 6:05 p.m., starting 28 September 2000

Fee
$5,000

Application Procedure
Places will be offered on a first-come, first-served basis to qualified applicants. Completed application forms should be sent to The Philosophy Section, SPACE, 9/F, T T Tsui Building, HKU before 1 September 2000. They should be accompanied by :

- copies of all relevant qualifications;
- a crossed cheque for $5,000 made payable to HKU SPACE

For Professional Excellence and Quality of Life

AH 24-101-00 (01)
哲學概論證書課程
Certificate in Philosophy

Tel電話：2975 5682 Fax傳真：2858 3404

課程宗旨

(一) 培養批判思考能力；
(二) 引介重要哲學問題；
(三) 揭示哲學與現代生活的關係；
(四) 介紹中西哲學主流；
(五) 訓練閱讀哲學著作的能力。

課程大綱

本哲學入門課程藉著展示中外古今哲學家對宇宙人生終極問題探索路向結果，以及學員的積極討論，助學員較深入理解這些問題，從而明瞭哲學的特性與意義。

本課程分兩部份，第一部份「哲學基礎」，包括哲學導論、思考方法、邏輯、方法論。第二部份「哲學專題」，包括哲學專題、中國哲學史及中西方哲學原著選讀。

課程主任　：黃慧英小姐 BA, MPhil,
PhD (CUHK), MA (York, UK)
導　師　：陶國璋先生 BA,MPhil (CUHK),
PhD (New Asia Institute for Advanced Chinese Studies)
吳・明先生 MPhil, PhD
(New Asia Institute for Advanced Chinese Studies)
林　偉先生 MA (Sheffield), MPhil (HKU)
高建達先生 MPhil (Lond)
梁光耀先生 BA, MPhil (CUHK)

教學方法

開課日期　：2000年9月8日（星期四）
時間　：逢星期四6:00 - 8:00 p.m.
逢星期六2:00 - 4:00 p.m. (每星期兩節)
地點　：石硤尾嘉智學校304室
全期學費　：$ 4,200 (共50講)

畢業證書

課程完結後，若符合下列條件之學員，可獲本學院頒發證書：(一) 出席率超過百分之八十以上；(二) 完成所有課程作業；(三) 考試合格。

入學資格

對哲學有興趣人士。

報名手續

申請者須於9月15日前將（一）填妥申請表格；（二）學費$4,200支票/銀行本票（抬頭請寫：「香港大學專業進修學院」）寄回薄扶林道香港大學專業進修學院。

(名額四十人)

AH 24-049-01-11 (01)
思考方法導論
Introduction to General Methodology

若要思考清晰、合理和嚴謹，必須掌握正確的方法。「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；(四)、謬誤剖析。

(名額四十人)

導　師　：梁光耀先生BA, MPhil. (CUHK)
開課日期　：2000年10月7日起
及時間　逢星期六2:00 - 3:30 p.m.
(共12講)
地　點　：容後公佈
全期學費　：$825

AH 24-049-02-11 (01)
哲學淺說
Introduction to Philosophy

本課程以深入淺出的方法，介紹哲學這門學科，內容包括哲學的不同類別，例如形而上學、知識論、倫理學、政治哲學、邏輯學、美學、科學哲學及宗教哲學等等，並且探討各學科所觸及的一些基本問題，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」等等。

(名額四十人)

導　師　：梁光耀先生
BA, MPhil. (CUHK)
開課日期　：2000年10月7日起
及時間　逢星期六 4:00 - 5:30 p.m.
(共12講)
地　點　：容後公佈
全期學費　：$825

AH 24-049-03-11 (01)
藝術與文化
Art and Culture

課程宗旨

(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，以及藝術與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、馬克思主義、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。

(名額四十人)

導　師　：梁光耀先生
BA, MPhil. (CUHK)
開課日期　：2000年10月26日起
及時間　逢星期四 8:05 - 10:05 p.m.
(共10講)
地　點　：香港大學邵逸夫樓2樓209室
全期學費　：$835

AH 24-049-04-11 (01)
西方文明的興起
The Evolution of Western Culture

西方文化以希臘的理性精神、羅馬的律法及基督教的信仰為源頭。雖然希臘的理性精神在中世紀一度臣服於基督教的信仰下；但隨著文藝復興的來臨，啟蒙運動、科學革命和工業革命的出現，理性精神又再度活躍於人類的歷史舞台，把傳統社會改變為現代社會；然而，現代社會科技進步、資本經濟無限擴張、工具理性膨脹，卻又帶來了現代人價值的失落和環境污染等嚴重問題。

本課程嘗試探討西方文化的源頭，對其發展作簡要的論述，以及討論一些當代社會問題。內容主要包括希臘文化、中世紀的基督教文化、文藝復興、啟蒙運動及以科技理性作為主導的現代文化。

(名額四十人)

導　師　：梁光耀先生
BA, MPhil. (CUHK)
開課日期及時間　：2000年10月13日起
逢星期五 8:05 - 10:05 p.m.
(共十講)
地　點　：香港大學本部大樓(陸佑堂)
1樓122室
全期學費　：$835

AH 24-049-05-11 (01)
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。

本課程分為兩大部分：理論部分和應用部分。理論部分包括兩方面： 一方面主要講述西方倫理學的主要學派及基本主張， 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學家的倫理思想, 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、人工生育、同性戀、環境保護及動物權利等。本課程適合喜愛反省和思考人生問題的人士修讀。

(名額四十人)

導　師　：劉桂標先生
BA(HKBU), MPhil(CUHK)
開課日期及時間　：2000年12月6日起
逢星期三 8:00 - 10:00 p.m.
(共10講)
地　點　：容後公佈
全期學費　：$835

AH 24-049-06-11 (01)
思潮與信仰
Ideologies and Beliefs

認識西方的哲學和宗教思想等西方文化發展的最高指導原則, 對了解西方文化極為重要。本課程以概述西方的哲學和宗教思想發展為主，講述各階段的代表思想家和主要學派的中心概念和主張。內容包括：(一)、古希臘羅馬哲學思想；(二)、中世紀神學思想；(三)、近代經驗主義、理性主義和觀念主義哲學思想；(四)、近代基督教思想。

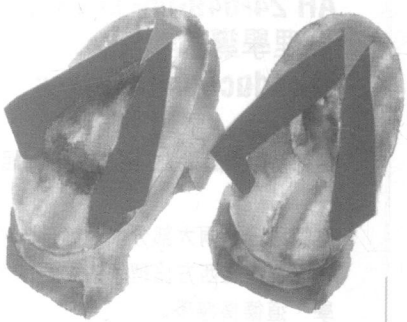
(名額四十人)

導　師　：劉桂標先生
BA(HKBU), MPhil(CUHK)
開課日期及時間　：2000年10月3日起
逢星期二 6:00 - 8:00 p.m.
(共10講)
地　點　：容後公佈
全期學費：　$835

AH 24-049-08-11 (01)
日本文化與社會
Japanese Culture and Society

課程宗旨

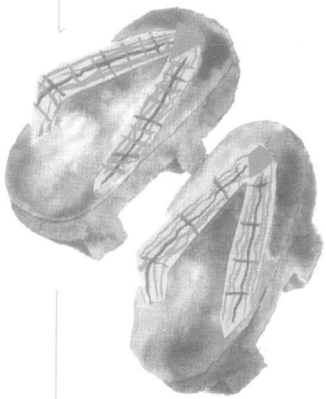
香港與日本經濟關係密切，日本的商品和消費文化一向受到香港的歡迎。不過，港人對日本的了解甚少，多只限於表面的商品、流行文化。語言固然是了解文化的主要途徑，但除此之外，掌握竅門，以對其各方面有綜合和全面的認識，亦甚重要。本課程從多角度探討日本近現代狀況，對日本政治、經濟、社會、商業、宗教、歷史、科技、文學、語言、中日關係、港日關係等，作深入淺出的介紹。特別適合中學教師、大學生及與日本有商業和文化交往的人士報讀。



課程大綱

一、從人類學角度看日本社會與流行文化；
二、日本人眼中的香港——港日關係剖析；
三、近代日本、中國、香港社會經濟關係；
四、日本新聞與媒體；
五、　日本政府與政黨政治；
六、邁向廿一世紀的日本經濟；
七、日本現代國家與少數民族；
八、日本女性文學發展與日本對外開放；
九、近代日本宗教與洋學；
十、日本企業如何擺脫困境，重奪亞洲領導地位；
十一、從日本歷史看日本政治；
十二、綜合討論——香港的日本研究。

(每班名額六十人)



師資

王向華博士 BSSc CUHK; DPhil Oxon
李培德博士BA CUHK; MLitt, DLitt Tokyo
王慶新博士 BS Xiamen, MA, PhD NY State
林少玲小姐 BA CUHK
張展鴻博士 BSSc CUHK; PhD Osaka
梁安玉小姐 BA HK; MA Tsukuba; PhD Program Sophia
馮錦榮 BA HK; MLitt Kyoto
廖緒豐先生BBA CUHK, MBA Keio
趙雨樂博士BA, MPhil CUHK; DLitt Kyoto

開課日期及時間

2000年9月23日起逢星期六 2:00 - 4:00 p.m. (共12講)

上課地點

香港大學本部大樓(陸佑堂)1樓122室

費用

港幣1,200元

授課語言

粵語及普通話 (輔以簡單日語)

Pathway to the M.A. in East/West Theatre Studies

Certificate in East/West Theatre Studies (SPACE, HKU) — Half-year part-time course starts January 2001

↓

Postgraduate Diploma in East/West Theatre Studies (SPACE, HKU) — One-year part-time course starts October 2000

↓

M.A. in East/West Theatre Studies (Middlesex University, London) — One semester in London plus a dissertation to be completed in either HK or London

M.A. in East/West Theatre Studies
(Middlesex University, London)

The School offers an M.A. in East/West Theatre Studies programme in partnership with The School of Drama and Theatre Arts, Middlesex University. This is the largest and most diverse department of its kind in the U.K. The M.A. in East/West Theatre Studies will be offered on a part-time basis and will extend over a two-year period.

Holders of the SPACE Postgraduate Diploma in East/West Theatre Studies are eligible for "advanced standing" at Middlesex University and will be deemed to have completed two of the four taught modules. Students who complete two further modules during a fifteen week stay in London and then submit a satisfactory dissertation will be awarded the M.A. in East/West Theatre Studies.

M.A./Postgraduate Diploma in East/West Theatre Studies

Stage One leads to Postgraduate Diploma (SPACE) — taken in Hong Kong (part-time)

- **Western Theatre Styles (compulsory module)**
- **Asian Performing Arts** or **Modern Chinese Film**

Stage Two — taken in London (full-time)

- **Contemporary Issues in Performing Arts (compulsory module)**
- **Contemporary British Theatre** or **Independent Study**

Stage Three leads to M.A. (Middlesex) — can be completed either in H.K. or London

- **Dissertation**

AH 39-101-00(01)
Postgraduate Diploma in East/West Theatre Studies

Introduction
The SPACE Postgraduate Diploma in East/West Theatre Studies is a part-time coursework programme. It is intended for:
- those working professionally in fields such as arts management, theatre performance and television broadcasting in Hong Kong;
- those teaching in schools, tertiary institutions and in adult education;
- staff of the former Urban and Regional Councils involved in performing arts;
- graduates who wish to pursue advanced studies of a practical and theoretical nature.

Programme Structure
The programme comprises two taught modules:
A. Western Theatre Styles and EITHER
B. Asian Performing Arts OR
C. Modern Chinese Films

A. Western Theatre Styles (Autumn 2000)
This module follows the major developments in Western drama. It is designed to allow students to engage in an intensive study of Western theatre styles beginning with Greek tragedy, through Elizabethan drama, naturalism, modern and post-modernist theatre in Europe and America. It allows an analytical examination of a wide range of different kinds of plays within the Western theatre tradition.

B. Asian Performing Arts (Spring 2001)
The aim of this module is to introduce students to the history and theory of Asian Performing Arts, with special emphasis on modern Chinese theatre. It will attempt to set Chinese theatre within the context of the evolving forms of performance in the Asia Pacific region, to analyze the changing forms and styles of theatre and to synthesize knowledge and techniques of East and West during this process.

C. Modern Chinese Films (Spring 2001)
This module examines questions of cultural identity in Hong Kong, China and Taiwan as expressed in films. The focus of the module will be the changes which have taken place in this genre in the last fifty years. Attention will also be given to how these changes intersect with changes in Hong Kong, Chinese and Taiwanese society brought about by economic, political and social forces. The changes in modern Chinese film will be related to the changes in form and content as seen in the module on Asian Performing Arts.

Duration
The SPACE Postgraduate Diploma programme lasts for one academic year. The course requires attendance on one day a week for two semesters a year. The classes will be held at the University of Hong Kong on Saturday afternoons (2 p.m. to 6 p.m.). In addition to attending classes and tutorials, participants will also be expected to read widely within the subject area.

Course Personnel
Teaching is conducted by a team of expert lecturers from the University of Hong Kong and from other Hong Kong tertiary institutions.

Course Director
Dr. Vicki C.H. Ooi, Senior Lecturer in English, The University of Hong Kong

Lecturers
Dr. Chan Sau Yan, Associate Professor in Music, The Chinese University of Hong Kong
Dr. Cheung Ping Kuen, Theatre Critic, Member of HK Arts Development Council
Mr. Chung King Fai, Dean of Drama, Academy for Performing Arts, Hong Kong
Mr. Peter Kennedy, Lecturer (English Studies), SPACE, The University of Hong Kong
Mr. Lau Shing Hon, Lecturer, Film/TV Dept., Academy for Performing Arts, Hong Kong
Mr. Lau Yiu Kuen aka Law Kar, Programmer/Editor, HK International Film Festival
Mr. Li Cheuk To, Programmer, 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
Mr. Ng Ho, Senior Lecturer, Film/TV Dept., Baptist University, Hong Kong
Professor Andrew Parkin, Dept. of English, The Chinese University of Hong Kong
Professor Tam Kwok Kan, Dept. of English, The Chinese University of Hong Kong

Assessment
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.

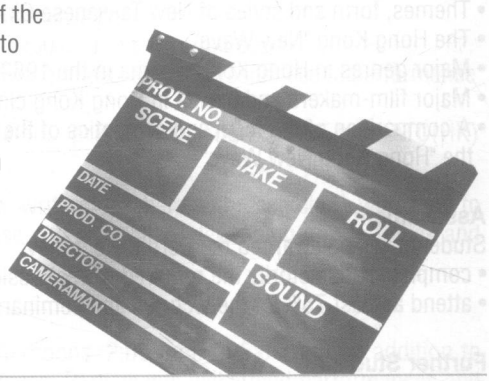
Entry requirements
- Applicants should possess a Bachelor's degree in an appropriate subject from a Hong Kong university or a recognized overseas university. Applications are also welcomed from holders of a professional qualification which could be regarded as a degree equivalent such as a three-year full-time teaching certificate or a three-year Diploma from a Drama School. (Copies of all certificates awarded must be attached to application forms).
- 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.

Fee
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.



Further information
This programme will be offered in October 2000. To obtain further information and a special application form, please contact Miss Gladis Lee on 2975 5689.

* The minimum enrolment for this programme is 15 students.

Closing date for application
1 September 2000

AH 39-102-00(01)
Certificate Programme in East/West Theatre Studies

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*	E. Albee	*The Zoo Story*
O. Wilde	*The Importance of Being Earnest*	J. Osborne	*Look Back in Anger*
B. Brecht	*Mother Courage*	D. Mahoney	*Yo-Yo*
S. Beckett	*Waiting for Godot*		

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, Programmer, 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

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 and Chinese. 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 attend the programme but they will not be eligible for the award of a certificate.

Teaching Schedule
Date & Time : Thursdays, 7:30 - 10:30 p.m., starting 4 January 2001
No. of meetings : 24 meetings plus 3 tutorials (80 hours)
Venue : HKU
Fee : $6,800

To obtain further information and a special application form, please contact Miss Gladis Lee on 2975 5689.

Closing date for application
15 December 2000

AH 39-103-00(01)
Certificate Programme in Performing Arts Criticism

Introduction
The Space Certificate in Performing Arts Criticism is a half-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.

Aims
- 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 analyse 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' preference.

Programme Structure
The programme comprises three modules. Classes will be held on Sunday afternoons, 2:00 p.m. to 5:00 p.m. In addition to attending classes participants will be required to attend a number of performances. Participants will attend performances and write up on them under the guidance of instructors.

Module One - Introduction to Performance Arts Studies (9 sessions)
This nine-week module aims to introduce different performance genres. Participants will be acquinted with the history and general knowledge of a number of theatrical activities. The module is structured as:
- Premodern Drama
- Modern Drama 1
- Modern Drama 2
- Dance 1
- Dance 2
- Performance Art 1
- Performance Art 2
- Musical Theatre
- Xiqu (Chinese opera)

Module Two - Introduction to Theatre Criticism (8 sessions)
This eight-week module aims at introducing the key concepts and approaches to performing arts criticism and criticism in general. This module is structured to promote a self awareness in the act of performing arts criticism.
- Definition of Criticism
- The History of Arts Criticism
- The Purpose of Criticism
- Definition of Writing
- Theatre Criticism and the Theatre Industry
- Theatre Criticism as a Social Praxis
- Theatre Criticism in the Chinese Tradition
- The Critical Space of Hong Kong

Module Three - Approaches to Performance (9 sessions)
This module aims to introduce participants to a spectrum of approaches applied to contemporary performing arts criticism.
- Textual Analysis
- Semiology
- Phenomenology
- Marxism 1
- Marxism 2
- Cultural Studies
- Anthropology and ethnology
- Post structuralist analysis 1
- Post structuralist analysis 2

Assessment
Participants will be awarded the certificate if they
- Attend at least 75% of the classes
- Submit within 2 months of the end of the course 5 pieces of criticism of 800 words each on current performances.

Course Co-ordinator
Ms. Jessica Yeung, Independent Performing Arts Critic

Lecturers and Tutors
Dr. Mike Ingham, Assistant Professor, English Department, Lingnan University
Mr. Andy Ng, Independent Performing Arts Critic
Ms. Jessica Yeung, Independent Performing Arts Critic
and guest speakers

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.

Teaching Schedule
Date & Time : Sundays, 2:00 - 5:00 p.m., starting 5 November 2000 (26 meetings)
Venue : HKU Main Campus
Fee : $6,800

Closing date for application
16 October 2000

AH 39-050-07-01 (01)
Women and Film

Movies reflect popular beliefs, create myths and help form public opinion. In this course, we will explore the role of women in popular movies from Hollywood, Hong Kong and other major national cinemas that have stirred up debates and discussions on the issue of gender. The course will be divided into five parts:
- Major feminist film theories
- Women in Hollywood movies (from the 20s until WWII)
- Women in Hollywood movies (after the WWII until the 1990s)
- Women in Hong Kong movies and other cinemas
- Films made by women

Films to be discussed include:
She Done Him Wrong (Lowell Sherman, 33), *His Girl Friday* (Howard Hawks, 40), *All about Eve* (Joseph Mankiewiciz, 50), *Gentlemen Prefer Blondes* (Howard Hawks, 53), *Klute* (Alan J. Pakula, 71), *Fatal Attraction* (Adrain Lyne, 87), *Casualties of War* (Brian de Palma, 89), *Thelma and Louise* (Ridley Scott, 91), *Orlando* (Sally Potter, 92), *The Last Seduction* (John Dahl, 93), *Boys Don't Cry* (Kimberly Peirce, 99)

We will also consider films by Zhang Yimou, John Woo and Jack Chan.

Tutor : Cheung, T., BFA Concordia
Date & Time : Fridays, 7:00 - 10:00 p.m., starting 1 September 2000 (5 meetings)
Venue : Room S325, Meng Wah Complex, HKU
Fee : $975

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AH 30-102-00 (01)
Postgraduate Certificate in Translation

Introduction
Translation skills have always been in great demand in Hong Kong because of its position and importance. However, since bilingual knowledge alone does not guarantee competence as a translator, comprehensive training in the skills of translation is essential for anyone involved in bilingual communication in both written and spoken modes.

Objectives
- To provide a systematic and practical training programme of English-Chinese translation to holders of degrees in subjects other than translation.
- To introduce students to the general knowledge and techniques of translation followed by more advanced and specialised skills.
- To illustrate, with practice, the importance of linguistic and cultural awareness in translation.
- To improve students' ability and professionalism in English-Chinese and Chinese-English translation in a range of disciplines.

On completion of the whole programme, students will be more sensitive to the use of language in Chinese and English. They will also be more competent and independent in working with the two languages to translate materials relating to government, commerce, finance, law and the media. The course will also provide a solid foundation for anyone planning to study for a higher qualification in local or overseas universities.

Programme Structure
The programme has two parts :
- Part 1, leading to the award of a Postgraduate Certificate in Translation - to be offered in September 2000 (AH 30-102-00)
- Part 2, leading to the award of a Postgraduate Diploma in Translation - to be offered in Spring 2001

Part 1 : AH 30-102-00
Postgraduate Certificate in Translation

Award
To qualify for the award of a Postgraduate Certificate in translation, students should pass the final written examination, attend at least 80% of the sessions and complete all course assignments at the required standard.

Entry Requirements
Applicants should either have a Bachelor degree (in any discipline) or be a Member of the Institute of Linguists (MIL).

Application Procedure
Applicants should obtain a SPECIAL application form from any SPACE centres.

The completed application forms should be submitted either by mail or in person to The Translation Section, SPACE,HKU before 31 July 2000 together with:
- All relevant documents and examination results for selection purpose, and
- A crossed cheque of $150 (payable to "HKU SPACE")

Content
All students take six core modules :
- Theory and Practice of Translation
- Linguistics for Translators and Interpreters
- Culture and Translation
- Contrastive Studies and Translation
- English-Chinese Translation
- Chinese-English Translation

Fees
The fees are :
- Application fee: $150, to be paid on application by cheque made payable to the "HKU SPACE".
- Tuition fee: $11,500, to be paid on notification of acceptance.

Fees are non-refundable and cannot be transferred.

Teaching Schedule

AH 30-102-00 (01)
Date & Time : Mondays and Thursdays, 6:40 - 9:40 p.m., starting 4 September 2000
Venue : Rm S24, 3/F Admiralty Centre

AH 30-102-00 (02)
Date & Time : Tuesdays and Fridays, 6:40 - 9:40 p.m., starting 5 September 2000
Venue : Rm S9, 3/F Admiralty Centre
Duration : 126 hours (Class size : 45)

PART 2
Postgraduate Diploma in Translation (To be offered in Spring 2001)

Students are required to complete :
a. an extended Translation Project;
b. five modules :
- Commercial and Financial Translation
- Legal Translation
- Literary Translation
- Technical Translation
- Media Translation

Closing date for Application
Postgraduate Certificate in Translation (AH 30-102-00) : 31 July 2000

Diploma in Translation Studies
(Subject to Approval)

Introduction
Translation skills are no longer viewed as necessary only for translators, but as essential skills that will contribute to the career advancement of individuals in most work sectors. Recognising the need for translation skills in Hong Kong, SPACE has developed this 3-part course leading to a Diploma in Translation Studies. The programme will equip students with all-round and up-to-date knowledge of translation studies between Chinese and English.

Objectives
- To introduce students to the linguistics of Chinese and English
- To equip students with comprehensive theories of translation
- To heighten students' sensitivities to language uses in various social contexts
- To introduce skills and strategies in the translation of various texts
- To enhance knowledge and skills in Chinese-English and English-Chinese translation
- To train students, in the more advanced stage, the norms and strategies in specialised translation
- To acquaint students with the technique of translation criticism, and writing annotation for translation

Programme Structure
The programme has three parts:
- Part 1, leading to the award of a Certificate in Language and Translation [AH 30-105-00 (01)] - to be offered on 6 December 2000
- Part 2, leading to the award of an Advanced Certificate in Translation Studies - to be offered in August 2001
- Part 3, leading to the award of a Diploma in Translation - to be offered in Spring 2002

(Course content of Part 2 and 3 will be announced later)

PART 1
Certificate in Language and Translation [AH 30-105-00 (01)]

Content
- Chinese Language Structure
- English Language Structure
- Introduction to General Linguistics
- Language and Society
- Introduction to Translation Theories
- Basic Skills in English-Chinese Translation

Award
To qualify for the award of a Certificate in Language and Translation, students should attend at least 80% of the sessions and complete all course assignments at the required standard (an average of 55%).

Entry requirements
Applicants should:
- have 5 passes in HKCEE, with at least Grade D in both English Language (Syll. B), [Grade B or above for English Language (Syll. A)] and Chinese Language;
- or, be 25 or over. Such applicants will be accepted at the discretion of the School even if they do not have the formal entry requirements.

Application Procedures
Application is on a first-come, first-served, basis. Completed application form should be submitted by mail to the Translation Section, 9/F T. T. Tsui Building, HKU before 1 November 2000 together with:
- Copies of all relevant documents and examination results, and
- A crossed cheque for $8,800 made payable to "HKU SPACE"

Fee
- The tuition fee for part I [AH 30-105-00 (01)] of the programme is $8,800.

Fees are non-refundable and cannot be transferred.

Teaching Schedule
Date & Time : Wednesdays, 6:45 - 9:45 p.m. and Saturdays, 2:30-5:30 p.m., starting 6 December 2000
Venue : To be advised
Duration : 108 hours (nearly 5 months)
(Class size: 40)

Closing Date for Application
1 November 2000

AH 30-104-00 (01)
Certificate in Commercial and Legal Translation

Introduction
This is a three-part programme which provides a basic and systematic understanding of commercial and legal translation in Hong Kong. It is designed for translators, business executives, managers and other professionals who may have to undertake and vet legal and commercial translation, or deal with commercial documents in Chinese and English. It should be noted that the focus of legal translation as covered in this programme, is confined to commercial-related texts.

Aims and Objectives
- To provide a fundamental training in commercial and legal (commercially oriented) translation in the context of Hong Kong.
- To introduce linguistic peculiarities and difficulties that are inherent in translation between Chinese and English in commercial and legal contexts in Hong Kong.
- To teach students strategies in commercial and legal translation.
- To help students overcome any apprehension they may have about the technicalities of commercial and legal texts

Award
Certificate in Commercial and Legal Translation

Course Content
Part I: Translation theories and business communication;
- Characteristics of commercial language in Hong Kong and the Mainland
- Translation features of Chinese and English business correspondence
- Problems & methods of translation of legal terms
- Concept of semantic reference scheme
- Brief comparison of the use of legal terms in PRC, Taiwan and HK

Part II: Special features of company documents & their translation
- Translation of annual reports, financial and share market documents
- Comparison and use of different translation methods
- Translation of simple legal sentences
- Translation of police statements, legal principles, agreements, contracts

Part III: Translation in the fields of Advertising, Tourism, & product manuals
- Development of Chinese for law in PRC, Hong Kong and Taiwan
- Principles and special features of Chinese for law
- Techniques in the use of Chinese for law
- Form and style of legal texts

Entry requirements
Applicants should:
- have completed the existing SPACE courses Practical Translation, or Basic Commercial Translation,
- or, have Grade D or above in Chinese and English languages at A-level,
- or, have Grade C or above in Chinese and English languages in HKCEE.

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

Assessment
The overall weighting between coursework and examination of the whole course is 70% and 30% respectively. Parts I and II will be assessed with coursework entirely. For Part III, coursework is supplemented with an end-of-course written examination. The passing mark for both the coursework and examination is 50%. The Certificate in Commercial & Legal Translation will be awarded to those who attend at least 80% of the meetings, attain an average score of 50% for all the coursework, and attain at least 50% in the written examination.

Medium of Instruction
Cantonese and English

Teaching Schedule
Meetings will be held on Thursdays from 6:45 - 9:45 p.m.

Part I	10 meetings	30 hours	(starting 2 November 2000)
Part II	10 meetings	30 hours	(starting 11 January 2001)
Part III	16 meetings	48 hours	(starting 22 March 2001)

Venue (to be advised)

Course Director
Dr. Rachel Lung, PhD (Essex)

Lecturer
Mr. Eddie Tam, MIL, DipTefel, DipTrans IoL, MA

Fee
HK$ 10,600

Application Procedure
Enrolment is limited to 40, on a first-come, first-served, basis, given adequate proof of qualification. Please send a completed application form by mail to The Translation Section, SPACE, 9/F T.T.Tsui Building, HKU.

The application should be accompanied by:
- copies of relevant certificates or statement of attendance;
- a crossed cheque for $10,600 made payable to "HKU SPACE".

Closing Date of Application
20 October 2000

Translation at SPACE
多元化翻譯課程

As a cosmopolitan Chinese city, Hong Kong has a large and growing need for people who can translate accurately between Chinese and English. There is a particular need for people competent to translate commercial, legal, technical and financial texts. Recognising this, SPACE has developed a wide variety of courses in translation and interpretation. These include short courses, preparatory courses for professional examinations such as those offered by the Institute of Linguists in London, and award-bearing courses from Certificate to Postgraduate Diploma level. We also hope to be able to introduce a Masters course before too long.

The courses we offer are not just for practising translators, but will also benefit most secretaries, administrators and executives who operate in a bilingual environment.

作為一個華人社會和國際性大都會，香港需要大批精通中、英雙語翻譯的人才，其中尤以商業、法律、技術及金融翻譯，對人才的需求最為殷切。有見及此，港大專業進修學院開辦了多種不同的翻譯及傳譯課程，包括短期課程、輔助學員考取專業資格，如通過英國語言學會考試的預備課程，以及由證書至深造文憑等不同的學歷課程。學院並計劃於不久將來開辦翻譯碩士學位課程。

學院翻譯課程的對象，並不局限於現職的翻譯員，對於在雙語環境中工作的人士，如秘書及行政人員亦同樣合適。

Intensive Courses for the Final Diploma Examination in English and Chinese of The Institute of Linguists

Introduction
This programme is designed to prepare local candidates to take the Final Diploma examination in English and Chinese of the Institute of Linguists, UK. Candidates will be able to enter Part I of the examination, comprising five modules, in mid-2001. This examination is currently administered in Hong Kong by the Hong Kong Examinations Authority, which will provide candidates with all the details about the examination. Registration for the examination will be the student's own responsibility. This is a high-level professional examination, designed to test practical language skills in both English and Chinese. The Final Diploma qualifies candidates to apply for full Membership of the Institute (MIL), which is a qualification of equivalent status to a university degree in language.

SPACE provides this preparatory course in close association with the Institute of Linguists, and offers local candidates a means of preparing themselves properly for the Final Diploma examination through qualified tuition.

Aims and Objectives
The examination tests language skills from a bilingual perspective, offering candidates who use more than one language a degree-level qualification fully geared to the particular demands and disciplines of their practice.
The objectives of the syllabus are:
- to test spoken and written fluency in English and Chinese within a contemporary context.
- to test accurate transfer of the written and spoken language into and from each language.
- to test the facility of the language practitioner to perform accurate intermediation between two languages with a proper degree of sensitivity to both language cultures.
- to demonstrate a knowledge and understanding of both contemporary language cultures of relevance within Hong Kong and China.

Director of Studies
Dr Rachel Lung, PhD (Essex)

Course Coordinator
Miss Florence Lam, MA, TSEL, MIL

Entry Requirements
Applicants should:
- have passed two subjects including English Language, in the A-level examination;
- or, have attained grade C or above in English and Chinese language in HKCEE

Attendance
A statement of attendance will only be given to students with at least 80% of attendance.

Duration
37 lectures from September 2000 to May 2001. Total number of contact hours is 111.

Fee : $9,000

AH 30-052-01-01 (01)
Date & Time : Mondays, 6:30 p.m. - 9:30 p.m., starting 4 September 2000
Venue : To be announced

AH 30-052-01-02 (01)
Date & Time : Wednesdays, 6:30p.m. - 9:30 p.m., starting 6 September 2000
Venue : To be announced

Programme Structure
(A) Language enhancement modules:
1) Chinese writing skills
2) Contrastive studies: Chinese and English
3) English writing skills
(B) Examination modules:
Module 1: Summary and Commentary in Chinese
Module 2: Summary and Commentary in English
Module 3: Translation from English into Chinese
Module 4: Translation from Chinese into English
Module 5: Oral Business Transaction*

*Module 5 will be conducted on Saturday 2:30 - 5:30 p.m., in venue to be announced.

Application Procedures
Please send completed application form by mail or in person to SPACE together with:
- Certificates copy
- A crossed cheque of $9,000 made payable to "HKU SPACE" Enrolment is on a first-come, first-served basis

Enrolment is limited to 50 per class.

Medium of Instruction
English and Cantonese

Enrolment & Enquiries
Application forms can be obtained at any SPACE Centre.

For further details of the examination and membership regulations, candidates are recommended to write to: The Institute of Linguists, Saxon House, 48 Southwark Street, London SE1 1UN. (e-mail: info@iol.org.uk; website: http://www.iol.org.uk)

AH 30-052-02-01 (01)
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日趨頻密，翻譯人才供不應求。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，並特別著重各種實例的解釋。

(名額四十人)

主 講 人 ：倫伯豪先生
B.A.(Lond),M.A.(C.U.H.K.), M.I.L.FHKTS
開課日期及時間 ：2000年10月18日起 逢星期三8:00 - 10:00 p.m. (共10講)
地 點 ：容後公佈
全期學費 ：$1, 000

AH 30-052-03-01 (01)
實用翻譯
Practical Translation

香港是東西文化交匯與國際工商金融中心，翻譯的角色十分重要。本課程就翻譯的實際用途，分別講授下列項目：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。

(名額四十人)

主 講 人 ：辛國器 MIL.
開課日期及時間 ：2000年7月21日起 逢星期五8:00 - 10:00 p.m. (共10講)
地 點 ：容後公佈
全期學費 ：$1,000

AH 30-052-04-01 (01)
Intermediate Translation (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. They will focus on : 1. theories and principles; 2. translation skills for sophisticated text; 3. precision and fluency; 4. basic rhetoric; 5. syntax; 6. the terminology and usage of mainland China language. 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
Date & Time : Tuesdays, 8:00 - 10:00 p.m., starting 19 September 2000, (10 meetings)
Venue : To be announced
Fee : $1,000

AH 30-052-05-01 (01)
Intermediate Translation (Part II)

As an extension to "Intermediate Translation (Part I)", this English to Chinese Translation course will focus on: 1. a vocabulary update with emphasis on phrasal verb and compound adjectives; 2. figurative expression; 3.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 : Mondays, 8:00 - 10:00 p.m., starting 6 November 2000 (10 meetings)
Venue : To be announced
Fees : $1,000

AH 30-052-06-01 (01)
英漢商業翻譯初階
Basic Commercial Translation

本課程旨在介紹基本的商業翻譯技巧，內容包括漢英語法比較、翻譯理論與技巧、本港常見商業文件的譯法。本課程理論與實習並重，練習頗多，範圍包括會議紀錄、商業信扎、新聞稿、公告、演講辭、簡單合約和法例。

(名額四十人)

主 講 人 : 倫伯豪先生
B.A.(Lond),M.A.(C.U.H.K.),
M.I.L.FHKTS
開課日期及時間 : 2000年8月2日起
逢星期三8:00 - 10:00 p.m.
(共10講)
地 點 : 容後公佈
全期學費 : $1,250

AH 30-052-07-01 (01)
英漢語法研究及對比
Contrastive English-Chinese Studies

語法是研習語文的基礎，但中文及英文在語法方面有不少分別。明白英漢兩種語法的異同，除有助學習翻譯外，對需要使用中文或英文的人，也甚有裨益。課程內容包括語法總論、漢語語法的概略、英語語法概論及英漢語法比較等。

(名額四十人)

導 師 : 鍾龍山先生
香港大學中文系及英文系導師、
城大及理大兼職講師、
立法局總中文主任
開課日期及時間 : 2000年10月10日起
逢星期二8:00 - 10:00 p.m.
(共10講)
地 點 : 容後公佈
全期學費 : $1,100

AH 30-052-09-01 (01)
Public Administration and Media Translation
公共行政及傳媒翻譯

This course is designed for those who are involved and/or interested in public administration and media translation. The purpose of the course is to introduce the current methodology and new perspectives in public administration and media translation.

Course Contents
- Theory, methodology, and techniques
- Committee papers / Government documents
- Research papers / Discussion papers / Translation criteria
- New perspectives in Media Translation
- Translation in the form of Commentary
- Translation in the form of Summary
- Evaluation of Translations

Medium of Instruction
English and Cantonese

(Enrolment is Limited to 40)

Tutor : Mr. Eddie Tam
MIL, DipTEFL,
Dip Trans IoL, MA
Date & Time : Tuesdays 6:30 - 9:30 p.m.,
starting 8 August 2000,
(10 meetings)
Venue : Rm 1604, CEF Plaza,
Quarry Bay
Fees : $1,300

The Division of Finance & Business offers a wide spectrum of courses to help you keep ahead in today's business world. The study programmes currently being offered cover the areas of economics, finance, management studies, marketing, e-commerce and insurance & actuarial studies. New programmes are constantly being developed to fulfill the radically changing aspirations of the business sector.

The Division conducts study programmes of all levels, ranging from short courses, seminars/ workshops, in-house training courses, to award-bearing courses leading to certificate, diploma, degree, postgraduate and professional qualifications. On offer are programmes leading to awards by both local and overseas tertiary institutions and professional bodies to meet the increasing demands of the financial and business communities.

We strive to provide wide and equal ed-ucational 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的一系列課程以助你趕上現今瞬息萬變的商業社會。學科範疇包括經濟學、財務學、管理學、市場學、電子商貿學及保險與精算學。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。這些課程的籌辦目的大部份是為了針對現今金融界及商界等方面的需要。

我們不斷致力為在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，其中包括公開的大學進階課程，以及與享負盛名的外國院校合辦的遙距課程等。

金融及商貿學
Finance & Business

Economics & Finance 經濟及金融
Management Studies 管理學
Marketing 市場學
Business Studies 商貿學

Programme Directors & Programme Managers
課程主任及助理課程主任

Ng, Jennifer G.H. 黃玉虹
(Head of Division 學部主任)

Cheng , May M.C. 鄭明真
Ho, Y.K. 何月貴
Chan, Flora K.C. 陳潔貞
Chan, Y.B. 陳瑤冰
Man, Thomas, W.Y. 萬穎恩
Wong, Eilly Y.L. 黃綺妮

Tutors 導師
Chan, Ringo Y.K. 陳耀光
Narwani, Sangeeta A.

Divisional Affairs Executive 學部事務主任
Mui, Andrew C.Y. 梅湛恩

8/F., T.T. Tsui Building, The University of Hong Kong,
Pokfulam Road, Hong Kong
香港薄扶林道香港大學徐展堂樓8樓
Fax 傳真: 2858 8472

An electronic tidal wave is sweeping through the world of commerce. The Internet is changing both our lifestyle and the dynamics of business transactions. It has been predicted (by Deloitte Consulting, www.dc.com) that over 200 million users will be connected to the Internet in the year 2000. As we enter the new millennium, the Internet will definitely be a powerhouse driving the world's economy.

To prepare you for this E-volution, we are offering a range of e-commerce courses for managers, executives and entrepreneurs :

- Master of Business (E-Commerce)
  (Curtin University of Technology, Australia)
- Bachelor of Commerce (Marketing & E-Commerce)
  (Curtin University of Technology, Australia)
- Professional Certificate in E-Commerce
- E-Commerce Workshops
  -- Business Plan and Implementation
  -- Security & Legal Issues
  -- Marketing & Procurement

一個電子浪潮正橫掃整個商業世界。互聯網正在改變我們的生活方式及商業交易形態。預測於二零零零年[Deloitte Consulting, www.dc.com]，全球互聯網的用戶將超過二億。當我們踏入這個千禧新紀元，互聯網必將成為世界經濟發展的最重要動力。

本學院特別為準備投入這個『電子革命』的管理階層、行政人員及企業家提供以下一系列電子商貿課程：

- 商業碩士 (電子商貿) (澳洲克庭科技大學)
- 商貿學士 (市場學及電子商貿) (澳洲克庭科技大學)
- 電子商貿專業證書
- 電子商貿工作坊
  - 商業計劃與執行
  - 保安與法律問題
  - 開拓市場與物資採購

University of London Programmes for External Students

Diploma in Economics
BSc Economics & Management
BSc Accounting & Finance
BSc Management
BSc Banking & Finance
BSc Information Systems & Management
Postgraduate Diploma in Financial Management
MSc in Financial Management

Diploma in Economics Year I and Certificate in Mathematics and Sociology
(1-year)

Diploma in Economics Year II
(1-year)

Credited up to **Four** Foundation units based on subjects passed at the Diploma examination

↓

"A" Level Entry (3-year)
Dip (Econ) Entry (2-year)

BSc Economics & Management
BSc Accounting & Finance
BSc Management
BSc Banking & Finance
BSc Information Systems & Management

Twelve units, including a minimum of **Four** Foundation units and all compulsory units

⋮

Postgraduate Diploma in Financial Management / Part I Msc in Financial Management
(1-year)

Part II MSc in Financial Management
(1-year)

⋯► *Denotes eligibility to apply for these programmes, subject to admission by University of London*

FB 08-801-01 (01)
Postgraduate Diploma in Financial Management / MSc in Financial Management for External Students
University of London

Enquiries: 2975 5669 / 2975 5713

Introduction
These programmes are developed by the Centre for Financial and Management Studies (CeFiMS), School of Oriental and African Studies, University of London. SPACE will provide the local administrative support services.

The MSc degree is designed for students who have an undergraduate degree in economics or related subject which includes some study of economics. It may be completed in a minimum of two years and a maximum of five years.

The Postgraduate Diploma is a shorter one-year programme. 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 Part II of the MSc programme. Their postgraduate diploma status will then be superseded by the MSc award if they subsequently pass Part II of the MSc programme. 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.

Programme Structure
Both 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 Management (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

Both 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.

Part II MSc in Financial Management (1 year minimum)
Students should note that not all Part II courses are available every year.

Three courses must be studied consecutively during the 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 Principles and Experience
- Exchange Rates & International Finance
- Econometric Analysis & Applications

Course Materials
The comprehensive learning materials are specially designed by experts in the field of distance learning. Students will receive a student handbook and induction audio cassette. For each course, they will also receive specially written course units and textbooks. Some courses have additional articles, computer software and audio / video cassettes.

Entry Requirements
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 CeFiMS on the merits of each case.

Assessment
Assessment is by a final examination and by continuoua course work assignments which are graded by experienced distance learning tutors from the U.K. The course assignments and the examinations count for 30% and 70% respectively of the students' final grade and normally both must be passed for successful course completion. Examinations are held in Hong Kong and world-wide between September - November each year.

Teaching Mode
Local face-to-face teaching may also be provided.

Programme Director
Ho, Y.K. BEcon Malaya; FCII

Fees (subject to revision)
The course fee for the two-year MSc programme is payable in two parts at the beginning of each study year. The one-year Postgraduate Diploma course fee is payable at the beginning of the study year. Students studying through SPACE will pay in accordance with the following course fee schedule, and not that stated in CeFiMS prospectus.

Year 2001 intake

- MSc programme (2 years)

2001 Part I	GBP 5,150
2002 Part II	GBP 3,092
Both Parts	GBP 8,242

- Postgraduate Diploma programme (1 year)

2001	GBP 4,832
2002 (if progress to MSc Part II)	GBP 3,410
Total for Postgraduate Diploma successfully Progressing to MSc Part II	GBP 8,242

Students will also be required to make an additional payment to the Hong Kong Examinations Authority (HKEA) in respect of their local processing fee for conducting the examinations.

Application Procedures
All applicants are required to complete and return the "University of London MSc in Financial Management / Postgraduate Diploma in Financial Management application form to: "The University of London External Student Registration Unit".

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 Postgraduate Diploma programme.

The application form and detailed information on the above programmes can be obtained either in person or by sending a $2.4 stamped self-addressed 7" x 10" envelope to any of the SPACE Enrolment Centres. Please state the name of the programme for which you require information to be sent to you.

Acceptance on to the course is at the discretion of the CeFiMS.

Closing Date for Application
First batch : 22 September 2000
Second batch : 13 October 2000
(To avoid disappointment, please apply by the first batch closing date)

These packages of MSc programmes offered by the University of London provide flexible and meaningful curricula of study to suit different needs.

FB 08-802-00 (01)
BSc Economics & Management / BSc Accounting & Finance / BSc Management / BSc Banking & Finance / BSc Information Systems & Management for External Students
University of London

Enquiries: 2975 5731 / 2975 5658

Introduction
The University of London's External Programme was established in 1858 to enable people who could not study on a full-time basis to study for the same high-quality undergraduate and postgraduate qualifications as full-time students.

SPACE has now collaborated with the London School of Economics and Political Science (LSE), a leading school of the University of London, to prepare students to take the examinations for several London University awards:

- BSc Economics & Management;
- BSc Accounting & Finance;
- BSc Management;
- BSc Banking & Finance;
- BSc Information Systems & Management .

University of London Programme Structure
Each of these five degrees consists of units which are classified as either Foundation, Intermediate or Advanced. Some units are compulsory while others are optional. These units may be taken in any order provided that certain prerequisite units have been passed. A total of 12 units must be examined for completion of each degree. The structure for each degree is:

I. BSc Economics & Management

This degree enables students to combine an in-depth study of economics with management options. It will appeal to those wishing to obtain a general education in those disciplines which underlie the theory and practice of management, while also offering specialisation in economics.

TEN COMPULSORY UNITS

Four Foundation Units:
- Introduction to Economics
- Elements of Statistics
- Introduction to Sociology
- Mathematics for Economists

+

Five Intermediate Units:
- Elements of Accounting & Finance
- Organisation Theory
- Macroeconomics
- Introduction to Management
- Managerial Economics or Microeconomics

+

One Advanced Unit:
- Monetary Economics or Labour Economics or International Economics or Industrial Economics or Public Sector Economics or Economics of Development

TWO OPTIONAL UNITS

Intermediate Units:
- Elements of Econometrics and Economic Statistics
- The Law of Business Organisations
- Management Science Methods
- Production and Operations Management
- Marketing
- Computer-Based Information Systems
- Society and the Environment
- Human Resource Management
- Corporate Finance*
- Principles of Banking
- Further Mathematics for Economists

Advanced Units:
(not already offered above)
- Monetary Economics
- Labour Economics
- International Economics
- Industrial Economics
- Public Sector Economics
- Economics of Development
- Financial Management*
- Management: International and Comparative Perspectives
- Analysis of Strategic Management

Note (*): Corporate Finance and Financial Management cannot be taken together.

II. BSc Accounting & Finance

This degree aims to provide a thorough grounding in accounting and finance within a strong social science framework. It will appeal to those students wishing to study a degree in accounting and finance, and may thereafter proceed to pursue professional accountancy studies.

EIGHT COMPULSORY UNITS

Four Foundation Units:
- Introduction to Economics
- Elements of Accounting & Finance
- Quantitative Methods

One from:
- Human Geography or
- Introduction to Sociology or
- Introduction to International Relations or
- Introduction to Politics

+

Four Intermediate Units
- Management Accounting
- Financial Reporting
- Managerial Economics or
- Microeconomics
- Financial Management or Corporate Finance

FOUR OPTIONAL UNITS

Foundation Unit: (No more than one not already offered above)
- Human Geography
- Introduction to Sociology
- Introduction to International Relations
- Introduction to Politics
- Economic History in the 20th Century

Intermediate Units:
- Principles of Banking
- The Law of Business Organisations
- Organisation Theory
- Marketing
- Computer-Based Information Systems
- Macroeconomics
- Introduction to Management
- Human Resource Management
- Management Mathematics
- Auditing
- Management Science Methods
- Production and Operations Management

Advanced Units:
- Analysis of Strategic Management

One Wider option

III. BSc Management

Aimed at giving students knowledge and understanding in a range of management issues, this degree will enable students to pursue a range of career opportunities in commerce, industry and education.

EIGHT COMPULSORY UNITS

Four Foundation Units:
- Introduction to Economics
- Introduction to Sociology
- Introduction to Management
- Quantitative Methods

+

Three Intermediate Units:
- Elements of Accounting & Finance
- Managerial Economics
- Management: International and Comparative Perspectives

+

Either
one Intermediate Unit:
- Organisation Theory

Or
one Advanced Unit:
- Analysis of Strategic Management

FOUR OPTIONAL UNITS

Four Foundation Units: (no more than one not already offered above)
- Human Geography
- Introduction to International Relations
- Introduction to Politics
- Economic History in the 20th Century

Intermediate Units:
- The Law of Business Organisations
- Management Science Methods
- Organisation Theory (if not already offered)
- Production and Operations Management
- Marketing
- Computer-Based Information Systems
- Human Resource Management
- Management Mathematics
- Elements of Social and Applied Psychology
- Public Choice and Public Management

Advanced Unit: (if not already offered)
- Analysis of Strategic Management

One Wider Option

IV. BSc Banking and Finance

This degree gives an insight into the pivotal role of finance in an industrial economy by studying the ways in which financial markets operate, and how banks and other financial institutions trade in these markets.

SEVEN COMPULSORY UNITS

Four Foundation Units:
- Introduction to Economics
- Quantitative Methods
- Principles of Banking

FIVE OPTIONAL UNITS

Foundation Units: (no more than one not already offered above)
- Introduction to Sociology
- Human Gerography
- Introduction to International Relations
- Introduction to Politics
- Economic History in the 20th Century

One from:	• Introduction to Sociology or • Human Geography or • Introduction to International Relations or • Introduction to Politics or • Economic History in the 20th Century
	+
Three Intermediate Units:	• Elements of Accounting and Finance • Corporate Finance • Banking Operations and Risk Analysis

Intermediate Units:	• The Law of Business Organizations • Managerial Economics or Microeconomics • Organization Theory • Marketing • Computer-Based Information Systems • Macroeconomics • Introduction to Management • Human Resource Management • Management Science Methods • Management Mathematics • International Financial Markets • Society and the Environment
Advanced Units:	• Management: International and Comparative Perspective • Financial Reporting • Management Accounting • Monetary Economics • International Economics • Analysis of Strategic Management • Industrial Economics

V. BSc Information Systems and Management

This degree combines the study of information systems with the study of management. It focuses on how computers are used within business and administrative organizations. Graduates of this degree will appreciate how new technologies in information processing and transmission may be exploited to gain a positive advantage in all types of organizations.

TEN COMPULSORY UNITS

Four Foundation Units:	• Introduction to Sociology • Introduction to Information Systems
One from:	• Introduction to Economics • Elements of Statistics* • Mathematics for Economists* • Quantitative Methods*
One not already chosen from:	• Introduction to Economics • Elements of Statistics* • Mathematics for Economists* • Quantitative Methods* • Human Geography • Introduction to International Relations • Introduction to Politics • Economic History in the 20th Century
	+
Four Intermediate Units:	• Organization Theory • Information Systems Development and Management • Introduction to Management • Elements of Information and Communication Technologies
	+
Two Advanced units:	• Software Engineering • Information Systems Project

PLUS TWO FURTHER UNITS:

Foundation Units: (no more than one not already offered above)	• Introduction to Economics • Elements of Statistics* • Mathematics for Economists* • Quantitative Methods* • Human Geography • Introduction to International Relations • Introduction to Politics • Economic History in the 20th Century
Intermediate Units:	• Elements of Accounting and Finance • Managerial Economics or Microeconomics • Marketing • Macroeconomics • Human Resource Management • Management Science Methods • Production and Operations Management • Society and the Environment • Management Mathematics • Elements of Social and Applied Psychology • Public Choice and Public Management • Corporate Finance* • Principles of banking
Advanced Units:	• Financial management* • Management: International and Comparative Perspectives • Management Accounting • Industrial Economics • Advanced Information Systems

Notes (*) :
1. Elements of statistics, Mathematics for Economists and Quantitative Methods cannot be taken together.
2. Corporate Finance and Financial Management cannot be taken together.

University of London Entry Requirements

Applicants should:

- have passes in two subjects at GCE 'A' Level / HKAL + at least three further subjects at GCSE / GCE 'O' Level / HKCEE (at not less than grade C);
  or, have passes in three subjects at GCE 'A' Level / HKAL + one further subject at GCSE / GCE 'O'Level / HKCEE (at not less than grade C) ;
  or, have passes in two subjects at GCE 'A' Level / HKAL + two further subjects at 'AS' Level
- have a pass in Mathematics at GCSE / GCE 'O' Level / HKCEE, at not less than a grade C.
- demonstrate a level of competence in English acceptable to the University [at least equivalent to a grade C in English Language at GCSE / GCE 'O' Level or a grade C in English Language (Syllabus B) at HKCEE].

Holders of diplomas awarded by local Tertiary Institutions who do not fulfil the requirements listed above but who do have passes in Mathematics and English Language at GCSE / GCE 'O' level / HKCEE (at Grade C or above) may also be considered. An alternative entry route will be The University of London Diploma in Economics for External Students studied at SPACE.

Examinations

- The University of London examinations are held once a year in May / June. In any year students may: attempt a minimum of two new units and a maximum of four new units;
- or, attempt any number of units that they have failed in a previous year ('resits') plus a minimum of one new unit and a maximum of four new units or
- or, attempt any number of resits only.

SPACE Preparatory Courses

SPACE offers the following courses to prepare students for the examinations. These courses start in September 2000 for the May 2001 examinations. They are also useful for students preparing for professional examinations of similar syllabuses. They will be taught by face-to-face lectures held on weekday evenings or at the weekends.

Tuition Courses to be offered by SPACE in 2000-2001 (September 2000 - April/May 2001) are as follows:

- Introduction to Economics
- Introduction to Sociology
- Introduction to Management
- Quantitative Methods
- Elements of Statistics
- Mathematics for Economists
- Microeconomics
- Macroeconomics
- Elements of Accounting & Finance
- Marketing
- The Law of Business Organisations
- Computer Based Information Systems
- Managerial Economics
- Management Accounting
- Organisation Theory
- Economics of Labour
- Management: International and Comparative Perspectives
- Financial Management
- Financial Reporting
- Principles of Banking
- Introduction to Information Systems

Revision lectures for some of the courses, that will be taught by lecturers from London School of Economics & Political School, the University of London or other universities or colleges, may also be organised in Hong Kong in March / April 2001. A separate fee will be charged for each of these revision courses. A mock examination will also be held in March / April 2001 immediately before the start of each of the revision courses.

Programme Manager

Wong, E.Y. L., BSW, MPhil HK

Fees

(A) SPACE Courses: HK$3,050 per course

(Please note that fees paid for SPACE's preparatory courses are not refundable, regardless of whether or not students have been made an offer of registration for the degree by the University of London.)

(B) University of London charges:

Students who wish to take the University of London examinations must apply to register with the University of London and pay the following registration and examination fees:

	GBP (1 September 2000- 31August 2001)
Application handling fee (non-refundable)	39
Initial registration fee*	386
Continuing registration fee	128
Examination fee (per unit)	121

* Applicable only on first registration

Library Facilities
Students may apply for a library card which will be charged separately.

Application Procedures
(A) The University of London registration

1. Application forms for registration with the University of London are available from:
   SPACE Admiralty Learning Centre,
   University of London Registration Unit
   3/F., Admiralty Centre, 18 Harcourt Road, Hong Kong.
   Registration Time:
   Monday-Friday : 9.30 a.m. - 12.00 noon
   : 1.00 p.m. - 4.30 p.m.
   Saturday : 9.30 a.m. - 12.00 noon
   Enquiries : 2559 7628
2. Applicants may also write in for a University of London's prospectus by enclosing a $3.8 stamped self-addressed envelope. All correspondence must be marked "University of London applications".
3. To sit for the University of London examinations in May/June 2001 candidates are advised to apply for registration with the University of London at SPACE by 28 July 2000 (Friday).
4. Registration must be completed by 30 November 2000.
5. Applicants with uncertain entrance qualifications will be referred to a Special Admissions Panel of the University of London for consideration. Applicants are therefore strongly advised to make their submissions as early as possible.

(B) SPACE courses

1. Courses are expected to commence in September 2000.
2. There are no special entrance requirements for attending these SPACE courses.
3. It is not necessary to be registered as an external student with the University of London to attend these courses.
4. The closing date for applying for SPACE courses is 18 August 2000. Applications will be considered on a first-come, first-served basis.
5. Application forms will be available in May / June 2000. These can be obtained in person or by sending a $2.6 stamped self-addressed 7" x 10" envelope to any SPACE enrolment centre. Please state the name of the programme for which you require information to be sent to you.

FB 08-804-00 (01)
Diploma in Economics for External Students
Certificate in Mathematics and Sociology
University of London

Enquiries: 2975 5658

Introduction
SPACE is the only recognised institution in Hong Kong permitted to teach this programme to prepare students for the University of London Diploma in Economics examinations. The course is offered in 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. Holders of the Diploma will be credited with up to 4 Foundation units of the University of London's undergraduate degree programmes in the fields of Economics, Management, Finance and the Social Sciences.

Award
This programme leads to a Diploma in Economics award by The University of London.

Programme Structure

First Year
(September 2000 - May 2001)
Mathematics
Introduction to Sociology
English for Academic Purposes/
Study Skills (EAP)

Second Year
(September 2000 - May 2001)
Elements of Statistics
Introduction to Economics

Entry Requirements
Applicants must:

- have a credit pass in Mathematics in the HKCEE, or an equivalent examination;
- have a good command of English;
- be able to demonstrate a continuous work record that indicates a career progression;
- have completed a post-secondary academic course.

Holders of the Diploma will be credited with up to 4 Foundation units of the University of London's undergraduate degree programmes in the fields of Economics, Management, Finance and the Social Sciences.

Teaching Mode
The course will be taught by lectures, tutorials and revision sessions held in Hong Kong. Revision sessions will be conducted by lecturers from the London School of Economics, University of London or other U.K. universities/colleges. Lectures, tutorials and revision sessions will normally be held on weekday evenings and at weekends (daytime and evenings).

Assessment
At the end of the First Year, students take the Diploma examinations in Mathematics and Introduction to Sociology; those passing both subjects may proceed to the Second Year of the programme. Students who fail in one subject in the First Year will be credited with the subject that they have passed and may retake the failed subject together with the Second Year subjects. Mock examinations will be held in March / April 2001 just before start of the revision sessions.

Note : Attendance at lectures, tutorials (including EAP) and revision sessions and completion of course work are compulsory. By the end of March 2001, a certificate of regular attendance and satisfactory completion of course work for each student submitting an entry to the examination should be sought from SPACE. In the absence of such a certificate the University of London will refuse to admit the student to the examination.

The University of Hong Kong Certificate in Mathematics and Sociology will be awarded at the end of the First Year to all students who have:
- passed the Diploma in Economics examinations in both subjects Mathematics and Introduction to Sociology;
- attended 70% of lectures and tutorials, including EAP;
- obtained an overall pass grade in the continuous assessment of each subject.

Students who have obtained the Diploma in Economics at the end of the Second Year will be given priority to study the tuition courses offered by SPACE for the University of London's undergraduate degree programmes in the fields of Economics, Management, Finance and the Social Sciences.

Library Facilities
First Year students will be eligible for a borrower's card for access to the libraries of The University of Hong Kong. Second Year students will only be eligible for a reader's card, but may apply for a borrower's card upon payment of an additional fee.

Programme Manager
Wong, E.Y. L., BSW, MPhil HK

Fees
1. The course fee for the First Year is HK$12,740 (plus HK$150 for a non-refundable application fee)
2. Upon registration on the Diploma in Economics programme at SPACE, students must also pay the following University of London fees and charges:

	GBP (1 September 2000 - 31 August 2001)
*** Initial registration fee**	**386**
Continuing registration fee (All students will be required to pay a continuing registration fee in the second and subsequent years)	**128**
Examination fee for two papers	**196**

* Applicable only on first registration.

Application Procedures
- The course is expected to start in September 2000.
- All applicants are required to complete the Application and Enrolment forms for Diploma in Economics which can be obtained in person or by sending a $2.60 stamped self-addressed 7" x 10" envelope to any of SPACE enrolment centre. Please state the name of the programme for which you require information to be sent to you.

Closing Dates for Application
First batch : 8 July 2000 (Friday)
Second batch : 12 August 2000 (Friday)
(Students are strongly advised to submit their applications by the first batch closing date to avoid disappointment.

FB 19-802-00(01)
MBA in International Management
(subject to approval)

Enquiries: 2975 5858 email: lyma@hkuspace.hku.hk

SPACE offers the MBA in International Management in conjunction with Royal Holloway School of Management, the University of London. This is a flexible part-time programme that allows professionals and executives to upgrade their academic qualification.

Royal Holloway is one of the University of London's six largest Colleges. It has an excellent reputation for its MBA in International Management and other postgraduate programmes. The School of Management, now one of Royal Holloway's largest departments, gives high priority to original research in international business, and the deep understanding of the subject that follows is reflected in its teaching of management studies.

Programme Structure
To qualify for the award of the MBA in International Management by the University of London, students are required to complete 6 compulsory core courses, 2 elective courses and a compulsory research course.

The Postgraduate Diploma in International Management
If, for whatever reason, you cannot complete the full MBA, you may graduate with the Postgraduate Diploma in International Management on completion of the six core courses of the MBA programme.

I. Six compulsory core courses
- International accounting and finance
- International marketing
- International human resources management and organisational behaviour
- International operations management and information systems
- International business strategy
- International business economics

II. Two elective courses

Students may choose both electives from the same group or one from each. Only two electives will be offered in Hong Kong each year.

A Field study electives

Electives in this group enable you to focus on a region of particular interest or, alternatively, examine the challenges facing the multinational enterprise in a global economy.
- Asia Pacific business
- North American business
- European business
- Multinational enterprise

B Professional electives

The professional electives are designed to deepen your knowledge of key management tools in the area of business analysis, management control systems, people management and finance, and to enable you to pursue interests in a range of professional areas.
- International business law
- International business analysis
- Global financial markets
- Management, leadership and teams

III. Compulsory research course
- International business research

A new programme jointly by SPACE and the prestigious Royal Holloway School of Management, one of the University of London's six largest Colleges.

Entry Requirements
All applicants must have:
- either, a recognised second class honours degree or the equivalent from a university or other institution acceptable to the University of London;
- or, a first degree from a university or other institution acceptable to the University and a G-MAT score of 550;
- or, an equivalent professional qualification and a G-MAT score of 550.

All applicants must also have:
- three years' relevant work experience;
- and, an advanced level of ability to work in English (applicants may be required to pass or to have passed within the last five years, at the appropriate level, a test of proficiency in English acceptable to the University).

Teaching Mode
All courses will be taught by face-to-face lectures conducted by both London University-Royal Holloway and HKU SPACE lecturers. Each course has a total of 16 hours of face-to-face teaching. Students will receive a comprehensive study package for each course consisting of a study guide, case study file and reader, and other supplementary materials as appropriate.

Assessment
Students are advised to take 4 courses a year. All core and elective courses will be assessed by a three-hour unseen written examination. Examinations will be held twice a year, usually in June and December. Students also have to submit one assignment per course although the mark for this assignment will not usually count towards the result of the examination. You must complete this assignment satisfactorily by the due date to be eligible to take the examinations. The International business research course is assessed by a research report of 12,000 words (excluding bibliographies or appendices and the project statement or executive summary).

Fees

MBA (9 courses)	GBP 8,246
Postgraduate Diploma (6 Core Courses)	GBP 5,520

(Fee for MBA is paid in 2 installments, Part I: GBP 5,520 & Part II: GBP 2,760)

Programme Director
Cheng, M.C., BSc, MHA (UNSW); PhD (HK)

Application Procedures

- All applicants are required to complete an application form. Detailed information and the application form may be obtained either in person or by sending a HK$2.40 stamped self-addressed 7"x10" envelope to any of the SPACE Enrolment Centres listed at the back cover of this prospectus. Please state the name of the programme for which you require information.
- Applications must be accompanied by certified tertiary academic transcripts and a non-refundable processing fee of HK$150 (cheques to be crossed and made payable to HKU SPACE).

FB 19-801-00(01)
Postgraduate Diploma in Public Policy and Management / MSc in Public Policy and Management for External Students
University of London
(subject to approval)

Enquiries: 2975 5713

Introduction
These two programmes are developed by the Programme in Public Policy and Management, Department of Development Studies, and administered by the Centre for Financial and Management Studies (CeFiMS), both being constituent parts of the School of Oriental and African Studies (SOAS), University of London. SPACE will provide the local administrative support services.

These programmes provide high quality advanced training for personnel working in and for the public services and international development organisations. The courses cover studies in issues, perspectives, practices and prescriptions in public policy and management. They also aim to develop skills in managing budgets, local government issues, public finance, project appraisal, human resource management and managing information and information systems. The programmes provide significant career prospects in public affairs at an international level where recognition of the SPACE - University of London brand is extremely high.

The Postgraduate Diploma consists of the same four compulsory courses as Part I of the MSc programme. Diploma holders who obtain a grade equivalent to the pass mark of the MSc Part I examinations will be entitled to transfer to Part II of the MSc programme if agreed by the Programme Director.

Programme Structure (Fast Track)

Postgraduate Diploma in Public Policy and Management / Part I MSc in Public Policy and Management
(1 year minimum)

4 compulsory courses:

- Public Policy and Management: Perspectives and Issues
- Methods of Public Financial Management
- Human Resource Management and Development
- Management Information and Information Systems

Part II MSc in Public Policy and Management
(1 year minimum)
(Note: not all Part II courses are available every year)

3 optional courses from the list below:

- Decentralisation and Local Governance
- Strategic Issues in Public Finance
- Managing Organisational Change
- Investment Appraisal and Project Management

Course Materials
Students will be provided with carefully structured course guides written by expert academics, text books and collections of up-to-date and important scholarly articles.

Entry Requirements
Applicants must hold a first degree from a recognised tertiary institution in a relevant subject acceptable to the University of London. Applicants with senior level work experience and/or appropriate professional qualifications may also be considered. Applicants will be required to show evidence of a sufficiently high level of proficiency in English.

Assessment
Assessment is divided between two assignments for each course (30%) and examination (70%).

Teaching Mode
Both programmes are designed for external students based on distance learning methods. Lectures are conducted through specially written study texts. Each student will be assigned a U.K. tutor who will aid and monitor their progress through detailed grading and commentary with respect to their assignment work.

Programme Director
Ho, Y.K., BEcon Malaya; FCII

Fee
To be advised.

Application Procedures
We expect to start in early 2001.
For further information, please contact Ms. Camy Chu at 2975-5713.

FB 19-601-00 (01)
Bachelor of Management Studies (BMS)
FB 19-601-01(01), FB 19-601-02(01), FB 19-601-03(01) (Term 1)
The University of Hong Kong

Enquiries : 29755662

Introduction
This part-time programme is a collaborative venture between SPACE and the School of Business, HKU. It 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 experience and provides an appropriate academic standard which will be useful when students proceed to apply for postgraduate studies. Holders of this degree award may be eligible to apply to study the MBA programme offered by HKU.

Programme Structure
This is a part-time programme covering 30 courses to be studied over 10 terms of study. It must be completed within a maximum of six years.

Basic Level Courses (16 courses, 96 credits)
These are skills related foundation courses. They must be completed prior to studying the intermediate level courses.
- Business Language Skills I (taught in both English and Chinese)
- Introduction to Business Computing
- Quantitative Methods
- Introduction to Social Psychology
- Hong Kong Business Environment
- Macroeconomics
- Business Language Skills II (taught in both English and Chinese)
- Introduction to Sociology
- Legal (Business) Framework
- Introduction to Accounting
- Microeconomics
- PRC Business Environment
- Introduction to Management
- Marketing
- Managerial Accounting
- International Trade

Intermediate Level Courses (7 courses, 42 credits)
Normally, these courses are to be completed before studying the advanced level courses.
- Organisational Behaviour
- Operations Management
- Management of Information Technology
- Consumer Psychology
- Finance
- Advertising Management
- Company Law

Advanced Level Courses (7 courses, 42 credits)
- Investment Analysis
- Business Policy
- Project Management
- Business Ethics
- Organisational Marketing
- Human Resource Management
- Management Theory

The following courses should be studied in Term I, unless exemption have been granted : Business Language Skills I, Introduction to Business Computing and Quantitative Methods.
For details of syllabuses, please contact Ms. Kena Choi at Tel.: 2975 5662

Entry Requirements
Candidates must :
- comply with the General Regulations of the University of Hong Kong ;
- hold either a Diploma in Management Studies (DMS) awarded by SPACE or its equivalent; or other academic or professional qualifications of equivalent standard;
- have at least two years of working experience;
- satisfy the examiners in a qualifying examination, if required.

Exemptions
Holders of the SPACE DMS may apply for exemption from up to 10 courses of the BMS degree programme. (The minimum grade for obtaining an exemption is a "Credit" in an equivalent subject in the DMS programme.) Where appropriate, students who have completed other courses of study may also apply for exemptions. Exemptions will only be granted for courses which are equated to the same level of examination and syllabus as for the BMS courses.
A separate fee of $500 (non-refundable) per course is payable for making an application for exemption.

Assessment
To obtain the degree award, students must satisfy the Board of Examiners in the successful 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 shall be conducted 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.

Teaching Mode
Each of the 30 courses will be taught by face-to-face lectures held on weekday evenings and weekends. The courses will be taught over 10 weeks of study per term. Students are advised to make their own arrangements to gain access to a computer to aid in their assignments for all courses. All students are required to complete the programme within 6 years of registration.

Library Facilities
Students will be provided with a Borrower's Card.

Programme Directors
SPACE: Jennifer G.H.Ng BA (Simon Fraser), MSocSc, PCEd(HK)
School of Business: Edmund Thompson BA (York), PhD (Lond)

Fees
This programme is designed on a credit unit system. There will be three intakes of students per year. The fee per course for the July and November 2000 intakes are :

Per course

Basic Level courses	$4,000
Intermediate and Advanced Level courses	$4,800

Please note that the above fees may be subject to revisions even after you have been admitted as a student on this programme.

There will be separate fees payable for re-sitting the examination, re-submitting course work and repeating the studies for each course of study. No fees will be refunded unless a course is over-subscribed or cancelled.

Course fees cover the charges for tuition, first attempt examinations and the cost of a library card.

Application Procedures
The programme is expected to start in July and November 2000, and the application form and detailed information can be obtained either in person or by sending a $2.40 stamped self-addressed 7" x 10" envelope to any of the SPACE Enrolment Centres, with the name of thEs programme clearly indicated.

Closing Date for Application

July 2000 Session	November 2000 Session
3 June 2000	1 October 2000

Late applications may only be considered at the discretion of the Course Director.

HKU SPACE & HKU School of Business Programmes in Management Studies

School of Professional and Continuing Education

Foundation Certificate in Business Studies (CBS)
(Part-time: 3 courses)

Direct entry to DMS programme →

School of Professional and Continuing Education

Diploma in Management Studies (DMS)
(Part-time: 12 courses)

Term I 3 courses → **Term II** 3 courses
↓
Term IV 3 courses ← **Term III** 3 courses

⋮

The University of Hong Kong

Bachelor of Management Studies (BMS)
(Part-time)

Normal Route Entry# 30 courses
DMS Route Entry* 20-30 courses

⋮

The University of Hong Kong

MBA

⋯► *Entry is subject to approval by the Admissions Board for the respective programmes*

\# *Based on University of Hong Kong entry requirements*

* *Eligible for possible exemptions from ten basic level courses of BMS programme*

SPACE LEARNING OPPORTUNITIES FOR THE 21ST CENTURY

FB 19-101-00 (01)
Diploma in Management Studies (DMS)
FB 19-101-01 (01), FB 19-101-02 (01), FB 19-101-03 (01) (Term I)

Enquiries: 2975 5658 / 2975 5659

Introduction

This part-time programme is a collaborative venture between SPACE and the School of Business, HKU. It 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 may be eligible to apply to study HKU part-time Bachelor of Management Studies degree (BMS). They may also obtain exemptions from some of the BMS courses. However, entry to the BMS programme is subject to the approval of the Admissions Board. The BMS aims to prepare students for postgraduate level studies. Holders of the BMS may be eligible to apply for entry to the MBA programme offered by HKU.

Programme Structure

The DMS programme offers 12 courses to be studied over four terms of study. It must be completed within a maximum period of five years.

Term I

Course DMS 1 Business Language Skills (Part I) (taught in both English and Chinese)
Course DMS 2 Introduction to Business Computing
Course DMS 3 Business Mathematics

Term II

Course DMS 4 Introduction to Social Psychology
Course DMS 5 Hong Kong Business Environment
Course DMS 6 Macroeconomics

Term III

Course DMS 7 Business Language Skills (Part II) (taught in both English and Chinese)
Course DMS 8 Business Law of HK and PRC
Course DMS 9 PRC Business Environment

Term IV

Course DMS 10 Business Presentation Skills
Course DMS 11 Introduction to Accounting
Course DMS 12 Business Microeconomics

For details of syllabuses, please contact Ms. Ashley Tang at Tel. No. : 2975 5659

Entry Requirements

- Five passes in the HKCEE or equivalent, including English, Chinese and Mathematics and a post-secondary academic qualification.
- Two to three years of relevant working experience, preferably at the executive level.
- Applicants may also be required to satisfactorily complete a qualifying course / examination.
- Direct entry may also be given to applicants who hold a Foundation Certificate in Business Studies offered by SPACE.

Exemptions

Students may apply for exemptions for up to a maximum of three courses for the whole programme. A separate fee of $500 (non-refundable) per course is payable for making an application for exemption. Exemptions will be assessed only on those qualifications which have been gained within the three years preceding the application.

Assessment

To obtain the Diploma award, students must satisfy the Board of Examiners both in the successful completion of course work (prescribed assignments & tests) and examination for each of the 12 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 courses DMS 1 and 7 are held in both English and Chinese. All other courses are examined in English. Performance in the examinations and course work respectively counts for 60% and 40% of the final grade and both must be passed for successful course completion.

Teaching Mode

The 12 courses will be taught by face-to-face lectures held on weekday evenings and weekends including Sundays. Students are advised to make their own arrangements to gain access to the use of computers to aid in their assignments for all courses.

Attendance at lectures (minimum of 70%) is compulsory.

Course Directors

SPACE: Jennifer G.H.Ng BA (Simon Fraser), MSocSc, PCEd(HK)
School of Business: Jim Newton MA (Cantab), MSc. PhD. (London)

Fees

This programme is designed on a modular basis with two to three intakes of students per year. The fee per course for the July / November 2000 intakes is $3,200. A separate fee will be charged where students are either required to repeat their study, re-do their course work or re-sit the examination for any one course. No fees will be refunded, unless a course is over-subscribed or cancelled.

Students should also note that holders of the DMS will be required to pay a registration fee in arrears for each of the courses from which they have been granted exemption if they are subsequently admitted to the BMS programme.

Application Procedures
The programme is expected to commence in July / November 2000, and all applicants are required to complete an application and an enrolment form. These forms are enclosed in the course brochure which may be obtained either in person or by sending a $2.40 stamped self-addressed 7" x 10" envelope to any of the SPACE Enrolment Centres, with the name of this programme clearly indicated.

Closing Date for Application

July 2000 intake	November 2000 intake
3 June 2000	3 October 2000

Late applications may only be considered at the discretion of the Course Director.

FB 19-102-00(01), FB 19-102-00(02)
Foundation Certificate in Business Studies

Enquiries: 2975 5670

Introduction
This programme prepares students with a basic knowledge in business studies, upon completion of which students are given the opportunity to progress directly onto the SPACE Diploma in Management Studies (DMS) programme. Holders of the SPACE DMS may be eligible to apply to study the part-time Bachelor of Management Studies (BMS) programme offered by The University of Hong Kong, subject to approval by the Admissions Board. DMS holders may be granted exemptions from some of the basic level courses of the BMS programme.

Award
This programme leads to a Foundation Certificate in Business Studies award 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 three courses to be studied over a duration of about 6 months. The courses to be studied are as follows:
- Introduction to Quantitative Methods
- Introduction to Business
- Introduction to Economics

The programme will be offered 3 times a year in January, May & September.

Entry Requirements
Applicants must have five passes in the HKCEE or equivalent, including English, Chinese and Mathematics. Two to three years of continuous relevant working experience are also required.

Assessment
Student's performance in each course wil be assessed both by continuous course work assignments and a final examination. For each course, the examinations and course work respectively count for 60% and 40% of the 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. Attendance at lectures (at least 70%) and completion of course work (prescribed assignments) are compulsory.

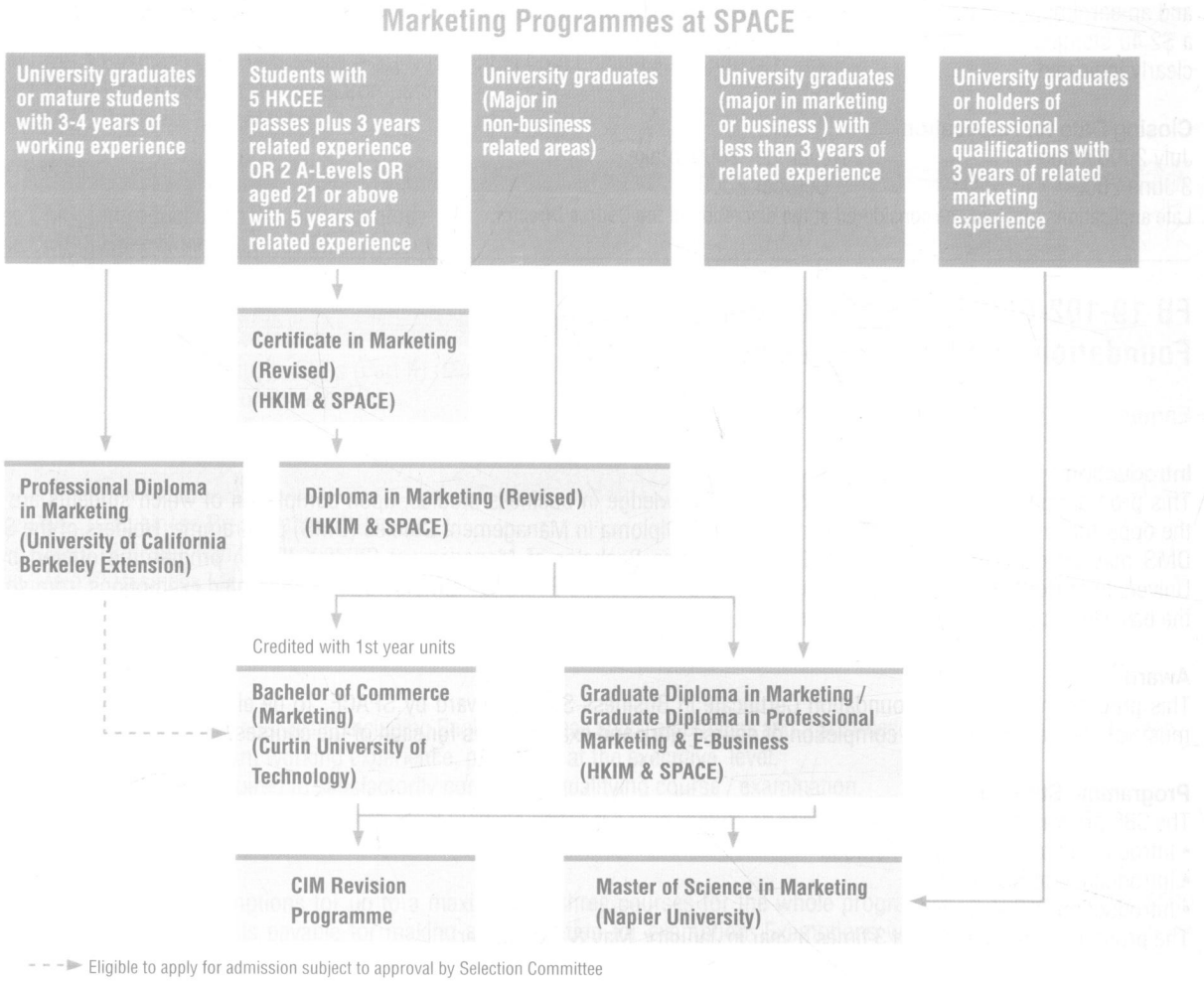
Programme Manager
Wong, E.Y.L., BSW, MPhil HK

Fee
HK$8,000

Application Procedures
The application form and detailed information can be obtained either in person or by sending a $2.10 stamped self-addressed 7" x 10" envelope to any of the SPACE Enrolment Centres, with the name of this programme clearly indicated. Applications must be accompanied by a cheque for the non-refundable processing fee of $150 made payable to "HKU SPACE".
Late applications may only be considered at the discretion of the Head of the Division.

Closing Dates for Application
- For the September 2000 intake: 16 July 2000 Friday **FB 19-102-00(01)**
- For the January 2001 intake: 10 November 2000 Friday **FB 19-102-00(02)**

TEL電話 : 2975 5784-5 FAX傳真 : 2858 8472



FB 43-809-00(01)
Master of Science in Marketing
Napier University
(subject to approval)

Enquiries: 2975 5868

NEW

The programme is specially designed to build on the syllabus of the Chartered Institute of Marketing Postgraduate Diploma.

Introduction
SPACE offers this Master of Science in Marketing programme in Hong Kong in association with Napier University, Edinburgh, Scotland. This programme incorporates the Postgraduate Diploma in Marketing of the Chartered Institute of Marketing (CIM), U.K..

Aims / Objectives
The MSc in Marketing programme is specially designed to build on the syllabus of the Chartered Institute of Marketing Postgraduate Diploma and is aimed to equip students with both the theory and knowledge to practise marketing at the strategic level.

Award
On completion of the programme, students will be awarded:
- A Master of Science Degree in Marketing by the Napier University - equivalent to the MSc in Marketing degree conferred upon Napier graduates in the UK;
- The Postgraduate Diploma in Marketing of the CIM, subject to them passing the CIM external examination on the Strategic Marketing Management: Analysis & Decision (case study) Paper.

Professional Recognition
Students of the MSc in Marketing who have successfully passed the CIM Postgraduate Diploma in Marketing and have the appropriate work experience will be eligible for
- Membership of the CIM and
- Progression to Chartered Marketer status

Programme Structure and Content
To qualify for the MSc in Marketing, students must complete the following modules and submit a dissertation:

• Fundamentals of Marketing	15 credits
• Marketing/Customer Interface	15 credits
• Corporate Strategy	15 credits
• International Business	15 credits
• Strategic Marketing Management: Planning & Control	15 credits
• Integrated Marketing Communications	15 credits
• International Marketing Strategy	15 credits
• Strategic Marketing Management: Analysis & Decision (Case-Study)	15 credits
• Research Methods	15 credits
• Dissertation	45 credits
Total for Master's Degree	**180 credits**

Exemptions
Applicants who have 3 or more years of sales or marketing related experience will be exempted from the two modules: Fundamentals of Marketing and Marketing/Customer Interface and need only to complete 7 modules plus a dissertation to qualify for the MSc in Marketing award.

Entry Requirements
Prospective applicants should normally have the following minimum qualifications:
• An undergraduate degree from a recognised university;
• or, an appropriate professional qualification;
• plus, no less than 3 years of business experience, some of which should be related to marketing or sales.

Students will be automatically registered as student members of CIM upon enrolment on the programme.

Assessment
Students will be assessed by a combination of coursework assignments and final examinations.

Teaching Mode
This programme will be offered in a part-time mode. Teaching for each module consists of 15 hours of lectures and 15 hours of tutorials conducted by Napier and SPACE lecturers on weekday evenings and/or weekends. For the Case-Study module, teaching will consist of 30 hours of lectures, syndicate group and plenary group work conducted by a team of Napier and SPACE lecturers.

Teaching Schedule
The programme will be offered 3 times a year in October, February and June. Students will enrol in two modules per semester and may complete the programme within a minimum of 2 years.

Programme Manager
Chan K.C. Flora, BSocSc HK, MSc NUI

Fees
The fee for the two-year programme is GBP 6,950 payable by 2 installments.
The fee covers charges for all lectures, tutorials, marking of assignments, CIM membership fees, registrations, examinations and assessment of dissertation. Students will also be entitled to a reader's ticket for access to the HKU Libraries.

Application Procedure
Subject to validation, the programme is expected to start in October 2000. Applications are invited from prospective candidates as of July 2000.

1. Application forms and detailed information can be obtained either in person or by sending a $2.10 stamped self-addressed 4" x 9" envelope to any SPACE Enrolment Centre. Please state the name of the programme for which you require information to be sent to you.
2. All applications should be accompanied by a cheque for the HK$150 non-refundable processing fee made payable to "HKU SPACE".

Closing Date for Application
15 August 2000

FB 43-803-00 (01)
Bachelor of Commerce (Marketing)
Curtin University of Technology

Enquiries: 2975 5784

Introduction
In conjunction with the Curtin University of Technology and the Hong Kong Institute of Marketing (HKIM), SPACE offers this Bachelor of Commerce (Marketing) programme in Hong Kong.

The BCom (Marketing) is an offshore degree programme which carries the same full academic status and recognition as that offered for Curtin's on-campus degree programmes. It is targetted at holders of certificates/diplomas in marketing and related studies who wish to undertake a degree programme.

Aims and Objectives
The primary aims and objectives of the BCom (Marketing) programme are to prepare students to organise and control marketing activities efficiently in a highly competitive and volatile environment. The emphasis of this programme is on marketing planning and strategy formulations.

Programme Structure
There are 16 units of 25 credits each (total of 400 credits). The units are:

- Analytical Marketing
- Business Policy
- Consumer Behaviour
- Law (Marketing)
- Marketing Research
- Strategic Marketing
- Export Marketing
- Finance (Introductory)
- Marketing Communications
- Marketing of Services
- Marketing to Organisations
- Public Relations (Principles)
- Public Relations (Techniques)
- Retail Marketing and Distribution
- Sales Management
- Tourism Marketing

A Programme to prepare students to organise and control marketing activities efficiently in a highly competitive and volatile environment.

Entry Requirements
Applicats should :

- hold a Certificate in Marketing awarded by SPACE and HKIM, or other academic or professional qualifications of equivalent standard;
- and,have at least two years' working experience;
- and, demonstrate a level of competence in English in one of the following:
  HKCEE Grade C in English Language (Syllabus B)
  or TOEFL minimum score of 550
  or British Council / International English Language Test (IELTS) with minimum scores of

Writing & Speaking	6.0
Reading & Listening	5.5
Overall	6.0

  Candidates who are not able to demonstrate an acceptable level of competence in English will be required to sit for the Curtin University Test in English (CUTE).

Assessment
Students are assessed on the basis of coursework assignments and mid-term and final examinations. All examination papers will be set and marked by the academic staff of Curtin.

Teaching Mode
All units will be taught by face-to-face lectures conducted by both Curtin and SPACE lecturers. Each unit comprises 30 hours of teaching contact with local lecturers plus 12 hours of teaching contact with Curtin lecturers.

Teaching Schedule
The academic year is divided into three semesters: July to November , December to February and March to June. Each semester contains about 10 - 13 study weeks. Students are normally required to study three units in each of the July to November and March to June semesters, and two units in the December to February semester. The Head of Division may however permit otherwise.

Programme Manager
Chan K.C. Flora, BSocSc HK, MSc NUI

Fee
The course fee for the 2000/2001 academic year is AUD$1,050 per unit, which covers charges for all lectures, seminars, unit guides, marking of assignments, examinations and registration.

Application Procedures
An application form and detailed information may be obtained either in person or by sending a $2.40 stamped self-addressed 7"x10" envelope to any of the SPACE Enrolment Centres, with the name of this programme clearly indicated.

Applications must be accompanied by a cheque for the non-refundable application fee of $150 made payable to "HKU SPACE".

Closing Date for Application
29 May 2000

FB 43-103-01 (01) to FB 43-103-07 (01)
Professional Diploma Programme in Marketing
University of California Berkeley Extension (UCBE)

Enquiries: 2975 5858 / 2975 5822 email: sangeeta@hkuspace.hku.hk

Introduction
This Professional Diploma programme is offered in conjunction with the University of California Berkeley Extension (UCBE). It is designed to meet the wide-ranging needs of those with career interests that require them to acquire a general foundation knowledge of marketing subjects, to hone specific marketing skills or to enhance and update professional marketing skills.

Aims and Objectives
The objective of the programme is to enable students to
- Analyse marketing opportunities.
- Examine the appropriate uses of marketing research.
- Analyse and appraise product, price, and promotion strategies for effective marketing.
- Prepare successful integrated marketing plans.

Programme Structure
The programme comprises seven courses with an aggregate of 14 academic credits.
These courses are:
- Essentials of Marketing (2 credits)
- Implementing An Integrated Marketing Communications Plan (2 credits)
- Marketing Research: Concepts and Techniques (2 credits)
- Strategic Marketing (2 credits)
- International Marketing (2 credits)
- Consumer Buyer Behaviour (2 credits)
- Marketing in an E-Commerce Environment (2 credits)

This is an integrated study programme comprising on-line/computer-mediated self-study materials, supported by face-to-face tutorials and meetings with UCBE and/or SPACE instructors.

Entry Requirements
- A recognised undergraduate degree;
- or, 3-4 years' working experience in marketing or a related field, and aged 25 or above.

Assessment
For each course, students will be assessed on the basis of a combination of class participation, a project or paper, mid-term examination and a final examination.

Teaching Mode
This is an integrated study programme comprising on-line/computer-mediated self-study materials, supported by face-to-face tutorials and meetings with UCBE and/or SPACE instructors.
At the beginning of the term, students will be provided with a password to access the on-line classrooms. Interactions with UCBE instructors for selected courses is also available on-line to allow students greater flexibility to complete the programme.
For each course, 4-6 tutorial sessions will be conducted by appointed lecturers. Students will have the opportunity to participate in group discussions and analyse case studies with localised examples.

Teaching Schedule
Each course should be completed in about 13-14 weeks in the same time period as students studying in UCBE campus. This period extends over 10 study weeks plus 2-3 weeks for examination preparation and 1 examination week. Students will be permitted to enrol for 2-3 courses in each term and may complete the whole Professional Diploma programme within a maximum time period of 3 years.

The courses will be offered twice a year in Autumn and Spring.

Programme Manager
Narwani, S.A., MBA Leic

Fee
The course fee for the 2000/2001 academic year is $6,000 per course which covers all on-line study materials, lectures, tutorials, examination and registration charges. This fee also includes charges for obtaining a HKU Library reader's card. Students who wish to have full borrower's right are required to pay a separate fee.

Application Procedures
The programme will be open for application in June 2000 and an application form and detailed information may be obtained either in person or by sending a $2.40 stamped self-addressed 7"x10"envelope to any of the SPACE Enrolment Centres, with the name of this programme clearly indicated.

Applications must be accompanied by a cheque for the non-refundable processing fee of $150 made payable to "HKU SPACE".

Closing Date for Application
9 September 2000

Free Trial Lesson
If you would like to take a quick look at some of the features of this online course, please go to: http://learn.berkely.edu/html/body_mktg.html

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FB 43-805-00(01) Certificate in Marketing (Revised)/ FB 43-806-00(01) Diploma in Marketing (Revised)/ FB 43-808-00(01) Graduate Diploma in Marketing/ FB 43-807-00(01) Graduate Diploma in Professional Marketing & E-Business

(subject to approval)

Enquiries: 2975 5785

Introduction
SPACE and the Hong Kong Institute of Marketing (HKIM) jointly offer the Certificate in Marketing (Revised), Diploma in Marketing (Revised), Graduate Diploma in Marketing and Graduate Diploma in Professional Marketing & E-Business Programmes in Hong Kong.

The objectives of the programme are:
- To provide students with a solid foundation in the academic discipline of marketing;
- To provide an integrated programme of studies which reflects the needs of the marketing profession;
- To enable graduates to develop the requisite knowledge, problem-solving and analytical skills for a professional career in marketing.

Award
The programmes comprise 3 levels of studies. Completion of each level will lead to the following awards issued jointly by HKIM and SPACE:

Level 1: Certificate in Marketing (Revised)
Level 2: Diploma in Marketing (Revised)
Level 3: 2 Streams-
Graduate Diploma in Marketing; or
Graduate Diploma in Professional Marketing & E-Business

To qualify for the award, students must:
(i) satisfactorily complete the prescribed course assignments;
(ii) pass the relevant examinations;
(iii) attain satisfactory attendance at lectures.

Professional and/or Academic Recognition
- Students who complete the Diploma in Marketing (Level 2) will have met the educational requirements for Associate Membership of the HKIM.
- Students who complete the Graduate Diploma in Marketing or Graduate Diploma in Professional Marketing & E-Business (Level 3) will have met the educational requirements for Full Membership of the HKIM and, subject to the successful completion of the HKIM qualifying programme and achieving the requisite professional experience, graduates will be entitled to use the designation Certified Professional Marketer (Hong Kong).
- The programmes are compatible with the Asian Pacific Marketing Federation (APMF) Certified Professional Marketers (Asia Pacific) programme and qualify for maximum exemptions.

Programme Structure
The programmes have 3 levels of studies with a total of 14 modules which may be completed within a minimum of two and a half years.

Level 1: Certificate in Marketing (Revised)
Students must successfully complete the following 6 compulsory modules:

1. Fundamentals of Marketing	4. Quantitative Analysis for Marketing
2. Economics	5. Information Technology in Marketing
3. Business Law	6. Accounting & Finance

Level 2: Diploma in Marketing (Revised)
Students must successfully complete the following 4 compulsory modules:

1. Marketing Management: Planning & Control	3. Services Marketing
2. Consumer Behaviour	4. Selling & Sales Management

Level 3: Graduate Diploma in Marketing or
Graduate Diploma in Professional Marketing & E-Business
Students must successfully complete the following 4 respective Compulsory modules:

Graduate Diploma in Marketing	**Graduate Diploma in Professional Marketing & E-Business**
1. Strategic Marketing	1. Strategic Marketing in China
2. Marketing Communications	2. Current Issue in E-Commerce & On-line Marketing
3. Global Marketing Strategy	3. Relationship Marketing
4. Marketing Research	4. Marketing & Information Management

Entry Requirements
Students should:
Level 1: Certificate in Marketing (Revised)
- have 2 passes at 'A' Level or equivalent;
- or, have 5 passes at HKCEE and 3 years' full time practical experience in marketing or business-related areas;
- or, aged 21 or above with no less than 5 years' full time experience in marketing or business-related areas.

Level 2: Diploma in Marketing (Revised)
- have a recognized degree in non-business related areas;
- or, have a Certificate in Marketing (Revised) issued jointly by HKIM and SPACE.

Level 3: Graduate Diploma in Marketing or
Graduate Diploma in Professional Marketing & E-Business
- have a recognized degree in marketing or in business related areas;
- or, have a Diploma in Marketing (Revised) issued jointly by HKIM and SPACE;

Exemptions
Exemptions from some modules may be granted to prospective students with appropriate qualifications. A separate fee of HK$500 per module (non-refundable) is payable for making an application for exemptions. Applications for exemption must be made simultaneously with applications for enrolment. Exemptions will be assessed only on those qualifications gained within the 5 years preceding the application.

Assessment
Students 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 examinations constitute 75% of the final grade.

Teaching Mode
This programme is offered three times a year in September (Term 1), January (Term 2) and May (Term 3). Teaching for the Certificate in Marketing consists of 30 hours of lectures extending over 10 sessions. For the Diploma and Graduate Diploma programmes, each module is taught in 36 hours of lectures and seminars extending over 12 sessions. Classes are held weekly on weekday evenings or weekends. Examinations will be held at the end of each term in December (Term 1), April (Term 2) and August (Term 3).

Programme Manager
Chan K.C. Flora, BSocSc HK MSc NUI

Fees
The fee schedule for the 2000/2001 academic year is as follows:

Certificate in Marketing	HK$ 2,130 per module
Diploma in Marketing	HK$ 3,200 per module
Graduate Diploma in Professional Marketing	HK$ 3,400 per module

The fee covers all lectures, marking of course assignments, examinations and HKIM student membership fee.

Application Procedure
Subject to approval, this programme is expected to start in September. Applications are invited from prospective students as of July 2000.

- Application forms may be obtained either in person or by sending a $2.10 stamped self-addressed 41/4" x 91/2" envelope to any SPACE Enrolment Centre. Please state the name of the programme for which you require information to be sent to you.
- All applications should be accompanied by a cheque for the HK$150 non-refundable application fee made payable to 'HKU SPACE'.

Closing Date for Application
20 August 2000

FB 43-104-00 (01)
Revision Programme for the Chartered Institute of Marketing (CIM) Examinations

Enquiries: 2975 5785

Introduction
This is an intensive revision programme for students who intend to sit for the Chartered Institute of Marketing (CIM) examinations in Nov 2000.

It is designed to prepare candidates for the two compulsory modules of the CIM examinations: Marketing Management (Case Study) and Strategic Marketing Management: Planning and Control.

Revision for each module will be provided in 4 x 3-hour sessions that include case studies, group discussions, and a review of past papers.

Entry Requirements
Admission is open to all students who intend to sit for the CIM examinations. Participants should have acquired sufficient knowledge of the above modules from previous formal or self-studies. Students who have completed the HKIM Diploma in Marketing programme offered at SPACE or who have other equivalent qualifications may also enrol in this programme.

Teaching Schedule
The programme will be offered twice a year in May and November, prior to the CIM examinations. The next intake will be in November 2000. The tentative lecture schedule is as follows:

FB 43-104-01 (01)
Strategic Marketing Management: Planning and Control

Date	Time
4 Nov 2000 (Saturday)	6:30- 9:30 pm
5 Nov 2000 (Sunday)	2:00- 5:00 pm
11 Nov 2000 (Saturday)	6:30 - 9:30 pm
12 Nov 2000 (Sunday)	2:00 - 5:00 pm

FB 43-104-02 (01)
Strategic Marketing Management (Case Study)

Date	Time
18 Nov 2000 (Saturday)	6:30- 9:30 pm
19 Nov 2000 (Sunday)	2:00- 5:00 pm
25 Nov 2000 (Saturday)	6:30- 9:30 pm
26 Nov 2000 (Sunday)	2:00- 5:00 pm

Venue
Admiralty Centre

Fees
The course fee for 2000 is $1,800 per module, which includes all course handouts and lectures.

Application Procedures
Applications will be accepted on a first-come, first-served basis. Detailed information and application forms may be obtained either in person or by sending a $2.10 stamped self-addressed 41/4" x 91/2" envelope to any of the SPACE Enrolment Centres, with the name of this programme clearly indicated.

Closing Date for Application
16 October 2000

FB 05-801-00 (01)
Master of Business (Electronic Commerce)

Enquiries: 2975 5866

Introduction
SPACE offers a Master of Business (Electronic Commerce) programme in Hong Kong in conjunction with the Curtin University of Technology.

This is a professional masters degree that carries the same full academic status and recognition as that offered for Curtin's on-campus degree programmes. It is targeted at holders of a recognized bachelor's degree.

Aims & Objectives
This coursework based programme aims to provide students with up-to-date knowledge and current skills in contemporary electronic commerce technologies and their application within business. The course caters for non-EC graduates wishing to add to their professional qualifications by undertaking studies in this new field. It is aimed at graduates planning to take leadership roles in the introduction of Internet based business and management practices into a variety of workplaces.

On completion of the course, students should be able to:
- understand e-commerce needs of business;
- design and develop e-commerce solutions to match identified needs;
- monitor and manage the performance of e-commerce solutions;
- assess directions and develop the best e-commerce strategies for organisations.

Award
This programme leads to an award of Master of Business (Electronic Commerce) from Curtin University of Technology.

Entry Requirements
Candidates must have the following:
- a recognized bachelors degree or postgraduate qualification, with 2 years' work experience.
- or, an equivalent qualification and considerable work experience.

Assessment
Students are assessed in the same manner as the Curtin students studying on the Perth campus, on the basis of coursework assignments, examinations and research projects. The ratio of weighting of assignments to examinations for the final grade varies from unit to unit. All examinations and projects will be set and marked by the academic staff of Curtin.

Programme Director
Cheng, M. M. C. BSc, MHA (NSW), PhD (HK)

Teaching Mode
All units will be taught by face-to-face lectures conducted by both Curtin and HKU-SPACE lecturers. Each unit has 27 hours of teaching. Students are required to have access to a computer with connections to the Internet. On some occasions, students will be required to bring their lap top computers to class for skills training.

Programme Structure
This programme is a part-time professional masters course that may be completed within 2 years. The programme is divided into three stages:

Foundation Stage
Exemptions may be granted for all 4 foundation units where candidates are appropriately qualified.

Accounting	25
Economic Analysis & Asian Economics	25
Legal Framework	25
Information for Business Decisions	25

Stage 1
Upon successful completion of 8 units, candidates can choose to graduate with an intermediate award - Postgraduate Diploma in Business (Electronic Commerce).

Information Systems	25
Development Methodologies	25
Electronic Commerce Business Applications	25
Database Systems	25
Distributed Systems	25
Systems Development	25
Web Site Engineering	25
Electronic Commerce Management	25

Stage 2
Total of two coursework units and one research project, looking at E-Commerce at the strategic level with an emphasis on action research.

Electronic Commerce (Contemporary Issues)	25
Project Management Systems	25
EC Action Research Project	50

It is aimed at graduates planning to take leadership roles in the introduction of Internet based business and management practices into a variety of workplaces.

Teaching Schedule
The academic year is divided into three terms: March to June (Term 1), August to November (Term 2) and December to February (Term 0). Each term lasts approximately 13 weeks. Students are required to enroll in three units in Term 1 and Term 2, and two units in Term 0.

Fee
The course fee for the 2000/2001 academic year is AUD$1,400 per unit. The course fee covers charges for all lectures, seminars, unit guides, marking of assignments and examinations.

As marketing becomes more global and volatile, marketing professionals will have an increasing need to understand and use electronic commerce technologies.

Application Procedures
Detailed information and the application form may be obtained either in person by sending a $2.40 stamped self-addressed 7"x10" envelope to any SPACE Enrolment Centre, with the name of this programme clearly indicated.

Applications must be accompanied by certified tertiary academic transcripts and a cheque for the non-refundable application fee of $150 made payable to "HKU SPACE". Late applications may be considered subject to the discretion of the Head of Division.

Closing Date for Application
13 May 2000 (for August 2000 intake)
9 December 2001 (for march 2001 intake)

FB 05-009-01
Bachelor of Commerce (Marketing & E-Commerce)

Enquiries: 2975 5784

Introduction
SPACE offers this Bachelor of Commerce (Marketing & E-Commerce) programme in Hong Kong in conjunction with the Curtin University of Technology.

This is an offshore degree programme which carries the same full academic status and recognition as that offered for Curtin's on-campus degree programs. It is targeted at A-Level students and holders of certificates/diplomas in marketing, or computing, or business related studies.

This double major is designed for students seeking a career in the marketing of products, services and ideas, and who recognize the growing importance of the Internet, the World Wide Web and other technologies that make up the so-called 'information superhighway'. As marketing becomes more global and volatile, marketing professionals will have an increasing need to understand and use electronic commerce technologies.

Award
The Bachelor of Commerce (Marketing & E-Commerce) is awarded by the Curtin University of Technology.

Programme Structure
This is a three year part-time degree course, with 25 units for a total of 600 credits.

	Credits
Year 1	
10987 Accounting 100	20
01234 Economics 100	20
10830 Information Systems 100	20
11011 Legal Framework 100	20
10848 Management 100	20
10808 Business Communication 101	25
10993 Business Statistics 101	25
11001 Economics (Macro) 101	25
10850 Marketing 100	25
	200

	Credits
Year 2 & 3 Units - Marketing Units	
10810 Business Policy 320	25
09764 Consumer Behaviour 102	25
03821 Export Marketing 300	25
09807 Marketing Research 200	25
06981 Professional Selling 300	25
03900 Strategic Marketing 310	25
11016 Marketing Communications 211	25
04375 Marketing of Services 311	25
	200

	Credits
Year 2 & 3 Units - E-Commerce Units	
12213 Electronic Commerce (Electronic Commerce Applications) 204	25
12212 Electronic Commerce (Electronic Commerce Technologies) 203	25
12211 Electronic Commerce (Electronic Meeting Systems) 202	25
13007 Electronic Commerce (Global Information Systems) 302	25
12031 Electronic Commerce (Internet Functions and Facilities) 201	25
13008 Electronic Commerce (Internet Security) 304	25
13006 Electronic Commerce (Web Site Management) 303	25
09756 Personal Computing 211	25
	200

Entry Requirements
Candidates must have the following:

- HKCEE, 3 passes, with Grade C or better; and Hong Kong Advanced Level Examination, 2 passes, with one Grade C and one Grade D or better, or equivalent qualifications.
- English competency, demonstrated through:
  - HKCEE Grade C in English Language (Syllabus B) or
  - TOEFL minimum score of 550 or
  - British Council / International English Language Test (IELTS) with minimum score of
    - Writing & Speaking 6.0
    - Reading & Listing 5.5
    - Overall 6.0

Candidates who are not able to demonstrate an acceptable level of competence in English will be required to sit for the Curtin University Test in English (CUTE).

Candidates who hold a Certificate / Diploma in Marketing or in other related areas awarded by recognized tertiary institutions may also apply. Exemptions will be granted to those who qualify.

Assessment
Students are assessed in the same manner as the Curtin students studying on the Perth campus, on the basis of coursework assignments and mid-term and final examinations. The weighting of assignments to examinations for the final grade varies from unit to unit. All examination papers will be set and marked by the academic staff of Curtin.

Teaching Mode
All units will be taught by face-to-face lectures conducted by both Curtin and HKU-SPACE lecturers. Each unit comprises 30 hours of teaching with local lecturers plus 12 hours of teaching contact with academic staff from Curtin.

Teaching Schedule
The academic year is divided into three terms: March to June (Term 1), August to November (Term 2) and December to February (Term 0). Each term lasts approximately 13 weeks. Students are required to enroll in three units in Term 1 and Term 2, and two units in Term 0.

Programme manager
Chan, K. C. Flora, BSocSc HK, MSc, NUI

Fees
The course fee for the 2000 academic year is AUD$1,050 per unit, which covers charges for all lectures, seminars, unit guides, marking of assignments and examinations.

Application Procedures
Detailed information and application form may be obtained either in person or by sending a $2.40 stamped self-addressed 7"x10" envelope to any of the SPACE Enrolment Centre.
Applications must be accompanied by a cheque for the non-refundable application fee of $150 made payable to "HKU SPACE".

Closing Date for Application
29 May 2000

FB 05-803-00(01)
Professionl Diploma in Business Administration

Enquiries: 2975 5858 / 2975 5822 sangeeta@hkuspace.hku.hk

Introduction
SPACE offers a Professional Diploma in Business Administration programme in conjunction with the University of California Berkeley Extension (UCBE).
The programme is designed to meet the needs of people whose career interests require expertise in business administration, people who need specific business administration skills in their work assignments, people who need a general foundation in business administration for career advancement, and business professionals who need to renew or update their skills.

Aims and Objectives
The aim of the programme is to enable you to:
- master concepts and techniques to assume a leadership position in today's competitive business world.
- learn business skills to improve managerial performance, advance in an organization,and increase your earning power.
- demonstrate commitment to professional development by staying current in your field.
- enter the management field.

Award
The award is a Professional Diploma in Business Administration issued by the University of California Berkeley Extension

Programme Structure
The programme has seven courses with an aggregate of 14 academic credits.
These courses are:
- Essentials of Marketing (2 credits)
- Management Accounting (2 credits)
- Organization and Management (2 credits)
- Basic Corporate Finance (2 credits)
- Management of Human Resources (2 credits)
- Economics of Marketing and Finance (2 credits)
- Special Topics in Business Practices and Changes (2 credits)

> An On-line programme from UC Berkeley for those who need to study in flexible hours.

Entry Requirements
To be eligible for admission to this programme, candidates should:
- either have a recognised undergraduate degree;
- or, be aged above 25 and have 3-4 years' working experience in Business Administration or related fields.

Assessment
For each course, students will be assessed on the basis of a combination of class participation, a project or paper, mid-term examination and a final examination.

Teaching Mode
This is an integrated study programme comprising on-line/computer-mediated self-study, supported by face-to-face tutorials and meetings with UCBE and/or SPACE instructors.
At the beginning of the semester, students will be provided with a password to access the on-line classrooms. Interactions with UCBE instructors for selected courses are also available on-line to allow students greater flexibility to complete the programme.
For each course, 4-6 tutorial sessions will be conducted by appointed lecturers. Students will have the opportunity to participate in group discussions and analyse case studies with localised examples.

Teaching Schedule
Each course should be completed in about 13-14 weeks in the same time period as students studying in UCBE campus. This period extends over 10 study weeks plus 2-3 weeks for examination preparation and 1 examination week. Students will be permitted to enrol for 2-3 courses in each term and may complete the whole Professional Diploma programme within a maximum time period of 3 years.
The courses will be offered twice a year in Autumn and Spring. The first term courses to be offered in October / November 2000 are:

Essentials of Marketing (2 credits)
Management Accounting (2 credits)
Organization & Management (2 credits)

Programme Manager
Narwani, S. A., MBA Leic

Fee
The course fee for the 2000/2001 academic year is HK$6,000 per course which includes all study materials, lectures, tutorials, examination and registration charges. Students who wish to access the University Library may apply for a Borrower's card by paying a separate fee.

Application Procedure

- The programme will be open for application in June 2000.
- Application forms and detailed information may be obtained either in person or by sending a HK$2.40 stamped self-addressed 7"x10"envelope to any SPACE Enrolment Centre. Please state the name of the programme for which you require information to be sent to you.
- Applications must be accompanied by a cheque for the non-refundable processing fee of HK$150 made payable to "HKU SPACE".

Closing Date for Application
9 September 2000

Free Trial Lesson
If you feel like taking a quick look at some of the features of this online course, please go to:
http://learn.berkeley.edu/html/body_mktg.html

FB 05-101-00 (91), FB 05-101-00 (01) Certificate in Electronic Commerce

Enquiries: 2975 5866 emai: llchoi@hkuspace.hku.hk

Introduction
This part-time course is jointly organised by HKU SPACE and HKET e-business institute, the wholly owned subsidiary of Hong Kong Economic Times (HKET).

Electronic commerce is currently one of the most important business developments in Hong Kong and China. Many Hong Kong companies have already ventured into e-business. This certificate programme aims to provide students with an all-rounded foundation in e-commerce. The syllabus covers the basic knowledge and skills to launch and manage an e-commerce venture. It is designed for managers, entrepreneurs, analysts, and executives in the business or public sectors who are interested or involved in e-commerce. The course will give them a good understanding of the latest development in e-commerce and the means to evaluate an e-commerce venture.

Programme Structure
The course consists of four units, to be taught over a 20-week period. Each unit has 8 three-hour teaching sessions, plus an examination or project presentation session. The teaching sessions include 24 hours hands-on computer laboratory work. Students are expected to attend 2 teaching sessions (total 6 hours) per week in the evenings or weekends. Upon satisfactory completion of all assignments and examinations, students will be awarded a Certificate in E-Commerce by HKU SPACE.

Course Content

Unit One: Fundamentals of E-commerce
- New business models and interactive marketing models
- Introduction to Extranet, Intranet, Electronic Data Interchange (EDI) and Web-based technologies
- Business models of E-commerce in Hong Kong and China
- Costs and benefits of E-commerce

Unit Two: E-Commerce Strategy
- Applications of Strategic Marketing Management in E-commerce
- Advertisement on the Internet
- Strategies for E-commerce
- The future of E-commerce

Unit Three: Information and Internet Security
- Information System Controls
- Database Security
- Electronic Payment Systems
- Public Policy and Legal Issues

Unit Four: E-Business Operation & Management
- Business Process Reengineering and E-commerce
- Project Management
- Evaluating E-commerce Operations
- The Pitfalls in implementing E-commerce

Entry Requirements
Applicants should:
- have post-secondary qualifications and be proficient in both Chinese and English;
- have basic knowledge of using the Internet and computer;
- and, have at least 2 years of working experience.

Medium of Instruction
Cantonese supplemented with English where appropriate.

Programme Director
Cheng, M. M.C., BSc, MHA (UNSW); PhD (HK)

Fee
$15,000
(The Course fee does not cover textbooks or reference books.)

Application Procedures
The programme starts in late May 2000. Detailed information and the application form may be obtained either in person, or by sending a $2.40 stamped self-addressed 7"x10" envelope to any of the SPACE Enrolment Centre, with the name of the Programme clearly indicated.

(Applications must be accompanied by a cheque for a non-refundable processing fee of $150 made payable to "HKU SPACE".)

Closing Date for Application
19 May (for May Intake) **FB 05-101-00 (91)**
19 July (for August Intake) **FB 05-101-00 (01)**

In order to provide more learning opportunities for those who wish to upgrade their qualifications in the changing business world, the Division of Finance & Business is launching the following new programmes.

- Master of Business Adminsitration
  (University of London - Royal Holloway College)
- Master of Science in Marketing (Napier University)
- Master of Science/Postgraduate Diploma in
  Public Policy Management (University of London)
- Professional Diploma in Business Adminsitration
  (University of California -Berkeley Extension)
- Certificate/Diploma/Graduate Diploma in
  Professional Marketing
  (SPACE & Hong Kong Institute of Management)

身處於瞬息萬變的社會，很多人都希望不斷提升個人學歷資格。有見及此，本學院特增設下列新課程：

- 工商管理碩士 (University of London-Royal Holloway College)
- 市場學碩士 (Napier University)
- 公共政策管理理科碩士/深造文憑課程
  (University of London)
- 工商管理專業文憑
  (University of California -Berkeley Extension)
- 專業市場學證書／文憑／深造文憑 (SPACE & HKIM)

傑出青年協會
青年雙手創造未來

傑出青年協會
The Outstanding Young Persons Association,
TOYPA

傑出青年協會（以下簡稱「傑青會」）於一九七七年成立，現有會員一百八十人，全部均為香港青年商會歷年主辦「十大傑出青年選舉」的當選者。

是項選舉於一九七零年創辦，由七四年起每年舉行，為一項公開提名的選舉，評選團成員由主辦團體香港青年商會邀請各界領袖及社會知名人士擔任，評選準則考慮候選人在其投身行業的成就及在社會服務方面的貢獻。

「十大傑出青年選舉」的獲選者從不會自滿，再接再勵，希望為香港社會作出貢勵，聯結成立「傑出青年協會」，創會宗旨有三大點：

- 舉辦或贊助推動香港公益的活動；
- 向政府及其他機構反映推動香港公益的意見及建議；
- 協助籌備及推廣每年的「十大傑出青年選舉」。

為配合社會的發展需要，以及時代的轉變，「傑青會」會員期盼進一步顯示會員的使命感和對香港社會的承擔。「傑青會」的成員來自不同行業，當中有多位為現任的行政、立法局會議成員，也有當選全國人大代表和政協委員；前基本法草委及諮委、港事顧問、區事顧問、特區政府成立過程中之預委、籌委及推委等。

「傑青會」創辦二十一年，曾舉辦過各式各類的社會公益活動，所有經費皆由歷年籌募所得，而每項活動籌辦的原則，必須是由會員親身策劃和參與。會員均本著傑出青年協會「青年雙手，創造未來」的宗旨，不斷努力服務人群，共同為社會創造美好的將來。

FB 08-042-01-01
傑出領導學
A Course on Dynamic Leadership

(香港大學專業進修學院及傑出青年協會合辦)

本課程主要是為各商界及非商界的行政人員而設的，課程內容大致可分為下列各項：

1. 何謂領袖的眼光及魅力？
2. 管理自己
   - i. 如何改善個人領導技巧？
   - ii. 如何克服限制？
   - iii. 如何面對將來各種的挑戰？
   - iv. 時間管理——怎樣把不可能變成可能？
3. 帶領團隊
   - i. 如何建立團隊精神？
   - ii. 如何贏取隊員的信任？
   - iii. 如何培養組織創作及領導力？
   - iv. 怎樣化解隊員間的紛爭？
   - v. 面對危機時，應怎樣處理？
4. 課程總結

學員如有超過八成的出席率，便可獲得由香港大學專業進修學院及「十大傑出青年協會」合頒的結業証書一張。

(名額五十人)

導師	：	講者均為「十大傑出青年協會」的獲獎者。
開課日期及時間	：	2000年9月19日起逢星期二7:00-9:00p.m.
地點	：	金鐘海富中心3樓S13室
課堂節數	：	共十講
全期學費	：	$1,600
教學語言	：	以粵語為主，輔以英文。

每個題目均會以經驗分享、分組討論等形式進行。講者全都是「十大傑出青年選舉」的獲獎者，他們會將與學員分享自己的經驗。

FB 08-053-01-01
外匯投資及管理
Foreign Exchange Investment & Management

本課程旨在協助投資人士掌握正確的外匯投資知識，以便判斷價格走勢，並配合策略運用，以求減低風險，增加收益。課程內容：

一、 基礎分析：外匯市場運作情況、世界主要外匯市場、影響匯價的因素、美國經濟數據公佈對匯市之影響、央行干預與匯市的關係、歐羅的結構及前景、外匯孖展投資方式、交叉盤投資技巧、外幣套息方法、外匯期貨、期權寶。

二、 策略運用：如何運用投資策略擴大利潤及縮小虧損、實戰買賣知識、止蝕盤的訂定方法、主要貨幣之走勢分析及展望。

三、 技術走勢分析：日線圖、日本陰陽燭、點數圖、趨向線、型態分析、移動平均線MA、加權移動平均線 WMA、相對強弱指數 RSI、隨機指數 KD 線、動向指數 DMI 等。

教學語言 ： 以粵語為主。
導　師 ： 羅振邦先生專業投資人士、投資專欄主筆、智才投資學會主席
開課日期及時間 ： 2000年9月23日起逢星期六 2:30-5:00p.m.（共六講）
地　點 ： 容後公佈
全期學費 ： $900

FB 08-053-02-01
投資管理
Investment Management

此為一濃縮而實用之投資課程，內容豐富實用，有助投資者尋找入市良機。
課程內容：
一、 股票市場：股票的性質及分類、影響股價升跌因素、新股上市認購價的釐定及成本價計算、市盈率及股息運用技巧、投資三步曲、投資熱點分析。
二、 投資組合管理：認股權證、備兌認股權證、恒生指數期貨、恒生指數期權、外匯、基金。
三、 實戰策略：投資策略運用、投資實戰知識。
四、 技術走勢分析：日線圖、日本陰陽燭、趨向線、移動平均線 MA 、加權移動平均線WMA、相對強弱指數 RSI 、隨機指數KD 線。

教學語言 ： 以粵語為主。
導　師 ： 羅振邦先生 (專業投資人士、投資專欄主筆、智才投資學會主席)
開課日期及時間 ： 2000年9月18日起逢星期一 6:45-9:15p.m.（共六講）
地　點 ： 容後公佈
全期學費 ： $900

FB 08-053-03-01
Equity Analysis

This course is designed for investment analysts, fund managers, accountants, and those members of the general public who are interested in investment. Topics include: introduction to risk premium, present value, PE/DDM//NAV value, liquidation value, market value, comparable approach, cash flow approach, systematic risk and unsystematic risk, interest rate parity theorem, covered warrants, technical analysis, option trading strategy, option valuation, hedging and portfolio theory. Upon completion of this course, students are expected to show ability to forecast as a junior fundamentalist.

Medium of Instruction: Cantonese supplemented with English.

Tutor : Kenny S.H. Tang B.Bus. (Edith Cowan), Assoc. in Arts (East Asia)
Date & Time : Wednesdays, 6:45 - 9:15 p.m., starting 20 September 2000 (6 meetings)
Venue : To be advised
Fee : $900

FB 08-053-04-01
How to Read Financial Statements

This course is intended for the general investing public as well as for those who need to study 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, analysts' reports and press announcements); foundation of financial ratios analysis; traps of financial statements; principal accounting policies; cash flow analysis and profits forecast techniques.

The 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. In turn, the participants can apply the knowledge in equity investment and financial management.

Medium of Instruction: Cantonese supplemented with English.

Tutor	:	Vincent W.K. Lam B.A., ACCA, AHKSA, MSc (Econ), SIA (Aff.), M. Instcm
Date & Time	:	Saturdays, 6:45 - 9:15 pm., starting 23 September 2000 (6 meetings)
Venue	:	To be advised
Fee	:	$900

FB 08-053-05-01
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 and accountants. Topics include: the Dow Theory, pattern formation, moving average, exponential smoothing, weighted moving averages, moving averages convergence and divergence, momentum indicator, stochastic, parabolic time/price, on balance volume(OBV), RSI and directional movement index. Upon completion of this course, students are expected to show ability to forecast as a junior chartist.

Medium of Instruction: Cantonese supplemented with English.

Tutor	:	Jacky Y.K. Chan M.Soc.Sc. (Chu Hai)
Date & Time	:	Fridays, 6:45 - 9:15 p.m., starting 22 September 2000 (6 meetings)
Venue	:	To be advised
Fee	:	$900

FB 08-053-06-01
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 others who are interested in the field. 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 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.

Medium of Instruction: Cantonese supplemented with English.

Tutor	:	Pelton P.K. Yip B.Sc. (Toronto), M.A.(York)
Date & Time	:	Thursday, 6:45 - 9:15 p.m., starting 21 September 2000 (6 meetings)
Venue	:	To be advised
Fee	:	$900

FB 08-053-07-01
Hong Kong Statistics for Business

This course is offered in collaboration 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 consists of six integrated lectures by experts in the field.

Topics include: introduction to official statistics and their applications in business and planning; trade statistics; labour, price and wage statistics; statistics in manufacturing, construction, distribution trades and services industries; national accounts statistics; population and income statistics; monetary and financial statistics.

Medium of Instruction: Cantonese supplemented with English.

Tutors	:	Speakers are senior professionals from the Census and Statistics Department
Date & Time	:	Tuesdays, 6:45 - 9:15 p.m., starting 19 September 2000 (6 meetings)
Venue	:	To be advised
Fee	:	$900

TUTORIAL CLASSES FOR LOMA EXAMINATIONS

FB 53-053-01 (01)
Principles of Insurance: Life, Health, and Annuities
(LOMA - FLMI 280)

FLMI 280 - This course introduces the principles of insurance, the process of becoming insured, and the policyowner's contractual rights. The course includes information on the features of individual and group life insurance, health insurance, and annuity products.

Tutor	:	To be advised
Date & Time	:	Wednesdays (12 hours, 5 meetings), (Tentative)
		6 Sept 2000 7:00 - 9:30 p.m.
		20 Sept 2000 7:00 - 9:30 p.m.
		27 Sept 2000 7:00 - 9:30 p.m.
		4 Oct 2000 7:00 - 9:30 p.m.
		11 Oct 2000 7:00 - 9:00 p.m.
Venue	:	To be advised
Fee	:	$960

FB 53-053-02 (01)
Life and Health Insurance Company Operations
(LOMA - FLMI 290)

FLMI 290 - This course describes the organization of insurance companies and the environment in which they operate, focusing on specific company operations such as marketing, actuarial, underwriting, and financial activities.

Tutor : To be advised
Date & Time : Thursdays
(12 hours, 5 meetings),
(Tentative)

14 Sept 2000	7:00 - 9:30 p.m.
21 Sept 2000	7:00 - 9:30 p.m.
28 Sept 2000	7:00 - 9:30 p.m.
5 Oct 2000	7:00 - 9:30 p.m.
12 Oct 2000	7:00 - 9:00 p.m.

Venue : To be advised
Fee : $960

FB 53-053-03 (01)
Marketing Life and Health Insurance
(LOMA - FLMI 320)

FLMI 320 - This course covers marketing principles and the functions of marketing as an integral aspect of the life and health insurance industry.

Tutor : To be advised
Date & Time : Sundays
(12 hours, 5 meetings),
(Tentative)

10 Sept 2000	2:30 - 5:00 p.m.
17 Sept 2000	2:30 - 5:00 p.m.
24 Sept 2000	2:30 - 5:00 p.m.
1 Oct 2000	2:30 - 5:00 p.m.
8 Oct 2000	2:30 - 4:30 p.m.

Venue : To be advised
Fee : $960

FB 53-053-04 (01)
Insurance Administration
(LOMA - FLMI 301)

FLMI 301 - This course describes the insurance administration activities involved in individual and group life and health insurance and annuities, focusing on underwriting, reinsurance, claims, and policyowner service.

Tutor : To be advised
Date & Time : Saturdays
(12 hours, 5 meetings),
(Tentative)

9 Sept 2000	2:30 - 5:00 p.m.
16 Sept 2000	2:30 - 5:00 p.m.
23 Sept 2000	2:30 - 5:00 p.m.
30 Sept 2000	2:30 - 5:00 p.m.
7 Oct 2000	2:30 - 4:30 p.m.

Venue : To be advised
Fee : $960

FB 05-009-01(01)
E-Commerce Workshops

Enquiries : 2975 5858, Lyma@hkuspace.hku.hk

Introduction
These workshops are designed for owners and managers of small and medium enterprises (SMEs) who desire to explore e-commerce business opportunities and develop skills for setting up an e-commerce operation. They are also tailored for executives of companies seeking to reengineer their business processes to exploit e-commerce opportunities.

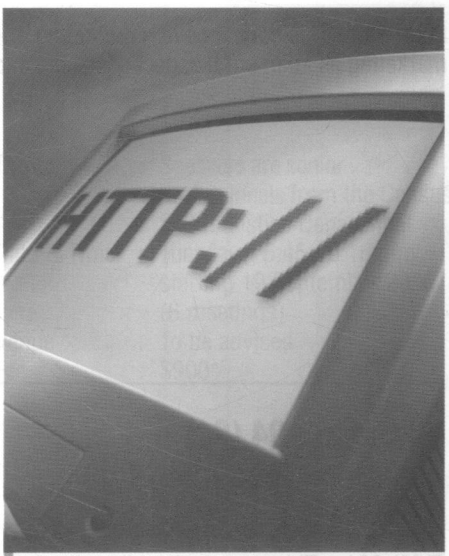
This programme consists of a series of three intensive workshops that examine the business aspects of e-commerce options available to SMEs and corporations. It is therefore different from courses that concentrate on the technical aspects of e-commerce. Each workshop has a specific theme. (A participation certificate will be awarded upon the completion of the entire series.)

Themes of the Workshops
- Business Plan and Implementation.
- Security and Legal Issues.
- Marketing and Procurement.

Workshop Structure
Workshop 1
E-Commerce: Business Plan and Implementation (6 hours)

Session 1: Building an E-business Plan
- Brief introduction to the information economy and the e-business environment
- Gaining competitive advantage in Cyberspace
- Application 1: Portal business
- Application 2: Information provision and on-line publishing
- Basics to setup a digital front shop

Session 2: Implementing the Business Plan
- Revenue nodel
- An e-commerce model : E-CRM
- Building brand and traffic
- Web business analysis



The internet is changing both our lifestyle and the dynamics of business transactions.

Workshop 2
E-Commerce: Security and Legal Issues (6 hours)

Session 1: Security Management
- Security policy
- Message delivery security
- Web-browsing security
- Web-server security
- Payment security system
- Public key infrastructure

Session 2: Internet Legal Issues
- Business law of e-commerce activities
- Intellectual property right law on cyberspace
- Privacy issues
- Rules and Control over e-commerce
- Regulations over Certificate Authority

Workshop 3
E-Commerce: Marketing and Procurement (9 hours)

Session 1: Internet Marketing
- Web measurement
- Web advertisement models
- Interactive and marketing
- Internet marketing applications

Session 2: E-Procurement & E-auction
- Procurement business management
- Model of Internet procurement
- Using electronic tendering system
- Auction market and practices in Internet
- Problems and solutions of E-Auctions

Session 3: Supply Chain Management
- Understanding business process of your business
- Clients orientation and supply chain management in Internet
- SCM technologies and EDI
- Supply chain management applications

Teaching Schedule (tentative)

Series 4. FB 05-009-01-01(01)

Workshop 1: 22 September 2000 (Friday) 9:30am to 5:00pm (lunch 12:30-2:00pm)
Workshop 2: 29 September 2000 (Friday) 9:30am to 5:00pm (lunch 12:30-2:00pm)
Workshop 3: 13 October 2000 (Friday) 9:30am to 5:00pm (lunch 12:30-2:00pm) and
14 October 2000 (Saturday) 9:30am to 12:30pm

Series 5. FB 05-009-01-02(01)

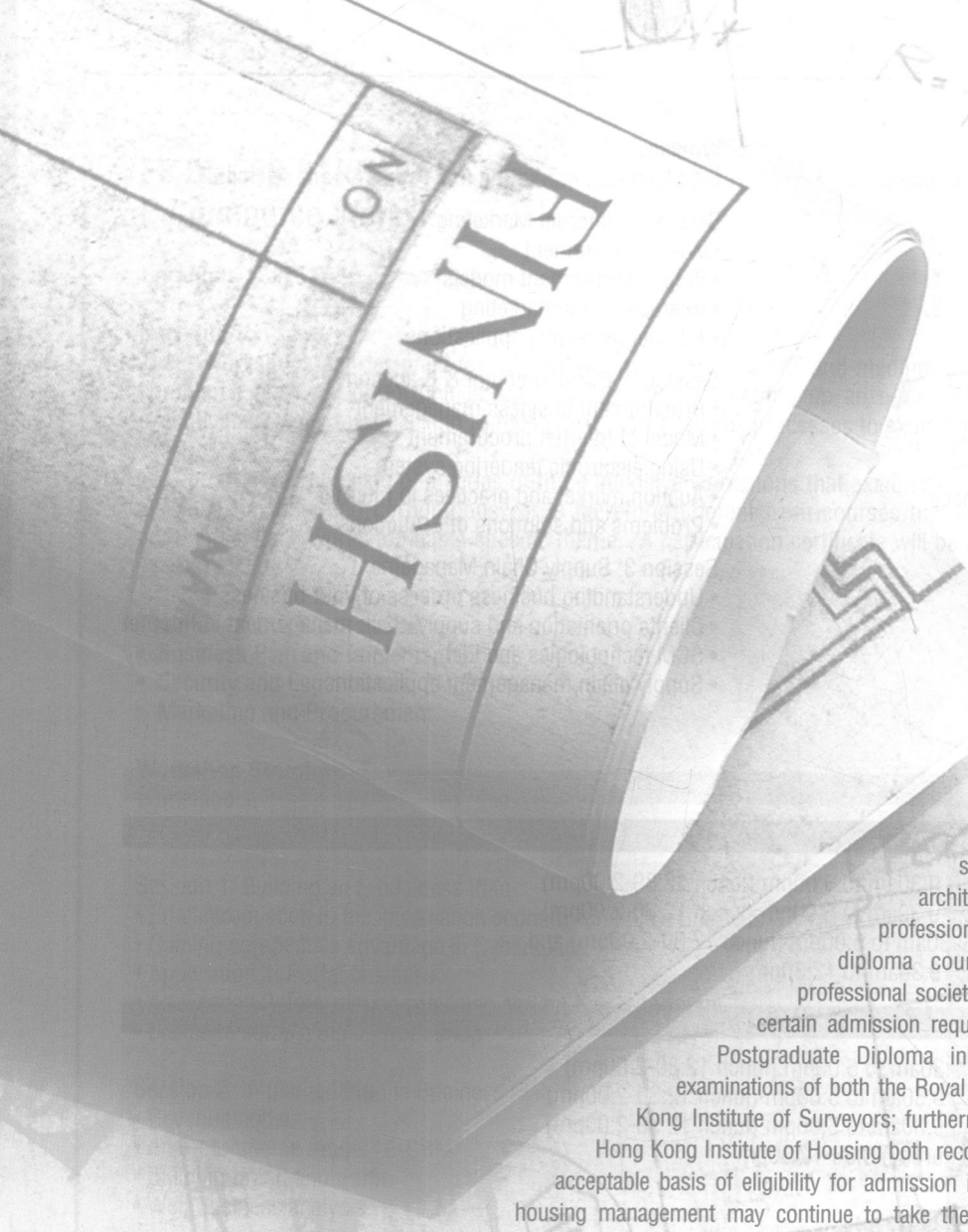
Workshop 1: 3 November 2000(Friday) 9:30am to 5:00pm (lunch 12:30-2:00pm)
Workshop 2: 10 November 2000 (Friday) 9:30am to 5:00pm (lunch 12:30-2:00pm)
Workshop 3: 24 November 2000 (Friday) 9:30am to 5:00pm (lunch 12:30-2:00pm)
and 25 November 2000 (Saturday) 9:30-12:30pm

Medium of Instruction
Cantonese supplemented with English

Venue
To be advised

Programme Director
Cheng, M. M. C. BSc, MHA UNSW; PhD HK

Fee
$4,500



The Division of Real Estate, Housing & Urban Studies presents a wide range of professional and academic courses leading to either local or overseas qualifications. Students can enter at the certificate level specialising in the areas of housing management or real estate agency, or construction project management, or those with higher entry qualifications may choose to enter directly into a diploma or degree course.

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 continue to take the Bachelor of Housing Management programme 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, and facilities management. In addition, the Bath University MSc degree course provides training in construction, and there is also the University of Hong Kong's 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地產代理或建築管理等證書專科課程，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：如建築工程管理或設施管理等。此外，本學部亦有由 巴庫大學(University of Bath)頒發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。

房屋及建造環境學
Housing & Built Environment

Construction & Real Estate Management 建築及房地產管理
Occupational Safety & Health 職業安全及健康
Housing Management 房屋管理
Real Estate Administration / Agency 地產行政及代理
Architectural Studies 建築學
Urban Studies 城市研究
Transport Management 交通運輸管理

Programme Directors and Programme Managers
課程主任及助理課程主任

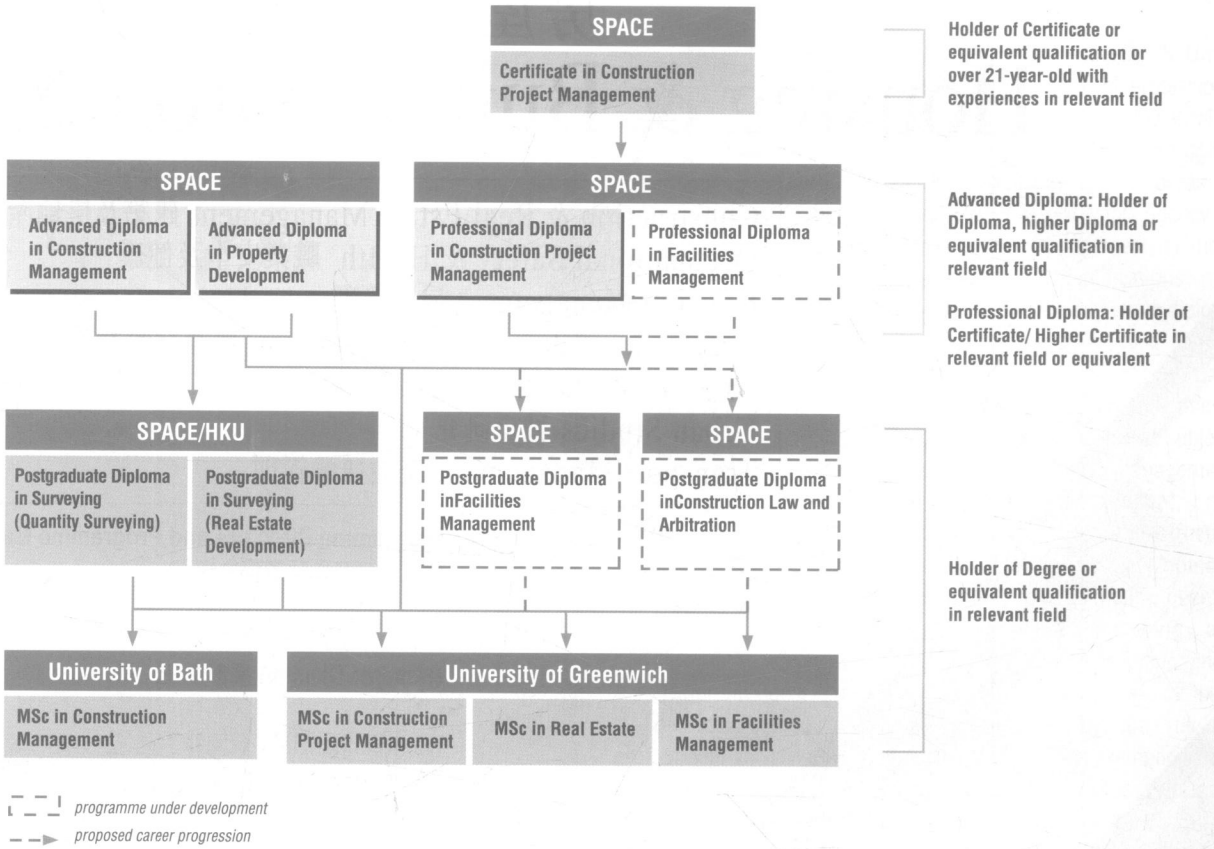
Kwong, T.M. 鄺子文
(Head of Division 學部主任)

Ho, Michael H.C. 何浩祥
Wong, Evia O.W. 黃靄雲
Cho, Jackson K.S. 曹吉孫
Ha, Stephen C.F. 夏志輝
Lau, Milton C.H. 柳志康
Li, Emily N. 李妮
Yiu, Benjamin C.P. 姚展鵬

Course Director (special subject) 專科課程主任
Liu, Matthew T.Y. 廖天佑

Divisional Affairs Executive 學部事務主任
Ip, Josephine T.T. 葉德棠

10/F., T.T. Tsui Building, The University of Hong Kong,
Pokfulam Road, Hong Kong
香港薄扶林道香港大學徐展堂樓10樓
Fax 傳真: 25460295



HB 35-808-00 (01) - November 2000 Intake
HB 35-808-00 (02) - May 2001 Intake
MSc in Construction Management
University of Bath

Enquiries: 2975 5819 Fax: 2546 0295

Introduction
This MSc programme is offered in association with the University of Bath, U.K. The programme develops managers for the property and construction industries and seeks to apply techniques and themes to the many open-ended problems that face managers of projects and organisations. Fully integrated weekend residential schools run by Bath University staff and local tutors are held in Hong Kong twice a year.

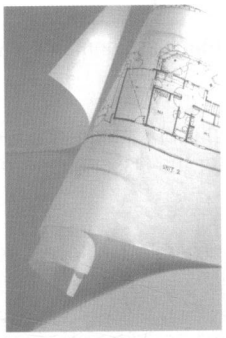
Award
On successful completion of Stage 1 (Modules 1 & 2), students who decide not to proceed further will be awarded a Certificate in Construction Management. On successful completion of Stage 2 (Modules 3 to 8), students who decide not to proceed further will be awarded a Postgraduate Diploma in Construction Management.
On successful completion of Stage 3 (Dissertation), students will be awarded an MSc in Construction Management.

Programme Recognition
The programme is currently being re-submitted to CIOB for continuing recognition under their revised procedures. Until that process is completed, students may contact CIOB on an individual basis.

Programme Duration
The programme can be completed in 3 years - 2 years taught and 12 months dissertation. However, more flexible study arrangements are available with a maximum completion period of 5 years.

Programme Structure

Programme 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:	
Design Management Project Management Property Development Appraisal Quantitative Decision Making	3 months per module 2 extended essays (one per module)
Compulsory for MSc Students	
Stage 3	
Research methods	Variable
Dissertation workshops	2 days
Dissertation	12 months



The Chief Executive's commitment to enhancing Hong Kong's landscape and buildings can only succeed if there are professionals able to manage our properties. To this end, the Division of Housing & Built Environment offers a wide range of Real Estate and Construction Management courses.

Course Director
Professor Alan Day is the Director of Studies at the University of Bath.

University Registration
All students have to pay a non-refundable registration fee of £250 (pounds sterling) at the start of the programme.

Dissertation
All students have to pay the dissertation supervision fee after successful completion of the taught part of the programme. The dissertation fee for the current year is $8,000.

Entry Requirements
The basic requirements are:
- a first degree of a recognised university or professional qualifications such as MCIOB, ARICS, RIBA and MIAS;
- or substantial experience in the construction industry.

Students who hold the SPACE Advanced Diploma in Construction Management/Property Development, (Formerly entitled Diploma in Construction Management/Property Development) can apply for entry to the MSc programme at certificate level in the first instance.

Entrants without formal academic qualifications (certificate level entrants) must achieve the required standard of the two Stage One introductory modules (Management in Construction and Economics in Construction - see programme structure diagram) in order to register as candidates for the MSc Degree.

Non-native English speakers may be required to show evidence of proficiency in English language.
Places are offered on a competitive basis. Final decisions concerning admission are made at the discretion of the University.

Exemption
Students who hold the SPACE/HKU Postgraduate Diploma in Construction Project Management are eligible to apply for exemption.

Assessment
The MSc is assessed through assignments, case studies, extended essays, examinations and a dissertation.

Teaching Mode
There are 14 days' compulsory attendance for the whole pogramme, i.e. three x four days for the residential schools linked to modules and two days for the dissertation workshop. Students who miss any residential element 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 run each weekend school. A student 'helpline' is also provided.

Modules
The programme has 8 modules and students have to register for 2 modules at one time. The fee for 2 modules is $20,000, which includes all programme materials, the examination fee, assignment marking, weekend school tuition, tutor support and a University of Hong Kong library card (readers card).

Application
Applications are accepted at any stage during the year and students may start their studies on registration with the introductory pack of materials. Main intake dates to the first modules are in May and November each year.

Application Fee
An application fee of $150 (non-refundable) is required. Cheques should be crossed and made payable to "HKU SPACE".
The University reserves the right to make changes to any aspects of the programme and programme fees as appropriate.

Closing Dates for Application
8 April 2000 and 9 October 2000 for the May and November intakes respectively.

HB 35-802-00 (01) - September 2000 Intake
HB 35-802-00 (02) - January 2001 Intake
Master of Science in Construction Project Management
University of Greenwich

Enquiries: 2975 5717 Fax:2546 0295

Introduction
This two year part-time MSc is offered in association with the School of Land and Construction Management, the University of Greenwich, U.K. for professionals who wish to think strategically and respond creatively to volatile economic conditions.
The programme focuses on the planning and control of the allocation of resources, and the matching of design and production to the needs of the market of the construction and property industry.

Award
Each unit of the programme is self-contained and credits of individual units will be awarded. Students who successfully complete Year 1 but decide not to proceed further will be awarded the Postgraduate Certificate. Similarly, students who successfully complete Year 2 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.

Teaching Mode
Each unit comprises a series of compulsory introductory lectures by Greenwich University staff, supported by local tutors. These lectures will be held on weekends (four weekends per year). Each student will be allocated a personal tutor to give guidance on written work, assessment and examinations.

Programme Structure
The programme is built on a flexible programme unit accreditation structure. Students may take four 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	

Course Director
Dr. Evia Wong

Permitted Registration Period
The maximum period of registration is five years.

Entry Requirements
Applicants should:

- have a first degree or corporate membership of an approved profession;
- or, have a SPACE Advanced Diploma in Construction Management/Property Development (Formerly entitled Diploma in Construction Management/Property Development);
- or, have a SPACE Professional Diploma in Construction Project Management Facilities Management;
- or, be mature entrants over 25 years with appropriate experience.

Places are offered on a competitive basis. Final decisions concerning admission are made at the discretion of the University.

Exemption
Students who have covered relevant units at postgraduate level (such as SPACE/HKU Postgraduate Diploma in Construction Project Management) may apply for exemption.

Assessment
Assessment is by assignments, case studies, examinations and a dissertation.

Dissertation
In Year 2, students are required to complete a dissertation (12,000-15,000 words) that counts as two units. The research skills necessary for the preparation of the dissertation will be taught in Year 1 through the 'Research Methods' unit.

Programme Materials
Students will be provided with workbooks, readings and textbooks which will form the major core of the students' study materials.

Application
Applications are accepted twice per year (in November and in July). Applicants may start their studies in either January or September.

Fees
The fee for each programme unit is $11,000 (subject to review by the University). A separate registration fee of $1,200 (non-refundable) is due once an offer of a place has been accepted. An application fee of $150 (non-refundable) is required.

Closing Dates for Application
6 July 2000 and 25 November 2000 for September 2000 intake and January 2001 intake respectively.

HB 35-803-00 (01) - September 2000 Intake
HB 35-803-00 (02) - January 2001 Intake
Master of Science in Real Estate
University of Greenwich

Enquiries: 2975 5717 Fax: 2546 0295

Introduction
The two year part-time MSc is offered in association with the School of Land and Construction Management, University of Greenwich.

It 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.

Award
Each unit of the programme is self-contained and credits of individual units will be awarded. Students who successfully complete Year 1 but decide not to proceed further will be awarded the Postgraduate Certificate. Similarly, students who successfully complete Year 2 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.

Teaching Mode
Each unit comprises a series of compulsory introductory lectures by Greenwich University staff, supported by local tutors. These lectures will be held on weekends (four weekends per year). Each student will be allocated a personal tutor to give guidance on written work, assessment and examinations.

Programme Structure
The programme is built on a flexible programme unit accreditation structure. Students can take four 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	

Course Director
Dr. Evia Wong

Permitted Registration Period
The maximum period of registration is five years.

Entry Requirements
Applicants should:

- have a first degree or corporate membership of an approved profession;
- or, have a SPACE Advanced Diploma in Construction Management/Property Development (Formerly entitled Diploma in Construction Management/Property Development);
- or, have a SPACE Professional Diploma in Construction Project Management Facilities Management (subject to approval);
- or, be mature entrants over 25 years with appropriate experience.

Places are offered on a competitive basis. Final decisions concerning admission are made at the discretion of the University.

Exemption
Students who have covered relevant units at postgraduate level such as SPACE/HKU Postgraduate Diploma in Construction Project Management may apply for exemption.

Assessment
Assessment is by assignments, case studies, examinations and a dissertation.

Dissertation
In Year 2, students are required to complete a dissertation (12,000-15,000 words) that counts as two units. The research skills necessary for the preparation of the dissertation will be taught in Year 1 through the 'Research Methods' unit.

Programme Materials
Students will be provided with workbooks, readings and textbooks which will form the major core of the student's study materials.

Application
Applications for the MSc in Real Estate are accepted twice per year (in November and in July). Applicants may commence their studies in either January or September.

Fees
The fee for each programme unit is $11,000 (subject to review by the University). A separate registration fee of $1,200 (non-refundable) is due once an offer of a place has been accepted. An application fee of $150 (non-refundable) is required.

Closing Dates for Application
6 July 2000 and 25 November 2000 for September 2000 intake and January 2001 intake respectively.

HB 35-805-00 (01) - September 2000 Intake
HB 35-805-00 (02) - January 2001 Intake
Master of Science in Facilities Management
University of Greenwich

Enquiries: 2975 5717 Fax: 2546 0295

Introduction
This two-year part-time MSc has been developed in response to the growing demand for professionals with a particular mix of abilities from within the property and construction industry. 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".

Award
Each unit of the programme is self-contained and credits of individual units will be awarded. Students who successfully complete Year 1 but decide not to proceed further will be awarded the Postgraduate Certificate. Similarly, students who successfully complete 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.

Teaching Mode
Each unit comprises a series of compulsory introductory lectures by Greenwich University staff, supported by local tutors. These lectures will be held on weekends (four weekends per year). Each student will be allocated a personal tutor to give guidance on written work, assessment and examinations.

Programme Structure
The programme is built on a flexible programme unit accreditation structure.
Students can take four 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	

> This course has been developed in response to the growing demand for professionals with a particular mix of abilities from within the property and construction industry.

Course Director
Dr. Evia Wong

Permitted Registration Period
The maximum period of registration is five years.

Entry Requirements
Applicants should:

- have a first degree or corporate membership of an approved profession;
- or, have a SPACE Advanced Diploma in Construction Management/Property Development (Formerly entitled Diploma in Construction Management/Property Development);
- or, have a SPACE Professional Diploma in Construction Project Management Facilities Management;
- or, be mature entrants over 25 years with appropriate experience.

Places are offered on a competitive basis. Final decisions concerning admission are made at the discretion of the University.

Exemption
Students who have covered relevant units at Postgraduate level such as SPACE/HKU Postgraduate Diploma in Construction Project Management may apply for exemption.

Assessment
Assessment is by assignments, case studies, examinations and a dissertation.

Dissertation
In Year 2 students are required to complete a dissertation (12,000-15,000 words) which counts as two units. The research skills necessary for the preparation of the dissertation will be taught in Year 1 through the 'Research Methods' unit.

Programme Materials
Students will be provided with comprehensive workbooks, readings and textbooks which will form the major core of the student's ˇ udy materials.

Application
Applications for the MSc in Facilities Management are accepted twice per year (in November and in July). Applicants may commence their studies in either January or September.

Fees
The fee for each programme unit is $11,000 (subject to review by the University). A separate registration fee of $1,200 (non-refundable) is due once an offer of a place has been accepted. An application fee of $150 (non-refundable) is required.

Closing Dates for Application
6 July 2000 and 25 November 2000 for September 2000 intake and January 2001 intake respectively.

HB 35-111-00(01)
Postgraduate Diploma in Construction Law and Arbitration

Introduction
There are so many infrastructure and development projects in Hong Kong that disputes are inevitable. Arbitration has become an important means for the parties involved of solving such disputes by calling on the services of a professional arbitrator instead of going through a lengthy and costly litigation process. Construction and legal professionals therefore need a greater knowledge of construction law and arbitration.

Aim and Objectives
This programme has two main aims:

- to provide academic and practical training for those who wish to pursue a career in arbitration;
- to allow construction and legal professionals to widen their knowledge of construction law and arbitration so that disputes can be settled efficiently and effectively.

Programme Structure
The programme lasts for one year of part-time study. It includes lectures, tutorials and workshop(s) on different aspects including:

- Legal Foundations (for non-lawyer only)
- Project Management Practice (for lawyer only)
- Law of Arbitration and Dispute Resolution
- Arbitration Practice
- Construction Law

Details of the programme are to be confirmed. For more information, please write to Construction and Real Estate Management Section, SPACE, 10/F, T.T. Tsui Building, HKU, Pokfulam Road, Hong Kong, making sure that you include all necessary information for us to contact you.

HB 35-101-00 (01) - 2000/2001 Intake
Advanced Diploma in Construction Management
(Formerly Entitled Diploma in Construction Management) /
Advanced Diploma in Property Development
(Formerly Entitled Diploma in Property Development)

Enquiries: 2975 5819 Fax: 2546 0295

Introduction
The Advanced Diploma is for students who have at least two years' work experience in construction management or property development and who have a record of study at sub-degree level (e.g. Diploma, Higher Diploma, H.N.D.), but who do not hold a Bachelor's degree in the field.

The programme draws on the students' professional and work experience to prepare them for entry to study at higher degree level and so has a strong academic basis.

Career Progression
SPACE has agreements with a number of institutions whereby holders of the Advanced Diploma will be eligible to apply for entry to their relevant higher degree programmes. These include:

Courses	Offered by
MSc in Construction Management	The University of Bath (Distance Learning Programme,offered through SPACE)
MSc in Construction Project Management MSc in Real Estate MSc in Facilities Management	The University of Greenwich (Distance Learning Programme, offered through SPACE)
Postgraduate Diploma in Surveying (Quantity Surveying) Postgraduate Diploma in Surveying (Real Estate Development)	Joint award of SPACE and Department of Real Estate and Construction, The University of Hong Kong

Acceptance into any of the Masters or Postgraduate Diploma programmes listed above is not automatic, but is at the discretion of the University, taking into account the number of places available and the applicant's performance in the qualifying Diploma programmes.

Programme Structure
Students must study 4 modules. There are 2 core modules: Economics and Legal Studies. The other modules depend on whether the student is taking the Advanced Diploma in Construction Management or the Advanced Diploma in Property Development.

Advanced Diploma in Construction Management	Advanced Diploma in Property Development
Semester I	Semester I
• Legal Studies • Construction Project Management	• Legal Studies • Real Estate and Finance
Semester II	Semester II
• Economics • Construction Management Practice	• Economics • Investment and Cost Forecasting

Duration
One year of part-time study with classes twice a week from 6:30 p.m. - 9:30 p.m. for two 14-week semesters (April - July and September - December).

Course Director
Dr. Evia Wong

Entry Requirements
Entry requirements are :
- a pass in H.K.C.E.E. English (Syllabus B) at Grade D or above (or equivalent);
- or, a score of 550 or above in the Test of English as a foreign language (TOEFL);
- and, a Diploma, Higher Diploma, 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 but may be required to sit a qualifying examination.

Assessment
Assessment is by set assignments and examinations.

Fees
The application fee is $150 (non-refundable).
The course fee for the 2001 intake is tentatively to be $23,000 (subject to confirmation). This is paid once students have received an offer on the programme.

Closing Date for Application
The programme will start in April 2001, and the closing date for application is 14 February 2001.

HB 35-110-00 (01) - 2000/2001 Intake
Certificate in Construction Project Management
Professional Diploma in Construction Project Management
Professional Diploma in Facilities Management

Enquiries: 2975 5710 Fax: 2546 0295

Introduction
The Professional Diploma/Certificate programmes are awarded by SPACE. The Certificate programme provides fundamental knowledge of project development to members of the construction industry. The Professional Diploma programmes further enhance their training in various aspects of project management and/or Facilities Management such as cost control, planning, quality and risk management techniques. It is designed to prepare students for entry to study at higher degree level and so has a strong academic basis.

The Professional Diploma programme is accredited by the Chartered Institute of Building (CIOB) as a Continuing Professional Development Event, and students of this programme are eligible to join CIOB as a student member.

Career Progression
SPACE has agreed with the University of Greenwich that holders of the SPACE Professional Diploma in Construction Project Management Facilities Management (subject to approval) will be eligible to apply for entry to relevant part-time higher degree courses that are taught on a distance learning basis. These include:

1. MSc in Construction Project Management
2. MSc in Real Estate
3. MSc in Facilities Management

Progression will be on a competitive basis. Final decisions concerning admission are made at the discretion of the University. The Professional Diploma programmes are offered in 3-year part-time mode. Students who successfully complete Year 1 of the programme will be awarded the SPACE Certificate in Construction Project Management. Classes are held twice a week from 6:30 p.m. - 9:30 p.m. for two 14-week semesters. On top of normal lectures, workshops which are compulsory are scheduled for weekends to ensure minimum disruption to students' work commitments.

Programme Structure
The programme is composed of 12 modules, and students have to study 4 modules each year.

Professional Diploma in Construction Project Management	Professional Diploma in Facilities Management
Year One - Foundation Programme(4 modules)	
• Finance & Management Principles • Project Management Process	• Legal Context for Real Estate and Construction • Construction Technology I
Year Two (4 modules)	
• Construction Law • Property Development	• Construction Technology II • Contract Strategy and Project Procurement
Year Three (4 modules)	**Year Three (4 modules)**
• Costing and Value Management • Construction Planning and Practice • Project Management Practice • Project Application	• Strategic Property Management • Built Assets Management • Facilities Management Practice Environment • Project Application

Entry requirements are:

Year 1: Applicants should:
- have grade E in English at HKCEE (Syllabus B) or above, or an equivalent qualification;
- and, be certificate holders from a higher vocational training institute/post-sceondary college recognized by SPACE, HKU;
- or, be aged 21 or above and are expected to have at least 2 years' relevant working experience.

Year 2: Applicants should:
- have grade E in English at HKCEE (Syllabus B) or above, or an equivalent qualification;
- and, be Certificate graduates or holder of Higher Certificate in a relevant subject,
- or, be aged 23 or above and are expected to have at least 3 years' relevant working experience.

Applicants may be required to take a qualifying examination.

Assessment
The assessment of all taught modules comprises of coursework and formal written examination.
Assessment of the Project Application module will consist of a project of about 5,000 words and a class presentation.

Course Director
Dr Evia Wong

Fees
The application fee is $150 (non-refundable).
Programme fees for 2000/2001 intake are:

• Professional Diploma Year 1	$18,000
• Professional Diploma Year 2	$23,000
• Professional Diploma Year 3	$23,000
Total	**$64,000**

* Members of The Chartered Institute of Building are entitled to a 5% discount on the programme fee.
Programme fees should be paid once students have received an offer of a place on the programme. All programme fees are subject to review annually by the University.

Closing Dates for Application
The programme will commence in September/October 2000 and the closing dates for application are 14 July 2000 (batch 1) and 11 August 2000 (batch 2). Students are encouraged to apply early as applications are accepted on a competitive basis. Late applications may only be considered at the discretion of the Course Director.

POSTGRADUATE CONVERSION PROGRAMMES

HB 35-602-00 (01) - 2000/2001 Full Time Intake
HB 35-603-00 (01) - 2000/2001 Part-Time Intake
Postgraduate Diploma In Surveying
(Real Estate Development)

HB 35-604-00 (01) - 2000/2001 Full Time Intake
HB 35-605-00 (01) - 2000/2001 Part-Time Intake
Postgraduate Diploma In Surveying
(Quantity Surveying)

The programme takes graduates from a non-cognate discipline through an intensive training programme and gives them sufficient knowledge and skills to operate competently as professional surveyors.

Enquiries: 2975 5792 Fax: 2546 0295

Introduction
These Postgraduate Diplomas are awarded in association with the Department of Real Estate and Construction of the University of Hong Kong. The programmes are designed to provide a postgraduate education as a foundation for entry into the surveying profession. They are offered on a full-time or a part-time basis.

The programmes take graduates from a non-cognate discipline through an intensive training programme and give them sufficient knowledge and skills to operate competently as professional surveyors.

Programme Structure
The conversion pathways have five elements:

- Core Taught Modules
- Elective Modules
- Studio
  - Development Case Studies
  - The Workshop Report
  - Professional Report

Studio provides the environment whereby the taught modules 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 programmes 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 programme format is:

Real Estate Development
Pre-course Programme Construction Technology
Core Taught Modules
- Urban Planning: Theory & Practice
- Law and the Real Estate Industry
- Real Estate Economics
- Land Economics
- Real Estate Investment and Finance
- Real Estate and Construction Business Management
- Economics for Professionals
Elective Modules
- Two / three electives to be offered from a group of modules to be reviewed annually
Studio
- Development Case Studies
- The Workshop Report
- Professional Report

Quantity Surveying
Pre-course Programme Construction Technology
Core Taught Modules
- Management Theory and Construction Projects
- Law and the Real Estate Industry
- Real Estate Economics
- Contract Strategies and Project Management Techniques
- Construction Economics
- Real Estate and Construction Management Practice
- Economics for Professionals
Elective Modules
- Two / three electives to be offered from a group of modules to be reviewed annually
Studio
- Development Case Studies
- The Workshop Report
- Professional Report

* Normally students are required to take three elective modules. However, candidates without an economics background are be required to study Economics for Professionals as a programme core module, thus reducing the choice of electives to two.

Course Director
Course Director is Mr. K. G. McKinnell of the Department of Real Estate and Construction of the University of Hong Kong.

Entry Requirements
Entry requirements are :

- a degree or other qualification of equivalent standard;
- or, a professional qualification or membership of an appropriate professional body;
- or, a SPACE Diploma in Construction Management/Property Development or an equivalent qualification supported by sufficient relevant working experience.

Relevant employment experience and references are also taken into account and final decisions concerning admission to the programme 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 develop their management knowledge and skills in the property and construction industry. Owing to the intensive nature of these programmes, it is important that programme participants have the highest motivation and are capable of self-directed learning.

Students with a non-technology background are 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 operates in tandem with the main conversion programmes. The pre-course programme starts in August each year.

Exemption
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 programmes 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
Assessment is by 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 normally coursework should form no more than 50% of the overall assessment. Exceptions are the Workshop Report, Development Case Studies and Professional Report which are 100% coursework assessment. Students are required to pass both the written assignments and the formal examinations.

Teaching Mode

Full-Time Mode
The programme extends over 3 semesters or a full 12 months. Classes will be scheduled during weekdays and Saturday mornings.

Semesters 1 and 2 focus heavily on taught material with specialist skills developed through the 'Development Case Studies' module, which extends over the first two semesters. Semester 2 also sees the introduction of the 'Workshop Report' which focuses more heavily on the specialist aspects of the relevant disciplines. This is carried over into semester 3, where it will include the workshops led by practising professionals in conjunction with members of academic staff.

The Professional Report starts during the first semester and is submitted during the first half of semester 3. The final part of the semester 3 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 2 years or 6 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 "Development Case Studies" module semesters 2, 3 and 4.

Classes for the part-time mode may be scheduled on evenings at weekends.

Studio components i.e. Workshop Report and Development Case Studies will be scheduled as additional elements during week day evenings or at weekends.

The Professional Report starts during the semester 3 and is submitted during the first half of the semester 6.

Teaching Schedule
Each taught module represents 24 hours of formal contact per student. Teaching takes the form of lectures, seminars, tutorials, case studies and student presentations.

Each studio module i.e. Development Case Studies and the Workshop Report, has a weighting of 4 taught modules and so represents some 96 notional hours of prescribed work, although in reality students are likely to have to spend more time on these activities. This reflects the emphasis placed on developing professional skills relevant to a conversion programme 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 and Workshop Reports	2 x 96	192 minimum (total)
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 $150 (non-refundable).

The programme fee for 2000/2001 is under review and will be announced later. As a reference point, the programme fee for 1999/2000 for full-time students is $109,500 by two instalments. For part-time students the fee is paid by four instalments over two years. The first instalment should be paid once students have received an offer of a place on the programme. The second instalment will be paid in early January 2001.

Closing Date for Application
The programme starts in August / September each year and the closing date for application is 1 June 2000.

HB 31-601-00 (11)
Master of Housing Management

Enquiries: 2975 5723

Aims/Objectives
This is an interdisciplinary programme designed to upgrade the training and skills of practising housing professionals and to provide intellectual and professional training to those wishing to specialize in the housing area at postgraduate level. The programme consists of two streams of study, the Academic Stream and the Professional Stream. The Master of Housing Management (Professional Stream) has been recognized by the Chartered Institute of Housing and the Hong Kong Institute of Housing. The programme is offered by SPACE and the Centre of Urban Planning and Environmental Management. The award is made by the Faculty of Social Sciences, the University of Hong Kong.

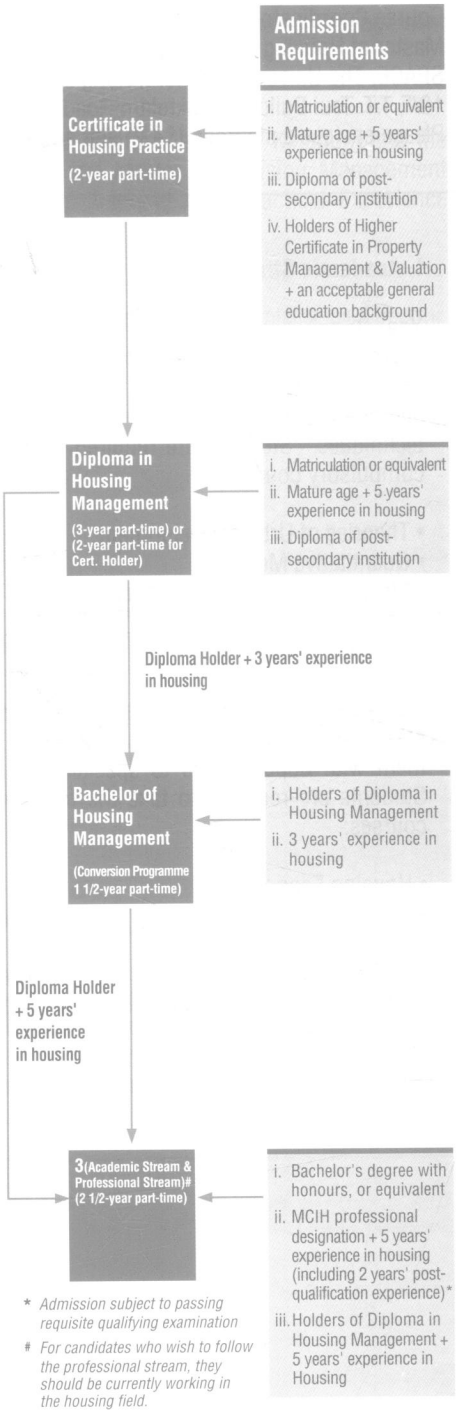
Professional Recognition
The Professional Stream of the Master's degree programme has obtained full validation from the Chartered Institute of Housing in the United Kingdom and the Hong Kong Institute of Housing. Graduates of this stream are therefore eligible to apply for Corporate Membership of both Institutes after fulfilling the "Practical Experience Requirements".

Programme Structure
The curriculum extends over two and a half academic years of part-time study. Each course extends over one semester of study (i.e. 12 weeks). The last six months of the programme are engaged with the production of a dissertation. Lectures are mostly held on weekday evenings and Saturdays and generally last for two hours. Each year of the Academic Stream programme comprises four taught courses, while six taught courses are offered each year for the Professional Stream students. Students also have the opportunity to participate in a field trip in their first year of study.

Entry Requirements
To be eligible for admission, applicants must be holders of:

- a Bachelor's degree with honours of the University of Hong Kong;
- or a qualification of equivalent standard of the University of Hong Kong or another university or comparable institution accepted for this purpose;
- or a Certificate in Housing Management or a Diploma in Housing Management awarded by SPACE and have at least five years of work experience in the housing field;
- or the MCIH professional designation and have at least five years of work experience in the housing field

Applicants for the Professional Stream should be currently working in the housing field. Applicants seeking entry under the last two provisions, if selected, will not be offered admission until they have satisfied the examiners in a qualifying examination which tests their academic ability to follow the courses of study prescribed. The qualifying examination, consisting of one or more written papers, will be held prior to the final selection of candidates for admission.



Candidates seeking admission to the MHousMan curriculum should indicate their choice of streams for consideration. Once admitted to a stream, candidates are not allowed to transfer to another except with approval.

Closing Date for Application
March 2001

Detailed information and special application form can be obtained from:
Course Coordinator
Master of Housing Management
SPACE, The University of Hong Kong
10/F, T.T. Tsui Building, Pokfulam Road, Hong Kong
Please enclose a stamped ($4.2) and addressed envelope (A4 size).

I. Academic Stream

Year One

The aim of the first year programme is to enable students to examine housing issues in the context of urban, social and management theories and with relevant analytical techniques. Students are required to take the following compulsory courses:

- Theories of Urban Development
- Quantitative Methods
- Management Theories and Techniques in Housing
- Sociology of Housing

Year Two

The second year programme aims to widen students' perspective in housing while at the same time providing them with opportunities to specialize in specific areas. Students are required to take the following compulsory courses:

- Housing Economics
- Comparative Housing Policy and Management

In addition, students are required to take two optional courses from a list of those on offer. The list may vary from year to year.

II. Professional Stream

Year One

The first year programme focuses on the technical knowledge and skills involved in the management of residential and related properties. Students are required to take the following compulsory courses:

- Practices of Housing Management
- Management Theories and Techniques in Housing
- Building Technology and Building Services
- Business Management: Accounting and Marketing
- The Principles of Law and Land Law

Year Two

The second year programme further strengthens and widens students' knowledge and skills in housing management. It also brings housing management into the policy and theoretical contexts both locally, nationally and internationally. Students are required to take the following compulsory courses:

- Housing Policy and Management
- Housing Maintenance and Management
- Comparative Housing Policy and Management
- Housing Economics
- Property Laws

Students are also required to take one optional course in each year from a list of those on offer. This list may vary from year to year.

SPACE Outstanding Students (1999-2000)
Alice Kowk (Left) & Cheung Lai Fong (Right) receiving their prizes from Dr. Cheng Hon-Kwan

HB 31-103-00 (01)
Professional Certificate in Housing Management

Enquiries: 2975 5723

Aims/Objectives
This top-up programme is designed to enable graduates/students from our existing Master of Housing Management course to acquire similar training and professional recognition to the Professional Stream of the Master of Housing Management (MHousMan).

Professional Recognition
This professional course has obtained endorsement from the Chartered Institute of Housing in the United Kingdom and the Hong Kong Institute of Housing. Graduates who have also successfully completed the Master of Housing Management programme are eligible to apply for Corporate Membership of both Institutes after fulfilling the "Practical Experience Requirements".

Programme Structure
This programme covers the following seven courses provided by the Master of Housing Management programme (Professional Stream):
- Practices of Housing Management
- The Principles of Law and Land Law
- Building Technology and Building Services
- Business Management : Accounting and Marketing
- Housing Policy and Management
- Housing Maintenance and Management
- Property Laws

Entry Requirements
Applicants must be holders of the Master of Housing Management; or be currently registered as students of the Master of Housing Management offered by the University of Hong Kong; and be currently working in the housing field.

Closing Dates for Application
September Intake - 31 July 2000
January Intake - 30 November 2000

Bachelor of Housing Management/ Diploma in Housing Management

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. The Bachelor of Housing Management is an **honours degree** programme jointly offered by SPACE and the Centre of Urban Planning and Environmental Management. The award is made by the Faculty of Social Sciences, the University of Hong Kong.

HB 31-602-00 (11)
Bachelor of Housing Management

Enquiries: 2975 5723

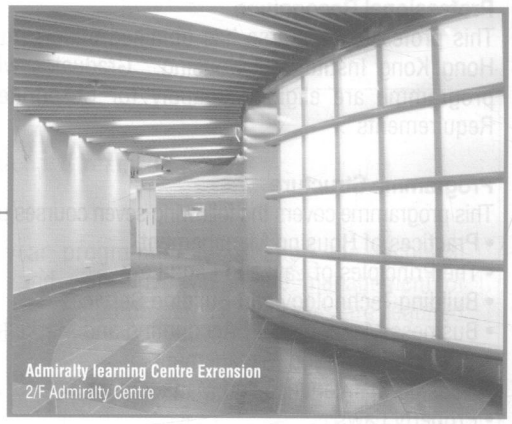
Aims/Objectives
This Honours Degree conversion programme is designed to broaden and deepen knowledge of the Diploma in Housing Management graduates. It enables these graduates to:
- acquire academic training in housing studies;
- gain in-depth expertise and broader integrated knowledge to form a solid foundation for further career development;
- develop transferable knowledge and skills that are appropriate for the changing demands of the housing profession in Hong Kong;
- study part-time for a degree qualification in housing management.

Programme Structure
The Honours 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 7 courses and a dissertation will lead to the award of the Bachelor's Degree.

Entry Requirements
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
March 2001

Detailed information and special application form can be obtained from:
Course Coordinator
Bachelor of Housing Management
SPACE, The University of Hong Kong
10/F, T.T. Tsui Building, Pokfulam Road, Hong Kong
Please enclose a stamped ($2.6) and addressed envelope (17cm x 24cm).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2/F Admiralty Centre

HB 31-101-00 (01)
Diploma in Housing Management

Enquiries: 2975 5656 / 660

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.

Award
A Diploma in Housing Management issued by SPACE will be awarded to students 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.

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.

Entry Requirements
Applicants must be matriculants or holders of a diploma awarded by a post-secondary institution. Mature students with at least five years of working experience in the housing field, in which two years of experience must be in the managerial level, and an acceptable general education background are also eligible to apply. They must also be sponsored by their employers, as some of the lectures are held during office hours. Applicants may be required to take an Entrance Test. As places are limited, selection will be based on academic merit. Successful candidates are required to join the Chartered Institute of Housing and/or the Hong Kong Institute of Housing as student members for the duration of the Diploma course.

Closing Date for Application
31 May 2000

Detailed information and special application form can be obtained from:
Course Director
Diploma in Housing Management
SPACE, The University of Hong Kong
10/F, T.T. Tsui Building, Pokfulam Road, Hong Kong
Please enclose a stamped ($4.2) and addressed envelope (A4 size).

HB 31-104-00 (01)
Certificate in Housing Practice

Enquiries : 2975 5668

Aims/Objectives
The course aims to provide training in housing at a more practical and technical level. While this Certificate course is a self-contained programme, it also serves as an access course to the Diploma in Housing Management. Certificate holders are also eligible for the Housing Practitioner membership of the Hong Kong Institute of Housing and Chartered Institute of Housing in the U.K.

Programme Structure
The course runs over two academic years. Year 1 aims to provide the basic skills and concepts of housing management. Year 2 builds on Year 1 course and aims to deepen and widen housing management skills. Papers covered range from housing studies, through management studies, building studies and legal studies to social studies. During the course of study, students are required to complete the relevant objectives of the Practical Experience Requirement set by the Chartered Institute of Housing and the Hong Kong Institute of Housing.

Entry Requirements
Applicants must be either

- matriculants or equivalent;
- or holders of the Higher Certificate in Property Management and Valuation (awarded by the Hong Kong Polytechnic University), with five years of working experience in housing, and have five passes in the HKCEE, one of which must be English;
- or holders of a diploma awarded by a post-secondary institution;
- or mature students with at least five years of working experience in the housing field, in which two years of experience must be at a managerial level, and have an acceptable general education background.

Applicants must also be sponsored by their employers and must be working in the housing field. As places are limited, selection will be based on academic merit. Successful applicants are required to join the Chartered Institute of Housing and/or the Hong Kong Institute of Housing as student members for the duration of the Certificate course.

Closing Date for Application
31 May 2000

Detailed information and special application form can be obtained from:
Course Director
Certificate in Housing Practice
SPACE, The University of Hong Kong
10/F, T.T. Tsui Building, Pokfulam Road, Hong Kong
Please enclose a stamped ($4.2) and addressed envelope (A4 size).

HB 31-107-00 (01)
Certificate in Shopping Centre Management

Enquiries: 2975 5763/723

Background
Over the years, a lot of attention has been paid to the management of residential housing. However, the management of commercial developments has not received the same degree of attention. This Certificate in Shopping Centre Management programme has been designed to fill this gap. It will be suitable for:

- anyone currently involved in managing a shopping centre development;
- anyone who has skills appropriate for residential housing or commercial office block management and now wishes to extend their professional knowledge.

Aims and Objectives
The overall aim of this course is to provide participants with the necessary training to enable them :

- to manage a shopping centre effectively;
- to increase a property's value through effective management.

Programme Structure
The programme lasts for five months. It consists of three different modules :
Module 1 : Introduction to Shopping Centre Management
Module 2 : Introduction to Facilities Management
Module 3 : Leasing and Marketing Management

Entry Requirements
Applicants should :

- have a post-secondary diploma or degree awarded by post-secondary institutes in Hong Kong, or other institutes of comparable academic standard;
- or, have satisfied the University Entrance Requirements as specified in the prevailing University Regulations, or have equivalent qualification;
- or, have passed at least five subjects in HKCEE and have three years' relevant experience.

An applicant shall be deemed to have satisfied the minimum requirements for entrance to the programme if he is aged 25 on or before an application of admission is sought and have three years' of relevant experience.
Suitably qualified applicants can also enrol in individual modules as non-award or auditing students. Non-award students will be issued with a Statement of Assessment, but will not qualify for the Certificate in Shopping Centre Management. Auditing students will only receive a Statement of Attendance.
Priority will be given to accepting Certificate students taking all three modules.

Assessment
Each module will be assessed through:

- a written examination (60%);
- coursework (40%).

Fee
The course fee in 2000/01 for the whole programme is $8,200

Closing Date for Application
30 June 2000

Detailed information and special application form can be obtained from:
Course Director
Certificate in Shopping Centre Management
SPACE, The University of Hong Kong
10/F, T.T. Tsui Building, Pokfulam Road, Hong Kong
Please enclose a stamped ($2.6) and addressed envelope (17cm x 24cm).

ST 10-101-00 (01)
Certificate in Building Fire Safety

Enquiries: 2975 5683 Fax: 2858 3404.

Introduction
The Certificate in Building Fire Safety will provide engineers, architects and housing managers the latest knowledge and skills to address the practical issues associated with the provision and maintenance of fire safety. Emphasis will be paid to fire safety planning and management, and compliance with legal requirements.

Aims and Objectives
To provide participants with a foundamental training in building fire safety. After the course, participants should be able to:

- manage a housing estate in compliance with legislative requirements;
- demonstrate the necessary skills appropriate to their practice;
- act efficiently and effectively in the process of designing and managing a housing estate;
- identify, analyse and test fire safety problems;
- act as a Fire Warden;
- have the knowledge that is necessary for further professional development in fire safety management.

Entry Requirements
Applicants should:

- have a post-secondary diploma or a degree, or equivalent;
- or, have at least 5 passes in the HKCEE and have three years' relvalent working experience in engineering or housing mangement

Course Structure
The course is offered on a part-time basis and has 8 components as listed below with a total number of 81 contact hours, excluding examination time.

Course Content
- Fire Science and Building Environment
- Passive Fire Protection
- Active Fire Protection
- Smoke Control, Human Behavior and Modeling
- Fire Codes and Related Regulations
- Local Practices and Procedures in Fire Service
- Fire Safety Planning and Management
- Field Trips

Delivery
The course will be taught by lectures, supplemented by site visits. It will start in mid-October, 2000. Meetings will be held on Monday and Tuesday evenings from 6:30-9:30 p.m. in a SPACE Learning Centre.
Teaching will be conducted in Cantonese supplemented with English where appropriate. Lecture handouts may be in English.

Assessment
The course will be assessed by a combination of coursework assignment and written examinations. Distinctions will be awarded to candidates with a score of 75% or above. Students who fail at the first attempt may be allowed to attend a supplementary examination on payment of a re-examination fee. Failures at the supplementary examination may be required to repeat the whole course and to be re-assessed afresh.

Award
On successful completion of the programme, students will be awarded the "Certificate in Building Fire Safety" issued by SPACE.

Tutors
H.W. Chan, B. Eng. (C.Lan.) CEng.; MInstE; MIFireE., MIP.
Other part-time tutors will be drawn from practitioners in the relevant fields.

Fee
The course fee is $9,000. Students will be required to pay additional fees for supplementary examinations and field visits.

Application Procedure
Anyone interested in the course please send a self-addressed envelope to Mr. Tommy Tsang, SPACE, 9/F., T.T.Tsui Building, HKU. Tel: 2975-5683 Fax: 2858-3404
Closing Date for Application
2 September 2000

***Please refer to Mathematics/General Science of the Applied Science & Information Technology Division

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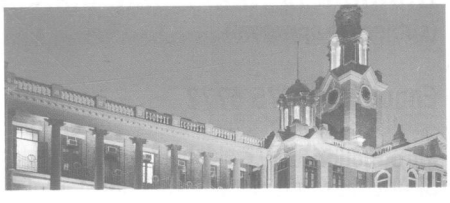
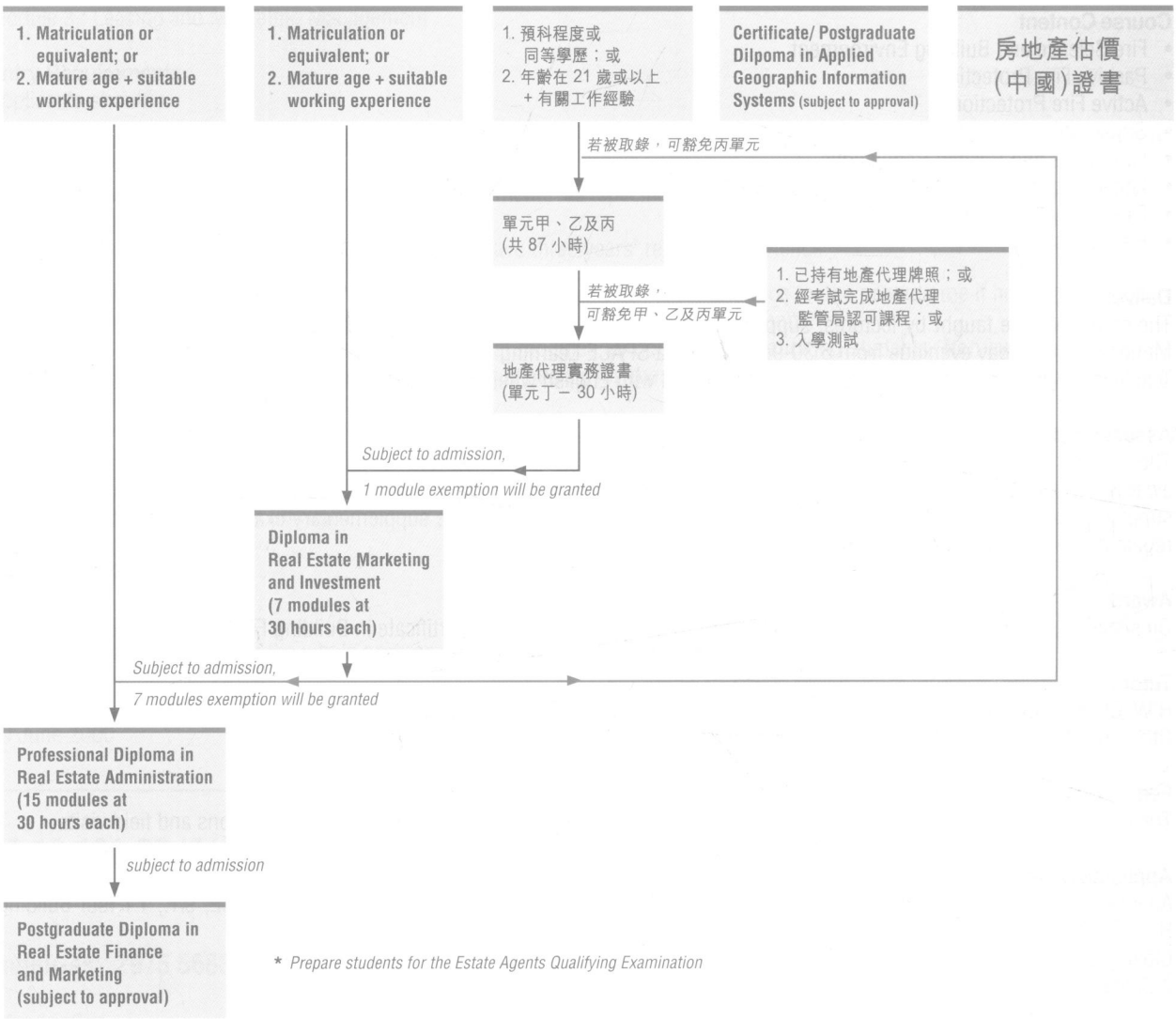
SPACE
FULL-TIME COMMITMENT
to Part-time
Education





HB 44-104-00 (01)
Diploma in Real Estate Marketing and Investment
(subject to approval)

Enquiries: 2975 5772

Introduction

SPACE has offered a Professional Diploma in Real Estate Administration with the Hong Kong Institute of Real Estate Administration (H.I.R.E.A.) since 1992.

We are now offering the Diploma in Real Estate Marketing and Investment to meet the needs of students who wish to concentrate on the marketing and investment aspects of real estate, without having to study all the subjects of the more comprehensive Professional Diploma.

On completion of the course, students will have both the necessary theory and practical knowledge of:

- marketing strategies in real estate promotion;
- regulatory issues relating to real estate practice;
- methods used in property valuation;
- real estate investment.

Professional Recognition
The H.I.R.E.A. has agreed to consider Diploma in Real Estate Marketing and Investment graduates for Associate Membership of the Institute provided that they also satisfy the managerial experience requirements specified by the Institute.

Course Content
The programme is offered on a part-time basis.
There are 7 modules, each of which consists of 10 three-hour lectures :

	Prerequisite
1. General Principles of Law	
2. Introduction to Property Valuation	
3. Principles of Accounting and Management	
4. Law of Real Property	Module 1
5. Valuation and Real Estate Investment	Module 2
6. Property Marketing	Module 3
7. Estate Agency Practice and Agency Management	Modules 4 & 6

Each of the modules is also offered as part of the Professional Diploma in Real Estate Administration programme. In fact, students from both programmes will attend sessions at the same time. What this means is that suitable students who wish to go on to the Professional Diploma can do so.

However, students enrolled in the Professional Diploma in Real Estate Administration programme will not be allowed to transfer to the Diploma in Real Estate Marketing and Investment.

Course Duration
The entire curriculum of the Diploma in Real Estate Marketing and Investment programme can be finished in 1 year. The maximum period for a student to complete the programme is limited to 2 years from the date of initial registration.

Entry Requirements
Applicants should:

- 2 'A'level subjects and 3 'O'evel subjects; or, 2 'A'level subjects and 2 "AS'level subjects; or, 3 'A'level subjects and 1 'O'level subject;
- or, a diploma from a recognised post-secondary institution;
- or, a university degree;
- or, qualified estate agents;
- or, graduates from the Certificate in Real Estate Agency Practice programme, and applicants who are over 21 and have relevant working experience (i.e. as practitioners in the real estate agency business) can apply for mature student entry.

Note : Applicants may be required to take a test to show their proficiency in spoken and written English.

Closing Dates for Application:
For the Autumn 2000 intake : 10 August 2000
For the Spring 2001 intake : 10 December 2000
For the Summer 2001 intake : 10 April 2001

> With the estate agency licensing system coming into effect from January 1999, the programme provides training to prepare practitionersfor the Estate Agents Qualifying Examination prescribed by the Estate Agents Authority, and to enhance the quality of service along the way.

Exemptions
Exemptions can be granted from a maximum of 3 modules. Graduates of Certificate in Real Estate Agency Practice and qualified estate agents will be exempted from the module Estate Agency Practice and Agency Management. Students seeking exemption should complete a special application form and return it with supporting documents when they apply to enter the course. Any qualification used to support an application for an exemption must have been obtained in the 5 years preceding the application.

Assessment and Award
Assessment will be weighted as follows :

- Assignments / Reports / Projects : 30%
- Final Examination : 70%

The pass mark is 50%. Students who fail a module can take a supplementary examination, as long as they score more than 40% in their first attempt.

Students will be awarded the Diploma in Real Estate Marketing and Investment as long as they:

- complete the coursework at the required standard;
- pass the examinations;
- attend at least 70% of the sessions.

Advancement
Since this Diploma is part of the Professional Diploma programme, graduates can apply to join the Professional Diploma with full exemption from the modules they have already taken.

Fees
The fee for each module is $2,450, which includes HIREA student membership. A non-refundable $150 application fee made payable to "HKU SPACE" should also be submitted at the time of application.

Application
Application forms are available at SPACE Enrolment Centres. Completed forms can either be returned to an Enrolment Centre or sent to 10/F., T.T.Tsui Building, HKU.

Entry is on a first-come, first-served basis for qualified applicants. This means that early application is recommended.

HB 44-101-00 (01) - 2000 September Intake
Professional Diploma in Real Estate Administration

Enquiries: 2975 5772

Introduction
This 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 programme is designed to provide not only extensive education on the technical aspects of project development, but also to furnish students with practical knowledge in real estate administration. Graduates should possess comprehensive knowledge on every aspect concerning the real estate industry. The scope of study includes the entire process of real estate administration from the inception of development project planning and construction control to marketing and estate management of completed units, and legal issues related to the real estate industry.

Students in the programme include those who are:
- now working in real estate related fields with professional qualifications and who want to enrich their knowledge in other disciplines involved in the industry;
- now working in real estate related fields in relatively junior positions and want to obtain a formal qualification;
- not in real estate related fields but would like to join the field through formal education while not affecting their daytime work;
- graduates of similar certificate or diploma courses who want to upgrade their qualification.

Objectives
The objectives of the programme are to give students an understanding of:
- the characteristics of real estate as an economic resource, and the operations and structures of real estate markets;
- the decision-making procedure in considering real estate as a means for investment;
- the property development process with emphasis on methodologies of development appraisal and marketing;
- the principles and practice of real estate management.

Professional Recognition
The H.I.R.E.A. has agreed to consider Professional Diploma holders for Associate Membership of the Institute provided that they also satisfy the managerial experience requirements specified by the Institute. Successful applicants will automatically become student members of the H.I.R.E.A., and the applicable membership fees will be covered, by the course fee paid, for one year.

Teaching Mode
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.

Course Structure

Year/Level 1	Year/Level 2	Year/Level 3
General Principles of Law	Law of Real Property	Property Management
Principles of Economics	Land Economics and Administration (1)	Urban Planning (2)
Introduction to Property Valuation	Construction Project Management (1)	Real Estate Development Process
Principles of Accounting and Management	Valuation and Real Estate Investment	Estate Agency Practice and
Building Design and Construction	Property Marketing (1)	Agency Management (2)
		Financial Management

(1) Will be offered in 2000 Autumn Term
(2) Will be offered in 2001 Summer Term

Entry Requirements
Applicants should have :
- 2 'A' Level subjects and 3 'O' Level subjects;
- or, 2 'A' Level subjects and 2 'AS' Level subjects;
- or, 3 'A' Level subjects and 1 'O' Level subject;
- or, a diploma of a recognised post-secondary institution;
- or, a university degree.

All 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 and have relevant work experience can also apply for mature student entry, as long as they meet the necessary English standards.

Exemption
Exemption can be given from a maximum of seven modules.Students seeking exemption must complete and submit the application for exemption with supporting documents along with their application for admission. The qualification used to substitute for any module must be gained by examination within five years preceding the application. In some cases, the Programme Director may require students to attempt a qualifying examination before exemption is granted. No application for exemption will be considered once the course has started.

Scholarships
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.

Application Procedure
Complete and return the application form to SPACE. Application forms can be obtained at SPACE Enrolment Centres.
Since admission is on a first-come,first-served basis for qualified applicants, please apply early as the number of students admitted to the programme is limited.
A non-refundable $150 application fee made payable to "HKU SPACE" is to be submitted with the application for admission.

Fees
For 2000/2001, the fee for each module is $2,450 which includes student membership fee of the H.I.R.E.A.; lectures; marking of course assignments, reports and projects; examinations; and one supplementary examination, if required.

Closing Dates for Application
- 10 August for Autumn 2000 Term
- 10 December for Spring 2001 Term
- 10 April for Summer 2001 Term

HB 44-106-00 (01)
Postgraduate Diploma in Real Estate Finance and Marketing
(subject to approval)

Introduction
The real estate industry is an important part of Hong Kong's economy. Since all major developers in Hong Kong are listed companies, understanding the operations of financial and real estate markets is essential to boost the market value of those enterprises. Hence, well-trained professionals in the real estate industry are looking for quality training to enhance their knowledge in the areas of real estate finance and marketing.

Objectives
To deliver quality training to managers and executives in real estate related corporations and prepare them to take up more important positions as they move up the corporate ladder.

Programme Structure
Modules in the Postgraduate Diploma programme focus on strategic planning elements that are crucial to top executives in the real estate industry. Students are required to take 6 modules to complete the programme. Each module has 30 hours of tuition in 10 weeks. The modules are:
- Urban Economics and Real Estate Markets
- Real Estate Finance and Investment
- Real Estate Market Research and Strategic Marketing
- Financial Reporting, Control and Statement Analysis
- Corporate Finance and Capital Markets
- Rules and Regulations of Listed Companies

Entry Requirements
Applicants should:
- comply with the General Regulations;
- and, hold either a Bachelor's degree of this University or of another University or comparable institution accepted for this purpose; or another qualification of equivalent standard accepted for this purpose;

Some applicants may be required to satisfy the examiners in a qualifying examination.
Graduates of Professional Diploma in Real Estate Administration programme who also meet the degree and experience requirements will be given priority in admission.

Profession Recognition
Postgraduate Diploma holders will be eligible for Associate Membership of the Hong Kong Institute of Real Estate Administration with lessened managerial experience requirements as specified by the Institute.

Assessment
Assessment is based on assignments/reports/projects and a final examination. All modules will be examined as follows:
Assignments/Reports/Projects 30%
Final Examination 70%
The passing mark is 50. Students who fail a module may be eligible to sit a supplementary examination provided they score 40 or above.

Award
Students will be awarded the Postgraduate Diploma in Real Estate Finance and Marketing provided they:
- comply with the General Regulations
- complete the required modules and coursework in no more than 2 years;
- pass the relevant examinations

Students who fail to complete the curriculum and satisfy the examiners in accordance with this set of regulations within 2 consecutive years may be recommended for discontinuation of studies under the provisions of General Regulation G12.

Fees
The programme fee for 2000/2001 is $45,000 by 2 installments, with the first installment of $25,000 paid at the beginning of the first term. The second installment of $20,000 must be paid before the start of the second term. The fee includes:
- student membership fee of the H.I.R.E.A.
- lectures
- marking of assignments, reports and projects
- examinations
- one supplementary examination, if required

Students who fail any module will be charged $7,500 to retake each module. An administration fee of $500 will be charged to students who apply for deferment of study.
A non-refundable application fee of $150 is required.

Application Procedure
Complete and return to SPACE an application form for Postgraduate Diploma in Real Estate Finance and Marketing, with copies of relevant academic and professional documents. Reference or recommendation letters from employers, whilst not essential, would help the application. Application forms can be obtained from any SPACE enrolment centre.

HB 44-102-00 (01)
地產代理實務證書課程
資深地產代理牌照培訓課程
(地產代理監管局認可—免考試申領正式牌照)
地產代理牌照考試研習課程
(Certificate Programme in Real Estate Agency Practice)

查詢電話：**2975 5772**

簡介
地產代理條例已於一九九九年一月一日生效，而條例規定的地產代理發牌制度也於同日實施。本課程之設計及內容不僅為業內及非業內人仕提供培訓，協助他們對地產代理監管局（下稱監管局）所舉行的地產代理牌照考試做好充份準備，而且也給學員提供足夠的實用知識，以應付日常地產代理工作，提高服務質素。
本課程由香港大學專業進修學院(**SPACE**)與香港地產代理商協會攜手設計，所有單元無論在程度或內容方面均適合在職地產代理從業員，及有意從事地產代理工作之人士報讀。本課程的開辦亦得到香港大學地產及建築學系的支持。

課程結構

本課程包括以下四個單元：

甲）物業估價、建築物及房地產相關知識	27小時
乙）地產代理實務之相關法律	21 小時
丙）地產代理條例、代理實務及管理	39 小時
丁）地產代理實務選修課題	30 小時
	共 117 小時

學員可修讀以上四個單元，也可只選修上述甲、乙及丙單元。修畢這三個單元後，學員已：

- 有足夠準備去應付地產代理牌照考試；
- 符合地產代理條例對資深從業員免考試申領正式牌照之規定。(同時要滿足監管局所定下之其他條件)

入學資格

1. 地產代理實務證書課程：

- 兩科倫大高級程度考試合格及三科倫大普通程度考試合格，或同等學歷；
- 持有正式地產代理牌照者（可豁免甲、乙及丙單元）；
- 申請人如曾經入讀監管局認可之地產代理培訓課程及經考試成功修畢該課程（可豁免甲、乙及丙單元）；
- 如申請人未符合以上條件，但年齡在21歲或以上及有適當之工作經驗，也可以成年學生資格申請入讀；
  申請人如只擁有香港中學會考程度（最少五科合格，包括英國語文（課程乙）及中國語文，或同等學歷）也可申請，但可能需要通過測驗入學。

2. 申請人如只想報讀甲、乙及丙單元準備參加地產代理牌照考試，需符合以下入學條件：

- 現職從業員（根據監管局之定義），需十八歲或以上；
- 非現職從業員及新入行人仕（根據監管局之定義），需十八歲或以上及完成中五課程，或同等學歷；
- 如申請人並不符合以上兩項條件，但年齡在二十一歲或以上及有適當之工作經驗，可以成年學生身份報讀。

3. 申請人如符合監管局所定之資深從業員資格，可被豁免有關上述之各項入讀條件。

評核

本課程之評核以功課及考試為準。每個單元之功課及考試所佔比重為： 功課：30%
考試：70%

學員之功課及考試皆可以英文或中文作答，五十分為合格。如單元總成績不合格但分數在四十分或以上，學員可補考。

學員如只打算修讀甲、乙及丙單元，以準備地產代理牌照考試，或資深從業員打算免考試申領正式地產代理牌照（同時要依據監管局定下之其他條件），可被豁免功課及考試部份。

課程期限

學員每星期上課三晚，而整個課程需時約三個月。
如只修讀甲、乙及丙單元者，課程大約為期兩個半月。此三單元通常會在監管局牌照考試日期前一至兩週修畢。

授課語言

本課程將主要以廣東話授課，輔以英語資料及筆記。

畢業

符合以下資格者，將獲香港大學專業進修學院頒發地產代理實務證書：

- 註冊時已表示選讀四個單元之證書課程；
- 符合最低之出席率要求；
- 順利完成四個單元之功課；
- 及在各單元之考試中取得合格成績。

資深從業員如欲免考試申領正式地產代理牌照，則會獲頒發出席證書，唯必需出席甲、乙及丙單元之全部堂課。

截止報名日期

開課日期	截止日期
2000年4月	2000年4月8日
2000年8月	2000年7月15日
2000年12月	2000年11月15日

若業界反應熱烈，香港大學專業進修學院將安排增加班數。有關報讀或開班之詳情，請電2975 5772查詢。

費用

申請修讀「資深地產代理牌照培訓課程」（地產代理監管局認可一免考試申領正式牌照）或「地產代理牌照考試研習課程」者，需繳交三張支票（為甲、乙及丙單元之學費），每張支票分別為港幣$2,000、港幣$2,000及港幣$2,500，合共為港幣 $6,500。

申請修讀「地產代理實務證書課程」者需繳交三張支票(為甲、乙及丙單元之學費)，每張支票分別為港幣$2,200、港幣$2,000及港幣$2,500，合共為港幣 $6,500。以及一張為港幣$3,500支票(為丁單元之學費)，合共為港幣 $10,000。

申請手續

申請人請連同以下資料親身或郵寄報名：

- 有關單元之報名表[資深地產代理牌照培訓課程(地產代理監管局認可一免考試申領正式牌照)或地產代理牌照考試研習課程合共三張表格，而專業地產代理實務證書課程則為四張]
- 僱主證明（如有需要）
- 有關之學歷證明文件副本(不適用於以成年學生身份報讀之學員)
- 請以劃線支票支付學費，抬頭寫「香港大學專業進修學院」。

報名表格可於SPACE香港大學本部、海富中心三樓、北角城中心十四樓、佐敦好兆年行、或石硤尾嘉智學校索取。

HB 44-078-01-02
地產代理發牌考試精修課程
(Short Preparatory Course for Estate Agents Qualifying Examination)

課程簡介

香港大學專業進修學院不僅獲得地產代理監管局認可，提供培訓地產代理的課程，而且，一向舉辦之「地產代理實務證書」課程，已為業界造就一批優秀的地產代理人材。

適合報讀人士

已報考今年7月監管局所舉辦的發牌考試，或打算稍後應考之人仕，可能基於：

- 工作繁忙關係而未能報讀
- 或他們對地產代理已有相當程度認識及了解而無需參與

內容較詳盡之「地產代理實務證書」課程，將協助他們精簡快捷地為發牌考試做好溫習及準備。

導師

本課程由從事與地產代理有關之資深專業人仕主講，大部份更已是長期任教「地產代理實務證書」課程。各導師會就個別範圍設定問題，提供發牌模擬考試，務求學員得到充足上課準備。導師亦會為學員解答以往發牌考試之試題。

上課時間

課程合共24小時，分8堂上課，時間為逢星期三及五，晚上6:30至9:30，每堂3小時。

課程內容

地產代理資格考試綱要	課堂時間（小時）
簡介香港地產代理業	1
地產代理條例及地產代理實務	7
規管地產代理實務及物業轉易程序的法例	4
土地註冊制度、查冊及與物業有關資料系統的介紹	2
簡介與建築物有關的知識、物業分類及物業管理	2
物業估價的原則和實務	1
批租和租務事宜	2
有效管理地產代理業務及監督營業員從而確保符合規定	2
發牌模擬考試及試題講解	3
合共：	24

費用　：$2,000

報名截止日期	開課日期
2000年5月15日	2000年6月
2000年9月15日	2000年10月
2001年1月15日	2001年2月

HB 44-107-00 (01)
Certificate/Postgraduate Diploma in Applied Geographic Information Systems
(subject to approval)

Introduction

Geographic Information Systems (GIS) are software and hardware systems that enable the creation, management, analysis, and display of geographical data. Any profession and business that is land related, such as architecture, engineering, planning, real estate, marketing, transport, environmental management, and urban planning, can benefit from using GIS.

With the completion of the land information system of the Hong Kong SAR Government, there will be an increase in the use of GIS in Hong Kong. However, its application here is limited by shortage of skilled professionals.

Although the programme is suitable for anyone interested in enhancing their knowledge of the applications of GIS, five major professions are targeted in the initial stage: a) geotechnical engineering; b) transport; c) architecture and urban planning; d) real estate and housing management; and e) environmental management.

SPACE is offering the programme in conjunction with the Geographical/Land Information Systems Research Centre (GISRC), Jockey Club Research and Information Centre for Landslip Prevention and Land Development (RICLPLD), the Department of Geography (GEOG) and the Centre of Urban Planning and Environmental Management (CUPEM).

Aims and Objectives
To meet the need for continuing professional development (CPD) in GIS, thus improving and upgrading the quality of professionals in Hong Kong, by enabling them to understand GIS technology and use it effectively in their work.

Porgramme Structure
Individuals can take the programme in three modes: a) CPD courses; b) Certificate; and c) Postgraduate Diploma. The Postgraduate Diploma programme caters for those who already have a university degree, while the Certificate programme is suitable for those who have working experience but do not have a university degree. As the Certificate programme takes less time to complete, university degree holders can opt for it if they wish. CPD courses are available for those who are interested in taking specific elements of the programme to satisfy the CPD requirements of their professional institutes. The possibility of extending the programme to the M.Sc. level is being explored.

The Postgraduate Diploma programme consists of 6 courses, while the Certificate programme consists of 4 courses.

	Certificate	Postgraduate Diploma
Programme Duration	8-16 months	within 24 months
Programme Requirement	2 Core + 2 Electives	3 Core + 3 Elective

The compulsory core courses for the Postgraduate Diploma programme are:

(i) Fundamentals of Geographic Information Systems;
(ii) GIS Data Processing; and
(iii) Analysing GIS Data.

The compulsory core courses for the Certificate programme include only (i) and (ii).

Entry Requirements
Applicants for the Postgraduate Diploma should:

- hold either a Bachelor's degree of this University or of another University or comparable institution accepted for this purpose; or another qualification of equivalent standard accepted for this purpose;
- or, be graduates of the Certificate programme who have attained competency at the Postgraduate Diploma level and satisfy the Bachelor's degree requirement.

Applicants for the Certificate should:

- have 5 passes in the HKCEE examination, including English Language (Syllabus B) at Grade D or above;
- and, have 3 years of relevant working experience;

Some applicants may be required to satisfy the examiners in a qualifying examination.
There are no specific entry requirements for applicants under the CPD category.

Mode of Study
The programme offers a flexible mode of study since students have the option to complete the programme in one to two years. Most courses will be offered in September and January in each year, but some of the courses may be offered in June. While the programme will be conducted primarily in a lecture mode, teaching will be supplemented by the Internet. Much emphasis is given to practical work. To supplement laboratory sessions in the courses, students are encouraged to buy their own GIS software so that they can do assignments at home.

Assessment
Students will be assessed through written assignments, tests, laboratory and practical work, and by final examinations. Students who fail to satisfy the examiners in any part of the examinations may be allowed to take the examination again. Students who are unable to fulfil all the programme requirements within the corresponding time limit from the first registration or fail to satisfy the examiners upon the re-sit examination of any course will be required to discontinue.

Award of Certificate / Postgraduate Diploma
To be eligible for the award of Certificate/Postgraduate Diploma in Applied Geographic Information Systems, candidates shall:

- comply with the General Regulations; and
- complete the curriculum and satisfy the examiners in accordance with the regulations within the relevant time period.

Academic Support
The programme will be taught partly by Fellows of GISRC and staff of RICLPLD academics and by individuals in the private sector. The following HKU staff will help teach the programme:

Dr. P.C. Lai, Dr. Becky Loo, Dr. James Wang, Dr. S.C. Wong, Dr. Li Xia, Prof. Anthony Yeh
Ms. Vicky Lam, Jockey Club Research and Information Centre for Landslip Prevention and Land Development

Fee
For the 2000/2001 academic year, the fee for each course is HK$8,800 which includes:
- lectures and use of laboratory;
- marking of course assignments, reports and projects;
- examinations;
- and, one supplementary examination, if required.

A HK$150 application fee (non-refundable) made payable to "HKU SPACE" is to be submitted with the application for enrolment.

Application Procedure
Complete and return to SPACE an application form for Certificate/Postgraduate Diploma in Applied GIS. All applicants are required to submit copies of relevant academic and professional documents with the application form. Reference or recommendation letters from employers, whilst not essential, would help the application. Application forms can be obtained from any SPACE enrolment centre.

HB 44-105-00
房地產估價（中國）證書課程
Real Estate Valuation (China) Certificate

查詢電話：**2975 5772**

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

修讀形式

課程以講授為主，教材全部採用中國國家註冊房地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。全期課程八十小時，共分十六天進行。

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。

授課語言：	粵語
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
全期費用：	$11,150

請以劃線支票抬頭寫「香港大學專業進修學院」，寄交香港薄扶林道香港大學徐展堂樓10樓，香港大學專業進修學院收。

HB 44-103-00 (01)
Professional Diploma in Architectural Studies (PDAS)

Enquiries: 2975 5661 Fax: 2546 0295

1. Daytime Course
2. Evening Course

Introduction
With over 1,000 architects practising in Hong Kong, there is a need for architectural assistants to produce architectural drawings and do detailed work for them. This Diploma is designed to fill this need by providing professional training to students who wish to become architectural technical officers. The coursework given to students will include research reports, drawing presentations, project presentation, case studies and site visits.

Award
On successful completion of the course, students will be awarded the Professional Diploma in Architectural Studies.

Aims
- To equip students with the knowledge and skills in architectural technology - architectural drawings; drafting skills; working drawings and detailing techniques; and construction techniques.
- To produce architectural technologists capable of supporting the architecture and construction professions.

Course Structure
- The course is offered in two modes : a daytime mode and an evening mode.
  The daytime modes is mainly designed for Form 5, Form 7, T.I. and T.C. graduates. Most sessions will be held in daytime, though some lectures will be held at night.
  The evening mode is suitable for anyone who has other daytime commitments. Most sessions will be held at night or at the weekend.
- The whole programme lasts for three years.
- Participants attend up to five sessions a week, depending on their prior qualifications.
- The medium of instruction is English, supplemented by Cantonese as necessary. Examinations will be written in English.

Entry Requirements
Applicants must :
- hold 5 HKCEE passes or above, or equivalent, and have one year of relevant experience;
- or, hold 2 passes at "A"level, or equivalent;
- or, have a recognised post-secondary diploma or certificate;
- or, have a recognised degree;
- or, be aged 25 and have one year of relevant experience.

Notes:
- Applicants may be required to attend an interview and/or to present their previous art works for assessment by the selection panel.
- Applicants should have passed HKCEE in English Language (Syllabus B). However, those who do not meet this language requirement may be admitted, but will be required to attend and pass, prior to the award of PDAS, one or more designated language courses at their own cost to upgrade their language competence to a level equivalent to this language requirement.

Exemptions
Exemptions 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,subject to approval of the course tutor and the course Director.

Closing Date for Application
September 2000

Fees
The tuition fee of $34,000 (non-refundable) each year is payable in two equal instalments of $ 17,000. The same fee will apply to all students, including those who have obtained exemption from certain modules. In addition, there will be a non-refundable application fee of $150 payable with the application.

HB 31-102-00 (01)
Certificate for Trainers in Security Services

Enquiries : 29755660 Fax:2546 0295

Introduction
This is a "Train-the-Trainers" course for security personnel at supervisory/managerial level especially those responsible for staff training and development. This course will enhance participants' competence and enable them to provide appropriate training to their subordinates. Course participants should be able to:

- apply appropriate approaches, concepts and principles of training to suit the requirements of the participants' work organization;
- understand the role and importance of training in the organization;
- conduct a training needs analysis;
- design appropriate training programmes for security services using relevant techniques;
- and prepare, deliver and evaluate training sessions so that their trainees can comply with the vocational and statutory requirements of providing security services.

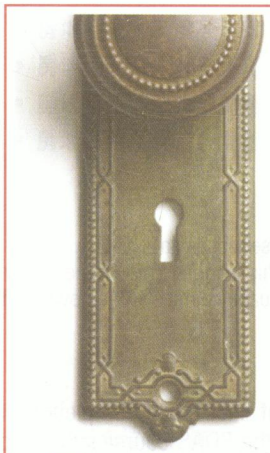
Programme Structure
Trainees attend lectures two evenings per week over a six-month period. Throughout this period, they will study:

a. Legal aspects,
b. Operational aspects,
c. Learning and training theories, principles and application.

Entry Requirements
Applicants should:

- be sponsored by their respective employers;
- and be matriculants, or have equivalent qualifications;
- or be mature candidates aged 30 and have five years' relevant working experience;
- or be a member of a relevant professional body.

Closing Date for Application
Applications for the 2000/2001 intake close on 30 September 2000. Please write in for further information enclosing a pre-stamped ($1.30) and self-addressed envelope.



The Hong Kong Association of Trainers in Security Services
香港保安業培訓導師協會成立

To enhance professional development and strengthen ties within the community, some 50 graduates of our Certificate for Trainers in Security Services have formed The Hong Kong Association of Trainers in Security Services. This shows the support of students have for our course, and their commitment towards better training in the security field.

The Association had its inauguration ceremony on 28 March, 2000 at the Miramar Hotel. At the ceremony, the president of the Association Mr So Kwan Hon stressed that one of the aims of the association was to promote and enhance quality training in the field. The guest speaker, Mrs Miriam Lau, Chairman of the Security and Guarding Services Industry Authority, congratulated members on setting up the new Association.

The Certificate for Trainers in Security Services started in 1997 and is now in its third year of running.

為推動專業發展和加強業內聯繫五十名修畢「保安業導師培訓證書」課程的畢業生，最近成立了「香港保安服務培訓員協會」。協會的成立反映了學員對該課程的支持，以及他們對進一步改善保安業培訓質素的決心。

香港保安服務培訓員協會於二零零零年三月二十八日假尖沙咀美麗華酒店舉行成立典禮。協會會長蘇坤漢先生在典禮上重申，他們成立該協會的目的之一，是為進一步提昇業內的培訓質素。當日有份出席的嘉賓，保安及護衛業委員會主席劉健儀女士在典禮上向新成立的協會成員致賀，並表揚他們對提昇同業水平所作出的努力。

學院於一九九七年開始提供「保安服務培訓員證書」課程，至今已是第三年開辦此一課程。

HB 31-106-00 (01)
Diploma in Transport Management

Enquiries : 2975 5660 Fax: 2546 0295

Introduction
The Diploma in Transport Management course aims to provide professional training in transport management for people already working in the field as well as for those intending to seek a career in the transport sector. This is a three-year part-time programme, with lectures three evenings per week. Each year of the programme has three papers, though the list of subjects offered may vary from year to year.

Professional Recognition
Holders of the Diploma in Transport Management are exempted from the educational requirements for Corporate Membership of the Chartered Institute of Transport in the United Kingdom (MCIT). The MCIT is fully recognised for career advancement and promotion by the Hong Kong Government and the transport sector. It is also accepted by certain tertiary institutions in Hong Kong and in the United Kingdom for graduate studies.

Entry Requirements
Applicants must:
- be at least 18 years of age;
- and have satisfied the University Entrance Requirements as specified in the prevailing University Regulations, or have equivalent qualifications;
- or be an Associate Member of the Chartered Institute of Transport;
- or have a Higher Diploma in Transport Studies granted by the Hong Kong Institute of Vocational Education (Tsing Yi) and have at least two years of relevant post-qualification working experience;
- or have a Diploma in Business Studies (Freight Transport) granted by the Hong Kong Institute of Vocational Education (Haking Wong) and have at least two years of relevant post- qualification working experience;
- or have SPACE's Certificate in Transport Studies and have at least a grade "C" or above in either "Introduction to Transport Studies"or "Introduction to Transport Economics"

Closing Date for Application
Applications for the 2000/2001 intake close on 19 August 2000. Please write in for further information enclosing a pre-stamped ($3.50) and self-addressed envelope (17cm x 24cm).

HB 31-109-00 (01)
Certificate in Transport Studies

Enquiries: 2975 5654 Fax: 2546 0295

Introduction
This is a bridging course for the Diploma in Transport Management. It has been specially designed for those who do not meet the entrance requirements of the Diploma course. Students who pass all subjects in this Certificate course and get a grade "C" in either subject A or B listed below will be eligible to apply for the Diploma course.

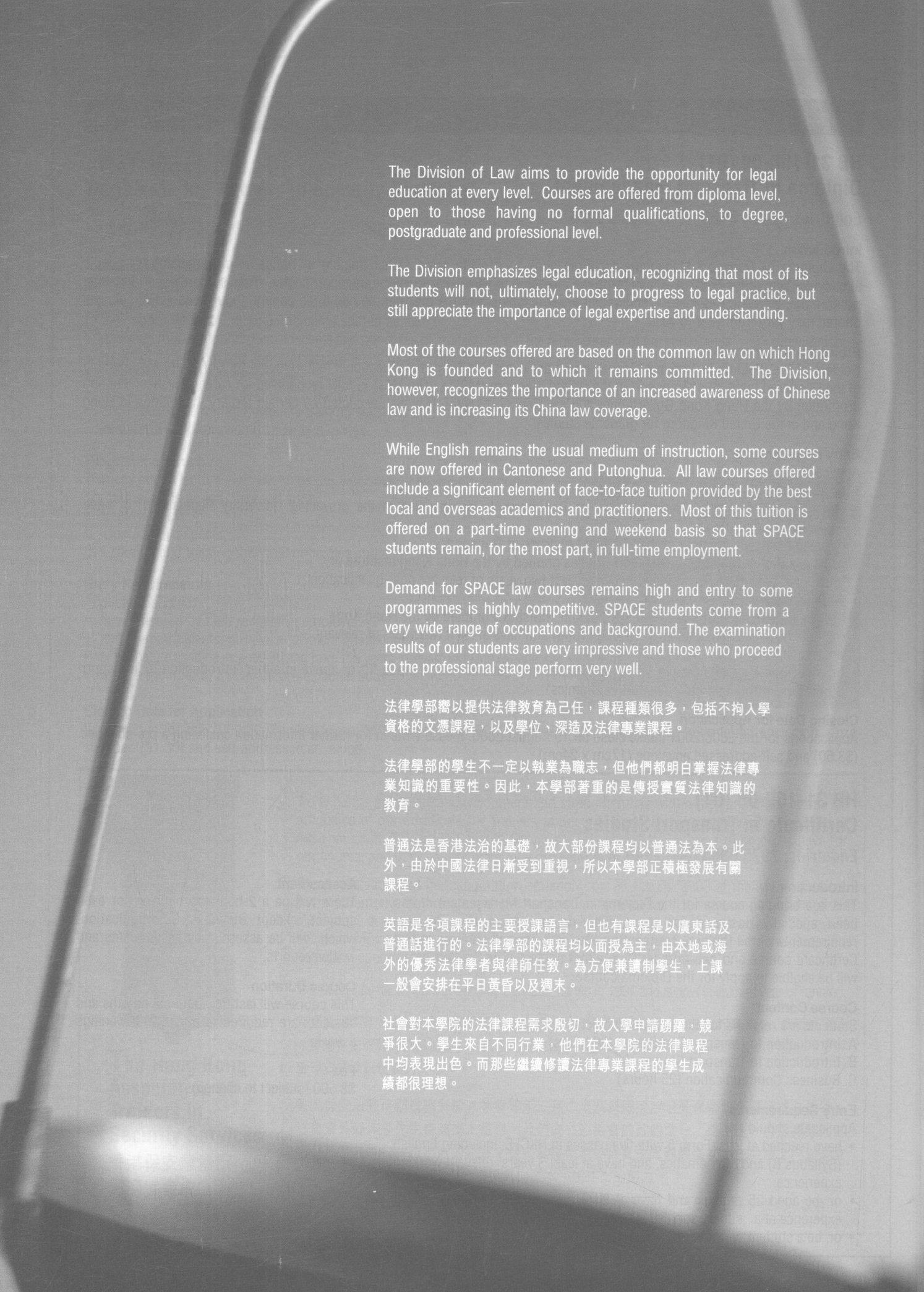
Course Content
Students are required to take all three subjects:
A. Introduction to Transport Economics (30 hours)
B. Introduction to Transport Studies (30 hours)
C. Business Communication (25 hours)

Entry Requirements
Applicants should :
- have reached at least Form 5 with five passes in HKCEE, including English (Syllabus B) and Mathematics, and have at least 3 years' relevant working experience;
- or, be aged 25 or over and have at least one year of relevant working experence at a supervisory level;
- or, be a student member of the Chartered Institute of Transport (CIT).

Assessment
There will be a 2-hour examination for each subject, except Business Communication, which will be assessed by assignments and written reports.

Course Duration
This course will last for about six months and students are required to attend 2-3 evenings a week.

Fee
$8,500 (subject to change)



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 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.

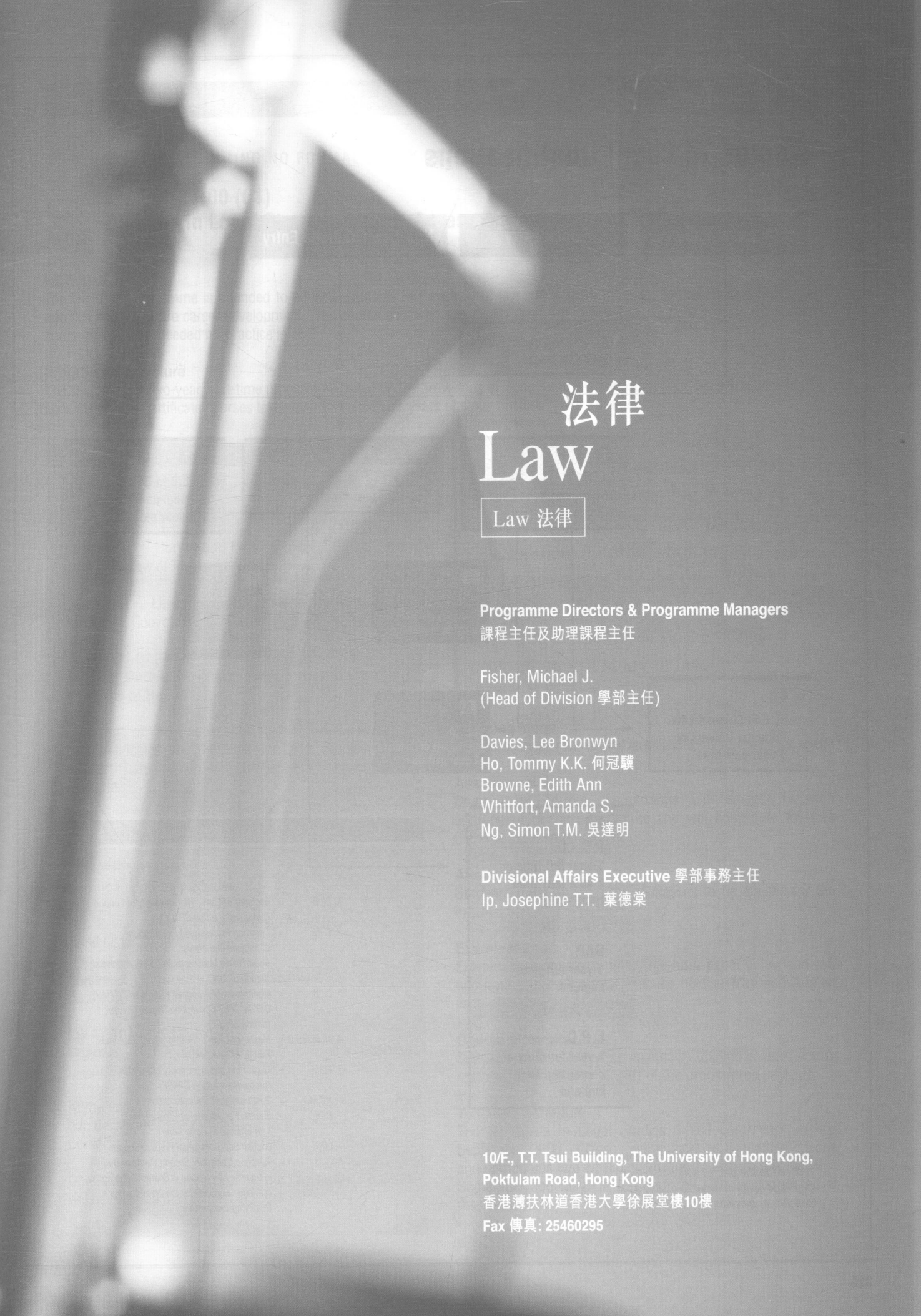
法律學部嚮以提供法律教育為己任，課程種類很多，包括不拘入學資格的文憑課程，以及學位、深造及法律專業課程。

法律學部的學生不一定以執業為職志，但他們都明白掌握法律專業知識的重要性。因此，本學部著重的是傳授實質法律知識的教育。

普通法是香港法治的基礎，故大部份課程均以普通法為本。此外，由於中國法律日漸受到重視，所以本學部正積極發展有關課程。

英語是各項課程的主要授課語言，但也有課程是以廣東話及普通話進行的。法律學部的課程均以面授為主，由本地或海外的優秀法律學者與律師任教。為方便兼讀制學生，上課一般會安排在平日黃昏以及週末。

社會對本學院的法律課程需求殷切，故入學申請踴躍，競爭很大。學生來自不同行業，他們在本學院的法律課程中均表現出色。而那些繼續修讀法律專業課程的學生成績都很理想。



法律
Law

Law 法律

Programme Directors & Programme Managers
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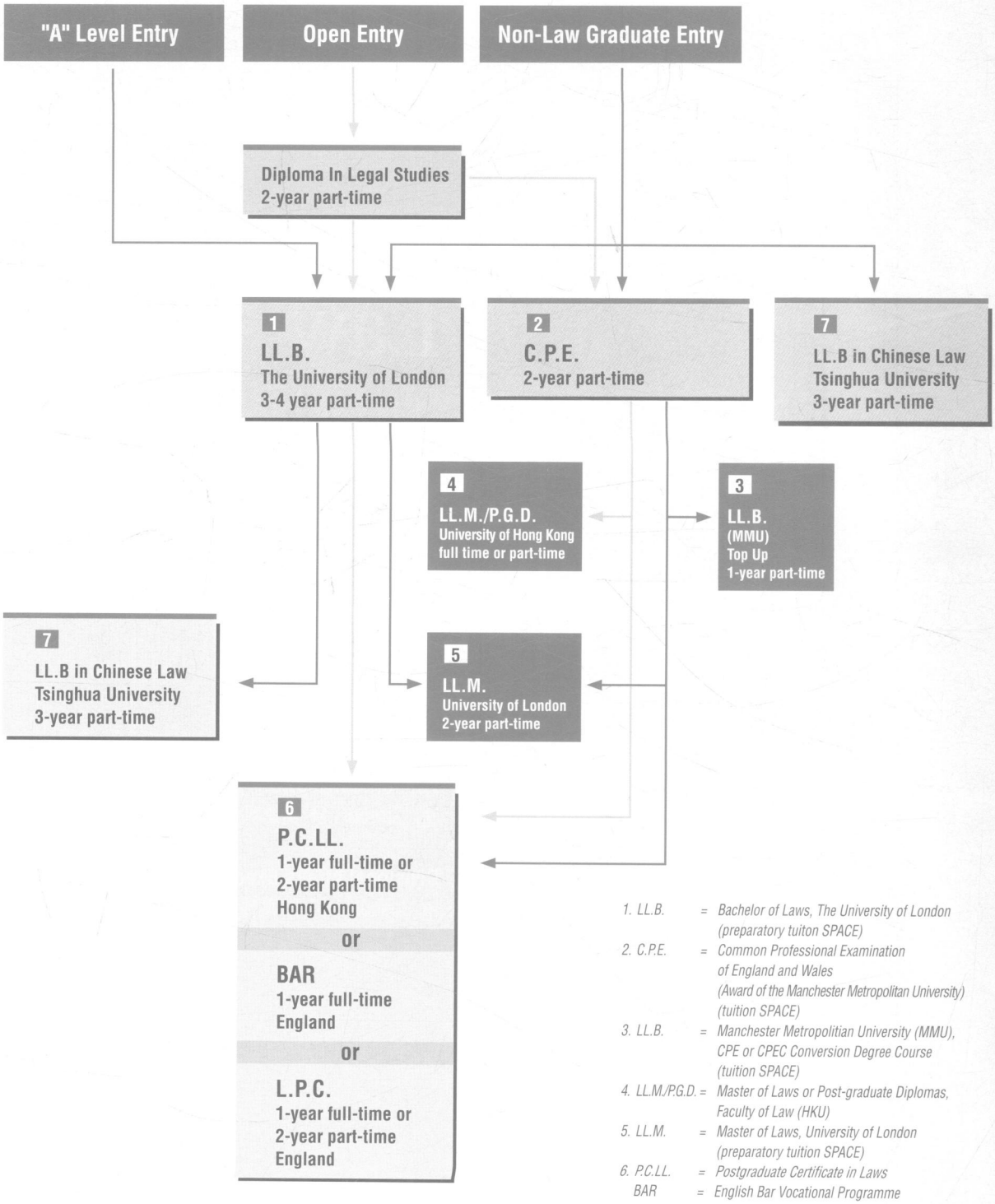
Routes To Legal Qualifications



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

1. LL.B. = Bachelor of Laws, The University of London (preparatory 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./P.G.D. = Master of Laws or Post-graduate Diplomas, Faculty of Law (HKU)

5. LL.M. = Master of Laws, University of London (preparatory tuition SPACE)

6. P.C.LL. = Postgraduate Certificate in Laws

BAR = English Bar Vocational Programme (for practice in Hong Kong)

LPC = English Solicitors Legal Practice Course

7. LL.B = Tsinghua University Second Bachelor Degree in Chinese Law (tuition in Chinese / Putonghua; academic eligibility for the China Lawyer's Qualifying Examination)

電話 : 2975 5721 傳真 : 2546 0295

COURSE REQUIRING NO FORMAL ENTRY QUALIFICATIONS

LW 17-101-00 (01)
Diploma in Legal Studies (Degree Access Programme)

Introduction
The Diploma programme is intended to educate students in the study of law and prepare them for formal training in law, legal practice and for future career development. The course has been specifically designed to assist students to develop the academic and practical skills needed for practice in law.

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 (including two Summer Certificates).

Year 1

LW 17-101-01-01 (01)
Certificate in Legal Studies 1

Law 1 - Hong Kong Legal System, Criminal Law, Land Law, Law of Tort and Law Skills

Practice 1 - Legal Practice, Civil Procedure, Criminal Procedure, Conveyancing and Law Skills

LW 17-101-02 (01)
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

LW 17-101-03 (01)
Certificate in Legal Studies 2

Law 2 - Elements of Contract Law, Business Law, Family Law, Labour Law, Succession

Practice 2 - Elements of Matrimonial Practice, Probate & Business Practice, Litigation

LW 17-101-04 (01)
Summer Certificate in 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 Introduction to the Chinese Legal System.

On successful completion of all four Certificates, students will be awarded the Diploma in Legal Studies.

> This programme is intended to prepare students for formal training in law, legal practice and for future career development. Diploma holders working in law firms may use the title "Legal Executives", and may proceed to more advanced academic or professional programmes of study in law.

Teaching Mode
Lecture, seminar, revision and law skills sessions will be provided.

Assessment
Compulsory course assignments will be set in each component of the programme and will contribute towards the final assessment grade.

Attendance
Students must attend 70% of classes to be eligible for the examination.

Examinations
Examinations consist of one three-hour paper in law and two two-hour papers in Legal Practice held in May and August each year.

Course Materials
Specially prepared course manuals, textbooks and lecture materials are provided as part of the programme package.

Teaching Schedule
The Certificate in Legal Studies 1 will commence in late September 2000. Classes will usually be scheduled on one and sometimes two weekday evening(s) every week between September and May. A full timetable will be distributed at the first lecture.

Career Progression

Students who hold the second year Certificate in Legal Studies are eligible:

- to progress to the University of London LL.B. external degree programme. The qualification is also accepted for entry to many other University of London degree programmes. Students who complete the certificate programme in May 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. The qualification will assist applicants provided they are over 25 at the time of application;
- to apply for many full-time law degree programmes overseas; and
- to enter Part 2 of the Institute of Legal Executives Certificate programme (passes in Certificate in Legal Studies 1 and 2 satisfy Part 1) with a view to taking the Institute's examinations thereby enabling students to qualify ultimately as solicitors.

In addition to the above, if students complete the summer Certificates and obtain the Diploma in Legal Studies they are eligible for entry to the:

- Common Professional Examination (C.P.E.) of England and Wales (Post-graduate Diploma in English and Hong Kong Law) providing they are over the age of 25. The C.P.E. is a two-year, part-time programme offered by Manchester Metropolitan University in collaboration with SPACE. Those students obtaining an overall distinction (final result in August) will be guaranteed a C.P.E. place; and
- Bachelor of Arts (Library and Information Science) degree of the Charles Sturt University and will receive credits for eight subjects out of twenty-four subjects in the B.A. course. This programme is also offered in association with SPACE.

Additionally, Diploma holders have a limited right of audience to appear before a Judge in the District Court and before a Master in the Court of First Instance; and those working in a solicitor's office may use the term Legal Executive as a professional title.

Entry Requirements

There are no formal entry requirements. However, students should have 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.

Fees

The course fee for the Certificate in Legal Studies 1 is $11,250.
For further information see Diploma in Legal Studies brochure.

DEGREE COURSES

LW 17-801-00 (01)
Bachelor of Laws (LL.B.) Preparation Courses
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 a 2(2) LL.B. having studied all their subjects 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 2000/2001, the following courses are likely to be offered:

Intermediate (First year)		Part I (Second year)		Part II (Third year)	
LW 17-801-01 (01)	Constitutional Law	LW 17-801-05 (01)	Evidence	LW 17-801-09 (01)	Company Law
LW 17-801-02 (01)	Criminal Law	LW 17-801-06 (01)	Land Law	LW 17-801-10 (01)	Family Law
LW 17-801-03 (01)	Law of Contract	LW 17-801-07 (01)	Law of Tort	LW 17-801-11 (01)	Jurisprudence & Legal Theory
LW 17-801-04 (01)	English Legal System	LW 17-801-08 (01)	Law of Trusts	LW 17-801-12 (01)	Succession
				LW 17-801-17 (01)	Intellectual Property Law

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 entry requirements. However, those intending to take the University of London examinations must register as students of that university. The sessional examinations are in May/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 Learning Centre].

Teaching Mode
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.

Entry Requirements (The University of London)
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.

Fees
Those studying for 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 $4,200.

For further information see University of London L.L.B. brochure
Courses are invariably over-subscribed so it is important to apply promptly.

The LL.B. preparation courses are specifically geared to those taking University of London examinations but are open to all those with minimum university entry requirements.

LW 17-803-01 (01)
Bachelor of Laws (LL.B.)
(For C.P.E./C.P.E.C. Holders)
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, 2000.

Programme Structure
The subjects which must be taken in this course are:

- Commercial Law
- International Export Trade Law
- Intellectual Property Law

Award
LL.B. (Honours), The Manchester Metropolitan University.

Teaching Mode
Introductory lectures for all three subjects will be delivered in one-week "blocks" by Manchester Metropolitan University staff between October 2000 and February 2001. Manchester staff will also deliver revision lectures in March/April 2001.

Course Materials
Students will be provided with distance learning materials and 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 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 2001.
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.

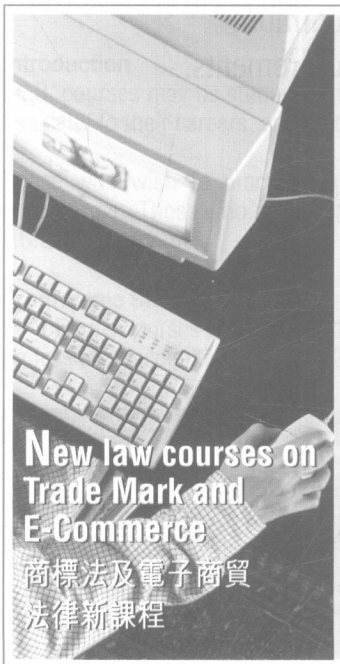
Professional Stage of Training
Those students wishing to qualify as lawyers in Hong Kong must complete the P.C.LL. course. Prior to this students will be required to complete two short courses in Business Associations and Evidence. C.P.E. completers who have deferred a guaranteed P.C.LL. place will be 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 on Evidence and Business Associations.

Fees
The course fee will be $21,000. Cheques should be made payable to "HKU SPACE " and submitted together with the application for enrolment.

A separate examination fee of approximately £400.00 sterling is payable to Manchester Metropolitan University in January 2001.



A short course in E-Commerce Law will be offered in the 2000/2001 academic year. The course will be taught by legal practitioners and will cover legal issues relating to the use of the Internet, which is an increasingly dynamic area of law.

There will also be a Diploma programme in Trade Mark Law, which will be run in collaboration with the Hong Kong Institute of Trade Marks Practitioners and will focus on both academic and practical areas in safeguarding intellectual property. The proposed starting date for the course is September 2000.

Further information on the above courses will appear on the SPACE website in June 2000.

有關使用國際互聯網的法律問題發展迅速，學院將於2000/2001年度開辦電子商貿法律短期課程，邀請法律界執業人仕主講。

此外，學院亦將與香港商標師公會合辦商標法律文憑課程，內容包括有關保障知識產權在學術上和及應用上的問題。

此課程現計劃在2000年9月開辦。詳情請參閱學院6月間的網頁。

LW 17-805-00 (01)
Master of Laws (LL.M.) Preparation Courses
The University of London

Introduction
SPACE will offer preparation courses in the 2000/2001 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 5 years so students can spread their studies over a 5 year period.

Teaching Mode
SPACE offers preparation courses for at least two LL.M. subject options in each academic year.

In the 2000/2001 academic year courses will be offered for 2 or 3 of the more popular options, probably:

Carriage of Goods by Sea	LW 17-805-05 (01)
Insurance (excluding Marine Insurance)	LW 17-805-07 (01)
Commercial Arbitration	LW 17-805-10 (01)

Fees
$8,000 per subject

These subject options have been chosen owing to their popularity with students enrolled on the LL.M. programme. For further information see University of London L.L.M. brochure.

LW 17-804-00 (01)
中國法學專業第二學士學位課程 (與清華大學合辦)
Second Bachelor Degree in Chinese Law
Tsinghua University

課程宗旨
法治是香港實施「一國兩制」的基礎：保持香港原有的普通法制度，以及增加對內地法律的了解，尤為重要。

香港是中國的特別行政區，又是國際大都會。隨著中國進一步對外開放，經濟逐漸與國際接軌，香港的專業人士必需增加中國法律知識，提高專業水平，才能把握新機會。本課程開辦的目的是為了適應新時代、新趨勢，培養高質素的跨科域中國法律專業人才。

凡持有非中國法學本科學位、認可專業資格或同等學歷的人士均可申請入學。學生完成本課程後，應能掌握中國法學的核心理論知識及技巧，並學以致用。

China's WTO membership is likely to increase the need for professional services in Hong Kong, which in turn, will require professionals here to have a wider specialist knowledge of matters like Chinese law if they are to cope with the new challenges.

課程內容

整個課程分為三個學習階段，學生的註冊期最長為六年。學生可按個人需要，在完成一個學習階段後決定是否立即晉級，故可在最短三年、最長六年內完成整個學位課程。

第一學年/階段

中國法學專業學士後證書
Postgraduate Certificate in Chinese Law
(清華大學、港大專業進修學院共同頒授) 豁免註冊編號：430618

- 憲法學
- 刑法學
- 刑事訴訟法學
- 民法學
- 中國法律文書與寫作

第二學年/階段

中國法學專業學士後文憑
Postgraduate Diploma in Chinese Law
(清華大學、港大專業進修學院共同頒授) 豁免註冊編號：430617

- 民事訴訟法學
- 知識產權法學
- 商法學
- 經濟法學
- 行政法與行政訴訟法
- 一門選修科*

第三學年/階段

中國法學專業第二學士學位
Second Bachelor Degree in Chinese Law
(清華大學頒授) 豁免註冊編號：430610

- 國際經濟法學
- 法理學/中國法制史學
- 國際法學
- 國際私法學
- 三門選修科*
- 畢業論文或見習

選修科暫包括（開班與否視乎選修情況而定）：

- 香港基本法
- 稅法學
- 普通法概論
- 法律邏輯
- 自然資源與環境保護法學
- 律師、公證與仲裁制度
- 外國法制史學
- 產品責任法

學歷及專業資格

由於招收的學生都已有第一個學位，故完成本課程後所取得的學位稱之為「第二學士學位」。該資格是清華大學頒授的正式法學士（LL.B.），符合中國律師資格試的報考資格。此外，持清華大學法學士資格的人士也可繼續進修法學碩士或法學博士學位。

教學模式

本課程是兼讀制，每學年分秋季、春季及夏季三個學期，由每年十月至翌年八、九月。上課一般安排在平日黃昏或週末日間。所有科目以面授為主，由清華大學法學院的教授及本港的中國法學專家執教。教學語言為中文（漢語/普通話）。每科目以一至兩週較密集的講論課開始，每週上課不多於四個晚上，另加週六下午。然後是面授或非面授的教學活動，包括小組導修、研討會、指定作業等。所有必修科均設小組導修或研討會一至四節，上課安排在講論課完成後，每星期上一至二節。此外，每科試前均設複習課。學生在各面授課的出席率必須達75%或以上，方可參加考試。

評核方法

本課程的評核方法包括：書面考試 (開卷或閉卷) 或考查 (口試、提交指定作業、論文等)。命題及批卷均由清華大學法學院之教授負責。沒有通過評核的，必須參加補考或重修。到第三學年，學生可選擇撰寫畢業論文或參加見習。選擇提交畢業論文的學生，可能需要參加答辯會。參加見習的學生有機會到內地的律師事務所或司法機關訪問、實習或參加模擬審判等。見習所需費用由學生負擔。

入學資格

入讀本課程的人士必須符合以下學歷要求：

- 在清華大學及香港大學所共同承認的高等教育院校，已取得一個非中國法律學位者；或
- 在清華大學及香港大學所共同承認的高等教育院校，已取得一個普通法(Common Law)法律學位者；或
- 其他獲清華大學及香港大學認可，具有認可專業資格、經驗，或持有相等學位或文化水平之人士。

申請者必須通過中文（漢語）能力考試。被錄取但未能通過入學語文考試的，必須參加中文強化課程。此課程不值任何學分。

學費

報名費：HK$200　• 2000-2001年度學費：$24,500

LW 17-804-04(01)
中國民商法專業證書課程 (與清華大學法學院合辦) (待審批課程)
Professional Certificate in Chinese Civil and Commercial Law
Tsinghua University Law School/SPACE (subject to approval)

課程宗旨

完成「中國法學專業第二學士學位」課程的學生，將取得一個完整的學位， 而且還具備參加中國律師資格試的資格。然而，有些人並不打算用上幾年時間多修 一個學位，但卻希望學習某些專門的中國法律，增進專業知識。「中國民商法 專業證書」課程將為這些人士，特別是律師、會計師等專業人士，提供高質、 靈活的短期進修途徑。

學歷認可

學生完成本課程後，將獲清華大學法學院與香港大學專業進修學院共同頒授「中國民商法專業證書」。該證書雖不是一個完整的學位資格，但能充份反映學生在中國學個別學科裏，已達到了基本的學術水平。

如果學生在獲授本證書後三年內繼續進修「中國法學業第二學士學位」，可申請免修有關科目。而該學生首年(即第一學習階段)的學費也可寬減，只需繳付當年規定學費之百分之七十五(75%)。

課程結構

本課程的修業期為一年，全年分為秋季、春季、夏季三個學期。學生必須在指科目範圍內修畢最少20學分，其中包括本課程規定的二門必修科及二門選修科並通過有關學科考試或考查，方能取得有關證書。

必修科

- 民法學 (8學分，夏季學期)
- 商法學 (6學分，春季學期)

選修科(任選其二)

- 經濟法學 (4學分，春季學期)
- 民事訴訟法學 (3學分，秋季學期)
- 知識產權法學 (3學分，秋季學期)
- 產品責任法 (2學分，秋季學期)

所有科目均為現「中國法學專業第二學士學位」課程的科目，由清華大學法學的教授、本港中國法學者或律師任教。其教學模式、授課內容、上課、評核方及評核標準等均與「第二學士學位」的一樣。惟選修科中除了「產品責法」的評核方式為考查外，其他三科的評核均為考試。(見前文「第二學士學位」課程簡介)。

入學資格

與「第二學士學位」課程的基本入學條件相同，申請者也必須通過入學考試。於本課程主要教授專科知識，故申請者應已對中國法制有基本認識。

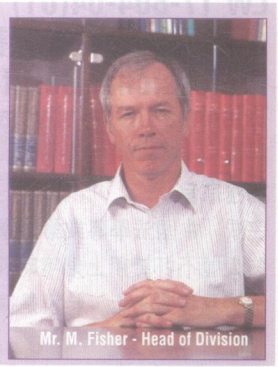
學費

報名費：HK$200 2000-2001年度學費：HK$19,500

報名詳情及各重要日期，請參閱前文「第二學士學位」課程簡介。

PROFESSIONAL COURSES

The Law Division of SPACE 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. or C.P.E.C. 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.


Mr. M. Fisher - Head of Division

LW 17-806-00 (01)
Common Professional Examination (C.P.E.) of England and Wales Post-graduate Diploma in English and Hong Kong Law

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 suitable background may also apply. Places on the course are guaranteed for those obtaining an overall Distinction (final result in August) on the SPACE Diploma in Legal Studies.

Programme Structure

The C.P.E. course beginning in September 2000 will lead to the award of a Post-graduate Diploma in English and Hong Kong Law from Manchester Metropolitan University (MMU). It comprises eight subjects taken over two years of part-time study:

Year 1	Year 2
Public Law	Criminal Law
European Union Law	Equity and Trusts
Law of Contract	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 on weekends. Except during the block lectures, attendance will be for a maximum of two evenings and one Saturday afternoon each week. There is an attendance requirement and students are required to attend at least 70% of classes.

Award

Post-graduate Diploma in English and Hong Kong Law, The Manchester Metropolitan University.

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. They will be guaranteed a place on the SPACE P.C.LL. programme in the year following their completion of the C.P.E. Prior to this students will be required to complete two short courses in Business Associations and Evidence.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. See also LL.B Programme (LW 17-803-01 (01)).

Assessment

Assessment will be on the basis of written examination and essays. The examinations will be those of MMU but will be sat in Hong Kong. Sessional examinations will take place in May/June 2001 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.

Fees

The course fee for Year 1 will be $23,500. An additional examination fee of approximately £300 is also payable to Manchester Metropolitan University.

For further information see C.P.E. of England and Wales brochure.

Full-time (LW 17-601-00 (01))
Part-time (LW 17-602-00 (01))
The Postgraduate Certificate in Laws (P.C.LL.)

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 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 four 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.

Fees
The 1999/2000 course fee for the full-time P.C.LL. was $104,000. The fee for Part I of the part-time programme 1998/99 was $54,000. The 2000/2001 fees will be announced prior to the start of the academic year.

Outstanding SPACE Law Graduates and Students (1999-2000)
Sacha Man Cheong (2nd Left,Rear),Francis, M Haddon-Cave (3rd Left, Rear), Wong Sze Cheung, Colin (4th Left, Rear), Mark Vincent Buggy (3rd Right, Rear), Tam Fung Kwan, Betty (3rd Left, Front), Mary Jean Reimer Lau (4th Left, Front), Yeung Pik Chun, Colana (1st Right, Front)

SPACE Student Comes Top in HKU P.C.LL Examinations
In the 1998 - 1999 P.C.LL. Examination held by the University of Hong Kong, SPACE law students / graduates won 11 out of the 18 prizes awarded. The top student of the year was a SPACE student - Rita Lai, who got 5 grade A's and 2 credits in the seven subjects that she took.

Our congratulations to all the prize-winning students.

法律專業證書考試 – 專業進修學院學生名列前茅
香港大學九八至九九年度法學專業證書考試的十八獎項中，本院學生囊括其中十一項，而本院學員黎敏馨更以五優二良的佳績名列前茅。

LW 17-077-01 (01)
Special Introductory Courses in Business Associations
LW 17-077-02 (01)
Special Introductory Courses in Evidence

In order to comply with P.C.LL. entry requirements, any applicant who has not studied Business Associations (Company Law) and/or Evidence in their law qualification should enrol on the Special Introductory Courses offered by SPACE. These courses are held in July/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 will be announced later. Applications will be treated on a "first-come first-served" basis. As places are limited, early enrolment is recommended.

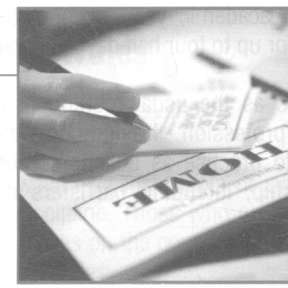
Those who wish to know more about any of these Law courses may apply for a brochure and application form from The Law Division of SPACE.

Fees
Course fees $3,500 per subject (including all course materials)
- Business Associations
- Evidence

LW 17-056-01-01 (01)
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，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)。本課程只適合一般有興趣認識本港地產物業法律的人士，其深度並不足以作為專業實踐及專業考試的知識基礎。

導　師　：蔡淼霖大律師
開課日期及時間　：2000年9月19日起逢星期二 8:00-9:30p.m. (共十講)
地　點　：待定
學　費　：$700



LW 17-056-02-01 (01)
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。本課程最適合從事銀行、會計及商業服務等專業人士進修。

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　：2000年11月28日起逢星期二 8:00-9:45p.m. (共十講)
地　點　：待定
學　費　：$2,000

LW 17-056-03-01 (01)
高科技創業的法律與融資安排
Legal & Financing Aspects of Hi-Tech Start-ups in Hong Kong

二十一世紀是資訊及高科技的年代，香港要在中國各大城市中脫穎而出，必然要走上高科技的道路。

本課程旨在幫助有志之士在香港進行高科技創業。內容圍繞在創業時所遇到的各項法律及融資問題，包括在香港創業的整體環境、成立新公司的法律及融資問題、組織管理階層以及釐定業務方向、知識產權的法律問題、開展業務的融資、擴展業務的融資、上市集資等。
(名額五十人)

導　師　：盧恩澤先生 J.D., M.B.A. Berkeley 現職香港及美國執業律師
開課日期及時間　：2000年9月28日起逢星期四 7:00-9:30p.m. (共十講)
地　點　：待定
學　費　：$5,000

It is also expected that a short course in e-commerce law will be offered in September 2000.
A SPACE/HKITMP programme on Trade Mark law will be offered from September 2000.

Legal and Financing Aspects of Hi-Tech Start-ups in Hong Kong
『高科技創業的法律及融資安排』

Setting up a hi-technology business has become a trend in our present day IT- and knowledge-based economy. You have the idea and the technology, so how do you go about starting your own hi-tech business ? What are the legal and financing issues involved ?

"Legal and Financing Aspects of Hi-Tech Start-ups in Hong Kong", a course offered by the Division of Law from February 2000, has all the answers.

The course will be practical, with a syllabus covering different areas related to starting up a company - An Overview, Start-up Environment in Hong Kong, The First Step, Intellectual Property Protection, Angel Round of Investment, Venture Capital Financing, General Corporate Contract Issues, Sub-sequent Venture Capital Financing, Acquisition and Public Listing, etc.

This is the first time a course of this nature has been offered in Hong Kong. The lecturer is Mr John Y Lo, a law graduate from the University of California, Berkeley, who practises in California and Hong Kong. Since the 1980s, Mr Lo has been active in giving legal counsel to new hi-tech ventures in Silicon Valley.

在以資訊科技及知識為基礎的經濟體系中，高科技創業是一股新潮。有了靈感，掌握了科技之後，我們應怎樣開創自己的高科技業務？當中又牽涉些什麼法律和融資問題呢？

香港大學專業進修學院法律學部於二零零零年二月起開辦的『高科技創業的法律及融資安排』課程，便是為有志進行高科技創業及其他有興趣人士而設。

本課程內容以實務為主，內容包括綜論、香港的創業環境、創業起步、知識產權保護、『天使』融資、風險投資和融資、企業合同問題、後期融資及收購、以及上市等。

這個課程在香港是首創的。講者盧恩澤律師（John Y. Lo）受業於美國柏克萊加州大學，在美國加州及香港執業。自80年代開始，便活躍於加州矽谷高科技創業圈子，專為創業公司提供法律服務。

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) Politics and Public Administration, (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)政治及公共行政；(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。

社會科學及教育
Social Sciences & Education

Adult Education, Training & Human Resource Management
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
Politics & Public Administration 政治及公共行政
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 Programme Managers
課程主任及助理課程主任

Cheng, Chung Y.L. 鄭鍾幼齡
(Head of Division 學部主任)

Wong, Owen H.H. 黃康顯 (until 30 June 2000)
Kennedy, Peter 甘令德
Sodusta, J. 舒婕素
Chan, Joseph Y.H. 陳以漢
Dendle, Elizabeth A. 杜麗莎
Ng, S.M. 吳兆文 (from 1 September 2000)

Divisional Affairs Executive 學部事務主任
Mui, Andrew C.Y. 梅湛恩

8/F., T.T. Tsui Building, The University of Hong Kong,
Pokfulam Road, Hong Kong
香港薄扶林道香港大學徐展堂樓8樓
Fax 傳真: 2858 8472

TEL電話 : 2975 5686/5690-1
FAX傳真 : 2858 3404

Adult Education, Training & Human Resource Management

M.Sc. in Training / M.Sc. in Training and Human Resource Management/ M.Sc. in Training and Performance Management
Diploma in Human Resource Management
Certificate in Training Practice
Diploma in Adult Education & Training

Diploma/Certificate in Adult Education and Training
(1-year part-time programme)

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.

Certificate in Training Practice

Admission Requirements:

i. A good standard of general education, proficiency in English
ii. At least 3 years relevant professional experience (at non-junior level)

Exemptions:

i. Holders of the Diploma/Certificate in Adult Education & Training may seek exemption from Modules 1 and/or 2.
ii. Holders of the HKIHRM Certificate in HRM may seek exemption from Module 1.
iii. Holders of a relevant first or second class honours degree from a University may apply for exemption from the Academic Writing Unit.

Diploma in Human Resource Management
(1-year part-time programme)

M.Sc. in Training
M.Sc. in Training & Human Resource Management
M.Sc. in Training & Performance Management
(2-year distance learning programme)

Admission Requirements:

i. An honours degree or equivalent professional qualification; or
ii. The Diploma in Human Resource Management

Course Layout

SE 01-801-00(01)
M.Sc. in Training
M.Sc. in Training and Human Resource Management
M.Sc. in Training and Performance Management

University of Leicester

Telephone: 2975 5686 Fax: 2858 3404

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.

Course Director
Peter Kennedy

Course Content
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 in these three programmes are identical. Applicants will have to decide which course they wish to take when submitting an application form.

Fees
£5,300 payable in two instalments.

The first instalment (£2,950) must be paid within two weeks of acceptance date. The second payment (£2,350) should be paid before commencing Module 3.

The course starts in October 2000. 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 Ms Polly Kwok of SPACE HKU (Telephone: 2975 5686).

Closing Date for Application
September 2000

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 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.

Entry Requirements
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.

Modules

Module 1 Employee Development & Training

The five units cover 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

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

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 explains 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.

SE 01-803-00(01)
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 Diploma in Human Resource Management are eligible to apply for entry to the University of Leicester M.Sc. in Training/Training & HRM/Training and Performance Management. 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).

Course Content

The programme comprises four HRM modules and an academic writing 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.

Method of Study
Students will be given two lectures per module in this course (eight lectures in total) and each module will be followed by two group tutorials (eight tutorials in total). There will also be five Practical Presentations with Leading HRM practitioners working in Hong Kong. These sessions will be arranged in co-operation with the Hong Kong Institute of Human Resource Management.

Academic Writing Unit
The aim of the separate but complementary Academic Writing sessions is to assist students to write more effective academic essays. Topics include: the planning, writing and revision processes; locating and using other sources; how to avoid plagiarism; integrating theory and practice; writing well-organized, coherent extended text; the analytical and evaluative requirements of academic writing as well as examinat in skills. Students have an opportunity for individual consultation with a qualified writing tutor. There are eight Academic Writing sessions in all.

Course Director
Peter Kennedy

Assessment
Students will be awarded the Diploma if they complete satisfactorily the required course assignments; pass a three-hour examination and attain an overall attendance of 75%.

Exemptions
- Students holding the Certificate in Adult Education and Training may apply for exemption from Module 1. Those holding the Diploma in Adult Education and Training may seek exemption from Modules 1 and 2.
- Students holding the Certificate of Foundation Skills in Human Resource Management issued by the IHRM may seek exemption from Module 1.
- Students holding a First or Second class honours degree from a University who are able to present proof of a high level of writing and presentation skills, may apply for exemption from the Academic Writing Unit.
  Students will not receive exemption from more than two modules.

Entry Requirements
Applicants should be over aged 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 starts in October 2000. Further information can be obtained from Ms Betty Kwong in late July 2000. (Telephone: 29755690 Fax: 28583404)

Module 1 Organisational Behaviour and Employee Development

A general introduction to organisational behaviour. Topics include: Individual behaviour, group behaviour, organisational development and employee development.

Module 2 Management in Organisations

Topics include: understanding organisational structure, systems and culture, exploring notions of management and leadership, HRM and management, developing human resources, organisational restructuring and the learning organisation.

Module 3 Personnel and HRM

A focus on personnel, HRM and business strategy, the role of information technology in HRM administration, resourcing the organisation, performance management, and the employment relationship (including labour relations, labour law and equal opportunities).

Module 4 Culture and the International Context

Issues to be explored include: theorising the international context, training and HRM in the international context and National VET systems as organisational environments.

Venue
HKU Campus

Date
Saturdays 2:00-5:00p.m., starting 21 October 2000

Application Procedure
A special application form can be obtained in late July 2000 from our SPACE enrolment counters or by sending a $2.1 stamped self-addressed (A-4 size) envelope to:

The Director (Attention: Ms Betty Kwong)
SPACE, 9/F T.T. Tsui Building, HKU, Pokfulam Road, Hong Kong
(Telephone: 2975 5690 Fax: 2858 3404

Complete and return the special application form for the Diploma in Human Resource Management by mail to the above address. A non-refundable application fee of HK$50 (payable to "HKU SPACE") together with photocopies of relevant certificates should be enclosed with the application.

Closing Date for Application
16 September 2000

SE 01-804-00(01)
M.Sc. in Applied Professional Studies in Lifelong Learning

University of Surrey

Enquiries: 2975 5865

Introduction
Lifelong learning is widely seen as essential to enable knowledge-based economies and societies to adjust to the rapid pace of technological and social change in the 21st century, as the Chief Executive of the Hong Kong SAR has stressed in recent policy addresses. The M.Sc. in Applied Professional Studies in Lifelong Learning is designed to meet the need for professional education in this field. The programme, which is offered in association with the University of Surrey, is designed to offer career development opportunities to those professionally involved in 'lifelong learning' in a range of settings. The course stresses the development and application of knowledge to the practice of teaching and related activities in the post compulsory education sector.

Programme Structure & Content
The programme is organised on a modular basis. A large range of modules are available on a distance learning basis, supported by self-access study materials. A programme of face-to-face support tutorials and workshops will be provided in Hong Kong. Students must take eight modules and submit a dissertation. There are exit points at the Postgraduate Certificate stage (after four modules, to be completed normally in one year) and Postgraduate Diploma stage (after eight modules, to be completed normally in two years). The dissertation, of 15,000-20,000 words on an approved topic relevant to the student's interests, is completed under the guidance of a supervisor after coursework.

Core Modules
- Foundations of Lifelong Learning
- Policy Analysis for Lifelong Learning and Education
- Researching Education, Training and Learning
- The Learning Professional

Elective Modules
- Teaching & Learning Methods
- Educational Relationship: Teachers & Learners
- Designing the Curriculum
- Theories of Learning
- Assessment, Evaluation and Educational Measurement
- Learning, Training & the Educational Role of the Trainer
- Leadership in Education
- Self Directed Inquiry Project
- Management Issues in Education
- Current Issues in Lifelong Learning Education & Training
- Ethics in Education and Learning
- Distance & Self-Access Learning: Theory & Materials Design
- Teaching English as a Foreign Language
- Post Compulsory Education and Developing Societies
- Introduction to Information & Communications Technologies (ICT)
- Educational Technology: Designing Learning Experiences & Materials

In many other parts of the world, "lifelong learning" is a well-established field in educational studies. However, despite its importance, it has not been developed into an independent field of study in Hong Kong. The University of Surrey's School of Educational studies has been consistently rated among the best university Departments of Education in the U.K. Its Centre for Research in lifelong learning publishes the International journal of Lifelong Learning, a leading scholarly journal in the field.

Aims
The M.Sc. in Applied Professional Studies in Lifelong Learning aims to enable students to develop and extend their qualifications, competence and knowledge in lifelong learning, both for their benefit and that of their institution or organisation. It aims to prvoide a rigorous theoretical framework in the field and to encourage reflection on professional practice. A key theme is to strengthen professional practice in education, training and learning. The programme also aims to enable course members to develop their professional networks both locally and internationally.

Assessment
The programme is assessed by coursework assignments (normally essays), and a dissertation.

Entry Requirements
Applicants should normally have a first degree from a recognised university or equivalent, and relevant professional experience. Applicants with other relevant qualifications and experience which may be considered as equivalent may also apply, and will be considered on their merits.

Exemptions
Students holding the SPACE Certificate / Diploma in Adult Education and Training may apply for exemption from 2 modules.

Fees
The total course fee is £5,100 sterling. This may be paid in full or in three instalments. Students wishing to pay in instalments should note that the first instalment of £1,700 is due on acceptance, and that the amount payable for later instalments will be the instalment fee applicable at the date on which the instalment falls due. Fees include all course materials, assessment, tutorials and workshops, and borrowing rights at the University of Hong Kong Library.

Application Procedure
The coming intake will start on 12 September 2000. Detailed information and special application forms can be obtained by sending a $2.4 stamped self-addressed envelope to Ms Emma Ng, 8/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong.

Closing Date for Application
1 August 2000

SE 01-103-00 (01)
Diploma in Adult Education and Training

Enquiries: 2975 5865

Introduction
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.
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.

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

Content
Topics to be covered include concepts and definitions in adult education and training; sociology of adult education, theories of adult learning; methods of teaching and 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

1. Students will normally be required to attend a three-hour session on Wednesdays, 6:30-9:30pm and on Saturday afternoons as required.
2. They 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 evaluated discussion with the tutor.
   They will complete two assignments and a project related to education or training within their own organization or field;
3. Supervised activities include
   • writing assignments;
4. • developing a project design and instructional materials;
   • learning, teaching, and assessing peer teaching;
   • forming study groups;
   • analysing case studies and complex concepts;
   • reading and revision.
   Applicants may be invited to attend for interview.

Students holding this Diploma may apply for exemption from two modules of the University of Surrey M.Sc. programme in adult education and training.

Course Organization

This one year part-time Diploma programme consists of two parts.

Part I is equivalent to the present 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 consists of six modules 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 includes practicums and workshops, peer work, and problem solving.

Assessment

Course members will be assessed by written examinations, one material presentation, a project, assignments and peer teaching.

Exemption

Students with 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.

Career Progression

The Diploma programme is designed to provide an effective and valuable education in itself. It is also designed as an access programme to MSc in Applied Professional Studies in Lifelong Learning.

Entry Requirements

Applicants should:

- be at least 21, have a good command of spoken and written English, have 3 year's work experience, and have studied at postgraduate level.
- or/and, have a degree or diploma from a recognised institution.

All applicants should be computer literate.

Application Procedure

Applicants should return the following to SPACE (attn Ms Emma Ng, 8/F, T.T.Tsui Building, HKU):
(i) the standard SPACE enrolment forms;
(ii) copies of academic certificates ;
(iii) a crossed cheque for the course fee, made payable to "HKU SPACE"
(iv) a letter outlining their experience in adult education and training, and saying how they think they will benefit from the course.

Date & Time : Wednesday, 6:30-9:30p.m., starting 20 September 2000

Venue : Rm 303, T.T. Tsui Building, HKU

Fee : $15,000

Closing Date for Application : 18 August 2000

SE 01-104-00 (01)
Diploma in Basic Research Skills

Enquiries: 2975 5691

Objectives
The basic objective of this course is to promote 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 which 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.

Exemption
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 not exceeding 1 Module.

Basic research skills equip students with problem-solving abilities which are highly transferrable. Research skills can also help participants to improve learning and gain confidence.

Entry Requirements
Application should:
- have post-secondary qualifications; and/or
- have passed the Hong Kong Advanced Level Examination.
- have knowladge of computers.

Assessment
Assessment is based on one written research project, one written examination, and continuous assessment.

Course Content

Module 1 Basic Philosophy of Research
Topics include: introducing research and it role in business, media, e-media and other professions; understanding the concepts of reliability, validity and representativeness; understanding theories and method.

Module 2 Beginning the Research Project
Topics include: finding the problem; shaping and refining the problem; reviewing literature; using the library; searching the web; forming hunches or working hypothesis.

Module 3 Designing the Research
Topics include: understanding various types of research design, eg., survey, market research, case study, action research, ethnography, and knowing when to use them; learning the stages in designing research.

Module 4 Developing Quantitative Design and Interpreting Its Results
Topics include: understanding stages in a survey; identifying problems in official statistics; organising and analysing data using SPSS version; determing favourable and unfavourable response; determining strengths, concerns

Module 5 Developing Qualitative Design and Interpreting Its Results
Topics include: understanding data gathering methods such as participation, observation, in-depth interview, oral history; organising and analysing qualitative data by content analysis, thematic analysis, semiotic analysis.

Module 6 Understanding Referencing and Plagiarism
Tropics include: sourcing information from computer databases, government publications, vertical files, newspapers, indexes, and using citations, attributions to acknowledge them.

Module 7 Devising Your Own Research Design
In this module the student prepares a research design in (a) outline from and (b) full proposal to investigate a topic of their choice, with the expectation that knowledge and skills learned in the previous modules are to be applied.

Module 8 Research Writing (I)
In this module the student reviews their research design in terms of introduction, data collection, issued of validity, reliability and representativeness. The student examines and rewrites the quality of their questionnaire according to the methods and theory by which it is formulated.

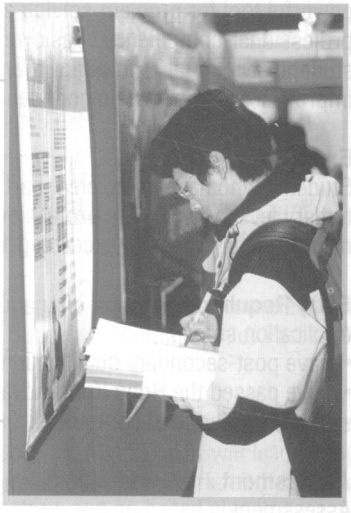
Module 9 Research Writing (II)
In this module the student puts together the whole report so that they not only review and rewrite the analysis and conclusion but also the paragraph structure and linkage, references, bibliographic technique such as proofreading, grammar check and spellcheck. Reports are to be presented individually in this module.

Course Director
J. Sodusta, BScEd, MA (San Carlos), PhD (UCLA)

Application Procedure
The next intake will start on 11 September 2000. Applicants should complete and return the standard enrolment form enclosing copies of academic certificates and the appropriate course fee by crossed cheque or banker's draft made payable to "HKU SPACE" to SPACE HKU campus.

Closing Date for Application
28 August 2000

Fee
$14,800



SE 01-102-00 (01)
Certificate in Training Practice

Enquiries: 2975 5690

This one-year Certificate programme aims at providing a knowledge of the fundamentals of training practice and delivery. The course will provide an introduction to those who wish to pursue a career in training, but have little or no prior knowledge of training operations.

SE 01-042-01-01 (01)
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 of listening, thinking, speaking and decision-making that are essential elements of 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 practice leadership.

Programme Leader	:	Hameed Jalal, CTM., B.Sc., B.Ed.(Madras)
Venue	:	To be advised
Date & Time	:	Thursdays, 7.00-9.00p.m., starting 7 September 2000 11 meetings (22 hours)
Fee	:	$800

Criminal Justice & Public Order 刑事執法及公安

TEL電話 : 2975 5685/5691 FAX傳真 : 2858 3404

SE 32-802-00 (01)
M.Sc. in Criminal Justice Studies
University of Leicester

Enquiries: 2975 5691 Fax: 2858 8472

Introduction
The MSc. and Postgraduate Diploma in Criminal Justice Studies provide the opportunity to study all dimensions of crime and the criminal justice process while maintaining personal and professional commitments.

The Scarman Centre at the University of Leicester which offers this degree programme was set up in 1987 to undertake advanced research, postgraduate teaching and professional training in the study of crime and punishment, policing, riots and public disorder, crime prevention and risk and security management.

The University of Leicester has been at the forefront of state-of-the-art research including genetic finger printing and satellite design.

Aims
The programme aims to develop and refine students' detailed knowledge and understanding of explanations of crime and the operation of the criminal justice system. It is designed to:

- provide a thorough understanding of theoretical debates on the inter-relationship between explanations of crime and its control;
- enable students to engage in informed debate about major issues in criminal justice;
- inform students about recent developments in the field;
- equip students with the skills to design, carry out and critically appraise research in this field;
- develop a deeper understanding of all dimensions of criminal justice.

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.

Course Structure
The MSc is a distance learning course available on a modular basis.
The course is divided into six modules plus a dissertation.
Each module has a separate study guide which includes written materials for all topics covered, study questions and selected extracts from important texts.

Module 1 Theories of Crime and Deviance
Module 2 Issues of Criminology
Module 3 Research Methods in the Study of Crime and Criminal Justice
Module 4 Policing and Crime Prevention
Module 5 Issues in the Criminal Justice Process
Module 6 Crime and Penal Policy
Module 7 Dissertation

The Scarman Centre was set up in 1987 to undertake advanced research, post-graduate teaching and professional training in the study of crime and punish-ment, policing, riots and public disorder, crime prevention and risk and security management.

Assessment
Each module is examined by means of one written assignment. Students who satisfy the examiners are eligible for the award of a Postgraduate Diploma in Criminal Justice Studies. Those who are permitted to proceed to submit a dissertation which satisfies the examiners are awarded a Master of Science degree in Criminal Justice Studies.

Teaching Mode
The course will consist of lectures, study seminars and workshops on module contents, critical thinking and essay writing. There will be tutorials and visits from Leicester - one at the beginning of the course, one during the first year and another before students begin their dissertations.

Entry Requirements
Applicants should:

- have a first or second class honours degree or an acceptable equivalent or have passed the Diploma in Criminal Justice;
- be proficient in English;
- provide references, preferably from former university teachers and current employers, to support their application. For non-graduates with professional qualifications or significant work experience, one reference should be from a person under whom training was received beyond school level or from a senior colleague in the profession.

Applicants without a first degree can register for the Postgraduate Diploma in Criminal Justice at first. If they complete that successfully, they can then study for the dissertation that leads to the award of the Master of Science in Criminal Justice Studies.

Fees
There are three ways to pay for the course:

- One single payment of £6,160
- Two half-course payments, of which the first will be £3,170. One invoice will be sent before Module 1; and the second before Module 4.
- Six modular payments currently set at £1,230. An invoice will be sent before each module starts. This option is not available to employers.

Note that no study materials will be sent until the fees have been paid.

Enrolment
The next intake starts on 4 September 2000. Special application forms, together with copies of certificates and two references, should be returned to SPACE HKU Campus no later than 12 August 2000. Detailed information can be obtained by enclosing a $2.4 stamped self-addressed envelope to Ms Emily Chin at the same address or in person from SPACE Enrolment Centres.

SE 32-801-00 (01)
M.Sc. in Policing and Public Order Studies
University of Leicester

Enquiries: 2975 5865 Fax: 2858 8472

Introduction
The Scarman Centre 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 on a distance learning mode. It is entirely studied in Hong Kong and is supported by high-quality self study packages. It also provides twice-monthly lectures, study seminars and workshops on research skills, presentation skills and research writing.

Aims
The course aims to provide students with substantial knowledge and comprehension of theories and models of public order studies and their application. The course focuses on the main debates on policing and public order issues. The topics covered will 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.

Course Structure
The MSc programme consists of six modules followed by a dissertation.

Module 1 Social and Political Theories of Order.
Module 2 Policing and Public Order in the Wider Context.
Module 3 Research Methods in Social Science.
Module 4 Policing Diversity.
Module 5 Crime, Order and Society.
Module 6 Policing and Public Order - The Future

Candidates for the Master of Science degree submit a dissertation of between 15,000-20,000 words on an approved topic of their choice.

Entry Requirements
- A second class honours degree from a British university, or its equivalent.
- An acceptable professional qualification coupled with practical experience.
- At least five years experience, though borderline qualifications may be considered or asked to complete the Centre's entry test.
- Proficiency in English.
- Applications are also welcomed from holders of (or final year students of) the Diploma or Certificate in Criminal Justice or the Diploma in Legal Studies offered by SPACE.

Assessment
Assessment is by written assignments; students must submit one written paper for each of the six modules.

Enrolment
The next intake starts on 4 September 2000. Special application forms, together with copies of certificates and two references, should be returned to our SPACE HKU Campus address no later than 12 August 2000. Detailed information can be obtained by enclosing a $2.4 stamped self-addressed envelope from Ms Emma Ng at the same address or in person from our SPACE Enrolment Centres.

Fees
There are three ways to pay for the course:
- One single payment of £6,160
- Two half-course payments, of which the first will be £3,170. One invoice will be sent before Module 1; and the second before Module 4.
- Six modular payments currently set at £1,230. An invoice will be set before each module starts. This option is not available to employers.

Course Materials
Students will be provided with carefully structured course guides written by expert academics, text books and collections of up-to-date and important scholarly articles.

Entry Requirements
Applicants must hold a first degree from a recognised tertiary institution in a relevant subject acceptable to the University of London. Applicants with senior level work experience and/or appropriate professional qualifications may also be considered. Applicants will be required to show evidence of a sufficiently high level of proficiency in English.

Assessment
Assessment is divided between two assignments for each course (30%) and examination (70%).

Teaching Mode
Both programmes are designed for external students based on distance l earning methods. Lectures are conducted through specially written study texts. Each student will be assigned a U.K. tutor who will aid and monitor their progress through detailed grading and commentary with respect to their assignment work. SPACE will provide the local face-to-face teaching and administrative support services.

> 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.

Programme Director
Ho, Y.K., BEcon Malaya; FCII

Fees
To be advised.

Application Procedures
We expect to start in early 2001. For further information, please contact Ms. Camy Chu at 2975-5713.

SE 32-602-00 (01)
Bachelor of Criminal Justice

The University of Hong Kong
(subject to approval)

Enquiries: 2975 5691 Fax: 2858 8472

Introduction
The Bachelor of Criminal Justice is jointly offered by SPACE and the Department of Sociology HKU.
The programme caters for both the experienced practitioner and those seeking a career in the field of criminal justice or related fields. For practitioners it offers the benefit of tertiary level training and an opportunity to develop a broader knowledge of the core disciplines in criminal justice. It also prepares students for entry level to criminal justice careers or postgraduate work by providing a comprehensive understanding of the social, legal, and scientific aspects of the administration of justice.

Objectives
The course aims to provide students with:
- a locally developed curriculum that is directly relevant to local and regional crime and justice issues and practices;
- the latest research and developments in criminal justice;
- analytical and self-learning skills essential for lifelong learning;
- opportunities to examine critically problems and controversies in the administration of criminal justice in Hong Kong and the region;
- the knowledge, values and skills necessary for quality and ethical service in the criminal justice system.

> Prepares students for entry level to criminal justice careers or postgraduate work by providing a comprehensive understanding of the social, legal, and scientific aspects of the administration of justice.

Award
The Bachelor of Criminal Justice is awarded by the Faculty of Social Sciences, HKU. Student can either leave after completing the Diploma in Criminal Justice at the end of Year 1, or can proceed to the Bachelor programme.

Programme Structure
This programme is a four-year part-time degree course, consisting of 180 credits taught face-to-face on a semester basis.

	Credits*
Year I	
Crime and Criminals	6
Introduction to Criminal Justice	6
Law Enforcement	6
Perspectives on Crime	6
Research Methods in Criminal Justice	6
Professional English Communition Skills	6
Two full day Workshops	2
	38 credits

One course from:	
Introduction to Music of the World	6
Introduction to Information Technology	6
Elementary Statistical Methods	6
Gender and Equal Opportunity	6
Introduction to Human Resource Management	6
Introduction to Politics & Public Administration	6
Introduction to Psychology	6
	90 credits

Students must complete Year I with a cumulative GPA of 1.5 or above before they can enrol in Year II.

	Credits
Year II & III	
Thirteen courses from:	
Comparative Police Systems	6
Computer Crime	6
Corrections	6
Corruption and Its Control	6
Courts & the Judicial Process	6
Crime Prevention	6
Crime & Punishment	6
Criminal Behaviour	6
Criminal Law	6
Drugs & Crime	6
Family Violence	6
Introduction to Forensic Science	6
Introduction to Security	6
Investigative Interviewing	6
Juvenile Justice	6
Organised Crime	6
Police Problems & Practices	6
Women & the Law	6
Victimology	6

	Credits
Year IV	
Six courses from:	
Corrections: Working with Offenders	6
Behavioural Analysis & Risk Management	6
Criminal Justice & Individual Rights	6
Criminal Justice Policy & Planning	6
Criminal Justice Research Seminar	6
Policing Strategy	6
Security Management Seminar	6
Selected Issues in Criminal Justice	6
Seminar in Correctional Studies	6
Seminar in Forensic Science	6
Four full day Workshops	4
Dissertation	12
	52 credits

Assessment
Students are assessed on the basis of coursework assignments, examinations, and participation in workshops and seminars. They are also required to complete and present a dissertation in their final year of study.

Exemptions

- Students may apply for 24 advanced credits if they hold a Diploma in Criminal Justice awarded by SPACE; or a Postgraduate Diploma in Public Order Studies awarded by the University of Leicester in conjunction with SPACE; or a Diploma in Legal Studies awarded by SPACE; or another qualification of equivalent standard from this or another university or comparable institution accepted for this purpose.
- Students may apply for 36 advanced credits if they hold an MA/MSc in Public Order Studies, in Policing and Public Order Studies, or in Criminal Justice Studies awarded by the University of Leicester in conjunction with SPACE; or another qualification of equivalent standard from this or another university or comparable institution accepted for this purpose.
- No student will be granted more than 60 advanced credits.

Entry Requirements
Applicants should:

- comply with the General regulations of the University of Hong Kong;
- satisfy the examiners in a qualifying examination, if required. SPACE pays particular attention to candidates' professional records, and to referees'reports.

Fee
The course fee for Year 1 is HK$20,000. For Year 2 and above, i t is HK$43,000 per year.

Course Director
Dr. Harold H.Traver, BA, MA (Calif State), PhD (Calif), Associate Professor in Sociology Department, HKU.

Closing Date for Application
17 August 2000

Students who complete the Diploma course successfully are eligible for entry to Masters programmes offered by the Scarman Centre for the Study of Public Order, University of Leicester, UK; former students of this programme have also been accepted onto other courses, including the M.Soc.Sc. (Criminology) at the University of Hong Kong.

SE 32-101-00 (01)
Diploma in Criminal Justice

Enquiries: 2975 5685

Introduction
This programme is designed for staff of private and public sector agencies involved in the field of Criminal Justice.

It will also provide students who have a strong professional record in the field (but whose formal educational qualifications would normally prevent them from gaining entry to a university degree programme) with a method of entry to professionally-relevant Masters degree programmes. Students who complete the Diploma course successfully are eligible for entry to Masters programmes offered by the Scarman Centre for the Study of Public Order, University of Leicester, UK; former students of this programme have also been accepted onto other courses, including the M.Soc.Sc.(Criminology) at the University of Hong Kong.

Programme Duration
The programme lasts for one academic year, with students attending lectures on one Monday evening per week, 6.30-9.30 p.m., with additional tutorials and seminars on a different evening every fortnightly. There will also be a revision period of intensive evening study. Each week students are given readings relevant to their current unit of study. The course is therefore quite demanding, in terms of both time and commitment.

Aims
The aims of the Course are:

- to help students develop a fuller understanding of the Hong Kong Criminal Law and its relationship to the work of criminal justice agencies;
- to help students develop an understanding of criminal justice systems in other countries;
- to encourage a broad, multi-agency approach to the understanding of crime and delinquency;
- to introduce students to current theories and debates associated with the study of crime and criminal behaviour;
- to enable students to develop the capacity to assess effectively the implications of policy proposals and implementation strategies;
- to develop reading, organisational, writing and evaluation skills for academic and professional purposes.

Course Structure
The course is made up of six units, each carrying six credits. There are also extra units devoted to seminars and workshops.

Crime and Criminals
An overview of specific types of crimes and offenders including violent crime, property crime, white collar crime, public order offences, professional crime, political crime, and organised crime. Emphasis is placed on the research findings and the development of typologies of crime and criminals.

Introduction to Criminal Justice Systems
Survey of the administration of criminal justice including the structural components of the criminal justice system and the stages of the justice process from the detection of crime and arrest through prosecution, adjudication, sentencing and correctional outcome. Emphasis is placed on the analysis of practices and procedures within the context of the Hong Kong criminal justice system.

Law Enforcement
A survey of law enforcement which includes an examination of the functions and responsibilities of the police; police discretion and accountability; historical development of the police as an institution in modern society, models and styles of police behaviour.

Perspectives on Crime
An introduction to major historical and contemporary theories of crime and deviance. This will include consideration of classical and positivist theories of crime, biological and psychological factors, social structural and social process theories, Marxist explanations of criminal behaviour and the emergence of neo-classical theories.

Research Methods in Criminal Justice
An introduction to research methods in criminal justice and criminology with reference to both pure and applied research. The course is designed to provide the basic conceptual tools for understanding and interpreting criminal justice research, as well as designing, conducting and evaluating research projects.

Study Skills Seminars
A series of 12 seminars. The main objectives is to improve study skills in relation to studying criminal justice. This includes looking at ways of making the most of lectures, organizing information more effectively, improving reading techniques and writing skills. Students will be asked to undertake a certain amount of reading and produce some written work on subjects closely related to lecture topics.

Professional English Communications Skills
The programme provides the English Skills Component to help students understand and use spoken and written English. Topics include: how to access, abstract, analyse, organize and summarize information, how to ask questions and negotiate meanings; how to make effective and grammatical lexical choices; how to write reports and assignment essays.

Assessment
Students are expected to complete two assessed essays, other assignments as required, and to sit two examinations in May or June 2001

Course Director
Dr Harold Traver, BA, MA(Calif State), PhD(Calif), Associate Professor in The Department of Sociology, HKU.

Venue
Most sessions will be held either at 3/F., Admiralty Centre, or of the University Main Campus, but sessions may be held elsewhere.

Entry Requirements
Applicants should:
- have at least two years of working experience;
- satisfy the examiners in a qualifying examination, if required;
- be proficient in English.

SPACE pays particular attention to candidates' professional records, and to referees' reports.

The course is conducted in English, and candidates will be expected to show evidence of their ability to undertake degree-level study successfully in English. They may be asked to sit a test to assess their competence in English.
Special application form can be obtained from any SPACE enrolment centre or by post from:
Diploma in Criminal Justice
SPACE, 8/F, T.T. Tsui Building, HKU.
Pokfulam Road, Hong Kong.
(Telephone: 2975 5685, Fax: 2858 8472)
Please enclose a stamped ($2.1) and addressed envelope.

Closing Date for Application
17 August 2000

Venue
Lecture : Room S206, Admiralty Learning Centre
Workshop : To be advised

Date & Time
Mondays, 6:30-9:30 p.m., starting 18 September 2000
(Workshop) Wednesdays, 6:15-9:30 p.m., starting 27 September 2000
26 meetings & 12 workshops

Fee
The fee for the programme is HK$20,000.
This includes:
1. study materials
2. lectures
3. tutorials
4. practical sessions
5. academic writing sessions
6. marking of course assignments
7. examinations
8. a Borrower's Ticket for the University Main Library

THE DIPLOMA: A MASTER'S DEGREE "ACCESS" PROGRAMME

The Diploma programme is designed to provide an effective and valuable education in itself. It is also designed as an 'Access' programme to Master's degree courses in the field of Criminal Justice and Public Order.

The University of Leicester has agreed that students who complete the course successfully will be eligible for admission to the University's Master's Programmes in Policing and Public Order Studies and Criminal Justice Studies.

Education, INSTEP 教育及在職教師進修課程 TEL電話 : 2975 5685/5691 FAX傳真 : 2858 3404

SE 09-801-00 (01)
Master of Education / Graduate Certificate in Information Technology
University of Wollongong

Enquiries: 2975 5691

This study in Information Technology provides a recognised Graduate Certificate and Master's Degree in Education designed to help participants develop and understand the effective use of information technologies in teaching and learning.

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.

Course Structure
The Graduate Certificate is one year of part-time study 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).

Subjects:
- Information Technology in Education and Training
- Instructional Strategies and Authoring
- Introduction to Research Methodology
- Implementation and Evaluation of Technology-based Learning
- Interactive Multimedia Design
- 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.

Aims

- to extend the professional development of teachers, trainers and professional educational multimedia designers;
- to develop and understand 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;
- through special projects, to enable students to extend their knowledge into specialist areas such as designing Web sites and human computer interfaces.

Assessment

The M Ed is assessed by way of assignments, essays, Web-based study guides, projects and one examination.

Entry Requirements

Applicants must have:

- A first degree from a recognised tertiary institution in one of the following disciplines: Education, Training, Adult Education and Training or related studies. Candidates with qualifications which may be considered equivalent from other backgrounds may be considered on a case-by-case basis.
- Basic keyboard skills.
- Adequate English skills.
- Access to World Wide Web and a personal computer.

Teaching Mode

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 facilities by local staff and staff of the University of Wollongong.

Application Procedure

Applications for the M Ed in Information Technology are accepted twice a year in Hong Kong (in July-August and in December-January). The next intake starts on 5 August 2000. Further details and special application forms can be obtained by sending a $2.4 stamped self-addressed envelope to Ms Emily Chin at SPACE HKU Campus address.
(Enrolment is limited to 25)

Course Fees

The total course fee is $98,500 payable in three instalments. The first instalment of the course fee ($35,000) must be paid within two weeks of acceptance. The second payment ($33,500) should be paid before commencing Subject 3, and the third payment ($30,000) before commencing Subject 5.

Closing Date for Application

10 July 2000

SE 09-802-00(01)
Master of Educational Administration

University of New England

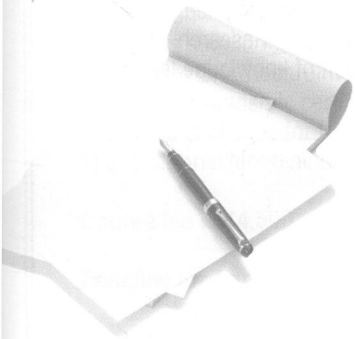
Enquiries: 2975 5691

Introduction

The University of New England is the oldest non-metropolitan university in Australia, with over 40 years' experience in the provision of distance education. The Graduate Diploma in Educational Administration was introduced in 1959 and the Master of Educational Administration in 1971.

Course Structure and Specialisations

The units will be delivered in Hong Kong by distant education using high quality course materials supplemented by face-to-face lectures and seminars provided in Hong Kong by UNE and tutorial support provided by SPACE. The degree is designed for completion in two years of part-time study.
Two strands of specialisation will be available :



• School Management
EDAS401 Contemporary Organisation Theory
EDAS415 Managing Organisational Transition
EDAS471 Educational Administration and Organisation: Principles in Action
EDAS478 Finance for Education
EDAS550 Research in Educational Administration
EDAS570 The Principalship
EDAS574 Planning and Policy
EDAS596 (Special Topic) Research project

• Tertiary Education Management
EDAS401 Contemporary Organisation Theory
EDAS415 Managing Organisational Transition
EDAS482 Tertiary Educational: Administration and Management
EDAS484 Human Action in Organisation
EDAS550 Research in Educational Administration
EDAS551 Tertiary Educational;Managing University Research
EDAS574 Planning and Policy
EDAS596 (Special Topic) Research project

In both strands, USA students may replace one unit with a special study tour option, which will be undertaken in conjunction with a tour to Australia, USA or Europe on the management of schools or tertiary institutions.

The normal practice is for students to complete the 400 level units before proceeding to the 500 level units.

Aims
To become a reflective practitioner students will be encouraged to use research and scholarship to reflect on their own role as leaders. Concern is given to the underlying principles of leadership from a variety of disciplinary perspectives and in many different settings.

Entry Requirements
- A first degree of a recognised university.
- Three years' appropriate work experience.
- Proficiency in English

School administrators who apply will normally be expected to be qualified teachers with an appropriate teaching qualification. Credit will be given for successful completion of the SPACE's Postgraduate Certificate in Tertiary Educational Administration and Management and Certificate in Self Evaluation for School Management and Improvement.

Exemption
- Students holding the SPACE Postgraduate certificate in Tertiary Educational Administrationand Management may apply for exemption from one of the 400 level units modules.
- Students holding the SPACE Certificate in Self-Evaluation for School Management and Improvement may seek exemption from one of the 400 level units modules.

Fees
The total course fee is $75,000. This fee includes all course materials, classrooms, use of SPACE computer facilities, instructions, marking of assignments, projects, study guides and one exam, 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 ($30,000) must be paid within one week before commencement of the course. The second payment ($25,000) should be paid before commencing EDAS471, and the third ($20,000) before commencing EDAS550.

Application Procedure
The coming intake will start on 16 September 2000. Detailed information can be obtained by sending a $2.4 stamped self-addressed envelop to Ms Emily Chin, 8/F, T T Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Fax: 2858 8472)

Closing Date for Application
3 August 2000

Bachelor of Arts (Hons) Work Based Studies in Education

Middlesex University
(Subject to approval)

This part-time two-year honour degree programme is offered in association with Middlesex University, UK. It is for teaching practitioners who have at least a two-year Certificate in teaching and three years of teaching experience. The course draws on the participants' professional work experience for portfolio self-assessment leading to accreditation, supplemented by taught modules for further enhancement. The taught modules include "Professional Development in Teaching", "Research Skills for Language and Education" and "School Management and Improvement", which focus on the application of knowledge learned in class. Please contact Ms Carmen Chan on 2975 5685 after June 2000 for more details.

SE 09-102-00 (01)
Diploma in Applied Research Skills for Language and Education

Enquiries: 2975 5691

Introduction
This course has been designed to meet the growing demand for research skills among the large educational community in Hong Kong. The course will attract a significant number of applicants among teachers keen to conduct research in their classes, institutions, social environment and prepare themselves for higher degree study in the broad area of educational research.

Aims
This one-year programme aims at providing educational practitioners with a grounding in basic skills in educational research, with a special emphasis on applying these skills to issues relating to language - whether as an institutional problem (medium of instruction, translation, etc.) or as a subject of study (English, Mandarin, Written Chinese).

Course Content

PART I. THEORY & METHODS
- Performance outcome: Written essay on theory and methods

PART II. APPLYING THEORY & METHODS: 1ST RESEARCH PROJECT
- Performance outcomes: written research proposal and final report

Part III. 2ND APPLICATION PHASE: PREPARING A RESEARCH PROPOSAL
- Performance outcomes: oral presentations and written research proposals

Course Director
Professor David Nunan M.Ed. Exon, Ph.D. Flinders. Chair of Applied Linguistics and Director, English Centre, The University of Hong Kong. President, TESOL 1999/2000.

Duration
30 meetings (in large and small groups) and 4 research group consultations.

Date & Time
Wednesdays, 6.30 -9.30 p.m., starting 20 September 2000.
Meetings will feature a combination of seminar and tutorial/workshop sessions.

Venue
University Campus

The Course will :
- offer a thorough background for anyone interested in engaging in educational research, or in a higher degree in education, applied linguistics or language teaching.
- equip educationists with the kinds of investigative and problem-solving skills vital to continue their life-long education.
- incorporate the role of computers as research, writing and learning tools.
- provide an ideal platform for a higher research degree in education, and be transferable to participants' workplaces, and to equip them to perform an active role in educational research and planning

Entry Requirements
Students should have a post-secondary teaching qualification and a minimum of one year's teaching experience. An interest in the medium of education would be an advantage.

Career Paths
This Diploma is aimed at educational practitioners engaged in either teaching or administration, who have academic or professional reasons for wishing to develop research skills which they can apply to their work or further study.
The Diploma is designed to prepare participants for entry to study at Masters or PhD level in the areas of education, language and applied linguistics.

Application Procedure
Applicants should return the following to Ms Emily Chin at SPACE, 8/F, T.T. Tsui Building, HKU:
1) standard SPACE enrolment form
2) copies of academic certificates
3) a crossed cheque for the course fee, payable to "HKU SPACE"
4) a letter briefly outlining their experience in education or training, and how they think they will benefit from the course

Course fee : $14,500

Deadline for Application : 6 September 2000

SE 09-103-00 (91)
Certificate in Self Evaluation for School Management and Improvement
(Subject to approval)

Enquiries: 2975 5865

Introduction
In Hong Kong, as in many other parts of the world, there has been a significant move towards the development of the self managing school, both in the public and the international schools sectors. This concept is strongly reflected in the consultation paper published by the Hong Kong Government's Advisory Committee on School-based Management: 'Transforming Schools into Dynamic and Accountable Professional Learning Communities' (February 2000). The assumption is that schools will prosper if they feel a sense of ownership for their own development, and evaluate themselves.

This course is designed for middle and senior managers in primary and secondary schools, especially if they are already in self-managing schools, or in schools that are planning to move in this direction. It will also be of interest to school administrators, advisers and inspectors.

Aims
At the end of the course participants will understand:
- the processes which promote the successful self evaluating school.
- the development of a whole-school approach to self evaluation, including action planning.
- patterns and processes of self evaluation enquiry in schools.
- strategies for monitoring and evaluation.
- the relationship between school self evaluation and school improvement.
- the inter-face between self evaluation and external audit / inspection.

Course Content
There are 6 modules:
Module 1 - Developing a school climate conducive to self evaluation.
Module 2 - Ensuring a whole school approach to self evaluation - roles, goals, self evaluation as a key dimension for strategic policy formulation and action planning.
Module 3 - Exploring models of self evaluation enquiry, including the formulation of evaluative criteria. Patterns and processes of managing self evaluation enquiry in schools.
Module 4 - School self evaluation as a key strategy for school improvement. The role of the external 'critical friend' in supporting self-evaluation.
Module 5 - School self evaluation and inspection as a key strategy for school improvement.
Module 6 - School self evaluation and external audit as complementary process in ensuring school effectiveness.

The course includes lectures, presentations from teacher-practitioners, including video of work in schools, group work and tutorials. Curriculum materials devised by schools will be available to course members.

Overall, the course has a strong theoretical framework, but also reflects the practical experiences of schools in undertaking self-evaluation, particularly within the Hong Kong education service.

Classes will usually take place on Wednesday evenings or, occasionally, on Saturdays.

Entry Requirements
Applicants should be qualified teachers.

Assessment
This will involve the following:

1. An assignment reviewing aspects of current research literature on the theoretical aspects of self evaluation enquiry.
2. An assignment requiring reflection on the course member's school or organization's context with respect to culture/self evaluation.
3. An assignment based on a self evaluation enquiry within the course member's school or organization. This will be a reflective study to evaluate the process and outcomes of the enquiry, including the school / organization improvement dimension.

Access to Further Studies
This course should provide a very useful foundation for students progressing to higher degree courses in education (e.g. UNE-SPACE, MEd Administration).

Teaching Schedule
Date and Time: 6:30 - 9:30p.m., starting 20 September 2000, Wednesday

Venue : To be confirmed.

Course Director
Trevor Higginbottom - BA(Hons), PGCE, Education Consultant on Self-Evaluation, formerly UK HMI, Local Education Authority Chief Adviser and Senior Education Officer, English Schools Foundation, HK.

He will lead a core team of three other lecturers / tutors and six contributory speakers.

Fee : HK$8,500

Application Procedure
Applicants should complete and return the standard enrolment form enclosing copies of the academic certificates and the appropriate course fee by crossed cheque or banker's draft made payable to "HKU SPACE" to SPACE HKU Campus address.

Closing Date for Application
1 September 2000

SE 09-101-00 (01)
Postgraduate Certificate in Tertiary Educational Administration and Management

Tertiary education is changing rapidly - and so are the needs of those who administer it.

Enquiries: 2975 5865

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 information systems all have an impact in 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.

Exemption
Students holding this Postgraduate Certificate may apply for exemption from the University of New England MEd programme in administration.

Course Content

- The Role of the Administrator in Tertiary Education
- Development of Tertiary Education in Hong Kong
- The Role of the University Grant Committee
- Governance and Administration of Hong Kong Institutions
- Financial Management and Resource Allocation
- Quality in Teaching and Research
- Administrative Skills in Tertiary Education
- The Nature and Needs of Students
- Health and Work Safety in Tertiary Education
- Career Development for Administrators
- The Use of Computers & Information Technology in Administration

Course Structure
- Seminars and workshops
- One-day workshop on the techniques of oral communication in the tertiary administrative setting.
- Individual project, on which a report must be submitted and assessed.
- Assessed coursework and reading.
- Visit to Shanghai Tertiary Institution

Course Director
Mr. Elfed Roberts B.Sc. (Econ), M.Sc. (Econ), Dip. Ed. (Wales)

Aims and Objectives
- to convey an understanding of the nature and purposes of higher education and of the contribution which administrators can make to achieving these purposes;
- to provide some insight into the development of tertiary education in Hong Kong, and the different institutions which form part of it;
- 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;
- 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;
- to provide an opportunity for students to exchange and compare experiences and problems arising in the day-to-day work of administrators;
- to help course members develop a professional network of contacts.

Assessment
Award of the certificate will depend on:submission of a project of 3,000 to 5,000 words, attendance at a minimum of 80 % of classes, submission of a satisfactory report on at least one of the modules of the course, and satisfactory performance in workshops.

Date & Time : Wednesday, 6:30-9:30p.m., starting 10 January 2001

Venue : To be advised

Closing Date for Application : 30 December 2000

Application Procedure
Applicants should complete and return the standard enrolment form enclosing copies of the academic certificates and the appropriate course fee by crossed cheque made payable to "HKU SPACE" to SPACE HKU Campus address.

Fee : $15,300 (25 meetings)

SE09-058-27-01 (01)
應用教育測量
Applied Educational Measurement

查詢: 2975 5691

教育測量是對教育現象進行定量化測定的一門學科、主要研究對教育或教學效果進行測量的原理和方法。目前教育測量對課程設計、教育評價、教育研究等都發揮著很大的作用。

課程包括：
- 教育測量與教育評價
- 教育目標
- 測驗的效度
- 測驗的信度
- 客觀題測驗
- 論述題測驗
- 傳統測驗以外的量度工具
- 情意領域的量度
- 基本統計概念
- 項目分析
- 標準參照測驗
- 敘模參照測驗
- 課程評價中干擾量度結果的因素

(名額三十人)

導師 : 蔡克己先生
開課日期及時間 : 2000年9月2日起 逢星期六9:30 - 11:00 a.m. (共十二講)
地點 : 另行通知
全期學費 : $800

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.

SE 09-072-09-01 (01)
幼兒音樂教育
Music Education for Young Children

SE 09-072-08-01 (01)
小學音樂教育
Music Teaching for Teachers of Primary School Children

SE 09-072-10-01 (01)
中學音樂教育 NEW
Music Teaching for Teachers of Secondary School Students

SE 09-072-11-01 (01)
弱能兒童音樂教育 NEW
Music Teaching for Teachers of Handicapped School Students

查詢電話: **2975 5685**

這四項課程為幼稚園、幼兒院教師、小學教師、中學教師和弱能兒童音教師提供基本而全面的音樂教學訓練。

內容包括

1. 介紹Kodaly，Dalcroze，Orff，Suzuki，Carabo-Cone，Gordon等教學法及分別在幼稚園、小學、中學和弱能兒童音樂教育的應用;
2. 探討『潛能發展模式』、『Piaget學習理論』及『新一代音樂教學法』怎樣運用於幼兒、小學和中學音樂教育；及弱能兒童音樂教育如何做音樂治療;
3. 研習上述教學法的教學技巧，及音樂技巧，包括基本和聲、指揮、配樂及敲擊樂演奏等，以配合教學，並推行課外活動，如參加音樂比賽;
4. 介紹各幼稚園、小學、中學和弱能兒童音樂教科書及參考書重點；和
5. 綜論幼稚園、小學、中學和弱能兒童音樂教育的功能、課程設計及行政模式。課程深入淺出，務求老師能把所學應用實踐於教學。

導師 : 劉超祺先生
B.A., Dip.Ed.,Cert.Sp.Ed., Cert. Aural Rehab., M.A., M.Div, PhD Cand., F.Coll.P.(UK)

地 點 : 香港弱能、健全、資優兒童音樂家庭
九龍油麻地彌敦道475-475A
康樂大樓二樓 (油麻地地鐵站C出口向佐敦方向行十二個舖位)

全期學費 : $1,930（每項課程）

開課日期及時間：

幼兒音樂教育	:	2000年9月5日起逢星期二 7:30 - 10:00 p.m. (共二十講)
小學音樂教育	:	2000年9月6日起逢星期三 7:30 - 10:00 p.m. (共二十講)
中學音樂教育	:	2000年9月7日起逢星期四 7:30 - 10:00 p.m. (共二十講)
弱能兒童音樂教育	:	2000年9月8日起逢星期五 7:30- 10:00 p.m. (共二十講)

(每課程名額三十人)

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.

SE 15-108-00 (01)
Postgraduate Diploma in Public Relations

Introduction
This is the first postgraduate Public Relations programme to be offered in Hong Kong. It has been designed for:
- Newcomers to PR, by introducing them to current PR practices and preparing them for work in the field;
- Existing PR practitioners, by enhancing their PR skills and training them to be managerial professionals.

Programme Structure
The overall programme lasts for two years of part-time study. It has two parts:
- Introductory Modules
- Advanced Modules

The Introductory Modules must be taken by all students. They provide the basic skills and knowledge of Communication and Public Relations.

Introductory Modules

Module 1	:	Contemporary Public Relations	(21 hours)
Module 2	:	Communication Theory and Research	(21 hours)
Module 3	:	Communication through Media	(21 hours)
Module 4	:	Writing for Media Professions	(21 hours)
Module 5	:	Production of PR Materials	(21 hours)

Advanced Modules

Module 6	:	Core practices in Public Relations	(39 hours)
Module 7	:	Skills in Public Relations	(39 hours)
Module 8	:	Organizational Public Relations and Development of a PR Program	(6 hours)
Project	:	Students create and propose a real-life PR campaign	(20 hours)

The course will provide a lead-in to a Masters programme that will be launched in the near future.
A problem-solving approach will be adopted, allowing students to put the Communication and PR theory that they are taught into practice.

Assessment
Assessment is by course work, written examination and a final project.

Entry Requirements
All applicants:
- should have a first degree;
- have to submit examples of their writing in Chinese and English, on the basis of which they may be short-listed for interview;
- should have basic computer skills.

Application who do not have a degree, but who do have relevant experience, will be considered on their merits.

Course Coordinator
Mr. Chan Yee Hon, Programme Director, SPACE

Course Directors
Mr. Kwan Chuk Fai, Assistant General Manager (Corporate Communication), New World First Bus Services Ltd.;
Mr. Percy Ho, BA (HKBU), MA (Baylor)

Application Procedure
Applicants should complete and return the standard SPACE enrolment form, together with:
- copies of their academic certificates;
- copies of their Chinese and English writing samples;
- a letter briefly outlining their experience in education, training and working, and how they think they will benefit from the course to Miss Lam, SPACE, Journalism & Communication Section, 8/F T.T. Tsui Building, HKU, Pokfulam Road, Hong Kong.

(Enrolment is limited to 50)

Venue : S207, 2/F Admiralty Centre

Date & Time : Saturdays, 2:30-5:30p.m.,
starting 30 September 2000 (64 sessions)

Fees : $28,000, payable in two equal instalments.
There will be a non-refundable application fee of $150 payable with the application

Closing Date for Application : 30 August 2000

SE 15-101-00 (01)
Certificate Course in Public Relations

Objectives
This course comprises seven modules, each of which will focus on different aspects of communication theories and public relations practice. Upon completion, students are expected to possess a thorough understanding of what public relations is about and be capable of preparing and running public relations programs.

Course Content
Module 1 Introduction to Communication
Module 2 Introduction to Public Relations
Module 3 Media and Publicity
Module 4 Corporate Communication
Module 5 Marketing Communication
Module 6 Public Relations Evaluation and Research Methods
Module 7 Presentation of Public Relations Projects

Assessment
Students are required to attend 80% of the class meetings and pass all written tests following the completion of each module. They are also required to present a group project at the end of the course in order to receive the Certificate.

Medium of Instruction
All reading materials will be in English as will examination and group projects. Lectures will be delivered in both Cantonese and English.

Entry Requirements
Applicants should:
- be University/Post-secondary graduates;
- have a minimum of one year's relevant job experience.

Course Director
Charles M. Koo, MSc Ed (USC), MA (Madison, Wisconsin), PhD (Pacific Western)

Application
Completed application form with copies of qualification and a cheque payable to "HKU SPACE" to Miss Lam, SPACE, Journalism & Communication Section, 8/F T.T. Tsui Building, HKU, Pokfulam Road, Hong Kong.

Venue	:	S207 Admiralty Centre
Date & Time	:	Mondays and Tuesdays 8:00-10:00 p.m., starting 13 & 14 November 2000
Fee	:	$5,550
Duration	:	There will be 48 meetings with a total contact time of 96 hours.
Closing Date for Application	:	13 October 2000

SE 15-106-00(01)
Certificate Course in Corporate Communications

Objective
It is to give course participants a sound knowledge of corporate communications and to equip them with the basic and necessary skills to work in the field.

Course Outline

Introduction
1. Overview of Corporate Communications
2. Communication Theories, Media, Writing and Publication
3. Overview of Media Scene
4. Media Relations
5. Writing Press Releases
6. Writing Feature Stories
7. Writing Speeches
8. Fundamentals of Publication
9. Producing Annual Reports
10. Producing Newsletters
11. Operation of a Radio Station
12. Operation of a TV Station

Special Topics
13. Crisis Management
14. Political Public Relations and Lobbying
15. Corporate Identity
16. Image Building
17. Event Planning
18. Event Implementation
19. Survey and Research
20. Corporate Communications for Utilities
21. Corporate Communications for Social Service Organisations
22. Corporate Communications for Educational Institutions
23. Corporate Communications for the Tourism Industry
24. Financial Communications
25. Survey and Research
26. Setting Up a Public Relations Agency
27. In-house Communications
28. Sponsorship and Donations
29. Legal Aspect of Corporations
30. Corporate Communications in Cyberspace
31. Examination
32. Review of Examination; Future Trends in Corporate Communications

Course Director
Mr. Lo Tze On, Dip (HKBU), General Manager, Kalmet Promotions Co. Ltd.

Lecturers
Mr. Ross Lai, BA (HK), MA (CUHK), MBA (Murdoch), Chairman, PR Association Hong Kong
Mr. Lo Tze On, Dip (HKBU), General Manager, Kalmet Promotions Co. Ltd.
Ms. Sharon Au, BSocSc (HK), Director, Sharon Au Wedding Consultants.
Mr. Hui Bun, DipSW (HKBC), MSW (HKU), Assistant Sales Manager, New York Life Insurance Company.

Medium of Instruction
All teaching materials and handouts will be in English, as will examination and project assignments. However, lecture delivery and class discussion will be in both English and Chinese.

Entry Requirements
Applicants should be:
- university graduates in any discipline, with one year's experience in the Public Relations field;
- or non-university graduates with three years' experience in the Public Relations field supported by a company recommendation letter.

Award
The Certificate will be awarded to those who:
- attend 80% of the course;
- pass the examinations as required;
- and, complete all the assignment and projects satisfactorily.

Application
Completed application forms with copies of qualification and a cheque payable to the "HKU SPACE" to Miss Lam, SPACE, Journalism & Communication Section, 8/F T.T. Tsui Building, HKU, Pokfulam Road, Hong Kong.

Venue	:	S207 Admiralty Centre
Date & Time	:	Wednesday, 8:00 - 10:00 p.m., starting 27 September 2000 (40 sections)
Fee	:	$5,900
Closing Date for application	:	25 August 2000

SE 15-105-00 (01)
新聞學證書班
Certificate in Journalism

課程宗旨
本課程專為有志從事新聞事業及對新聞事業有興趣或日常工作與新聞事業、新聞寫作有密切關係之人士而設，提供專業的訓練，更通過各項參觀與實習，讓學員對新聞事業有全面性的認識，而現時的新聞工作從業員，又可藉此課程得到進修的機會，以提高工作的效能。

課程內容
新聞學導論；大眾傳播媒介與傳達學；新聞採訪與新聞寫作；新聞翻譯；編輯學；廣播與電視；有關新聞學專題講座；及實習與參觀。
(名額三十二人)

入學資格
申請人須至少具下列任何一項資格：（甲）持有大專畢業證書；（乙）大學入學試合格（若不能達到此程度，則中英文中學會考須五科合格，而中英文成績良好）；（丙）在各大報館、電台、電視台或出版機構從事記者或行政工作三年以上。

結業證書
課程結束後，學員若能符合下列三項條件，則可獲取本學院頒發證書：(一) 畢業考試合格；(二) 上課次數超過百份之八十；及 (三) 完成所有課程作業。

申請手續
申請者須於9月23日以前將申請表格及函件寄回香港大學專業進修學院，香港大學徐展堂樓8樓林小姐。函內須附回郵信封，原服務機構推薦信，二吋半身近照一張，學歷及工作經驗證件副本及詳情。報名時請以支票付款。

主講人	:	麥華章先生(經濟日報副社長) 徐少驊先生 張林森先生(公共關係顧問) 林平衡先生 梁麗珠小姐(公開大學導師) 李錦洪先生(時代論壇社長兼總編輯) 何鉅華先生(資深電視及報刊行政人員)
地　點	:	容後公佈
開課日期及時間	:	2000年10月11日起 逢星期三 8:00-10:00 p.m.
全期學費	:	$7,800

(共四十八講，另加兩星期六實習與參觀)

SE 15-102-00 (01)
專業及廣告攝影證書課程
Certificate Course in Photography for Professionals & Advertising

本課程宜供已修讀四十小時課程的學員深造進修，課程包括：一、特技攝影—高速動態凝固、戲劇性投影、激光影像、太空效果、色光分離、GOBO圖像、光繪LIGHT-PRINT紅外線、黑白正片、8x10保麗來；二、歐、美、日攝影大師介紹及作品欣賞；三、香港著名攝影師訪問；四、專業攝影器材講座；五、參觀PRO-LAB及數碼輸出中心OUTPUT—CENTER；六、廣告數碼攝影；七、成立影樓及經營職業攝影方法；八、外籍專業模特兒咭片COMPOSITE實習；九、攝影潮流及趨勢；十、數碼攝影工作室；十一、戶外廣告攝影實習；十二、學員畢業作品集研討。學員必須拍攝作品集一套，作為證書成績釐訂及畢業標準，學員將頒發證書。本學院有權挑選合資格的申請者入學。
(名額十二人)

講師/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)
開課日期及時間 ：2000年10月5日起逢星期四 7:30-9:30p.m.（共二十講）
學　費 ：$3,190
截止報名日期 ：2000年9月9日

專業及廣告攝影課程（初級班）
Photography for Professionals & Advertising - Basic Course

本課程適合一般對攝影有興趣，有志於晉身「專業攝影」人士選讀。課程中理論與實習並重，教授專業攝影電腦及黑房器材的使用方法及操作原理，先充份了解專業攝影器材各個系統，從而掌握有關技術。主要內容包括一、專業大型4x 5 相機系統；二、專業黑白沖晒技巧包括自動沖機及可變反差黑白放大；三、影樓燈光系統及特性；四、舞台及表演攝影；五、測光系統；六、專業立體3D攝影系統；七、數碼錄影系統；八、照片庫之經營方法；九、前背景投式幻燈機操作；十、支柱腳架天花路軌影棚設計；十一、專業數碼相機及電腦工作站，及十二、影樓人像拍攝實習。

將提供三百餘萬頂級專業攝影電腦及黑房器材免費作實習用。黑房及影樓三千呎。但學員需自付消耗性材料如菲林、藥水等（約$150）。

(每班名額十四人)

講師/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)
學　費 ：$1,590

SE 15-043-12-11(01)
開課日期及時間 ：2000年9月18日起每星期一 7:30-9:30p.m.（共十講）

SE 15-043-12-12(01)
開課日期及時間 ：2000年9月19日起每星期二 7:30-9:30p.m.（共十講）

SE 15-043-12-13(01)
開課日期及時間 ：2000年9月20日起每星期三 7:30-9:30p.m.（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（修讀初級班優先取錄）。課程著重介紹商業攝影技巧及方法，認識攝影助手、攝影師及開設影樓等專業攝影工作，課程包括一、8 x10大型相機及商品攝影；二、微距與微型產品如晶片，鑽石攝影；三、專業彩色沖晒，黑房包括彩色自動沖機，幻燈片直接晒相；四、TURBO-FILTER製作廣告照片；五、專業模特兒咭COMPOSITE拍攝實習；六、全景建築攝影與室內設計拍攝方法；七、室內影樓燈光婚紗攝影實習；八、海報與插圖攝影；九、100MB6000X7000DPI以上高解像度商品數碼攝影；十、廣告常用之數碼特技。

(每班名額十四人)

講師/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)
學　費 ：$1,665

SE 15-043-16-11(01)
開課日期及時間 ：2000年12月4日起每星期一 7:30-9:30p.m.（共十講）

SE 15-043-16-12(01)
開課日期及時間 ：2000年12月5日起每星期二 7:30-9:30p.m.（共十講）

SE 15-042-08-11(01)
雜誌編輯
Magazine Editing

雜誌編輯這門學問，既是藝術，又是管理學。雜誌的編輯，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，辦得成功與否，都倚賴編輯的修養。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、字體研究及電腦輔助編務；編輯工作的責任感和時間控制。

講師/導師 : 吳萱人先生
資深報刊編輯、出版人
地　點 : 容後公佈
開課日期及時間 : 2000年10月13日起每星期五 8:00 -10:00 p.m.（共七講）
學　費 : $660

SE 15-043-19-11(01)
電腦輔助美術設計
Computer-aided Design with Personal Computers

本課程適合從事傳統設計、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，故學員須在家中自備電腦及每週花上不少於五小時的實習時間。導師將於適當時候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）的工作環境及操作；電腦字形系統的應用；Corel Draw 的應用；Picture Publisher 的應用；及輸出的過程及其質量控制。
(名額三十人)

講師/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)
地　點 : 容後公佈
開課日期及時間 : 2000年12月1日起每星期五 8:00 -10:00 p.m.（共六講）
學　費 : $520

SE 15-042-03-11(01)
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，隨時隨地都需要談吐應對，或發表言論，現身說法，或肩負司儀職務，甚至以聲音作藝術表演。但是話怎樣才能說得得體，聲調運用得優美，情感貫注，產生感染力，而達到悅耳傳神，聲情並暢的境地，就有賴於口才的訓練，運聲技巧的掌握，語調情感的控送，以及對聲藝應用在不同聽覺藝術範疇時的不同表達方法，有深入的認識與探討。本課程對此提供研究和學習機會。
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)

講師/導師 : 彭永才先生
前亞洲電視藝員訓練主管及導師
地　點 : S9金鐘海富中心
開課日期及時間 : 2000年10月13日起每星期五 6:00 - 8:00 p.m.（共八講）
學　費 : $800

SE 15-043-04-11(01)
Advertising in Marketing Management
廣告學與市場管理

In a rapidly changing market environment with the upsurge of interactive media, the role of traditional mass media in advertising and marketing has yet to be redefined. This course will look at the new challenges, new thinking and discuss new on-line and off-line advertising and marketing strategies. Creative media applications will also be covered. Classic advertising management model and creative theories will be discussed.

Tutor : Mr. C. W. Mak
Venue : Shek Kip Mei Learning Centre
Date & Time : Thursday, 8:00 - 10:00 p.m.
14 September, 2000 (8 meetings)
Fee : $620

Areas of interest will include:

- How to create "Total brand experience -品牌全體現", integrating new media with traditional media experience?
- How internet marketing impacts on customer relationship maintenance and how mass media advertising shifts its role in marketing management?
- How to measure the effectiveness of new media?

SE 15-043-18-11(01)
Concept Mapping Application in the 21st Century

The importance of concept mapping as a cognitive tool has become more and more prominent in the last 10 years in the Western world. Front-line intellectuals, managers, politicians and professionals are using this strategy to assist them in their day-to-day operations. It has now become a basic course for students in many universities. Dr. Chan will share his personal experience on the application of this strategy over the last 20 years and demonstrate with concrete examples how it has assisted him in learning acquisition, lecturing, administration, planning, reading, problem solving, data storage, case analysis and synthesis with very high efficiency.

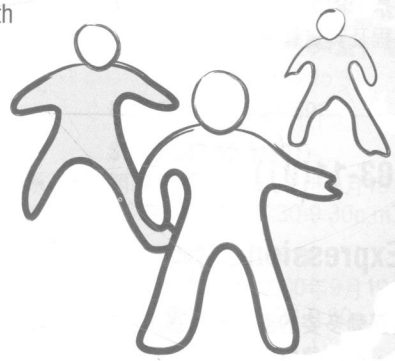
This course will be of particular benefit to:

- professionals who are required to assimilate a high volume of information and to solve problems at short notice.
- trainers and lecturers who have to conduct effective deliveries to all types of audience.
- social workers and psychologists who have to manage critical cases with

Reference: Buzan T., The Mind Map Book (London; BBC Publishing 1995)

Medium of instruction: Cantonese and some English.
(Enrolment is limited to 20)

Tutor	:	Anthony Chan CTT, DRS, BSc, MSc, MA(Ed), MA(ClinPsy), PhD
Date & Time	:	Wednesdays, 6:00 - 10:00 pm, starting 9 August 2000 (4 meetings)
Venue	:	Meng Wah Complex, RmZ-S727, HKU Main Campus
Fee	:	$730
Closing Date for Application	:	26 July 2000



SE 15-042-14-11(01)
Advanced Business Communication and Presentation Skills Workshop

Background
Giving effective presentations is an indispensable part of being a successful manager or member of a profession. However, this involves more than just having the necessary technically skills. This workshop will give participants additional skills that will enable them to:

- analyse and connect with their audience;
- win the confidence and trust of their audience at the subconscious level.

Aims

- To enhance the communication and presentation skills of the participants to the subconscious level through the application of the "Ten Golden Rules" of presentation
- To master the art of listening and meeting techniques for achieving "win-win" situations
- To impress clients, colleagues and management, making each encounter an enjoyable and fruitful one

Tutor
The tutor will be Mr. Fung King Tak who has wide experience as a solicitor and banker in Hong Kong. He is a prominent and persuasive speaker who has developed and successfully applied the "Ten Golden Rules" to marketing, negotiation and presentation in his career.

Entry Requirements
There is no specific requirement. Anyone who would like to improve their communication and presentation skills is welcome.

Medium of Instruction:
Cantonese with presentation exercises in English or Cantonese.

(Enrolment is limited to 30)

Tutor	:	Mr. Fung King Tak BSc (HK), PCLL(HK), LLM (HK)
Venue	:	SPACE HKU Campus
Date & Time	:	Saturdays, 2:00 - 6:00 p.m. starting 16 September 2000 (4 meetings)
Fee	:	$1,500

SE 15-043-13-11(01)
錄影製作初階
Basic Techniques of Video Production

本課程利用講解及分組討論形式，逐一介紹錄影製作各環節，先從認識各類型攝影器材開始，內容包括 (一) 攝影機及鏡頭的運用； (二) 各類作品分析； (三) 拍攝技巧；(四) 燈光效果；(五) 音響控制；(六) 劇本創作；(七) 剪接功能；(八) 混音/配音。課程除講授外，並輔以佳作示範及實地拍攝工作，理論與實際互相配合。

(名額二十四人)

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 : 2000年10月7日起
逢星期六 4:00 - 6:00 p.m.
(共十二講)
地點 : 金鐘教學中心（海富中心）
全期學費 : $1,200

SE 15-043-08-11(01)
錄影製作進階
Advanced Techniques of Video Production

本課程著重從實際拍攝中熟習錄影製作技巧，學員須構思劇本，參與前、中、後期製作，並參加演出。課程以單機製作為主，探討以不同敘事風格處理同一題材之結果。內容包括 (一) 影像敘事文法；(二) 一般攝錄、燈光、聲效技巧；(三) 有效率的攝錄隊如何工作；(四) 現場實習；(五) 把錄影機之電子效果溶入劇中；(六) 即興習作；(七) 後期製作；及(八) 平衡之創作心態。

(名額三十人)

導師 : 王璐德女士、黎頌圖先生、黎秋華先生
講授語言 : 粵語為主，部份以英語講授
開課日期及時間 : 2000年12月9日起
逢星期六 4:00 - 6:00 p.m.
(共十二講)
地 點 : 金鐘教學中心
全期學費 : $1,200

SE 15-042-17-11(01)
商場溝通技巧
Communication in a Commercial World

本課程目標在指導學員：(一) 在極短時間內洞悉溝通對手的性格；(二) 運用適當的溝通技巧，以達致銷售、會議或談判的目的。講者將以相學及身體語言的閱讀為基礎，輔以廿多年的跨國商場經驗，再融匯了市場、銷售、會議、談判、公關的管理及人際溝通技巧，引導學員在商業洽談中爭得較高贏面。總之，本課程結合觀人術與溝通策略，教懂短時間內掌握客戶性格的竅門，及在辦公室政治遊戲生存的技巧。

(名額四十人)

導師 : 黃愛媚女士 BA (HK)
開課日期及時間 : 2000年9月27日起
逢星期三，8:00-10:00 p.m.
(共四講)
地點 : 另行通知
全期學費 : $640

SE 15-042-15-11(01)
Public Relations for Insurance Agency

Objective
In a highly competitive society, it is necessary for insurance agents and personnel to equip themselves with various skills. This course aims to provide them with the public relations skills to communicate better with their customers.

1. Definition of "Public Relations"
2. Functions of "Public Relations" in Insurance
3. Communication Theories
4. Planning and Implementing Public Relations Activities (2 lectures)
5. Building of Image (2 lectures)
6. The Use of Public Relations Tools
7. Chinese Writing in Insurance

(9 lectures in total)

Lecturers : Mr. Lo Tze On, Dip (HKBU), General Manager, Kalmet Promotions Co. Ltd.
Ms. Sharon Au, BSocSc (HK), Director, Sharon Au Wedding Consultants.
Mr. Hui Bun, DipSW (HKBC), MSW (HKU), Assistant Sales Manager, New York Life Insurance Company.
Date & Time : Mondays, 8:00-10:00p.m. starting 11 September 2000
Venue : Admiralty
Medium of Instruction : Cantonese
Fee : $1,450

SE 15-042-16-11(01)
Chinese News Writing as a Tool in Daily Life
中文實用新聞寫作技巧

News writing is not only an essential tool for journalists to do their reporting and editing work; but also a skill that non-journalists should learn to master in the conducting of their daily businesses. Taking advantage of the precision and economy of news writing, one can communicate much better and more directly with his or her superiors, colleagues and clients, with more efficiency and effectiveness.

Week 1: Five Fundamental Concepts of News Writing
Week 2: The Lead: Eight Varieties for Different Purposes
Week 3: The Body: Sequence, Link and Style
Week 4: The "Catch": From Eye-catching to Heart-catching
Week 5: News Writing for Press Releases
Week 6: News Writing for Public Relations
Week 7: News Writing for Private Purposes
Week 8: News Writing for the Business Sector

Medium of Instruction: Mandarin, with some English

Instructor : Mr. Tai-sheng Chang,
BA (Soochow University, Taiwan), MA (Webster University, St. Louis, MO, USA), PhD (Columbia State University, Mettaire, LA, USA); Controller, News & Public Affairs, ATV
Date & Time : Mondays, 8:00 - 10: 00 p.m., starting 9 October 2000.
Venue : To be announced.
Fee : $1,200

SE 15-043-22-11(01)
專業廣告數碼攝影課程
Photography With Digital Camera

本課程旨在訓練利用電腦及數碼相機製作各種商業及廣告用途如証件，海報，封面等攝影。 課程以實習為主，包括(一) 135 單鏡反光數碼相機; (二) 120 中型數碼相機；(三) 4X5 大型數碼相機; (四) 熱昇華及大型打印機PORTER之運用；(五)廣告用繪圖軟件PHOTOSHOP，PAINTER，FREEHAND，CORELDRAW，PHOTOIMPACT ---等常用效果。

本課程提供逾千呎影樓，逾百萬數碼相機， WORKSTATION，打印及攝影系統，但學員需自備消耗性材料.($150)

(每班名額八人)

導師 : 蔡克信先生
香港專業攝影師公會會員
地 點 : 康怡影樓 (香港康怡花園M1516室)
(Studio 3)
全期學費 : $2,400
開課日期 : A 班 - 9 月2日
B 班 - 12月2日
C 班 - 3 月3日
逢星期六4:00 - 6:00 p.m.
(共十講)

SE 15-043-23-11(01)
專業廣告人像、時裝及婚紗攝影課程
Photography for Portrait, Fashion and Wedding Gown

本課程適合以人物攝影作 "創業" 途徑人仕修讀，理論及實習並重，內容包括(一) 專業攝影師攝常用器材運用；(二) 影樓燈光效果，(三) 佈光原理與測光系統，(四) 特別菲林運用及沖洗原理；(五) 專業黑白照片自行大幅放大；(六) 歐、美、日寫真大師示範及作品欣賞；(七) 數碼人像；（八至十）實習課三堂，本課程提供逾千五呎影樓，近百萬燈光設備，但學員需自備消耗性材料 ($150) 另選用(AMA) 香港專業模特兒公會之模特兒，各學員需自備相機及菲林作實習及繳付模特兒費事 ($400)。

(每班名額八人)

導師 : 蔡克信先生
香港專業攝影師公會會員
地 點 : 柴灣影廠
(香港柴灣工業城第1期1812室)
(Studio 3)
全期學費 : $2,400
開課日期 : A 班 - 9 月3日
B 班 - 12月3日
C 班 - 3 月4日
逢星期日4:00 - 6:00 p.m.
(共十講)

Politics & Public Administration 政治及公共行政

TEL電話 : 2975 5691 FAX傳真 : 2858 3404

SE 25-060-05-01(01)
Social Science Research Methods

This course will introduce the basic principles of social sciences research and the main research techniques in both quantitative and qualitative research. It will also help students develop their analytic problem solving ability and improve their skill in writing research proposals and reports. Course content includes the philosophical foundation of social science research; methodological foundation of social science research; quantitative research methods in social science and qualitative research methods in social science.

Tutor : Dr Lui Kwok-man
Date & time : Saturdays,4:00 - 6:00p.m., starting 2 September 2000 (12 meetings)
Venue : To be announced
Fee : $750

Medium of Instruction: Chinese, supplemented with English.

Psychology 心理學

TEL電話 : 2975 5655 FAX傳真 : 28588472

SE 26-706-00(01)
Certificate in School Counselling and Guidance

This course is sponsored by the Education Department for secondary school guidance teachers. It is due to begin in September 2000, and will be completed in July 2001. The objective of the course is to provide training for guidance teachers, to make them more effective in helping students who have difficulty in coping with school life, in handling themselves and in their interpersonal relationships. Considerable emphasis will be given to enhancing the competence of the guidance teachers in team work and in developing preventive programmes within the school setting.

Course Content
- Human growth and development (particular emphasis will be given to childhood and adolescence)
- Communication and interviewing
- Guidance and counselling theories and their application in school settings, with special reference to the whole school approach
- Administration and team building of the school guidance team
- Other related issues (e.g. adolescent suicide) and skills (e.g. managing stress, communicating with parents etc.)

Teaching Format
- Lectures
- Case Studies
- Role Plays
- Skills Workshops
- Practicum (the class will be divided into small groups to practise counselling and guidance skills)
- Panel Discussions
- Project Work

Participants are expected to undertake a reasonable amount of reading as directed by the tutors.
This course will be conducted in Cantonese.

Award
To qualify for the award of the certificate, students must attend no less than 80% of the meetings and complete the written assignments satisfactorily. Practical work will also be taken into consideration.

Time of Meetings
(1) Regular meetings & Workshops
Saturdays, 9:30 a.m. - 12:30 p.m.
September 2000 to July 2001

(2) Practicum
The class will be divided into 4 groups. These practicum group meetings are usually held on Saturdays and/or weekday evenings if the group(s) so desire. A total of 10 such meetings are expected throughout the course.

Duration
16 September 2000 to 7 July 2001

Venue
For regular meetings and Workshops:
Room S7, 3/F, Admiralty Centre.

Practicum
Either at the SPACE Admiralty Learning Centre or at HKU. Detailed arrangements will be announced when the course starts.

Admission
This course is open to all secondary school guidance teachers.
Enrolment is limited to 40

Deadline for Application
8 June 2000

Enquiries
All enquiries should be directed to Mrs. Y.L. Cheng, Senior Programme Manager, SPACE, at 2975 5655. (All correspondence should be addressed to SPACE, 8/F., T.T. Tsui Building, HKU, Pokfulam Road, Hong Kong)

SE 26-707-00 (01)
Certificate in Careers Teachers Training

This course is jointly sponsored by the Education Department and the Labour Department for secondary school teachers with the following objectives:

- to provide participants with the necessary basic theories and principles relevant to careers guidance and counselling.
- to help participants acquire basic skills for carrying out the work of careers teachers.
- to kindle awareness of, and interest in the development of careers education, and careers guidance/counselling.

With more facilities and opportunities made available for young students, and limited involvement of family in helping their children, many students feel helpless when they have to make decisions over further studies and careers choice. Hence there is tremendous need for careers guidance and counselling. This course reflects the needs both of the students and of the careers teachers as they carry out their tasks. Participants are invited to re-examine the work of careers teachers in the light of basic theories and changing circumstances, to consider alternatives and to take an active part in all the practical work and exercises.

Content
Part A
Careers work and the target group:
Identification of objectives, scope, roles, tasks and resources in careers guidance/counselling; understanding adolescence.
Part B
Administration: team building and administrative system.
Information: careers, further study, employment and training, appraisal tests.
Part C
Skills in relation to: communication and interviewing; programme planning; group guidance; individual guidance/counselling; job application.

Format
Lectures, discussions, seminars, workshops, role plays, etc.
This course will be conducted in Cantonese.

Time of Meetings
Regular meetings: Saturdays, 9:30 a.m. - 12:30 p.m. from
9 September 2000 to 7 July 2001

Workshops
Workshop I : Saturday, 9:30 a.m. - 5:00 p.m., 9 September 2000
Workshop II: Saturday, 9:30 a.m. - 5:00 p.m., 21 April 2001

Venue
Room S6, 3/F, Admiralty Centre.

Entry Requirement
Applicants must be:
- serving Careers Masters/Teachers (preference will be given to Careers Masters)
- and either (a) graduates of recognised universities or (b) holders of Certificate of Education/Teacher Certificate or the equivalent

Enrolment is limited to 35

Deadline for Application
16 June 2000

Award
A SPACE Certificate in Careers Teachers Training will be awarded to participants who have:
- attended at least 80% of the meeting,
- actively participated in lectures and workshops,
- completed assignments satisfactorily.

Teaching Staff
The teaching staff are drawn from experienced counsellors, school administrators, appointment service officers, and careers teachers.

Enquiries
All enquiries should be directed to Mrs. Y.L. Cheng, Senior Programme Manager, SPACE, at 2975 5655. (All correspondence should be addressed to SPACE, 8/F., T.T. Tsui Building, HKU, Pokfulam Road, Hong Kong)

SE 26-061-01-01 (01)
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增加，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
　　香港大學心理學榮譽教授
開課日期　：2000年10月11日起
及時間　　逢星期三6:15-7:45p.m.
　　(共十二講)
地　點　：香港大學
全期學費　：$750

SE 26-061-02-01 (01)
心理學導論（二）
Introductory Psychology II

此課程乃心理學導論（一）之延續，目的為向學員提供有關普通心理學的進一步認識，內容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
　　香港大學心理學榮譽教授
開課日期　：2000年10月11日起
及時間　　逢星期三7:50-9:20p.m.
　　(共十二講)
地　點　：香港大學
全期學費　：$750

SE 26-044-01-01 (01)
認識及培養在工作上的情緒智能
Understanding and Developing Emotional Intelligence in the Work Place

最新研究發現，在個人、家庭、工作及事業發展上，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、機構內的情緒能源、與上司、下屬及同事間的情緒處理、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。

(名額十五人)

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　：2000年10月3日起
逢星期二6:30-9:30p.m.
(共五講)
地　點　：統一中心十二樓UC-4室
全期學費　：$990

SE 26-044-02-01 (01)
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性格影響。本課程是特別為那些希望更加認識自己及別人性格的人士而設，有助促進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，參加者必須出席全部十一課。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　：2000年11月8日起
逢星期三6:00-8:00p.m.
(共十一講)
地　點　：統一中心十二樓UC-4室
全期學費　：$990

想創你個心—創意思考訓練
Workshop on Creative Thinking

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，能否發揮出應有的性能，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，就務要懂得「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！
本課程旨在向學員提供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) 五種認知能力的訓練：一、流暢力(Fluency)產生大量構想的能力；二、變通力（Flexibilty）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。

參加者請穿著便服上課。

(每班名額三十人)

導　師　：徐維磊先生前電台監製兼主持
地　點　：統一中心十二樓UC-4室
全期學費　：$980

SE 26-044-03-04 (01)
開課日期及時間　：2000年10月15日及22日星期日
9:30a.m.-1:00p.m.及2:00-5:30p.m.
(共二講)

SE 26-044-03-05 (01)
開課日期及時間　：2000年12月3日及10日星期日
9:30a.m.-1:00p.m.及2:00-5:30p.m.
(共二講)

SE 26-061-14-01 (01)
異常心理學導論
Introduction to Abnormal Psychology

本課程是為對異常心理學有興趣的人士而設。內容主要討論何謂異常心理，並分析常見的異常心理行為、成因及處理方法。範圍包括「正常」和「異常」的概念、兒童及青少年的心理發展及問題、成年人的心理發展、日常生活的壓力、精神病及異常性行為、暴力及自毀行為等等。
上課形式包括講座、個案分析和小組討論，授課以中文為主輔以英語，參加者應具有中五或以上程度。
(名額二十人)

導　師　：陳智川先生心理學家
開課日期　：2000年10月9日起
及時間　逢星期一6:15-7:45p.m.
(共十二講)
地　點　：石硤尾嘉智學校404室
全期學費　：$800

SE 26-061-08-01 (01)
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, Perlss'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.

Medium of Instruction : Cantonese, supplemented with English.
(Enrolment is limited to 20)

Tutors : Experienced clinical psychologists
Date & Time : Fridays, 8:00 - 9:30 p.m., starting 13 October 2000 (10 meetings)
Venue : Room UC-4, 12/F, United Centre
Fee : $850

SE 26-044-05-01 (01)
Effective EQ Programmes for Adolescents and Youth

On completion, participants should:
- have a sound theoretical base for EQ training;
- understand the principles and strategies of EQ programmes;
- be able to design effective programmes and activities for EQ training and
- have acquired the tactics and skills necessary for implementing EQ programmes for adolescents and youth.

The course will cover the following areas:
- Nature of Emotional Intelligence;
- "Emotional Awareness" programmes;
- "Emotional Management" programmes;
- "Thinking and Beliefs" programmes;
- "Stress Management" programmes and
- "Empathy and Interpersonal Effectiveness" programmes.

The class format consists of lectures, group discussion, experiential exercises, video and live demonstrations, role-plays and homework assignments.

The course will benefit helping professionals, such as social workers, counsellors and teachers,who work with adolescents and young people.

Medium of Instruction: Cantonese, supplemented with English.
(Enrolment is limited to 30)

Tutor : Simon K.K. Chow
M.A.(Ed.), P.D.(School Psy.)
Date & Time : Saturdays, 9:00 a.m. - 1:00 p.m., starting 14 October 2000 (5 meetings)
Venue : Room S13, 3/F Admiralty Centre
Fee : $990

SE 26-061-15-01 (01)
Understanding and Handling Specific Learning Difficulties

Specific Learning Difficulties/Disorders (SLD), occurs in a child of average or above average intelligence, and is characterized by a significant delay in one or more areas of learning. Parents, clinicians, and teachers who have not been trained in managing SLD children are very frustrated and unable to maintain a satisfactory relationship with them.

The purpose of this course is to :

- identify the Specific Learning Difficulties or Disorders in reading, writing, spelling, arithmetic, and languages (comprehension & expression);
- enhance the improvement in SLD children in terms of their attention, concentration,competence, impulse control, persistence, and sensory integration;
- improve SLD children's cognitive functioning and emotional status; and
- enhance the relationship among children, parents, clinicians, and teachers.

This course will be conducted bilingually. The 12 lectures will include case discussions and site visits in HK or China.

(Enrolment is limited to 20)

Tutors : Experienced Educational Psychologists
Date & Time : Fridays, 6:30 - 8:00 p.m. starting 13 October 2000 (12 meetings)
Venue : Room UC-4, 12/F, United Centre
Fee : $950

SE 26-061-17-02 (01)
Introduction to Psycho-Linguistics

Psycho-Linguistics is a discipline that studies all verbal behavior. It examines the relationship between language and a number of areas such as communication, thought, cognition, culture, race and social class. The course will cover the following topics: Language Acquisition; Language Production in Non-Humans; Language and Communication including Speech Act Theory and Verbal Probability Judgement, Language and Thinking including the Sapir-Whorf Hypothesis and Chinese/English Language and Thinking; Language, Race and Social Class; and Language and Cognition including Memory, Attention and Perception.

Apart from introducing the major concepts and theories, the course will discuss their applications in everyday life with special focus on Chinese society and language. It will be conducted in English and Cantonese. The class format is a combination of short lectures, group discussions, video-presentations and exercises.

(Enrolment is limited to 25)

Tutor : L.Y. Lau, Ph.D. (Manchester)
Date & Time : Tuesdays, 6:20 - 7:50p.m., starting 10 October, 2000 (8 meetings)
Venue : Room 403, Shek Kip Mei Kai Chi School
Fee : $800

SE 26-065-03-01 (01)
Working with Teams

This workshop aims at enhancing group facilitation skills of team leaders and managers. Topics to be covered are: Group processes, group conflict, group decision-making, facilitation skills.

There will be lecturettes, group discussions, games and role plays. Active participation is expected. This course will benefit team leaders and managers working in the private and public sector.

Medium of Instruction: Cantonese, supplemented with English

(Enrolment is limited to 20)

Tutor : Ms. Mary Lee, MSocSc (Clin Psy), MOrgPsy
Date & Time : Sundays, 9:00 a.m. - 1:00 p.m. & 2:00 p.m. - 6:00 p.m. 19 & 26 November 2000 (2 meetings)
Venue : Room UC-4, 12/F United Centre
Fee : $850

SE 26-063-04-01 (01)
書法心理及書法治療
Psychology of Calligraphy and Chinese Calligraphic Therapy

書法是中國文化的精髓，是傳統藝術，也是文化技能。幾千年來，人們對書法的興趣經久不衰，有關研究也浩如煙海。書法的吸引，必有令人著迷和神往的心理原因。歷來中國書法的心理科學研究對此提供了答案，本課程特別介紹近二十年的研究成果。

主題包括：
(一)書法的生理活動；
(二)書法的認知活動；
(三)書法的空間與視知覺活動；
(四)書法練習與保健；
(五)書法心理治療的理論、實驗及實踐。具體治療和保健相關的題目包括情緒失調、注意缺陷、多動行為；知覺、思維、智能障礙；心身疾病與認知能力退化等。

本課程歡迎醫生、保健及康復工作者、特殊教育、兒童教育及心理工作者和一般家長參加。

(每班名額二十五人)

講授語言 ： 普通話(輔以粵、英語)
導　師 ： 高尚仁博士
(香港大學心理學講座教授)
及客座講師
開課日期及時間 ： 2000年12月4日、11日及18日
逢星期一6:30 - 9:30 p.m.
(共三講)
地　點 ： 統一中心十二樓UC-4室
全期學費 ： $300

SE 26-063-04-02 (01)
Psychology of Calligraphy and Chinese Calligraphic Therapy

Chinese calligraphy is the quintessence of the Chinese culture. It is not only a traditional art, but also a cultural competency. Over the past few thousand years, people's interest in Chinese calligraphy has not faded; on the contrary, research in this area has been on the rise. The reasons people are fascinated with this traditional art will be revealed in this course by introducing psychological studies and theorization conducted in the past 20 years.

Topics to be covered include:
- the physiological changes associated with the writing of Chinese calligraphy;
- the cognitive changes associated with the writing of Chinese calligraphy;
- the psychogeometric principles of Chinese characters and Chinese caligraphy;
- Chinese calligraphy and health care;
- Chinese calligraphic therapy.

The final two topics will include the therapies for emotional problems, attention deficit,hyperactivity, mild mental retardation, psychosomatic diseases as well as cognitive deterioration.

This course will be appropriate for mental health professionals, physicians, school guidance teachers, counsellors, parents and any other helping professionals.

Medium of Instruction : English

(Enrolment is limited to 25)

Tutors : Professor H.S.R. Kao Ph. D. (Wisconsin), Chair of Psychology, The University of Hong Kong and Guest Lecturers
Date & Time : Mondays, 6:30 - 9:30 p.m., on 13, 20 & 27 November 2000 (3 meetings)
Venue : Room UC-4, 12/F, United Centre
Fee : $300

SE 26-063-05-01 (01)
完形治療法入門
Introduction to Gestalt Therapy(New)

完形治療法是一項心理輔導方法，主要概念包括: (一) 個體乃社會中的一員，可以互相配合及產生衝激; (二)「全體＞零碎組合」亦即1+1≠2，1+1＞2; (三) 困難與挫折就是機會，可引導個體去發展能量，去支配環境; (四) 生活在此時此刻 (HERE & NOW); (五)「現實的自己」與「理想的自己」如何共存; (六) 學習「選擇」的重要性。

上課除講解學說並以小組探索形式探討個人現況外，還以遊戲、理論研究、分享等去掌握學說與個人的關係，協助個人成長，然後助人成長。本課程適合樂意面對「個人成長」的各行業人士。

(名額十二人)

導　師　：姚賽清女士
(Master of Educational Psychology)
開課日期及時間　：2000年10月11日起
逢星期四6:30 - 9:30 p.m.
(共十講)
地　點　：石硤尾嘉智學校403室
全期學費　：HK$1,260

SE 26-065-07-01 (01)
Harm Reduction, Crisis Intervention and Suicide Prevention (NEW)

Self harming behaviour, individual and family crises, even suicide are prevalent among both teenagers and adults in Hong Kong. Yet health professionals, social workers, educators, counsellors and parents often find themselves helpless in dealing with such behaviour. This course is designed to alleviate their anxiety and to equip them with the basic knowledge and skills for handling self-harming and suicidal behaviour, and individual and families crises.

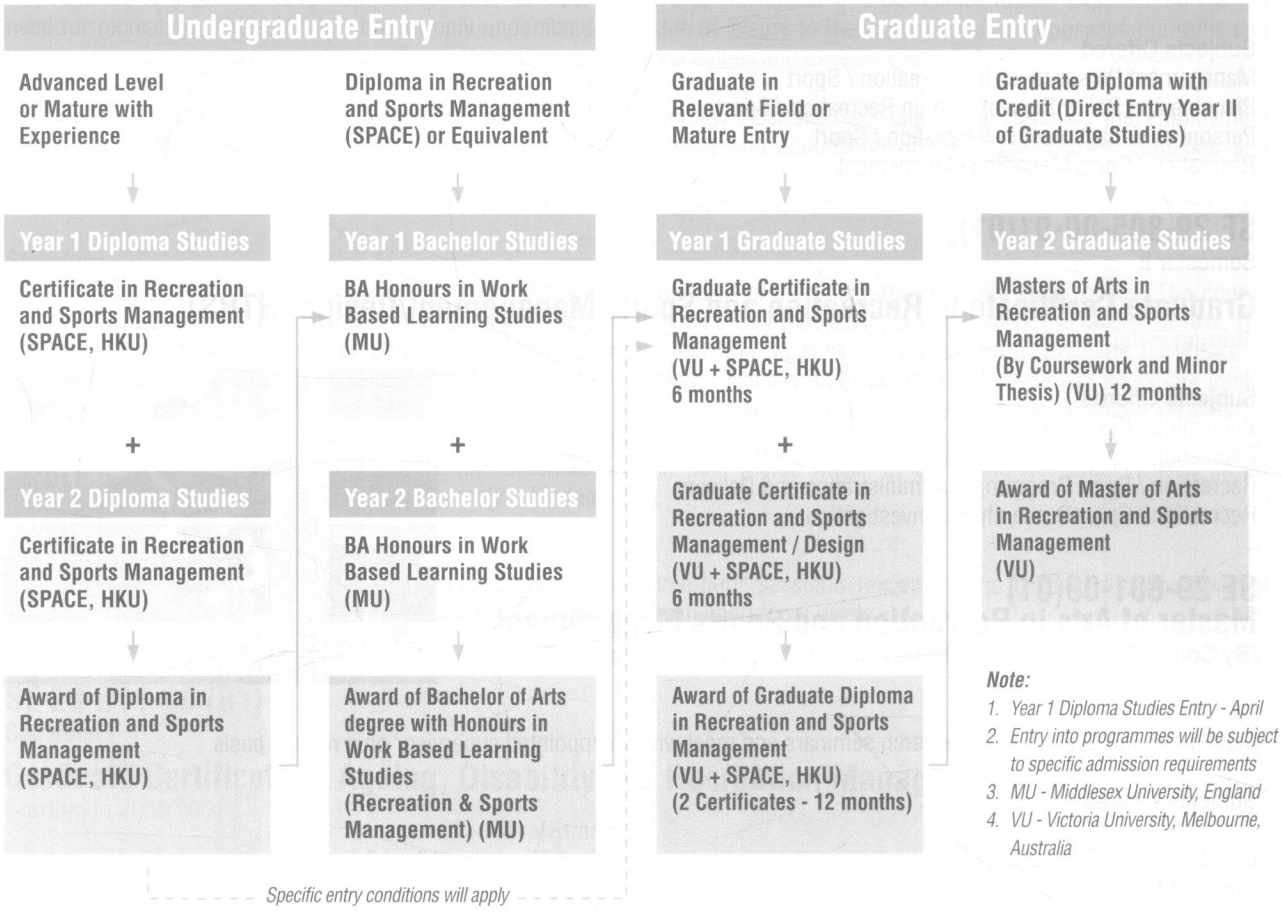
The course includes:
1. Case study and psycho surgery of victimisation case-study;
2. Personality theories and psychopathology of the high risk population;
3. Harm reduction models (individual and group);
4. Suicide prevention models (individual and group);
5. Micro skills for counselling high-risk individuals and families;
6. Managing high-risk individuals and families with substance abuse backgrounds;
7. Case management and progress report writing of high-risk individuals and families;
8. Community outreach programme for harm reduction, crisis intervention and suicide prevention.

The class format consists of role-play, lecture, skills practice, discussion and tapes.

(Enrolment is limited to 20)

Tutor　：Alex C.W. Lo, Ph.D.(Clin.Psy.), Ed.D.(Counselling/Ed. Psy.)
Date & Time　：Saturdays, 9.30 a.m.-12.30 p.m., starting 14 October 2000 (10 meetings)
Venue　：Admiralty Learning Centre
Fee　：$1,400

Pathways to Undergraduate and Graduate Studies in Recreation and Sports Management offered by SPACE and Partner Institutions



Note:

1. *Year 1 Diploma Studies Entry - April*
2. *Entry into programmes will be subject to specific admission requirements*
3. *MU - Middlesex University, England*
4. *VU - Victoria University, Melbourne, Australia*

Master of Arts / Graduate Diploma / Graduate Certificates in Recreation and Sports Management

Victoria University

Introduction

This part-time course is offered in conjunction with Victoria University, Australia. It 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.

Structure

The structure 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 which are jointly awarded by Victoria University and HKU SPACE. 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.

Content

Each Graduate Certificate includes 4 subjects offered as 13 three-hour sessions (except in the case of the Professional Practicum) and students will need to attend class for an average of 9 hours per week.

Graduate Diploma in Recreation and Sports Management (HGSM)

SE 29-803-00-01(01)
Semester I

Graduate Certificate in Recreation and Sports Management (HTSM)
Starting in June 2000

Subjects Offered
Management Perspectives in Recreation / Sport
Planning and Policy Development in Recreation / Sport
Personnel Management in Recreation / Sport
Recreation / Sport Marketing Management

SE 29-805-00-01(01)
Semester II

Graduate Certificate in Recreation and Sports Management/Design (HTRS)
Starting in January 2001

Subjects Offered
Recreation / Sport Professional Practicum
Recreation / Sport Facility Management and Design
Recreation / Sport Programme Administration and Delivery
Recreation / Sport Research and Investigation

SE 29-801-00(01)
Master of Arts in Recreation and Sports Management
(By Course Work and Minor Thesis / Syndicate Research Project) (HMSM)

Starting in July 20001
Candidates attend occasional research seminars and meet with an appointed supervisor on a regular basis.

Subjects Offered

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

Teaching Schedule
All Graduate Certificate classes will be held in the evening (6:45 p.m. - 9:45 p.m.), or occasionally at weekends, at SPACE Admiralty Learning Centre or The University of Hong Kong, Main Campus.

Application Procedure
Further information and application forms are available by writing to Miss K. Y. Lee at SPACE Recreation and Sports Management Section, specifying the name of progamme.

Start Dates
Graduate Certificate in Recreation and Sports Management - 19 June 2000
Master of Arts in Recreation and Sports Management (Year II) - 30 June 2000
Graduate Certificate in Recreation and Sports Management/ Design - 10 January 2001

Closing Dates for Application
Graduate Certificate in Recreation and Sports Management/Design - 8 December 2000 *(Late Applications will be considered)*
Graduate Certificate in Recreation and Sports Management - 6 April 2000 *(Late Applications will be considered)*
Master of Arts in Recreation and Sports Management - 16 April 2001

Medium of Instruction : English

Fees

Graduate Certificate in Recreation and Sports Management/Design	$28,500
Graduate Certificate in Recreation and Sports Management	$28,500
Master of Arts in Recreation and Sports Management	$34,500

Fees should be paid once an offer of a place on the course has been received. All fees are reviewed on an annual basis and may be subject to change.

Master of Arts/Graduate Diploma/ Graduate Certificate in Ageing, Disability and Recreation Management

Victoria University

Introduction

As we enter the 21st century, career opportunities for professionals in the field of ageing, disability and recreation management will continue to grow. As Hong Kong's population of older people and individuals with disabilities rapidly expands, so will the need for recreation professionals who not only understand the value of leisure to these people but also possess the skills and knowledge necessary to ensure the provision of positive recreation activities and experiences.

This course, which is offered in conjunction with Victoria University, Australia, 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.

Structure

The structure 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 Course Work 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 which are jointly awarded by Victoria University and HKU SPACE. 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.

Content

Each Graduate Certificate includes 4 subjects offered as 13 three-hour sessions (except in the case of the Professional Practicum) and students will need to attend class for an average of nine hours per week.

SE 29-811-00 (01)

Semester I

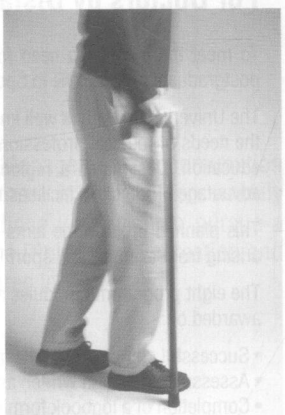
Graduate Certificate in Ageing, Disability and Recreation Management

Starting in June 2001

Subjects offered

- Recreation Management in Ageing and Disability Services
- Recreation Strategies in Ageing and disability
- Recreation/Sport research and investigation
- Professional Practicum (or approved elective subject)

Graduate Diploma in Ageing, Disability and Recreation Management



SE 29-812-00 (01)

Semester II

Graduate Certificate in Ageing, Disability and Leisure

Starting in January 2001

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

SE 29-809-00 (01)
Master of Arts in Ageing, Disability and Recreation Management
(By Coursework and Minor Thesis/Syndicate Project)

Planned to start in July 2001.

Candidates attend occasional seminars and meet with an appointed supervisor on a regular basis.

Subjects Offered

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

Teaching Schedule

All Graduate Certificate classes will be held in the evening (6:45p.m. - 9:45 p.m.), or occasionally at weekends, at SPACE Learning Centres or The University of Hong Kong, Main Campus.

Commencement Dates

Graduate Certificate in Ageing, Disability and Leisure - June 2000
Graduate Certificate in Ageing, Disability and Recreation Management - January 2001
Master of Arts in Ageing, Disability and Recreation Management - July 2001

Application Procedure

Further information and application forms are available by writing to Miss K. Y. Lee at SPACE Recreation and Sports Management, specifying the name of the programme.

Medium Of Instruction

English

Fees

Graduate Certificate in Ageing, Disability and Leisure	$28,500
Graduate Certificate in Ageing, Disability and Recreation Management	$28,500
Master of Arts	$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.

Closing Dates for Application

Graduate Certificate in Ageing, Disability and Leisure - 14 April 2000.
Late applications will be considered
Graduate Certificate in Ageing, Disability and Recreation Management - 8 December 2000
Master of Arts in Ageing, Disability and Recreation Management - April, 2001

ANNOUNCEMENT - Planned New programme (subject to approval)

Postgraduate Diploma/Master of Science in Sports and Exercise Medicine For Doctors by Distance Learning in association with the University of Bath

To meet the increasing need for expertise in the area of Sports and Exercise Medicine, SPACE and the University of Bath, U.K. are planning this postgraduate programme in Sports and Exercise Medicine.

The University of Bath is well known for the quality of its teaching and learning, ranking in the top six research universities in the U.K. By responding to the needs of medical professionals it has gained and outstanding international reputation as a provider of high quality, postgraduate medical distance education. Designated a regional Academy for Sport in England, the University is a focal point where leading sportsmen and sportswomen take advantage of top class facilities to do their training.

This planned programme aims to provide doctors in Hong Kong with the necessary theoretical and practical framework to manage medical issues arising from exercise and sport in the community. It also provides a route to a recognised University qualification using distance learning methods.

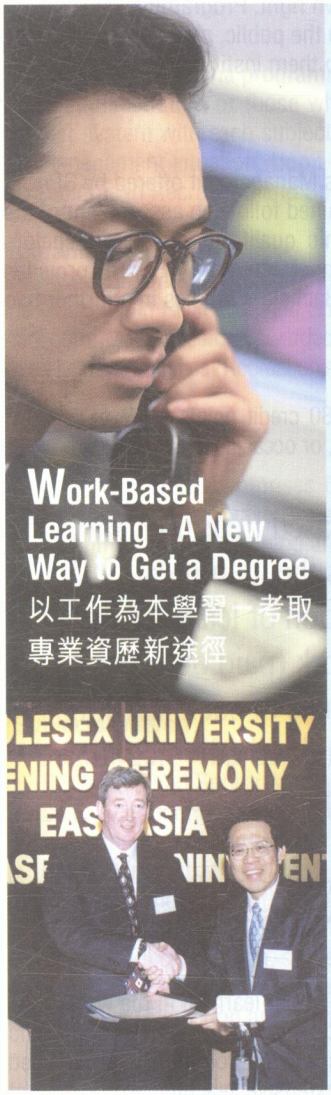
The eight programme modules are supported by high quality resource packs, clinical residential and clinical attachments. The Postgraduate Diploma is awarded on:

- Successful completion of the taught modules;
- Assessment through written assignments;
- Completion of a logbook forming the basis of an oral exam.

To be awarded the Master of Science candidates need to complete the taught modules and produce a research dissertation.

The planned start date is September 2000.

Further information can be obtained by writing to Miss K. Y. Lee, SPACE, Recreation and Sports Management Section, 8/F., T. T. Tsui Building, HKU, Pokfulam Road, Hong Kong. Tel: 2975 5726 Fax: 2858 8472. Please specify the name of the programme.



In the true spirit of Lifelong Learning, the Division of Social Sciences has recently entered into partnership with Middlesex University of the UK to offer the Bachelor of Arts with Honours in Work-Based Learning Studies (Recreation and Sports Management). Middlesex University is a recognised leader in work-based learning. The Quality Assurance Agency for Higher Education in the UK has termed the University's qualifications in this field as "innovative and rigorous", and their achievements were described as "world class" when Middlesex was awarded a 1996 Queen's Anniversary Prize for Higher and Further Education.

Employers in Hong Kong seek knowledge-based professionals with the ability to communicate well and work independently. Work-based Learning Studies has a unique methodology that facilitates learning focused on the past, present and future working lives of students. This approach encourages excellence in professional practice, and recognises learning which has taken place, while students gain academic credit for professional work according to a quality assurance process.

The programme encourages a unique interaction between the School, employers and students. Its curriculum design and flexible approach provides a vehicle for students and employers to customise programmes to suit the professional learning needs of individuals and the organisations for which they work.

秉承終生學習的精神，社會科學及教育學部最近與英國米德薩斯大學(Middlesex University)合辦「工作為本學習（康樂及體育管理）榮譽學士學位」課程。米德薩斯大學在工作為本課程方面是公認的領導者，獲英國大學學術質素機構評為「富創意及嚴謹」，於一九九六年更獲英女皇頒發高等及持續教育周年獎，其成就被形容為達到「世界級」水平。

香港僱主大多希望聘用具有專業知識，良好溝通技巧及獨立工作能力的僱員。以工作為本的學習，是環繞學員過去、現在及將來的專業工作而發展的課程，課程著重提高學員的專業水平、承認學員過去學習到的知識，以及透過學術質素評審程序取得專業資歷。

課程鼓勵學校、僱主及學員三方面的交流。獨特的課程設計及彈性的學習模式，可讓學員因應其個別人及其工作機構的需求訂定適切的課程內容。

SE 29-813-00 (01)
Bachelor of Arts with Honours in Work Based Learning Studies
(Recreation and Sports Management) in conjunction with Middlesex University

Introduction

SPACE offers the Bachelor of Arts degree in Work Based Learning Studies (Recreation and Sports Management) in conjunction with Middlesex University's National Centre for Work Based Learning Partnerships. This programme is for people currently working (paid or non-paid) in leisure administration, recreation and sport leadership roles, or those who wish to pursue a career in the management of leisure services. It has also been developed to provide graduates of the Diploma in Recreation and Sports Management offered by SPACE, or equivalent, with a pathway to studies at the Bachelor degree level.

This Bachelors of Arts degree programme is developed around Work Based Learning Studies methodologies and theories. This means that learning gained from work is recognised and used within individually negotiated programmes of study. It is not only an innovative and efficient way to study work related topics, but is also a field of study in its own right. Programmes are customised to meet the professional learning needs of both individuals and organisations from the public, private and voluntary sectors. The objective is to help people achieve excellence in their professional practice, to help them institute change within their organisation and gain academic credit for their work.

Programme Structure
The Bachelors programme starts with the two year part-time Diploma in Recreation and Sports Management offered by SPACE. It is a part-time programme structured around the accumulation of credit points that can be gained following assessment of the individual's work experience, completion of professional training programmes and academic qualifications. The Bachelors degree requires 360 credit points, though the Diploma in Recreation and Sports Management offered by SPACE provides students with 180 of these credit points. Students should normally be able to complete their Bachelors studies in a further two years of part-time studies, i.e. four years in total.

Content
Students will be required to undertake a minimum of four modules designed to accumulate 180 credit points at Level 2 and 3 programme. Students will need to attend occasional seminars either in the evening during the week, or occasionally at weekends.

The programme includes the following Work Based Learning Studies modules:
Starting in May 2001

Semester I

Recognition and Accreditation of Learning

Semester II

Programme Planning including a Learning Agreement

Project Planning and Development

Semester III and IV

Work Based Projects

> Work Based Learning Studies involves the identification and recognition of learning gained from work (paid or unpaid) and the use of such learning within individually negotiated programmes of study.

Entry Requirements
The minimum entry requirement for this course is successful completion of the Diploma in Recreation and Sports Management offered by SPACE, or equivalent, as decided by the Accreditation of Prior Learning Committee of Middlesex University.

Teaching Mode
Students will generally be working professionals (paid or voluntary) and are expected to develop their learning in the workplace. Modules are student-centred and require independent study and learning. Resource packs, plus seminars, tutorials and workshop sessions during each 12-week semester will support these modules. All classes will be conducted by qualified academic and professional staff from Middlesex University and SPACE, who will all have extensive teaching experience at tertiary level.

Medium of Instruction
English

Assessment
Each module will be assessed on the basis of coursework. Candidates will be awarded credit points and a Pass, Merit or Distinction at a Level from 1-4 for each module. These will be established in relation to the quality of the submitted work against criteria specifically set for this programme of studies.

Application Procedure
Further information and application forms are available by writing to Miss K. Y. Lee at SPACE, Recreation and Sports Management Section.

Fees
The minimum fee for the Bachelor of Arts in Work Based Learning Studies (Recreation and Sports Management) is currently HK$60,760, which can be paid over four semesters. The first semester fees should be paid once an applicant is offered a place. All fees are reviewed on an annual basis and may be subject to change.

Closing date for application
5 March 2001

SE 29-101-00(01)
Diploma / Certificate in Recreation and Sports Management

Introduction
This Certificate/ Diploma programme in Recreation and Sports Management has been 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 successful 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
It is a two year part-time programme. 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. Diploma holders may then apply for direct entry into the Bachelor of Arts with Honours in Work Based Learning Studies (Recreation and Sports Management).

Content
Each year of study comprises 6 modules with each module requiring 20 hours of lectures extending over 10 sessions. Classes will generally take place on two weekday evenings (7:00 p.m. - 9:00 p.m.), and occasionally at the weekend. The programme includes teaching and assessment in the following subject areas:

Year I
SE 29-101-01 (01)
Starting April 2001

Subjects Offered
- Principles of Management
- Recreation and Sports Administration in Practice
- Basic Accounting and Control
- Fundamentals of Marketing
- Office Administration
- Programming and Promotion in Recreation and Sport

On successful completion, students will be eligible for the Award of the Certificate in Recreation and Sports Management (Diploma in Recreation and Sports Management, Part One)

Year II
SE 29-101-02(11)
Starting in May 2002

Subjects Offered
- Human Resources Management
- Recreation, Sport and the Law
- Strategic Management
- Management Skills in Recreation and Sport
- Financial Management
- Recreation and Sport Marketing

On successful completion of two years of study, students will be eligible for award of the Diploma in Recreation and Sports Management.

Entry Requirements
Applicants should have a minimum of two passes at Advanced Level and three passes at ordinary level, or equivalent; or be mature applicants with relevant work experience. Proficiency in English is essential and all candidates may be required to complete an English test and/or an interview.

Teaching Mode
Students accepted onto this course will generally be working professionals who will be expected to bring their own experience to the classroom to share with fellow students.

Medium Of Instruction
English

Assessment
The Certificate and Diploma will be assessed on the basis of coursework and examination components for each module.

Individual Study Modules
This programme of study 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.

Application Procedure
Further information and application forms are available by writing to Miss K.Y. Lee at SPACE Recreation and Sport Management Section, specify which programme.

Fees
The fee for each year of study in the Diploma in Recreation and Sports Management is currently $18,000. Fees should be paid once an offer of a place on the course has been received. All fees are reviewed on an annual basis and may be subject to change.

Closing Date for Application
5 March 2001

SE 29-102-00 (01)
健體與健康學基礎證書
Foundation Certificate in Fitness and Wellness Studies

簡介
本課程旨在向現職推廣健體及身心健康工作的專業人士，或有志從事此一行業的人士提供培訓，以配合專業發展的需要，並介紹在俱樂部、健身中心、水療室、公營機構等不同環境中教授康體活動所需的技巧及一般知識。

目標
- 簡介健體與健康學 (Wellness) 的概念、專業知識及有關要求
- 講解人體構造、機能及通過運動發展體能的潛質
- 了解顧客的需要，並透過人際技巧及器械運用，有效地開展健體與健康學 (Wellness) 的活動計劃

課程結構
本課程為兼讀制課程，為期四個月，2000年10月初開課。成功修畢本課程的學員，將獲學院頒發基礎證書。學院並計劃在將來開設證書、文憑及更高程度的相關學歷課程，為學員提供學習上的晉昇階梯。

本課程共分六個科目，每個科目包括十五小時課堂授課。週一至週日（其中兩日）的上課時間為平日7:00 - 9:00 p.m.上課，如需於週六、日上課，上課時間為9:30a.m.-12:30p.m.。

本課程的講授範圍包括：
- 社區中的健體與健康學
- 人體的構造和功能
- 人體活動機能
- 基礎營養學與健康
- 健體與健康活動的設計原則
- 英語課程

本課程理論和實踐並重，實踐部分包括：
身心健康剖析
顧客溝通
健體測試
運動技巧（一）及（二）

入學資格
歡迎所有人士報讀，所有申請者均宜年滿十七歲，能操流利英語者更佳。

教學方法
入讀本課程的學員應對健體學有濃厚興趣或具備此方面的專業知識。導師全部具備相關的學歷資格及專業工作經驗。

評核方法
導師會按照學生的習作及考試表現作出評核，每一科目完結後均會安排考試。

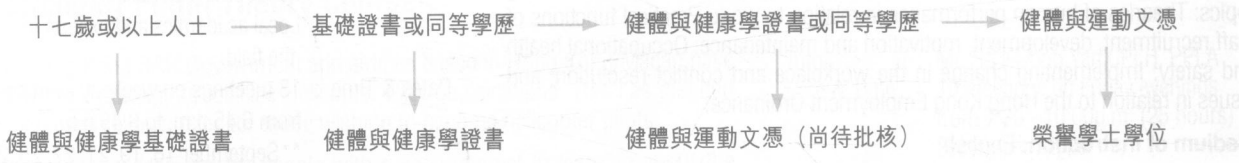
教學語言
以廣東話為主，輔以英語

報名手續
如欲索取本課程的進一步資料及報名表格，可來信本學院查詢，地址：香港薄扶林道香港大學徐展堂樓八樓康樂及體育管理課程部李小姐收。(電話：2975 5726;傳真：2858 8472)

學費
港幣 $ 8,500元

截止報名日期
2000年9月1日（星期五）

擬開辦的健體與健康學課程學習階梯



SE 29-094-03(01)
綜論香港的健康意識
Wellness in the Community: An overview

香港人近年來對身體健康、身體適能、心理適能日益重視，而本港的健體設施、水療室、健身室及其他與生活方式管理有關的公私營機構亦迅速增加。此外，私人機構、康樂及文化事務署、私人會所、老人中心、復康機構、培訓精英運動員的機構、大型住宅屋苑、學校、大專院校及其他社區團體均有提供個別的諮詢服務。這些機構或團體所提供的服務，其重點均與「健康」有關‧——‧一個關乎心境、身體及精神健康的整全性概念。

此短期課程專為對整全性健康概念有濃厚興趣的人士而設。學員可學習到「健康」的組成元素，並可提昇個人及社會整體的健康生活質素。教授範圍還包括健體活動的優點、健康剖析、健康生活管理、參與及動機、顧客溝通、壓力管理及體適能評核。學員宜積極參與實習環節。

教學語言：以粵語為主，輔以英語，以懂英語者為佳。

如欲查詢詳情，請致電2975 5725或傳真2858 8472與本院林小姐聯絡。

導師　：Ms. Avia Chan, MPE

日期及時間　：導修課共12小時，上課時間為星期六上午、星期日下午或星期三晚上。
2000年10月初開課。

地點　：容後公佈

學費　：$1,200

SE 29-075-05-01(01)
Recreation and Sport Marketing Management

The course aims to develop an understanding of marketing processes and practice from a service organisation and recreation management perspective; and to develop an understanding of financial management as a monitoring and control system for marketing practices for a service and recreation organisation. The course will review marketing theoretical concepts and apply them to a range of applied recreation industry settings.

Medium of Instruction : English

Application Procedure
Completed enrolment forms should be sent with a cheque made payable to "HKU SPACE" to Miss K. Y. Lee, SPACE, Recreation and Sports Management Section, 8/F., T. T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong.

Closing Date for Application
28 August (Monday)

Tutors : Mr. John Tower, Senior Lecturer, Victoria University, Melbourne, Australia.
Elizabeth Dendle, Programme Director, The University of Hong Kong, SPACE.
Date & Time : 13 meetings on weekday evenings from 6:45 p.m. to 9:45 pm., ** September 4, 5, 7, 8, 11, 14 , October 9, 16, 19, 23, 24, 26 and 27, 2000
Venue : Admiralty Learning Centre
Fee : $7,625

SE 29-075-06-01(01)
Personnel Management in Recreation and Sport

The aim of the course is to develop an understanding of the issues involved in managing employee relations and an appreciation of human resource management issues in the recreation service industry. It will include the following topics: Theories of human performance in relation to work; Practical functions of staff recruitment, development, motivation and maintenance; Occupational health and safety; Implementing change in the workplace and conflict resolution; and issues in relation to the Hong Kong Employment Ordinance.

Medium of Instruction: English

Application Procedure
Completed enrolment form should be sent with a cheque made payable to "HKU SPACE" to Miss K. Y. Lee, SPACE, Recreation and Sports Management Section, 8/F., T. T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong.

Closing Date for Application
11 September 2000 (Monday)

Tutors : Mr. Peter Kalmund, Senior Lecturer, Victoria University, Melbourne, Australia.
Local academics and experts in the field.
Dates & Time : 13 meetings on weekday evenings from 6:45 p.m. to 9:45 p.m. **September 18, 19, 21, 22, 25, 28, October 12, 30, November 2, 6, 7, 9 and 10, 2000
Venue : Admiralty Learning Centre
Fee : $7,625

SE 29-075-07-01(01)
Planning & Policy Development in Recreation & Sport

This course will deal with contemporary recreation and sport planning and policy aspects, pertaining to recreation/sport professionals. Topics to be covered may include: planning practices within the corporate, public, community and natural resource sectors; planning techniques and tools to be utilised for the development of recreation plans; current policy developments as they relate to the recreation industry and needs assessment approaches; policy guidelines as they relate to the development of recreation and sport fields and management of human services; analysis of organisational and community dynamics as it relates to the planning, and policy; the development of social policy; and strategic approaches to evaluation.

Medium of Instruction : English

Application Procedure
Completed enrolment form should be sent with a cheque made payable to "HKU SPACE" to Miss K. Y. Lee, SPACE, Recreation and Sports Management Section, 8/F, T. T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong.

Closing Date for Application
26 June 2000 (Monday)

Tutors : Mr. Garry Henshall, Sessional Lecturer, Victoria University, Melbourne, Australia.
Mr. Alan Kemp, Sessional LecturerVictoria University, Melbourne, Australia.
Mr. Paul Cheung, The University of Hong Kong, SPACE
Dates & Time : 13 meetings on weekday evenings from 6:45 p.m. to 9:45 p.m. , **July 3, 4, 6, 7, 10, 13, 20, 31, and August 3, 7, 8, 10, and 11, 2000
Venue : Admiralty Learning Centre
Fee : $7,625

SE 29-075-08-01(01)
Recreation and Sports Management Perspectives

This course will serve as an introduction to the field of recreation and sports management and examine the contemporary industry structure and changes. Recreation and sports management will be examined in terms of contemporary management strategies and processes in the context of relevant society, culture, organisation and client changing dimensions. Factors that are shaping the future will be analysed to indicate coping strategies in a rapidly changing world economy. Interdisciplinary links will be identified and examined. Contact with the workplace focusing on recreation and sports management will be incorporated into the subject.

Medium of Instruction : English

Application Procedure
Completed enrolment form should be sent with a cheque made payable to "HKU SPACE" to Miss K. Y. Lee, SPACE, Recreation and Sports Management Section, 8/F., T. T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong.

Closing Date for Application
12 June 2000 (Monday)
** These dates are correct at the time of printing but are subject to change.

Tutors : Mr. Peter Kalmund,
Senior Lecturer, Victoria University, Melbourne, Australia.
Local academics and experts in the field.
Date & Time : 13 meetings on weekday evenings from 6:45 p.m. to 9:45 p.m., **June 19, 20, 22, 23, 26, 30, July 17, August 14, 17, 21, 22, 24, and 25, 2000
Venue : Admiralty Learning Centre (Admiralty Centre)
Fee : HK$7,625

SE 29-075-12-11(01)
Helicopter Flight Theory Course

The Hong Kong SAR Government and airlines based in Hong Kong/Macau have drawn up a strategy to localise Helicopter Pilot qualifications. This has resulted in increased opportunties for those wishing to become helicopter pilots.

This course is designed for people with a keen interest in learning about the theory behind flying helicopters. Participants will be taught helicopter flight theory, provided with guidance about the flight training syllabus, taught about the requirements for a helicopter pilot's license and introduced to a range of current issues such as career development. It will be particularly useful as a preparatory course for those who intend to apply for a cadet pilot position or take part in a recognised helicopter flight training course overseas.

Assessment : Minor end of course examination.

Medium of Instruction : Cantonese supplemented with English. However an understanding of English is desirable.

Tutor : Mr. Ho Kwong Yan CPLH, PPLA
Date & Time : 10 meetings on Friday evenings from 7:30 - 10:00p.m. (25 hours)
September 22, 29
October 13, 20,27
November 3, 10, 17, 24
December 1, 2000
Venue : SPACE Learning Centre Classrooms
Fee : $1,500

SE 29-094-01-11(01)
團體康樂活動領導技巧訓練
Group Recreational Activities Skills Training

本課程目的在加強老師、社工、學生領袖、活動領袖及服務業員工對團體康樂活動的認識，及掌握帶領團體康樂活動的技巧。

課程分六課兩小時課程及一天日營活動，採活動學習模式 (Action Learning Approach)，讓學員直接從參與活動中學習五項團體康樂活動技巧，包括帶動唱、團體遊戲、集體舞、講故事及短劇。除活動技巧外，課程亦包括解說團體互動形式、領導技巧及如何編排團體康樂活動，目的在加強學員帶領團體康樂活動的信心及技巧。

(名額四十人)

(本課程與團體康樂活動總會合辦)

導師 : 伍建新博士及李石椿先生
(團體康樂活動總會委員)
開課日期及時間 : 2000年9月19日至10月24日 (逢星期二) 7:00 - 9:00p.m. (共六講)及2000年10月28日一日營
(營址暫定於香 港中華基督教青年會烏溪沙青年新村)
地點 : 香港中華基督教青年會九龍窩打老道23號
全期費用 : $1,200
截止報名日期 : 2000年9月5日

SE 29-094-02-11(01)
營團康樂活動領袖訓練
Camp Leadership Training

本課程是為在工作或服務中需要組織團體康樂營人士而設，目的在加強學員組織優質營康樂活動的能力，讓參加營團康樂活動的人仕能享受營團康樂活動帶來的樂趣。課程內容包括：團體康樂營的信念、服務對象、營領袖工作及責任；團體康樂營策劃及組織方法；帶領團體遊戲、唱歌及手工藝技巧；士氣激勵及行為管理；責任、壓力及危機管理；衝突處理；營團組織及管理；安全企劃；活動推廣及招募工作；活動質素的控制及檢討工作。

(名額：四十名)

(本課程與團體康樂活動總會合辦)

導　師　：伍建新博士及李石椿先生
(團體康樂活動總會委員)

開課日期及時間　：2000年11月14日至12月5日
(逢星期二) 7:00 - 9:00p.m. (共四講)
2000年12月8日至12月9日
(宿營活動) 營址暫定於香 港中華基督教青年會烏溪沙青年新村

地　點　：香港中華基督教青年會
九龍窩打老道23號

全期費用　：$1,200

截止報名日期：2000年10月31日

SE 29-075-04(01)
Outdoor Adventure Education: Level One and Level Two

Outdoor Adventure Education as a vehicle for learning and change is gaining prominence in Hong Kong within commercial training, education, social service agencies and other community organisations. In recognition of this SPACE has entered into partnership with Victoria University, Melbourne and the YMCA of Hong Kong to bring together experts and academics committed to the development of this field of study. These 20-hour workshops are designed for practitioners who appreciate the importance of Outdoor Adventure Education programmes and wish to develop the area effectively within their own organisations. (Outdoor Adventure Education is also referred to as Adventure Based Counselling, Action Learning or Wilderness Training.)

There are two Levels. Level One introduces the fundamental concepts and skills underlying the field of Outdoor Adventure Education, whilst Level Two develops these areas with greater specialism. Courses will explore the following topics in relation to Experiential Accelerated Action learning programmes using the outdoor environment: effective facilitation; the development of appropriate programmes for specific population; the enhancement of self-esteem, self confidence, personal growth and development, team building and leadership; methods and processes in the development of individual and team competencies. These workshops do not undertake to qualify participants to lead and organise Outdoor Adventure Education programmes, particularly the hard skills activities, but will introduce and develop the underlying concepts and themes associated with this unique educational process. The training format will include active learning strategies, aimed at challenging participants to accelerate their learning. The methods used include, discussion, group work and problem solving techniques, experiential learning strategies, and a residential programme in the outdoor adventure setting.

The Outdoor Adventure Education course will be of particular relevance to teachers, social workers, camp leaders, recreation programmers, training managers and others who lead groups in activities based in an Outdoor environment.

Assessment
Optional, but as part of the Recreation and Sports Management-Education on the Move series, those who complete the course may apply to be assessed for credits towards further studies.

Medium of Instruction
English

Tutors

Simon Beames, MA	Teacher and Outdoor Adventure Specialist
Laura Cowan	Teacher and Outdoor Adventure Specialist
Peter Kalmund, MEd	Lecturer and group work specialist in Adventure Education
Kevin Rushton, MA	Consultant Lecturer and Specialist in Adventure Learning Environments

Date and Time
Each 20-hour programme takes place over a 3 week period. Students will be required to attend class on two evenings per week and for one half-day session at the weekend. The first course will be held in mid November.

Venue
Classrooms of the YMCA of Hong Kong, Salisbury Road, Kowloon

Further Information : Contact Miss O. M. Lam, Recreation and Sports Management Section, Telephone: 2975 5725 or fax 2858 8472.

SE 28-117-00 (01)
Foundation Certificate in Play Studies

Telephone: 2975 5667

Introduction
Play is an effective means of addressing the well-being of children. It can also be studied as an intrinsically motivated activity in which players enjoy its pleasurable moments rather than its instrumental benefit. Currently, there are limited school-based learning opportunities for would be local practitioners and in-service professionals to acquire the play knowledge and practise the hands-on skills required for working with different children in Hong Kong. In response to the educational and training needs of the local educational market, the Foundation in play studies has been developed by the SPACE and Playright Children's Playground Association, a registered charitable organisation, to broaden the public's perspective on the values of play. It is designed for those who wish to prepare their career as play practitioners and in-service practitioners/professionals who intend to integrate elements of play into their child-related services. The 9-month course includes lecture and a student's practicum.

Aims and Objectives
To equip students with basic play knowledge and hands-on skills that can be employed in child-related services, and to familiarize students with child-focused playwork practice.

Course Content
There are two main elements: 4 taught units and a 60-hour student's practicum.

Unit 1 - Playwork in Practice (12 hours)
The aim of this unit is to improve the understanding of students in a range of issues relating to play and playwork practice. Topics, such as theories of play, types of play, principles and practice of playwork, will be examined. Three visits are built into this unit to help students understand the work of field practitioners.

Unit 2 - Play and Child Development (6 hours)
Playing and working with children requires an understanding of their needs, interests and abilities. This unit lets students understand the growth and development of children.

Unit 3 - Play Environment and Safety (6 hours)
Since most children enjoy playing in outdoor environments, such as parks and playgrounds, it is essential for play practitioners to understand basic safety measures and check points so they can organise safe and stimulating play activities for them. Playground safety is one of the highlights of this unit.

Unit 4 - Playing with Children (12 hours)
This unit adopts an experiential learning method. Through play, students will be able to identify the needs and techniques of playing with children aged between 5 and 12. Indoor and outdoor games will be organized for young children and families using different play objects.

Practicum
This 60-hour practicum relates theory to practice. It has four areas - pre-practicum workshop, fieldwork with children, post-practicum session and practicum report.

Assessment
Successful completion depends on attendance at a minimum of 80% of the lectures. Students will be assessed by written assignments, reports, presentations, and skill demonstrations.

Entry Requirements
Applicants should have:
- either possess HKCEE with five passed subjects, including English and Chinese,
- or, a Certificate in Early Childhood Education conferred by a recognized college/tertiary/university or equivalent qualifications,
- or, a qualification in a related discipline with current employment in child-related service.

Closing date for application
7 November 2000
Special application forms will be available on request

Tutors
William Wong, BA (Applied Social Sciences) and Guest Lecturers

Course Duration and Meeting Time
Every Tuesday 6:30-9:30p.m., 28 November 2000- Early July 200
Total Classroom hours: 56 hours
Fieldwork hours: 40 hours

Venue
Room 202, Shek Kip Mei Learning Centre

Medium of Instruction
Cantonese, supplemented with English

(Enrolment is limited to 20)

Fee
$6,000

SE 28-111-00 (01)
綜合社會科學證書課程
Certificate in Social Studies

課程目標
本課程專為學員提供基礎社會科學理論及研究方法，主要目的是指導學員如何將理論應用於香港文化及社會，運用多元學科知識來分析問題，並以社會科學觀點去了解個人、群體及社會。

課程內容
本課程共有七個主要科目，包括：

(一) 社會學導論 (三十六小時) – 本科目針對學員背景，除啟發學員從社會學角度理解社會生活和社會問題外，並將就以下專題，進行分析和討論：(1) 社會學觀點；(2) 社會分層與階級結構；(3) 科層化組織；(4) 都市社會與社會變遷；(5) 社會運動與革命；(6) 政治、政府與國家。本科目強調理論與實際的結合。講師專題講授外，學員並需進行資料的搜集及分析，提交報告，參與討論。

(二) 社會研究方法 (三十六小時) – 本科目主要是讓學員認識社會研究之基本概念及技巧。課程內容集中介紹觀察法、實驗研究法及調查研究法。討論範圍有二：(1) 從研究問題之確定到研究之全盤設計；(2) 從抽樣之方法到資料處理及分析之技巧。

(三) 心理學導論 (三十六小時) – 本科目旨在給學員提供有關心理學的基本知識。內容包括：(1) 心理學的本質；(2) 人類行為的生物基礎、成長與發展；(3) 意識狀態、感官與認知；(4) 記憶、思想與語言；(5) 學習；(6) 動機與情緒；(7) 性格與智能；(8) 壓力與適應。

(四) 應用心理學 (三十六小時) – 本科目集中探討社會心理學及發展心理學的理論及其應用。選講範圍包括：(1) 何謂社會心理學？(2) 發展心理學之「青年、中年及老年」；(3) 階級與心理及(4) 心理學的應用：(甲)社會服務；(乙)管理工作。

(五) 社會福利及政策 (三十六小時) – 本科目介紹基本福利政策概念、香港各社會福利服務設施的現況及未來趨勢。內容包括：(1) 社會福利政策；(2) 生活質素與社區發展；(3) 社區照顧與社區復康；(4) 健康與醫療服務政策；(5) 人力訓練與教育政策；(6) 土地運用與房屋政策；(7)青少年問題與服務；(8) 社會保險、勞工保障；(9) 家庭照顧與社會福利；(10) 社會福利與經濟發展；(11) 社會福利政策趨勢；(12) 社會福利政策總結。

(六) 政治及公共行政學 (三十六小時) – 本科目旨在提供一個瞭解現代政治及公共行政的基本理論架構，分別從組織制度、運作程式、政策過程等多個角度，去探討政治及公共行政範圍內的重要問題。內容包括：(1) 何謂政治學；(2) 政府的組織及運作；(3) 政黨及選舉；(4) 政治文化及參與；(5) 政治思想－民主及共產主義；(6) 何謂公共行 政學；(7) 決策過程與決策模式；(8) 資源調配及財政預算管理；(9) 政策的執行及公共服務供應與組織模式、「私營化」問題；(10) 公共行政人員的角色及對公共行政的控制與監察。

(七) 經濟學導論 (三十六小時) – 本科目主要分兩部份：(1) 宏觀經濟學：這部份主要探討國民所得水平之決策與經濟活動理論，討論題目包括國民產值與國民所得之計算，就業理論、穩定經濟之貨幣與財政政策，以及若干國際經濟問題。(2) 微觀經濟學：這部份主要探討自由企業經濟體系下之價格理論。討論題目包括基本經濟概念需求理論，生產與成本，廠商在競爭，寡佔與獨佔性市場下之操作，生產因素之訂價以及市場經濟下政府干預之積效與成本。

(名額五十人)

主講者

王志錚博士（社會政策研究中心副項目統籌主任）
古學斌博士（香港中文大學社會學系導師）
徐永德博士（香港大學社會工作及社會行政學系助理教授）
臨床心理學家及客座講師

講授語言

粵語

教學編排

地　點　：石硤尾嘉智學校403室
時　間　：本課程的特色是利用週末授課，由2000年10月14日起每隔一星期六2:00-5:30p.m. 及6:30-10:00p.m. 舉行，每月上課兩次，於2002年7月底完成，共252小時，學員可以週末兼讀形式修讀本課程。
全期學費　：$9,900

入學資格

課程秉承「公開教育」精神，凡有三年工作經驗，經語文考試合格者，均可申請入學。

結業證書

(一) 課程結束後學員若能符合下列條件，可獲頒發證書：(甲) 出席率不少過百分之八十；(乙) 課程習作平均達五十分合格標準；(丙) 考試合格。(二) 持有本課程結業證書者均可以申請修讀本學院在2002年秋季與暨南大學合辦之一系列課程包括漢語寫作、管理學原理、組織行為學、邏輯學等，共150小時。費用約($7,000)。學員若能滿足課程各項要求及成績合格，將獲頒發暨南大學社會學大專文憑。具有兩年實際工作經驗者持該文憑經考核可申請進入暨南大學相近專業本部三年級就讀。

報名手續

申請者須於2000年9月15日前，將：(一) 申請表格，(二) $9,900支票，及(三) 學歷證明副本郵寄香港大學專業進修學院〔綜合社會科學證書課程〕主任收。

SE28-110-00 (01)
Certificate in Hospital Play Specialists Training

Introduction

Children in hospital have many psycho-social needs. In order to help them and their families adjust to the often stressful experience of hospitalisation, play can be used therapeutically, recreationally, educationally, and diversionally. Children may learn to cope with the stresses and anxieties during short and long-term stays in hospital by using play to (i) prepare them for treatment and procedures; (ii) regain skills, confidence and self-esteem; and (iii) provide an opportunity to ventilate their feelings. To this end, this course in hospital play specialist training has been developed by SPACE and the non-profit organisation Playright. The course will model itself on the Certificate in Hospital Play jointly offered by Edexcel (UK) and the Hospital Play Staff Education Trust (HPSET, UK). It will be fully accredited by these two UK institutions.

Aims and Objectives

The course is for individuals intending to be professional hospital play specialists or those who wish to incorporate the therapeutic play approach in their own profession. In addition to theories of (i) child development and (ii) play, students will be taught practical play skills suitable for individuals and groups in a hospital setting as well as how to apply play for various purposes, (e.g. assessment, treatment preparation) for the wide ability and age ranges met in paediatric in- and out-patient departments. Report writing, budgeting, and organisation skills will also be covered.

Course Content

The course consists of 5 modules each of 60 hours taught in weekly sessions, in addition to ongoing supervised practical skills application throughout each term. The modules cover: (i) Human growth and development through play; (ii) Hospital play; (iii) Practice in hospital and the community; (iv) Organisation and management;(v) Project.

Assessment and Awards
Successful completion requires a minimum attendance at 80% of the lectures and 100% of practical work. Assessment consists of written assignments, the project, class tests, and weekly supervised practical work. One certificate each will be awarded by the following institutions: SPACE, the Hospital Play Staff Education Trust (HPSET, UK), and the Edexcel International, UK.

Enrolment is limited to 20

Tutors
Ms. Y.B. Becher, B.A. (Hons), M.Clin.Psych.(Co-ordinator)
Ms. B.M.C. Kwok, B.Nurs., Cert. in Hospital Play Specialist Training (BTEC, HPSET),
Guest Lecturers.

Venue
Room 202, Ka Chi School, Shek Kip Mei.

Contact Hours
300 hours of classroom learning, 190 hours of concurrent practical work in hospital play during the course (65 hours per term), including a one week block placement. Practical work cannot be undertaken on Sundays or during public holidays.

Course Duration and Meeting Time
13 January 2001 - Mid-July 2002 (with scheduled breaks in summer and at Christmas)
Every Saturday, 9.30 a.m.-1.00 p.m. and 2.00-5.30 p.m.

Medimum of Instruction
English supplemented with Cantonese

Fee
Course Fee: $23,100
UK Registration Fee: £250

Entry Requirements
Applications will be considered from any one aged 21 and above with a qualification in a related discipline, i.e. social work, nursing, teaching, occupational therapy, speech therapy, physiotherapy, child care.

Closing date for applications
27 November 2000

Special application forms will be available on request.

SE 28-063-01-03 (01)
「音樂治療」入門
Introduction to Music Therapy

「音樂治療是利用音樂及音樂活動做治療工具，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型病人的治療方法。
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。
學員除了能在上課時藉參與活動去取得對音樂治療的基本認識外，更能透過帶領音樂活動加深對音樂治療應用的了解 。本課程歡迎對音樂治療及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　：2000年10月10日起
及時間　逢星期二8:00-9:30p.m.
(共十講)
地　點　：石硤尾嘉智學校403室
全期學費　：$800

「兒童為本」遊戲治療法
Introduction to Child-Centered Play Therapy

「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，讓他們感到安全及獲接納，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的有效回應，他們便懂得成熟地處理自己的情緒及問題。

課程內容包括：一、遊戲對兒童的意義；二、遊戲治療的歷史及發展；三、兒童為本的遊戲治療法；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、如何設定治療作用的限制；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、個案研討等形式進行。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、教會工作者報讀。
(每班名額二十五人)

導　師　：潘偉智博士
地　點　：石硤尾嘉智學校
全期學費　：$900

SE 28-063-02-04 (01)
開課日期及時間　：2000年10月12日起逢星期四9:30a.m.-12:30p.m.(共五講)

SE 28-063-02-05 (01)
開課日期及時間　：2000年11月16日起逢星期四9:30a.m.-12:30p.m.(共五講)

SE 28-064-01-03 (01)
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，更在兒童的認知、情緒及社交發展上扮演重要的角色，若在語言發展重要期間給予兒童適當的語言刺激，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　：2000年10月12日起逢星期四6:00-7:55p.m.(共五講)
地　點　：統一中心十二樓UC-4室
全期學費　：$600

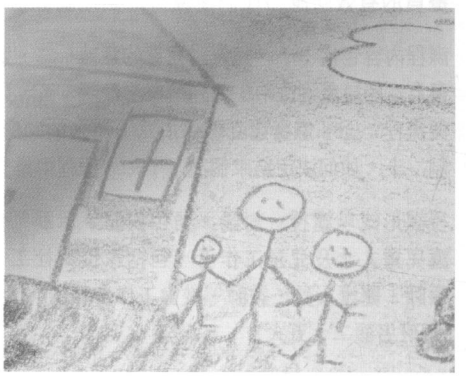
SE 28-064-02-03 (01)
如何建立及提高特殊兒童的溝通能力
Developing Communication Skills in Children with Special Needs

本課程目的在給家長、經常接觸特殊兒童之醫生、護士、幼兒工作員、教師等，提供有關特殊兒童語言能力的基本知識，讓他們在生活和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　：2000年11月16日起逢星期四6:00-7:55p.m.(共六講)
地　點　：統一中心十二樓UC-4室
全期學費　：$700

SE 28-064-03-03 (01)
兒童成長問題專探
Exploration in Child Development Issues

導　師　：社會工作者
開課日期及時間　：2001年1月6日，13日，20日及27日星期六2:30-5:30p.m (共四講)
地　點　：石硤尾嘉智學校
全期學費　：$540



[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—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表徵—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。

性心理方面包括：
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? 兒童的偷竊、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)

SE 28-064-04-03 (01)
了解及處理自閉症兒童
Understanding and Managing Autistic Children

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　：2000年11月7日起逢星期二5:55-7:55p.m. (共六講)
地　點　：統一中心十二樓UC-4室
全期學費　：$620

本課程是為在工作中需要接觸自閉症兒童的人士而設。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)

SE 28-064-05-03 (01)
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。本親子課程，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。
(名額三十人)

導　師　：何曾潔雯博士
B.Soc.Sc.,
M.Soc.Sc.(Clin.Psy.), Ph.D.
趙榮德先生
B.A., Dip.Ed., Dip. Guidance
開課日期及時間　：2000年9月27日起
逢星期三6:15-7:45p.m.
(共六講)
地　點　：統一中心十二樓UC-4室
全期學費　：$530

SE 28-063-09-03 (01)
家庭輔導基礎工作坊
Basic Family Therapy Workshop

近幾年間越來越多人對家庭輔導產生興趣，究竟甚麼是家庭輔導？家庭輔導與其他的輔導形式有甚麼分別呢？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，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。
講授語言：粵語輔以英語
(名額三十人)

導　師　：王愛玲女士資深社工及客座講師
開課日期及時間　：2000年10月11日起
逢星期三6:00-8:00p.m.
(共十講)
地　點　：石硤尾嘉智學校202室
全期學費　：$980

SE 28-065-04-03 (01)
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人員而設。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
簡重盛醫生精神科醫生
開課日期及時間　：2000年10月11日起
：逢星期三6:15-8:15p.m.
(共八講)
地　點　：石硤尾嘉智學校404室
全期學費　：$900

SE 28-042-02-03 (01)
演說領導技巧
Public Speaking Skills

公開演說是口頭傳播的主要媒介，工此者可以啟發群眾，鼓動風潮，造成時勢。要登此領導地位，必先要利其器。在啟發別人之前，必先受啟發，把你的表達力、洞察力和判斷力提升。這項連續十講的課程，將會訓練參加者在正式面對群眾的演講和團體聚會時，能成功和有效地表達思想和見解。
課程內容將包括：說話技巧、焦慮心理的處理、了解聽眾、講稿準備、輕鬆生動的語調、印象深刻的措詞、親切感的建立、表情與姿勢和個人形像的處理等。上課形式包括：啟發講授、示範、課堂實習及個別指導等。
(名額三十人)

導　師　：徐維磊先生前電台監制兼主持
開課日期及時間　：2000年10月12日起 逢星期四8:00-10:00p.m. (共十講)
地　點　：統一中心十二樓UC-4室
全期學費　：$950

情緒智能(EQ)與舒緩壓力
Emotional Intelligence and Life Changes

本課程探討不斷變遷的社會如何給個人製造生活壓力，教導學員提高自覺及自信，以適應變化，做到處變不驚！

課程內容包括：一、自覺與自信；二、自我操控的能力；三、表裡合一，情緒穩定；四、改變自己才能影響別人；五、放開懷抱，迎接轉變。
課程以EQ學說為基礎，生命交流為骨幹，務求透過小組討論及經驗流動，每個學員按自己情況調整生活步履，緩危有序。
(每班名額二十人)

導　師　：姚賽清女士教育心理學碩士
地　點　：石硤尾嘉智學校202室
全期學費　：$1,260

SE 28-064-15-04 (01)
開課日期及時間　：2000年10月13日起 逢星期五6:30-9:30p.m. (共十講)

SE 28-064-15-05 (01)
開課日期及時間　：2000年12月29日起 逢星期五6:30-9:30p.m. (共十講)

SE 28-065-07-03(01)
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 taught 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.

Medium of instruction : Cantonese,supplemented with English.
(Enrolment is limited to 20)

Tutor　: C.C. Chan M.Sc.(Psy.)
Date & Time　: Mondays, 7:45-9:45 p.m., starting 9 October 2000 (15 meetings)
Venue　: Room 404, Kai Chi School, Shek Kip Mei
Fees　: $1,400

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 a 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
Venue : Room AD-3,34/F, United Centre
Fee : $1,500
(including art material fee)

SE 28-063-04-04(01)
Date & Time : Saturdays, 9:00 - 11.00 a.m.,
starting 14 October 2000
(10 meetings);

SE 28-063-04-05 (01)
Date & Time : Wednesdays, 10:00 a.m.-12:00 noon,
starting 11 October 2000
(10 meetings)

SE 28-063-05-03 (01)
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,strctured exercises,role-plays, discussions and simuled 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.

Medium of Instruction : Cantonese,supplemented with English.
(Enrolment is limited to 25)

Tutor : Simon K.K. Chow,M.A.(Ed.),
P.D.(School Psy)

Date & Time : Tuesdays,8:00p.m.-9:55p.m.,
starting 7 November 2000
(10 meeings)

Venue : Room UC-4, 12/F, United Centre

Fee : $950

SE 28-064-11-01 (01)
「親職教育課程」導師訓練班
Training Workshop for Parenting Educators

本課程旨在幫助參加者掌握親職教育技巧，成為高效率的親職教育課程導師。根據學術性研究及調查的結果，親職教育不但可促進兒童心理健康，更有助提高家庭生活質素。許多研究亦證實，接受過優質親職教育課程的家長，自信心提高，對子女的觀感更好，而且較少用體罰方法管教子女。不過，研究也發現，不是所有親職課程都有相同效果；其中最重要的因素，不是課程的內容，而是課程導師的質素。因此，親職教育課程的導師必須接受適當的培訓，然後對家長才有影響力。

主講者 : 區澤光博士
M.S.W., M.Soc.Sc., D.Min
前香港中文大學社會工作系講師，現出任加拿大卑詩省政府心理服務顧問，專責兒童心理治療，並獲委任為「親職教育跨部門工作小組」主席，策劃及統籌親職教育及師資訓練，又兼任大學及專上學院輔導系導師。

本課程將涵蓋下列四個範圍的不同議題：

一、 有關親職教育：甚麼是親職教育；為甚麼要推行親職教育；親職教育對兒童／家長／社會的益處；親職教育的理論及研究；二、 有關家長及子女的需要：家長行為背後的原因；社會轉變以及挑戰家長與兒童的新現象；有關兒童早期成長階段長遠影響的最新研究成果；家長學習管教方式的心理障礙；如何幫助父母重建信心；三、 有關親職教育的方法：視家長為成人學生；針對各自不同的學習方式來施教；有效的表達方式；有效地使用視聽教材及講義的方法；利用親身經驗的活動來加強學習效果；激發家長改變教養子女行為方法；四、 有關親職教育課程的設計：單節及系列的講座，設計親職教育課程的原則；課程成敗的癥結；如何處理來自不同社會經濟背景的家長小組；如何應付特殊需要及各類難題。

課程內容包括：一、主持不同類型的親職教育講座，包括由單次至系列的講座；由 「提供資訊」至 「促進家長改變行為」的講座；二、演講及帶領討論小組的技巧；三、視聽教材的預備及應用；四、親職教育課程中常見的難題及解決辦法；五、使用由訓練班導師所編制的資料冊。

教學方式：包括演講、示範、小組討論及實習。每位參加者均有實習機會，輪流主持小型的親職教育講座，由導師及其他學員提出評價。
(名額二十五人)

地　點　：石硤尾教學中心

時　間　：2000年12月9日（星期六）
9:00a.m.-5:00p.m.
2000年12月16日(星期六)
9:00a.m.-5:00p.m.
2000年12月19日(星期二)
6:00-10:00p.m.

全期學費　：$840

SE 28-065-05-01 (01)
專題研習：都市精神病的認識及 預防—附錄影帶示範
Understanding and Preventing Mental Illness

根據一項精神健康調查顯示，香港約五人便有一人有某程度的精神病 ，較普遍的有神經衰弱、憂鬱症、老人癡呆症.....等。本課程將會以深入淺出的講授配合錄影帶示範，去介紹什麼是精神病、常見的精神病（包括癡呆症、精神分裂症、躁狂症、憂鬱症、神經衰弱等）、精神治療與康復、精神病的預防方法等。並會探討一些與精神病相關的課題，如自殺、產後精神病、酗酒、虐妻及虐待兒童等。各學員亦可在課堂中提出任何與精神病有關的問題向講者發問及討論。
(名額五十人)

對象　：社工、教師、輔導員、護士及中五程度或以上的市民

導師　：趙伯宏醫生

開課日期及時間　：2000年11月16日起
逢星期四8:00 - 9:30 p.m.
(共五講)

地點　：石硤尾嘉智學校404室

全期學費　：($420)

配合大腦發展的兒童教育
Brain-Based Education for Young Children

[illegible] 2975 5667

大腦科學和神經系統心理學（Neuropsychology）近年來的飛躍發展，讓我們對兒童的智力發展和學習，比以前有更深入的認識，而這些知識將改變下世紀學前教育和學校教育的面貌。事實上，美國與加拿大政府已據此展開教育改革。以下一系列的講座，將為家長及兒童工作者介紹兒童教育最新的四個發展方向。負責此系列講座之導師為區澤光博士。區博士為輔導心理學家，專長於兒童心理輔導，曾任教於香港中文大學，現出任加拿大B.C.省政府心理衛生服務主任，並兼任「家長教育跨部門工作小組」主席，最近更獲委任為「大腦大使」，負責向家長、教師及兒童工作者推廣有關知識。

SE 28-064-14-01(01)
大腦新知與兒童智力發展（講座一）
New Findings in Brain Research and Growth of Intelligence

查詢電話：2975 5667

九十年代被稱為「大腦研究的年代」，是因為在此十年間，科學家對大腦發展的認識，有了重大的突破，讓我們知道怎樣去利用配合大腦發展的教育方法，有效地提高兒童的智力。

講座的內容包括：
一、 九十年代大腦研究的新突破；
二、 智力發展的過程與條件；
三、 促進智力發展簡單而有效的方法。

(名額五十人)

導　師　：區澤光博士 M.S.W., M.Soc.Sc., D.Min.
開課日期及時間　：2000年12月11日星期一 7:30-9:30p.m.
地　點　：石硤尾嘉智學校
全期學費　：$100

SE 28-064-12-01 (01)
發展兒童的多元智能（講座二）
Developing Multiple Intelligences of Young Children

查詢電話：2975 5667

用智力測驗 (IQ Test)來評估兒童能力的做法，早已證實過時，原因是在認知能力 (Cognitive ability) 之外，最少還有其他七種智能，可惜傳統的教育方法基本上不重視其他智能，浪費了兒童的潛能。

本講座將介紹：
一、 甚麼是多元智能？
二、 多元智能與學習型態；
三、 如何刺激不同智能的發展。

(名額五十人)

導　師　：區澤光博士 M.S.W., M.Soc.Sc., D.Min.
開課日期及時間　：2000年12月13日星期三7:30-9:30p.m.
地　點　：石硤尾嘉智學校
全期學費　：$100

SE 28-064-13-01 (01)
培養兒童充分的情緒及社交能力（講座三）
Developing Social and Emotional Competence of Young Children

查詢電話：2975 5667

近年來，情緒智商 (EQ) 的重要性已獲公認，而幼兒期更是發展情緒和社交能力最重要的階段，以致教育學家曾指出小學已是情緒教育的最後機會。本講座所討論的內容包括：一、兒童的情緒和社交能力發展；二、影響情緒及社交學習（S.E.L.）的因素；三、如何為兒童創造有利的學習環境。

(名額五十人)

導　師　：區澤光博士 M.S.W., M.Soc.Sc., D.Min.
開課日期及時間　：2000年12月18日星期一7:30-9:30p.m.
地　點　：石硤尾嘉智學校
全期學費　：$100

SE 28-064-16-01 (01)
如何鼓勵兒童養成閱讀興趣（講座四）
Developing Lifelong Interest in Reading

查詢電話：2975 5667

根據大腦研究的結果，閱讀是高層次的大腦活動，對情緒和智力發展有良好的刺激作用，作用是電子媒體所不能取代的，兒童如果從小養成閱讀的興趣，會有長期和多方面的好處。

講座的內容包括：
一、 閱讀的重要性；
二、 何時開始？從何開始？
三、 怎樣讀書給孩子聽；
四、 如何為孩子挑選書本。
(名額五十人)

導　師　：區澤光博士
M.S.W., M.Soc.Sc., D.Min.
開課日期及時間　：2000年12月20日
星期三7:30-9:30p.m.
地　點　：石硤尾嘉智學校
全期學費　：$100

SE 28-065-11-01 (01)
精神病康復者之充權探討
Empowerment in Psychiatric Settings

精神病康復者是一群受社會歧視的弱勢社群，敘受不公平對待，有很強烈的無能及無拉感覺。社會日趨民主化，充權對精神病康復者的治療及康復價值已被肯定。本課程目的是協助精神病康復同工對精神病康復者的充權作出反思，掌握技巧以在工作崗位上實現充權。

課程內容包括
(一) 充權的定義和重要元素；
(二) 充權對精神病康復者的治療及康復價值；
(三) 目前精神病康復服務機構文化及服務提供模式，與推行精神病康復者充權工作的關係；
(四) 掌握充權工作的技巧。授課形式以講授、討論、角色扮演、個案研討等進行。
(名額三十人)

導師　：王愛玲女士（資深社工）
開課日期及時間　：2000年10月11日起
逢星期三8:00-10:00 p.m.
(共六講)
地點　：石硤尾嘉智學校202室
全期學費　：HK$800

音樂與智能
Music and Intelligence

音樂是否可提高我們的智能？本課程提出有關的科學研究資料，進而歸納出利用音樂提高智能的方法。有關社會上很多關於這方面的誤解與傳聞（譬如聽莫扎特的音樂可提高智商30%），課程亦會作出解釋；除此之外，我們會從「多重智能」(Multiple Intelligence) 的概念出發，探討音樂對兒童智能發展的重要。

本課程適合任何人士參加，尤其是那些希望利用音樂協助孩子成長的家長。

(每班名額五十人)

導師　：彭嘉華先生（註冊音樂治療師）
地點　：石硤尾嘉智學校404室
全期學費　：HK$400

SE 28-044-01-01 (01)
開課日期及時間　：2000年10月12日起
逢星期四6:25-7:55 p.m.
(共四講)

SE 28-044-01-02 (01)
開課日期及時間　：2000年11月23日起
逢星期四6:25-7:55 p.m.
(共四講)

SE 28-064-17-01 (01)
幼兒教育新導向（一）
New Trend in Developing Young Children

本課程特別為學前教育的幼師及家長而設計，提供建立出類拔萃孩子的基礎知識及技巧，發展兒童潛質及建立多元才能的有效方法。

課程內容包括:

(一) 培育優秀孩子導言;
(二) 自我控制與自律;
(三) 關懷與同理心;
(四) 熱誠與責任感;
(五) 挫敗處理及容忍力;
(六) 欣賞與寬恕;
(七) 創意思考力的建立;
(八) 情緒商數;
(九) 多元智能的培訓及發展;
(十) 環境培育及天賦發展。學員可按興趣選擇一項課題研習，以資應用。

(名額三十人)

導師 : 史偉美女士
B.S.W. HKBU, MPA CU及
客座講師

開課日期及時間 : 2000年10月10日起
逢星期二6:30-9:30 p.m.
(共十講)

地點 : 石硤尾嘉智學校404室

全期學費 : HK$1,260

SE 28-095-23-01 (01)
啟導幼童學習英語要訣
Basic Skills in the Teaching of English for Young Children

本課程特為幼兒教育工作者及小學教師而設，旨在教導學員如何有效地為幼童學習英語打下良好基礎。課程將教授基本英語發音技巧、日常會話、問候語及常見的錯誤英語用法。講師將介紹多種不同活動教學方法，如講故事、兒歌、遊戲、詩歌等，並親身示範教學技巧，指導學員如何誘導幼童參與，引起他們學習英語的興趣。

(名額六十人)

導師 : 莫鳳儀校長

開課日期及時間 : 2000年11月11日
星期六9.30 a.m.-1.00 p.m.
(共一講)

地點 : 金鐘教學中心

全期學費 : $250

SE 28-064-18-01 (01)
「伙伴模式」兒童行為糾正法
Partnership Approach to Managing Difficult Behaviour of Children with Special Needs

查詢電話：2975 5667

「伙伴模式」是糾正特殊兒童行為問題的新方法。傳統上，兒童與父母或幼師處於對抗，成人焦點過份集中於消除兒童的問題行為，但在「伙伴模式」，兒童與父母或幼師成為合作解決問題的伙伴，兒童行為視為提供溝通的有用資料，所以作用較好。

在為期一天半的工作坊，學員從導師講解、小組討論、個案研究、錄影帶示範及習作中，掌握「伙伴模式」的理論、評估方法與步驟、實行方法等。授課語言及工作坊手冊均為中文，適合家長、幼師、小學教師、社工、職業治療師等報讀。

(名額二十五人)

導師 : 區澤光博士
M.S.W., M.Soc.Sc., D.Min.

開課日期及時間 : 2000年12月17日(星期日)
9:00 a.m. - 5:00 p.m.及
2000 年12月21日(星期四)
6:00 - 10:00 p.m.

地點 : 金鐘教學中心

全期學費 : $840

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(中藥藥劑學學士學位課程及中藥管理學專業文憑課程)；(3)針灸學(中醫學碩士 (針灸學) 學位課程)；(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，九九年九月更推出中藥藥劑學學士學位課程，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，學部更於九九年九月開辦擴展至「中醫學碩士 (針灸學) 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、針灸及中醫推拿骨傷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。

本學院於金鐘及尖沙咀教學中心設有「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、骨傷康復專科門診為廣大市民服務。（請參閱第427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 was launched in September 1999 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 has also launched 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 are two Clinical Centres for TCM in the SPACE Admiralty Learning Centre and Tsimshatsui Learning Centre to provide support for clinical teaching. The Clinics are staffed with a number of qualified and well-experienced TCM practitioners who are available to offer consultation to the public by appointment. Specialist clinics in acupuncture and TCM orthopaedics & traumatology as well as TCM Rehabilitation Medicine has also started operation recently. (Please refer to general information on TCM Clinic on page 427)

中醫藥學
Traditional Chinese Medicine

Traditional Chinese Medicine 中醫學
Chinese Medicine Pharmaceutics 中藥學
Acupuncture 針灸學

Programme Directors, Programme Managers
課程主任、助理課程主任

Hui, Sarah S.C. 許少珍教授
(Head of Division 學部主任)

Wong, N.K. 黃雅各
CHAN, T.Y. 曾德源
LAM, Jenny L.K. 林立佳
TSE, Sonny H.M. 謝慶綿
WONG, Helen L. 王玲

TCM Associate Professors/Assistant Professor/Lecturers
中醫藥學部副教授/助理教授/講師

Leung, Y.H. 梁延熙
Ng, M.P. 吳文豹
Yim, Y.M. 嚴玉薇

Chan, Y.S. 陳日升
Chen, B.Z. 陳炳忠
Cheung, T.F. 章彤輝
Feng, Y.B. 馮奕斌
Luo, W.Q. 羅偉權
Sun, L.L. 孫徠齡
Yeung, S.K. 楊順坤
Zhou, J.F. 周杰芳

Cheung, K.S. 張群湘
Chu, O.M. 朱藹美
Lai, L. 勵莉
Wong, Y.Y. 王如躍
Yiu, Y.M. 姚韌敏

TCM Visiting Associate Professors/Assistant Professors
中醫藥學部客座副教授/助理教授

Li, Z.Z. 李祖珍
He, T.Z. 何濤贊
Li, L. 李磊
Xu, G.Y. 徐光耀

TCM Physicians 中醫師

Guo, Z. 郭轉
Shao, S.J. 邵素菊
Zhu, X.M. 朱現民

Divisional Affairs Executive 學部事務主任
Hui, Teresa Y.M. 許綺雯

1/F Austin Tower, 22-26A Austin Avenue
Tsim Sha Tsui, Kowloon.
九龍尖沙咀柯士甸路22至26號A好兆年行一樓
Fax 傳真: **2527 0112**

SPACE offers full-time Bachelor degree in Chinese Medicine

學院首辦全日制
中醫學位課程
培育新一代中醫藥人才

學院與香港大學醫學院轄下的中醫藥學院合辦中醫全科學士學位的兼讀課程，自1998年開辦以來，極受學員歡迎。

為方便更多有志於從事中醫行業的人士進修，今年秋季將開辦全日制的學士學位課程，中七畢業生亦可直接報讀。

CM 38-601-00 (01)
中醫全科學士學位課程
Bachelor of Traditional Chinese Medicine

課程宗旨

為配合特區政府的中醫藥發展政策，香港大學醫學院附屬中醫藥學院與本專業進修學院於一九九八年九月合辦中醫全科學士學位課程，以便培養優秀高級中醫人才。本課程為有志從事中醫行業的人士提供一項全面的理論與實踐並重的中醫藥課程，也為現職的中醫師提供再培訓的機會。通過六年（或以上）完整課程的學習，學員將能掌握中醫基本理論和臨床醫術，畢業後能夠從事中醫全科的醫療工作、中醫教學科研等。

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300學分：

- 理論教學共254學分，其中必修科為中醫基礎學科、現代醫學學科、中醫臨床學科、中醫經典著作，共238學分，選修科共16學分；
- 臨床教學共46學分，其中見習10學分，實習36學分

(請參閱課程編排及學分分配表) (詳情請參閱 409 頁)。

第一學年以中醫基礎學科為主，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) 為現代醫學學科、中醫臨床學科、中醫經典著作及臨床見習/實習等。至於將於2000年開辦之科目，請參閱“科目內容介紹”。(詳情請參閱 411-414 頁)

每個學年度分上、下學期。上學期由9月至1月；下學期由2月至7月。
考試分別於1月(上學期) 和7月 (下學期) 舉行。

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，將獲香港大學頒授「中醫全科學士學位」。

修業年限

由最少六年至最多九年。

入學資格

- 持有本專業進修學院「中醫全科大專文憑」者；或
- 具有大學學位者；或
- 預科畢業，並符合香港大學入學資格；或
- 現職中醫師或針灸師，並具有五年或以上的全職執業經 驗者。

科目豁免

本學院接受認可之個別中醫基礎學科豁免資格，曾獲取其他大專院校或中醫學院之單科或全科證書，而欲豁免修讀個別科目者，可向本學院之中醫藥學部查詢。

考試評審

上海中醫藥大學

教學語言

粵語及普通話。

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$150。每科學費由$2,300-$14,000不等，臨床見習費及實習費另計。

報名日期

每年11月 (春季入學) 及5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	學分
必修科	中醫基礎學科	中醫基礎理論	半年	10
		中藥學	半年	10
		方劑學	半年	10
		中醫診斷學	半年	10
		醫古文	半年	10
	中醫經典著作	《內經》	半年	9
		《傷寒論》	半年	9
		《金匱要略》	半年	9
		《溫病學名著》	半年	9
		《中醫各家學說》	半年	9
	中醫臨床學科	中醫內科學 (I)	半年	14
		中醫內科學 (II)	半年	7
		中醫外科學	半年	9
		中醫婦科學	半年	9
		中醫兒科學	半年	9
		針灸學	半年	9
		中醫骨傷科學	半年	9
		中醫耳鼻喉科	半年	4
	現代醫學	基礎醫學 (I)	半年	17
		基礎醫學 (II)	一年	21
		基礎醫學 (III)	半年	17
		基礎醫學 (IV)	半年	13
		醫學統計學	半年	5
必修科目合計				238
選修科		中醫醫學史	半年	4
		中醫營養學	半年	8
		養生學	半年	4
		推拿學概論	半年	4
		醫學心理學	半年	4
		現代中醫學研究進展	半年	4
		中醫藥防治癌症	半年	4
		預防醫學概論	半年	4
		醫古文基礎	半年	4
		中醫經典著作選讀	半年	8
選修科目合計				16
臨床		見習		10
		實習		36
合計				300

中醫全科大專文憑/學士學位課程科目表

	學科名稱	學分	
必修科	中醫基礎理論	10	中醫全科大專文憑
	中藥學	10	
	方劑學	10	
	中醫診斷學	10	
	基礎醫學 (I)	17	
	基礎醫學 (II)	21	
	中醫內科學 (I)	14	
	中醫外科學	9	
	中醫婦科學	9	
	中醫兒科學	9	
	針灸學	9	
	中醫骨傷科學	9	
	中醫經典著作選讀+	8	
	中醫臨床見習/實習	14	
	醫古文	10	中醫全科學士學位
	中醫內科學 (II)	7	
	《內經》	9	
	《傷寒論》	9	
	《金匱要略》	9	
	《溫病學名著》	9	
	《中醫各家學說》	9	
	基礎醫學 (III)	17	
	基礎醫學 (IV)	13	
	中醫耳鼻喉科	4	
	醫學統計學	5	
	中醫臨床見習/實習	32	
*選修科	中醫醫學史	4	
	中醫營養學	8	
	養生學	4	
	推拿學概論	4	
	醫學心理學	4	
	現代中醫學研究進展	4	
	中醫藥防治癌症	4	
	預防醫學概論	4	
	醫古文基礎	4	
	中醫經典著作選讀	8	

中醫全科大專文憑共159學分
中醫全科學士學位共300學分

*選修科中只需修讀16學分。
+「中醫全科大專文憑課程」必修科

CM 38-101-00 (01)
中醫全科大專文憑課程
Diploma in Traditional Chinese Medicine

課程宗旨

本課程於1997年9月開辦，是本學院為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。課程以兼讀形式進行，特色是修讀進程具彈性，讓個別學員能充分利用自己的空餘時間修讀。

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，將獲本學院頒發「文憑」。

課程修讀進程建議表

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 經典著作選讀、中醫內科學(I)、基礎醫學(II)
第三學年— 基礎醫學(II)、針灸學、中醫婦科學、中醫兒科學
第四學年— 中醫骨傷科學、中醫外科學、臨床見習、臨床實習
將於2000年開辦之科目內容，請參閱“科目內容介紹”
(詳情請參閱 411-414 頁)。

學分分配

整個課程合共159學分（見中醫全科大專文憑／學士學位課程學分分配表）。

臨床見習及實習

學員完成第一學年的四個中醫基礎科目，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」（詳情請參427頁）分50次進行，完成「見習」後，可報名前往國內重點中醫藥大學附屬醫院，參加各科臨床實習。

修業年限

由最少四年半至最多七年。

入學資格

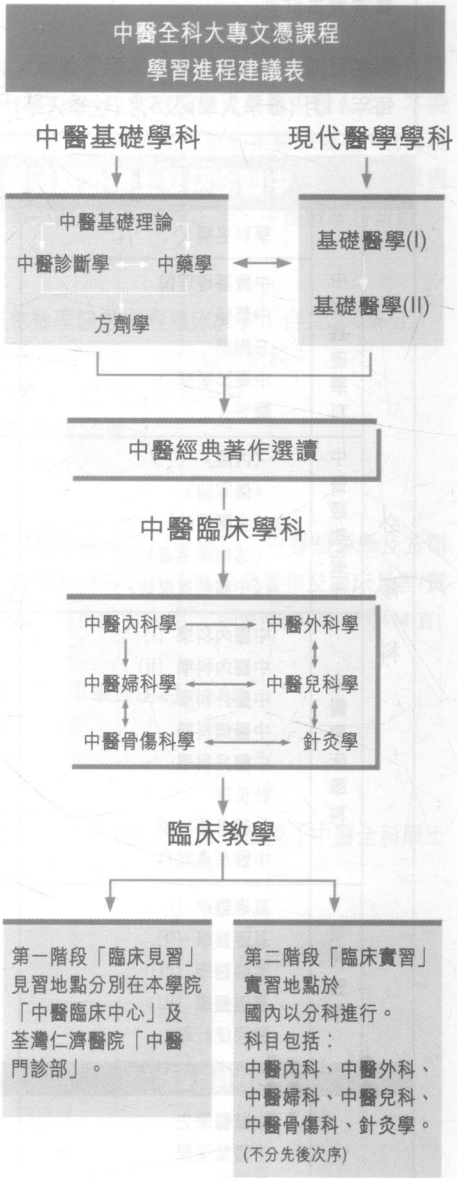
中五畢業或同等學歷。

學費

申請費為$150，每科學費由$6,900－$14,000不等，臨床見習費及實習費另計。

報名日期

每年5/6月 (秋季入學) 及11/12月 (春季入學)



【科目內容介紹】

- **中醫基礎理論**
  Traditional Chinese Medicine Theory
  本科目是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，旨在使學員能有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、方劑學及臨床各門科學知識，建立必要的基礎。

- **中藥學**
  Chinese Material Medica
  本科目是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科目，是中醫專業的基礎學科之一。學習中藥的目的在於為學習方劑學及臨床各科建立基礎。

- **方劑學**
  Chinese Medical Prescriptions
  本科目是介紹方劑之配伍（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方劑的組成、功效、臨床應用，初步懂得辨證選方。

- **中醫診斷學**
  TCM Diagnosis
  本科目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。

- **醫古文**
  Archaic Chinese Medical Writings
  講授先秦至清代的醫書，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。

- **《內經》**
  TCM Classics I: Canon of Internal Medicine
  講授《黃帝內經》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。

- **《傷寒論》**
  TCM Classics II: Treatise on Exogenous Febrile Diseases
  本科目精讀《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。

- **《金匱要略》**
  TCM Classics III: Golden Chest
  介紹《金匱要略》中重要的原文，闡釋中醫的整體觀念，臟腑經絡學說、發病觀、辨證規律、治則治法、遣藥組方技巧、湯藥煮服法等在數十種雜病辨治中的應用。

- **《溫病學名著》**
  TCM Classics IV: Seasonal Febrile Disease
  介紹溫病學說的形成發展全過程，以及溫病的涵義、性質和特點，並簡介葉天士《溫熱論》、薛生白《濕熱病篇》、吳鞠通《溫病條辨》等名著。

- 《中醫各家學說》
  TCM Classics V: Chinese Medical Thinking
  介紹各家經典學說與中醫理論體系；歷代醫家的爭鳴與中醫發展；各家學說的形成原因，醫家與學派，介紹歷代主要醫家的學術思想，學術成就和臨床經驗。

- 中醫內科學(I)
  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。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，常見內科病證的病因病機、辨證論治規律及各種疾病的常用方藥。

- 中醫內科學(II)
  TCM Internal Medicine (II)
  人體臟腑功能失調以及臟腑之間生剋失衡是中醫內科疾病的主要病理基礎。旨在使學員掌握內臟五系（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。

- 中醫外科學
  TCM External Medicine
  中醫外科學是中醫臨床醫學重要學科之一，其特點是強調「有諸內、必形諸外」，運用整體觀及認識外科疾病的發生與發展，施之以全身與局部相結合的醫療方法，防治外科疾病。

- 中醫婦科學
  TCM Gynaecology
  本科目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，及根據理法方藥對經、帶、胎、產、雜病進行辨證施治。

- 中醫兒科學
  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，通過系統的學習中醫基礎理論及中醫內科的課堂教學以後，本著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。

- 針灸學
  Acupuncture and Moxibustion
  介紹經絡的組成，生理功能和臨床應用，腧穴的分類、作用和取穴方法；十四經的循行；腧穴的定位，主治和操作；介紹刺灸的基本知識，基本技能，三棱針、皮膚針、皮內針等其他針法，以及內、外、婦、兒、五官等常見病的辨證應用。

- 中醫骨傷科學
  TCM Orthopaedics and Traumatology
  介紹創傷骨科的辨證、診斷方法；骨傷科常見病、多發病的病因病機、診斷及治療；脫位、各部軟組織損傷及常見骨病的診斷。

- 中醫耳鼻喉科
  TCM Otorhinolaryngology
  本科目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。

- 基礎醫學(I)
  Basic Medical Science (I)
  本科目講授範圍包括解剖學、組胚學、生理學、生化學等。

- 基礎醫學(II)
  Basic Medical Science (II)
  本科目講授範圍包括微生物學與寄生蟲學、病理學、診斷學(I)(包括X - 光檢查)。

- 基礎醫學(III)
  Basic Medical Science (III)
  本科目講授範圍包括腫瘤學、遺傳病學、症狀診斷學、物理診斷學、放射診斷學、臨床檢驗學及臨床儀器診斷學。

- 基礎醫學(IV)
  Basic Medical Science (IV)
  本科目講授範圍包括中藥藥理學、社會醫學、流行病學及香港醫療體制。

- 醫學統計學
  Medical Statistics
  本科目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。

- 中醫醫學史
  History of Traditional Chinese Medicine
  學員可藉本科目培養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、勤於革新，崇尚醫德的優良傳統。

- 中醫營養學
  TCM Dietetics
  本科目旨在使學員了解中醫營養學的特點，是以整體觀念為基礎、五臟為中心的辨證施食，並強調根據不同體質而飲食有所宜忌。包括養療原則、養療劑型及常用的食品和藥膳等內容。

- 推拿學概論
  Massotherapy (tui-na)
  推拿是人類最古老的一種療法，古稱按摩、按蹺，而推拿亦是發展中的中醫醫療科學。按摩能減輕疼痛，對人體產生治療作用。本科目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，讓學員建立明確的推拿學概念。

- 醫古文基礎
  Introductory Archaic Chinese Medical Writings
  本科目提供學習「醫古文」前之古漢語知識基礎，提高學員閱讀古醫籍的能力。包括闡述關於漢字、詞義、語法、古書句讀、註釋和工具書使用等方面的基礎理論和一般常識。

- 中醫經典著作選讀
  Selected Readings from TCM Classical Texts
  本科目旨在通過四部原著（《內經》、《傷寒論》、《金匱要略》、《溫病學》）中部分重要篇章的選讀，了解中醫學的起源、特色、理論體系的形成及發展，使學員在今後的臨床及科學研究中順利閱讀並領悟中醫經典著作的含義。

- 中醫臨床實習（第一階段）
  TCM Clinical Practicum (Part I)
  分「見習」與「實習」兩個階段，讓修讀「中醫全科學士學位／大專文憑」課程的學員在香港進行第一階段的「臨床見習」。科目包括：中醫內科、中醫外科、中醫婦科、中醫兒科、中醫骨傷科和針灸科。

- 中醫臨床實習（第二階段）
  TCM Clinical Practicum (Part II)
  讓已完成「中醫基礎學科」和「中醫臨床學科」，及第一階段「臨床見習」的學員，以分科（中醫內科、中醫外科、中醫婦科、中醫兒科、中醫骨傷科、針灸科及中醫耳鼻喉科）形式在國內重點中醫大學附屬醫院進行第二階段的「臨床實習」。

CM 38-123-00 (01)
中醫推拿學文憑課程
Diploma Course in Tui-Na

查詢電話：2376 6772

入學資格
- 中五畢業或同等學歷；
- 執業推拿師若未能符合上述入學要求，需由課程遴選委員會按其工作經驗及個人能力等因素作出評選。

課程宗旨
培養高質素的職業推拿師。

課程大綱及內容
第一學年：中醫推拿學的起源與發展史、中醫基礎理論、現代解剖學及中醫骨骼名位、經絡學與腧穴學、手法與練功、指導性自我練功。
第二學年：中醫診斷學、人體手法操作、推拿治療學(I)、中藥與方劑、臨床見習、指導性自我練功。
第三學年：推拿治療學(II)、針灸與氣功、臨床實習、指導性自我練功。

修業年限
三年

報名日期
每年6、7月

【科目內容介紹】

- 中醫推拿學的起源與發展史
  中醫推拿學源遠流長，據《史書》記載，黃帝時代的名醫俞跗已將“案扤”這一古代推拿術應用於臨床治療。千百年來，通過推拿醫師的共同努力，中醫推拿正在醫療、康復、保健等多方面發揮重要作用，由於學術淵源，師承關係，主治對象以及社會、地域、人情等因素，社會上逐漸形成了許多各具特色的學術流派與分支。

- 中醫基礎理論
  本科目主要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。旨在讓學員有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、方劑學及臨床學科建立良好的基礎。

- **現代解剖學及中醫骨骼名位**

  解剖學是中醫推拿學科的必要基礎知識。內容包括運動系統、消化系統、呼吸系統、泌尿系統、生殖系統、循環系統、內分泌系統、特殊感覺系統、神經系統，以及組織學及胚胎學。此外，學員必須學習傳統中醫骨骼名位，才能良好地繼承 傳統中醫理論與掌握現代解剖學知識。

- **經絡腧穴學**

  經絡學說是研究人體經絡系統的循行分佈、生理功能、病理變化及其與臟腑相關的理論學說，是中醫學理論體系的重要組成部分。自古至今，經絡腧穴學在中醫治療中扮演重要的角色。

- **手法與練功**

  手法是推拿治病的基本手段。手法是訓練有素的規範動作。練功是學習推拿與從事推拿工作不可忽視的一環，推拿療效的好與差，除正確的診斷外，亦取決于醫者的體格素質，手法的功力和技巧，以及患者自我鍛練的配合。

- **中醫診斷學**

  本科目旨在協助學員掌握四診、八綱、辨證分析、病歷書寫等基本技能，是中醫基礎理論與臨床各科之間的橋樑課程。內容包括:

  - 望、聞、問、切「四診」；
  - 表里、寒熱、虛實、陰陽「八綱」；
  - 病因辨證、氣血津液辨證、臟腑辨證、經絡辨證、六經辨證、衛氣營血辨證、三焦辨證，診斷與病案學內容。

- **人體手法操作**

  人體手法操作訓練是一門綜合性的訓練方法。操作者必須熟練地掌握各種手法在人體各部位的運用，以正確地刺激各特定的部位和穴位。操作者亦須熟習手法操作的順序，及各手法之間的連接與動作變換的自然協調。

- **推拿治療學**

  本科目包括內科、婦科、兒科、骨傷科等方面的推拿治療，所提及的病種共有60-80個之多。各病種將據不同項目講解，包括概說、病因病機、應用解剖、症狀表現與診斷檢查、推拿治療方法及注意事項等。

- **中藥與方劑**

  中藥學主要是研究中藥基本理論和中藥的來源、採製、性能、功效及其臨床應用等基本知識；而方劑學則旨在介紹方劑之配伍 (組成) 用法、功用、主治、方解、加減變化等內容。此兩學論之研習，為辨證選方建立基礎。

- **針灸與氣功**

  氣功是在中醫經絡學說的基礎上發展起來的。而氣功的不斷發展又為經絡的存在提供了客觀依據，使各條經脈的走向、連接和相互關係更形清晰。它一方面對機能活動進行主動的自我調整，並保持動態平衡；另一方面降低能量消耗，增加能量積聚，起調和陰陽、疏通經絡和佈散外氣的作用。

- **推拿臨床教學**

  實習能有效地實踐課堂理論，讓學員能進一步熟悉各病種的診斷與檢查方法，並熟習以推拿方法進行治療，力求做到有理、有方、有法、有技能。推拿之實習地點擬定廣西中醫學院第一附屬醫院，實習分門診與病房兩階段，幫助學員熟悉門診與病房的各自治療特點、病種特點。

CM 38-125-00 (01)
中醫骨傷科學進修文憑課程
Diploma Course in TCM Orthopaedics and Traumatology

查詢電話：2376 6772

本課程旨在為香港執業中醫骨傷科醫師、中醫師或針灸師，提供有系統並較全面的中醫骨傷科學進修課程。本課程之內容理論和實踐並重，學員將被安排到國內中醫院接受短期臨床實習訓練，以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。

本學院邀請了本港及國內外中醫界知名人士及專家組成學術評審委員會，督導本課程的發展和教學，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，可申請豁免修讀「中醫全科學士學位/大專文憑課程」的「中醫基礎理論」及「中醫骨傷科學」。

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10個月，每星期授課2次，每次3小時，共約230學時。開課日期在每年9月。招生日期在每年6月。

CM 48-103-00 (01)
針灸學進修文憑課程
Diploma Course in Acupuncture and Moxibustion

查詢電話：2376 6772

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。本課程之內容理論和實習並重，學員將被安排到國內主要中醫院接受短期臨床實習訓練，務求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，提高其專業水平。

本學院敦請本港及國內外中醫界知名人士及專家組成學術評審委員會，督導本課程。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，可申請豁免修讀「中醫全科學士學位/大專文憑課程」的「中醫基礎理論」及「針灸學」。

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10個月，每星期授課2次，每次3小時，共約230學時。開課日期在每年9月。招生日期在每年6月。

CM 49-068-03-01(01)
Chinese Therapeutic Foods and Common Medicinal Herbs

Enquiries: 2376 6772

Historically, food is regarded by Chinese medical scholars as a harmonising agent. From the Traditional Chinese Medical approach, food and medicinal herbs have similar origins, and thus food, is often considered as medicine in "small doses" whilst medicine may be regarded as "food" in a more concentrated form.

This introductory course will look at how food plays an important role in our daily lives. Food, when used therapeutically, is not only safe, but also beneficial for health maintenance. Some common medicinal herbs will also be introduced and the way they can be used in combination with food, will be explored.

As there is more recognition, substantiated by continuing research, that nutrition contributes significantly towards our general well-being, this course seeks to de-mystify commonly encountered medicinal herbs and also to encourage awareness about the prudent use of nature's resources.

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 of TCM.

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.Acup.(Nanjing)

Date & Time : Tuesdays, 6:15-7:45 p.m. starting 22 August 2000 (8 meetings)

Venue : To be advised

Fee : $1,180

Closing Date for Application: 5 October 2000

Medium of Instruction :
English supplemented with Cantonese when necessary.

(Enrolment is limited to 25)

CM 38-068-01-01(01)
An Introduction to Traditional Chinese Medicine

Enquiries: 2376 6772

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

Topics to be covered will include:
- Development of Traditional Chinese Medicine (TCM);
- Theories of TCM;
- The Meridian System;
- The most commonly used acupressure points for relief;
- Demonstrations in the use of unintrusive methods of treatment.

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

Medium of Instruction: English supplemented with Cantonese when necessary.

(Enrolment is limited to 25)

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

Date & Time : Tuesdays, 8:15-9:45 p.m. starting 22 August 2000 (8 meetings)

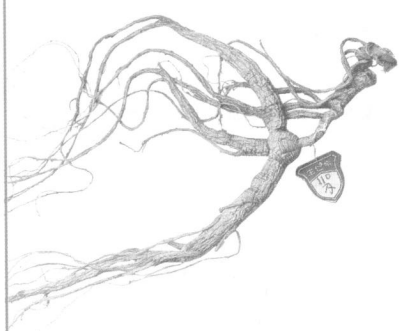
Venue : To be advised

Fee : $1,180

Closing Date for Application: 5 October 2000

Chinese Medicine Pharmaceutics 中藥學

TEL電話 : 2376 6771 FAX傳真 : 2527 0112



CM 49-601-00 (01)
中藥藥劑學學士學位課程
Bachelor of Pharmacy in Chinese Medicine

課程宗旨

培養中藥科技及管理兩方面之人才，並為有志加入中醫藥或在職從業員提供優質課程，以配合政府積極推動香港成為國際中醫藥中心的政策。

課程大綱及內容

- 理論學科；
- 實習及專題論文。

課程實驗安排分別在香港和內地進行，藥用植物學的野外研習在內地進行。學員在完成第三學年之後，開始分階段進行實習；包括在香港和內地中藥學院、醫院中藥房、中藥廠、藥物檢驗所和研究部門等進行實習、見習或參觀，並同時進行專題論文的實驗或實踐工作。請參閱以下“科目學分分配表”，至於科目內容，請參閱“科目內容介紹”(詳情請參閱419-422頁)。

學歷及專業資格

學員修畢課程，完成全部學科要求並經考試合格，完成實習及專題論文，將獲香港大學頒授「中藥藥劑學學士學位」。

科目補修

學員於1997/98及1998/99學年度入學修讀「中藥管理學專業文憑課程」，而根據入學資格第二項規定獲取錄為學士學位課程學員者，均須補修「中醫基礎理論」、「中藥炮製」及「方劑學」等科目。

科目豁免

本學院接受認可之個別科目豁免資格，曾獲取其他大專院校或中醫藥學院之單科或全科證書，而欲豁免修讀個別科目者，可向本學院之中醫藥學部查詢。

修業年限

共四年半。持有香港大學專業進修學院之「中藥管理學專業文憑」之入學資格者，則為一年半至二年半。

入學資格

- 符合香港大學入學資格，並於香港高級程度會考獲取化學科合格成績或同等學歷；或
- 中五畢業，並於香港中學會考獲取化學合格成績或同等學歷，具有三年或以上有關工作經驗，及持有香港大學專業進修學院「中藥管理學專業文憑」者，可以直接入讀第四學年。

報名日期

每年6、7月

要使香港真正的成為中藥業的生產和研究中心，除了要建立專業的規章、制度，以及在科研、生產等方面作出投資外，人才的培訓是極重要的一環。沒有優秀的中藥人才，一切計劃都只能是空談。學院多年來已開辦了多種中藥課程；在這個基礎上，一九九九年創辦了本港第一個中藥藥劑學學士學位課程；供有志於從事中藥業發展的人士修讀，並為我們發展國際中醫藥中心的大計建立人才培訓的基礎。

中藥藥劑學學士學位／中藥管理學專業文憑課程科目表

學年	科目名稱		學分
第一學年	中醫學基礎	中藥管理學專業文憑	4
	中藥學		8
	藥用植物學		14
	中藥藥理學		12
	中藥毒理學		4
第二學年	中藥化學		14
	中藥藥劑分析		14
	中藥炮製學		5
	方劑學		7
第三學年	中藥信息學		4
	中藥藥劑學		13
	中藥鑒定學		20
	中國藥事法規		2
第四學年	中藥栽培學		5
	中藥養護學		4
	中藥廣告及營銷學		8
	醫學統計學及實驗方法學		6
	中成藥學		4
	中藥資源學		6
	中藥管理學		6
第五學年（僅為半學年）	實習*		–
	專題論文*		(22)
	理論學科		158
	專題論文		22
	合　計		**180**

*實習及專題論文可於第四學年開始進行

CM 49-101-00 (01)
中藥管理學專業文憑課程
Diploma Course in Pharmaceutical Management in Chinese Medicine

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，香港大學專業進修學院除提供全面的「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，學習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，了解中藥製劑及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。

課程大綱及內容

第一學年：中醫學基礎、中藥學、藥用植物學、中藥藥理學、中藥毒理學

第二學年：中藥化學、中藥製劑分析、中藥炮製學、方劑學

第三學年：中藥信息學、中藥藥劑學、中藥鑒定學、中國藥事法規

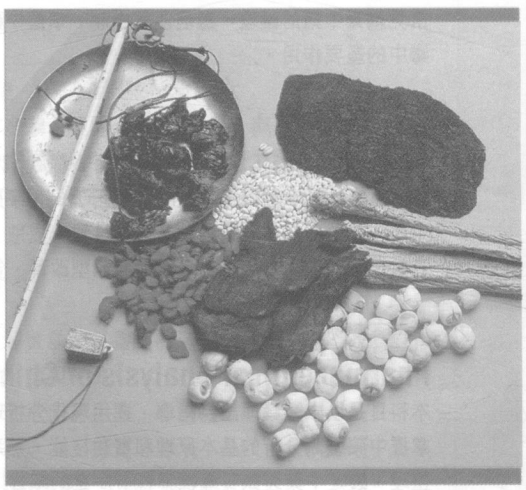
實驗課部份安排在香港完成，其餘於每年復活節假及暑假期間安排前往廣東藥學院進行，每次約7天。本課程以兼讀形式進行，學員可依照課程編排完成整個「中藥管理學專業文憑課程」。

至於所開辦之科目內容，請參閱“科目內容介紹”。

(詳情請參閱 419-422 頁)

學歷及專業資格

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。



修讀年限

三年。

入學資格

中五畢業，並於香港中學會考獲取化學科合格成績或同等學歷；及具有三年或以上有關工作經驗。

教學語言

粵語及普通話。

講師/導師

由廣東藥學院委派專家、教授講授。

報名日期

每年6、7月

【科目內容介紹】

- **中醫學基礎**
  Foundations of TCM

  本科目是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一門學科。通過學習，旨在使學員能有系統地掌握中醫學的基礎理論知識，為學習中藥學、方劑學、中成藥學等知識，打下必要的基礎。

- **中藥學**
  Pharmaceutics of Chinese Medicine

  本科目是研究中藥基本理論和中藥的來源、採集、性能、功效及臨床應用等基本知識的一門學科，是中藥藥劑專業的基礎學科之一。

- **藥用植物學**
  Medicinal Botany

  本科目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一門學科。通過講授、實驗和野外實習，旨在使學員掌握植物細胞、組織和器官的的形態及其內部構造；掌握常用藥用植物及主要科屬特性，熟悉常用藥用植物的藥用部位、功效和生長習性，為學習中藥鑒定學、中藥栽培學、中藥化學、中藥資源學等學科打下基礎。

- 中藥藥理學
  Pharmacology of Chinese Medicine

  本科目通過講授中藥藥性 - 四性、五味、歸經的現代研究概況；中藥藥理作用特點及其與中藥功效的關係；當前中藥複方研究的主要領域；各類中藥的藥理作用和作用機理、主要有效成份和臨床應用；使學員掌握中藥藥理的基本知識，了解中藥的主要作用機理、研究方法和今後的發展方向。

- 中藥毒理學
  Toxicology of Chinese Medicine

  本科目主要是研究中藥的毒性及其發生機理的一門學科。通過學習，旨在使學員能夠了解毒理學研究的方法，熟悉常見劇毒中藥的藥理、毒理及其機制，掌握中藥中毒的防治，了解降低中藥毒性的方法以及中藥炮製在防治中藥中毒中的重要作用。

- 中藥化學
  Pharmaceutical Chemistry of Chinese Medicine

  本科目是結合中醫藥基本理論，運用現代化學原理和方法來研究中藥的一門學科。通過學習，旨在使學員掌握中藥中所含有效成份的結構類型、理化性質，提取、分離、檢識的基本理論和技能；熟悉對單味中藥的系統檢識和所含有效成份的結構鑒定；為今後從事劑型改革、質量控制和研究新藥等奠定必要的基礎。

- 中藥製劑分析
  Pharmaceutical Analysis of Chinese Medicine

  本科目是以中醫藥理論為指導，運用現代分析理論和方法，研究中藥製劑質量的一門應用學科。通過學習，使學員掌握中藥製劑分析的基本原理和實驗技能，熟悉常用中藥製劑的定性鑒別、檢查和含量測定方法，為進一步研究、整理、製定中藥製劑質量標準打下一定的基礎。

- 中藥炮製學
  Processing of Chinese Materia Medica

  本科目是研究中藥炮製理論、炮製工藝、炮製品標準、歷史沿革及其發展方向的一門學科。通過學習，使學員掌握中藥炮製的基本理論和方法；熟悉中藥炮製機械的性能，工作原理，炮製在臨床中的作用，炮製品的性狀、特徵；了解中藥炮製的起源、現狀及歷代醫藥書籍中有關炮製的論述，初步具有從事中藥炮製研究及開發應用的能力。

- 方劑學
  Medical Prescriptions in Chinese Medicine

  本科目是研究治法與方劑的配伍規律及臨床運用的一門學科。通過學習，使學員掌握18類約150首左右常用方劑的組成、功效、主治、配伍意義和臨床運用，初步懂得辨證選方。

- 中藥信息學
  Pharmaceutical Informatics of Chinese Medicine

  醫藥信息是一種重要的資源，而醫藥信息的主要來源是科技文獻。掌握科技文獻的檢索方法，就能使中醫藥工作者獲得對文獻利用的支配權和主動權。本科目旨在使學員掌握科技文獻檢索的基本原理和規律，培養學員實際檢索和利用文獻信息的能力，力求舉一反三，融會貫通。

- 中藥藥劑學
  Pharmaceutical Formulation Design in Chinese Medicine

  本科目是以中醫藥理論為指導，運用現代科學技術，研究中藥藥劑的配製理論、生產技術、質量控制和臨床療效等內容的綜合性應用技術科學。通過學習，使學員掌握中藥常用劑型的概念、特點、製備工藝和質量要求等的基礎理論、基本知識和技能；掌握現代藥劑學的有關理論，了解國內外藥劑學進展概況以及常用劑型的輔料和專用設備的基本構造、性能和使用保養方法，使學員具有一定的改進劑型、研製新藥和解決藥劑中質量問題的能力。

- 中藥鑒定學
Authentication of Chinese Materia Medica

本科目是研究和鑒定中藥的品種和質量，尋找和擴大新藥源的一門應用學科。通過學習，旨在使學員掌握中藥鑒定的基本理論和技能，為從事中藥的真偽鑒別、品種整理、質量評價和開發應用打下基礎，以保障臨床用藥的安全有效。

- 中國藥事法規
Legal Aspects of Pharmaceutics in the PRC

本科目是研究我國現行的重要的藥品管理方面專業法律法規和有關的法律法規的一門科目。通過學習，學員可獲得藥事法規的基本知識，藥品生產、經營、使用的管理知識，新藥管理及特殊藥品管理的知識，以及有關藥材市場管理的知識。

- 中藥栽培學
Medicinal Plant Cultivation in Chinese Medicine

本科目是應用植物學、細胞生物學、分子學、分子遺傳學、土壤學、氣象學、藥用植物學、中藥化學、中藥學、植物生理學、植物遺傳學、生態學、植物地理學和中藥資源學等學科的知識來研究無公害中藥的現代化優質高產栽培與採收加工技術的一門綜合性科學。通過學習，使學員掌握無公害中藥的現代化栽培方法，以提高綠色中藥材的優質高產。

- 中藥養護學
Preservation of Chinese Materia Medica

本科目是運用現代科學技術方法來研究中藥保管技術和影響中藥儲藏質量及其養護防患的一門新興綜合性技術學科。通過學習，使學員掌握中藥材、中藥炮製品及中成藥的貯藏養護理論和方法。

- 中藥廣告及營銷學
Pharmaceutical Advertising and Marketing in Chinese Medicine

本科目是研究中藥廣告的製作、管理以及市場營銷策略的一門學科。通過學習，使學員掌握中藥廣告的製作規律、定位原則以及管理知識，掌握中藥市場營銷的基本理論和技能，熟悉市場分析、尋找目標市場的方法。

- 醫學統計學及實驗方法學
Medical Statistics and Research Methods

本科目是現代醫學、藥學和預防醫學專業的基礎學科。通過學習，使學員掌握衛生統計學的基本概念、基本原理和統計分析的基本方法，並對實驗設計的特點、原則、樣本例數的估計等有較深入的了解。

- 中成藥學
Proprietary Chinese Medicines

本科目是以中醫藥學、方劑學、炮製學、藥劑學、藥理學、化學、化工原理以及醫學基礎學科的多學科理論為基礎，研究中成藥方藥配伍組成的合理性、科學性，選擇最佳劑型的製備方法及生產、經營管理和臨床應用的綜合性應用學科。通過學習，使學員掌握中成藥製劑的設計理論、生產方法和質量控制方法，掌握中成藥研究技巧、生產技能、質量監控和開發過程，促進中成藥的發展。

中藥資源學
Medicinal Resources in Chinese Medicine

本科目是研究中藥資源的種類、數量、地理分佈、時空變化、合理開發利用和科學管理的一門學科。通過學習，旨在使學員掌握運用多學科的知識與技術去謀取開發更多更好的中藥原料藥材的新產品（如新藥、保健品、衛生日用品等）和新資源（如新品種等），同時保護原有藥材資源，並科學合理地開發利用。

- 中藥管理學
Pharmaceutical Management in Chinese Medicine

本科目是根據中藥的生產經營特點，把現代管理和全面質量管理的基礎理論以及 GMP (藥品生產質量管理規範)、GSP (醫藥商品質量管理規範) 和 ISO19000、GB/T1900 (質量管理和質量保證系列標準) 結合起來，講述在中藥的生產、經營過程中如何推行全面質量管理，使中藥生產經營走上現代化和科學管理的軌道，確保生產出安全、有效、質量優良的藥品。

CM 49-120-00 (01)
中藥專業深造證書課程
Postgraduate Certificate Course in Chinese Medicine

中藥療法是中醫學裡精湛而有效的治療方法。中藥藥性平和，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2次，每次3小時，共約222學時。開課日期在每年9月。招生日期在每年6月。

CM 49-117-00 (01)
中藥營養學證書課程
Certificate Course in Nutritional Studies in Chinese Medicine

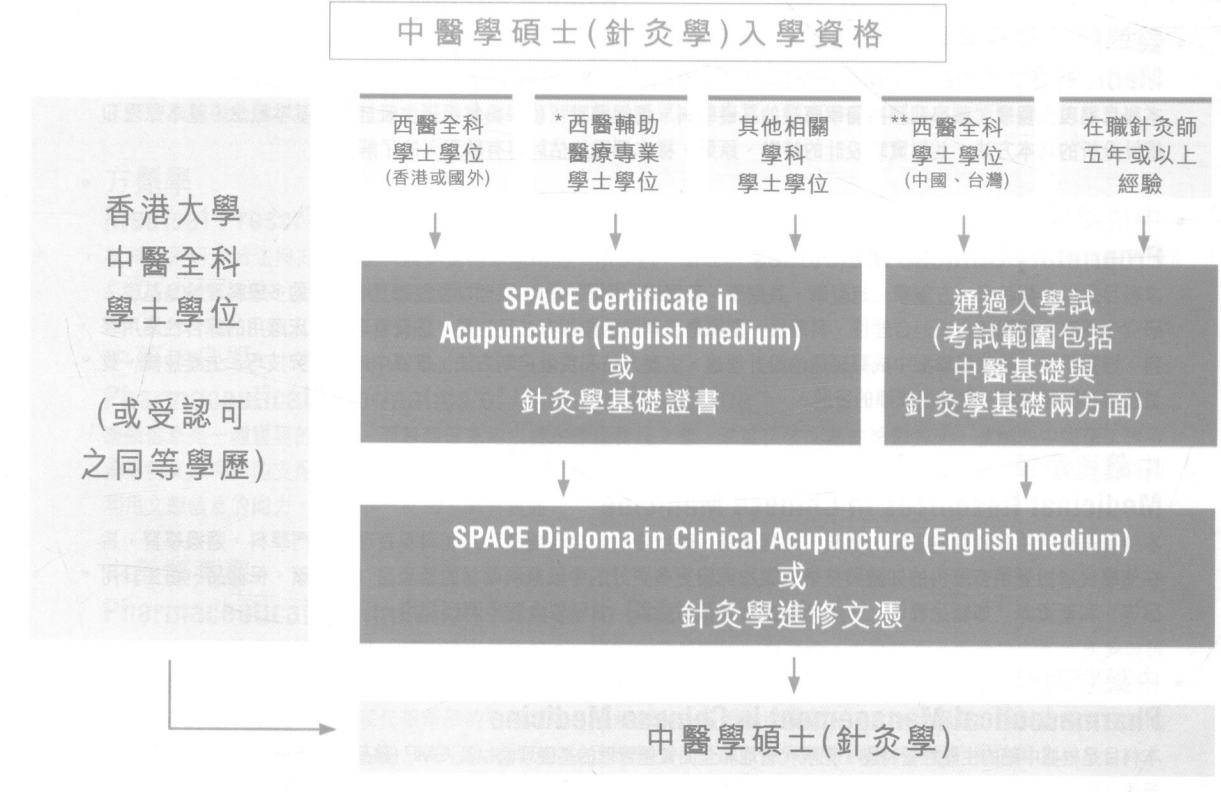
本課程重點講述常用中藥的營養作用，根據不同的需要，透過中藥與食物的合理配比和科學烹調，達到保健強身，滋補養顏，抗老益壽，以及對常見慢性病症調治的功效。

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2次，每次3小時，共約180學時。開課日期在每年9月。招生日期在每年6月。

Acupuncture 針灸學

TEL電話 : 2376 6772 FAX傳真 : 2527 0112



*包括物理治療，口腔醫學，護理等專業。** 該學位課程須包括中醫基礎和針灸基礎學科

CM 48-601-00 (91)
中醫學碩士（針灸學）學位課程
Master of Traditional Chinese Medicine in Acupuncture & Moxibustion

課程宗旨

培養兼具臨床、科研和教學三方面專長的針灸專業人才，以配合香港中醫藥發展的長遠需要。

課程大綱及內容

理論學科、實驗針灸學、臨床實習、論文，全課程共800學時。

- 理論學科：古籍文獻、腧穴解剖學、針灸研究相關現代學科、針灸治療應用及研究。
- 實驗針灸學：生理學實驗與生物物理學實驗、生化學實驗與針灸時間治療學實驗。
- 臨床實習：由教授或副教授擔任研究導師。分兩年在國內中醫院進行，每年一週50學時，共100學時。
- 論文。

學歷及專業資格

學員修畢課程，完成全部學科要求並經考試合格，完成實習及專題論文，將獲香港大學頒授「中醫學碩士（針灸學）學位」。

修讀年限

二年半。

入學資格 (見附表)

報名日期

每年7、8月

【科目內容介紹】

• 古籍文獻

- 針灸學學術史；
- 精讀“黃帝內經 - 經絡學說”原文 -《靈樞．經脈第十》關於十二經脈循行路線、是動則病和主所生病；
- 選讀針灸醫經 - 包括內經、難經、針灸甲乙經等；
- 選讀各家針灸醫籍 - 隋唐至明清時代的主要醫家針灸醫籍。

• 腧穴解剖學

- 腧穴體表解剖學 - 國際標準針灸腧穴409個的體表解剖；
- 危險穴位解剖學 - 掌握40個具有針刺危險穴位之解剖層次。

• 針灸研究相關現代學科

- 人體內分泌學概論 -研讀人類臨床內分泌學的現代基本概念，特別講述激素對體液系統的調節和機理；
- 現代免疫學概論 - 研讀人體免疫性、免疫應答、免疫反應及免疫方法；
- 神經生理學概論 - 主要是研讀人體神經系統的生理變化，特別講授大腦皮質調節和儲存信息的生理功能；
- 神經生化學概論 - 研讀人體神經組織的化學組成、腦的物質代謝和神經傳遞；
- 神經藥理學概論 - 中樞神經系統藥物的藥動學和藥效學、精神藥理學概況、麻醉藥、疼痛與鴉片藥物的止痛機理、濫用藥物。

針灸治療應用及研究

- 針灸時間治療學研究 - 子午流注、靈龜八法的臨床應用；
- 臨床針灸手法及特定腧穴配穴法研究 - 包括內經手法、難經手法及針灸大成手法；
- 針灸臨床治療現今學術焦點 - 20個課題領域及研究前沿。

論文

一、選題；二、書寫開題報告；三、開題報告會；四、實驗方案設計和研究方法學 - 以研習討論方式進行；五、論文的書寫；六、論文答辯 - 由國內、外及本地教授、副教授級研究生導師擔任主考。

CM 48-102-00 (01)
針灸學基礎證書課程
Foundation Certificate Course in Acupuncture and Moxibustion

本課程是為有興趣學習針灸之社會人士而開設，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。

學員修畢本課程後，再修讀本學院所舉辦之「針灸學進修文憑課程」，可獲優先取錄。

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9個月，每星期授課2次，每次3小時，共約208學時。開課日期在每年9月。招生日期在每年6月。

CM 48-103-00 (01)
針灸學進修文憑課程
Diploma Course in Acupuncture and Moxibustion

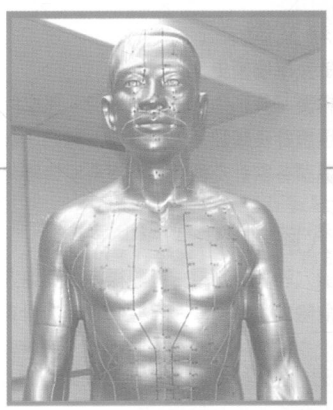
本課程為「針灸學基礎證書課程」之延續課程，並為香港執業針灸師、執業中醫師，或其他有中醫針灸基礎的人士，提供有系統並較全面的針灸進修課程。本課程內容以理論和實習並重，學員將被安排到國內主要中醫院接受短期臨床實習訓練，務求學員對針灸臨床應用有較深入的了解；並能掌握針灸學這門傳統醫學學科，有助提高其專業水平。

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」及「針灸學」兩個科目。

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10個月，每星期授課2次，每次3小時，共約230學時。開課日期在每年9月。招生日期在每年6月。



CM 48-104-00 (01)
Certificate Course in Acupuncture

Acupuncture is a major branch of Chinese Medicine. It has been practised and developed in China for more than 3000 years, and nowadays 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, from which successful students can proceed to Part II of the Diploma Course. This course will start in October, and the next admission exercise will be carried out in June .

CM 48-105-00 (01)
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 admission exercise will be in carried out June.

Community College 香港大學專業進修附屬學院

- In response to the Education Commission's proposal for reform leading to a more diversified and flexible education infrastructure, SPACE has established the first Community College in Hong Kong. First term will start in September this year.

  為響應教育統籌委員會要求建設多元化及彈性教育制度的呼籲，香港大學專業進修學院已成立全香港首間附屬學院－香港大學專業進修附屬學院。開課日期為今年九月。

- The Community College aims to provide an alternative education path for secondary school leavers with syllabus emphasizing on language and communication, social and cultural understanding, information technology, interpersonal skills, critical and logical thinking, and independent learning skills.

  香港大學專業進修附屬學院的成立目的，旨在為中學畢業生提供另一升學途徑。附屬學院課程著重語文及溝通技巧、社會文化知識、資訊科技知識、人際技巧、批判及邏輯思考及獨立學習能力。

- The College offers a 2- or 3- year, daytime credit-based programme. Completion of first level will lead to a **Certificate in General Studies**, the second level an **Advanced Certificate in General Studies**, and the third level an **Associate Degree**.

  附屬學院提供兩年或三年日間學分制課程，完成第一階段後可獲頒發**先修證書**，完成第二階段可獲頒**高級證書**，完成第三階段可獲副**學士學位**。

- The Advanced Certificate would qualify students to apply for admission into university programmes, while the Associate Degree would articulate with the second year of university curricula.

  修畢高級證書的學員可申請報讀部份大學課程，而副學士學位持有人則可直接銜接大學第二年課程。

- The programme allows maximum flexibility with multiple entry and exit points and by providing electives and specialisms in many disciplines in students' second or third level of studies.

  附屬學院設有靈活的入學點及出口點，適合不同程度的學生入讀，不同的學科範疇將在第二及第三階段開設選修及專修科目。

Community College & Project Springboard

附屬學院及毅進計劃

Project Springboard 毅進計劃

- Project Springboard is a new bridging programme for secondary school leavers and adult learners organised by the Federation for Continuing Education in Tertiary Institutions.

  「毅進計劃」由香港專上學院持續教育聯盟開辦，旨在為中五畢業生提供新設的銜接課程。

- As a member of the Federation, SPACE will offer 400 places in the first year for day and evening courses. The programme will be a skill-based one, with emphasis on biliteracy and trilingualism, information technology application as well as certain practical subjects.

  學院作為教育聯盟的成員之一，將參與此計劃，首年將提供４００名日間或夜間課程學額。課程以實用為基礎，著重兩文三語的訓練及資訊科技的應用。

- The programme will run on a self-financing basis. Students normally take ten modules to complete the programme. Full time students can complete the course in one year and tuition fee will be about $30,000.

  課程將以自負盈虧的方式運作。一般來說，完成課程需修畢最少**10**個單元。全日制學生可於一年內完成課程。學費每年約30,000元。

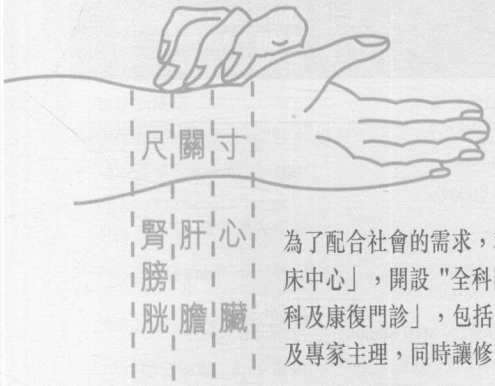
- The programme will commence in October 2000. Upon graduation, students may pursue continuing education at the certificate or diploma level in the same institution or other institutions of the Federation.

  開課日期為二零零零年十月。學員修畢課程可繼續修讀主辦院校或其他院校的持續教育文憑或證書課程。

For enquiries, please fax to 2915-2265, or e-mail to comcoenq@hkuspace.hku.hk, or call 2975-5862.

任何有關之查詢，可傳真至2915-2265，或電郵至comcoenq@hkuspace.hku.hk，或致電2975-5862。

TCM Clinical Services 中醫臨床中心 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，學院於一九九八年在其金鐘教學中心 (海富中心三樓) 創辦了「中醫臨床中心」，開設 "全科門診" 及 "針灸、骨傷專科門診"；並於一九九九年九月在尖沙咀教學中心增設「綜合專科及康復門診」，包括 "癱瘓康復專科"、"心腦血管科"和 "針灸專科"等；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，能進行適當的臨床見習。

門診地點

- 香港金鐘夏慤道18號海富中心三樓
  「全科門診」S3室　電話：2143 6871
  「針灸、骨傷專科門診」S5室　電話：2865 0689

- 九龍尖沙咀柯士甸路22-26號A好兆年行1樓
  「綜合專科及康復門診」　電話：2376 6732
  - 癱瘓康復專科門診
  - 心腦血管科門診
  - 針灸專科門診
  - 耳鼻喉科門診
  - 腫瘤科門診
  - 皮膚科門診

門診時間

星期一至星期五（上午九時三十分至下午八時正）
星期六及星期日（上午九時三十分至下午六時正）
公眾假期休息

診金(HK$)：
綜合門診 $150 (自行配藥) / 專科門診 $250

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、學生及持長者咭人士，
均可獲八折優待（骨傷科額外收費除外）。

School Facilities for Hire 學院設施 租用

The following facilities of the School are available for hire. For details, please contact our School:
本學院提供下列租用設施，詳情可致電本院查詢：

	Seating Capacity 座位	Rental per hour (HK$) 租金(每小時計)*	Enquiry Hotline 查詢熱線
Architectural Studio 建築學教室	30-50	$900-1,500	2510 9947
Art Studio 藝術工作室	20-34	$580-900	2510 9947
Computer Laboratories 電腦室	20-45	$300-1,350	2510 9947
Conference Room 會議室	10-13	$150-300	2559 7628 (Admiralty) 2376 6700 (Tsim Sha Tsui)
Exhibition Lobby (Admiralty) 展覽廊 (金鐘)	10m x 2m (Size 面積)	$10,000 per day	2510 9947
Lecture Rooms and Classrooms 課室	30-175	$120-1430	2510 9947
Simultaneous Interpretation Facilities 即時傳譯設施	-	Negotiable 面議	2510 9947
Video Conference Rooms 視像會議室	100-340	$890-5,540	2510 9947

*Discounted rates will be offered to faculties and departments of the University of Hong Kong and non-profit making organisations.
Rental rates are currently under review. 香港大學各學院及學系及非牟利機構可享有折扣優惠。以上租金只作參考之用。

Learning Centre Addresses and Abbreviations 教學中心地址及簡稱

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 Headquarters 學院總部		
HKU Campus*	3/F - 11/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Main Entrance at 3/F Level Swire Bridge)	HKU
香港大學本部*	香港薄扶林道香港大學徐展堂樓三樓至十一樓 (學院入口在太古樓側)	香港大學本部
SPACE Admiralty Learning Centres 香港大學專業進修學院金鐘教學中心		
Admiralty Centre*	2/F & 3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong (access via the Shopping Arcade escalators through Exit A, Admiralty MTR Station)	2/F or 3/F Admiralty Centre
海富中心*	香港夏慤道18號海富中心2樓及3樓 (金鐘地鐵站A出口，經海富中心商場自動行人電梯上)	海富中心二樓或三樓
12/F United Centre	Unit B 12/F, United Centre, 95 Queensway, Hong Kong (Exit D, Admiralty MTR Station)	12/F United Centre
統一中心12樓	香港金鐘道95號統一中心12樓B室 (金鐘地鐵站D出口)	統一中心十二樓
Major Learning Centres 主要教學中心		
SPACE Admiralty Learning Centres 香港大學專業進修學院金鐘教學中心		
Art & Design Centre (34/F United Centre)	Unit C1 34/F, United Centre, 95 Queensway, Hong Kong (Exit D, Admiralty MTR Station)	34/F United Centre
藝術及設計中心 (統一中心34樓)	香港金鐘道95號統一中心34樓C1室 (金鐘地鐵站D出口)	統一中心三十四樓
SPACE North Point Learning Centres 香港大學專業進修學院北角教學中心		
Fortress Tower*	14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong (Fortress Hill MTR Station)	14/F Fortress Tower
北角城中心*	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)	北角城十四樓
AIA Tower	Room 806, 808, 8/F and 18/F, AIA Tower, 183 Electric Road, North Point, Hong Kong (Fortress Hill MTR Station)	AIA Tower, Fortress Hill
友邦廣場	香港北角電氣道183號友邦廣場8樓806、808室及18樓 (炮台山地鐵站出口)	炮台山友邦廣場
SPACE Quarry Bay Learning Centre 香港大學專業進修學院鰂魚涌教學中心		
CEF Lend Lease Plaza	15/F & 16/F, CEF Lend Lease Plaza, 663 King's Road, North Point, Hong Kong (Quarry Bay MTR Station)	CEF Plaza, Quarry Bay
加怡千禧廣場	香港北角英皇道663號加怡千禧廣場15及16字樓 (鰂魚涌地鐵站出口)	鰂魚涌加怡千禧廣場
SPACE Tsim Sha Tsui Learning Centres 香港大學專業進修學院尖沙咀教學中心		
Austin Tower*	U/G 01 & 1/F Austin Tower, 22-26A Austin Avenue Tsim Sha Tsui, Kowloon (Exit D, Jordan MTR Station)	Austin Tower, Jordan
好兆年行*	九龍尖沙咀柯士甸路22-26號A好兆年行地下上層 01室及一樓 (佐敦地鐵站D出口)	佐敦好兆年行
238 Nathan Road, Jordan	12/F & 15/F, 238 Nathan Road, Kowloon	238 Nathan Road, Jordan
佐敦彌敦道238號	佐敦彌敦道238號十二及十五樓	佐敦彌敦道238號
TST District Kai Fong Welfare Association	TST District Kai Fong Welfare Association 36A Nathan Road, Kowloon	TST Kai Fong Welfare Association
尖沙咀街坊福利會	九龍彌敦道136號A尖沙咀街坊福利會	尖沙咀街坊福利會
St. Mary's Canossian College	St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Road)	St. Mary's Canossian College
聖瑪利嘉諾撒女書院	九龍尖沙咀柯士甸道162號A聖瑪利嘉諾撒女書院 (金巴利道與柯士甸道交界入口)	聖瑪利嘉諾撒女書院
SPACE Shek Kip Mei Learning Centre 香港大學專業進修學院石硤尾教學中心		
SPACE Shek Kip Mei Learning Centre	Ka Chi School, 5 Wai Chi Street, Shek Kip Mei, Kowloon (Exit C, Shek Kip Mei MTR Station)	Ka Chi School, Shek Kip Mei
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)	石硤尾嘉智學校
Other Learning Centres 其他教學中心		
The Hong Kong Institute for Promotion of Chinese Culture	Room 1001, 10/F West Tower, Shun Tak Centre, 200 Connaught Road Central, Sheung Wan, 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	
Shun Tak Learning Centre (Not available for use after June 2000)	Room 1004-5,10/F, West Tower, Shun Tak Centre, 200 Connaught Road Central, Sheung Wan, Hong Kong (Sheung Wan MTR Station)	10/F Shun Tak Centre
信德教學中心 (二零零零年六月後停用)	香港上環干諾道中200號信德中心西座10樓1004-5室 (上環地鐵站出口)	信德中心

Sheng Kung Hui Tang Shiu Kin Secondary School	9 Oi Kwan Road, Wanchai, Hong Kong	Tang Shui Kin, Wanchai
聖公會鄧肇堅中學	香港灣仔愛群道9號	灣仔鄧肇堅
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	Delia Tai Koo Shing
地利亞修女紀念學校 (太古)	香港太古城 (太豐路)	太古城地利亞
Wah Yan College, Kowloon	56 Waterloo Road, Kowloon (Yaumatei MTR Station)	Wan Yan College, Kowloon
九龍華仁書院	九龍窩打老道56號 (油麻地地鐵站)	九龍華仁
Delia Memorial School (Mei Foo)	Delia Memorial School Matriculation Evening Course (Broadway), 80 Braodway Street, Mei Foo Sun Chuen, Kowloon	Delia Mei Foo
地利亞修女紀念學校 (美孚)	地利亞修女紀念預科夜校九龍美孚新邨百老匯街80號	地利亞

New Learning Centres 新增教學中心

Admiralty Centre Extension 金鐘教學中心擴展

Situated in this West Wing of the Shopping Arcade on this 2/F of Admiralty Centre at 18 Harcourt Road, the Admiralty Centre Extension commenced operation in April, 2000.

The new extension features 7 classrooms with a seating capacity of 700, simultaneous interpretation facilities and a computer laboratory with 40 PCs. With SPACE's existing facilities on the 3/F in the same building, there are now 29 classrooms with a capacity of 1,900 seats totalling 57,000 ft2.

With metal, glass and wood panellings as the basic design themes, the new extension has a modern and spacious ambience.

新開幕的金鐘教學中心擴展部分位於金鐘海富中心二樓的西翼商場，於二零零零年四月正式開幕及投入服務。

新增的教學設施包括七個課室，可提供七百個座位，部分課室設有即時傳譯設施，並有一間裝置了四十台個人電腦的電腦室。擴展部分加上學院設於海富中心三樓的原有教學設施，合共提供廿九個課室，一千九百個座位，總面積達五萬七千平方呎。

金鐘教學中心擴展部分的設計揉合金屬、玻璃和櫟木等不同質感的材料造成間隔壁，予人寬敞感覺，並具有高科技的時代感。

港大專業進修學院新增教學中心 鰂魚涌教學中心－加怡千禧廣場

鰂魚涌教學中心位置便利，設於鰂魚涌地鐵站（模範里出口）對面加怡千禧廣場十五及十六樓。教學中心設有十間設備完善的課室，每間課室可容納四十至一百一十一人不等。學員並可在上課前或下課後在課室外的坐立間聊天。中心自二零零零年五月起開始啟用。

尖沙咀教學中心擴展(彌敦道238號)

新增的尖沙咀教學中心位於彌敦道238號十二樓及十五樓，座落於佐敦地鐵站上蓋（D出口），是繼一九九九年九月好兆年行開幕後另一新增的尖沙咀教學中心。新增的教學中心設有八間教學設施先進的課室及兩處寬敞的學生休息點。中心將於二零零零年夏季啟用。

SPACE New Centres

SPACE Quarry Bay Learning CentreCEF Lend Lease Plaza

Conveniently located opposite the Quarry Bay MTR Station (Model Lane Exit), the new SPACE Quarry Bay Learning Centre is housed on the 15/F and 16/F of the CEF Lend Lease Plaza. The Centre has 10 fully-equipped classrooms with a seating capacity between 40 and 111. There are small waiting areas for students to have drinks and chats before and after class. The Centre has been in operation since May 2000.

SPACE Tsim Sha Tsui Learning Centre Extension (238 Nathan Road)

Immediately above the Jordan MTR Station (Exit D), the new SPACE TST Learning Centre on the 12/F and 15/F of 238 Nathan Road is an extension of the SPACE TST Learning Centre in Austin Tower opened in September 1999. This new Centre provides 8 classrooms fully equipped with advanced teaching equipment and 2 spacious student lounges. It will be in service in the summer of 2000.

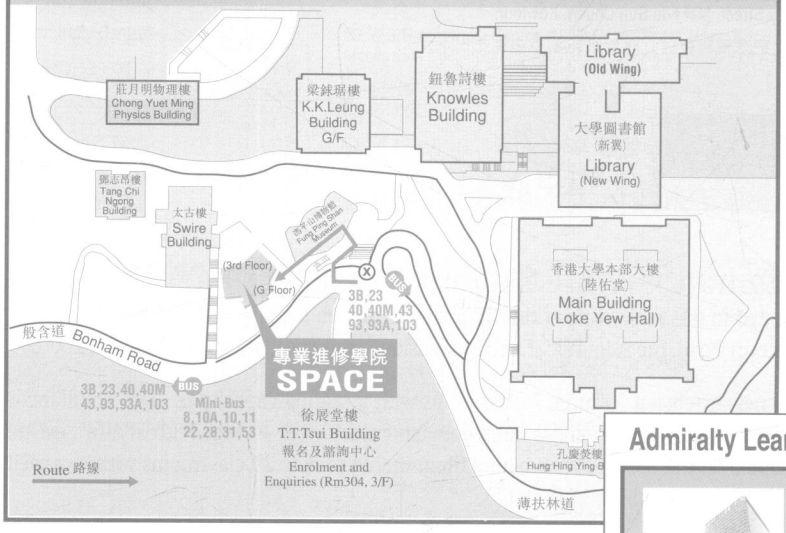
Enrolment & Learning Centres Location Maps 報名及教學中心地點示意圖

SPACE Headquarters 香港大學專業進修學院總部

香港大學本部 HKU Campus E

3/F - 11/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong
(Main Entrance at 3/F Level Swire Bridge)

香港薄扶林道香港大學徐展堂樓三樓至十一樓
(本學院入口，太古樓側)



Admiralty Learning Centre 金鐘教學中心

金鐘 Admiralty E

2/F (to be opened in February 2000) & 3/F,
Admiralty Centre, 18 Harcourt Road, Hong Kong
(access via the Shopping Arcade escalators through Exit A, Admiralty MTR Station)

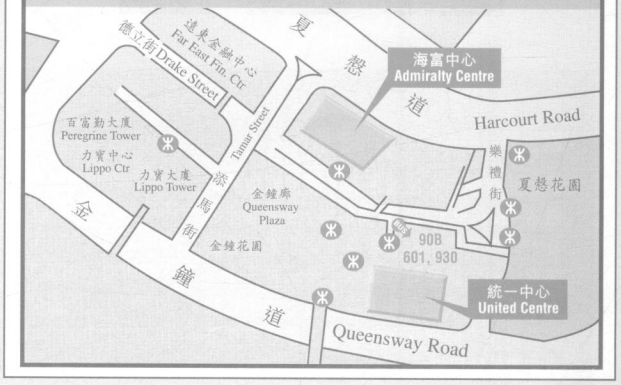
香港夏慤道18號海富中心2樓(二千年二月開幕)
及3樓 (金鐘地鐵站A出口，經海富中心商場自動行人電梯上)

Unit B, 12/F, United Centre, 95 Queensway, Hong Kong
(Exit D, Admiralty MTR Station)

香港金鐘道95號統一中心12樓B室 (金鐘地鐵站D出口)

Art & Design Centre
Unit C1, 34/F, United Centre, 95 Queensway, Hong Kong (Exit D, Admiralty MTR Station)

香港金鐘道95號統一中心34樓C1室
(金鐘地鐵站D出口)



Tsim Sha Tsui Learning Centre 尖沙咀教學中心

尖沙咀及佐敦 Tsim Sha Tsui & Jordan

12/F & 15/F, 238 Nathan Road, Kowloon
佐敦彌敦道238號十二及十五樓

UG/F and1/F, Austin Tower, 22-26A, Austin Avenue,Kowloon E
尖沙咀柯士甸路22-26號A好兆年行
地下上層及一樓

TST District Kai Fong Welfare Association, 36A Nathan Road, Kowloon
九龍彌敦道136號A尖沙咀街坊福利會

St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Road)
九龍尖沙咀柯士甸道162號A聖瑪利嘉諾撒女書院

E Enrolment Centre 報名中心

Student Card for Access to North Point Learning Centre after Office Hours

Students attending classes at North Point Learning 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

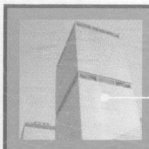
學員在非辦公時間進入北角教學中心，必須出示學員證。有關申請學員證手續，學員將獲個別通知。

North Point Learning Centre 北角教學中心

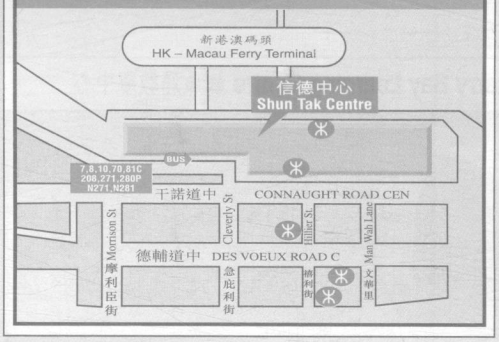
北角 **North Point** E
14/F, Fortress Tower, 250 King's Road, North Point, Hong Kong
(Fortress Hill MTR Station)
香港北角英皇道250號北角城中心14字樓
(炮台山地鐵站出口)

Rooms 806, 808, 8/F and 18/F, AIA Tower, 183 Electric Road, North Point, Hong Kong
(Fortress Hill MTR Station)
香港北角電氣道183號友邦廣場8樓806、808室及18樓 (炮台山地鐵站出口)

Shun Tak Learning Centre 信德教學中心



上環 **Sheung Wan**
Rooms 1004-5,10/F, West Tower, Shun Tak Centre, 200 Connaught Road Central, Sheung Wan, Hong Kong
(Sheung Wan MTR Station)
香港上環干諾道中200號信德中心西座10樓1004-5室 (上環地鐵站出口)

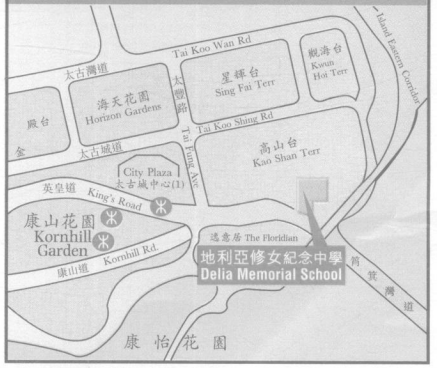


Wan Chai Learning Centre 灣仔教學中心

灣仔 **Wan Chai**
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

Tai Koo Shing Learning Centre 太古城教學中心

太古城 **Tai Koo Shing**
Delia Memorial School (Tai Fung Avenue)
Tai Koo Shing, Hong Kong
香港太古城 地利亞修女紀念學校
(中學部太豐路入口)

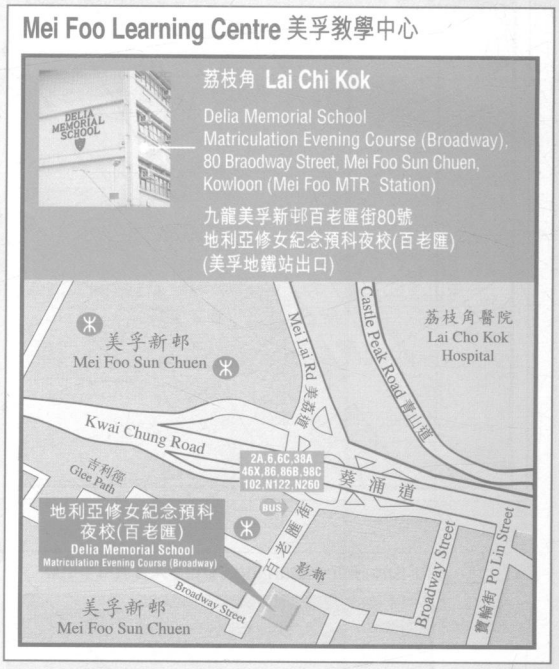


Shek Kip Mei Learning Centre 石硤尾教學中心

Quarry Bay Learning Centre 鰂魚涌教學中心

Yau Ma Tei Learning Centre 油麻地教學中心

Mei Foo Learning Centre 美孚教學中心



The Bank of East Asia, Limited "Privileged Education Loan" For
Students of School of Professional & Continuing Education, The University of Hong Kong

東亞銀行「進修貸款」

（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 Prime +2 % per annum 年利率低至最優惠利率 +2 厘

Reduced Arrangement Fee : 0.75% p.a. on loan amount (Normal arrangement fee is 1% p.a.)
High Loan Amount : Up to HK$200,000 or 6 times of monthly salary, whichever is lower
Flexible Repayment Period : 6 to 36 months

特惠手續費 ：每年貸款額之0.75% (一般手續費應為每年1%)
貸款額高 ：高達HK$200,000或申請人月薪6倍，以較低者為準
還款期靈活 ：6至36個月

Monthly Repayment Table

Loan Amount (HK$)	Annual Interest Rate	Monthly instalment amount (HK$) payable for every HK$1,000 loan amount			
		6 months	12 months	24 months	36 months
7,000 - 49,999	Prime rate + 2%	171.05	88.38	46.61	32.74
50,000 - 99,999	Prime rate + 2.5%	172.30	88.61	46.84	32.98
100,000 - 200,000	Prime rate + 3%	172.55	88.85	47.07	33.21

每月還款表

貸款額（港幣）	年利率	貸款額每港幣 1,000 元之每月還款額			
		6 個月	12 個月	24 個月	36 個月
7,000 - 49,999	最優惠利率 + 2%	171.05	88.38	46.61	32.74
50,000 - 99,999	最優惠利率 + 2.5%	172.30	88.61	46.84	32.98
100,000 - 200,000	最優惠利率 + 3%	172.55	88.85	47.07	33.21

Remarks :

1. Prime rate for Hong Kong dollar loan quoted by us from time to time is currently at 9%.
2. Course admission slip and supporting documents for tuition fee need to be provided by applicants.
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) who fulfills the above criteria is required.
4. Each of the above monthly instalment amount excludes a non-refundable arrangement fee of 0.75% on loan amount per annum (Min. HK$100). The arrangement fee will be deducted from loan drawdown.
5. The above table is for reference only, actual rate charged is subject to final loan approval.

備註：

1. 港元最優惠利率(以本行公佈為準)現時為年息9%。
2. 申請人須提供入學證明，如教育機構所發出之入學通知書及課程學費之單據。
3. 申請人必須為年滿十八歲之香港永久居民，基本月薪港幣5,000元或以上及在現機構任滿一年。如申請人未能提供入息證明，必須提供一位符合以上條件之直系親屬作其擔保人。
4. 以上之每月還款額並未包括貸款額每年0.75%之不退還手續費在內(最少為港幣100元)，該手續費將於發出貸款時扣除。
5. 以上還款表只供參考用途，實際利率以批核貸款時作準。

Apply Now! Simply contact The Bank of East Asia Education Loan Hotline on 2211 1211 for application details.

請即申請！如有查詢，請致電東亞銀行進修貸款熱線2211 1211

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 2525-5694/2973-6373 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. HK Identity Card
2. Latest salary tax demand note
3. Payroll account bank statements or passbook record for the last 3 months
4. Proof of current employment
5. Residential proof
6. Proof of enrolment (e.g. acceptance letter and payment advice)
7. 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 2211 1211 to obtain additional form for guarantor information and circular to customers relating to the Personal Data (Privacy) Ordinance as well as Terms and Conditions.

11/99

Prospectus Distribution Network 課程手冊派發地點

數量有限，派完即止。

本學院謹向協助派發課程手冊之機構及團體致以衷心感謝。

In addition to SPACE learning centres, the prospectus is also available at the following places until stock lasts.
The School is grateful to the organizations which assist in the prospectus distribution.

除學院各報名及教學中心外，本課程手冊的派發地點如下：

香　港		
上　環	香港中華文化促進中心	干諾道中200號信德中心 西座10樓1001室 (上環地鐵站港澳碼頭樓上)
中　環	恒生銀行(總行)	德輔道中83號B2
	中信嘉華銀行(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	昃臣道3號香港會所大廈地下B
	敦煌圖書(香港)有限公司	昃臣道124號地鐵站 M 舖
	香港律師公會	德輔道中71號永安集團大廈3樓
灣　仔	中信嘉華銀行	軒尼詩道164號
	東亞銀行	軒尼詩道灣仔大廈地下
	天地圖書有限公司	莊士敦道30號地庫
	義務工作發展局	軒尼詩道15號溫莎公爵社會服務大廈管理處
	三聯書局	軒尼詩道178號地下
銅鑼灣	恒生銀行	怡和街28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號舖
北　角	商務印書館	英皇道395號
	中信嘉華銀行	英皇道318-328號地下B舖
鰂魚涌	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	康山道1號康怡廣場北座2樓S21
西　環	東亞銀行(香港大學分行)	薄扶林道香港大學本部莊月明文娛中心
	東亞銀行	般咸道19-27號
	辰衝圖書文具有限公司	香港大學本部邵逸夫樓地下
香港仔	東亞銀行	利港中心商場G10號舖

九　龍		
尖沙咀	恒生銀行	加拿芬道18號
	中信嘉華銀行	麼地道63號好時中心101-110號
	東亞銀行	加連威老道12號
	辰衝圖書文具有限公司	樂道13-15號
	尖沙咀街坊福利會	彌敦道136號2樓 A
	商務印書館	梳士巴利道3號星光行3樓
紅　磡	三聯書局	馬頭圍道37-39號紅磡廣場1樓
油麻地	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	吳松街191號
	敦煌圖書(香港)有限公司	渡船街1-4號地下
佐　敦	中信嘉華銀行	庇利金街42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66-70號金冠大廈地庫
	漢榮書局	通菜街63號 A 地下
	洪葉書店	西洋菜南街61號2樓
觀　塘	中華書局	富仁街88號
	三聯書局	藍田地鐵站匯景商場1層455號舖
荔枝角	東亞銀行	美孚新邨萬事達廣場N57號舖
新　界		
荃　灣	恒生銀行	大河道30號
	東亞銀行	沙咀道241號
	三聯書局	荃灣地鐵站富華中心3樓
	三聯書局 (葵芳分局)	葵芳地鐵站新都會廣場2樓260-267號
	中華書局	沙咀道245號
青　衣	當代圖書中心	青衣城2樓211號舖
沙　田	商務印書館	新城市廣場第一期地下165號及2樓266-270號
大　埔	商務印書館	太和商場2樓212號
屯　門	商務印書館	屯門市廣場第二期1樓49-51號
元　朗	三聯書局	教育路1號千色廣場2樓
上　水	商務印書館	上水廣場四樓421-423號

Spring 2001 Prospectus

The next issue of the School Prospectus will be available in December 2000. If you wish to obtain a copy of the Prospectus, please send a self-addressed envelope 23 cm x 30 cm (9" x 12") with postal stamps for HK$11.50 to : "The Prospectus Counter, The School of Professional and Continuing Education, The University of Hong Kong, Pokfulam Road, 3/F T.T. Tsui Building, Hong Kong". Please write "Spring 2001 Prospectus"on the envelope. Alternatively, you may collect copies from one of the counters listed on page xii.

二零零一年春季課程手冊

本學院將於2000年12月派發2001年春季課程手冊。有意索取者請致函【香港薄扶林道，香港大學，徐展堂樓三樓，香港大學專業進修學院】收，內附23厘米 x 30厘米 (9吋x 12吋)的回郵信封及面值十一元五角的郵票，信封面請註明（索取2001年春季課程手冊）；或親臨本學院的教學中心(地址詳載 xii 頁。)

HKU SPACE

3/F T.T. Tsui Building
The University of Hong Kong
Pokfulam Road, Hong Kong.
香港大學徐展堂樓三樓

General Enquiries 查詢電話 :
2975 5680 / 2559 7628 / 2570 9266

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

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

X45590811