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二千年春季課程手冊

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

香港大學 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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	Tel 電話	Fax 傳真	Page 頁數
DIVISION OF ACCOUNTING AND COMMERCE 會計及商業學學部			1
Accounting 會計	2975 5783	2858 4750	3
Administrative Management 行政管理	2975 5775	2858 4750	16
DIVISION OF APPLIED SCIENCE & INFORMATION TECHNOLOGY 應用科學及資訊科技學部			18
Biomedical & Health Sciences 生物醫學及衛生科學			
Health Sciences & Nursing Studies 衛生科學及護理學	2975 5687 / 2975 5688	2858 3404	21
Medical Laboratory Sciences 醫務化驗科學	2975 5683	2858 3404	30
Life Sciences / Biomedical Science 生命科學及生物醫學	2975 5697 / 2975 5683	2858 3404	36
Food Science, Nutritional Sciences & Dietetics 食品、營養科學與治療	2975 5698 / 2975 5683	2858 3404	43
Computer Science & Information Technology 電腦科學及資訊科技	2975 5645-7 / 2975 5618	2975 4953	48
Library & Information Science 圖書館學及資訊科學	2975 5619	2975 4953	87
Engineering 工程學	2975 5645	2975 4953	90
Pharmaceutical Science & Environmental Science 藥物科學及環境科學	2111 3471	2527 0112	95
Mathematics / General Science 數學/科學	2975 5683	2858 3404	96
DIVISION OF ARTS & HUMANITIES 文學及人文學科學部			102
Art & Design 藝術及設計	2975 5761 / 2975 5762	2546 0295	104
History & Archaeology 歷史及考古學	2975 5682	2858 3404	128
Languages & Literature 語言及文學			130
English Studies 英國語言及文學	2975 5689 / 2975 5695	2858 3404	130
European Languages 歐洲語言	2975 5765 / 2975 5764	2858 3404	150
Putonghua and Oriental Languages 普通話及東方語言	2975 5692 / 2975 5693	2858 3404	151
Museum Studies 博物館學	2975 5695	2858 3404	159
Music 音樂	2975 5696	2858 3404	160
Oriental Studies 東方研究	2975 5682	2858 3404 / 8472	167
Philosophy 哲學	2975 5682	2858 3404	171
Theatre Studies 戲劇研究	2975 5689	2858 3404	174
Translation 翻譯	2975 5682	2858 3404	177
DIVISION OF FINANCE AND BUSINESS 金融及商貿學學部			182
Economics & Finance 經濟及金融學	2975 5713 / 2975 5669	2858 8472	184
Management Studies 管理學	2975 5662 / 2975 5670 / 2975 5658	2858 8472	187
Marketing 市場學	2975 5784 / 2975 5785	2858 8472	191
Business Studies 商貿學	2975 5621	2858 8472	198
Insurance & Actuarial Studies 保險及精算學	2975 5713	2858 8472	200
DIVISION OF HOUSING & BUILT ENVIRONMENT 房屋及建造環境學部			208
Construction & Real Estate Management 建築及房地產管理	2975 5717	2546 0295	210
Occupational Safety & Health 職業安全及健康	2975 5717	2546 0295	220
Housing Management 房屋管理	2975 5668	2546 0295	222
Real Estate Administration / Agency 地產行政及代理	2975 5772	2546 0295	226
Architectural Studies 建築學	2975 5661	2546 0295	230
Urban Studies 城市研究	2975 5660	2546 0295	231
Transport Management 交通運輸管理	2975 5660	2456 0295	231
DIVISION OF LAW 法律學部			232
Law 法律	2975 5721	2546 0295	235
DIVISION OF SOCIAL SCIENCES & EDUCATION 社會科學及教育學部			244
Adult Education, Training & Human Resource Management 成人教育、培訓及人力資源管理	2975 5686 / 2975 5690-1	2858 3404	247
Criminal Justice & Public Order 刑事執法及公安	2975 5685 / 2975 5691	2858 3404	254
Education, INSTEP 教育及在職教師進修課程	2975 5685 / 2975 5691	2858 3404	257
Journalism & Communication 新聞及傳播學	2975 5725	2858 3404	270
Politics & Public Administration 政治及公共行政	2975 5691	2858 3404	276
Psychology 心理學	2975 5655	2858 8472	276
Recreation & Sports Management 康樂及體育管理	2975 5726	2858 8472	283
Social Work & Sociology 社會工作及社會學	2975 5657	2858 8472	291
DIVISION OF TRADITIONAL CHINESE MEDICINE 中醫藥學學部			300
Traditional Chinese Medicine 中醫學	2376 6780 / 2376 6783	2527 0112	303
Chinese Medicine Pharmaceutics 中藥學	2376 6771	2527 0112	313
Acupuncture 針灸學	2376 6772	2527 0112	318
University of London Programmes for External Students – Application & Registration 倫敦大學校外課程 –入學申請與註冊	2559 7628	2559 4666	xii

MESSAGE from the Director

院長序言

Welcome to the Spring Prospectus 2000, the first issue in the New Millenium. Hong Kong is recovering from the Asian economic turmoil and I believe we can now expect with some confidence healthy growth in the economy. Success in meeting the challenges of the new millenium depends very much on the ability of Hong Kong people to adapt to a knowledge-based economic environment.

The School foresaw such changes and challenges in early 1998. In my inaugural message as Director of the School in the 1998 Autumn Prospectus, I highlighted the School's commitment to the provision of lifelong and continuing education.

The value of lifelong learning as a major component of education policy and reform is now recognized and shared by the Education Commission. Its "Framework for Education Reform" emphasizes the importance of lifelong learning to equip Hong Kong's workforce with the ability to face competition and to enhance the quality of life. The "Learning for Life" concept in the proposals reflects what the School has been offering to the community for many years: access to the opportunity to achieve academic and professional qualifications, multiple exit points to recognize individual achievement at defined levels. The School will continue to develop along these lines and offer lifelong learning opportunities to all who are willing to invest in themselves.

Two of the School's Divisions have been renamed as the Division of Applied Science and Information Technology and the Division of Housing and Built Environment respectively to better describe their roles. We continue to strengthen our infrastructure to fulfill our commitments to the provision of quality lifelong learning and continuing education opportunities. Quality assurance policies and mechanisms are especially important as are a dedicated and high quality teaching and administrative / professional staff, improved teaching and related facilities and a comprehensive management information system.

The first phase of the CyberSPACE - SOUL (SPACE Online Universal Learning) Project was successfully launched in autumn 1999. This project aims to provide students with a versatile web-based learning platform that includes components such as online communication, online hyperlinked learning material, online submission of coursework, etc. Students in IT programmes are the first to enjoy this new learning environment. Students of other courses will be able to join the project during the year 2000.

To fulfil its aim of bringing the classroom to the student, the School has acquired further teaching space in the Admiralty complex. The 2/F Admiralty Centre and 12/F United Centre provide 11 more classrooms with over 1,000 seats including a computer laboratory, a micro-teaching room and large classrooms with simultaneous interpretation facilities. The 12/F United Centre extension has been in operation since autumn 1999 and the 2/F Admiralty Centre will be in operation from February. There will also be more computer laboratories to meet the School's rapid developments in the IT field.

I am also pleased to announce that this year the school is able to offer a number of discounted places to the over 60's in a range of short courses. I hope in this way we can offer stimulating and useful courses to the growing number of senior citizens in Hong Kong.

Hong Kong is indeed a place full of blessings. It has survived many difficulties in the past 50 years, including the recent economic turmoil. With the ongoing structural change in the economy of Hong Kong, I am sure that the School will continue to contribute to the upgrading of Hong Kong's human resources and, together with the Hong Kong people, we will march forward to build Hong Kong into a world-class city and international metropolis.

Professor Enoch C.M. Young
Director
January 2000

時值新紀元之始，學院的千禧年春季課程手冊出版了。香港正從亞洲金融風暴中復甦，我們應有信心香港的經濟可以健康地發展和增長。香港若要在新的世紀裡成功地應付各種挑戰，將有賴港人具有適應知識型經濟社會的能力。

早於一九九八年初，學院即已預見上述的變化和挑戰；在去年的春季課程手冊裡，我已強調學院對發展終生持續教育的承擔。

教育統籌委員會在其最近「教育制度檢討」的諮詢文件中，確認終生學習是教育政策和改革的核心部份。透過終生學習，香港的勞動人口可提升個人的專業技能，以應付各種競爭和改善生活質素。這個「終生學習」的理念，正是學院多年來的辦學方針——即提供優質的終生學習機會，讓學員可以選擇不同的進修途徑，以取得相關程度的學術和專業資格。學院將繼續朝著這方向發展，提供終生學習的機會，給與所有有志於進修的人士。

學院的兩個學部分別易名為「應用科學及資訊科技學部」和「房屋及建造環境學部」，以便更清楚地反映出它們所擔當的角色。學院不斷地檢視並改善其教學制度及設施，除了釐定重要的學術質素政策及機制外，學院亦同等重視聘用優秀的教學、行政及專業人員，並設立一套全面的資訊管理系統，以實踐我們對提供優質的終生學習和持續教育的承諾。

第一階段的「在線學院」——網上學習平台計劃已於一九九九年秋季成功推出。這計劃為同學提供一個多元化的網上學習平台，當中包括透過網絡搜集及下載學習資料、功課交收及師生聯繫等。正在修讀資訊科技學科的同學是首批受惠的學生。今年，修讀其他課程的同學也將可以逐步參與這種學習形式。

為了實現「把課室帶到學生中去」的辦學理想，學院在金鐘的海富中心二樓和統一中心十二樓添置了十一間教室，設有共超過一千個座位，其中包括電腦室、輔導教學觀察室和設有即時傳譯設施的大型課室。統一中心十二樓的課室已在去年秋季啟用，海富中心二樓將於今年二月啟用。為了配合資訊科技教育方面的迅速發展，學院將會增設更多的電腦室。

今年，學院在部份課程中推出長者優惠計劃，以鼓勵香港日漸增多的六十歲以上的人士修讀具啟發性及有用的課程。

香港是一個福地。過去的五十年來，香港渡過了不少難關，包括近期的亞洲金融風暴。面對著經濟的結構性轉型，我相信學院將能為香港的人力資源增值繼續作出貢獻；並與港人一起邁進，建設香港成為一個世界級的城市和國際大都會。

楊健明

院長
楊健明教授
二零零零年一月





MISSION statement

使命宣言

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。

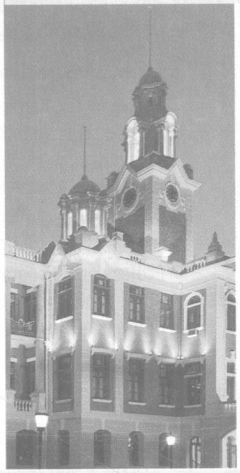
4. To cooperate with other departments and units of The University of Hong Kong, as well as with other institutions in Hong Kong and overseas in offering joint programmes of study for the benefit of the community.
   與香港大學其他部門和本港及海外其他教育機構合作，舉辦各種課程，服務社會。

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。

CONTENTS
目錄

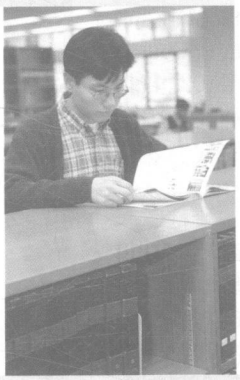


GENERAL INFORMATION 一般資料

Directory and Telephone Enquiries (by Divisions and Subject Areas)	學部與學科索引及查詢電話	inside front cover 封面內頁
Message from the Director	院長序言	i
Mission Statement	使命宣言	ii
Contents	目錄	iii
Introduction to the School	學院簡介	iv
Staff Directory	教職員表	v
Lifelong Learning and SPACE	終生教育與學院	x
SPACE Courses	學院課程特色	xi
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	xii

ADMISSION AND STUDENT AFFAIRS 入學申請及學生事務

Enrolment Procedures	報讀手續	xiv
24-Hour Internet Enrolment Service	24小時電腦網絡報名服務	xv
Communication with SPACE	學院聯繫	xv
24-Hour Enquiry & Fax On Demand Telephone System	24小時查詢及資料傳真電話系統	xvi
Course Administration	課程事務	xvii
Student Information	學生須知	xviii
SOUL	網上學習平台計劃	xix



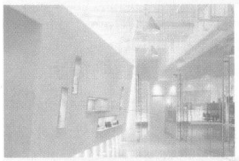
PROGRAMMES AND COURSES 學院課程資料



New Programmes and Courses	新增課程	xx
In-House Commissioned Courses	在職培訓課程	xxii
DIRECTORY OF PROGRAMMES & COURSES 課程目錄		xxiii

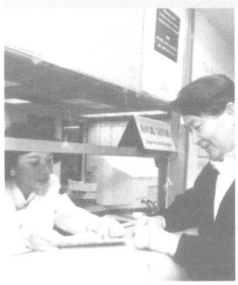
ACCOUNTING & COMMERCE 會計及商業學 1 | APPLIED SCIENCE & INFORMATION TECHNOLOGY 應用科學及資訊科技 18 |
ARTS & HUMANITIES 文學及人文學科 102 | FINANCE & BUSINESS 金融及商貿學 182 | HOUSING & BUILT ENVIRONMENT 房屋及建造環境學 208 | LAW 法律 232 |
SOCIAL SCIENCES & EDUCATION 社會科學及教育 244 | TRADITIONAL CHINESE MEDICINE 中醫藥學 300

OTHER INFORMATION 其他資料



TCM Clinical Services	中醫臨床中心門診服務	321
School Facilities for Hire	學院設施租用	322

ENROLMENT & LEARNING CENTRES 報名及教學中心



Learning Centre Addresses and Abbreviations	教學中心地址及簡稱	322
New Learning Centres	新增教學中心	324
Enrolment & Learning Centres Location Maps	報名及教學中心地點示意圖	325
Request for Autumn 2000 Prospectus	索取2000年秋季課程手冊	330
HKU General Layout Map	香港大學地圖	inside back cover 封底內頁

INTRODUCTION
學院簡介 to the school

PROFESSIONAL EXCELLENCE AND QUALITY OF LIFE

The School of Professional and Continuing Education (SPACE) at The University of Hong Kong is the Extension Arm of the University. Its role is to provide access to career and training opportunities for the community through programmes of professional and continuing education. These are principally on a part-time evening and weekend basis; some are in the distance learning mode with face-to-face tutorial support. Since 1956, over 850,000 students have taken courses offered by the School and its predecessor, the former Department of Extra-Mural Studies.

SPACE is the largest institution of continuing education in Hong Kong. There are some 80 full-time academic staff and about 1,200 experienced part-time academic staff. Course enrolment has grown from 69,361 (equivalent to 12,027 Full-time students) in 1997/98 to about 83,300 (around 13,000 full-time students) in 1998/99.

Academic Collaboration

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

專業進修 • 卓越成就

專業進修學院是香港大學的外展教學部門，它的任務是透過開辦專業和持續教育的課程，為廣大社會人士提供培訓和就業的機會。課程以晚上及週末上課的兼讀制為主；部份則採用遙距學習而輔以面授的模式進行。自一九五六年以來，總共有超過八十五萬人次曾在本學院進修，相等於全港成年人口的兩成。專業進修學院是全港提供持續教育最具規模的專上院校，全職教學人員約八十名，兼職者約一千二百名，全都具有豐富的教學經驗。一九九七至九八年度的學生人次是69,361(相等於12,027名全日制學生)，一九九八年至九九年度的學生人次增至約83,300(相等於13,000名全日制學生)。

學術合作

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

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

Academic Levels of Courses

The School offered 192 award-bearing and professional programmes and over 1,200 general and short courses in 1998/99. They covered 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

學院在一九九八/九九年度開辦證書或以上程度的課程共192項，而短期及興趣課程為數超逾1,200項。這些課程所頒授的學歷程度如下：

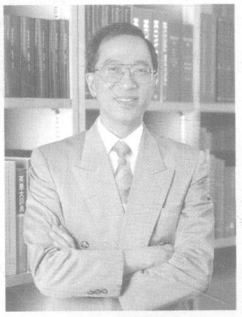
- 碩士、深造文憑 / 證書及學士
- 文憑及證書
- 專業
- 短期專業進修
- 興趣班

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

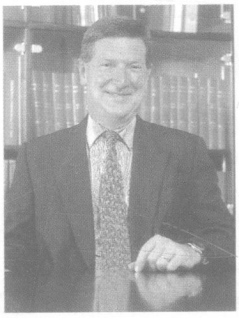
DIVISION OF FINANCE & BUSINESS 金融及商貿學學部



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

教職員表 STAFF directory

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School Secretary & Registrar 學院秘書及學務長

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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

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;* Dip/CertTEFL *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
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)
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, Renee P.L.	陳碧蓮	BFA *Long Beach;* MSc *Bank St/Parsons*
CHAN, T.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, Artie W. C.	吳偉昌	BSc, MSB *Calif State;* MBA *Tor;* CMA; CPA (US)
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, Chartered Builder; MAPM; MHIREA; MIMgt

Programme Managers 助理課程主任

CHAN, Flora K.C.	陳潔貞	BSocSc *HK*
CHAN, Y.B.	陳瑤冰	BBA *HKBU;* MEcon *HK*
CHO, Jackson K.S.	曹吉蓀	BSocSc *Lingnan;* MA *Hull*
CHOW, Amy Y.M.	周婉美	BFA, MFA *Acad of Art Coll*
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
LAM, Jenny L.K.	林立佳	BMed *Beijing TCM*
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*
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*
YAU, Josephine S.Y.	游樹瑛	BA *HKPU;* MBA *HK;* ACCA; AHKSA
YEUNG, Davey T.W.	楊德威	BBA *Calif State;* MBA *Andrews;* FIMS (UK); MIMA (US); MIMC (US); AHKIHRM; MHKQMA; AHKIM
YIU, Benjamin C.P.	姚展鵬	BA, MArch *HK;* Registered Architect; HKIA; RIBA; RAIA

Senior Medical Technologist 高級醫科技師

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

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)
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*

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*
CHEUNG, T.F.	章彤輝	MBBS *Guangzhou Med Coll;* PhD *HK*
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.	朱鵝美	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 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*
XU, G.Y.	徐光耀	Diplomate in Tui-na *Shanghai TCM*

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 (Hons) (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
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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
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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	
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Human Resources Director	人力資源總監	
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Senior Quality Assurance Officer	高級學術質素主任	
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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*
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HO, Eric S.Y.	何詩賢	BSc *Winnipeg*
LEE, S.	李茜	BSc *W'gong*
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LO, Anna W.K.	盧慧筠	BSc *Macq*
WONG, Bob K.M.	黃健敏	BSc *Lond*
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Administration Manager	行政經理	
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IP, Agnes W.Y.	葉穎怡	BSc *Monash*
IP, Josephine T.T.	葉德棠	BA *Queen's*
MUI, Andrew C.Y.	梅湛恩	BA *HK*
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Learning Centres Manager	教學中心經理	
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Public Relations Managers	公共關係經理	
CHAN, Lysanna L.S.	陳麗珊	BA *City UHK*
YEUNG, Irene O.Y.	楊愛恩	BSocSc, MPhil *HK*
Quality Assurance Officer	學術質數主任	
TSA, Sophie K.P.	謝錦萍	BA *HK;* MInstAM (AdvDip)
Research & Development Officer	研究及發展主任	
CHEUNG, Dorothy W.Y.	張慧儀	BBus *Monash;* BRS *PUU;* AIB
Honorary Art & Design Centre Manager	名譽藝術及設計中心經理	
HO, Barrie C.L.	何周禮	BA, MArch *HK;* BA *HKPU;* MCSD; HKIDA

+ Part-time 兼職

LIFELONG LEARNING AND SPACE

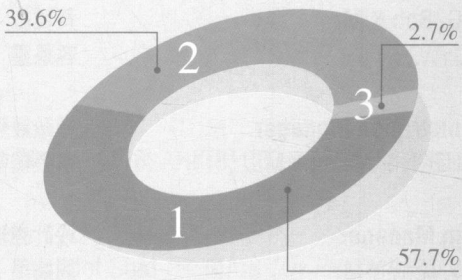
SPACE has long been a champion for Lifelong Learning in Hong Kong. We are therefore most delighted to see that recently both the government and the Hong Kong people are becoming increasingly aware of the importance of Lifelong Learning. In such a dynamic and fast-changing society as Hong Kong, initial education, even at the university degree level, is no longer a sufficient basis for an individual's working career and has to be supplemented by professional and continuing education from time to time. Dramatic and exciting advances in knowledge and technology have made it imperative for people of all professions to constantly keep themselves abreast of the latest developments. This empowers them to meet the changing needs of society, to enhance their career opportunities and to upgrade their quality of life.

As Hong Kong transforms into a "knowledge economy", it will have to depend on the quality of its people to maintain its competitive edge over other places in order to maintain its premier position and to prosper further. We must make Lifelong Learning the ethos of our society and endeavour to enrich ourselves with more knowledge and skills at all times, for our individual benefit as well as for the benefit of the whole community. It should be a most exhilarating and rewarding experience.

終生學習與學院

學院一向致力推動終生學習。最近，政府及市民日益認識終生學習的重要性，我們深感高興。香港社會充滿活力，發展迅速，一個人年青時所接受的教育，即使達到大專程度，已不足以成為其日後發展事業的全盤基礎，而需要通過持續進修加以鞏固及擴充。知識和科技的突飛猛進，使各行各業的人仕必須與時並進，才能適應瞬息萬變的社會，從而擴大事業的發展空間及提高生活質素。

香港逐漸轉型為「知識經濟」型社會，要維持其競爭優勢，繼續繁榮進步，高質素的勞動力是不可或缺的。故此，我們必須致力推廣終身學習，使其成為社會的精神和共識，並協助社會人士提升個人知識和技能，務求令社會整體及個別市民受惠。



Evaluation of courses by students

This is based on a survery of students who attended continuing education courses in HK during April 1998 and April 1999. (Respondents:111)

1. Very good/Good
2. Fair
3. Poor/Very poor

Source : A Market Survey on "The Demand for Continuing Education in Hong Kong" conducted by HKU SPACE in April 1999 for The Federation for Continuing Education in Tertiary Institutions.

進修者對所參與課程(過去十二個月內)之評價

此乃基於1998年4月至1999年4月期間曾修讀進修課程的港人的調查結果 (參與人數：一百一十一人)

評價

1. 好/非常好
2. 普通
3. 差/非常差

資料來源：學院於一九九九年四月為香港專業學院持續教育聯盟進行的「香港持續教育需求調查」。

學院課程特色 SPACE Courses

Quality

- SPACE enjoys a high reputation in society and the academic community. Many of its programmes and courses are internationally recognized.
- Many programmes lead to qualifications which enable membership of professional institutions.

Variety

- The great range of programmes and courses will suit the needs of many adults with different educational and professional backgrounds.
- There are over 1,300 programmes and courses at postgraduate, degree, professional diploma / certificate, and sub-degree levels.

Flexibility

- The majority of programmes are conducted on a part-time basis in the evenings and at weekends.
- Many programmes operate on a modular system which allows students to study at their own pace.
- Many programmes provide multiple access to higher levels of study leading to recognized qualifications.

高質素課程

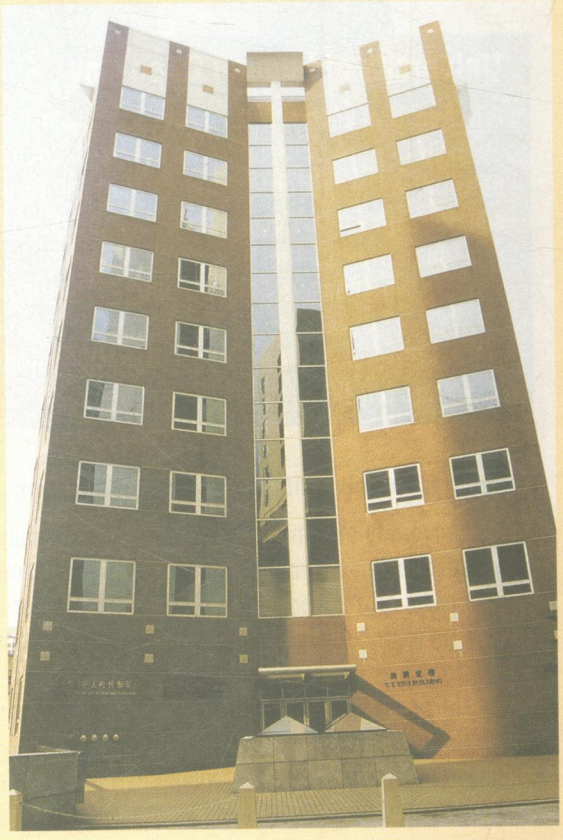
- 學院在社會上和學術界享有崇高聲譽，其所開辦的多項課程均獲國際認可。
- 不少課程能幫助學員取得專業及學術機構的會員資格。

多元化課程

- 學院開辦多種以及各級程度的課程，適合來自不同教育和專業背景的成年人士修讀。
- 學院現開辦超逾一千三百種各類課程，包括各級學位、專業證書或文憑及非學位等程度。

彈性修讀安排

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



SPACE =
Professional Excellence + Quality of Life

UNIVERSITY
倫敦大學校外課程 of London
programmes for external students
application and registration 入學申請與註冊



University of London Open Day

A University of London Open Day will be held in July 2000 at SPACE Admiralty Learning Centre. Counselling session for registered students and information seminars on various programmes will be given by the representatives of the University of London and the Programme Directors and Programme Managers of SPACE. For details of the Open Day, please send a self-addressed envelope with postal stamps for HK$1.3 to our Admiralty Learning Centre.

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 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.

Supporting Tuition at SPACE

SPACE offers tuition and supporting courses for the following programmes:

- Diploma in Computing and Information Systems
- Diploma in Economics
- LLB
- BSc Accounting & Finance
- BSc Computing and Information Systems
- BSc Economics & Management
- BSc Management
- LLM
- MSc in Financial Management and Postgraduate Diploma in Financial Management

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.

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).

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.

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.

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.

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 Application and Registration 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*.
- 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 examination 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.

* **As the application deadline in 2000 falls on a Sunday, for the convenience of the public, our unit will open from 9 a.m. to 12 p.m. on 17 September 2000 for University of London applications.**

ENROLMENT procedures 報讀手續

Application

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

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.
2. Bring or post the completed form(s), together with the appropriate application/course fee(s) and any supporting documents that might be required, to any of the Centres listed below.
3. Alternatively, use the 24-hour Internet Enrolment Service for general and short courses. Our School's website is: **http://www.hku.hk/space/**

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

Enrolment Centre Addresses

- **Admiralty Learning Centre (access via the Shopping Arcade escalators through Exit A, Admiralty MTR Station)**
  3/F Admiralty Centre, 18 Harcourt Road, H.K.
  Tel : 2559 7628 Opening Hours (Weekdays) 8:30 a.m. – 7:30 p.m.
  Fax : 2559 4666 Opening Hours (Saturdays) 8:30 a.m. – 5:30 p.m.
- **Tsim Sha Tsui Learning Centre (Exit D, Jordan MTR Station)**
  UG/F, Austin Tower, 22-26A Austin Avenue, Tsim Sha Tsui, Kowloon
  Tel : 2376 6700 Opening Hours (Weekdays) 8:30 a.m. – 7:30 p.m.
  Fax : 2302 1609 Opening Hours (Saturdays) 8:30 a.m. – 5:30 p.m.
- **North Point Learning Centre (Fortress Hill MTR Station)**
  14/F Fortress Tower, 250 King's Road, North Point, H.K.
  Tel : 2570 9266 Opening Hours (Weekdays) 9:30 a.m. – 6:00 p.m.
  Fax : 2508 9349 Opening Hours (Saturdays) 9:30 a.m. – 12:30 p.m.
- **HKU Campus (Next to Swire Hall)**
  Rm 304, 3/F T.T. Tsui Building,The University of Hong Kong, Pokfulam Rd, H.K.
  Tel : 2975 5680 Opening Hours (Weekdays) 8:30 a.m. – 6:00 p.m.
  Fax : 2546 3538 Opening Hours (Saturdays) 8:30 a.m. – 12:30 p.m.

(Enrolment counters are not open on Sundays and Public holidays. On Christmas Eve, New Year's Eve, Lunar New year's Eve & Mid Autumn Festival, the counters will close at 5:00p.m.)

Payment of Fees

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

Entry Requirements

1. Applicants are normally required to have reached the age of 18 and must provide a HKID card or passport number for admission assessment and student records.
2. For award-bearing and professional courses, admission is by selection (interview or entry test/examination) and the courses usually have entry requirements which are specified in the course descriptions.
3. For general and short courses, admission is normally made on a first-come first-served basis.

Admission

1. If admission is by selection, we will inform you of the result as soon as possible after the closing date for application. Unsuccessful applicants will be given a refund of course fee if already paid.
2. If admission is on a first-come first-served basis, and if you do not hear from us before the course starts, you may assume that your application has been accepted, and should attend the course as scheduled.
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.
4. Once accepted into a course, you may not change to another course without approval from SPACE. You will be required to pay a processing fee of $120 on approved transfer.
5. SPACE reserves the right to cancel a course if there is insufficient enrolment or unforeseen difficulties arising from mounting the course.
6. The Director may, at his discretion, refuse to admit an applicant.

報讀課程

申請者請：

1. 填妥報名表格，(每項課程請用一報名表格)。以「先到先得」為取錄方式的課程，請用內附的報名表。學歷頒授課程有特別的學科報名表，可向有關學科負責人索取。
2. 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. 或利用24小時的電腦網絡報名服務，報讀短期及興趣班課程，請瀏覽本學院網頁：**http://www.hku.hk/space/**

除特別註明外，短期及興趣課程的報名截止日期，一般是指定開課日期前的十二個工作天。逾期申請祇會在名額未滿的情況下辦理。

報名中心地址

- 香港大學專業進修學院金鐘教學中心
  香港夏慤道18號海富中心3樓
  (金鐘地鐵站A出口，經海富中心商場自動行人電梯上)
  電話：2559 7628（圖文傳真：2559 4666）
  星期一至五 ：上午八時三十分至下午七時三十分
  星期六 ：上午八時三十分至下午五時三十分
- 香港大學專業進修學院尖沙咀教學中心
  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）
  電話：2376 6700（圖文傳真：2302 1609）
  星期一至五 ：上午八時三十分至下午七時三十分
  星期六 ：上午八時三十分至下午五時三十分
- 香港大學專業進修學院北角教學中心
  香港北角英皇道250號北角城中心14字樓（炮台山地鐵站出口）
  電話：2570 9266（圖文傳真：2508 9349）
  星期一至五 ：上午九時三十分至下午六時
  星期六 ：上午九時三十分至下午十二時三十分
- 香港大學專業進修學院大學本部
  香港薄扶林道香港大學徐展堂樓3樓304室（太古樓側）
  電話：2975 5680（圖文傳真：2559 3538）
  星期一至五 ：上午八時三十分至下午六時
  星期六 ：上午八時三十分至下午十二時三十分

(報名中心於星期日及公眾假期全日休息。聖誕前夕、公曆和農曆新年除夕及中秋節則一律於下午五時後休息。)

繳付學費及其他費用

1. 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「易辦事」繳付。
2. 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. 除特殊情況及法例規定外，一切已繳費用，概不退還。
4. 學費及學額不得轉讓他人。
5. 如報讀之短期課程開課在即，學院可要求申請者以現金或「易辦事」繳付學費。
6. 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. 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交回本學院。此類學費收據通常於課程完結後補發。

入學條件

1. 申請人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. 報讀學歷頒授課程，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。
3. 短期及興趣課程以「先到先得」方式取錄學員。

入學手續

1. 如須甄選入學，學院將在截止申請日期後儘快通知申請者是否獲得取錄。落選之申請者將獲退還已繳交之學費。
2. 以「先到先得」方式獲取錄的學生，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。除特殊情況外，學院將不作另行通告。
3. 如在開課前三天仍未知悉上課地點，請與學科負責人聯絡。
4. 一經取錄，學員不得轉讓其他課程；惟學院對特殊情況，可酌情處理。報讀申請一經批准，學員須繳付港幣一百二十元的手續費。
5. 若課程報名人數不足，或遇上特殊情況，學院有權取消該課程。
6. 本學院院長有權決定是否接受申請者的入學申請。

24-HOUR Internet Enrolment Service 24小時電腦網絡報名服務



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

1. Pay the course fee into HKU SPACE's account (# 082-455155-002) by transfer at any HongKongBank or Hang Seng Bank ETC/ATM machine;
2. Complete an Application Form downloaded from Internet for each course you are applying for and send it to SPACE through the Internet; and
3. Send the Customer Advice to SPACE by fax (# 2546 3538) using the standard Payment Confirmation Form provided.

1. 到任何匯豐或恆生銀行櫃員機選擇轉賬服務，將學費直接存入本學院戶口 (# 082-455155-002)。
2. 填妥網頁上的申請表格，若報讀超過一項課程，請就每一項課程作個別申請，並經網絡傳送至本學院。
3. 填妥付款確認表，連同入帳收據傳真至本學院 (傳真號碼：2546 3538)。

Please note the following:
1. Admission is on a first-come first-served basis and you should fax your Customer Advice as early as possible. Confirmation of admission will normally be sent within five working days.
2. Applicants not admitted will be given a refund for the course fee(s) paid by crossed cheque payable to the applicant. After admission, no refund will be granted except in very exceptional circumstances as determined by the School.
3. You are also advised to keep your ATM Customer Advice and refer to other sections of the Homepage for further information.

注意事項：
1. 課程以先到先得方式取錄學生，請及早傳真銀行收據至本學院。在一般情況下，本學院將於五個工作天內回覆。
2. 如申請不獲接納，本院將以劃線支票發還已繳學費予申請人。除特殊情況外，一經取錄，已繳交之學費概不退還。
3. 請保留銀行收據並參閱網頁內其他資料。

* **Open for general & short courses.** 只作一般及短期課程報名之用。
Please refer to the School's homepage 請參閱網頁： **http://www.hku.hk/space/**

COMMUNICATION With SPACE 學院聯繫

You can contact us via 請以下列方式與我們聯絡:

WEB SITE 網址: **http://www.hku.hk/space/**

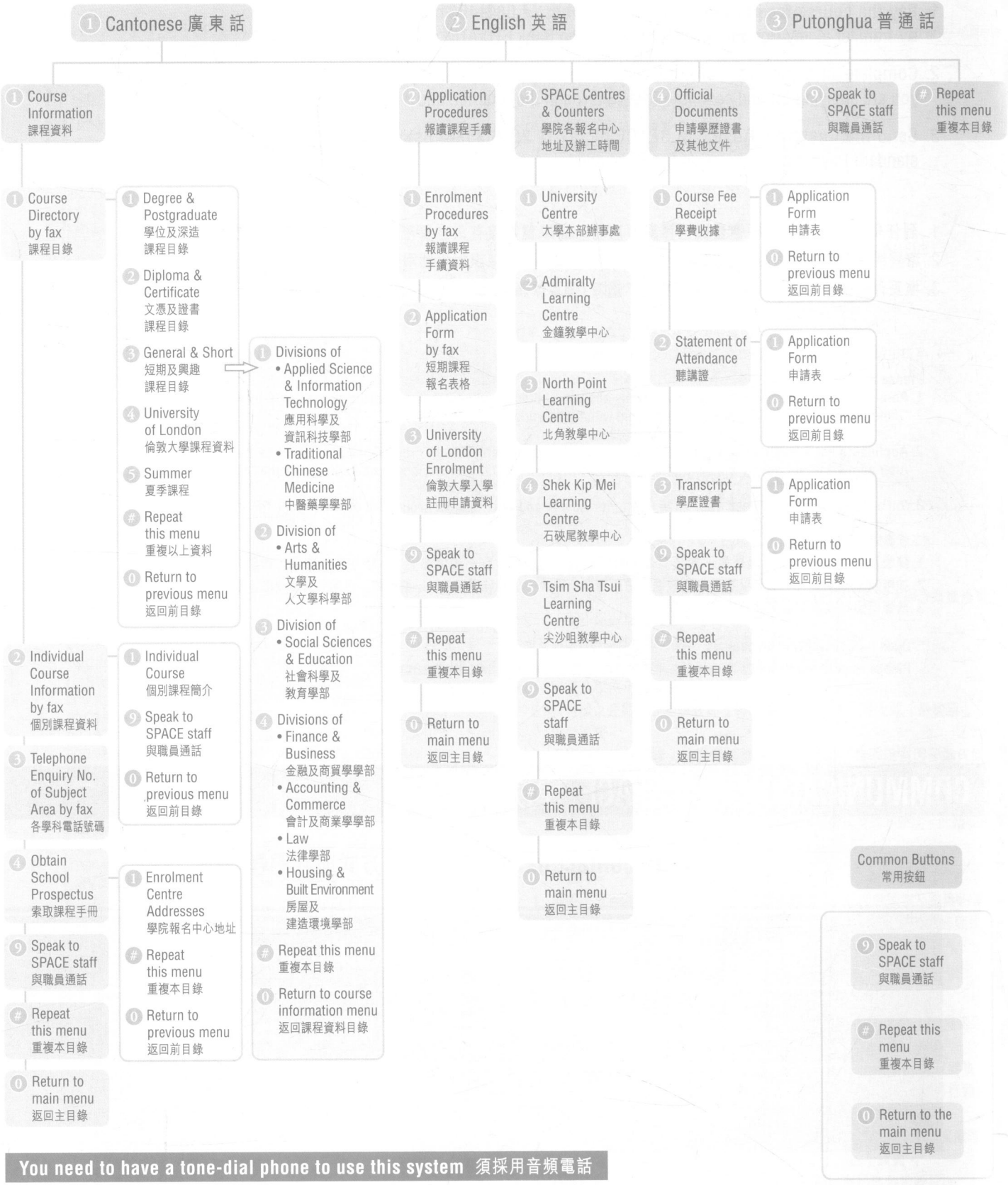
E-MAIL ADDRESS 電郵地址: **enquiry@hkuspace.hku.hk**

24-HOUR ENQUIRY AND FAX ON DEMAND TELEPHONE SYSTEM
24小時查詢及資料傳真電話系統: **(852)2559 9771**

24-HOUR ENQUIRY & FAX ON DEMAND telephone system

24小時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

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).

Medium of Instruction

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.

Student Identity

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.

Statement of Attendance

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 50% 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"

Transcript

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"

Discipline

1. We do not allow eating, drinking and smoking in any of our classes, or within any SPACE Learning Centres.
2. All mobile phones and pagers have to be turned off in class.
3. 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.
4. 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.
5. The Director has the authority for SPACE disciplinary policies relating to such matters as the conduct of examinations and plagiarism.
6. The Director has the right to exclude from class any student whose behaviour disturbs the rest of the class, or who does not abide by any requirements laid down by SPACE.

Complaints

1. All courses are evaluated at least annually which gives an opportunity for feedback. If a student wishes to review any issues during the course, this should be done in writing to the Programme Director/Manager or Divisional Affairs Officer in the first instance. This will be dealt with either at the subject area level or divisional level by a Divisional Complaints Committee. Cases of more serious nature will be referred to the Senior Quality Assurance Officer who will then refer them to the School Complaints Committee or Equal Opportunity Officers as appropriate. More information is available on the School's Website.

上課安排

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

授課語言

1. 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。

學員身份證明

1. 請攜帶有關課程收據上課。若學員未能提供可以證明身份的收據，有可能不獲准進入課室。如有需要，學員須出示身份證。
2. 學員如在信德中心或北角教學中心上課，在非辦公時間內進入該中心，需要出示學員證。在其他教學中心上課，如學員須出示學員證，學院將另行通告。
3. 有關學員辦理註冊手續時，將獲發此等證件。

聽講證

1. 學員修畢非學歷資格課程，學院將在課程完結後三個月內發出聽講證明書給予出席率達50%或以上的學員，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。

學歷證書

1. 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。

校規

1. 課室及學院教學中心內不准吃喝或吸煙。
2. 上課時必須關掉手提電話或傳呼機。
3. 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。
4. 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。
5. 院長有權就考試作弊或抄襲等事宜作出紀律處分。
6. 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。

投訴

1. 學院每年至少評估各課程一次，提供機會予學員表達意見。如學員在課程進行期間對個別情況要求檢討，可先以書面通知課程主任/助理課程主任/學部事務主任。投訴將由有關學科負責人處理，或轉介至學部投訴委員會。嚴重的個案，將由高級學術質素主任轉介至學院投訴委員會或平等機會主任處理。詳情請參閱本學院網頁。

Closing Date 截止報名日期

The closing date for courses will be 12 working days before the 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。

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。

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 1999/2000, 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。一九九九至二零零零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 336.

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336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，學員將不會在個別的課程資料內，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前生效，將取消之課堂/考試安排為：

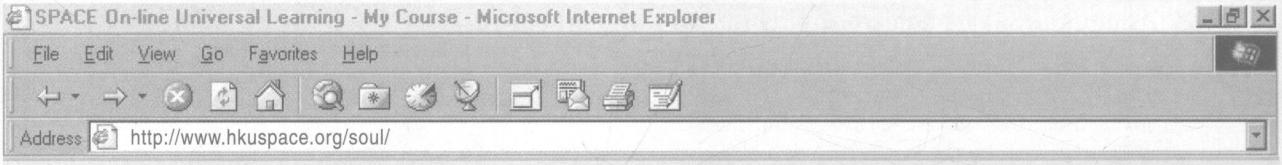
6:00 a.m. 上午六時	Morning classes/examinations that start before 2:00 p.m. 下午二時前之日間課堂/考試
11:00 a.m. 上午十一時	Afternoon classes/examinations that start between 2:00 p.m. & 6:00 p.m. 下午二時至六時之午間課堂/考試
3:00 p.m. 下午三時	Evening classes/examinations starting from 6:00 p.m. 下午六時後之晚間課堂/考試

- 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 除考試場地對考生安全構成威脅，考試繼續進行
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

** with the exception of outdoor activities which are suspended 除戶外活動外*

SOUL – SPACE Online Universal Learning「網上學習平台」計劃



SPACE Online Universal Learning - SOUL

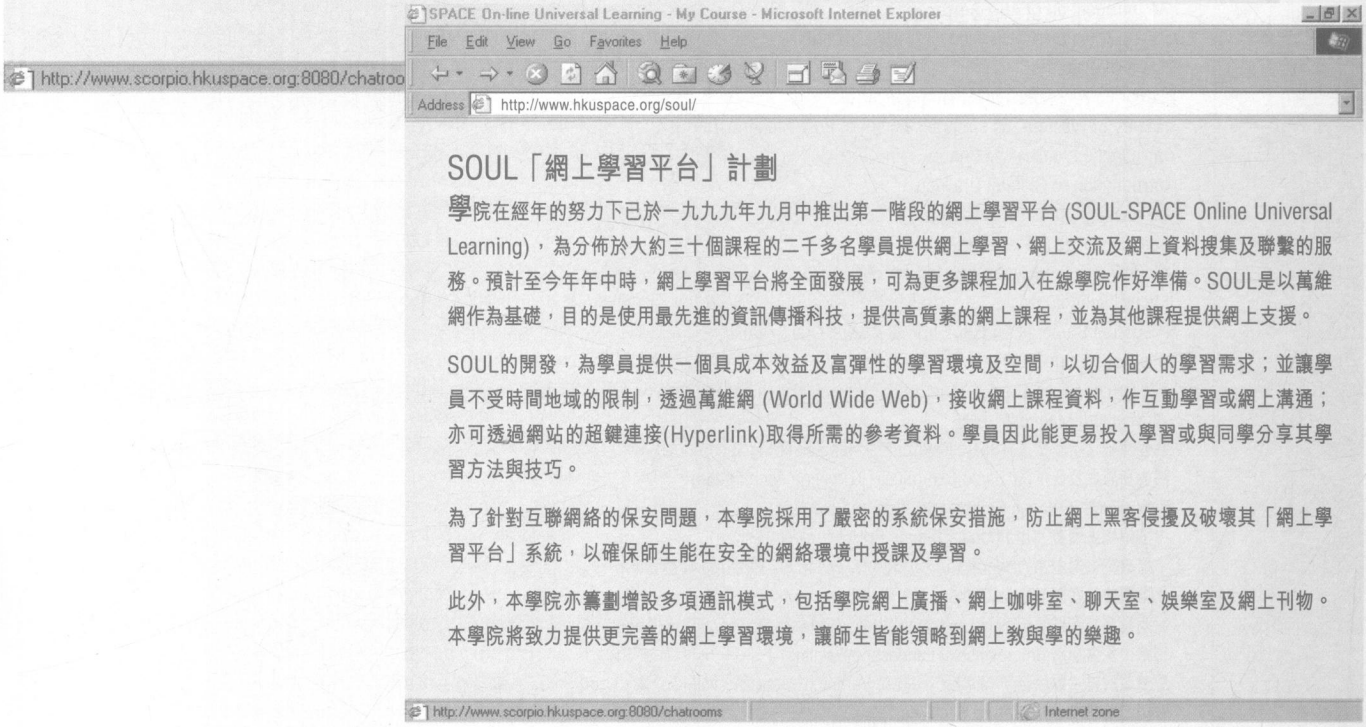
Following a number of years of development, SPACE has already implemented programmes for the cyber world. The first phase of the SOUL project was launched online in mid-September 1999, offering online learning communication and hyperlinked references to over 2,000 students on 30 courses. It is estimated that by mid 2000, the SOUL application will be fully developed for other programmes of the School. SOUL is a web-based learning platform. With this advanced information technology, it is planned that high quality online programmes will be offered through SOUL and online support can be offered through SOUL to other courses.

The SOUL project developed by SPACE aims to be an innovative approach in delivering courses in a cost-effective manner. Students will benefit from both a flexible learning environment and tailor-made solutions to online education. Students can study at anytime and anywhere by using the World Wide Web. They do not need to worry about time nor distance. Through the online course material delivery, real-time communication, hyperlinked references and interactive learning activities, students can easily participate in their course and interact with others to share their study methods and techniques.

Security is one of the most important elements on the Internet. By applying cryptography, SOUL has been designed with strong security controls to prevent intrusion from hackers. Thus, IT provides students and teachers with a high-end and secure environment to study, learn and teach.

In addition to the current teacher and student modules, the SOUL project plans to launch some other new features including SPACE online broadcasts, Cyber Cafe, SPACE chatroom, SPACE online publications and an entertainment room etc.

Thus, SPACE will gear itself up to provide with an all round environment for all students to enjoy their net surfing as well as learning and teaching tasks.



SOUL「網上學習平台」計劃

學院在經年的努力下已於一九九九年九月中推出第一階段的網上學習平台 (SOUL-SPACE Online Universal Learning)，為分佈於大約三十個課程的二千多名學員提供網上學習、網上交流及網上資料搜集及聯繫的服務。預計至今年年中時，網上學習平台將全面發展，可為更多課程加入在線學院作好準備。SOUL是以萬維網作為基礎，目的是使用最先進的資訊傳播科技，提供高質素的網上課程，並為其他課程提供網上支援。

SOUL的開發，為學員提供一個具成本效益及富彈性的學習環境及空間，以切合個人的學習需求；並讓學員不受時間地域的限制，透過萬維網 (World Wide Web)，接收網上課程資料，作互動學習或網上溝通；亦可透過網站的超鍵連接(Hyperlink)取得所需的參考資料。學員因此能更易投入學習或與同學分享其學習方法與技巧。

為了針對互聯網絡的保安問題，本學院採用了嚴密的系統保安措施，防止網上黑客侵擾及破壞其「網上學習平台」系統，以確保師生能在安全的網絡環境中授課及學習。

此外，本學院亦籌劃增設多項通訊模式，包括學院網上廣播、網上咖啡室、聊天室、娛樂室及網上刊物。本學院將致力提供更完善的網上學習環境，讓師生皆能領略到網上教與學的樂趣。

NEW programmes & courses
新增課程



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

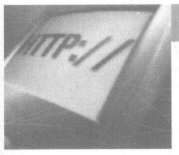
- Master of Science in Administrative and Information Management
- Master of Science / Postgraduate Diploma in Business Information Technology (Middlesex University)
- Diploma in Health Care Management for Health Care Professionals
- Diploma in Neonatal Intensive Nursing
- Diploma in Paediatric Intensive Nursing
- Diploma in Perioperative Nursing
- Certificate Course for Local Area Network Specialist (subject to approval)
- Basic Information Technology Training for School Teachers
- Air-borne Infections and Environmental Health
- Building An E-Commerce Web Site
- Introduction to Linux
- Introduction to User Interface Design and Usability
- Java for Enterprise Systems Development
- Understanding Multimedia Elements for Teachers
- WebRazor Pro動畫與影像網頁創作 (Web Page Design using WebRazor Pro)
- 電腦化珠寶設計及首辦製作入門 (Introduction of Computer Aided Jewellery Design using JCAD-STUDIO)
- 數碼影像剪接與VCD 製作 (Video Editing Workshop Using Media Studio Pro)



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

- From Concept to Practice: A Diploma Course in Computer-aided Design (電腦美術設計文憑課程) (subject to approval)
- 陶瓷藝術文憑課程 (Diploma in Ceramics) (subject to approval)
- Certificate in Advanced Piano Performance
- 多媒體數碼動畫及影像剪接證書課程 (Certificate in Computer Animation and Video Editing for Multi-media)
- 多媒體創作證書課程 (Certificate in Multi-media Design)
- Certificate in Chinese Culture
- Acrylics for Beginners
- Advanced Speaking and Listening
- An Introduction of Afro-American Fiction
- An Introduction to Scandinavian Film and Drama
- Basic Oil Painting
- Exploring all Beethoven's Piano Concerto
- History of Western Art : Impressionism to Post-Modernism
- Introduction to Chinese Culture
- Introduction to Fashion Drawing
- Japanese Culture and Society
- Language Arts in Primary Schools
- Modern Art: From Van Gogh to Pollock
- Music Technology
- Preparing Students for HKCE and A/S Level Oral Exams
- Shakespeare on Film
- The Organisation and the Structure of Vocabulary and of Reading Comprehension Lessons
- Writing and Madness
- 陶瓷初階之手塑技法 (Basic Ceramics – Hand Building Techniques)
- 陶瓷初階之拉坯技法 (Basic Ceramics – Throwing Techniques)
- 工筆花鳥畫 (Chinese Painting of Birds and Flowers)
- 中國傳統人物畫 (Traditional Chinese Portraiture Workshop)
- 水墨畫寫生與創作 (Indoor and Outdoor Chinese Ink Painting Workshop)
- 水墨畫技法初階 (Basic Chinese Ink Painting)
- 嶺南畫派花鳥畫初階 (Introduction to Birds & Flowers Painting in the Lingnan Style)
- 寫意山水畫初階 (Impressionist Landscape Painting)
- 篆隸草楷書法歌訣研究 (A Study of the Verses of Seal, Clerical, Cursive and Standard Scripts)
- 篆刻初階 (Introduction to Seal Engraving)
- 楷行書 (Standard & Running Script)
- 行草書 (Running & Cursive Script)
- 書法基礎班 (Basic Chinese Calligraphy)
- 二十世紀時裝概談 (A Review of Fashion in the 20th Century)
- 淺談萬維網 (Introduction to World Wide Web)
- 電腦動畫入門 (Introduction to 3D Animation)

中國藝術發展概談 (A Survey of the Development of the Arts in China)
中國書畫鑑賞 (Appreciation of Chinese Paintings & Calligraphy)
英式標準社交舞高班 (Advanced Ballroom Dance)
長笛初班 (An Introduction to Flute)
音樂藝術推廣介紹 (Creation, Production & Promotion of Music)



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

Master of Business (Electronic Commerce) (Curtin University of Technology) (subject to approval)
BA (Hons) Banking, Insurance and Finance (Sheffield Hallam University) (subject to approval)
Bachelor of Commerce (Marketing & E-Commerce) (Curtin University of Technology) (subject to approval)
SPACE Higher Professional Diploma in Insurance and Actuarial Studies
SPACE Professional Diploma in Insurance and Actuarial Studies



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

Certificate in Shopping Centre Management
Certificate in Transport Management (subject to approval)

DIVISION OF LAW 法律學部



高科技創業的法律與融資安排 (Legal & Financing Aspects of Hi-Tech Start-ups in Hong Kong)

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

MSc in Applied Professional Studies in Lifelong Learning (University of Surrey) (subject to approval)
Master of Arts / Graduate Diploma / Graduate Certificate in Ageing, Disability and Recreation Management (Victoria University)
Bachelor of Criminal Justice (subject to approval)
BA (Hons) in Work-Based Learning Studies (Recreation and Sports Management) (Middlesex University) (subject to approval)
Postgraduate Diploma in Public Relations (subject to approval)
Certificate in Consecutive Interpretation : Putonghua / English
Certificate Course in Chinese Calligraphy Therapy
Foundation Certificate in Fitness and Wellness Studies
Certificate in Journalism for English Media
運動攀登一級教練証書課程(SCAHK Certificate Course for Level One Sport Climbing Instructor)
Advanced Business Communication & Presentation Skills Workshop
Advanced Speaking and Listening
Helicopter Flight Theory Course
Initiation to Pleasure
Intensive Preparatory Course for Diploma in Translation of The Institute of Linguists
Introduction to Psycho-Linguistics
Pronouncing the Foreign Words in the European Arts
Public Administration and Media Translation (公共行政及傳媒翻譯)
Recreation & Sport Facility Management & Design
Recreation & Sport Programme Administration & Delivery
Recreation / Sport Recreation and Investigation
Short-Term Couple Therapy
Studying for the HKCE Paper II (Reading Comprehension and Usage) through Self-Access
The Logical Structure of the English Sentence
The Organisation and the Structure of the Vocabulary and of the Reading Comprehension Lessons
The Origins of English and Their Relevance to Effective Language Mastery
The Pronunciation and Structure of the Vocabulary of Geography and EPA
The Pronunciation and Structure of the Vocabulary of History and Religious Studies
The Pronunciation and Structure of the Vocabulary of Mathematics
The Pronunciation and Structure of the Vocabulary of Science
Thinking for Fun and Giving Oral Presentations
Thinking for Fun, Note-taking and Preparing for Composition Writing
Treating Disorders of Personality
Workshop on Understanding and Treating Child Molesters
歷奇輔導的理論與實踐(Adventure Counselling, Theory and Practice)
用文書處理器建立一般教學用選擇題 (Build Interactive School Multiple Choice by Winword in 8 Hours)
小學數學教學的探討(Investigation on the Teaching of Primary Mathematics)
8小時建專業網頁 (Write Professional Home Page in 8 Hours)
營團康樂活動領袖訓練 (Camp Leadership Training)



DIVISION OF TRADITIONAL CHINESE MEDICINE 中醫藥學部

Chinese Therapeutic Foods and Common Medicinal Herbs

IN-HOUSE commissioned courses 在職培訓課程

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

Certificate Course in Public Health Inspection

- USD Training School.
- Urban Services Department, The Government of Hong Kong (SAR)

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

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 & courses

學院課程資料指引

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

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

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

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

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

DIVISION OF LAW
法律學部

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

DIVISION OF TRADITIONAL CHINESE MEDICINE
中醫藥學學部

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

ACCOUNTING 會計

Award-bearing and Professional Programmes 學歷及專業資格課程

Master of Business in Accounting [MBus (Acc)](Research Programme) 3

Master of Business in Accounting [MBus (Acc)](CPA Programme) 4

Master of Practising Accounting (MPA) 4

Bachelor of Commerce (Accounting) (Curtin University) 5

Bachelor of Accounting 7

Professional Programme in Accounting (CGA — Canada) 8

Hong Kong Society of Accountants (HKSA) 9

New Joint Management Accountancy Programme (CIMA) 10

Diploma Programme in Accounting 11

ACCA's Certified Diploma in Accounting & Finance (CDipAF) (Preparatory Programme) 12

Short Courses 短期課程

Advanced Financial Accounting 14

Foundation Accounting 14

Higher Accounting 14

Intermediate Accounting 15

Elementary Book-keeping & Accounts 15

Basic Auditing 15

Introduction of Import/Export Practice 15

香港稅務：原理與實際應用 (Hong Kong Taxation: Principles and Practical Procedures) 16

小型企業策劃和管理 (Small Business Management) 16

ADMINISTRATIVE MANAGEMENT 行政管理

Award-bearing and Professional Programmes 學歷及專業資格課程

Diploma in Administrative Management & Advanced Diploma in Administrative Management 16

DIVISION OF APPLIED SCIENCES 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) 21

Diploma in Enterostomal Therapy Nursing 22

Diploma in Paediatric Intensive Care Nursing NEW 23

Diploma in Intensive Care Nursing 23

Diploma in Perioperative Nursing NEW 23

Diploma in Health Care Management for Health Care Professionals NEW 24

Diploma in Oncology and Palliative Care for Health Care Professionals 24

Unit I - Haematological Oncology for Health Care Professionals 25

Unit II - General Oncology for Health Care Professionals 25

Unit III - Certificate in Palliative Care for Health Care Professionals 26

Diploma in Neonatal Intensive Care Nursing NEW 26

Diploma in Gastroenterology Nursing 27

Professional Diploma in Psychiatric Rehabilitation 27

Certificate in Effective Counselling for Nurses 29

A Certificate Course in Anaesthesiology for Health Care Professionals (Module III) 30

MEDICAL LABORATORY SCIENCES 醫務化驗科學
Award-bearing and Professional Programmes 學歷及專業資格課程
Higher Certificate Course in Medical Laboratory Science 30
Ordinary Certificate Course in Medical Laboratory Science 31

Specialist Courses in Medical Laboratory Sciences
Workshop Course On Update of STDS Diagnosis 33
ISO 9002 Quality Management System (QMS) for Medical and Related Laboratories 33
Advances in Histopathological Demonstration Techniques 33
Introduction to Electron Microscopy in Biomedical Science 34
Workshop Course in Cancer-markers Detection 34
Workshop on Molecular Epidemiology 35
Workshop Course in Situ Hybridisation (ISH) for Histopathology 35
Therapeutic Drug Monitoring (TDM) & Toxicology Workshop 36

LIFE SCIENCES & BIOMEDICAL SCIENCE 生命科學及生物醫學
MSc in Biomedical Science (Napier University) 36
Master of Science / Postgraduate Diploma in Biomedical Science (Napier University) 37
Master of Science / Advanced Diploma in Biomedical Science (Napier University) 37
Bachelor of Science in Life Sciences (Applied Medical Sciences) (Napier University) 38
Bachelor of Science in Applied Medical Sciences (with Honours Classification) 39
Getting to Know Some Important Rheumatic Diseases 40

Lecture Series On Common Diseases
Personal Health and Family Medicine 40
Gastroenterology 40
Gynaecological Diseases 40
Common Surgical Problems 41
Common Psychiatric Disorders & Stress Management 41
Common Ear, Nose and Throat Problems in Hong Kong 41
Update Course on Communicable Diseases 2000 41

Short Courses 短期課程
人體器官功能測試法 (How to Test The Functions of Your Internal Organs) 41
分娩方式如何影響嬰兒的容貌及健康 (Birth Trauma-How it Affects the Beauty & Holistic Health of the Babies Themselves) 42
認識醫療化驗 (Understanding Laboratory Science and Molecular Diagnosis in Hospital Service) 42
糖尿病和其他常見內分泌病簡介 (An Introduction to Diabetes and other Common Endocrine Disorders) 42
癌症的基本認識 (A Fundamental Course on Oncology) 42
視覺健康簡介 (An Introduction to Ophthalmology) 43

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
Diploma in Nutrition 43
Certificate in Nutrition 43
Certificate in Clinical Nutrition and Health Promotion 44
Diploma in Institutional Food Service Management 44
Certificate in Food Business Management 44
Certificate in Quality Assurance Management in Food Service 45
Certificate in Sanitation and Safety Management 45
Certificate in Applied Food and Nutrition 45

Short Courses 短期課程
體重調節基本法 (Weight Management) 45
防癌飲食 (Cancer Prevention Diet) 45
耆年健康飲食 (Diet for the Elderly) 46
糖尿病飲食治療 (Dietary Therapy in Diabetes) 46
Food for Thought (食量研究) 46
Healthy Body, Healthy Lifestyle — the natural way to better Health (健康人生—自然保健法) 46

COMPUTER SCIENCE & INFORMATION TECHNOLOGY
電腦科學及資訊科技
Award-bearing and Professional Programmes 學歷及專業資格課程
Master of Science/Postgraduate Diploma in Business Information Technology (Middlesex University) NEW 48
BSc (Hons) in Computing and Information Systems for External Studies (University of London) 49
Diploma in Computing and Information Systems for External Students (University of London) 55
Diploma in Information Technology 58

SPACE Certificate Courses 證書課程
Certificate in using Information Technology In School 59
Certificate Course for Local Area Network Specialist NEW 60
中文電腦證書課程 (Certificate Course in Chinese Computing) 61

Certificate Course in Database Design and Management 61
微型電腦及網絡管理證書課程 62
(Certificate Course in PC & Network Management)

IT Professional Certification Programmes
Oracle Certified Professional (OCP) Program - 63
Oracle 8: Database Administrator Track
Microsoft Certified System Engineer (NT4.0) 64
Microsoft Certified Professional Microsoft Certified
Professional + Internet
Certified Java Programmer Certification Course 65

Cambridge Information Technology (CIT) 66

Introductory Courses
Microcomputer Literacy (CIT 001) 68
Powerful Techniques for Windows 95/98 68
Introduction to Windows 95/98 68
Introduction UNIX 69
Introduction to Linux NEW 69
Understanding and Repairing your PC 69

Application Software
Microsoft Word for Windows 97 (CIT 101) 70
倉頡輸入法與中文WORD 97 文書處理 70
(Using ""Chang Jei"" Chinese Input Method & Word 97)
中文 MS WORD 97 實習班初階 70
(Introduction to Chinese MS Word 97 for Windows)
Introduction to Microsoft Access 97 (CIT 103) 71
Introduction to Electronic Mail, 71
Computer Facsimile and Remote Access
Introduction to Excel (CIT 102) 71
Advanced MS Excel 72
Database Management using FoxPro 2.6 for Windows (CIT 103) 72
Database Programming using FoxPro 2.6 for Windows (CIT 105) 72
Business Graphical Presentations 73
Introduction to ACCPAC Computer Accounting 73

Information Technology Education for Teachers
Basic Information Technology Training for 73
School Teachers NEW
Multimedia Workshop for Primary School Teachers 74
Understanding Multimedia Elements 74
for Teachers NEW
Powerpoint 在教學上的應用 — Powerpoint for Teachers 74

An Introduction to the Internet for Teachers 75
Advanced Use of PowerPoint for School Teachers 75
老師應用Windows NT 網絡設備 75
(Introduction to Window NT Administration
and Networking for School Teachers)
An Introduction to Visual Basic for School Teachers 76

Programming Languages
Windows Applications Development using Visual Basic 76
Introduction to C (CIT 105) 77
Introduction to C++ 77

Computer Networking / Telecommunication
Introduction to Local Area Network with Microcomputers 77
Administration of Local Area Networks 78
Business Development Through Telecommunication 78

Internet And World Wide Web (WWW)
Business on the Internet 78
Workshop on Basics of Business using the Internet 79
Internet Web Page Design and Setup Workshop 79
Internet Workshop 80
WebRazor Pro 動畫與影像網頁創作 80
Web Page Design using WebRazor Pro NEW
Building An E-Commerce Web Site NEW 80
Internet Services and Websites Development 81
Introduction to Java 81
Java for Enterprise Systems Development NEW 81

Computer Aided Design / Drafting & GIS
Computer-aided Art Design and Desktop Publishing 82
Auto CAD Basic Drafting 82
Auto CAD Advanced Drafting 82
Auto CAD 3D 83
Auto CAD Customisation 83
3D Studio Modeling and Rendering 83
Microstation 2D/3D Basic Operation 84
Digital Video Production using Personal Computer 84
數碼影像剪接與VCD 製作 84
(Video Editing Workshop Using MediaStudio Pro) NEW
Introduction to Geographic Information Systems 85
Geographic Information Systems in Business 85
電腦化珠寶設計及首辦製作入門 85
(Introduction of Computer Aided Jewellery Design using
JCAD-STUDIO) NEW

Chinese Computing
倉頡輸入法 (Chinese Input Method) 85
中文文書處理(Chinese Wordprocessing) 86
中文電腦在互聯網上的應用 (Chinese Application in the Internet) 86

Seminars
Introduction to User Interface Design and Usability NEW 86

LIBRARY & INFORMATION SCIENCE 圖書館學及資訊科技學
Award-bearing and Professional Programmes 學歷及專業資格課程
Master of Applied Science (Library and Information Management) 87
(Charles Sturt University) DISTANCE LEARNING
Diploma in Librarianship 88
Diploma in Library and Information Science 89
Certificate Course for Library Assistants 90

Short Courses 短期課程
Library of Congress Classification 90
Introduction to Cataloguing and Classification 90

ENGINEERING 工程學
改進服務行業的品質 (Quality Improvement in Service Industry) 90
Introduction to TQM and ISO 9000 91
ISO 9000 Documentation System 91
Workshop on Calibration 91
Managing Occupational Safety and Health 92
Practical Tools for Engineering Quality Improvement 92
Quality Tactics in Managing Construction Dispute 93
Fire Safety Management 93
Fire Protection Systems 93
The Psychology Behind Workplace "Accidents" 93
(如何減少意外和人為錯誤)
Law for Engineers (工程師法律常識須知) 94
Air-borne Infections and Environmental Health NEW 94

PHARMACEUTICAL SCIENCE 藥物科學
Award-bearing and Professional Programmes 學歷及專業資格課程
Diploma in Pharmaceutical Sciences 95
Certificate Course in Pharmacology and 95
Pharmaceutical Management

MATHEMATICS / GENERAL SCIENCE 數學 / 科學
Award-bearing and Professional Programmes 學歷及專業資格課程
Certificate Course in Soil Science and Turfgrass Management 96
Certificate Course in Landscape Design 97
Certificate in Statistics: Practical Survey Sampling 98

Short Courses 短期課程
Pest Control and Pesticide Safety Programme 99
Quantitative Analysis I 99
GMAT Mathematics and Logic 99
Operation Research 100
Applied Statistical Methods 100
The Earth Files — Our Home planet Through Space & Time 100
私人機師執照筆試理論課程 100
(FAA Private Pilot Licence Ground Course)
天文學入門 (Introduction to Astronomy) 101
星空觀測入門 (Introduction to Celestial Observation) 101
科學與歷史(Science and History) 101

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

ART & DESIGN 藝術及設計
Diploma Courses 文憑課程
Diploma in Interior Design 104
Diploma in Graphic Communication 105
中國書法文憑課程 (Diploma in Chinese Calligraphy) 106
陶瓷藝術文憑課程 (Diploma in Ceramics) 107
(Subject to approval) NEW
From Concept to Practice : 108
A Diploma Course in Computer-aided Design
(電腦美術設計文憑課程) (Subject to approval) NEW

Certificate Courses 證書課程
Certificate in Foundation Art and Design 108
多媒體數碼動畫及影像剪接證書課程 109
(Certificate in Digital Animation and
Video Editing for Multi-media) (Subject to approval) NEW
多媒體創作證書課程 110
(Certificate in Multi-media Design) (Subject to approval) NEW

Western Art 西洋美術
Colour Theory 110
Basic Drawing 110

基本素描 (Basic Drawing) 111
Intermediate Drawing 111
彩色素描 (Colour Pencil Drawing) 111
Figure Drawing 111
Intermediate Figure Drawing 112
Basic Painting 112
繪畫初階 (Basic Painting) 112
Intermediate Painting 112
Painting Workshop 113
Basic Watercolour Painting 113
水彩畫初階 (Basic Watercolour Painting) 113
Intermediate Watercolour Painting 113
水彩畫進階 (Intermediate Watercolour Painting) 114
Acrylics for Beginners NEW 114
Basic Oil Painting NEW 114
The Art of Western Calligraphy 114
版畫工作坊（一）(Print-making Workshop I) 114
版畫工作坊（二）(Print-making Workshop II) 115
陶藝初階 之手塑技法 115
(Basic Ceramics : Hand Building Techniques) NEW
陶藝初階 之拉坯技法 115
(Basic Ceramics : Throwing Techniques) NEW

Oriental Art 中國藝術

基本山水畫 (Basic Chinese Landscape Painting) 115
山水畫研習班 (Intermediate Chinese Landscape Painting) 115
寫意花鳥畫初階 (Basic Chinese Painting of Birds and Flowers) 116
寫意花鳥畫進階 116
(Intermediate Chinese Painting of Birds and Flowers)
寫意花卉畫初階 (Basic Chinese Painting of Flowers) 116
工筆花鳥畫 (Chinese Painting of Birds and Flowers) NEW 116
中國傳統人物畫 116
(Traditional Chinese Portraiture Workshop) NEW
水墨畫寫生與創作 117
(Indoor and Outdoor Chinese Ink Painting Workshop) NEW
水墨畫技法初階 (Basic Chinese Ink Painting) NEW 117
嶺南畫派花鳥畫初階 NEW 117
(Introduction to Birds & Flowers Painting in the Lingnan Style)
寫意山水畫初階 117
(Landscape Painting in Ink) NEW
寫在絹上的山水畫 (Landscape Painting on Silk) 118
中國畫基本技法 (Basic Techniques in Chinese Painting) 118
中國畫構圖及著色 118
(Composition and Colouring in Chinese Painting)
中國山水畫 (Chinese Landscape Painting) 118
中國書法系列：楷書與行書（一） 119
(Chinese Calligraphy Series: Standard & Running Script I)
中國書法系列：楷書與行書（二） 119
(Chinese Calligraphy Series: Standard & Running Script II)
中國書法系列：行草與草書（一） 119
(Chinese Calligraphy Series: Running & Cursive Script I)
中國書法系列：行草與草書（二） 119
(Chinese Calligraphy Series: Running & Cursive Script II)
中國書法系列：篆隸書（一） 119
(Chinese Calligraphy Series: Seal Script & Clerical Style I)
中國書法系列：篆隸書（二） 120
(Chinese Calligraphy Series: Seal Script & Clerical Style II)
書法創作探索 (Creative Chinese Calligraphy) 120
篆隸草楷書法歌訣研究 120
(A Study of the Verses of Seal, Clerical, Cursive and Standard Scripts) NEW
篆刻初階 (Introduction to Seal Engraving) NEW 120
楷行書 (Standard & Running Script) NEW 120
行草書 (Running & Cursive Script) NEW 121
書法基礎班 (Basic Chinese Calligraphy) 121
篆書入門 (Seal Script Calligraphy) 121
書法研習班 (Seminar in Chinese Calligraphy) 121
篆刻技巧與印石 (The Art of Seal Engraving) 121
篆刻深造班 (Advanced Seal Engraving) 122

Graphic Design 平面設計

基本平面設計 (Introduction to Graphic Design) 122
平面設計進階 (Intermediate Graphic Design) 122

Interior Design 室內設計

室內設計初階 (Introduction to Interior Design) 122
室內設計進階 (Intermediate Interior Design) 123
室內設計繪圖 (Drafting & Rendering for Interior Design) 123
室內設計繪畫及語言表達技巧 123
(Visualization and Oral Presentation Skills for Interior Design)

Fashion Design 時裝設計

基本時裝設計 (Introduction to Fashion Design) 123
二十世紀時裝概談 NEW 124
(A Review of Fashion in the 20th Century)
Introduction to Fashion Drawing NEW 124

Computer Graphics 電腦美術設計

電腦動畫入門 (Introduction to 3D Animation) NEW 124

淺談萬維網 124
(Introduction to World Wide Web) NEW

Photography 攝影
基礎攝影 (Basic Photography) 125
Introduction to Photography 125
攝影進階 (A Guide to Better Photography) 125

Critical Studies 美術析賞
History of Western Art : The Renaissance to Realism 125
西洋美術史導論 : 印象主義至後現代主義 126
(History of Western Art : Impressionism to Post-Modernism)
History of Western Art : Impressionism to Post-Modernism 126
Modern Art: From Van Gogh to Pollock NEW 126
中國藝術發展概談 126
(A Survey of the Development of the Arts in China)
中國書畫鑑賞 127
(Appreciation of Chinese Paintings & Calligraphy) NEW

Skin Care and Image Design 護膚及形象設計
專業形象設計 (Image Design for Professionals) 127
時尚化粧班 (Contemporary Make-up) 127
個人護膚班 (Personal Skin Care) 127

HISTORY AND ARCHAEOLOGY 歷史及考古學
香港業餘考古學導論 (Amateur Archaeology in Hong Kong) 128
中國古文物鑑賞 (Appreciation of Chinese Relics) 129
香港古物與古蹟 (Hong Kong Antiquities and Monuments) 129
香港近百年歷史的回顧 (The Past Hundred Years of Hong Kong) 129
Appreciation of Chinese Relics 129
現代中國五十年 (Fifty Years of Political Development in China) 130

LANGUAGE & LITERATURE 語言及文學
ENGLISH STUDIES 英國語言及文學
General English
Communicate in English 130
Essential English 131
Active Grammar 132
Academic Writing Skills 133
Effective Writing Skills 133
Reading for Pleasure 134
Effective Listening
Pronunciation and Fluency 134
Advanced Speaking and Listening NEW 134
English Intonation 135
Introduction to Public Speaking 136

Business English
Certificate Programme in Business English 136
Business Correspondence 138
Business Speaking and Listening 138
Effective Presentations 139

English for Secondary School Teachers
Certificate Programme in 140
English Language Teaching (Secondary)
English Language Teaching : recent trends and 141
current classroom practice (Core B)
Basic Linguistics for Language Learners II : 141
An Introduction to the History of English and
Its Application to Effective Language Learning
Pronunciation for Cantonese Speakers 142
The Organisation and Structure of Vocabulary 143
and of Reading Comprehension Lessons NEW
Preparing Students for HKCE and 143
A/S Level Oral Exams NEW

English for Primary School Teachers
Drama in the Classroom 144
Language Arts in Primary Schools NEW 145

Literature in English
Certificate Programme in English Literary Studies 145
Reading Drama 145
An Introduction to Scandinavian Film and Drama NEW 146
Writing and Madness NEW 146
Shakespeare on Film NEW 146
An Introduction to Afro-American Fiction NEW 147

Daytime English Course in Summer 2000
Intensive English 147
Speaking and Grammar 148
English for the Workplace 148
Advanced Speaking and Listening 148
Effective Writing Skills 148
Academic Writing Skills 149
Effective Presentations 150

EUROPEAN LANGUAGES 歐洲語言
Certificate Programme in French Language 150
Certificate Programme in Spanish Language 151

PUTONGHUA & ORIENTAL LANGUAGE 普通話及東方語言
Putonghua 普通話 (國語)
基本普通話 152
普通話教學法 (Teaching Putonghua) 153

Shanghai Dialect 上海話
基礎上海話 154

Mandarin 國語
Intensive Introductory Mandarin (for Non-Chinese Speakers) 154
Intermediate Mandarin (for Non-Chinese Speakers) 154

Cantonese 廣東話
Cantonese (I) 155
Cantonese (II) 155
Chinese Characters (I) 155

Japanese 日語
日語證書班 (Certificate Course in Japanese) 156
基本日語 (Basic Japanese) 157

日語深造班課程
高級日語會話 (Advanced Japanese Conversation) 158
視聽日語 (Audio-visual Japanese) 158
商業日語 (Business Japanese) 158

MUSEUM STUDIES 博物館學
Graduate Diploma in Museum Studies 159
(University of Sydney)

MUSIC 音樂
Award-bearing and Professional Programmes 學歷及專業資格課程
B.MUS. (HONS.) (Kingston University) 160
Certificate in Advanced Piano Performance NEW 161

Short Courses 短期課程
音樂藝術推廣介紹 162
(Creation, Production & Promotion of Music) NEW
初級二胡班 (Basic Erh-hu) 162
中級二胡班 (Erh-hu：Intermediate Level) 162
初級古箏班 (Guzheng：an Introduction) 163
中級古箏班 (Guzheng：Intermediate Level) 163
聲樂初階 (Introduction to Vocal Singing) 163
中級聲樂 (Intermediate Vocal Singing) 163
高級聲樂 (Vocal singing：Advanced Level) 163
現代舞教學初階 164
(Introduction to Modern Dance Teaching for Teachers)
從音樂發展兒童EQ/IQ親子坊 164
(五至九歲兒童及家長)
(Enhancing Your Child's EQ & IQ through Music)
長笛初班 (An Introduction to Flute) NEW 164
Music Technology NEW 164
貝多芬之鋼琴協奏曲探究 165
(Exploring all Beethoven's Piano Concerto) NEW
英式標準社交舞初班 (一) (Ballroom Dance for Beginners I) 165
英式標準社交舞初班 (二) (Ballroom Dance for Beginners II) 165
英式標準社交舞中班 (一) (Intermediate Ballroom Dance I) 165
英式標準社交舞中班 (二) (Intermediate Ballroom Dance II) 165
英式標準社交舞中班 (三) (Intermediate Ballroom Dance III) 166
Advance Ballroom Dance (Part I) NEW 166
Advance Ballroom Dance (Part II) 166
社交舞初階 (Basic Ballroom and Latin Dance) 166
爵士舞初階 (Basic Ballroom Jazz Dance) 166
現代舞初階 (Basic Modern Dance) 167
健體舞 (Aerobic Dance) 167

ORIENTAL STUDIES 東方研究
Oriental Studies - Chinese Writing / Literary Studies
中國語文基礎知識課程 167
(Foundation Course in Chinese Language)
修辭技巧與寫作 167
(Improving Your Writing Skills through Rhetorical Methods)
著名演辭賞析與寫作技巧 167
(Appreciating the Writing Skills of Famous Speeches)
著名文學作品賞和分析 168
(Appreciation of Famous Chinese Literary Works)
辦公室中文書信研習班 168
(Chinese Business Letter Writing Techniques)
兒童詩創作坊 (Creativity in Nursery Rhyme) 168
現代新詩寫作技巧 (Techniques in Modern Poetry)
文學創作研習班 169
(Creative Writing in Modern Chinese Literature)

Oriental Studies - Philosophy
Chinese Concept of Destiny 169
周易風水學原理與應用 (The Study of Geomancy) 169

周易預測學之命運、掌相、姓名、擇日與美容化妝 169
(I Ching & Its Interpretation)
中國長生觀念 (The Chinese Concept of Longevity) 170
中國古今的特異功能現象 170
(Chinese Psychic Phenomena：The Past and The Present)
易經《三才學》在創業及商業發展的應用 170
(I 'Ching Holistic Study of "The Trend,
The Environment, The Person" —
A Unique for Business Expansion & Prosperity)
中國《尋龍點穴》學 (The Study of the "Dragon Spot") 170
中西哲學之人生觀 171
(The Philosophy of Life in the East & the West)
認識中國文化與哲學 171
(Understanding Chinese Culture and Philosophy)

PHILOSOPHY 哲學
Certificate in Chinese Culture NEW 171
中國文化導論 (Introduction to Chinese Culture) NEW 172
思考方法導論 (Introduction to General Methodology) 172
哲學淺說 (Introduction to Philosophy) 173
藝術與文化 (Art and Culture) 173
西方文明的興起 (The Evolution of Western Culture) 173
倫理學導論 (Introduction to Ethics) 173
思潮與信仰 (Ideologies and Beliefs) 174
日本文化與社會 (Japanese Culture and Society) NEW 174

THEATRE STUDIES 戲劇研究
Award-bearing and Professional Programmes 學歷及專業資格課程
M.A. in East/West Theatre Studies (Middlesex University) 174
Postgraduate Diploma in East/West Theatre Studies 175
Certificate Programme in East/West Theatre Studies 175
Certificate Programme in Performing Arts Criticism 176

Short Courses 短期課程
Film History II NEW 176

TRANSLATION 翻譯
Award-bearing and Professional Programmes 學歷及專業資格課程
Postgraduate Certificate in Translation 177
Postgraduate Diploma in Translation 178
Certificate in Consecutive Interpretation : 178
Putonghua / English NEW
Intensive Preparatory Course for 179
Diploma in Translation of The Institute of Linguists NEW

Short Courses 短期課程
英漢翻譯初階 (Translation：From English to Chinese) 180
實用翻譯 (Practical Translation) 180
Intermediate Translation (Part I) 180
Intermediate Translation (Part II) 181
英漢商業翻譯初階 (Basic Commercial Translation) 181
英漢語法研究及對比 (Contrastive English-Chinese Studies 181
Public Administration and Media Translation 181
(公共行政及傳媒翻譯) NEW

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

ECONOMICS & FINANCE 經濟及金融學
Award-bearing and Professional Programmes 學歷及專業資格課程
Postgraduate Diploma in Financial Management / 185
MSc in Financial Management for External Students
(University of London) DISTANCE LEARNING
Revision Courses for BSc Economics & Management, 186
BSc Accounting & Finance and
BSc Management (Revised Regulations)
for External students (University of London)
Diploma in Economics for External students 187
(the University of London) (Year I)
Certificate in Mathematics and Sociology 187
(The University of London /
The University of Hong Kong, SPACE)

MANAGEMENT STUDIES 管理學
Award-bearing and Professional Programmes 學歷及專業資格課程
Bachelor of Management Studies (BMS) 188
Diploma in Management Studies (DMS) 189
SPACE Foundation Certificate in Business Studies 190

MARKETING 市場學
Award-bearing and Professional Programmes 學歷及專業資格課程
Master of Science in International Marketing 192
(University of Strathclyde) DISTANCE LEARNING
Bachelor of Commerce (Marketing) 193
(Curtin University of Technology and
Hong Kong Institute of Marketing)

Professional Diploma Programme in Marketing (University of California Berkeley Extension) 194
Diploma Programme in Marketing (Hong Kong Institute of Marketing) 195
Certificate Programme in Marketing (HKU SPACE and Hong Kong Institute of Marketing) 196
Revision Programme for the Chartered Institute of Marketing (CIM) Examinations 197

BUSINESS STUDIES 商業學
Award-bearing and Professional Programmes 學歷及專業資格課程
Master of Business (Electronic Commerce) (Curtin University of Technology) 198
Bachelor of Commerce (Marketing & E-Commerce) (Curtin University of Technology) 199

INSURANCE AND ACTUARIAL STUDIES 保險及精算學
Award-bearing and Professional Programmes 學歷及專業資格課程
BA (Hons) Banking, Insurance and Finance (Subject to approval) (Sheffield Hallam University) 200
SPACE Professional Diploma in Insurance and Actuarial Studies 201
SPACE Higher Professional Diploma in Insurance and Actuarial Studies 201

Short Courses 短期課程
傑出領導學 (A Course on Dynamic Leadership) 202
外匯投資及管理 (Foreign Exchange Investment & Management) 203
投資管理 (Investment Management) 203
Equity Analysis 203
How to Read Financial Statements 203
Introduction to Technical Analysis 204
Fixed Income Securities, Interest Rate, Derivatives and Risk Management 204
Hong Kong Statistics for Business 204
ISO 9000 Internal Quality Auditor Certificate Course for Education and Health Care Practitioners 205
E-Commerce Workshops 205

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

CONSTRUCTION & REAL ESTATE MANAGEMENT 建築及房地產管理
Award-bearing and Professional Programmes 學歷及專業資格課程
MSc in Construction Management (University of Bath) 211
Master of Science in Construction Project Management (University of Greenwich) 212
Master of Science in Real Estate (University of Greenwich) 213
Master of Science in Facilities Management (University of Greenwich) 214
Postgraduate Diploma in Construction Project Management 215
Professional Diploma / Certificate in Construction Project Management 216
Diploma in Construction Management / Diploma in Property Development 217

Postgraduate Conversion Programmes
Postgraduate Diploma in Surveying (Real Estate Development)(Full-time) 218
Postgraduate Diploma in Surveying (Real Estate Development)(Part-time) 218
Postgraduate Diploma in Surveying (Quantity Surveying)(Full-time) 218
Postgraduate Diploma in Surveying (Quantity Surveying)(Part-time) 218

OCCUPATIONAL SAFETY & HEALTH 職業安全及健康
Award-bearing and Professional Programmes 學歷及專業資格課程
Master of Science in Occupational Safety and Health (University of Greenwich) 220
Master of Science in Occupational Hygiene (University of Greenwich) 221

HOUSING MANAGEMENT 房屋管理
Award-bearing and Professional Programmes 學歷及專業資格課程
Master of Housing Management 222
Professional Certificate in Housing Management 223
Bachelor of Housing Management 224
Diploma in Housing Management 224
Certificate in Housing Practice 225
Certificate in Shopping Centre Management 225

REAL ESTATE MANAGEMENT地產管理
Award-bearing and Professional Programmes 學歷及專業資格課程
Professional Diploma in Real Estate Administration 226
Certificate Programme in Real Estate Agency Practice 228
房地產估價(中國)證書課程 229
Real Estate Valuation (China) Certificate

ARCHITECTURAL STUDIES 建築學
Award-bearing and Professional Programmes 學歷及專業資格課程
Professional Diploma in Architectural Studies (PDAS) 230

URBAN STUDIES 城市研究
Short Courses 短期課程
城市規劃與香港的發展 231
(Town Planning & the Development of Hong Kong)

TRANSPORT MANAGEMENT交通運輸管理
Award-bearing and Professional Programmes 學歷及專業資格課程
Certificate in Transport Studies (Subject to final approval) NEW 231

DIVISION OF LAW
法律學部

DIVISION OF LAW 法律學部
Courses Requiring No Formal Entry Qualifications
Diploma in Legal Studies (Degree Access Programme) 236
Bachelor of Laws (LL.B.) Preparation Course 236
(The University of London)
LL.B. Degree Revision Course 1999/2000 237
(The University of London)
Bachelor of Laws (LL.B.) (For C.P.E./C.P.E.C. Holders) 237
(The Manchester Metropolitan University)
LL.B. Degree (For C.P.E./C.P.E.C. Holders) 238
Revision Courses 1999/2000
(The Manchester Metropolitan University)

Post-graduate Degree Courses
Master of Law (LL.M.) Preparation Courses 238
(The University of London)
中國法學專業第二學士學位課程 (與清華大學法學院合辦) 238
(Second Bachelor Degree (L.L.B.)
in Chinese Law (Tsinghua University)
Common Professional Examination (C.P.E.) of England and 241
Wales (Post-graduate Diploma in England and Hong Kong Law)
(The Manchester Metropolitan University)
Common Professional Examination (C.P.E.) of England and 241
Wales 1999/2000 Revision Courses
(The Manchester Metropolitan University)
The Postgraduate Certificate in Laws (P.C.LL) Full-time 241
The Postgraduate Certificate in Laws (P.C.LL) Part-time 241
Special Introductory Course in Business Association (Evening) 242

Law Courses for Laymen 法律常識短期課程
香業地產物業法例 (Real Property Law in Hong Kong) 242
中華人民共和國公司法 242
(The Company Law of The People's Republic of China)
高科技創業的法律與融資安排 NEW 242
(Legal & Financing Aspects of Hi-Tech Start-ups in Hong Kong)

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

ADULT EDUCATION, TRAINING & HUMAN RESOURCE MANAGEMENT 成人教育、培訓及人力資源管理
Award-bearing and Professional Programmes 學歷及專業資格課程
MSc in Training / MSc in Training & 247
Human Resource Management /
MSc in Training & Performance Management
(University of Leicester) DISTANCE LEARNING
SPACE Diploma in Human Resource Management 247
MSc in Applied Professional Studies in Lifelong Learning 250
(Subject to approval) (University of Surrey) NEW DISTANCE LEARNING
Diploma in Adult Education & Training 247
Diploma in Basic Research Skills 253
Certificate in Training Practice 253

Short Courses 短期課程
Leadership in Action 253
Initiation to Pleasure NEW 254

CRIMINAL JUSTICE AND PUBLIC ORDER 刑事執法及公安
Award-bearing and Professional Programmes 學歷及專業資格課程
MSc in Criminal Justice Studies (University of Leicester) DISTANCE LEARNING 254
MSc in Policing and Public Order Studies DISTANCE LEARNING 255
(University of Leicester)
Diploma in Criminal Justice 256
Bachelor of Criminal Justice (Subject to approval) NEW 257

EDUCATION, INSTEP 教育及在職教師進修課程
Award-bearing and Professional Programmes 學歷及專業資格課程
Master of Education / Graduate Certificate in Information Technology (University of Wollongong) 257
Master of Educational Administration (University of New England) 258
Diploma in Applied Research Skills for Language and Education 259
Postgraduate Certificate in Tertiary Educational Administration and Management 260

In-Service Teacher Education Programme (INSTEP) 在職教師進修課程
Arts and Social Sciences
學校公民教育的理論與實踐 (Theory and Practice of Civic Education in Schools) 261

Computer Studies and The Applications of Micro-Computers
互聯網與教育網頁製作 (Internet and Homepage Design for Teachers) 261
用文書處理器建立一般教學用選擇題 (Build Interactive School Multiple Choice by Winword in 8 Hours) 262
8小時建專業網頁 (Write Professional Home Page in 8 Hours) 262
Writing Simple Applications in Visual FoxPro 5.0 to Help in Daily School Office Work/SAMS 262

Counselling and Guidance
Careers Guidance in Secondary Schools 263

Languages, Communications and Speech & Hearing Sciences
Pronunciation for Teachers 263
學校舞台表演藝術(舞台劇)製作工作坊 (Workshop of Performing Arts Production in Schools) 263
學校戲劇：寓教育於劇場 (School Drama: Not Just for Dramatist) 264
The Pronunciation and Structure of the Vocabulary of Science 264
The Pronunciation and Structure of the Vocabulary of Mathematics 264
The Pronunciation and Structure of the Vocabulary of Geography and EPA 264
The Pronunciation and Structure of the Vocabulary of History and Religious Studies 264
Pronouncing the Foreign Words in the European Arts 265
The Logical Structure of the English Sentence 265
The Organisation and the Structure of the Vocabulary and of the Reading Comprehension Lessons 265
Studying for the HKCE Paper II (Reading Comprehension and Usage) through Self-Access 265
Thinking for Fun and Giving Oral Presentations 266
Thinking for Fun, Note-taking and Preparing for Composition Writing 266
The Origins of English and Their Relevance to Effective Language Mastery 266

Physical Education & Sports Sciences
初級器械健體教練班 (Elementary Instructor Training Course for Weight Training) 266
中級器械健體教練班 (Intermediate Instructor Training Course for Weight Training) 267
羽毛球教學法 (The Teaching of Badminton) 267
網球教學法初級班 (Introductory Course in Tennis and Teaching of Tennis) 267
網球教學法中級班 (Intermediate Course in Tennis and Teaching of Tennis) 267
太極拳教師研習班 (Taiji Quan for Teachers) 268
歷奇輔導的理論與實踐 (Adventure Counselling, Theory and Practice) 268
運動攀登一級教練証書課程 (SCAHK Certificate Course for Level One Sport Climbing Instructor) 268

School and Teacher Development
課外活動主任訓練課程 (Management Course for Extra Curricular Activities Masters) 269
資優教育 — 優質教育的借鏡 (Gifted Education — A Reference to Quality Education) 269

Science and Mathematics
小學數學教學的探討 (Investigation on the Teaching of Primary Mathematics) 269

JOURNALISM & COMMUNICATION 新聞及傳播學
Award-bearing and Professional Programmes 學歷及專業資格課程
Postgraduate Diploma in Public Relations (Subject to approval) 270
Certificate Course in Public Relations 270
Certificate in Jourrnalism for English Media 271

專業及廣告攝影證書課程 272
(Certificate Course in Photography for Professional & Advertising)

Short Courses 短期課程
專業及廣告攝影課程(初級班) 272
(Photography for Professionals & Advertising — Basic Course)
專業及廣告攝影課程(中級班) 272
(Photography for Professionals & Advertising — Intermediate Course)
雜誌編輯 (Magazine Editing) 273
電腦輔助美術設計 273
(Computer-aided Design with Personal Computers)
電影及錄影藝術欣賞：理論研討 273
(Film & Video：Art Appreciation)
錄影製作室 (Video-making Workshop) 273
聲藝與口才 (The Art of Expression) 274
廣告學與市場管理 (Advertising in Marketing Management) 274
廣告研習班 (Advertising Workshop) 274
Concept Mapping Application in the 21st Century 275
Advanced Business Communication & 275
Presentation Skills Workshop NEW

POLITICS AND PUBLIC ADMINISTRATION 政治及公共行政學
Short Courses 短期課程
Social Science Research Method NEW 276

PSYCHOLOGY 心理學
Certificate Courses 證書課程
Certificate in Youth Counselling 276
書法心理及書法治療證書課程 277
(Certificate Course in Chinese Calligraphy Therapy) NEW

Short Courses 短期課程
心理學導論(一) (Introductory Psychology I) 278
心理學導論(二) (Introductory Psychology II) 278
認識及培養在工作上的情緒智能 278
(Understanding and Developing Emotional Intelligence in the Work Place)
性格的透視與發展 278
(Understanding and Developing Personality)
想創你個心 — 創意思考訓練 279
(Workshop on Creative Thinking)
異常心理學導論 (Introduction to Abnormal Psychology) 279
Introduction to Dream Analysis 279
Effective EQ Programmes for Adolescents and Youth 280
ADHD Attention Deficit Disorder with Hyperactivity 280
Understanding and Handling Specific Learning Difficulties 281
Workshop on Understanding and 281
Treating Child Molesters NEW
Treating Disorders of Personality NEW 281
Psychology of Calligraphy and Chinese Calligraphic Therapy 282
Introduction to Psycho-Linguistics NEW 282

RECREATION AND SPORTS MANAGEMENT 康樂及體育管理
Award-bearing and Professional Programmes 學歷及專業資格課程
Master of Arts / Graduate Diploma / 283
Graduate Certificates in Recreation and Sports Management (by Coursework) (Victoria University)
Bachelor of Arts degree in work Based Learning Studies - 285
B A (Hons) Recreation and Sports Management (Subject to approval) (MiddlesexUniversity) NEW
Diploma / Certificate in Recreation and Sports Management 285
Master of Arts in Ageing, Disability and 286
Recreation Management (Victoria University) NEW
Foundation Certificate in Fitness and 288
Wellness Studies NEW
Helicopter Flight Theory Course NEW 289
Recreation & Sport Programme 289
Administration & Delivery NEW
Recreation & Sport Facility Management & Design NEW 289
Recreation / Sport Recreation and Investigation NEW 290
營團康樂活動領袖訓練(Camp Leadership Training) NEW 290

SOCIAL WORK & SOCIOLOGY 社會工作及社會學
Award-bearing and Professional Programmes 學歷及專業資格課程
Certificate in the Foundations of Art Therapy 291
Certificate in the Administration and 292
Management of Preschool Education institutions
學前教育服務機構行政管理證書課程

Short Courses 短期課程
「音樂治療」入門 (Introduction to Music Therapy) 292
「兒童為本」遊戲治療法 293
(Introduction to Child-Centered Play Therapy)
認識及協助兒童語言之發展 293
(Introduction to Language Development in Children)
如何建立及提高特殊兒童的溝通能力 293
(Developing Communication Skills in Children with Special Needs)
兒童成長問題專探 (Exploration in Child Development Issues) 294
了解及處理自閉症兒童 294

(Understanding and Managing Autistic Children)
不一樣家長教子法 (A New Approach to Parenting) 294
家庭輔導基礎工作坊 (Basic Family Therapy Workshop) 295
女性心理健康 (Women and Mental Health) 295
演說領導技巧 (Public Speaking Skills) 295
情緒智能 (EQ) 與抒緩壓力 296
(Emotional Intelligence and Life Changes)
Introduction to Counselling 296
Introduction to Art Therapy 296
Cognitive-behavioral Group Therapy — Theory and Practice 297
「親職教育課程」導師訓練班 297
(Training Workshop for Parenting Educators)
配合大腦發展的兒童教育 298
(Brain-Based Education for Young Children)
大腦新知與兒童智力發展 (講座一) 298
(New Findings in Brain Research and Growth of Intelligence)
發展兒童的多元智能(講座二) 298
(Developing Multiple Intelligences of Young Children)
培養兒童充分的情緒及社交能力 (講座三) 298
(Developing Social and Emotional Competence of Young Children)
如何鼓勵兒童從幼開始閱讀(講座四) 299
(Developing Lifelong Interest in Reading)
認識及服務弱智人士 299
(Understanding and Serving the Mentally Handicapped)
Short-Term Couple Therapy NEW 299

DIVISION OF TRADITIONAL CHINESE MEDICINE
中醫藥學學部

中醫學 TRADITIONAL CHINESE MEDICINE
學士學位課程
中醫全科學士學位課程 303
(Bachelor of Traditional Chinese Medicine)

大專文憑課程
中醫全科大專文憑課程 305
(Diploma in Traditional Chinese Medicine)

進修文憑課程
中醫推拿學文憑課程 (Diploma Course in Tui-Na) 310
中醫骨傷科學進修文憑課程 311
(Diploma Course in TCM Orthopaedics & Traumatology)
針灸學進修文憑課程 312
(Diploma Course in TCM Acupuncture and Moxibustion)

Short Courses 短期課程
Chinese Therapeutic Foods and Common Medicinal Herbs NEW 312
An Introduction to Traditional Chinese Medicine 312

中藥學 CHINESE MEDICINE PHARMACEUTICS
學士學位課程
中藥藥劑學學士學位課程 314
(Bachelor of Pharmacy in Chinese Medicine)

文憑課程
中藥管理學專業文憑課程 315
(Diploma Course in Pharmaceutical Management in Chinese Medicine)

證書課程
中藥專業深造證書課程 318
(Postgraduate Certificate Course in Chinese Medicine)
中藥營養學證書課程 318
(Certificate Course in Nutritional Studies in Chinese Medicine)

針灸學ACUPUNCTURE
碩士學位課程
中醫學碩士(針灸學)學位課程 319
(Master of Traditional Chinese Medicine (Acupuncture & Moxibustion)

證書及文憑課程
針灸學基礎證書課程 320
(Foundation Certificate Course in Acupuncture and Moxibustion)
針灸學進修文憑課程 320
(Diploma Course in Acupuncture and Moxibustion)
Certificate Course in Acupuncture 320
Diploma Course in Clinical Acupuncture 320





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.

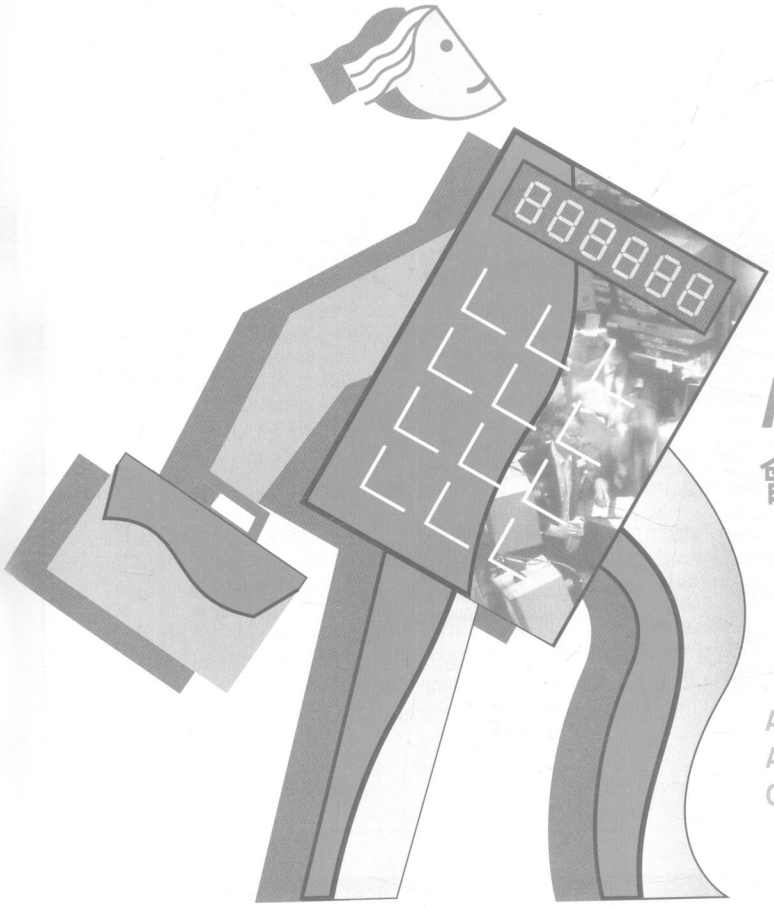
In 1992, the predecessor of the Division offered the administrative management programmes in co-operation with the Institute of Administrative management of the United Kingdom in response to the needs of office managers in Hong Kong to update and upgrade their management skills at the administrative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

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。至去年為止，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。去年的學生人數，已快速增長至二千六百。



Accounting & Commerce
會計及商業學

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

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

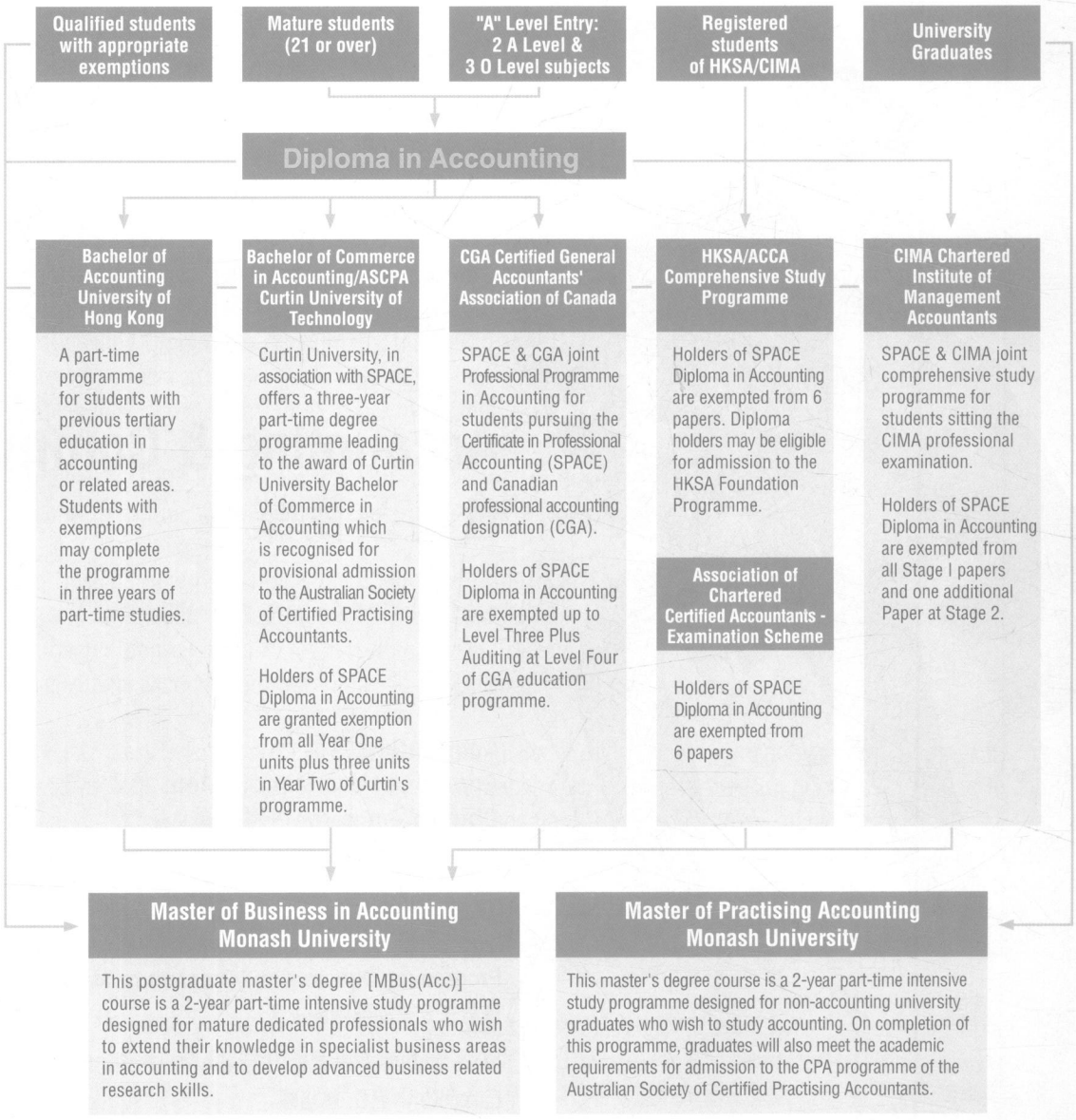
Lam, David H. 林孝仁 (Head of Division 學部主任)
Lam, Keith P.C. 林培燦
Ng, Artie W.C. 吳偉昌
Sun, Wendy M.Y. 孫敏宜
Hung, Albert W.K. 熊運球
Wong, Allen M.W. 黃文華
Yau, Josephine S.Y. 游樹瑛

Tutors 導師

Mok, Daniel S.C. 莫兆財
Wah, Philip W.Y. 華偉賢
Wong, Simon H.Y. 黃慶恩

Divisional Affairs Officer 學部事務主任
Ng, Blondie K.W. 吳嘉華

Programmes in Professional Accounting



New Challenges in the Field of Professional Accounting 會計專業人面臨的新挑戰

Opportunities to Practise Accountancy in China 會計師到中國內地執業的機會

Economic reform has already been underway in China for more than 20 years. At this critical moment in China's development, there is a growing demand for certified public accountants for public practice and accountants for private enterprises, all of whom need to be well equipped with knowledge of international accounting standards and practice.

China's imminent entry to the World Trade Organisation in 2000 also holds out the prospect of outside accounting firms being allowed to practise within the mainland. There are likely to be many opportunities for professional accountants to seize. Are we in Hong Kong prepared to take advantage of this chance?

中國實施經濟改革已逾二十年；在此發展的關鍵時刻，對執業會計師和私營企業的會計師，都需求日期殷切。這些人才都必須熟悉國際會計準則和辦事規範。

中國明年快將加入世界貿易組織，這將帶來外面會計師行進入內地開業和服務的可能性。看來專業會計師可以拓展業務的機會很多，我們在香港的有關專業人士對比是否已有所準備？

Accounting 會計

TEL 電話 : 2975 5783 FAX 傳真 : 2858 4750

AC 41-801-00 (93)
Master Of Business In Accounting [MBus(Acc)]
Research Programme

Introduction
This Postgraduate Master's Degree Course in Accounting is a two-year part-time programme. The Master of Business in Accounting [MBus(Acc)] degree 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 will be awarded by Monash University upon successful completion of the 2-year academic programme.

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

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

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

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

Application Procedure
All application forms must be completed and attached together with original and one set of photocopy of all relevant academic and/or professional qualifications and submitted to either SPACE Admiralty Learning Centre or SPACE HKU Campus Office.

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

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

Year 1	
AC 41-801-01 (93)	Advanced Financial Accounting
AC 41-801-02 (93)	Advanced Management Accounting
AC 41-801-03 (93)	Advanced Finance
AC 41-801-04 (93)	Advanced Investment
AC 41-801-05/06 (93)	Research Projects (2 Units)
AC 41-801-07 (93)	Research Methods I
AC 41-801-08 (93)	Research Methods II
Year 2	
AC 41-801-09 (93)	Advanced Strategic Management Accounting
AC 41-801-10 (93)	Advanced Information Systems
AC 41-801-11 (93)	Advanced Auditing and Professional Practice
AC 41-801-12 (93)	Financial Statement Analysis
AC 41-801-13 (93)	International Finance
AC 41-801-14 (93)	Financial Reporting Issues
AC 41-801-15 (93)	Issues in Competitive Advantage I
AC 41-801-16 (93)	Issues in Competitive Advantage II

Fee
The course fee for the 1999/2000 academic year is AUD$1,600 per unit which includes course materials, lectures/tutorials, assessment, Monash University examinations and registration.

The New Route to Becoming a Professional Accountant in Hong Kong 香港晉身專業會計師的新途經



In January 1999, the Hong Kong Society of Accountants (HKSA) introduced a new Professional Accreditation System requiring future members to have a degree in Accountancy or its equivalent before they can be admitted as student members of the Society.

After acceptance into the Society, student members then have to take part in the HKSA's programme of professional training courses designed to equip them with the skills and knowledge that professional accountants need. Student members who successfully complete all the requisite elements of the training programme, and have the necessary practical experience, are qualified to be professional accountants in Hong Kong.

SPACE's Bachelor of Accounting degree programme, offered in collaboration with the University of Hong Kong's School of Business, is designed to prepare students for the challenges of the HKSA's new professional programme.

一九九九年一月，香港會計師公會（HKSA）制定了一套全新的專業會計師資格評審制度，要求未來會員必須先取得會計學學位或相同學歷，始會獲准加入公會，當學生會員。

學生會員入會後，要參加公會舉辦的專業訓練班，學習專業會計師需要的技術和知識。他們完成所有必要訓練課程後，加上擁有必要的實際經驗，便有資格成為香港的專業會計師。

專業進修學院與香港大學商學院合辦的會計師學士課程，其設計特別為學生做好準備，以應付香港會計師公會新專業課程的挑戰。

AC 41-801-00 (93)
Master Of Business In Accounting [MBus(Acc)]
CPA Programme

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

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

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

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

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

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

Application Procedure
All application forms must be completed and attached together with original and one set of photocopy of all relevant academic and professional qualifications and submitted to SPACE Admiralty Learning Centre or SPACE HKU Campus Office. (Attn: Mr. David H. Lam, Director of Studies - Tel: 2975 5640)

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

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

Year 1	
AC 41-801-17 (93)	CPA Core I
AC 41-801-18 (93)	CPA Core II
AC 41-801-19 (93)	CPA Treasury
AC 41-801-20 (93)	CPA Management Accountung
AC 41-801-21 (93)	CPA Auditing
AC 41-801-01 (93)	Advanced Financial Accounting
AC 41-801-02 (93)	Advanced Management Accounting
AC 41-801-03 (93)	Advanced Finance

Year 2	
AC 41-801-09 (93)	Advanced Strategic Management Accounting
AC 41-801-10 (93)	Advanced Information Systems
AC 41-801-11 (93)	Advanced Auditing and Professional Practice
AC 41-801-12 (93)	Financial Statement Analysis
AC 41-801-13 (93)	International Finance
AC 41-801-14 (93)	Financial Reporting Issues
AC 41-801-15 (93)	Issues in Competitive Advantage I
AC 41-801-16 (93)	Issues in Competitive Advantage II

Exemptions may be granted for CPA subjects

Fee
The course fee for the 1999/2000 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.)

AC 41-803-00 (93)
Master Of Practising Accounting (MPA)
Enquiries: 2975 5776

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

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

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

Year 1	
AC 41-803-01 (93)	Introductory Accounting and Financial Information Systems I
AC 41-803-02 (93)	Business Law
AC 41-803-03 (93)	Quantitative Methods in Accounting
AC 41-803-04 (93)	Introductory Accounting and Financial Information Systems II
AC 41-803-05 (93)	Economics
AC 41-803-06 (93)	Company and Commercial Law
AC 41-803-07 (93)	Financial Accounting I
AC 41-803-08 (93)	Managerial Accounting

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

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

Entry Requirements
Prospective applicants must possess 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. Semester one, two and three will commence in July, November and March respectively.

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

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

Application Procedure
All application forms must be completed and attached together with two sets of all relevant academic and/or professional qualifications, one of which must be the original documents to SPACE Admiralty Learning Centre, attention Mr. David H. Lam.

Year 2	
AC 41-803-09 (93)	Auditing
AC 41-803-10 (93)	Financial Accounting II
AC 41-803-11 (93)	Business Finance
AC 41-803-12 (93)	Taxation Law and Practice

There are also four elective courses in advanced accounting, advanced information systems, advanced finance and other related topics from the MBUS (Acc.) Programme.

Exemptions may be granted for equivalent qualification.

Fee
The course fee for the 1999/2000 academic year is AUD$1,200 per unit which includes course materials, lectures/tutorials, assessment, examinations.

AC 41-804-00 (93)
Bachelor of Commerce (Accounting)
Curtin University

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

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

This programme is offered to allow holders of diplomas in Accounting and Business Studies from recognised tertiary institutions and holders of professional accounting qualifications, to undertake a degree program 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 nine units; i.e. one year advanced standing.

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

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

Accounting	(Procedures)	102*
Accounting	(Financial Reporting)	200
Accounting	(Managerial Control)	201*
Accounting	(Systems)	204
Accounting	(Concepts and Issues)	303
Accounting	(Corporate Entities)	202
Accounting	(Professional Practice)	326
Accounting	(International)	223
Accounting	(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.

Professional Membership

Holders of the Curtin Bachelor of Commerce (Accounting):

- are eligible for Associate membership of 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.

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.

Application Procedure

Applications start in March 2000. Classes are expected to commence in July 2000. Please write in for an application form enclosing a $2.1 stamped self-addressed envelop to:

8/F T.T. Tsui Building, "The University of Hong Kong"
Pokfulam Road, Hong Kong.
"Curtin University of Technology's Bachelor of Commerce
(Accounting) Programme".

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 six units listed below:

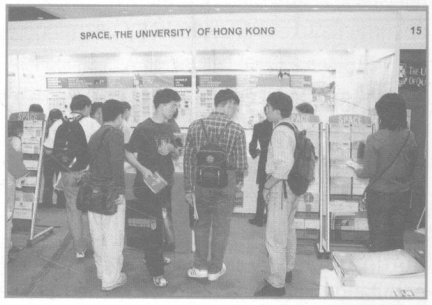
Accounting	(Concepts and Issues)	303
Accounting	(Systems)	204
Accounting	(Auditing)	300
Accounting	(Corporate Entities)	202
Law	(Corporation)	224
Taxation		331

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

Fee

For year 2000 the fee is AUD$1,050 per unit, including all tuition fees, unit guides and enrolment.



SPACE participates in "Hong Kong Postgraduate Fair" every year. 學院每年均參與"深造學位及專業課程"展覽



China's imminent entry to the World Trade Organisation in 2000 holds out the prospect of outside accounting firms being allowed to practise within the mainland. Are we in Hong Kong prepared to take advantage of this chance?

AC 41-601-00 (93)
Bachelor of Accounting

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

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.

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

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

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

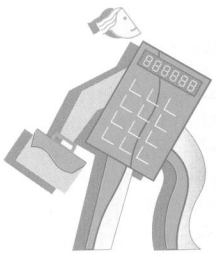
Assessment
Each subject comprises 36 hours of lectures extending over 12 lecture sessions. Teaching for each module consists of a combination of weekly tutorials, lectures and seminars. Students are required to attend a minimum of 80% of classes.

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

Continuous Assessment	Final Examination
30%	70%

Application Procedure
To apply for admission into the programme, please complete and return the application form in person to either the SPACE Admiralty Centre, SPACE North Point Learning Centre, or SPACE HKU Campus Office.

The application must be accompanied by a non-refundable application fee of $150, two sets of photocopied educational qualifications. (please bring original certificates/official transcripts for certification at SPACE Centres); and one passport-sized photograph.



The Certified Diploma is a financial management qualification designed for non-financial managers. This 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.

Programme Structure
Students are required to complete successfully the following 30 modules :

Level I	
AC 41-601-01 (93)	China Business Studies
AC 41-601-02 (93)	Communication Skills and Development
*	Economics
AC 41-601-03 (93)	English Communication
AC 41-601-04 (93)	International Trade
*	Legal Framework of Business
*	Organization and Management
*	Principles of Accounting
*	Quantitative Methods
*	Statistics

Level II	
AC 41-601-05 (93)	Accounting Theory
AC 41-601-06 (93)	Business Ethics
*	Business Information System
AC 41-601-07 (93)	Company Law
*	Financial Management
*	Intermediate Accounting I
*	Intermediate Accounting II
AC 41-601-08 (93)	Intermediate Economics
*	Management Accounting
AC 41-601-09 (93)	Principles of Marketing

Level III	
AC 41-601-10 (93)	Advanced Auditing
AC 41-601-11 (93)	Advanced Finance
AC 41-601-12 (93)	Advanced Financial Accounting
AC 41-601-13 (93)	Advanced Management Accounting
AC 41-601-14 (93)	Advanced Taxation
*	Auditing
AC 41-601-15 (93)	Business Strategy
AC 41-601-16 (93)	Computer Concepts & Information Technology
AC 41-601-17 (93)	International Accounting
*	Taxation

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

Fee
For academic year 1999/2000, the tuition fee is $6,000 per module. Tuition fees include :

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

Closing Dates for Application
The closing date for application are 20 August 1999 for the first term, 15 December 1999 for the second term and 15 April 2000 for the summer term.

AC 41-805-00 (93)
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 shall be awarded the Certificate provided that 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, 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.

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

Entry Requirements
Applicants must normally possess 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 and upon application.

Teaching Mode
There will be four sessions of 10 weeks each in an academic year. The first, second, third and forth session commence in September, December, March and June respectively. Classes will take place during weekday evenings and/or weekends.

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

The modules offered by SPACE will cover the required subjects at the advanced levels (Levels 4 to Professional Accreditation Comprehensive Examinations) of the CGA education programme. The following modules are offered by SPACE:

Level 4 modules:

AC 41-805-08 (93)	Management Accounting 2
AC 41-805-09 (93)	Accounting Theory 1
AC 41-805-10 (93)	Auditing 1 with Practice Set 3

Professional Accreditation Comprehensive Examinations

AC 41-805-11/12 (93)	Taxation
AC 41-805-13 (93)	Financial Accounting
AC 41-805-14 (93)	Finance
AC 41-805-15 (93)	Auditing
AC 41-805-17 (93)	Professional Application

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 prior to commencement of the programme.

Fee
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 August 1999, 12 November 1999, 12 February 2000 and 13 May 2000 for Sessions 1, 2, 3 and 4 respectively. Students are encouraged to apply as early as possible as applications are accepted on a first-come-first-served basis for qualified applicants. Late enrolment may be accepted only if places are available.

Further information and an application booklet (CGA-Canada International Calendar) can be obtained from SPACE Admiralty Learning Centre or SPACE HKU Campus Office.

AC 41-102-00 (92)

Hong Kong Society of Accountants (HKSA)

Joint Accountancy Programme
Joint Examination Scheme

Enquiries: 2975 5774

Introduction

The School of Professional And Continuing Education (SPACE) and Hong Kong Society of Accountants (HKSA) jointly offer a comprehensive joint study programme to students who intend to sit the HKSA/ACCA Joint Examination Scheme in June 2000.

Entry Requirements

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

Award

Certificate of Completion for each course will be awarded by SPACE and HKSA to students who have attended 80% of the lectures and completed satisfactorily all of the required assignments.

Study Programme

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

Lecturers are either academics from local institutions or qualified professionals in the field. At the end of the lecture series, a review session will be provided to integrate all topics covered and to review relevant examination papers with the objective to assist students to pass the HKSA/ACCA Joint Examination Scheme.

Students are responsible to ensure that they are eligible to take the HKSA/ACCA Joint Examination Scheme in June 2000. Lectures are tentatively set to commence in the first week of March 2000.

Application Procedure

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

Application forms can be obtained in person from either SPACE Admiralty Learning Centre or Student Service Counter Hong Kong Society of Accountants (HKSA), 4/F., Tower Two, Lippo Centre, 89 Queensway, Hong Kong.

Course Schedule

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

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

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

*2 classes will be offered

Fee

Foundation Stage - $1,550 per paper

Certificate Stage - $1,800 per paper

Professional Stage - $2,150 per paper

The above course fees cover lectures, review session and marking of assignments but do not include course materials. All cheques must be made payable to "HKU SPACE".

AC 41-806-00 (92)
New Joint Management Accountancy Programme (CIMA)

Introduction
SPACE and The Chartered Institute of Management Accountants (CIMA) jointly offer a comprehensive Management Accountancy programme to students who intend to sit for the CIMA examinations in May 2000.

Professional and/or Academic Recognition
Members of CIMA are eligible to apply for membership of the Hong Kong Society of Accountants.

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

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

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

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

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

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, or SPACE HKU Campus Office.

The Chartered Institute of Management Accountants (CIMA)

Hong Kong Division Unit A,

13/F., Cindic Tower, 128 Gloucester Road,

Wanchai, Hong Kong.

Tel: 2511 2003

Programme Structure
Lectures will take place once a week during weekday evenings (6.30 - 9.30 pm) or weekends afternoons (2.30 -5.30 pm) and will commence in August/September 1999 and February/March 2000.

Fee
The tuition fees are $1,980 per subject in stage 2 and $2,300 per subject in stage 3 and 4. 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 core reading materials recommended by CIMA.

The course offerings subject to enrolment are:

Weekday	Stage 2
Mon	Financial Accounting
Tue	Operational Cost Accounting
Wed	—
Thu	Management Science Applications
Fri	—
Sat	Business and Company Law*

Weekday	Stage 3
Mon	Financial Accounting
Tue	—
Wed	Management Financial Management
Thu	—
Fri	Organisational Management and Development
Sat	Business Taxation*

Weekday	Stage 4
Mon	—
Tue	Strategic Financial Management
Wed	Strategic Management Accountancy and Marketing
Thu	Information Management
Fri	Management Accounting Control System
Sat	—

* Hong Kong Law and Taxation

AC 41-101-00 (92)
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.

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.
- 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.
- 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.
- 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.)
- The Hong Kong Society of Accountants recognised graduates of the Diploma as having met the pre-requisites for admission to the Foundation Programme without having to attain the HKAT qualification. (Note: Graduates have to complete their studies before the end of year 2004 to be eligible for admission to the Foundation Programme.)

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

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 weighing of the assessment is:

Continuous Assessment	Final Examination
30%	70%

Entry Requirements
- Applicants should possess at least two passes at advanced level and three passes at ordinary level of which one must be in English, or equivalent.
- Candidates 21 years of age or over may be admitted under the mature-student category.
- A university degree or a diploma from a recognised post-secondary institutions.

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

Subject to availability of places, students holding appropriate exemptions may be allowed direct enrolment into Year 2 or Year 3 in 1999/2000.

Programme Structure
The programme includes instruction and assessment in the following modules:

Level I	
AC 41-101-01 (92)	Basic Accounting
AC 41-101-02 (92)	Law
AC 41-101-03 (92)	Economics
AC 41-101-04 (92)	Statistics
Level II	
AC 41-101-05 (92)	Intermediate Accounting I
AC 41-101-06 (92)	Management Information Systems
AC 41-101-07 (92)	Intermediate Accounting II
AC 41-101-08 (92)	Quantitative Methods
Level III	
AC 41-101-09 (92)	Management Accounting
AC 41-101-10 (92)	Auditing
AC 41-101-11 (92)	Financial Management
AC 41-101-12 (92)	Hong Kong Taxation
AC 41-101-13 (92)	Business Organisation &Organisational Behaviour

Fee
For 1999/2000 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

Closing Date for Application
The closing dates for application are 22 December 1999 for the second term and 15 April 2000 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.

Award
Students will be awarded the diploma provided that for each of the modules (other than those in which exemptions have been granted) they:

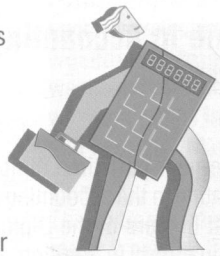
- complete satisfactorily the required course assignments;
- pass the relevant examination; and
- satisfy the examiners with their attendance at lectures.

Teaching Schedule
The first term of the 1999/2000 academic year will commence in September 1999 and end in December 1999. The second term will commence in January 2000 and end in April 2000. The summer term will commence in May 2000 and end in August 2000. 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.).

Application Procedure
Special application forms for the Diploma in Accounting Programme can be obtained from SPACE learning centres (addresses listed on page)

Complete and return the application form in person to the above address. The application must be accompanied with :

A non-refundable application fee of $150 (Cheque should be crossed and made payable to "HKU SPACE") to be submitted with the application for enrolment. Photostat copies of I.D. Card/relevant certificates/transcripts. (Please bring original certificates/official transcripts for certification at SPACE Centres)



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.

AC 41-103-00 (92)
ACCA's Certified Diploma in Accounting & Finance (CDipAF)
Preparatory Programme

Introduction
In response to the demand of business executives who wish to acquire accounting/ finance knowledge, the School of Professional and Continuing Education of the University of Hong Kong (SPACE, HKU) 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. This Diploma will be awarded by The Association of Chartered Certified Accountants (ACCA). Students who enroll in this preparatory programme shall receive proper training to prepare for the Certified Diploma Examinations to be held twice a year in Hong Kong (i.e. December and June). Additionally, this programme which has a flexible schedule will suit those who want to gain relevant knowledge in individual accounting modules only.

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

Entry Requirements
There are no specific admission requirements for enrolment in this examination preparatory programme. However, students should make sure that they comply with ACCA's student membership registration conditions for the Certified Diploma. Students should also meet with ACCA examinations registration deadlines. (i.e. 3 July of the same year for December examinations & 15 December of previous year for all June examinations)

Course Schedule
Lectures will take place at weekends and 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..

Classes to be offered are subject to student enrolments.

Module 1	**AC 41-103-01 (92)**	
Interpretation of Financial Statements		
Mar 4, 18	Apr 1, 15 (Saturdays)	May 6, 20

Module 2	**AC 41-103-02 (92)**	
Management Accounting		
Mar 5, 19	Apr 2, 16 (Sundays)	May 7, 21

Module 3	**AC 41-103-03 (92)**	
Financial Management		
Mar 11, 25	Apr 8, 29 (Saturdays)	May 13, 27

Module 4	**AC 41-103-04 (92)**	
Business Analysis		
Mar 12, 26	Apr 9, 30 (Sundays)	May 14, 28

Award

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

Eligibility to Sit the CDipAF Examinations

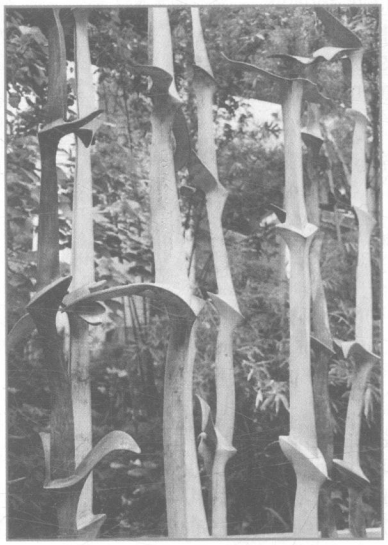
There will be two diets of examination in June and December each year. All prospective students are required to register as student members with The Association of Chartered Certified Accountants (ACCA) before they will be allowed to sit the CDipAF examinations. Students are therefore strongly urged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

Application Procedure

Application for enrolment will be accepted on a first-come-first- serve 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 for this programme can be obtained from SPACE learning centers or the ACCA Hong Kong Branch at 1002A, Worldwide House, 19 Des Voeux Road Central, Hong Kong. Tel: 2524 4988

Completed application forms for this programme 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 21 February, 2000.



"Growth" – Professor Norman Ko's creation
"長" – 高華文教授作品



In January 1999, the Hong Kong Society of Accountants (HKSA) introduced a new Professional Accreditation System requiring future members to have a degree in Accountancy or its equivalent before they can be admitted as student members of the Society.

Programme Delivery

This intensive programme consists of four modules. There will be six 3-hour weekend lectures for each module and there will be two assignments required for each module. The ACCA official learning material will be used throughout the study.

Programme of Study

AC 41-103-01 (92)
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 (92)
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 (92)
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 (92)
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.

Fee

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

AC 41-099-01-02

Advanced Financial Accounting

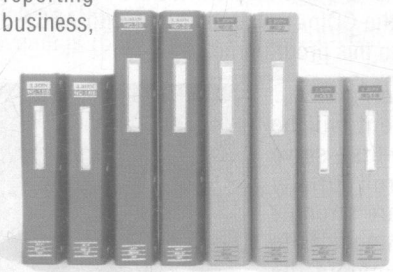
Date & Time: Saturdays, 2:30 - 5:30 p.m., starting 26 February 2000 (16 meetings)

Venue : Room 217, Delia Memorial School, Mei Foo

Fee : $1,840

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

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



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

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

AC 41-099-02-02

Foundation Accounting

Date & Time: Saturdays, 2:30 - 5:30 p.m., starting 26 February 2000 (12 meetings)

Venue : Room 223, Delia Memorial School, Mei Foo

Fee : $1,165

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

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

AC 41-099-03-02

Higher Accounting

Date & Time : Thursdays, 7:00 - 9:30 p.m., starting 24 February 2000 (14 meetings)

Venue : Room 223, Delia Memorial School, Mei Foo

Fee : $1,165

This course is useful to those studying at the intermediate level of the professional accounting or company secretarial examinations. It also covers many of the major topics in the L.C.C. Higher Accounting examination. Topics to be covered include branch accounts, cash budgeting and proforma financial statements, ratio analysis and interpretation of accounts, group accounts, joint venture, investment, partnership and cash flow statement. An introduction to the Statements of Standard Accounting Practice (SSAP's) will also be given.

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

AC 41-099-04-02
Intermediate Accounting

Date & Time: Saturdays, 2:30 - 5:00 p.m., starting 26 February 2000 (16 meetings)

Venue : To be confirmed

Fee : $1,270

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

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

AC 41-099-05-02
Elementary Book-keeping & Accounts

Date & Time: Saturdays, 2:30 - 5:30 p.m., starting 26 February 2000 (15 meetings)

Venue : Room 225, Delia Memorial School, Mei Foo

Fee : $1,165

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.

AC 41-099-06-02
Basic Auditing

Date & Time: Wednesdays, 6:30 - 8:00 p.m., starting 23 February 2000 (10 meetings)

Venue : Room 603, Tang Shiu Kin Secondary School, Wan Chai

Fee : $588

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.

AC 41-099-10-02
Introduction to Import/Export Practice

Date & Time: Saturdays, 2.30 p.m. - 5.30 p.m., starting 26 February, 2000 (8 meetings)

Venue : To be confirmed

Fee : $920

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

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

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

AC 41-099-07-02

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

開課日期：2000年2月23日起
及時間　每星期三 6:30-8:00p.m.
（共十五講）
地　點：美孚教學中心223室
學　費：$810

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

由於專門術語為本，學員須具有英語知識。

AC 41-099-09-02

小型企業策劃和管理
Small Business Management

開課日期：2000年2月23日起
及時間　每星期三 6:30-8:30p.m.
（共十二講）
地　點：灣仔教學中心604室
學　費：$850

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

（名額四十人）

Administrative Management 行政管理

TEL電話：2975 5775 FAX傳真：2858 4750

AC 42-801-00(92)

Diploma in Administrative Management and Advanced Diploma in Administrative Management

First And Only Accredited Centre Of The Institute Of Administrative Management In Hong Kong

Introduction

Applications are invited for enrolment in courses offered by the School of Professional and Continuing Education (SPACE), University of Hong Kong, commencing in January, 2000 and July, 2000 to prepare students for the Institute of Administrative Management (IAM) examinations in June, 2000 and December, 2000 for the Diploma in Administrative Management and Advanced Diploma in Administrative Management.

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

The Institute of Administrative Management, UK and Administrative Management

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

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

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

Programme Structure and Content

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

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

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

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

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 Diploma in Administrative Management and Advanced Diploma in Administrative Management.

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

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

Entry Requirements
Diploma in Administrative Management:

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

Advanced Diploma in Administrative Management:

- Diploma in Administrative Management;
- A recognized university degree;
- A recognized relevant higher diploma; or
- Equivalent qualifications;

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

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

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

Lecture Time: Mon - Fri : 16:30pm - 9:45pm
Sat : 2:30pm - 5:30pm

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

Plus TWO option modules:

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

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

The Division of Applied Science and Information Technology consists of 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 that are related to professional qualifications are recognised by the relevant professional bodies. Those programmes emphasise on continuing professional development and also have a 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.

應用科學及資訊科技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，學部將致力於提供高質素的課程以應公眾對終生教育的需求。



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

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 and 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
Tse, Moses Y.K. 謝銳光
Wong, Gemma, K.C. 黃羅錦注
Wu, Stephen W.N. 胡永年
Chan, T.Y. 曾德源
Lee, Ruby P.W. 李寶雲

Senior Medical Technologist 高級醫科技師
Foo, Arnold S.Y. 傅詩恩

Divisional Affairs Officer 學部事務主任
Mui, Andrew C.Y. 梅湛恩

Degree Opportunities for Biomedical Science Students

With the rapid advances in science and technology, applicants for entry to the Medical Laboratory Sciences profession are now required to have a degree. To meet this requirement, SPACE has co-operated with Napier University, Edinburgh, since 1993 to offer a suite of degree programmes in Life Sciences. These part-time degree courses are primarily aimed at holders of a Higher Certificate or Higher Diploma in Medical Laboratory Sciences, and lead to the final award of an M.Sc. degree and Fellowship of the Institute of Biomedical Science. This programme has the advantage of a built-in flexibility that allows multiple discrete entry and exit points, and so meets the needs of both students and employers.



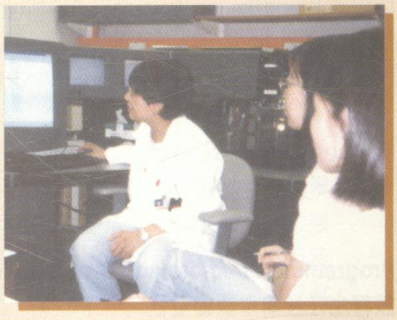
生物醫學同學修讀學士學位的機會

隨著科技的突飛猛進，想加入醫務化驗科專業的人，現在都要具有學位。為滿足此需要，香港大學專業進修學院自一九九三年以來，與英國愛丁堡的奈皮爾大學合作，開辦一系列生命科學的學位課程。這些兼讀學位課程主要是針對醫務化驗科的高級証書或高級文憑課程的畢業生。這套課程非常彈性，學員可從任何級別進入修讀，也可在修畢任何課程後結束，所以能滿足學生及僱主的多種需要。

Professional Training in Medical Laboratory Sciences

SPACE has offered Certificate courses in Medical Laboratory Sciences since 1971, to meet the in-service training needs of medical technicians in both hospital and private laboratories. In the past 28 years, we have produced over 1,000 Higher and 500 Ordinary Certificate graduates. In fact, our Higher Certificate graduates account for more than a third of the total task force of Medical Technicians / Technologists in Hong Kong. The Higher Certificate is one of the necessary qualifications for registration in the HKSAR. It has also been given professional accreditation by the Institute of Biomedical Science in the UK, and is recognised by two overseas universities as giving access qualifications to their B.Sc. degree programmes.

To cope with the needs of these Higher Certificate holders for continuing professional development (CPD), we have developed a variety of courses in this area in recent years. These courses range from short refresher courses to award-bearing programmes. Some of these courses have been accredited by the UK's Institute of Biomedical Science and are recognised for CPD credits leading to the Institute's CPD Certificate Award.



我們近年設計和開辦了多項課程，協助持有高級証書者在專業上繼續發展，其中既有短訓課程，亦有頒授証書、文科或學位的課程。它們有些已獲英國生物醫學學院承認為「持續專業發展學分」，最後可獲該院頒發的持續專業發展証書。

醫學化驗的專業訓練

香港大學專業進修學院為滿足醫院及私人化驗所醫務技術員的在職訓練需要，自一九七一年以來，一直開辦醫學化驗科的課程。過去二十八年，我們培訓了過千高級証書畢業生和五百普通証書畢業生。我們的畢業生佔了全港醫務化驗技術員總人數的三分一以上。高級証書是化驗技師在特區註冊登記的一項必要資歷。此項資格已得英國生物醫學學院的專業認可，並獲海外兩間大學承認，得以入讀其理學士學位課程。

AS 04-801-00 (91)
Bachelor of Health Science-Paramedic
Victoria University
Enquiries : 2376 6787

Introduction
Paramedic science is the newest addition to the expanding field of health sciences. Paramedics are health professionals who provide acute pre-hospital emergency medical care. Paramedics usually practise with ambulance services. However, clinical practice includes any area where emergency medical services are required (such as medical centres, industry, civil aid, etc.). This programme is developed by the Paramedic Science Unit of Victoria University, which is believed to be the second university in the world to formalize paramedic education into a degree programme. Since 1997, the programme has been offered in Hong Kong in association with SPACE and the Ambulance Services Institute (ASI) of Hong Kong.

Aims
The programme is designed to allow qualified ambulance officers and paramedics to upgrade their qualifications to a bachelors degree. It also allows health professionals who have completed the bridging topics on core knowledge and clinical competencies to pursue studies in paramedic science.

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

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

Application Procedure
Application form and course information can be obtained by writing to Mr. Benjamin T.Y. Chan at SPACE Tsim Sha Tsui Learning Centre.

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). The modules are:

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

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 commence on 12 February 2000.

- 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 commence on 8 April 2000.

Fee
Bridging Topics **AUD 2,500**

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

ST 04-117-00 (91)
Diploma in Enterostomal Therapy Nursing

Enquiries: 2975 5687

Introduction
Literature has demonstrated that stomas, chronic wounds and incontinence have a far reaching impact on the self esteem, everyday functioning and psychological equilibrium of the people who suffer from them. Many people with stoma problems succeed in regaining a satisfactory level of quality of life. However, some adopt a very restrictive lifestyle and have difficulty in coping with the distress caused by their illness.

Enterostomal therapy is a clinical nursing specialty dedicated to the physical and psychosocial care of patients with stomas, dermal ulcers, fistula, drainage wounds and incontinence. In collaboration with the Medical Centre of The University of Hong Kong, Queen Mary Hospital, SPACE offers an education programme to equip nurses with the knowledge, skills and more importantly, positive attitudes needed for providing effective and efficient holistic care to patients who require stomal care. The Education Guidelines developed by the World Council of Enterostomal Therapy form the basis of the curriculum of the Programme.

Aims & Objectives
The Programme provides the opportunity for students to gain the knowledge and skills necessary for them to function as an Enterostomal Therapist.

On completion of the programme, students will be able to:
- evaluate and meet the needs of people about to have, or who already have, a stoma, incontinence or chronic wounds;
- analyse the principles of enterostomal therapy nursing and its associated physiological and psychological conditions;
- apply basic principles of counselling to provide clients and their families with psychological support;
- promote the awareness of the clients and their families in the prevention of the development of complications related to stomas, chronic wounds or incontinence;
- synthesise principles of scientific inquiry in the design and implementation of a nursing care plan;
- provide nursing care which reflects the significance of the role of the enterostomal therapy nurse as a novice nurse specialist;
- demonstrate the ability to collaborate with the client and the health team to maintain optimal health;
- demonstrate accountability for their nursing practice and professional behavior.

Teaching Strategies
Lectures, tutorials, discussions, workshops, clinical observation and practice.

Specialists in the area of stoma care, incontinence care and chronic wound care will be invited to participate in sharing their expertise and knowledge with the learners.

Medium of Instruction
English supplemented with Cantonese.

Assessment
- 80% attendance of the theoretical component and full attendance of the practical component.
- The assessments of the course consist of Examination, Continuous clinical assessment, Product assessment, Case study, and Clinical nursing project.

Students must pass ALL the required assessments to successfully complete the course. Students who fail in any one of the assessments will be required to sit for a supplementary examination, or to be re-assessed in the case of clinical practice.

Entry Requirements
Nurses registered with the Hong Kong Nursing Board with at least 3 years post-registration clinical experience are eligible to apply. Preference will be given to nurses who are working in related clinical areas, e.g. surgical wards and nurses who hold a recognised university degree.

Prospective candidates may be required to attend an interview and preference will be given to nurses who are sponsored by their hospitals.

Award
Upon the successful completion of the course, students will be awarded a Diploma in Enterostomal Therapy Nursing by SPACE and the Medical Centre of QMH, The University of Hong Kong

(Enrolment is limited to 20)

Programme Structure
This is a part-time course which includes 160 hours of theoretical input, 160 hours of clinical practice and a 40 hour field project (Total 360 hours).

Theoretical Component
Participants will attend lectures one day plus one other evening per week. It is expected that they will integrate their present knowledge and skills into the study. The course has three modules:

- Stoma Care
- Incontinence Care
- Wound Care

The course will focus on Patho-physiological Processes, Therapeutic Interventions and Roles of The Nurse, Principles of Counseling and The Teaching-Learning Process.

Clinical Component
Participants will spend a total of 160 hours on clinical observation and supervised clinical practice during the course of study. Participants are expected to apply specialized knowledge and skills in providing comprehensive nursing care to patients in various clinical settings.

The learners will be divided into small groups. Each group will spend four weeks in the stoma care unit of QMH, YCH and Continence Clinic of UCH and Fung Yiu King Hospital.

Venue
- Nursing School, QMH
- Room 723, Meng Wah Complex, HKU Campus

Date & Time
8:30 am - 5:30pm (Tuesday)
6:00pm - 9:00pm (Friday)
starting 22 February 2000

Fee
$17,000

Course Coordinator
Ms Lee Wai Kuen, *RN, RGN, BN, MPHC, ET*

External Examiners
Professor J. Wong *Head, Department of Surgery, The University of Hong Kong*

Dr. K.W. Chu *Chief of Division of Colorectal Surgery, Dept of Surgery, Medical Centre, HKU, QMH.*

Dr. P.C. Tam *Chief of Division of Urological Surgery, Dept of Surgery, Medical Centre, HKU, QMH.*

Ms Ambar Lam *DOM, Department of Obstetric and Gynaecology, QMH WCET International Delegate*

ST 34-127-00 (91)
Diploma In Paediatric Intensive Care Nursing



Entry Requirement
Nurses registered with the Hong Kong Nursing Board with a minimum of 2 years' post registration clinical experience and currently working in PICU for normally not less than 12 months are eligible to apply.

Medium of Instruction
English supplemented with Cantonese.

(Enrolment is limited to 40)

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, The University of Hong Kong, Pokfulam, Hong Kong. Tel: 2975 5688

Date & Time
Tuesdays, 6:30-9:30p.m.,
starting 14 March 2000
(Approximately 52 meetings)

Venue
Room 206, Run Run Shaw Building, HKU

Fee
$17,000

ST 34-101-00 (91)
Diploma in Intensive Care Nursing

Enquiries: 2975 5687

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

The aim of the course is to provide registered nurses with learning opportunities to enhance their knowledge and psychomotor skills in Intensive Care Nursing, and to enable them to function competently in these areas.

Objectives
On completion of the Course, students will be able to:
- evaluate different treatment and management modalities in ICU;
- demonstrate advanced clinical knowledge of Intensive Care Nursing;
- provide comprehensive nursing care incorporating specialized skills in promoting and maintaining optimal health of the patient;
- integrate principles of scientific enquiry and a research based approach to improve patient outcomes;
- collaborate with the health care team, patients and their families to promote and maintain the optimal health of the patients;
- demonstrate accountability for their nursing practice.

(Enrolment is limited to 40)

Teaching Schedule
Participants are required to attend a 37 week (3 hours/week) course on theoretical components and a 6 weeks supervised clinical practice (264 hours)

Venue
Room JG03, James Lee Science Bldg, HKU

Date & Time
Wednesdays, starting 3 May 2000

Fee
$16,500

Course Director
Mr Moses Tse *Assistant Professor, SPACE, HKU*

Course Co-ordinator
Dr. Vincent K.K. Tam *Honorary Associate Professor, HKU; MBBS (HK); F.H.K.C.P.; F.H.K.A.M. (Medicine); F.A.C.P.; Diplomate, American Board of Forensic Examiners; Diplomate, American Board of Internal Medicine (Nephrology); Diplomate, American Board of Internal Medicine (Internal Medicine);*

Nursing Co-ordinator
Ms Frandia Wong *Nurse Specialist (ICU), QMH*

External Examiner
Dr Lau Yuk Kong *Chairman ICU Committee, Ruttonjee Hospital, Consultant I/C, Cardiac and I.C.U. Ruttonjee Hospital.*

ST 34-121-00 (91)
Diploma in Perioperative Nursing



Entry Requirement
Nurses registered with the Hong Kong Nursing Board with a minimum of 2 year post-registration nursing experience and currently working in operating theatres for normally not less than 1 year are eligible to apply.

Medium of Instruction
English supplemented with Cantonese.

(Enrolment is limited to 40)

For further information, please contact Miss Esther Pun at 2975 5687.

Date & Time
Thursday, 6:30 - 9:30 p.m.
starting 4 November 1999 (52 meeting)

Venue
HKU Campus (To be confirmed)

Fee
$17,000

Closing Date for Application
15 October 1999

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

NEW新

This course provides health care professionals with opportunities to update and consolidate their knowledge in health services management. This is a part-time evening course which lasts approximately 12 months.

For further information, please contact Mr. Moses Tse at 29755675.

Course Content
There are four modules:

- Health Policy and Administration
- Human Resources Management
- Health Care Economic and Finance
- Total Quality Management

ST 34-102-00 (91)
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 newly 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. It is particularly beneficial to those who may have to provide care for patients with cancer in general settings as well as those who may wish to enter oncology as their future career choice.

Clinical Experience
- Students who enrol for the Diploma Level course will be given a three-week attachment in Oncology units including a Bone Marrow Transplant Unit, a Surgical and Clinical Oncology Department.
- 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 will be given at the end of the course.

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

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 enrol.

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*

ST 34-102-01 (91)
Unit I - Haematological Oncology for Health Care Professionals

Aims
To introduce students to the aetiology and treatment of haematologic malignancies. The course focuses on the special care of patients with bone marrow transplantation, Hickman catheters as well as common infections and standard control measures which are important to maintain an infection free environment when caring for 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

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

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)

Date & Time
6:30 - 9:30 pm, starting (to be confirmed)

Venue
to be confirmed

Fee
to be confirmed

ST 34-102-02 (91)
Unit II - General Oncology for Health Care Professionals

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

Objectives
On completion of the 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 and 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.

Assessment
Written assignment and a class test will be given at the end of the course.

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 on cancer patients
- Understanding a team approach
- Bereavement counselling

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

Date & Time
Mondays, 6:30 - 9:30 p.m.
starting 21 February 2000

Venue
Room LG 101, KK Leung Bldg, HKU

Fee
$5,000

ST 34-102-03 (91)
Unit III - Certificate in Palliative Care for Health Care Professionals

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

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

Objectives
On successful completion of the course, 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.

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

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 Palliative Care Course may also be accepted.

(Enrolment is limited to 33)

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

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.

Date & Time
6:30 - 9:30 pm, starting date to be confirmed

Venue
to be confirmed

Fee
$6,700

ST 34-128-00 (91)
Diploma In Neonatal Intensive Care Nursing



Entry Requirement
Nurses registered with the Hong Kong Nursing Board with a minimum of 2 years' post registration clinical experience and currently working in NICU for normally not less than 12 months are eligible to apply.

Medium of Instruction
English supplemented with Cantonese.

(Enrolment is limited to 40)

Date & Time
Tuesdays, 6:30 - 9:30 p.m.
starting 14 March 2000
(Approximately 52 meetings)

Venue
Room 206, Run Run Shaw Building, HKU

Fee
$17,000

ST 34-109-00 (91)
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 40)

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

Time
6:30 - 9:30 p.m., starting (to be confirmed)

Venue
HKU Campus (to be confirmed)

Fee
$17,000 (Subject to revision)



ST 34-112-00 (91)
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.

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.

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 Diploma of the School of Professional and Continuing Education, the University of Hong Kong.

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

- Registered Medical Practitioners, Registered Nurses, Registered Social Workers, Registered Occupational Therapists.
- Other Health Care Professionals many be eligible to enrol.
- Prospective participants are expected to have a minimum of two years' experience in the psychiatric field.

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)

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, computing workshops on the use of SPSS.

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

Time & Date
Wednesdays, 6:30 - 9:30 p.m.
starting 5 January 2000

Number of Contact Hours

- Lecture time - 105 hours including 6 hours computing workshop
- Two full days workshops - 16 hours; date and venue will be confirmed at a later stage
- Clinical Placement - Six weeks will be spent in various psychiatric rehabilitation centres. Detail 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
22 December 1999

The photocopies of relevant Certificate must be attached.

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

Enquiries : 2975 5687

Introduction
Effective communication not only facilitates therapeutic interactions with patients and their relatives, but also enhances understanding among members of the health care team in the administration of treatment and care to patients.

Counselling of patients and their relatives is a part of nurses' role, but effective communication and counselling skills do not always come naturally.

Aims
To help practising Registered Nurses to achieve basic effective communication and counselling skills. This 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 a professional nurse 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, & of course test/examination.

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

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 Ms Ko at 2975 5688 or Ms Pun at 2975 5687.

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:

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

Total Contact
100 hours

Venue
to be confirmed

Fee
$9,800

Course 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*



Effective communication not only facilitates therapeutic interactions with patients and their relatives, but also enhances understanding among members of the health care team in the administration of treatment and care to patients.

ST 27-102-03 (91)

A Certificate Course in Anaesthesiology for Health Care Professionals (Module III)

Enquiries : 2975 5683

This course is designed for nurses or other health-care workers who work closely with anaesthesiologists to strengthen their knowledge of anaesthesiology. The course is the final module of a three-module course. At the end of each module there is a written assessment and students who have successfully completed all three modules will be awarded a certificate. Students should have completed Modules I & II before being admitted to Module III. This third module will cover advanced and special topics including: advanced airway management techniques, anaesthetic subspecialties, pain management, emergency anaesthesia, anaesthesia for day surgery and quality management in anaesthesia. Lectures will be conducted in Cantonese.

Course Director
Dr. Stephen Wu

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

Date & Time
Fridays, 6:15 - 8:00 p.m.
starting 18 February 2000 (15 meetings, including written assessment)

Venue
Room S6, Admiralty Learning Centre

Fee
$2,200

MEDICAL LABORATORY SCIENCES • 醫務化驗科學

AS 20-101-00 (91)

Higher Certificate Course in Medical Laboratory Science

Enquiries : 2975 5683

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

Award
Students will be awarded the Higher Certificate issued by SPACE provided that they pass the examinations; attend at least 75% of the meetings scheduled; satisfactorily complete such course work as may be required.

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

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

Career Progression
The course is a demanding one and can be considered as a gateway to academic and professional advancement to beyond graduate level in both Britain and Australia. In Britain, the Higher Certificate is deemed to be equivalent to the Higher National Certificate 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 September, and comprises three evenings a week plus one afternoon of lectures for approximately 30 weeks (260 hours tuition) each year. The structure of the course will be as follows:

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 I1	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 should possess any one of the following qualifications:-

i. 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;

ii. • 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;

iii. 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);

iv. A qualification deemed equivalent to a, b or c.

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

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

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

Medium of Instruction
English

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)



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.

ST 20-102-00 (91)
Ordinary Certificate Course in Medical Laboratory Science

Enquiries: 2975 5683

Introduction
SPACE offers a two-year part-time Ordinary Certificate Course for those who intend to pursue a career in medical laboratory science. Suitable people working in medical laboratories are encouraged to apply.

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

Award
Students will be awarded the Ordinary Certificate issued by SPACE provided they pass the examinations; attend at least 75% of the meetings schedule; and satisfactorily complete such course work as may be required.

Those who are required to undergo a period of laboratory-based training have to satisfactorily complete the training as stated in the logbook.

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

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

Entry Requirements
- Grade E or above in the following subjects in the HKCEE: English language, Mathematics (or Additional Mathematics), Chemistry and one other science subject, preferably Physics or Biology; or an equivalent qualification;
- A pass in OTC entrance examination offered by SPACE at the time of admission. This is a compulsory entrance examination for those who do not have the HKCEE qualification or its equivalent. Two subjects will be examined, English and chemistry, both of which are set at the level of the HKCEE.

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

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

Application Procedure
Application forms and further details may be obtained from Mr. Tommy Tsang at SPACE HKU Campus.

Medium of Instruction
English

Venue
HK Campus

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 who are working in the medical departments of the two Universities or in the government or Hospital Authority.



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

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

Fee
$26,000 (subject to revision)



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

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

Aims

To strengthen the 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.

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

In spite of the persisting AIDS epidemic, Sexually-transmitted diseases (STDs) remain highly prevalent in the South East Asia region including Hong Kong. This is due partly to the ease and speed of travel and 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 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. gonorrhoea, Herpes and Human Papilloma Viruses (HPV).

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

Medical Laboratories particularly those in the private sectors, like most commercial companies would like 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 in 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.

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

In the examination of tissue sections for histopathological diagnosis, the histopathologists use the traditional staining methods to aid the interpretation of test findings and confirm their diagnosis. With the advances of 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 at providing an updated knowledge on current topics in the area of histopathological techniques. Topics discussed included choice of staining methods and their standardisation, use of antibodies and DNA probes in the detection and identification of tumour markers and viruses. Some management information like preparation for laboratory accreditation will also be covered.

Course Structure and Content

These courses are in-service training programmes, and teaching will normally take place on weekday evenings (6-8 p.m.), while for workshop-type courses, meetings may be held on some 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 relevant professional bodies.



Some of these courses have been accredited by the Institute of Biomedical Science (IBMS) and have been approved as one of its Continuing Professional Development (CPD) activities. Course participants who are members of IBMS, upon successful completion of the course will be able to obtain the appropriate CPD credits.

ST 20-003-21-01 (91)
Introduction to Electron Microscopy in Biomedical Science

The course is designed for those who have completed their basic training courses in biomedical science or related fields and have an interest to pursue further knowledge in electron microscopy and its application to biology, particularly in the study of human diseases. No formal previous 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, the students are expected to have a broad knowledge of the principles of ultrastructural pathology, its application in biomedical science as well as the technical aspects of tissue preparation. Those more scientifically-oriented students may develop their own innovative ideas and research projects using the electron microscope as a basic research tool.

ST 20-003-22-01 (91)
Workshop Course in Cancer-markers Detection

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

This course will cover: common cancers in Hong Kong, e.g. colorectal, lung, nasopharyngeal carcinoma, hepatic carcinoma, leukemia etc.; markers which are useful for tumour detection, their diagnostic value, and conventional and novel methods using molecular tools for their identification.

Entry Requirements
For admission to these courses, applicants are normally expected to be holders of either the 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 above courses will start after January 2000. 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).



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

Professional Excellence
Quality of Life

ST 20-003-15-01
Workshop on Molecular Epidemiology

Developments in molecular biology are occurring at a staggering pace. Molecular biology techniques have revolutionized the diagnosis of microbial and genetic diseases and are being increasingly used in the epidemiological investigation of microbial diseases; such as the determination of genotype, investigation of outbreaks, and tracing the itinerary of the agent.

SPACE is offering a short practical-based workshop on molecular epidemiology. Participants will be given demonstrations and hands-on experience of the most commonly used molecular biology techniques in epidemiological analysis, including the polymerase chain reaction (PCR), restriction fragment length polymorphism (RFLP), pulse-field gel electrophoresis (PFGE), and DNA sequencing.

The workshop is aimed at laboratory staff who are interested in molecular biology and its application in medical sciences. It will be particularly useful to those who plan to embark on a practical project as part of a degree course.

Course Coordinator Staff

Derek Wong *B.Sc.; M.B.Ch.B.; M.Sc.; MRCPath, Medical and Health Officer, Pathology Institute, Department of Health, HKSAR Government*

W.C. Yam *FIBMS (UK); B.Sc. (London); M.I.Biol.; C.Biol.(U.K.); Ph.D.(HK), Clinical Bacteriologist, Department of Microbiology, The University of Hong Kong*

K.H. Chan *FIBMS (UK); FHKMTA; Ph.D.(HK), Senior Medical Technologist, Department of Microbiology, Queen Mary Hospital*

(Enrolment is limited to 20)

Date & Time

Monday, 3 April to Saturday 15 April, 2000. Students will meet four evenings a week from 6:00 to 9:00 p.m. and two Saturday sessions, 2:00 - 5:00 p.m.

Venue

Queen Mary Hospital (to be confirmed).

Fee

$5,200



Molecular biology techniques have revolutionized the diagnosis of microbial and genetic diseases and are being increasingly used in the epidemiological investigation of microbial diseases.

ST 20-003-17-01
Workshop Course In Situ Hybridisation (ISH) for Histopathology

In Situ Hybridisation (ISH) is a unique molecular biology technique that can allow both the detection of the target DNA or RNA sequence and its localisation in tissues at the same time. ISH is often used to identify the cells expressing a particular mRNA in tissues, or to detect cells infected by a virus. In addition, ISH using chromosomes specific probes is a powerful tool for the detection of structural and numerical abnormalities of chromosomes. This course aims to provide detailed information on this useful technique, covering practical considerations such as preparation of tissues, and choice of probes, methods for maximising signal to noise ratio. The various clinical applications of ISH will also be discussed in detail. Practical sessions in this course will allow participants to obtain hands-on experience in the ISH procedure.

Teaching Staff

L.P. Chung *B.Sc., D.Phil., Scientific Officer, Department of Pathology, The University of Hong Kong*

Dr. Maria Wong *MBBS HK; FRCPath; FRCPA; FHKAM(Pathology); FHKCPath; MRCP UK; FIAC, Associate Professor, Department of Pathology, The University of Hong Kong*

Date & Time

Tuesday, 6:00 to 9:00 p.m. 21 March 2000,
Friday, 6:00 to 9:00 p.m. 24 March 2000,
Saturday, 9:30 to 5:30 p.m. 25 March 2000

Venue

Queen Mary Hospital (to be confirmed)

Fee

$ 2,200



In Situ Hybridisation (ISH) is a unique molecular biology technique that can allow both the detection of the target DNA or RNA sequence and its localisation in tissues at the same time.

ST 20-003-16-01

Therapeutic Drug Monitoring (TDM) and Toxicology Workshop

It is well known that drugs are widely used but are also widely abused used by men. As a result, this has caused a health care problem in our society and clinical laboratories are often called upon to monitor drug levels both for in- and out-patient populations. Tests for therapeutic drug monitoring (TDM) and toxicology are frequently requested in chemical pathology laboratories. Unfortunately due to difficulties in assay methods, TDM are only carried out in centralized or larger laboratories which have the expertise and are suitably equipped. With progress in technology, certain TDM assays have now become simplified and can be adopted for use by smaller laboratories. The purpose of this course is to introduce the principles underlying some common TDM and toxicology test methods and their practical applications.

Course Coordinator
Siu Tak Shing, Simon *M.Phil.(HK); C.Biol.; M.I.Biol.; FIBMS, Scientific Officer (Medical), Division of Clinical Biochemistry, Department of Pathology, Queen Mary Hospital*

Date & Time
Thursday, 6:00-8:00 p.m., starting 27 April 2000
(3 lectures and 1 demonstration)

Venue
(to be advised)

Fee
$800

ST 40-801-00 (91)
ST 40-802-00 (91)
ST 40-803-00 (91)

Master of Science / Postgraduate Diploma / Advanced Diploma in Biomedical Science

Napier University
Enquiries : 2975 5697

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

Aims
To allow degree students to pursue postgraduate studies in Biomedical Science and to obtain qualifications commensurate with the academic requirements of international professional bodies such as the Institute of Biomedical Science IBMS.

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

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

Professional and Academic Recognition
The MSc is designed to satisfy the academic requirements of the Institute of Biomedical Science (IBMS) so that students on completion will be eligible for its Fellowship (FIBMS). These courses have been accredited by IBMS and the Council for Professions Supplementary to Medicine (U.K.).

Entry Requirements
Advanced Diploma/Postgraduate Diploma :
- A BSc degree in Life Sciences (Applied Medical Sciences); OR
- A Napier University BSc (Hons) degree in Life Sciences (Applied Medical Sciences); OR
- A relevant BSc (Hons) degree in biological sciences.

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

Course Contents
The modules with the hours allocated are as follows:

	Hours
• Medical Aspects of Molecular Biology and Genetics	30
• Advanced Immunology	30
• Principles of Pathobiology	30
• Biomedical Case Studies	30
• Cellular and Biochemical Pathology	30
• Quality Laboratory Services	30
• Biomedical Science Specialist I *	40
• Biomedical Science Specialist II *	40
Advanced Diploma in Biomedical Science Total	**260**
• Molecular Biological Methods	30
• Practical Immunology	30
• HIV and AIDS	30
• Biomedical Applications of Molecular Biology	30
• Research Seminars	30
Postgraduate Diploma in Biomedical Science Total	**410**
• Project Preparation	30
• Project	180
MSc in Biomedical Science Total	**620**

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

Assessment
The course is assessed by a combination of coursework assessment and written examinations (3 papers). Successful candidates who complete the examinations and assessment of the Postgraduate Diploma may proceed to the M.Sc. For this award, candidates are required to complete a Research Project. The written examinations will be held at the end of the second semester (Papers 1 & 2), and at the end of the third semester (Paper 3). Papers 1 and 2 will cover all the modules which constitute the Advanced Diploma, whilst Paper 3 will cover the modules of the Postgraduate Diploma.

Exemption
Exemptions up to 2 modules may be granted to candidates who hold a B.Sc. (Hons) Degree in Life Sciences (Applied Medical Sciences) of Napier University.

Application Procedure
The next course will probably start in January 2000. Interested candidates should apply by returning the completed application form to Biomedical Science Section, attention: Ms. Bonnie Ng. Application fee is $100 (non-refundable). The completed form should be accompanied by photostat copies of the relevant certificates, result slips, one passport size photograph, application fee and a recommendation letter from the employer. Further details are available on request.

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.

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

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

Date & Time
6:00- 9:00 p.m. Tuesdays, Wednesdays and Fridays

Fee

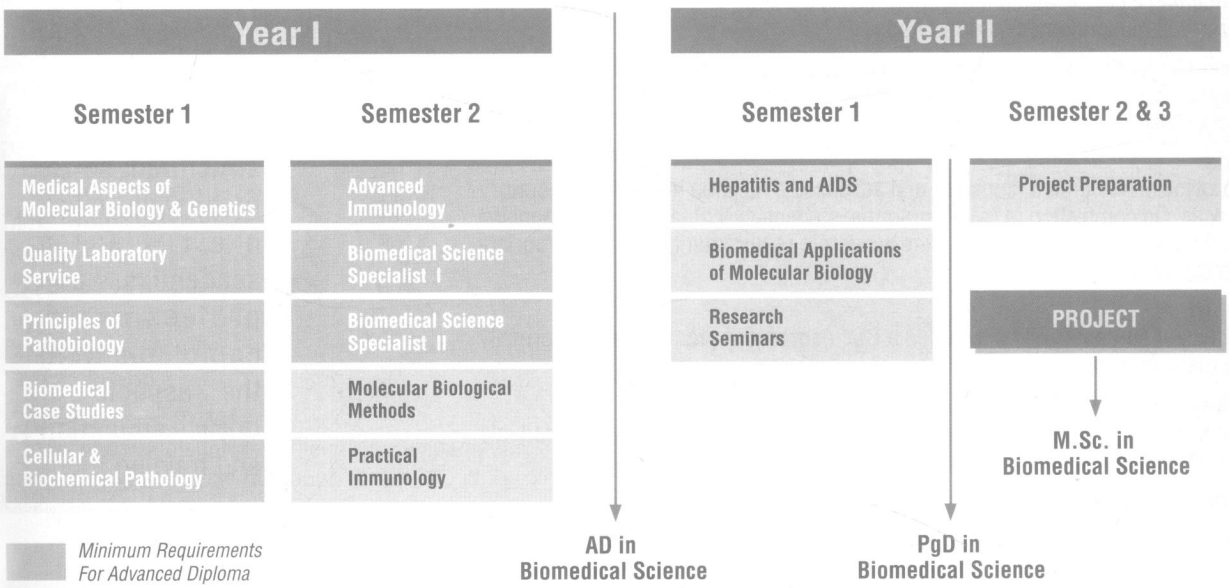
Advanced Diploma (Year I)	$55,000
Postgraduate Diploma (Year II)	$55,000
MSc Research Project	$20,000

(all fees are subject to revision)

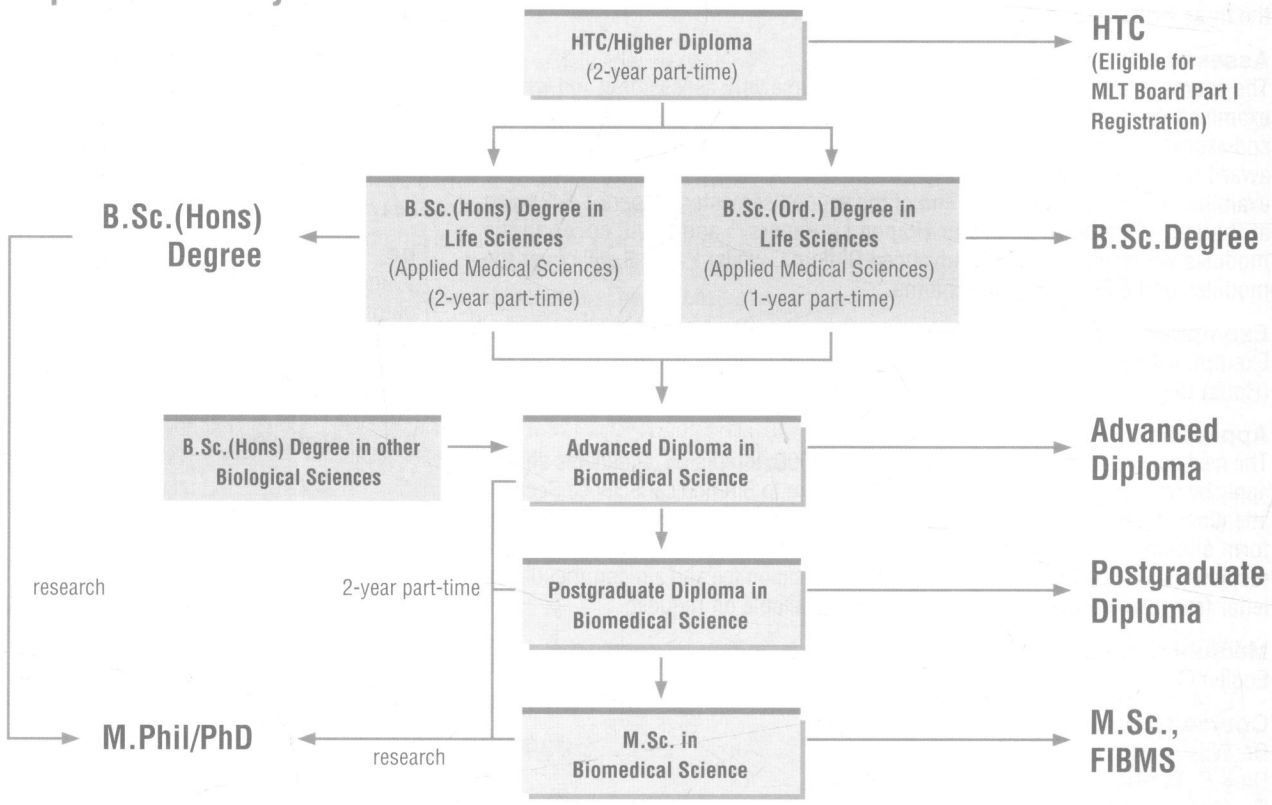
Closing Date for Application
18 December 1999

M.Sc./Postgraduate Diploma (PgD)/ Advanced Diploma (AD) in Biomedical Science
Napier University

Course Structure



Degree Courses in Life Sciences / Biomedical Science
Napier University



ST 40-804-00 (91)

Bachelor of Science in Life Sciences (Applied Medical Sciences)

Napier University

Enquiries : 2975 5697

Introduction

In collaboration with Napier University at Edinburgh, SPACE is offering a BSc degree course in Life Sciences. The course is structured so as to provide a link between academics and professionals, complementing the aspects of both education and training. It allows 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 and 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

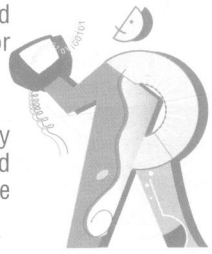
Successful students will be awarded a BSc degree and graduation will normally take place in Hong Kong.

Professional and/or Academic Recognition

Successful students may progress to the Advanced Diploma (AD)/Postgraduate Diploma (PgD)/Master of Science (MSc) in Biomedical Science.

Medium of Instruction

English



The course is structured so as to provide a link between academics and professionals, complementing the aspects of both education and training.

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.

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 or their equivalent, together with at least two years of working experience in an appropriate laboratory.

Assessment
Coursework, examination and dissertation.

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 commencement of the course in September. Further details are available on request.

Course Contents
- Basic and Applied Immunology (120 Hours)
- Molecular and Biochemical Aspects of Diseases (120 Hours)
- Industrial and Related Studies (160 Hours)
- Dissertation (200 Hours)

Teaching Schedule
6:00 - 9:00 p.m., Mondays, Wednesdays and Thursdays, 2:00 - 6:00 p.m. Saturdays

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 2000

ST 40-601-00
Bachelor of Science in Applied Medical Sciences (with Honours Classification)
The University of Hong Kong
Enquiries: 2975 5698

The School, jointly with the **Faculty of Medicine,** is planning to offer a BSc degree (with Honours Classification) in Applied Medical Sciences. The degree will be an award of the Faculty of Medicine, University of Hong Kong. This is an extension programme leading to an honours degree primarily aimed for 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. This honours programme 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/or 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 obtain a pass in all the modules in order to satisfy the requirements 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.

Medium of Instruction
English

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

Lecturers and Tutors
A panel of part-time tutors in the medical departments of the University or in the government or Hospital Authority.

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

Venue
HKU campus

Fee
$60,000

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ST 27-001-01-04

Getting to Know Some Important Rheumatic Diseases

Enquiries : 2975 5683

Rheumatology is a special branch of internal medicine which deals with diseases of joints and connective tissues. It embraces a wide spectrum of diseases ranging from the common soft tissue rheumatism syndrome to the less common but potentially life-threatening connective tissue disorders such as systemic lupus erythematosus. The management of rheumatic diseases involves a team approach. It relies on cognitive skills, a long term relationship with a patient who has a chronic disease, a commitment to educate patients about their disease, and the ability to coordinate a team of professionals that may include nurses, physical and occupational therapists, social workers, and orthopaedic surgeons among others. The course seeks to increase the awareness of some important rheumatic diseases as a serious health problem and to dispel the belief that little can be done to help people with rheumatic disorders. Disability as an outcome of rheumatic disease can have profound economic and social costs, and disability from these diseases can be prevented. Topics include discussion of clinical manifestations and management of 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 : R.W.S. Wong *M.B.,B.S.(H.K.), M.R.C.P.(U.K.)*

Date & Time: Wednesdays, 8:00 - 9:30 p.m. starting 8 March 2000 (4 meetings)

Venue : Admiralty Learning Centre

Fee : $300



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.

Lecture Series on Common Diseases

Enquiries : 2975 5683

Course Coordinator
Dr. C.W. Chan *Honorary Associate, Professor, SPACE*

ST 27-001-10-01

Personal Health and Family Medicine

A lot of everyday health problems that now face the average family are the direct result of progress. Some problems are even caused by medical progress itself. Understanding these problems and their causes better will help us make better use of our health services. This course looks at common health problems presented to family doctors; family and social problems related to health; and the proper handling and use of drugs. The lectures will be in Cantonese, supplemented with English.

Tutor : Dr. Ben Fong

Date & Time: Fridays, 7:30 - 8:45 p.m., starting 14 January 2000 (3 meetings)

Venue : Rm 102, 10/F Shun Tak Centre

Fee : $350

ST 27-001-11-01

Gastroenterology

Diseases of the alimentary tract, the liver and gall bladder which are a major burden on the medical and health care spending in our community. This course will focus on some recent advances made in this field with regard to diagnosis, treatment and prevention. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : Dr. Ching Chi Kong

Date & Time: Fridays, 7:30 to 8:45 p.m., staring 11 February 2000, (3 meetings)

Venue : Rm 102, 10/F Shun Tak Centre

Fee : $350

ST 27-001-12-01

Gynaecological Diseases

Diseases of women form a specialty of their own, and some are very common and/or recurrent in relation to somatic and psychological and sexual disturbances. The subject of cervical cancer, and its relation to viral exposure, will be dealt with, and the significance of some of the methods for its early detection will be explained in depth. Lectures will be conducted mainly in Cantonese and supplemented with English.

Tutor : Dr. Kong Kam Fong, Danny

Date & Time: Fridays, 7:30 to 8:45 p.m., staring 3 March 2000, (3 meetings)

Venue : Rm 102, 10/F Shun Tak Centre

Fee : $350

ST 27-001-13-01

Common Surgical Problems

In Hong Kong, the incidence of breast and thyroid tumours is increasing, as are cancers of the gastrointestinal tract. Gastric cancer is the eighth most common cancer among males and colorectal cancer accounts for 13% of all cancers. Modern technology enables early diagnosis and very often curative management. Topics include: breast and thyroid tumours - diagnosis, treatment and prevention; diagnosis, and treatment and prevention of gastrointestinal cancers I; diagnosis, treatment and prevention of gastrointestinal cancers II. Lectures will be conducted in Cantonese and supplemented with English.

Tutor : Dr. Ronald Tam
Date & Time: Fridays, 7:30 to 8:45 p.m., staring 24 March 2000, (3 meetings)
Venue : Rm 102, 10/F Shun Tak Centre,
Fee : $350

ST 27-001-14-01

Common Psychiatric Disorders & Stress Management

Modern cities like Hong Kong with all the benefits of technological advancements also bring much stress on the physical and mental well-being of their citizens, which may trigger off underlying psychiatric illnesses. Psychiatric disorders are however not well-understood. This course aims to deal with the most commonly seen psychiatric illnesses with emphasis on stress management in general. Topics to be discussed include: general introduction and types of commonly seen psychiatric illnesses; neurosis and affective disorders; schizophrenia, dementia and anorexia nervosa; childhood psychiatric illnesses; and stress management.

Tutor : Dr. Peter P.N. Ho
Date & Time: Fridays, 7:30 to 8:45 p.m., staring 28 April 2000, (3 meetings)
Venue : Rm S21, Admiralty Learning Centre
Fee : $350

ST 27-001-15-01

Common Ear, Nose and Throat problems in Hong Kong

Bleeding noses, ringing ears and hoarseness of voice are common complaints associated with the ears, nose and throat. The causes of these illnesses vary from benign lesions to cancer, and may vary between different age groups. Patients are most concerned whether there is cancer, or long term disability. This course aims to introduce common diseases and their management, such as immediate first aid for nose bleeding, as well as the various methods of treatment.

Tutor : Dr. George Chow
Date & Time: Fridays, 7:30 to 8:45 p.m., staring 19 May 2000, (3 meetings)
Venue : Rm S10 Admiralty Learning Centre
Fee : $350

ST 27-001-16-01

Update Course on Communicable Diseases 2000

Jointly organised with the Department of Health, HKSAR Government, this short course provides an update on current communicable diseases important in clinical and public health contexts. Speakers included microbiologists, clinicians and public health practitioners. The local epidemiology and prevention/control strategy on these diseases will be introduced. The target audience includes nurses, paramedical health professionals, health educators and those in related fields. The aim is to provide participants with general knowledge of communicable diseases so as to enable them to have a better understanding of how to control them.

Tutor : A panel of medical experts and professionals
Date & Time: Wednesdays,6:30 - 8:30 p.m., starting 3 May 2000(6 meetings)
Venue : S6, Admiralty Learning Centre
Fee : $700

SHORT COURSES • 短 期 課 程

ST 04-001-16-02

人體器官功能測試法
How to Test the Functions of Your Internal Organs

查詢電話 : 2975 5683

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

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

導　師：鍾少萍博士 *B.S., Cert. Ed., D.C. (Palmer)*，香港中文大學理學士，香港大學教育文憑，美國PCC骨肌神經系統醫學博士及專業執照，美國SORSI顱骶調整醫學會會員，美國TBM整全健康醫學專業證書，ICA國際骨肌神經系統醫學會會員，IBCA國際腦生物醫學專業證書

開課日期：2000年3月17日逢星期五
及 時 間　8:30-9:45p.m.(共四講)

地　點：香港中華文化促進中心C室
(信德中心十樓)

全期學費：$750

ST 40-001-15-02

分娩方式如何影響嬰兒的容貌及健康
Birth Trauma - How it affects the beauty & holistic health of the babies themselves

查詢電話：2975 5683

導　　師：鍾少萍博士 *B.S., Cert. Ed., D.C.(Palmer)*，香港中文大學理學士，香港大學教育文憑，美國PCC骨肌神經系統醫學博士及專業執照，美國SORSI顱骶調整醫學會會員，美國TBM整全健康醫學專業證書，ICA國際骨肌神經系統醫學會會員，IBCA國際腦生物醫學專業證書

開課日期：2000年5月19日逢星期五
及 時 間　8:30-9:45p.m.(共六講)

地　　點：信德中心十樓101室

全期學費：$1,200

現今婦女大多集中在醫院分娩，但受醫院流水作業方式的影響及時空與經濟效益限制，往往未能全面照顧個別產婦的需要。催生過程、產床使用、利用產鉗或吸盤等附助儀器取出胎兒均可影響嬰兒日後的健康或容貌；特別是本港現行醫療並未有對嬰兒的骨骼、肌肉及神經系統作全面檢查，忽略某些分娩方式的遺害，導致嬰兒日後產生後遺症，不單把醫療成本間接轉嫁到父毋身上，甚至使兒童日後的外貌及整全健康受到永久摧殘，故為人父毋者對此要加倍注意。

課程內容如下:一、認識不同的分娩方式。二、某類分娩方式如何使嬰兒顱骨、頸骨或其他骨骼半脫位。三、顱骨、椎骨的認識及相互在力學及神經傳導的關係。四、大腦基本結構的認識。五、顱底呼吸的原理及對整全健康的影響。六、顱骨半脫位如何影響嬰兒日後的容貌及內臟健康。七、頸椎半脫位如何影響全身骨骼及肌肉系統的平衡與發育。八、認識頸椎半脫位可引致的疾病。九、示範如何檢查及調整初生兒的骨肌神經系統，及其對日後整全健康的重要影響。十、討論為何本港未有對初生兒顱骨、頸椎及其他骨肌神經系統作全面檢查；並提出要儘力保障本港未來主人翁的容貌及整全健康獲得應有的照顧。

ST 27-003-01-01

認識醫療化驗
Understanding Laboratory Science and Molecular Diagnosis in Hospital Service

查詢電話：2975 5683

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

開課日期：2000年3月20日起逢星期一
及 時 間　6:15-8:00p.m.(共三講)

地　　點：香港大學本部邵逸夫樓209室

全期學費：$250

本課程將會從多項醫療化驗室的化驗中對挑選的化驗（包括分子診斷方法）進行講解，其中包括基本原理及準備過程。課程將用廣東話講解。

ST 27-001-02-02

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

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

開課日期：2000年4月10日起逢星期一
及 時 間　6:30-8:30p.m.(共六講)

地　　點：香港大學本部邵逸夫樓209室

全期學費：$480

內分泌病是一類老人和青年人都可以患的病。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的基本知識。聽完本課後，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有一定深度的知識。講座將主要用廣東話講解，並用英語補充解釋。

ST 27-001-03-02

癌症的基本認識
A Fundamental Course on Oncology

查詢電話：2975 5683

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

開課日期：2000年3月24日起逢星期五
及 時 間　6:30-8:30p.m.(共四講)

地　　點：香港大學本部

全期學費：$320

本課程主要目的是為醫務輔助人員和公眾提供一個機會，增長一些有關香港常見癌症的知識。它包括以下內容：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解，但也用英語作補充說明。

ST 27-001-04-02
視覺健康簡介
An Introduction to Ophthalmology

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：2000年5月15起逢星期一
及 時 間　6:30-8:00p.m.(共五講)

地　　點：金鐘教學中心S17室 (海富中心)

全期學費：$350

隨著社會的變化和日敘工作量之增加，我們的視覺系統經敘受到重大的壓力，間接地影響了我們的視覺健康。本課程將會向學員撮要地解釋眼睛的結構；各種敘見的眼疾，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。本課程適合一般關心眼睛健康及其護理方法的人士選修。

FOOD SCIENCES, NUTRITIONAL SCIENCES & DIETETICS • 食品、營養科學與治療

ST 37-101-00 (91)
Diploma in Nutrition

Enquiries: 2975 5698

Introduction
This nutrition 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" AS 37-102-00 (91) and "Certificate in Clinical Nutrition and Health Promotion" AS 37-103-00 (91). Each course module 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 certificate course.

ST 37-102-00 (91)
Certificate in Nutrition

- **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
Interested candidates should apply by returning 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.

Starting Date
Nov 1999

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

Fee
$12,000 per Certificate

Closing Date for Application
End of Aug 1999

ST 37-103-00 (91)
Certificate in Clinical Nutrition and Health Promotion

- **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
Interested candidates should apply by returning 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
Students should attend two lectures a week-Tuesdays and Fridays, 6:30-9:30 p.m.

Starting Date
April/May 2000

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 2000

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

ST 37-112-00 (91)
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.

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
Interested candidates should apply by returning a general application form, together with relevant supporting documents and course fees to Ms. M.L. Lau at SPACE HKU Campus.

Medium of Instruction
English supplemented with Cantonese.

Progamme Structure and Content
The programme will be offered on a part-time basis. Each course will consist of lectures, tutorials, laboratory work, project presentation and final examinations (a total of 10 weeks duration - one evening and a Saturday afternoon per week).

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

Fee
$8,000 per Certificate

Course Coordinator
Mr. Wing Ming Pi *MS. Food Tech. Inc. Associates*

Module Co-ordinator: Ms. C. Pi. *(Dietitian)*

ST 37-105-00 (91)
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.

Starting Date
October 1999

Closing Date for Application
End of September 1999

ST 37-106-00 (91)
Certificate in Quality Assurance Management in Food Service
(10 weeks)

Starting Date
January 2000

Closing Date for Application
End of December 1999

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).

ST 37-107-00 (91)
Certificate in Sanitation and Safety Management
(10 weeks)

Starting Date
April 2000

Closing Date for Application
End of March 2000

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.

ST 37-104-00 (91)
Certificate in Applied Food and Nutrition
(10 weeks)

Date & Time
Wednesday, 6:30 - 9:30 p.m.
Saturday, 2:30 - 5:30 p.m.
Starting in August 2000

Closing Date for Application
End of July 2000

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

SHORT COURSES • 短 期 課 程

ST 27-005-01-02
體重調節基本法
Weight Management
查詢電話：2975 5683

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5月19日起逢星期五 8:00-9:30p.m.(共三講)

地　點：信德中心十樓102室

全期學費：$280

很多人對個人體重十分重視，甚至不惜花費大量時間與金錢來保持體態的健康，但若不得其法，結果可能適得其反。

本課程將討論各類常見的保持體態方法，分析其特性、優點和缺點，並說明均衡的飲食對體重調節的重要性。本課程以粵語授課。

ST 27-001-07-02
防癌飲食
Cancer Prevention Diet
查詢電話：2975 5683

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6月9日起逢星期五 8:00-9:30p.m.(共兩講)

地　點：信德中心十樓102室

全期學費：$190

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

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

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

查詢電話：2975 5683

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4月28日起逢星期五 8:00-9:30p.m.(共三講)

地　　點：信德中心十樓102室

全期學費：$250

隨著社會進步，人的壽命亦相繼增長，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，此課程亦會針對年長者的常見疾病如血壓高、血脂肪過高、高血糖等情況而提出適當的飲食建議。此課程以粵語授課，適合各界人仕修讀。

ST 27-006-01-03
糖尿病飲食治療
Dietary Therapy in Diabetes

查詢電話：2975 5683

導　　師：張翠芬女士 *M.S.(Cornell), R.D.*

開課日期及時間：2000年6月1日起逢星期四 6:30-8:00（共三講）

地　　點：信德中心十樓102室

全期學費：$280

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

本課程將從專業營養師的角度詳盡解釋正確的糖尿飲食知識，其中包括患病時各種飲食需知、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。

ST 37-006-03-02
Food For Thought
食量研究

Enquiries: 2975 5683

Tutor : Mak Sau Wan *PgD in Dietetics, King's College, London*

Date & Time: Thursdays, 6:30 - 8:00 p.m., starting February 17, 2000 (6 meetings)

Venue : Admiralty Learning Centre

Fee : $1,000

This course is designed solely for those individuals with an interest in food and health. It is aimed at a better understanding into the baisc concepts of the correct balance between nutrients and their importance for health. The programme will be offered in a total of 6 sessions. Each session will look into the major functions of nutrients such as proteins, fats, carbohydrates, vitamins and minerals; their corrective requirements essential for a healthy body as well as the prevention of common diseases. Other sessions will take a brief look into some common myths of the food we eat in relation to our health.

Medium of Instruction : Cantoneses supplemented with English.

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

Enquiries: 2975 5683

Tuto : Mak Sau Wan *PgD in Dietetics, King's college, London*

Date & Time: Wednesdays, 6:30 - 8:00p.m., starting February 16, 2000 (6 meetings)

Venue : Admiralty Learning Centre

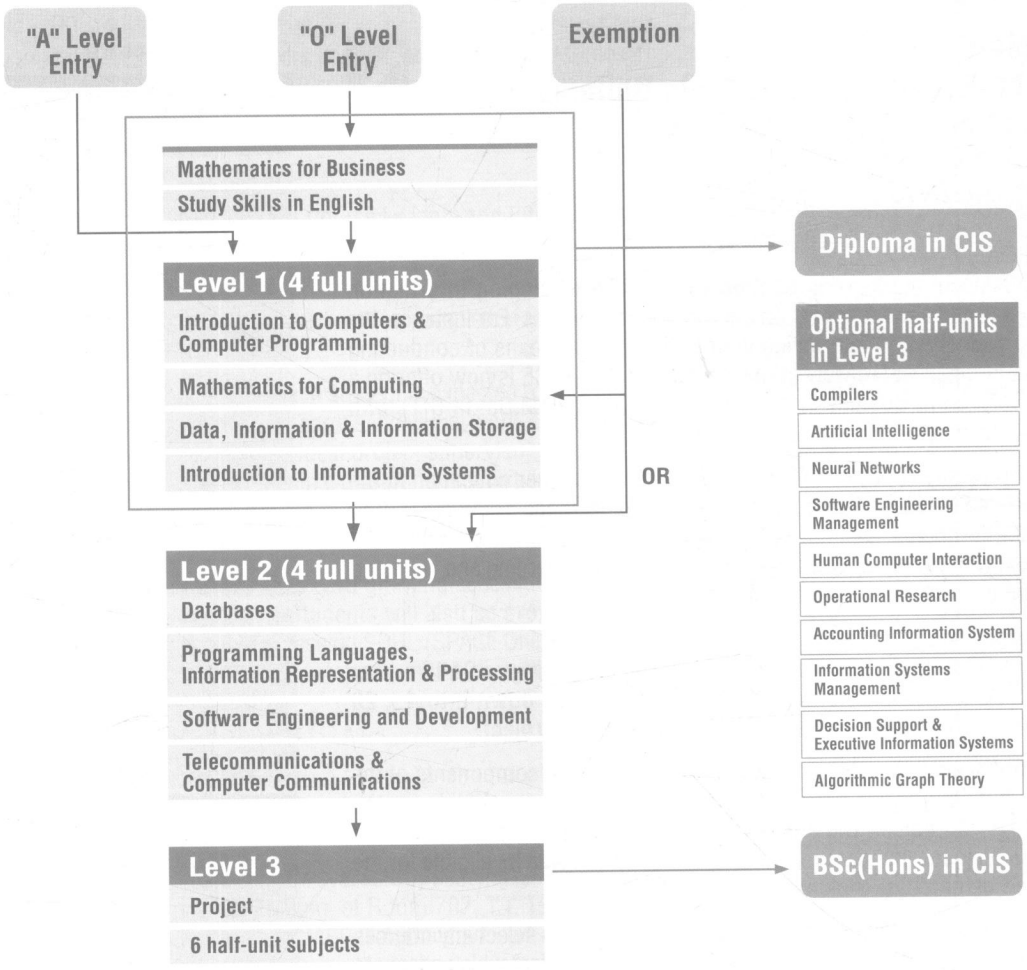
Fee : $1,000

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. The 6 sessions of the course will consider such issues as the dietary modifications of common diseases like diabetes, obesity, cardiovascular disease, and constipation, and also vegetarianism.

Medium of Instruction: Cantonese supplemented with English.

The University of London Programmes for External Students

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



Extending the Horizons of Information Technology (IT) Education :
Building a World-Class City and a Hi-Tech Future for Hong Kong

With its aim of becoming a world-class city and of developing its hi-tech capabilities in the new millennium, Hong Kong needs to strengthen its IT education if it is to have sufficient IT specialists with the necessary expertise to achieve this aim. Things like internet banking, e-commerce, web-based learning and iTV are already rapidly changing our way of life, while the Cyberport and similar projects will be taking Hong Kong down untrodden roads to economic development.

To meet the challenges posed by this development, SPACE has acted to widen the range of IT courses available. This Spring sees the launch of a new Master's degree programme in Business Information Technology and a number of industrial Certificate courses. We will also continue to play a large part in helping both primary and secondary schools in Hong Kong upgrade their IT capabilities.

擴闊資訊科技教育的視野：
為香港建造世界級城市和高科技的未來

為了在新的千禧年晉身世界一流城市的行列，並發展其高科技潛力，香港必須加強資訊科技教育，以培養足夠的資訊專家和人才，去達致些目標。在今天，網上銀行服務、電子商貿、網上學習和互動電視等新事物，已在迅速改變我們的生活方式，而數碼港及類似的發展計劃亦將把香港帶上前未走過的經濟發展道路。

香港大學專業進修學院為迎接上述發展帶來的挑戰，已著手擴大開辦的資訊教育課程。今年春季，將會推出商業資訊科技碩士課程，及多項其他工業資訊科技証書課程。同時，我們將繼續大力協助香港中小學提高資訊科技的能力。

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

TEL電話 : 2975 5618 / 5645-7 FAX傳真 : 2975 4953

AWARD-BEARING AND PROFESSIONAL PROGRAMMES

ST 06-803-00 (91)
Master of Science / Postgraduate Diploma in Business Information Technology

NEW 新

Middlesex University

Enquiries : 2975 5621 / 2975 5645-8

Introduction

The combination of market competition and rapidly-developing Information Technology has had a great impact on the way we do business. For instance, the World Wide Web (WWW) is growing in importance as a means of conducting and promoting business. In view of this development, SPACE is now offering 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

The Master of Science in Business Information Technology is a two year part-time programme consisting of 180 credits broken down into 4 x 20 credits and 4 x 10 credits (courses), and 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, a student whose project work does not satisfying the standard for the award of the M.Sc. will be eligible for the award of the Postgraduate Diploma.

Currently, the courses indicated are available. Students may select any courses that add up to 120 credits together with the Postgraduate project which accounts for 60 credits.

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. This programme 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.

Entry Requirements

Candidates should possess 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.

Course Structure

First Year	
1st Trimester	
10 credits	ST 06-803-02 (91) Object Orientated Software Development
20 credits	ST 06-803-01 (91) Internet Commerce
2nd Trimester	
10 credits	ST 06-803-04 (91) Database Management Systems
20 credits	ST 06-803-03 (91) Information Systems Analysis and Design
3rd Trimester	
10 credits	ST 06-803-06 (91) Design and Evaluation of Interactive Systems
20 credits	ST 06-803-05 (91) Information Systems Management Strategy
Second Year	
1st Trimester	
10 credits	ST 06-803-08 (91) Management Support Systems
20 credits	ST 06-803-07 (91) Computer Networks: Operations and Applications
2nd Trimester	
60 credits	Postgraduate Project

The first batch of SPACE intake will be in January 2000 and three intakes each of 45 students are expected per year.



The Master of Science in Business Information Technology is a well-established and popular programme that has been running successfully since 1988.

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 within 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, each student is expected to complete a project report (dissertation) that represents her/his 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

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.

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

Fee

First Year		
1st Trimester	£70 registration fee £200 x 3 (30 credits)	$6,500
2nd Trimester	£200 x 3 (30 credits)	$6,500
3rd Trimester	£200 x 3 (30 credits)	$6,500
Second Year		
1st Trimester	£200 x 3 (30 credits)	$6,500
2nd Trimester	£300 (60 credits project)	$9,000
	=£2,770	=$35,000
		TOTAL = $70,000



The M.Sc. in BIT is a web-based programme building within the Global Campus (Middlesex) and supplemented by SOUL (SPACE Online Universal Learning).

ST 06-801-00 (91)
BSc (Hons) in Computing and Information Systems for External Students
University of London
Enquiries : 2975 5645-8

Introduction
SPACE is offering 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.

Due 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 (91))
- Mathematics for Computing (ST 06-801-02 (91))
- Data, Information, and Information Storage (ST 06-801-03 (91))
- Introduction to Information Systems (ST 06-801-04 (91))

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.

University of London General Entry Requirements:

- 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

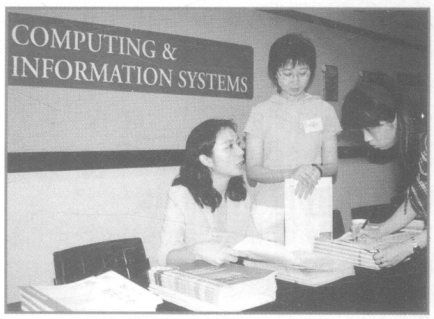
Students who take two or more course units through SPACE will be given a free-of-charge dial-in PPP connection and an account accessing SOUL (SPACE Online Universal Learning), the online learning platform developed by SPACE.

Level 2: 4 compulsory full-units

- Programming Languages, Information Representation and Processing (ST 06-801-07 (91))
- Telecommunications and Computer Communications (ST 06-801-09 (91))
- Database Systems(ST 06-801-14 (91))
- Software Engineering and Development (ST 06-801-15 (91))

Level 3: 6 half-units plus project

- Compilers (ST 06-801-10 (91))- 1/2 unit
- Artificial Intelligence (ST 06-801-11 (91))- 1/2 unit
- Neural Networks (ST 06-801-12 (91))- 1/2 unit
- Software Engineering Management (ST 06-801-13 (91)) - 1/2 unit
- Human Computer Interaction (ST 06-801-15 (91)) - 1/2 unit
- Mathematical Techniques of Operational Research (ST 06-801-16 (91))- 1/2 unit
- Accounting Information Systems (ST 06-801-17 (91)) - 1/2 unit
- Information Systems Management (ST 06-801-18 (91)) - 1/2 unit
- Decision Support and Executive Informand Executive Information Systems (ST 06-801-19 (91))- 1/2 unit
- Project (ST 06-801-20 (91)) - 1 unit



KNOWLEDGE
CREATES OPPORTUNITIES

Courses offered in Year 2000/2001

ST 06-801-01 (91)
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 Tuesday, 7:00-10:00p.m. starting from September, 2000

Workshop/tutorial (14 meetings)
Two hours per every alternate week on weekday evenings, Saturdays, or Sundays starting the first week of October, 2000

Revision sessions
About 12 hours as scheduled

ST 06-801-02 (91)
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 from September, 2000

Workshop/tutorial (14 meetings)
Two hours every alternate week as on weekday evenings, Saturdays, or Sundays starting the first week of October, 2000

Revision sessions
About 12 hours as scheduled

ST 06-801-03 (91)
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 from September, 2000

Workshop/tutorial (14 meetings)
Two hours every alternate week on weekday evenings, Saturdays, or Sundays starting the second week of October, 2000

Revision sessions
About 12 hours as scheduled

ST 06-801-04 (91)
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 from September, 2000

Workshop/tutorial (14 meetings)
Two hours every alternate week on weekday evenings, Saturdays, or Sundays starting the second week of October, 2000

Revision sessions
About 12 hours as scheduled.

ST 06-801-07 (91)
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 from September, 2000

Workshop/tutorial (14 meetings)
Two hours every alternate week as on weekday evenings, Saturdays, or Sundays starting the first week of October, 2000

Revision sessions
About 12 hours as scheduled

ST 06-801-09 (91)
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 from Septermber, 2000

Workshop/tutorial (14 meetings)
Two hours every alternate week on weekday evenings, Saturdays, or Sundays starting the second week of October, 2000

Revision sessions
About 12 hours as scheduled

ST 06-801-14 (91)
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 from September, 2000

Workshop/tutorial (14 meetings)
Two hours every alternate week on weekday evenings, Saturdays, or Sundays starting the first week of October, 2000

Revision sessions
About 12 hours as scheduled

ST 06-801-15 (91)
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 from September, 2000

Workshop/tutorial (14 meetings)
Two hours per every alternate week as scheduled on weekday evenings, Saturdays, or Sundays starting the second week of October, 2000

Revision sessions
About 12 hours as scheduled

ST 06-801-10 (91)
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 from 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 (91)
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 from 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 (91)
Neural Networks (CIS 311)

The artificail 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 from 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 (91)
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 from September,2000

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

Revision sessions
About 6 hours as scheduled

ST 06-801-15 (91)
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 from November, 2000

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

Revision sessions
About 6 hours as scheduled

ST 06-801-16 (91)
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 from January, 2001

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

Revision sessions
About 6 hours as scheduled

ST 06-801-17 (91)
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 from September, 2000

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

Revision sessions
About 6 hours as scheduled

ST 06-801-18 (91)
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 from November, 2000

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

Revision sessions
About 6 hours as scheduled

ST 06-801-19 (91)
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 from 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 06-801-20 (91)
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. Projects where possible should involve the development of solutions to real world problems and therefore may be done in conjunction with an industrial or commercial organisation. In this way projects can be related closely to local needs.

The project will be examined based on a written examination and the project report.

ST 06-801-21 (91)
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 Thursdays, 7:00 - 10:00 p.m. starting from January, 2000

Workshop/tutorial
two 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 August, although the official deadline for application submission is 17 September of that year.
Applications with uncertain entrance qualifications have to be referred to a Special Admission Panel of the University of London for consideration. Such applications require a long processing time, and those applicants are strongly advised to submit their applications as early as possible.

Exemptions

1. Students who have appropriate qualifications may apply for exemption and may be credited with a pass in up to four full units at Levels 1 and 2. Students are advised that the University will consider such qualifications individually, in the light of the syllabus, the level of examination performance and the equivalence of the course to the Level 1 or 2 units from which exemption is sought.
2. A fee is payable for all applications for exemptions received, except for those where exemption is granted automatically (See paragraph 3 below). This fee is currently £50 for each full unit for which exemption is requested. The exemption application fee is not refundable, even if the exemption is not granted. Exemption applications will take a long processing time, and those applicants are strongly advised to submit their applications as soon as possible.
3. Students who have the qualifications listed below will be given automatic exemption from the units indicated below provided the qualification has been obtained in the five years preceding the application for exemption :

- 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).
- The following qualifications apply to applications received between 1 Sept, 1998 and 31 August, 1999 :
  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.
  The exemption application fee is not required for exemptions awarded in this category.

4. The University gives notice that it reserves the right to review the exemption policy in respect of the BSc degree in Computing and Information Systems each year.

   Application 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 (91)
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

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

- 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).

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

Course Progression
All students are required to take a first year course in "Study Skills in English".

- In the year that you first enter an examination, you are required to take CIS001 and you may also take either CIS101 or CIS104.
- If you are granted exemption from CIS001, you may take one or two units from CIS101, CIS102 or CIS104 at your first examination.
- In subsequent years, you may take a maximum of three new units.
- CIS001 must be passed before CIS102 is taken.

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

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.

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.

All students are required to follow a first year course in "Study Skills in English". 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 Tuition
Tuition will be in the form of lectures, tutorial/computer workshop sessions and revision sessions.

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

Fee

Course Fees to SPACE	
1999/2000	$5,000 for "Study Skills in English" and CLS 001 $6,800 for one full unit subject
2000/2001	To be advised.
Application fee to the University of London: £38 (on or before 17.9.2000)	
Registration fee to the University of London: £376 (on or before 30.11.2000)	

Courses offered in Year 2000/2001

ST 06-802-01 (91)
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 (91)
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 from January, 2001 (14 meetings)

ST 06-802-03 (91)
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 from September, 2000 (14 meetings)

Workshop/tutorial
Two hours per every alternate week on weekday evenings, Saturday, or Sundays starting from first week of October, 2000 (14 meetings)

Revision sessions
About 12 hours as scheduled

ST 06-802-04 (91)
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 from September, 2000 (14 meetings)

Workshop/tutorial
Two hours every alternate week as on weekday evenings, Saturday, or Sundays starting the first week of October, 2000 (14 meetings)

Revision sessions
About 12 hours as scheduled

ST 06-802-05 (91)
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 from September, 2000 (14 meetings)

Workshop/tutorial
Two hours every alternate week as on weekday evenings, Saturday, or Sundays starting the second week of October, 2000 (14 meetings)

Revision sessions
About 12 hours as scheduled

ST 06-802-06 (91)
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.

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 August, although the official deadline for application submission is 17 September of that year.

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

Application forms and further details will be available from Admiralty Learning Centre or HKU Campus, addresses listed on the back page of the prospectus.

Lecture meetings
Every alternate Thursday, 7:00 - 10:00 p.m. starting from September, 2000 (14 meetings)

Workshop/tutorial
Two hours every alternate week as on weekday evenings, Saturday, or Sundays starting the second week of October, 2000 (14 meetings)

Revision sessions
About 12 hours as scheduled



ST 06-101-53 (91) to ST 06-101-57 (91)
Diploma in Information Technology

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

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

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

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, Information Systems Implementation). The fee for these two final subjects in 1999/2000 is HK$5,500 per subject. The CSU Graduate Diploma has been accredited by the Australian Computing Society as meeting the academic requirements for admission at Level 1 (the highest level).

Application Procedure
Details of the course arrangement will be announced in April 2000. 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.

Course Structure
Students will take five subjects equivalent to 6 units - two subjects by lecturers and three 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 I

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

Fees
Total fee for 1999-2000 programme is $40,000
1st instalment : $18,500
2nd instalment : $21,500
(One instalment in June and the other in March/April)

ST 06-107-53 (92)

Certificate in Using Information Technology in School

資訊科技教學應用證書課程

NEW 新

Enquiry: 2975 5618

Introduction

This Certificate course is designed for Primary and Secondary school teachers who would like to effectively use Information Technology (IT) to facilitate teaching and learning, and those who would like 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,
- to effectively apply IT in teaching
- to 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*

Entry Requirements

Prior computer knowledge is an advantage but not a pre-requisite.

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

Teaching Schedule

The course will commence in February 2000. The duration of study is 120 contact hours.

Mid February 2000 to Early March 2000:
Mondays 6:30-9:30 p.m. (2 lessons)

Early-March to end of May 2000:
Sundays, 1:30-4:30 p.m. (12 lessons)

June 2000:
Thursdays, 6:30-9:30 p.m. (5 lessons)

Early July - Mid-July, 2000 (intensive Training):
Thursdays, 6:30-9:30 p.m. & Sundays, 9:30a.m. - 4:30 p.m. (8 lessons)
(Summer Break on 17 July - 6 September 2000)

September - November 2000:
Thursdays, 6:30-9:30 p.m. (13 lessons)

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 26)

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)

Date & Time : Mondays 6:30p.m.-9:30p.m., starting 21 February 2000

Venue : Room S4, 3/F, Admiralty Learning Centre 40 workshops

Fee : $ 8,000

ST 06-112-00 (91)

Certificate Course for Local Area Network Specialist

(Subject to approval)

Enquiries: 2975 5618

NEW 新

Introduction

This course is designed for individuals who wish to be trained up as a local area network specialist. Students will develop a foundation in networking and communications technology, with practice in the laboratories, that will allow them to manage local area networks of different network equipment and network operating systems.

The course is based on the material provided by the 3Com NetPrep curriculum, which is a comprehensive, platform-neutral school-to-career curriculum for training network specialists.

Assessment

Students will be awarded a certificate issued by SPACE and the Computer Centre of The University of Hong Kong if they:-

- attend at least 75% of the lectures and workshops
- Complete course work to the satisfaction of the tutors
- Pass the examination

The completion of this course will also satisfy the pre-requisites of a follow-up Certificate Course for Network Specialist planned to start in September 2000. By completing the latter course, a student 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.

About the NACSE Examination and 3Com NetPrep programme

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. An NANS, on receiving further training in network analysis and design, web technologies, networking architectures and TCP/IP, would be able to take the **NACSE Senior Network Specialist (NSNS)** certification.

The University of Hong Kong Computer Centre is one of the NetPrep Regional Training Centres. The tutors of this course are networking team members of The University of Hong Kong Computer Centre.

Who should attend?

IT Professionals who wish to become specialists in managing local area networks (LAN) and LAN-based servers.

Entry Requirements

Basic knowledge in PCs and Windows and basic experience in using a World Wide Web (WWW) browser, such as Netscape or Internet Explorer, is required.

Study Materials

NetPrep Course Text-books "Introduction to Networking" and "Local Area Networks" with accompanying CD-ROM of tutorial and online reference system.

- Files of presentation slideshows
- Online exercises.
- Online discussion group.

Tutors

K. Kwok B. *Eng. HK MSc CUHK*
M. C. Pong *BSc (Eng.) HK MPhil. HK MS UCLA, PhD Kent, MBCS, CEng., MHKIE*
P. T. Ho *BSc (Eng.), MPhil, PhD, HK CEng, MIEE, MIEEE, MBCS, MHKIE*

(Enrolment is limited to 40)

Course Content

- Introduction to network topologies, LAN and WAN equipment
- The ISO OSI model of seven layers of protocols.
- LAN architectures and media access methods: Ethernet/Fast Ethernet/Gigabit Ethernet, Token Ring, FDDI, Wireless LAN
- Network operating systems
  - *Novell Netware: Netware Protocols, Netware Directory Service, Netware client, print service
  - *Windows NT: capabilities, architecture, tools, Gateway Services for Netware, NT and the Internet
  - *Other network operating systems, e.g. Unix, Linux, Apple Talk
  - *System Administration, Object creation, Network management
- TCP/IP System Architectures
  - *TCP/IP Naming and Addressing
  - *TCP/IP Applications
  - *TCP/IP Protocol
- Evaluating LAN: LAN Specifications and Case Study

Date & Time: (Meeting) Wednesdays, 6.30p.m.-9.30p.m., starting 16 February 2000 (Workshop) Fridays, 6.30-9.30 p.m., starting 10 March 2000 (20 meetings & 8 workshops)

Venue : (Meeting) HKU Campus (Workshop) Room 134, Old Library Bldg., HKU

Small group activities will be organized in the workshops

Fee : $ 8,000

ST 06-102-00 (92)

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) 個人電腦的基本概念 (二) 中文電腦的基本知識：中、英文電腦的區別、中文電腦的基本要素 (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) 應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) 中文電腦在互聯網上的應用 (九) 中文電子郵件(E-Mail)的發出和接數。

學員在修畢課程後，將可具有中文電腦的基本知識，掌握使用中文 WINDOWS WORD編輯一般的中文或中、英混合的文件；並能夠使用倉頡輸入法，每分鐘最少輸入 15 個中文字。

入學資格

本課程適合一般辦公室文員、秘書；從事出版、新聞、廣告行業者，以及有興趣學習中文電腦的人士參加。學員須有一定中文水平及略懂英文打字。

結業證書

完成課程後，學員若能符合下列三項條件，將獲取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。

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

(名額二十二人)

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 06-102-53 (92)

講授課程：2000 年 2 月 21 日起逢星期一
7:00 - 9:00 p.m.

地　　點：容後公佈

實習課程：2000 年 2 月 24 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
(名額十八人)

ST 06-102-54 (92)

講授課程：2000 年 2 月 21 日起逢星期一
7:00-9:00 p.m.

地　　點：容後公佈

實習課程：2000 年 2 月 25 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 A 室

*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)

ST 06-103-00 (91)

Certificate Course in Database Design and Management

Enquiries: 2975 5618

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

Course Content

Database approach and its objectives; The ANSI/SPARC three-level database architecture; Basic data models (hierarchical, network, relational); Data dependencies and normalization; Relational database design (analytic & synthetic approaches); Database application design; Database integrity and security; Data Dictionary; Fourth Generation Languages; Basic system analysis and design.

Minimum Entry Qualifications

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

Tutor : S. Tong, H.Dip.(H.K.), *MSc(H.K.), M.B.C.S., M.H.K.C.S., M.H.K.I.E.*

Date & Time: (Meeting) Fridays, 6:30p.m.-9:30p.m., starting 23 June 2000 (16 meetings)
(Workshop) Wednesdays, 6:00p.m.-10.00p.m., starting 5 July 2000 (12 workshop)

Venue : (Meeting) Rm G03, James Lee Science Building HKU, Main Campus (Workshop) Room 201, SPACE TST Learning Centre

Fee : $5,900

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

Application Procedure
Please use special application forms that are available on request from the School. Course fee will only be collected from successful applicants after the selection process.

Closing Date for Application
9 June 2000

(Enrolment is limited to 20)

ST 06-105-00 (92)

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

導　師：Wilson LAU *BSc.(OUHK), MCP*
M.C. HUNG *BSc. (HKU)*
TSOI Hiu Ching *BEng (Hons) (CUHK),MCP,CNE*
WUN Tat Shing *BSc (James Cook U)*

地　點：弘智電腦學會，香港灣仔譚臣道114號廣亞大廈四樓

ST 06-105-53 (92)
2000年3月5日起每星期日9:30-12:00p.m.
(共三十二講)

ST 06-105-54 (92)
2000年3月24日起每星期五6:00-8:00p.m.
(共四十講)

ST 06-105-55 (92)
2000年5月14日起每星期日12:30-3:00p.m.
(共三十二講)

全期學費: $6,800

課程宗旨
中小型企業進行電腦化，必須有熟悉電腦操作的管理專員，負責選購和安裝適當的硬件和軟件，並提供技術支援及培訓，協助企業中文電腦化和連接資訊高速公路，以配合本港的資訊發展。本課程專為培訓電腦管理專員而設，學員將認識最新中文軟件之應用；市面硬件之種類及其適當配搭；測試和清除硬件故障及電腦病毒；認識新一代電腦語言；管理新一代微型電腦之網絡系統及軟硬件設備；連接全球資訊高速公路；收取最新訊息及傳遞電子郵件等，為革新辦公室使能追上資訊年代及中文化的全面性培訓。完成本課程並考試合格者,將獲取本學院頒發之修業證書。

課程內容
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)



學員將認識最新中文軟件之應用；市面硬件之種類及其適當配搭；測試和清除硬件故障及電腦病毒；認識新一代電腦語言；管理新一代微型電腦之網絡系統及軟硬件設備；連接全球資訊高速公路；收取最新訊息及傳遞電子郵件等。

Oracle Certified Professional (OCP) Program - Oracle8: Database Administrator Track

Enquiry: 2975 5618

Objectives

This Programme is designed for those who are interested in obtaining a worldwide recognized IT professional qualification in the database administration field. The Oracle8 DBA track is a focused training path for database administrators who want to build the knowledge and hands-on skills necessary to maximize the use of Oracle8.

On completion of this programme, participants will have a better understanding of Oracle database architecture and processes, as well as ways of fine-tuning day-to-day performance to prevent crisis and expensive downtime. Participants will be equipped with the knowledge to prepare for the Oracle8 Database Administrator Certification Test which consists of five tests.

Medium of Instruction

Cantonese, supplemented with English.

Teaching Mode

This programme will be conducted on a modular basis and offered in different modes:

- Computer-based Training PLUS Consulting Workshops (CBT-PLUS)
- Complete Self-learning (CSL)

1. Computer-based Training PLUS Consulting Workshops

(Starting 27 February 2000)

- Interactive courseware supplemented by regular consulting sessions on Sunday mornings
- Learning at your own pace
- Total face-to-face contact hours: 32 hours (10 meetings).

2. Complete Self-learning

- Using the interactive courseware to study anytime, anywhere, at your own pace
- On-line support
- One free examination voucher of the Oracle8 DBA Examination for those enroll for ALL five modules before 11 Feb 2000.
- Enroll for all modules at one time to redeem the specified number of examination vouchers, or subscribe to some modules
- Enrolment for all modules closes on 11 Feb 2000

Professional & Academic Qualification

Oracle8 Certified Database Administrator upon successful attempt in the Oracle8 certification tests (by Sylvan Prometric, one of the world's leading IT Professional Examination bodies).

Entry Requirement

- Some basic knowledge in Windows.
- Some on-the-job experience of database administration.

Course Content

The program consists of five modules, including:

Module No. & Module Title
• Introduction to Oracle: SQL and PL/SQL
• Oracle8: Database Administration
• Oracle8: Backup and Recovery
• Oracle8: Performance Tuning
• Oracle8: Network Administration

Module No. & Module Title
• SQL and SQL*Plus: Basic SELECT Statement SQL and SQL*Plus: DML and DDL PL/SQL: Basics PL/SQL: Procedures, Functions and Packages
• Manage an Instance Create Database (Manage) Storage Structures Manage Data Manage Security

Module No. & Module Title
• Strategies and Backups Troubleshooting and Recovery
• Strategies and Techniques Managing Memory and Disk I/O Optimizing Sorts and Minimizing Content
• Net8 Architecture & Configuration Net8 Configuration & Troubleshooting



The Oracle8 DBA track is a focused training path for database administrators who want to build the knowledge and hands-on skills necessary to maximize the use of Oracle8.

Course No.	Module	Date & Time	Venue	Fees	Closing Date
ST 06-076-04-54	Module 1 : Introduction to Oracle: SQL and PL/SQL	Sundays, 9:30a.m. - 12:30p.m., 27 February, 5 & 19 March 2000 (3 meetings)	Room 201, SPACE TST Learning Centre	$3,800	15 February 2000
ST 06-076-05-54	Module 2 : Oracle 8: Database Administration	Sundays, 9:30a.m. - 12:30p.m., 2, 16 April & 7 May 2000 (3 meetings)	Room 201, SPACE TST Learning Centre	$4,750	19 March 2000
ST 06-076-06-54	Module 3 : Oracle 8: Backup and Recovery	Sunday, 9:00a.m. - 1:00p.m., 28 May 2000 (1 meeting)	Room 201, SPACE TST Learning Centre	$1,900	17 May 2000
ST 06-076-07-54	Module 4 : Oracle 8: Performance Tuning	Sundays, 9:30a.m. - 12:30p.m., 18 & 25 June 2000 (2 meetings)	Room 201, SPACE TST Learning Centre	$2,850	7 June 2000
ST 06-076-08-54	Module 5 : Oracle 8: Network Administration	Sunday, 9:00a.m. - 1.00p:m., 9 July 2000 (1 meeting)	Room 201, SPACE TST Learning Centre	$1,900	28 June 2000
ST 06-076-04-55	Module 1 : Introduction to Oracle: SQL and PL/SQL			$2,200	
ST 06-076-05-55	Module 2 : Oracle 8: Database Administration			$2,750	
ST 06-076-06-55	Module 3 : Oracle 8: Backup and Recovery			$1,100	
ST 06-076-07-55	Module 4 : Oracle 8: Performance Tuning			$1,650	
ST 06-076-08-55	Module 5 : Oracle 8: Network Administration			$1,100	

Microsoft Certified System Engineer (NT 4.0) Microsoft Certified Professional Microsoft Certified Professional + Internet

Enquiry: 2975 5618

Objectives

The Microsoft Certified System Engineer programme (MCSE) is designed for those who are interested in obtaining a worldwide recognized professional IT qualification in system engineering. The MCSE (NT4.0) track is a focused training path for Computer Analysts, Network Specialists or Systems Engineers. The certificate is proof of exceptional knowledge in planning, implementing and supporting business solutions with Microsoft Windows NT 4.0 and Microsoft BackOffice.

The programme is suitable for those who are interested in progressively earning credit toward Microsoft certification examinations. On completion of the five modules of this programme, participants will be equipped with knowledge to prepare for the MCSE examinations. More importantly, participants will have a better understanding of the effective ways to analyze, operate, administer, maintain and implement the network interconnection-of devices, systems and communication services.

Medium of Instruction

Cantonese supplemented with English

Course Content

The programme consists of five modules, including:

- Module 1.
  Implementing and Supporting MS Windows NT 4.0
- Module 2.
  Networking Essentials
- Module 3.
  Implementing and Supporting MS Windows NT Server 4.0 in the Enterprise Environment
- Module 4.
  Internetworking TCP/IP on Microsoft NT 4.0
- Module 5.
  Implementing and Supporting MS Internet Information Server 4.0

Access to Qualification

Microsoft Certified System Engineer (NT 4.0), Microsoft Certified Professional, Microsoft Certified Professional + Internet upon successful attempt in the MCSE, or MCP, or MCP+I certification tests. These tests are open examinations organized by Sylvan Prometric, one of the world's most famous IT Professional Examinational bodies. It operates independently and the content of the Certification examinational is Confidential.

Entry Requirement

- Some basic knowledge in Windows.
- Some experience in using a World Wide Web (WWW) Browser.

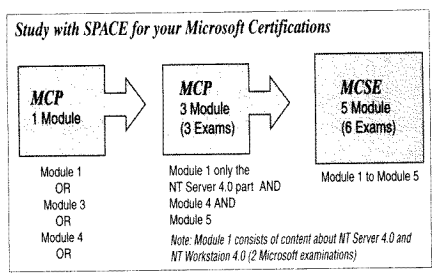
Teaching Mode

This program will be conducted in modular basis and offered in Computer-based Training PLUS Consulting Workshops (CBT-PLUS) mode - learning material can be accessed through the Internet, supplemented by face-to-face consulting workshops with the use of the interactive courseware, student can study anytime, anywhere, at your own pace. Attending the Consulting workshops can further strengthen students undestanding of the topics.

- On-line support.
- Regular consulting sessions are delivered by qualified MCSEs.
- Total face-to-face contact hours: 50 hours (17 meetings).
- Starting 12 February 2000.

(Enrolment is limited to 26)

Individuals who would like to demonstrate their expertise with specific Microsoft products, can choose to study one module (except Networking Essentials) to prepare for the Microsoft Certified Professional (MCP) examination. Alternatively individuals can study three modules to prepare for the Microsoft Certified Professional + Internet (MCP+Internet) examination. Completing all five modules will equip participants for the MCSE examinations.



Closing Date for Application

12 May 2000

Course No	Module	Date & Time	Venue	Fees	Closing Date
ST 06-076-14-53	Module 1	Sundays, 1:00p.m.- 6:00p.m., 13, 20 & 27 February, 2000 (3 meetings)	Room S4, SPACE Admiralty Learning Centre	$3,200	28 Junuary 2000.
ST 06-076-15-52	Module 2	Mondays, 6:30p.m.- 9:30p.m., 6,13 & 20March 2000 (3 meetings)	Room S4, SPACE Admiralty Learning Centre	$2,600	21 February 2000.
ST 06-076-16-52	Module 3	Saturdays, 6:30p.m.- 9:30p.m., 25 March,1, 8, 15 & 29 April 2000 (5 meetings)	Room S4, SPACE Admiralty Learning Centre	$4,550	11 March 2000.
ST 06-076-17-52	Module 4	Saturdays, 6:30p.m.- 9:30p.m., 10, 17, 24 June & 8 July 2000 (4 meetings)	Room S4, SPACE Admiralty Learning Centre	$2,600	27 May 2000.
ST 06-076-18-52	Module 5	Mondays, 6:30p.m.- 9:30p.m., 8, 15, 22,29 May, 2000 (4 meetings)	Room S4, SPACE Admiralty Learning Centre	$2,600	25 April 2000.

Certified Java Programmer Certification Course

Enquiry : 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).

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.

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 to get certified as a Certified Java Programmer.

Entry Requirements
- Some basic knowledge in Windows and some programming experience.
- Some experience in using a World Wide Web (WWW) Browser, such as Netscape.
- Knowledge of Internet and Object concepts.

Study materials
- Sun Java Tutor CD-ROM. Full Training Kit covers all modules of the course
- One voucher for the Java Programmer Certification Examination which leads to achieve the qualification of Certified Java Programmer offered by Sun Educational Services of Sun Microsystems.

Enrolment is limited to 30

Tutor : Authorized Trainers from Sun Educational Services of Sun Microsystems

ST 06-076-01-52
Date & Time: Mondays, 6.30-9.30 p.m., starting 8 May 2000

Venue : Room 708, T.T. Tsui Building, HKU

Enrolment closes on 2 May 2000

ST 06-076-01-53
Date & Time: Sundays, 2.00-5.00 p.m., starting 27 February 2000 (10 workshops)

Venue : Room 201, SPACE TST Learning Centre

Fee : $9,600

Enrolment closes on 20 February 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.



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.

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 indacste are designated as CIT modules in:

A. 001 Computer Literacy
- Practical Computer Application Course for Teachers (available in Autumn session)
- Microcomputer Literacy (ST 06-007-14-54)
- Certificate Course in Business Computing Using Microcomputer (available in Autumn session)

B. 101 Word Processing
- Microsoft Word for Windows 97 (ST 06-007-15-51)
- Certificate Course in Business Computing Using Microcomputer (available in Autumn session)

C. 102 Spreadsheets
- Introduction to EXCEL (ST 06-007-16-53)
- Certificate Course in Business Computing Using Microcomputer (available in Autumn session)

D. 103 Databases
- Introduction to Microsoft Access 97 (ST 06-007-17-53)
- Database Management using FoxPro 2.6 for Windows (ST 06-007-17-54)
- Certificate Course in Business Computing Using Microcomputer (available in Autumn session)

E. 105 Programming
- Introduction to C (ST 06-008-03-52)
- Database Programming using FoxPro 2.6 for Windows (ST 06-007-19-52)

F. 117 Chinese Word Processing
- Certificate Course in Chinese Computing (ST 06-102-53 (92), ST 06-102-54 (92))

SPACE FULL-TIME COMMITMENT to Part-time Education

INTRODUCTORY COURSES

ST 06-007-14-54
Microcomputer Literacy (CIT 001)

Enquiries : 2975 5646

Tutor : N.K. CHOY *B.Comp(Monash), MCP, CNA*

Date& Time : Tuesdays, 7:00-10:00 pm, starting 15 February 2000 (4 workshops)

Venue : Room 2, North Point Learning Centre

Fee : $1,200

Closing Date for Application: 8 February 2000

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; Windows 95; 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.

- common computer terms;
- operating personal Computers and their basic components;
- introduction to Operating Systems, illustrated by Windows 95 and their basic commands; file operations; memory management etc°F
- brief introduction and to demonstration of a variety of application software such as word processing, spreadsheet and database packages;
- discussion of common computer applications.

(Enrolment is limited to 18)

ST 06-007-01-53
Powerful Techniques for Windows 95/98

Enquiries : 2975 5646

Tutor : L.M. Lo *B.Sc. (Essex), Int. Teacher's Cert (HKPU), CEng, MIEE,MOUS*

Date& Time : Mondays, 7:00-10:00 pm, starting 20 March 2000 (4 workshops)

Venue : Room 2, North Point Learning Centre

Fee : $1,400

Closing Date for Application: 13 March 2000

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: Students who have completed "Introduction to Windows 95/98" course or equivalent.

(Enrolment is limited to 18)

ST 06-007-02-53
Introduction to Windows 95/98

Enquiries : 2975 5647

Tutor : L.M. Lo *B.Sc. (Essex), Int. Teacher's Cert (HKPU), CEng, MIEE,MOUS*

Date& Time : Mondays,7:00-10:00p.m., starting 21 February 2000 (4 workshops)

Venue : Room 2, North Point Learning Centre

Fee : $1,300

Closing Date for Application: 14 February 2000

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 on 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 18)

ST 06-007-03-52

Introduction to UNIX

Enquiries : 2975 5618

UNIX is regarded as one of the most successful operating systems; and its importance and influence are highlighted by the fact that almost every computer manufacturer offers UNIX, such as IBM, AIX, Sun Solars, Campaq Digital UNIX, HPUX, SGI IRIX, etc.

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 20)

Tutor : Nick H.Y. Chi *BSc(Hon), MSc*

Date& Time : Wednesdays, 6:30-9:30p.m., starting 10 May 2000 (7 workshops)

Venue : Room 201, Run Run Shaw Building, HKU

Fee : $2,400

Closing Date for Application: 3 May 2000

ST 06-007-22-01

Introduction to Linux

NEW 新

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 in PC and Windows and experience in Window 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 4 June 2000 (2 workshops)

Venue : 2/F, Admiralty Centre

Fee : $1,500

Closing Date for Application: 28 May 2000

ST 06-007-04-52

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 to develop PC hardware trouble-shooting and upgrading techniques.

Topics include: Introduction to PC hardware components architecture such as CPU & motherboard, harddisk, graphics display card, printer, sound card, CDROM, and other multimedia devices; maintaining the Windows 3.1 & 95 Operating Systems; basic hardware trouble-shooting and upgrading techniques 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 3 March 2000 (9 meetings)

Venue : Rm G03, James Lee Science Bldg., HKU

Fee : $1,100

Closing Date for Application: 25 February 2000

A P P L I C A T I O N S O F T W A R E

ST 06-007-15-51
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)

Course Coordinator : Dr. F.T. Chan

Date& Time : Wednesdays,7:00-10:00p.m. starting 10 May 2000 (5 workshops)

Venue : Room135, Old Library Building, HKU

Fee : $1,500

Closing Date for Application: 3 May 2000

ST 06-011-04-53
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

本課程應用中文Windows 98 視窗系統操作平台，並在其環境下掌握倉頡中文輸入法之技巧，及應用中文版 WORD 97 文書處理。

內容包括：視窗系統主項功能應用、倉頡中文輸入法取碼原則、分拆字根先後取碼及難字、認識電腦字庫中欠缺的本港常用字、各款中文字體安裝及應用繁簡字體。文書處理功能包括：一般中文公函製作，包括橫排及傳統直列之方式排版、每頁加上頁頭及頁尾標籤、加插特別符號及圖片、中文表格製作、檔案處理、郵遞標籤列印及一般編印技巧等。

本課程特別適合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：K.M. Leung *Bsc. (Waterloo), Dip. Ed.(CUHK)*

開課日期及時間：2000 年 3 月 13 日起逢星期一 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 06-011-05-52
中文 MS Word 97 實習班初階
Introduction to Chinese MS Word 97 for Windows

查詢電話 : 2975 5647

MS Word 中文版，是微軟公司在視窗 windows 環境中發展出來的中文文書處理器,其嶄新的功能是同類軟件之冠。本課程介紹Word 中文版的文字輸入、編輯及繪圖功能，使學員能夠有效地使用Word 中文版，課程將以實習為主。學員須對視窗(WINDOWS)之運用有基本認識，但毋須懂得中文輸入法。

課程內容：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。

(名額二十人)

課程統籌：陳訓廷先生

開課日期及時間：2000 年 3 月 18 日起逢星期六 2:00-5:00p.m.(共五講)

地　　點：北角教學中心 2 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 06-007-17-54
Cantonese with English terminology for Class ST 06-007-17-53.

(Enrolment is limited to 26)

Course Coordinator : Dr. F.T. Chan

ST 06-007-17-53
Date& Time : Tuesdays, 6:30-9:30p.m., starting 21 March 2000

Venue : Room S4, Admiralty Learning Centre

Closing Date for Application: 14 March 2000

ST 06-007-17-54
Date& Time : Tuesdays, 6:30-9:30p.m., starting 13 June 2000

Venue : Room S4, Admiralty Learning Centre

Closing Date for Application: 5 June 2000

Fee : $1,500 (5 workshops)

ST 06-007-05-52

Introduction to Electronic Mail, Computer Facsimile and Remote Access

Enquiries : 2975 5647

This course will explain and demonstrate the use of data communication software in PC for end-users.

Topics include: Electronic Mail in Local Area Network; procedures of connecting to the Internet using modem; sending Email through the Internet; PC remote control and communication using modem and pcAnywhere for Windows;and direct fax out of document from PC (Winfax Pro).

Entry Requirements: Participants are expected to have some experience in PC and DOS.

(Enrolment is limited to 18)

Tutor : N.K. CHOY *B.Comp(Monash), M.C.P., C.N.A.*

Date & Time: Saturdays, 2:00-5:00p.m., starting 19 February 2000 (3 workshops)

Venue : Room 2, North Point Learning Centre

Fee : $900

Closing Date for Application: 12 February 2000

ST 06-007-16-53

Introduction to Excel (CIT 102)

Enquiries : 2975 5618

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 30)

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

Date & Time: Mondays, 6:30-9:30p.m., starting 15 May 2000 (7 workshops)

Venue : Room 523, Knowles Building, HKU

Fee : $2,100

Closing Date for Application: 8 May 2000

ST 06-007-06-52

Advanced MS Excel

Enquiries : 2975 5618

This course is a follow up to the course "Introduction to Excel" and will focus on the more advanced and powerful skills in using MS Excel. Plenty of examples will be used to illustrate applications.

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 18)

Tutor : L.M. LO *B.Sc. (Essex), Int. Teacher's Cert (HKPU), CEng, MIEE, MOUS*

Date & Time: Saturdays, 6:30-9:30p.m., starting 26 February 2000 (6 workshops)

Venue : Room 2, North Point Learning Centre

Fee : $1,440

Closing Date for Application: 19 February 2000

ST 06-007-18-52

Database Management using FoxPro 2.6 for Windows (CIT 103)

Enquiries : 2975 5647

Foxpro; a fast relational database management system in the Windows environment. It provides superb productivity, speed and power and so, 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 18)

Tutor : Mr. K.C. Tai *B.Eng.(Hons.) (Monash), MBus . Sys. (Monash)*

Date & Time: Wednesdays,7:00-10:00p.m. starting 16 February 2000 (6 workshops)

Venue : Room 2, North Point Learning Centre

Fee : $1,600

Closing Date for Application: 9 February 2000

ST 06-007-19-52

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 18)

Course Coordinator : Dr. F.T. Chan

Date & Time: Thursdays, 7:00-10:00p.m., starting 8 June 2000

(8 workshops)

Venue : Room 2, North Point Learning Centre

Fee : $2,200

Closing Date for Application: 1 June 2000

ST 06-007-07-52
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. The purpose of this course is to give hands-on-experience and demonstrate the use of Microsoft 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 Basics Objects and Terms, using and modifying Slide Masters and Template; manipulating color schemes; editing text with special effect; using drawing tools; adding clip art to a slide; graphing in slide; printing slides; linking information with other applications using OLE; and running and timing slide show using PowerPoint Viewer.

(Enrolment is limited to 18)

Tutor : N.K. CHOY *B.Comp(Monash), M.C.P., C.N.A.*

Date & Time: Fridays,7:00-10:00p.m., starting 11 February 2000 (3 workshops)

Venue : Room 2, North Point Learnng Centre

Fee : $1,100

Closing Date: 3 February 2000
for Application

ST 06-007-08-53
Introduction to ACCPAC Computer Accounting

Enquiries : 2975 5618

ACCPAC Plus is a popular accounting software widely used on micro-computers in North America. It is also the accounting package designated by Canadian CGA for examination purposes. Modules covered in this course are: General Ledger, Accounts Receivable, and Accounts Payable. On completion of the course, participants will be able to computerise their accounting operation through journalising, auto-posting, balancing, aging reminder mailing, analysing and reporting.

Entry Requirements: Participants are expected to have knowledge in of accounting and some DOS operation experience.

Medium of Instruction: Cantonese, supplemented with English

(Enrolment is limited to 22)

Tutor : Jackie Cho *MBA.(CityUHK), BA (Washington)*

Date & Time: Fridays, 8:10-10:10p.m., starting 28 April 2000 (6 workshops)

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

Fee : $1,200

Closing Date: 20 April 2000
for Application

INFORMATION TECHNOLOGY EDUCATION FOR TEACHERS

ST 06-707-00 (91)
Basic Information Technology Training for School Teachers



Course Content : Basics of Computing; Use of Common Application Sotware; Basics of Web browsing and Using of e-mail & Framework of Using IT in Education.

This course will be offered in Early February 2000.

Total no. of hours : 18

Please send as self-addressed envelope ($1.3) to Ms Alice Wong at SPACE HKU CAMPUS address for further information.

索取2000年秋季課程手冊 To receive Autumn Prospectus 2000 • P.330 請參閱第330頁 Pls refer to P.330

ST 06-058-01-52
Multimedia Workshop for Primary School Teachers

Enquiries : 2975 5618

Multimedia refers to the use of computer technology to seamlessly integrate text, movies, pictures, animation and sound.

This workshop is designed for primary school teachers who are interested in exploring the use of multimedia for teaching and learning. It aims to introduce teachers to easy-to-use multimedia authoring tools; get teachers started to combine text, sound, pictures, videos in classroom projects; and help teachers develop curriculum ideas to try out in their classrooms.

Entry Requirements: Technical computer knowledge is not required.

Medium of Instruction: Cantonese, supplemented with English terminology.

(Enrolment is limited to 26)

Tutor : Miss K.C. Fung *B.A.(HKU), M. Ed.(HKU)*

Date & Time: Mondays, 6:30-9:00p.m., starting 19 June 2000 (5 workshops)

Venue : Room S4, Admiralty Learning Centre

Fee : $1,000

Closing Date for Application: 12 June 2000

ST 06-058-12-51
Understanding Multimedia Elements for Teachers

NEW 新

Enquiries: 2975 5618

Multimedia elements in computers include graphics, sound, animation and video and many teachers want to make good use of them but don't have the knowledge or use multimedia elements inappropriately. This course aims at providing teachers with the proper concept of multimedia such as file type, format, and size and the techniques 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 40)

Tutor : Calvin K.F. Lau *B.A., MSc.*

Date & Time: Wednesdays, 7:00-9:00p.m. starting 24 May 2000 (6 workshops)

Venue : Room 201, 1/F, SPACE TST Learning Centre

Fee : $1,000

Closing Date for Application: 17 May 2000

ST 06-058-02-52
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，並且能夠將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。

本課程將安排學員一人一機於堂上實習。講授語言為粵語，輔以英語。

(名額二十人)

導　師：Eric Liang *B.Eng.(Hull), Producer (Design & Production)- AVIT Solutions Ltd.*

開課日期及時間：2000年5月18日起逢星期四 6:30-9:00p.m.(共四講)

地　點：香港大學趙逸夫樓 201 室

全期學費：$800



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，並且能夠將簡報製作初步運用於學校活動及教學活動中。

ST 06-058-04-52

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, the World Wide Web, Netscape, and the design of simple home pages. It also includes an introduction to the Internet resources related to education. After completion, of the course participants should be able to navigate the Internet, download Internet information and design simple home pages. Hands-on experience is an integral part of the course.

Topics include: overview of the Internet, World Wide Web, use of Netscape, educational resources on the Internet, downloading of Internet information, Internet search and design of simple home pages.

(Enrolment is limited to 20)

Tutor : K.S. Chan *B.Sc., M.Ed., CBiol, MIBiol*

Date & Time: Tuesdays, 6:00-8:00p.m., starting 9 May 2000 (6 workshops)

Venue : Room 201, Run Run Shaw Building, HKU

Fee : $900

Closing Date for Application: 2 May 2000

New Degree Courses in Computing and Information Technology

The School is now discussing with the 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 (2975 5618).

ST 06-058-09-53

Advanced Use of PowerPoint for School Teachers

Enquiries: 2975 5618

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; create interactive educational applications - create hyperlinks with action buttons and action settings; Animating text and objects; design drill and practice exercise and self-assessment application by creating macro in Visual Basic Editor.

(Enrolment is limited to 26)

Course Coordinator : Miss Lee Ruby *P.W., HKU*

Date & Time: Tuesdays, 6:30-9:30p.m., starting 25 January 2000 (5 workshops)

Venue : Room S4, Admiralty Learning Centre, HKU

Fee : $1,200

Closing Date for Application: 18 January 2000

ST 06-058-08-52

老師應用 Windows NT 網絡設備
Introduction to Window NT Administration and Networking for School Teachers

查詢電話: 2975 5618

本課程切合使用 Microsoft Windows NT Server/Workstation 之老師而設，課程主要教授如何運用Windows NT操作系統安裝及應用網絡的資源，課程安排由淺入深輔以堂上實習，修讀者需要有基本電腦操作經驗。

課程內容：一、基本Windows NT操作及檔案總管應用；二、Windows NT網絡安裝概念及硬件需求；三、認識Windows NT網絡資源分享；四、桌面電腦管理概覽；五、設定連線網絡磁碟機(Map Drive)；六、NT Workstation 工作站傳取檔案保安管理。

講授語言：粵語輔以英語。

(名額二十六人)

課程統籌：Miss Lee Ruby *P.W., HKU*

開課日期及時間：2000 年 1 月 22 日星期六 9:00a.m.- 12 :00p.m.及 1:30-4:30p.m. (共一講)

地　　點：金鐘教學中心 S4 室

全期學費：$600

SST 06-058-007-552

An Introduction to Visual Basic for School Teachers

Enquiries: 2975 5618

Visual Basic is a programming tool that allows people to write Windows applications without being a Window expert. It provides a powerful set of tools for building different kind of applications including educational applications.

This course is designed for teachers in secondary schools who are new to Window-based programming language. It aims at equipping participants with skills in creating simple Window-based educational applications using Visual Basic. The usage of Visual Basic in creating interactive educational applications for teaching and learning purposes will be demonstrated.

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 include educational applications tailored for different subject areas helping 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 20)

Tutor : Mr. K.C. Tai *B.Eng.(Hons.) (Monash), MBus.Sys.(Monash)*

Date & Time: Thursdays, 7:00-10:00p.m., starting 27 January 2000 (5 workshops)

Venue : Room 708, T.T. Tsui Building, HKU

Fee : $1,200

Closing Date for Application: 20 January 2000

SST 06-007-113-552

Windows Applications Development using Visual Basic

Enquiries: 2975 5618

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 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. Students 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: Thursdays, 7:00-10:00p.m., starting 6 April 2000 (7 workshops)

Venue : 2/F, Admiralty Learning Centre

Fee : $1,700

Closing Date for Application: 30 March 2000



Visual Basic is a programming tool that allows people to write Windows applications without being a Windows expert.

ST 06-008-03-52

Introduction to C (CIT 105)

Enquiries : 2975 5618

C is general purpose programming language that is not tied to any computer system. Its popularity and usage are increasing rapidly. The main merits of C are expressiveness and effectiveness. It has the flow-control constructions required for well-structured programming.

This course is designed to teach the participants to programme is C. You will learn how to apply C concepts and techniques to solve problems with the programming examples illustrated.

Topics include: introduction and overviews of C; basic data types, operators and expressions; control structures; simple I/O; pointers, arrays and strings, memory addresses; files and file operations; data structure, pointer to structures; and application examples and programming style.

Entry Requirements: Applicants are expected to have some basic concepts about computer and computer programming. Each student will be assigned a terminal.

(Enrolment is limited to 18)

Tutor : L.M. Lo *B.Sc. (Essex), Int. Teacher's Cert (HKPU), CEng, MIEE, MOUS*

Date & Time: Sundays, 9:30a.m.-12:30p.m. starting 20 February 2000 (6 workshops)

Venue : Room 2, North Point Learning Centre

Fee : $1,450

Closing Date: 13 February 2000 **for Application**

ST 06-008-01-52

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 18)

Tutor : L.M. Lo *B.Sc. (Essex), Int. Teacher's Cert (HKPU), CEng, MIEE,MOUS*

Date & Time: Sundays, 2:00-5:00p.m., starting 26 March 2000 (4 workshops)

Venue : Room 2, North Point Learning Centre

Fee : $1,000

Closing Date: 19 March 2000 **for Application**

COMPUTER NETWORKING / TELECOMMUNICATION

ST 06-012-01-52

Introduction to Local Area Networks with Microcomputers

Enquiries : 2975 5646

This course is intended for users who wish to attain some concept and practical knowledge of local area network (LAN), a communications technology to link up computers. LAN's are widely implemented to increase the connectivity and productivity of computers. This course provides both the concepts and practical details of LAN, with the focus on microcomputers. Workshops are designed to provide practical experience in LAN.

Topics include: introduction and concepts in data communications and local area network; overview of common hardware and software for LAN and their comparisons; communication of microcomputers with mini and mainframe computers via LAN—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 18)

Tutor : K.W. Chiu *BSc. (Computer Studies)(HK), MSc. (Comp) (HKUST), MACM, MIEEE*

Date & Time: Mondays, 7:00-9:30p.m., starting 8 May 2000 (10 workshops)

Venue : Room 2, North Point Learning Centre

Fee : $2,000

Closing Date: 30 April 2000 **for Application**

ST 06-012-02-52
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 the management of local Area Network (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 18)

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: Wednesdays, 6:30-9:00p.m. starting 5 April 2000 (10 workshops)

Venue : Room 2, North Point Learning Centre

Fee : $2,000

Closing Date for Application: 29 March 2000

ST 06-012-03-52
Business Development through Telecommunication

Enquiries : 2975 5618

This course is designed for management, and sales and marketing executives. It will focus on the principles and the 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 7 March 2000 (6 meetings)

Venue : Rm 727, Meng Wah Complex Bldg., HKU

Fee : $850

Closing Date for Application: 29 February 2000

INTERNET AND WORLD WIDE WEB (WWW)

ST 06-009-01-52
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 in 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 26)

Tutor : Nick H.Y. Chi *B.Sc.(Hon), M.Sc.*

Date & Time: Tuesdays, 7:00-9:00 p.m., starting 16 May 2000 (6 workshops)

Venue : Room 135, Old Library Building, HKU

Fee : $880

Closing Date for Application: 9 May 2000

ST 06-009-02-53
Workshop on Basics of Business Using the Internet

Enquiries : 2975 5618

導　　師：WUN Tat Shing BSc.(James Cook U)

開課日期：2000年3月19日起每星期日

及 時 間　9:30a.m.-1:30p.m.及
1:30-4:30p.m.(共一講)

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：$880

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。在這無地域界限的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。經這途徑而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，建立專門網頁刊登廣告介紹產品，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，輕易實現千里傳音。本課程介紹Internet在商業上的實際應用。

課程內容：

- Internet軟件如World Wide Web (WWW) Brower, 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
- 如何透過 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傳取免費軟件(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。

(名額十人)

ST 06-009-03
Internet Web Page Design and Setup Workshop

Enquiries : 2975 5618

Tutor : M.C. HUNG *BSc. (HKU)*
WUN Tat Shing *BSc. (James Cook U)*

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

Fee : $950

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, table, frames, animated graphics.

Entry Requirements: Participants should have knowledge of using the Internet.

Medium of Instruction: English for class ST 06-009-03-56.
Cantonese with English terminologies for ST 06-009-03-55.

(Enrolment is limited to 22)

ST 06-009-03-55
Date & Time: Mondays, 8:10-10:10p.m., starting 13, March 2000

Closing Date: 6 March 2000
for Application

ST 06-009-03-56
Date & Time: Fridays, 8:10-10:10p.m., starting 9 June 2000 (3 workshops)

Closing Date: 2 June 2000
for Application

ST 06-009-04-53

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 26)

Tutors : Reggie Wong *B.Sc.(Hull), Consultant - AVIT Solutions Ltd.*
Eric Liang *B.Eng.(Hull), Producer (Design & Production) - AVIT Solutions Ltd.*

Date & Time: Mondays, 7:00-9:00 p.m., starting 10 April 2000 (2 workshops)

Venue : Room S4, Admiralty Learning Centre

Fee : $650

Closing Date for Application: 3 April 2000

ST 06-009-10-51

NEW 新

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。令網頁的影像分割、平面與立體動畫製作、圖檔管理等變得容易。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。掌握這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：認識 HTML 語言及有實際網頁製作經驗。

註：凡修讀本課程學員，在上課期間如即時填寫表格，可獲贈由友立資訊 Ulead Systems 送出 SE 中文版本「WebRazor」軟件一套。

(名額二十二人)

導　師：WUN Tat Shing *BSc. (James Cook U)*

開課日期及時間：2000年4月3日起逢星期一 8:10-10:10p.m. (共三講)

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

Building An E-Commerce Web Site

Enquiries: 2975 5618

NEW 新

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 the 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 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 revenues; secure the transmission of orders and payments with encryption; process credit card transactions with payment gateway systems.

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 18)

Tutor : Carl Y.P. Yau *BSc, MPhil (HKU)*

Venue : Room 2, North Point Learning Centre

Fee : $3,000

ST 06-009-09-51

Date & Time: Tuesdays, 6:30-9:00p.m., starting 14 March 2000 (12 workshops)

Closing Date for Application: 7 March 2000

ST 06-009-09-52

Date & Time: Thursdays, 6:30-9:00p.m., starting 24 February 2000 (12 workshops)

Closing Date for Application: 17 February 2000

ST 06-009-06-52
Internet Services and Websites Development

Enquiries : 2975 5618

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 *BSc., MPhil. (HKU)*

Date & Time: Wednesdays, 6:30-9:00p.m. starting 17 May 2000 (12 workshops)

Venue : Room 708, T.T. Tsui Building, HKU

Fee : $2,700

Closing Date for Application: 10 May 2000

ST 06-008-02-52
Introduction to Java

Enquiries : 2975 5618

Java is a simple, object-oriented, distributed, interpreted, robust, secure, architecture-neutral, portable, high-performance, multithreaded and dynamic programming language. Because of these exceptional features, Java has gained world-wide acceptance especially in 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.
(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 21 March 2000 (10 workshops)

Venue : Room 708, T.T. Tsui Building, HKU

Fee : $2,800

Closing Date for Application: 14 March 2000

ST 06-008-04-51
Java for Enterprise Systems Development

NEW 新

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).

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.

Course Content : Java's Role in Client/Server and Distribution Development ; Java Database Connectivity (JDBC) ; Applying RMI ; Deploying CORBA Objects ; Integrating with Java Servlets ; Building Reusable Bean Components.

(Enrolment is limited to 35)

Tutor : Carl Y.P. Yau *BSc, MPhil (HKU)*

Date & Time: Thursdays, 6:30-9:30p.m., starting 1 June 2000 (12 workshops)

Venue : Room 708, T.T. Tsui Building, HKU

Fee : $3,600

Closing Date for Application: 25 May 2000

COMPUTER AIDED DESIGN/DRAFTING & GIS

ST 06-010-01-52

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 16)

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 19 February 2000 (12 meetings)

Venue : Rm 728, Meng Wah Complex Bldg., HKU

Fee : $900

Closing Date: 12 February 2000 **for Application**

ST 06-010-02-53

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: Cantonese, supplemented with English

(Enrolment is limited to 40)

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

Date & Time: Thursdays, 6:30-9:30p.m., starting 20 January 2000 (7 workshops)

Venue : Room 201, SPACE TST Learning Centre

Fee : $2,200

Closing Date: 13 January 2000 **for Application**

ST 06-010-03-52

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; block 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 40)

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

Date & Time: Thursdays, 6:30-9:30p.m., starting 23 March 2000 (7 workshops)

Venue : Room 201, SPACE TST Learning Centre

Fee : $2,200

Closing Date: 16 March 2000 **for Application**

ST 06-010-04-52

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 courses.

Medium of Instruction: Cantonese, supplemented with English

(Enrolment is limited to 40)

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

Date & Time: Thursdays, 6:30-9:30p.m., starting 18 May 2000 (7 workshops)

Venue : Room 201, SPACE TST Learing Centre

Fee : $2,200

Closing Date: 10 May 2000 **for Application**

ST 06-010-05-52

AutoCAD Customisation

Enquiries : 2975 5647

Most CAD systems provide a number of alternative input, output, and system set-up formats. These features provide choice and flexibility. To create a more efficient CAD production environment, it is essential to customise your CAD system to suit your in-house standards. The University is an authorized AutoCAD Training Centre and a certificate will be awarded.

Topics include: customised mouse; tablet buttons; tablet menu and screen menu; create line types; hatch patterns and text fonts; system variables of AutoCAD; data exchange using DXF and IGES; using script; and introduction to AutoLISP.

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

(Enrolment is limited to 25)

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

Date & Time: Mondays & Fridays, 6:30-9:30 p.m., starting 6, 10,13,17 & 20 March 2000 (5 workshops)

Venue : Room 314, Knowles Building, HKU

Fee : $1,650

Closing Date: 28 February 2000 **for Application**

ST 06-010-10-52

3D Studio Modeling and Rendering

Enquiries : 2975 5647

This course is intended to explain 3D modeling and computer rendering techniques in 3D Studio (3DS). Fundamentals and operation of 3DS are illustrated. Connection with AutoCAD's 3D modeling is also covered. The process for creation of photorealistic picture is shown. The University is an authorized AutoCAD Training Centre and a certificate will be awarded.

Topics include: 2D Shaper; 3D Lofter; 3D Editor; Material Editor; rendering principles and data exchange with AutoCAD.

(Enrolment is limited to 25)

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

Date & Time: Mondays, Wednesdays & Fridays, 6:30-9:30 p.m., starting15,17,19,22,24,26, 29 &31 May 2000 (8 workshops)

Venue : Room 314, Knowles Building, HKU

Fee : $2,700

Closing Date: 8 May 2000 **for Application**



The University is an authorized AutoCAD Training Centre and a certificate will be awarded.

ST 06-010-06-52
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 18)

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

Date & Time: Fridays, 6:30-9:30p.m., starting 26 May 2000 (8 workshops)

Venue : Room 2, North Point Learning Centre

Fee : $2,500

Closing Date for Application: 19 May 2000

ST 06-010-07-52
Digital Video Production Using Personal Computer

Enquiries : 2975 5618

The production of movies using personal computers at a relatively low cost is not possible and this course discusses the concepts and procedures of using personal computers in video production. Following the production of a video tape, participants will learn the skills of the whole process.

Topics include: 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 have the demonstration 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 8 March 2000 (10 meetings)

Venue : Room 727, Meng Wah Complex Bldg., HKU

Fee : $1,250

Closing Date for Application: 29 February 2000

ST 06-007-21-51
數碼影像剪接與VCD製作
Video Editing Workshop Using MediaStudio Pro

NEW 新

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進行修改、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。燒錄在光碟更可供一般 VCD 機播放，及作永久保存。

課程內容：一、如何把錄影帶的影像透過像擷取媒介輸入電腦；二、數碼影像剪接軟件 MediaStudio Pro應用；三、Video Capture把原始題材數碼化；四、Video Editor處理編輯的工作；五、Video Paint視訊彩繪工具加上特別效果令影片更出色；六、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。

(名額二十二人)

導　　師：WUN Tat Shing *BSc. (James Cook U)*

開課日期及時間：2000年5月8日起逢星期一 6:30-9:30p.m.(共四講)

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 06-010-08-52

Introduction to Geographic Information Systems

Enquiries : 2975 5618

Growing attention has been given to the utility of Geographic Information Systems (GIS) as PCs become an indispensable part of our day-to-day business operation. This course gives a brief overview of the basic theory underlying the GIS technology, and its capabilities and applications. It is for people interested in knowing what GIS is and who would like to look into the possible applications of the technology in a business environment.

(Enrolment is limited to 12)

Tutor : Miss Vicky Lam *M.Phil.GIS (HKU)*

Date & Time: Mondays, 7:00-9:00p.m., starting 6 March 2000 (4 meetings)

Venue : Room 728, Meng Wah Complex Bldg., HKU

Fee : $800

Closing Date for Application: 28 February 2000

ST 06-010-09-52

Geographic Information Systems in Business

Enquiries : 2975 5618

Geographic Information Systems (GIS) help us find our business competitors, locate optimum sites for our new offices and plan routes for goods dispatch/ service delivery. Using ArcView GIS this course gives those with a basic understanding of GIS some hands-on experience on the use and application of the technology, and some ideas on how to develop their own GIS.

(Enrolment is limited to 12)

Tutor : Miss Vicky Lam *M.Phil. GIS (HKU)*

Date & Time: Mondays, 7:00-9:00p.m., starting 8 May 2000 (5 workshops)

Venue : Room 210, Run Run Shaw Building, HKU

Fee : $1,000

Closing Date for Application: 1 May 2000

AS 06-010-12-51

NEW 新

電腦化珠寶設計及首辦製作入門
Introduction of Computer Aided Jewellery Design using JCAD-STUDIO

查詢電話: 2975 5646

隨著電腦設計及快速首辦造型生產技術的普及，珠寶業已進入電腦自動化時代，突破傳統手工藝的界限。本課程教授之軟件JCAD於日本開發，特別為專業設計珠寶首飾而設。此系統操作簡易，樣本庫設有各式各樣首飾設計供參考，可直接匯入立體實件組合，不需輸入繁複的數據，更可配合一些特別工具，如快速立體鑲口等，讓使用者可輕鬆自由地創作出理想的設計。應用JCAD無需有深厚的設計經驗或專業繪圖知識，絕對適合專業或業餘珠寶設計師應用。

課程內容包括：一、認識電腦設計珠寶首辦之製作過程及應用硬件；二、視窗控制及珠寶設計工具列的使用；三　電腦設計線條建立及立體件首飾創製；四、指環及鑲口自動繪製；五、設計樣本庫使用及修正；六、設計組合及編輯；七、複雜曲面結構之首飾設計技巧；八、快速珠寶首辦製造原理與應用

入學資格：須有基本電腦操作經驗。

(名額二十二人)

導　　師：Louis Lui *MSc., BSc., CEng., CPEng, MHKIE.*

開課日期：2000年3月14日起 9:30-12:30p.m.及1:30-4:30p.m. (共二講)

及 時 間　2:00-4:30p.m.(共四講)

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：$1,200

註：本課程與「香港珠寶科技與管理協會The Hong Kong Jewellery Technology and Management Association」合辦。

C H I N E S E　　C O M P U T I N G

ST 06-011-01-54

倉頡輸入法
Chinese Input Method

查詢電話: 2975 5646

隨著中文電腦的普及，中文輸入便成為使用中文電腦的必修課程。本課程重點介紹倉頡輸入法的有關規則，並配以一人一機的電腦操作實習，使學員熟悉在電腦上輸入中文。

導　　師：陳耀輝先生

開課日期：2000年5月6日起逢星期六
及 時 間　2:00-4:30p.m.(共四講)

地　　點：北角教學中心2室

全期學費：$900

(名額十八人)

ST 06-011-06-54

中文文書處理
Chinese Wordprocessing

查詢電話：2975 5618

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，這個課程就是根據必文考試的要點，為您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、應用中文Word的編輯功能完成初級考試文件的要求進行實際操練；八、應用中文Word的編輯功能完成中級考試文件的要求進行實際操練。

(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6月13, 15, 20, 22, 27及29日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 06-011-07-54

中文電腦在互聯網上的應用
Chinese Applications in the Internet

查詢電話: 2975 5618

概述：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的必要手段。中文是香港大部份市民的母語，設立中文界面對公共服務電子化計劃成功十分重要。目前，以中文進行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問題。中文在互聯網上的使用情況、應用方法、前景已受到各界的關注。在使用上更急於發展在資訊和電子貿易，中英並用。本課程將在這方面為您提供全面知識，並可解決中文在互聯網上應用上的各種問題。

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5月15, 17, 22, 24, 29及31日逢星期一及三6:30-9:30p.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

S E M I N A R S

Introduction to User Interface Design and Usability

NEW 新

Enquiries : 2975 5618

Introduction

The seminar will provide an introduction to usability, user centered design and the fundamental principles that make up a usable screen design. How can a user interface be designed to ensure it best meets the needs of the users?What is user-centered design and why is it so critical to the design of successful interfaces?How can usability cut your development budget?

Course Content : introduction to Usability; what is user centered design; current web statistics; design principles; usability and the web; examples of bad web design; development method; usability testing; case study.

(Enrolment is limited to 70)

Tutor : Daniel Szuc *BSc(IT) (Melbourne U), Internet Consultant, Apogee internet Division Ltd.*

Venue : To be confirmed

Fee : $500

ST 06-075-07-51

Date & Time: Friday, 7:30-9:30p.m.,starting 25 February 2000(2 meetings)

Closing Date for Application: 18 February 2000

ST 06-075-07-52

Date & Time: Friday, 7:30-9:30p.m.,starting 7 April 2000 (2 meetings)

Closing Date for Application : 31 March 2000

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

TEL電話 : 2975 5619 FAX傳真 : 2975 4953

ST 18-801-00 (91)

Master of Applied Science
Library and Information Management

Stage 2 Admission - Charles Sturt University

Enquiries: Miss Roseanne Ko, Tel.2975 5647 or Dr. F. T. Chan, Tel.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.

Course Director

Dr. Kan L.B. *BSc(H.K.)., MA, MLS(Calif.), PhD(H.K.), ALAA, MIInfSc, FHKLA, HonDLitt(CSU), Honorary University Fellow(HKU), Senior Library Consultant, HKU*

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.

Assessment

The assessment of each subject is based on assignments and written examinations.

Application

Applications for the next intake to be confirmed (either July 2000 or February 2001).

Note: Stage 1 of the programme is equivalent to the Graduate Diploma of Applied Science (Library and Information Management)

Library and Information Management	Teacher Librarianship	Information Technology (Graduate Diploma Entry Only)
One Elective from: INF 413, INF 420	ETL 401	N/A
One Elective from: ITC 561, LSC 503, LSC 508	ETL 523	ITC 561
One Elective from: INF 511, ITC 501, LSC 506	ETL 522	ITC 501
One Elective from: LSC 505, LSC 506, ITC 540	ETL 521	ITC 540
INF 501	INF 501	ITC 470, ITC 503
One Elective to be advised later	ETL 402	N/A

Programme Structure (Stage 2)

Students are required to study four to six papers in one of the three streams depending on their academic background. The papers are based on distance learning study packages with tutorials supported by local Tutors. Study sessions will be conducted by staff of CSU when they visit Hong Kong.

ETL 401	Introduction To Teacher Librarianship ST 18-801-02 (81)
ETL 402	Childrenís Literature for Teacher Librarians ST 18-801-56 (91)
ETL 521	The Teacher Librarian in the Learning Community ST 18-801-11 (91)
ETL 522	Information Service Provision ST 18-801-08 (91)
ETL 523	Information Policy Issues ST 18-801-04 (91)
INF 413	Information Technology in Libraries ST 18-801-03 (81)
INF 420	Special Topics in Library Management ST 18-801-01 (81)
ITC 501	ReadingsinInformationStudies ST 18-801-58 (91)
INF 511	Advanced Information Retrieval ST 18-801-06 (91)
ITC 470	C++ OO Programming Concepts ST 18-801-54 (91)
INF 501	Strategic Information Management ST 18-801-53 (91)
ITC 503	Comparative Information Modelling ST 18-801-55 (91)
ITC 540	Data Communication: Design & Management ST 18-801-12 (91)
ITC 561	Expert Systems & TheInformation Professional ST 18-801-01 (91)
LSC 503	Collection Assessment & Evaluation ST 18-801-02 (91)
LSC 505	Information Personnel Management ST 18-801-09 (91)
LSC 506	Sources of Power & Funding in Information Agencies ST 18-801-10 (91)
LSC 508	Information Services to Business & Industry ST 18-801-03 (91)

ST 18-101-00
Diploma in Librarianship

Enquiries: Miss Edith Au 2975 5619 or Dr. F.T. Chan 2975 5651

Applications are invited from people interested in studying a three-year part-time course leading to a "Diploma in Librarianship" award. This is a training programme offered by SPACE in co-operation with the Hong Kong Library Association. In addition to teaching general theory and practice, the course has been specially designed to take into account local requirements.

This course is jointly organized with Charles Sturt University (CSU), Australia. In addition to the award of the "Diploma in Librarianship", students of this course can also register with CSU at the same time. On successful completion, students can obtain the SPACE/HKLA Diploma in Librarianship award and the CSU "Graduate Diploma of Applied Science (Library and Information Management)" award.

This course is accredited by the Australian Library and Information Association (ALIA) for professional recognition.

Course Director
Dr. L.B.Kan *BSc (HK), MA, MLS (Calif.), PhD (HK), ALAA, MIInfSc, FHKLA, HonDLitt(CSU), Honorary University Fellow (HKU), Senior Library Consultant, HKU*

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).

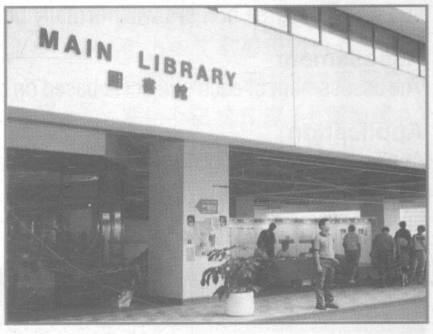
Further Studies
Graduates of this course can go on to study for the Master of Applied Science (Library and Information Management) degree of CSU. This Master course is offered in Hong Kong jointly with SPACE.

Application
Applications for the next intake to commence in February 2001 will be invited in November 2000.

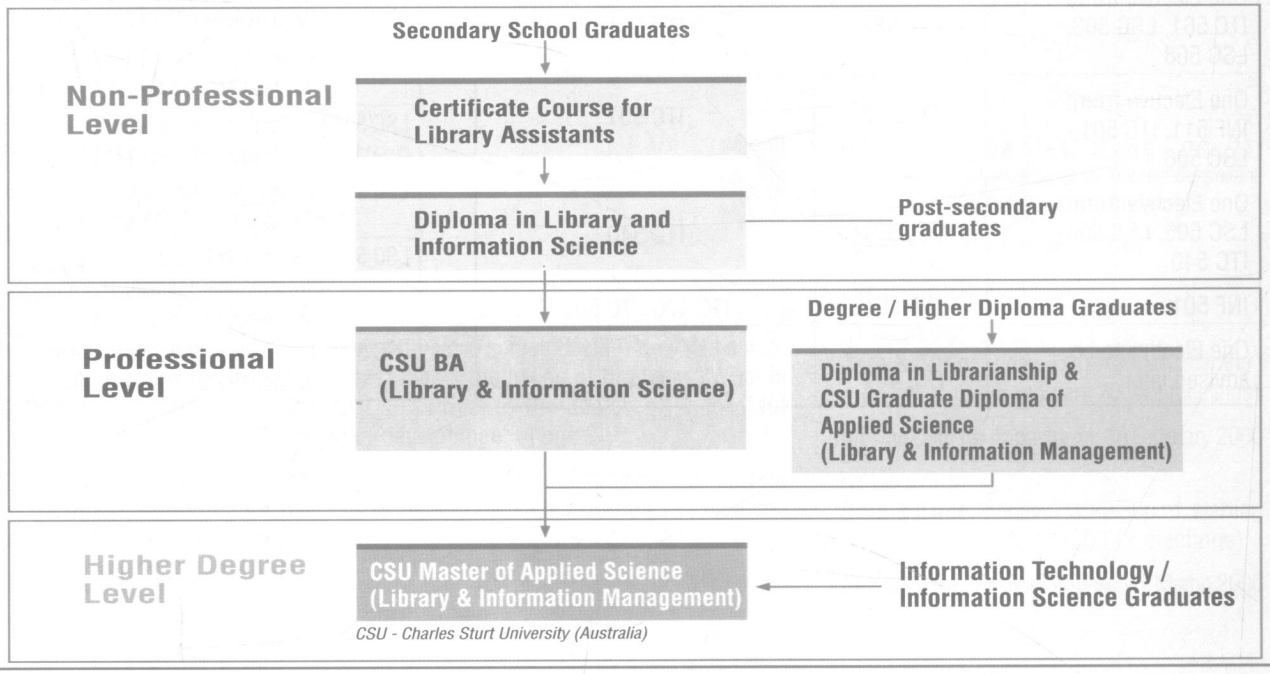
Programme Structure
Students will have to take eight papers* over 2 years and 8 months. Four papers will be taught in the face-to-face teaching mode and four papers will be taught in the distance education (DE) mode supported by lectures and residential schools conducted in Hong Kong.

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.



Library & Information Science Education Opportunities at SPACE



ST 18-102-00 (91)
Diploma in Library and Information Science

Enquiries : Miss Edith Au, Tel. 2975 5619 or Dr. F.T. Chan, Tel. 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.

Course Director
Dr. L.B.Kan *BSc (HK), MA, MLS (Calif.), PhD (HK), ALAA, MIInfSc, FHKLA, HonDLitt(CSU), Honorary University Fellow (HKU), Senior Library Consultant, HKU*

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 and the Professional Study Visit. Students who have studied relevant subjects may request exemption. There will be partial refund for exempted subjects.

Students with appropriate experience may also gain exemption from the Professional Placement and some of the Professional Study Visits. There will be no refund for exempted practicum subjects. Request 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. This master course is offered in Hong Kong jointly with SPACE.

Application
Applications for the next intake to commence in February 2001 will be invited in November 2000.



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.

Programme Structure and Content
Students are required to take thirteen subjects - eleven compulsory subjects, two electives and three practicum subjects, plus a compulsory study school. All subjects will be taught in the distance education mode with study packages supplied by CSU. SPACE will provide support teaching in the form of tutorials of around twelve hours per subject. Students will study about five papers a year. The duration of studies will normally be three years.

Compulsory Subjects (11 subjects plus a residential school):

INF 100	Library & Information Services
INF 101	Information Seeking
INF 102	Organising Information
INF 109	Compulsory Residential School
INF 200	Library Supervision & Management
INF 201	Collection Management
INF 202	Information Sources & Services
INF 301	Contemporary Library Management
INF 302	Information Management in Organisations
INF 303	Information Society Issues
INF 304	Performance Evaluation for Libraries
ITC 115	Information Technology in Libraries

Electives: two subjects from the following:

ETL 401	Introduction to Teacher Librarianship
INF 314	Advanced Information Retrieval
ITC 125	Information Superhighway

Practicum Subjects:

INF 107	Professional Study Visit - three library visits
INF 207	Professional Placement - two weeks
INF 307	Professional Activities - 30 hours of professional activities such as seminars, training sessions, conferences, workshops, committee membership meetings, etc.

ST 18-103-00 (91)
Certificate Course for Library Assistants

Enquiries : Miss Angie Ng 2975 5645 or Dr. F.T. Chan 2975 5651

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 childrenís libraries.

Entry Requirements
Five subjects (including English for the English course, English and Chinese for the Chinese course) at Grade E or above in the Hong Kong Certificate of Education or equivalent.

The next course will commence in September 2000. Applications will be invited in June 2000.

Course Directors
Dr. L.B. Kan *BSc(HK), MA, MLS(Calif.), PhD(HK), ALAA, MIInfSc, FHKLA, HonDLitt(CSU), Honorary University Fellow(HKU), Senior Library Consultant, HKU*
Wan Yiu Chuen *BA(HK), Mphil(Wales), ALA, Sub-Librarian, HKU*

Course Contents
Part 1: Library Routines and Methods
No. of Meetings: 36

Part 2: General Library Principles and Practice
No. of Meetings: 16

Part 3: Children and School; Libraries
No. of Meeting: 8

Part 4: Practical Work and Visits to Libraries

ST 18-013-01-01
Library of Congress Classification

Enquiries: 2975 5619

This course covers the basic theories and structure of the Library of Congress Classification, which originated in the United States and has become the most widely used classification scheme in university and research libraries. Examples will be taken from different classes of the scheme to illustrate the use of the classification with the application of the tables. Students will be given time to do practical work in the class.

Medium of Instruction : Cantonese, supplemented with English.

Tutor : C.F. Lee *MA(HK), MS(Columbia), FHKLA*
Date & Time: Wednesdays and Fridays, 6:30 - 8:30 p.m., starting March 22, 2000 (6 meetings)
Venue : Room 121 Main Bldg., HKU
Fee : $680

ST 18-013-02-02
Introduction to Cataloguing and Classification

Enquiries: 2975 5619

This course covers the cataloguing of printed books based on the AACR2 and Cataloguing Rules used in China and Taiwan. It also gives a brief introduction to Dewey Decimal Classification and Lai Chinese Classification.

Medium of Instruction: Cantonese, supplemented with English.

Tutor : C.F. Lee *MA(HK), MS(Columbia), FHKLA*
Date & Time: Wednesdays & Fridays, 6:30 - 8:30 p.m., starting 12 April, 2000
Venue : Room 121 Main Bldg., HKU
Fee : $680

Engineering 工程學

TEL電話 : 2975 5645 FAX傳真 : 2975 4953

ST 10-019-01-52
改進服務行業的品質
Quality Improvement in the Service Industry

目標:本課程為提供顧客服務機構的經理人和前線行政人員而設, 主旨在幫助學高品質管理的能力，改善服務及面對提高品質的挑戰。

課程除了提供品質管理的基礎概念和理論外，亦會透過成功的個案作說明。重點在於品質管理的知識，技能和技巧，及如何推行顧客服務品質改進。

完成課程後，學員應可：明白品質管理的術語及其定義；認識品質管理的基礎原理；制定機構的服務改進策略；增進對顧客概念的認識；實行品質推廣和服務改進；改進服務的技能及技巧

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;顧客服務的機構策略目標;競爭性品質推廣的簡介;前線服務的應對技能;服務支援的交往;和有效的工作團隊建設。以成功個案如Yokagawa, Hewiett-Packard來說明。三、改道工具:包括Kaizen或不斷改進的概念;推行品的工具;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。

講　　師：蘇國良先生

開課日期：2000年4月10日起每星期一

時　　間：6:45-9:15p.m.(共六講)

地　　點：(另行通知)

學　　費：$800

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

ST 10-019-02-52

Introduction to TQM and ISO 9000

Tutor : Becky Poon *MBA (BA) in TQM*

Date & Time: Thursdays, 6:45 - 9:15 p.m., starting 17 February 2000 (6 meetings)

Venue : Admiralty Learning Centre

Fee : $1,780 (a set of handbooks included)

This course discusses how thousands of organizations, large and small, have faced their customers, shareholders, competitors, and bank managers with confidence, knowing that they have 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)

AS 10-109-03-01

ISO 9000 Documentation System

Tutor : Becky Poon *MBA (BA) in TQM*

Date & Time: Thursdays, 6:45 - 9:15 p.m., starting 6 April 2000 (5 meetings)

Venue : Room 103 Shun Tak Centre

Fee : $1,500 (a set of handbooks included)

Participants will learn how to develop a Quality Manual and control the documentation of a Quality System which will reduce costs and increase savings by keeping track of paperwork. The course continues with ISO Clauses 4.2 Quality systems, and introduces Clauses 4.5 Document and data control and 4.16 Quality records.

Topics include: Quality manual, Procedure Writing, TQM & ISO 9000 Style Manual, Document and Data Control, and Quality System.

The course caters for 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)

ST 10-019-04-00

Workshop on Calibration

Introduction

Calibration is one of the requirements of the ISO 9000 and ISO Guide 25 series of quality standards. With the adoption of the ISO Guide to the Expression of Uncertainty in Measurement by major organisations internationally (e.g. BIPM, IEC, IFCC, ISO, IUPAC, IUPAP, OIML), calibration laboratories and the testing community are taking steps in applying the Guide in estimating, evaluating and presenting measurement results. This 3-day intensive workshop aims to provide a practical treatment of the topics of calibration and the application of the ISO Guide to the Expression of Uncertainty in Measurement to real-life calibrations and measurements.

This course is jointly organized with the Electronic Services Unit, The University of Hong Kong.

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

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.

(Enrolment is limited to 20)



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).

Workshop Schedule

First Day (Wednesday) Lecture and tutorial

Visit Calibration Laboratory of Electronic Services Unit

Second Day (Thursday) Lecture and tutorial

Third Day (Friday) Lecture and tutorial

Practical Sessions

Due to the arrangement of practical work, seats are limited for the workshop. Applications will be entertained strictly on a first-come-first-served basis. Early enrolment will permit specific practical examples to be prepared for attendees of the workshop and is highly recommended.

Tutors

S.H. Lau and K.P. Li, Electronic Services Unit, HKU.

Venue

20/F., Hing Wai Centre, 7 Ton Wan Praya Road, Aberdeen

ST 10-019-04-53

22, 23 & 24 March, 2000
(Wednesday, Thursday and Friday)
9:00 a.m. - 5:00 p.m.

ST 10-019-04-54

May 17, 18 & 19, 2000
Wednesday, Thursday and Friday
9:00 a.m. - 5:00 p.m.

Fee

$5,800 including lecture notes, tea and lunch for three days and a Statement of Attendance.

ST 10-019-05-52

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 prepare them with skills in implementing and integrating safety management systems in their daily work.

Topics include: Effective safety and health concepts; Risk management; Safety plan and safety auditing; Business integration.

Medium of Instruction : Cantonese supplemented with English

Tutor : Gary K.L. Soo *CEng RPE(Civil, Structural) MIStructE, MICE, MHKIE, MIQA, FHKIArb*

Date & Time: Mondays, 6:45 - 9:15 p.m., starting 21 February 2000 (6 meetings)

Venue : To be confirmed

Fee : $800

ST 10-019-06-52

Practical Tools for Engineering Quality Improvement

This course aims to provide participants with 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 : Gary K.L. Soo *CEng RPE(Civil, Structural) MIStructE, MICE, MHKIE, MIQA, FHKIArb*

Date & Time: Thursdays, 6:30-9:10p.m., starting 6 April 2000 (3 meetings)

Venue : Room 102, 10/F. Shun Tak Centre

Fee : $500

ST 10-019-07-52

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 dispute.

Topics include: Dispute Support Planning; Tactics in Contract Documents; Project Information Control and Alternative Dispute Presentation.

Tutor : Gary K.L. Soo *CEng RPE(Civil, Structural) MIStructE, MICE, MHKIE, MIQA, FHKIArb*

Date & Time : Thursdays, 6:30- 9:10p.m., starting 4 May 2000 (3 meetings)

Venue : Room 102, Shun Tak Centre, 10/F.,

Fee : $500

ST 10-014-01-52

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 : T.S. Li MSc *MHKIE, MCIOB, MIOSH*
Daniel H.W. Chan *BEng(Hon), MIFireE*

Date & Time: 6 May 2000 (Saturday) 2:00-5:30p.m. (1 meeting)

Venue : Room 1802, AIA Tower.

Fee : $600

ST 10-014-02-52

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 on Fire Engineering Software (FPETOOL software and other fire engineering software).

The course is suitable for people involved in the design and installation of fire protection systems.

Medium of Instruction : English

Tutors : Albert T.S. Tang *BEng(Hon), FIFireE*
Daniel H.W. Chan *BEng(Hon), MIFireE*

Date : 20 May 2000 (Saturday) 2:00 p.m. - 5:30 p.m. (1 meeting)

Venue : S20, Admiralty Learning Centre

Fee : $600

ST 10-014-03-52

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 mean to commit error 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 : Mary Lee *Organisational Psychologist and Clinical Psychologist M.O.P.(UQ), M.Soc. Sci.(HKU)*

Date & Time: Tuesdays, 6:35 - 9:35 p.m., starting 28 March 2000 (5 meetings)

Venue : AIA Tower

Fee : $1,100

AS 10-019-09-52

Law for Engineers
工程師法律常識須知

Professional engineers are facing complicated problems and complexities of applicable ordinance and court decisions. There are also increasing pursuits 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 : Barry Chin *B.Sc., M.B.A. LL.B. (Hons), C.Eng., P.Eng., R.P.E.*

Date & Time: Saturdays, 2:30 - 5:00 p.m., starting 4 March 2000 (10 meetings)

Venue : Admiralty Learning Centre

Fee : $1,500

ST 10-014-04-01

Air-borne Infections and Environmental Health

NEW 新

Nowadays, the importance of air-borne infection with environmental (habitat) safety and health is increasingly appreciated. This has also prompted to the Government's proposed implementation of regulations on water tower, cooling plant and indoor air quality control. This course aims to introduce the types of microbial pathogens which are associated with air-borne infections, their detection and control. This course will be particularly attractive to environmental engineering professionals and should help to equip them with the required knowledge for implementation, regular monitoring and integration of safety management in their daily work. Other related environmental or health professionals are also welcome to apply. Lectures will be supported by demonstration when applicable.

Topics include: What is bacteria/fungi; Bacterial and fungal presence in the environment; Health issues relating to micro-organisms or their by-products; Modes of transmission; Airborne pathogens (including Mycobacteria tuberculosis, Legionella and influenza virus); Other pathogenic micro-organisms and their significance; Indicator micro-organisms and their significance; Methods of sampling (indicator and pathogenic micro-organisms); Pro's and con's of different methods; Total bacteria and total fungal count in air as an air quality guide; Current practices and guidelines; Decontamination and disinfection and use of devices in controlling indoor air microbiology.

Medium of Instruction : English

Tutors : S.P. Ng *B.Sc. (W. Ont.); Ph.D. (HK); Cert. HACCP (RIPHH, UK)* *W.C. Yam FIBMS (UK); B.Sc. (London); M.I.Biol.; C.Biol. (UK); Ph.D. (HK)*

Date & Time: Monday to Friday, 6:00p.m. to 8:00p.m. starting 21 February 2000. (5 sessions)

Venue : Room 134, University Pathology Building, Queen Mary Hospital, Pokfulam Road, Hong Kong

Fee : $ 1,300

Pharmaceutical Science & Environmental Science 藥物科學及環境科學

TEL電話 : 2111 3471 FAX傳真 : 2527 0112

ST 33-102-00 (91)
Diploma in Pharmaceutical Sciences
(Part I of B.Sc. in Pharmaceutical Studies)

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 the 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 business and industry sectors; such as in positions of sales, marketing, technical training, clinical trials coordination and pharmaceutical aspects of health promotion.

Entry Requirements
The following are eligible for admission to the 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; or

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 and at least three years of relevant experience in the pharmaceutical industry; or

Application Procedure
The next intake will be in September 2000.

Programme Structure
The entire diploma and degree curricula consists of three parts:
- Two years of part-time study in Hong Kong (Part I) leading to the Diploma in Pharmaceutical Science award by SPACE.
- One year of part-time study in Hong Kong (Part II) leading to the B.Sc. in Pharmaceutical Studies award by the University of Sunderland.
- One year of full-time study in UK (Part III) leading to the B.Sc.(Hons) award by the University of Sunderland.

Fee
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 fee: $150 (non-refundable)

ST 33-101-00 (91)
Certificate Course in Pharmacology and Pharmaceutical Management

This course has been designed in conjunction with the Hong Kong Association of Pharmaceutical Industry (HKAPI). It aims to provide a curriculum to form a sound basis for the future career advancement of personnel working in the pharmaceutical industry.

Entry Requirements
- 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

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.

Fee
$8,300

Mathematics / General Science 數學/科學

TEL電話 : 2975 5683 FAX傳真 : 2858 3404

ST 27-101-00 (91)
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, and the turfgrass manager needs to have a thorough understanding of plant and soil science in addition to turfgrass management techniques. This certificate course is designed to provide the fundamental and practical concepts of soil science and turfgrass management for practising horticulturists as well as for those 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 amelioration and 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.

Entry Requirements
Students should possess three 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.

Application Procedure
To apply please return the completed application form together with photostat copies of the relevant certificates and one passport size photograph to Mr. Tommy Tsang at SPACE, HKU. For further information and application forms, please contact Mr. Tommy Tsang. (Tel : 2975 5683 or Fax : 2858 3404).

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.

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

Teaching Schedule
The course is offered on a part-time basis and extends over 38 teaching weeks. The next course will probably start in February 2000. Students will attend lectures once a week for two hours each.

Venue
Teaching will be conducted in the University's main campus for the first 17 weeks and in the School's learning centres for the rest of the course. On-site teaching and demonstrations will be arranged as appropriate (with some scheduled outside the usual teaching hours) in addition to normal classroom lectures.

Fee
$9,000

ST 27-103-00 (91)
Certificate Course in Landscape Design

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 structured for those whose career is related to landscape work or who are seeking responsibilities in landscape management, as well as for those who take a cultural interest in landscape design.

Aims/Objectives
- 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 issued by SPACE.

Entry Requirements
Students are expected to possess three 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.

Medium of Instruction
English supplemented with Cantonese.

Teaching Mode
A variety of methods will be used, including lectures, site visits, computer workshops, case studies and perhaps mini-projects.

Application Procedure
To apply, please return the completed application form together with photostat copies of the relevant certificates and one passport size photograph to at SPACE HKU Mr. Tommy Tsang. For further information and application forms, please contact Mr. Tommy Tsang. (Tel : 2975 5683 or Fax : 2858 3404).

Staff in-charge
Dr. Stephen Wu

Lecturers and Tutors
Part-time lecturers appointed by SPACE will be responsible for the teaching. They include:

L.H.C. Chen *B.Sc., M.L.A.(Cornell), A.S.L.A.*

C.K. Wong *B.Arch.(H.K.), M.L.A.(Penn), Dip.T.P.(Lond.), R.I.B.A., R.T.P.I., H.K.I.A., H.K.I.P., A.L.I., H.K.I.L.A.*

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)

Teaching Schedule
The course is offered on a part-time basis and extends over 10 months, with 100 or more contact hours. The course will start in February 2000. Students will normally attend lectures once a week (3 hours).

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.

Fee
$13,000

索取2000年秋季課程手冊 To receive Autumn Prospectus 2000 • P.330 請參閱第330頁 Pls refer to P.330

ST 27-105-00 (91)
Certificate in Statistics: Practical Survey Sampling

Introduction
SPACE is offering a one-year Certificate Course in Statistics Practical Survey Sampling to provide a basis for future work in probability and statistics. This course also offers 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.

Entry Requirements
Students should possess same knowledge of in Mathematics or Statistics at the HKCEE or GCSE level.

Progression Routes
Students who have enrolled on the course 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. Students would be entitled to the grade of Graduate Statistician upon successful completion of the Graduate Diploma and could become a Chartered Statistician after accumulating the required length of work experience. The Diploma and Graduate Diploma in Statistics are now in the process of planning by the School and it is expected that they will also be offered on a part-time basis to students who have successfully completed the programme at the Certificate stage.

Delivery
The course will be taught by face-to-face lectures supplemented with tutorials. Each meeting will last for three hours on weekday evenings. Teachings should be conducted in 20 teaching weeks within one calendar year. Teaching will be conducted in English and may be supplemented with Cantonese where appropriate. The number of contact hours is about 100, which includes 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

Application Procedure
To apply, applicants must return the completed application form together with photostat copies of the relevant certificates and one passport size photograph to Mr. Tommy Tsang on 9th Floor, T.T. Tsui Building, The University of Hong Kong. For further information and application forms, please contact Mr. Tommy Tsang (Tel: 2975 5683 or Fax: 2858 3404).

Course Structure
The Certificate Course comprises two 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

Venue and Time
Teaching will be conducted on Tuesday and Thursday evenings from 6:30 to 9:30 p.m. in Room 1001-A, 10/F., Shun Tak Centre, West Tower, Connaught Road Central, Sheung Wan, Hong Kong, starting April 11, 2000.

Fee
The course fee will be $8,000. Students will be required to pay additional fees for supplementary examination and other re-assessments.

ST 27-014-01 (91)
Pest Control and Pesticide Safety Programme

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.

Pest Control
SPACE now offers 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
This PSP consists of a **Pest Control and Pesticide Safety Core Course** covering: 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 duration of the course will be 20 hours (inclusive of a written assessment at the end of the course). **Lectures will be conducted in Cantonese**, supplemented with English when necessary.

Assessment
Students will be awarded a Statement of Proficiency upon passing a written test held at the end of the course.

Tutors
Lectures will be conducted by a panel of pest control professionals employed in the public and private sectors.

Teaching Schedule
Dates and time

8:00 - 10:00 p.m. on February 22 to May 2, 2000 (9 meetings)

Venue
Rm 1001-C, The Hong Kong Institite for Promotion of Chian Cithore, Shu Tak Centre, 10/F

Fee
$2,200

Apart from this core course, a number of **Category Training Elective** courses are in the process of development, including :

- Ornamental and Turf Pests
- Structural Pests
- Health Related Pests
- Fumigation

Each of these elective courses may last for 40 hours and participants who have successfully completed both the Core Course and a Category Training Elective will be awarded a certificate.

ST 27-015-01-03
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 this course relevant. Topics to be discussed include: elementary probability; probability distributions including the binomial, Poisson and Normal; sampling distributions including the Normal, t-, chi-square and F distributions; confidence interval and hypothesis testing; regression analysis and correlation. Lectures will be conducted in Cantonese.

Tutor : W.K. Tsui *Ph.D.(UCLA)*

Date & Time: Thursdays, 6:30 - 8:00 p.m. starting 24 February 2000 (11 meetings)

Venue : Rm G03, James Lee Science Building HKU

Fee : $800

ST 27-015-04-02
GMAT Mathematics and Logic

This is a course designed for those who intend to take the official Graduate Management Admission Test. Two types of GMAT questions will form the subject for discussion: 1. Problem Solving; 2. Data Sufficiency. The course provides revision lectures and practice tests, aiming at improving participants' basic mathematical skills and ability to reason quantitatively. Tactics for solving different question types will also be discussed. The course will be conducted in Cantonese, supplemented with English.

Tutors : S.K.H. Sim *BEng (QUT)*

Date & Time: Mondays, 8:15 - 9:45 p.m. starting 6 March 2000 (6 meetings)

Venue : Rm 122 Main Building HKU

Fee : $510

ST 27-015-11-01

Operations Research

This is a course 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 : W.K. Tsui *PhD (UCLA)*

Date & Time: Wednesdays, 8:05 - 9:35 p.m. starting 23 February 2000 (12 meetings)

Venue : Rm M151 Main Building HKU

Fee : $1,200

ST 27-015-12-01

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 : W.K. Tsui *PhD (UCLA)*

Date & Time: Mondays, 8:05 - 9:35 p.m. starting 21 February 2000 (12 meetings)

Venue : Rm M237, Main Building HKU

Fee : $1,200

ST 27-016-08

The Earth Files - Our Home Planet Through Space and Time

Enquiries : 2975 5683

How much do we really know about this home world of ours? For example: 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 : Eddy W.C. Lee *B.Sc.(Hons.) (H.K.), Ph.D.(N.S.W.)*

Date & Time: Tuesdays, 6:30 - 8:00p.m. starting February 22, 2000 (6 meetings)

Venue : Rm M121 Main Building HKU

Fee : $450

ST 27-018-01-02

私人機師執照筆試理論課程
FAA Private Pilot Licence Ground Course

查詢電話：2975 5683

飛行是很多人的童年夢想，學習飛行不單是學習控制高科技機械，它更可訓練邏輯思維，所學的通識學科範圍有趣而實用。這課程旨在向公眾人士推廣航空知識，使飛行活動普及化；透過學習飛行的基本技巧和所需的相關知識，讓有意加入飛行活動的人，對這項活動有充份的瞭解，並鼓勵有興趣考取機師執照的學員，加入無國界的天際，享受遨翔之樂。

課程內容包括：航空法及美國聯邦民航規例；流體力學與飛行練習地面課程；氣象學及導航；電訊詞彙與通訊；飛機結構和輔助系統；飛行活動與人體反應。如學員的出席率達八成以上及在模擬筆試合格，可獲主講的美國聯邦民航局飛行教練簽發的批文，自行報考有關的私人機師執照筆試。

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2月21起逢星期一及星期二 6:30-9:30p.m.（共十四講）

地　點：香港中華文化促進中心1001-C室（信德中心十樓）

全期學費：$2,700

ST 27-016-02-01
天文學入門
Introduction to Astronomy

查詢電話：2975 5683

導　　師：黃衍蕃先生

開課日期：2000年3月30日起逢星期四
及 時 間　8:15-9:45p.m.(共八講)

地　　點：香港大學本部陸佑堂M122室

全期學費：$570

天文學可說是一門古老，但亦是最尖端的科學之一。近年由於太空科技的急速發展，很多宇宙的奧秘亦逐漸被揭開。鑑於自香港太空館於多年前成立以來，香港市民對天上的日、月、星辰漸感興趣，本課程藉此向愛好天文學的人士提供一個較系統性的系列專題講座。

內容包括：天文學的發展歷程、太陽、月球、行星世界、恆星、星雲、星團、銀河系等的概括認識。此外，還會對恆星演化、黑洞、外太空生命、宇宙起源等有趣問題加以探討。同時亦會介紹如何認識星空及使用望遠鏡觀察等實用技術。如天氣情況許可，還會安排一次實地觀星活動。

ST 27-016-03-01
星空觀測入門
Introduction to Celestial Observation

查詢電話：2975 5683

導　　師：黃衍蕃先生

開課日期：2000年6月1日起逢星期四
及 時 間　8:00-9:30p.m.(共九講)

地　　點：香港大學梁銶琚樓G101室

全期學費：$650

宇宙的奇景異象，引人入勝。不過對初入門的天文愛好者來說，星海中的一切似乎高不可測，難於捉摸。本課程將從最簡單的星座認識開始，介紹西方的星空神話傳說，中西星空觀念之異同，星圖的種類與使用,望遠鏡的選擇與應用，肉眼及望遠鏡中可見的各種天象奇景，四季的星空巡禮及未來廿年的天象先睹等。參加者將會掌握觀星的技術及懂得安排自己星海漫遊的旅程。如天氣情況許可，講座後將安排短暫的觀星實習，亦另會安排一次郊外觀星宿營活動(自費)。

ST 27-016-07-01
科學與歷史
Science and History

查詢電話：2975 5683

教授語言：粵語

導　　師：李偉才先生 *B.Sc.(Hons.), (H.K.), Ph.D.(N.S.W.)*

開課日期：2000年4月11日起逢星期二
及 時 間　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：$380

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互相關係。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。

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。

學部一些課程是短期入門課程，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。



Arts & Humanities
文學及人文學科

Art & Design 藝術及設計
History & Archaeology 歷史及考古學
Languages & Literature 語言及文學
Museum Studies 博物館學
Music 音樂
Oriental Studies 東方研究
Philosophy 哲學
Theatre Studies 戲劇研究
Translation 翻譯

Programme Directors and 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
Kennedy, P. 甘令德
Lung, Rachel W.C. 龍惠珠
Chan, Renée P.L. 陳碧蓮
Chow, Amy Y.M. 周婉美
Kan, Sam C.F. 簡頌輝

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

Art & Design 藝術及設計

電話 : 2975 5761-2 傳真 : 2546 0295

DIPLOMA COURSE • 文憑課程

AH 02-103-01(91)
Diploma in Interior Design

Enquiries : 2975 5761

Objectives
At the start of the 21st century, we are learning how to live in harmony with nature, despite unprecedented social and technological changes to our built-environment. However, there is an on-going need in the region for professional, far-sighted designers who can adopt a holistic approach to design to ensure a healthy built-environment for future generations.

This Diploma Course is a comprehensive interior design programme that focuses on conceptual analysis and creative problem-solving. The intensive curriculum will enable participants to:

- understand interior design in its historical and contemporary contexts;
- develop and refine their aesthetic sensitivity and creativity;
- become aware of the responsibilities and potential liabilities of interior designers;
- formulate and communicate their ideas, by both verbal and visual means.

Assessment
Students will be assessed according to:

- their overall commitment to their studies;
- the degree to which they participate in class;
- the quality of their assignments and Final Portfolio.

Course Personnel
The teaching team consists of practising architects and interior designers. Professionals in the field will also be invited to give talks on various topics.

Coordinator/Tutor

Barrie HO *B.A.(A.S.)(Hons.), M.Arch. (Dist.) (H.K.), B.A. (HKPU), M.C.S.D., H.K.I.D.A.(Prof.)*

Tutors

Dennis MAK *B.F.A. (Mass), M.C.S.D., I.D.A.*
HO Chiu-Fan *B.A.(A.S.), B.Arch., M.Sc. (H.K.), Dip. in Construction Project Management (H. K.), H.K.I.A., R.I.B.A.*
David TSUI *B.A. (HKPU), M.B.A. (S.E.U.), M.C.S.D.*
Andrew YIP *B.Arch. (R.M.I.T.), H.K.I.A., A.R.B.*

Guest Speakers

Professionals in the field

Award
Course members will be awarded a Diploma in Interior Design issued by SPACE provided that they:

- attend at least 80% of the classes;
- obtain a passing grade in all the papers and projects set by tutors;
- obtain a passing grade for the Final Portfolio.

Medium of Instruction
The main language of instruction will be Cantonese. However, students should also have a good command of English, as most of the handouts and much of the design terminology used will be in English.

Course Structure
The course has approximately 80 weekly meetings of three hours each, organised in three major topics:

1. Contextual Studies;
2. Design Studies;
3. Professional Practice.

Tutors will provide participants with support and direction throughout the course to help them develop:

- the confidence to engage in open and critical dialogues in class;
- the self-motivation to pursue projects independently;
- the innovative ability to experiment and explore freely in the realm of design.

(240 contact hours)

Venue
Room AD-4, 34/F, United Centre

Teaching Schedule
Thursdays, 7:00 to 10:00 p.m., starting 6 April 2000.

Fee
- The tuition fee for the whole course is $26,000, which successful applicants have to pay in two instalments: $16,000 in March 2000 and $10,000 in December 2000.
- Participants will share the expense of staging a Graduation Show at the end of the course.

N.B. We will do our best to adhere to the advertised course details. However, the time-table, venue, and teaching personnel may be revised if necessary.

Closing Date for Application
4 March 2000 (Saturday)

(Enrolment is limited to 25)

Entry Requirements
Applicants should have a basic knowledge of interior design as well as skills in drafting and rendering. They should also be aware of the intensity and heavy workload of the course, and be prepared to devote a great deal of time to completing assignments.

Priority will be given to those who have successfully completed both the introductory and intermediate courses in Interior Design offered by SPACE.

Application Procedure
- Applicants should complete a SPECIAL application form, and submit it by 4 March 2000 to any of our enrolment centres.
- Special application forms can be obtained from our enrolment centres.
- A non-refundable fee of $150 is payable at the time of application.
- Selected applicants will be invited to bring their portfolios to an admissions interview. Results will be announced in two weeks after the interview.
- Successful applicants will be notified of the method of fee payment.



AH 02-110-01(91)
Diploma in Graphic Communication
Enquiries: 2975 5762

Objectives
This Diploma Course has been specially designed for those who wish to enter the graphic design profession as well as practising designers who need to strengthen their conceptual ability and creative thinking in order to advance further in the field.

Since the key ingredients of effective visual communication are proficiency in design theory, creative thinking and visualisation skills, our Diploma Course aims to:

- equip students with the necessary knowledge of design principles that will enable them to convey messages in an effective way;
- train students to develop their conceptual and technical skills in solving design problems;
- introduce the latest trends in digital communication;
- help students prepare a graduate portfolio to enhance their competitiveness in the job market.

Assessment
Students will be assessed according to:
- their overall commitment to their studies;
- the degree to which they participate in class;
- the quality of their assignments and final portfolio.

Award
Course members will be awarded a Diploma in Graphic Communication issued by SPACE provided that they:
- attend at least 80% of the classes;
- obtain a passing grade for all assignments given in individual units;
- obtain a passing grade for the final portfolio.

Medium of Instruction
The main language of instruction will be Cantonese, though students should also have a good command of English, as most of the handouts and much of the design terminology used will be in English.

Course Personnel
Qualified teachers from relevant positions in advertising, communications, photography, etc., will teach the various units.

Coordinator/Tutor

Amy Y.M. Chow *BFA, MFA (Acad of Art Coll), DipEd*

Tutor

David W.K. Lo *BFA (Houston)*

Course Structure
The course has 11 units with 260 hours in total, and will last for about 18 months. Emphasis will be placed on conceptual development and creative thinking, although visualisation skills will also be discussed.

The programme will be quite intensive. Participants will be given home assignments on a regular basis and are expected to have sufficient knowledge of certain types of software (indicated under "Entry Requirements") to complete assignments on the computer independently.

The following units will not be taught in the order listed, but will be integrated throughout the programme. The length given for each unit may vary slightly.

Name of Unit		Duration (hours)
Unit 1	Colour Theory	10
Unit 2	Grid & Composition	10
Unit 3	Typography	30
Unit 4	History of Design	15
Unit 5	Photography	12
Unit 6	Creative Thinking Techniques	12
Unit 7	Identity	35
Unit 8	Informational Design	30
Unit 9	Promotional Design	30
Unit 10	Advertising Design	30
Unit 11	Portfolio Preparation	46

Venue
Room AD-4, 34/F, United Centre

Entry Requirements

1. Applicants must have a basic knowledge of two types of software:
   - Adobe Illustrator or Aldus Freehand;
   - Aldus Pagemaker or QuarkXpress.
2. Applicants must be computer literate and have access to a computer and a colour printer.

Priority will be given to graduates of the SPACE Certificate Courses in Graphic Design / Computer Graphics.

Application Procedure

- Applicants should complete a SPECIAL application form, and submit it by 4 March 2000 to any of our enrolment centres.
- Special application forms can be obtained from our enrolment centres.
- A non-refundable fee of $150 is payable at the time of application.
- Selected application will be invited to bring their porfolios to an admissions interview. Results will be announced in two weeks after the interview.
- Successful applicants will be notified of the method of fee payment.

(Enrolment is limited to 25)

Teaching Schedule

Wednesdays, 8:00 to 10:00 p.m., and Saturdays, 2:30 to 5:30 p.m., starting 1 April 2000 (Saturday).

Fee

- The tuition fee for the whole course is $27,500, which students have to pay in two instalments: $18,000 in March 2000 and $9,500 in September 2000.
- Participants will share the expense of staging a Graduation Show at the end of the course.

N.B. We will do our best to adhere to the advertised course details. However, the time-table, venue, and teaching personnel may be revised if necessary.

Closing Date for Application

4 March 2000 (Saturday)

AH 02-111-01(91)

中國書法文憑課程

Diploma in Chinese Calligraphy

香港藝術館協助 (Organised with the assistance of the Hong Kong Museum of Art)

查詢電話：2975 5762

課程宗旨

本課程為中國書論、書法審美及書寫技巧實習全面並舉之文憑課程，以深入研習傳統書法為基本，以書法創作為目標，協助學員培養「古不乖時，今不同弊」的精神。

名譽顧問

曾柱昭先生—香港藝術館總館長

高美慶教授—香港公開大學人文社會科學學院院長

師資

課程統籌：葉民任先生—香港大學專業進修學院中國藝術課程策劃

導　　師：馬國權先生—前香港中文大學文物館研究所研究員
翟仕堯先生—香港藝術館顧問
區大為先生—資深書法、篆刻家
葉民任先生—香港大學專業進修學院中國藝術課程策劃

客席導師：包括香港著名書法家、書法教育家、國內大學教授及書法家及香港藝術館有關專家
李潤桓先生—香港中文大學藝術系系主任
莫家良博士—香港中文大學藝術系副教授
葉愷先生—資深書法家
容浩然先生—資深書法家
戚谷華女士—資深書法家

評核方法

課程期間將舉行測驗及作業評議，課程結束前學員須完成畢業作品一輯，以供導師們評分及作畢業展覽之用。

結業文憑

符合下列所有要求的學員，可獲本學院頒發文憑：

- 學員出席率達百分之八十或以上；與
- 學員於指定時間內完成所有作業，並取得及格成績。

課程大綱

課程為期兩年，約280小時 (包括堂課及參觀活動)，內容大致分成四部分：

- 書法史、書法理論及書法藝術審美觀念：配合以歷代重要書家作品析賞，約佔課程的六分之一；
- 書法實習 (以書體為分)：臨寫、仿作、創作；
- 款識與鈐印的配合、裝裱形式介紹；
- 篆刻：篆刻史、篆刻實習（刻印、章法）、篆刻作品析賞。

此外，課程亦包括以下活動：

- 前往香港藝術館及香港中文大學文物館參觀名家真跡；
- 由香港藝術館專家主持的專題講座；
- 由中國書法家及學者主持的講座；
- 導師及畢業學員作品展，由香港藝術館協助籌辦。

上課日期

開課日期暫定為2000年5月27日（星期六），基本每週上課一次，每課三小時。大部分堂課於星期六2:15-5:15p.m.舉行，其他須配合香港藝術館的堂課或活動則會另定日期和時間。

上課地點

大部分堂課將於金鐘統一中心三十四樓AD-1室舉行，導師亦會帶領學員前往香港藝術館及香港中文大學文物館等機構參觀和析賞歷代名家真跡。

入學資格
申請者須具備書法基礎，經面試及格者始獲取錄。入學面試暫定於2000年5月6日（星期六）舉行。

報名手續
請填妥特別報名表格，連同$150報名費交到我們的報名中心，請以支票付款，抬頭請書「香港大學專業進修學院」，報名費將不獲退還）。報名表格可向香港藝術館及本學院各報名中心索取。

（名額二十五人）

陶瓷藝術文憑課程
Diploma in Ceramics
(Subject to approval)

NEW 新

查詢電話：2975 5762

課程宗旨
陶瓷藝術是一門極具實用性及欣賞性的學問，學員可以透過不同類型的手塑、拉坯、裝飾及燒製技巧的理解和實習，親身去體驗箇中樂趣。本課程將有系統地介紹陶瓷藝術的發展歷史及各種技巧，使學員對這科目有較完整的認識。除技巧訓練外，本課程亦會著重理論闡述，務求幫助學者提升其創作和欣賞能力。

師資
課程統籌及導師：李梓良先生 *BFA (Calif College of Arts & Crafts)*

導　　師：羅士廉先生 *BA (CUHK)*

Derek Jones *BA (Wesleyan), MFA (Tama, Japan), MArch (Princeton)*

評核方法
導師會根據學員的表現及作業成績來評分。在課程後期，學員須完成一輯畢業作品，以供導師們評分及作畢業展覽之用。

結業文憑
符合下列所有要求的學員，可獲本學院頒發文憑：
- 出席率達百分之八十或以上；
- 於指定時間內完成所有作業；
- 獲導師同意其作業成績及格。

入學資格
申請者須對美術有基礎認識，經面試及格者始獲取錄。入學面試暫定於2000年4月29日（星期六）舉行。

報名手續
請填妥特別報名表格，連同$150報名費(請以支票付款，抬頭請書「香港大學專業進修學院」，報名費將不獲退還)。特別報名表格可於本學院各報名中心索取。

教學語言
「陶瓷藝術史」部分以英語講授，其餘課程則以廣東話講授，並輔以少量英文詞彙。

截止報名日期
2000年4月15日（星期六）

（名額十五人）

費用
- 報名費：$150
- 學費為$26,000（不包括畢業作品展覽的費用），分兩期繳交

第一期 2000年5月　$16,000

第二期 2000年12月　$10,000

本學院將另行通知獲取錄者繳付學費辦法。

學院將盡可能依照所列的時間及地點安排原定的講師授課。有必要時，學院保留更改的權利。

截止報名日期
2000年4月15日（星期六）

課程大綱
本課程為期約一年半，上課及工作坊時間共280小時。內容大致分為七部分：

一、 陶瓷藝術史

二、 陶瓷製作
- 陶瓷製作的材料認識
- 手塑成型技巧
- 拉坯技巧

三、 裝飾技巧

四、 釉藥的認識

五、 燒製

六、 陶瓷藝術欣賞及理念

上課日期
開課日期：暫定為2000年5月17日(星期三)，每週上課兩次，逢星期三7:00-9:00p.m.及星期五7:00-10:00p.m.。

上課地點
香港灣仔船街1-7號，寶業大廈2樓02室

費用
- 報名費：$150
- 全期學費：$26,000（本學院將另行通知獲取錄者繳付學費辦法）
- 物料費及燒窯費：約$3,500（詳情由導師在第一講通知）
- 畢業作品展覽的費用（屆時決定）

學院將盡可能依照所列的時間及地點安排原定的講師授課。有必要時，學院保留更改的權利。

From Concept to Practice: A Diploma Course in Computer-aided Design
電腦美術設計文憑課程
(Subject to approval)

NEW 新

Objectives
With the advent of computer technology, the tasks required of graphic designers have become increasingly complex. This course will provide participants with a grounding in design theory and computer skills, which will enable them to start a career in advertising, publishing or design.

Since the key ingredients of effective visual communication are proficiency in design theory and methods, creative thinking and computer skills, our Diploma Course is designed to:

- strengthen participants' conceptual thinking abilities about two-dimensional and three-dimensional design;
- equip them with knowledge of design procedures and methods;
- develop their skill in computer software commonly used by professional graphic designers.

Course Personnel
Qualified teachers from relevant positions in the design and computer field will teach the various units.

Coordinator & Tutor

Ms Amy Y.M. Chow *BFA, MFA (Acad of Art Coll), DipEd*

Tutors

Ms. Jady Leung *BFA (Acad of Art Coll)*
Eddy Hui *BA (York)*

To receive couse details, please send your name, address and contact telephone number to "Art & Design", HKU-SPACE, 10/F, T.T. Tsui Building, Pokfulam Road, Hong Kong.

You may also fax the information to us at 2546-0295.

Programme Structure and Content
This project-based course has 6 units and will last for about 18 months.

Unit & Content	Duration
1. Basic Design Theory • Composition & Grid • Colour Theory • Basic Typography • Areas of Design	21 hrs
2. Introduction to Electronic Media • PC & Mac Platform • Internet & Intranet • Multi-media	9 hrs
3. Electronic Publishing • Publication Design • Software: Adobe Pagemaker and QuarkXpress • Pre-press Production	48 hrs
4. Computer Graphics • 2-D Information Design • Software: Adobe Illustrator • Contemporary Typography	48 hrs
5. Digital Imaging • The Use of Photographs • Software: Adobe Photoshop • Computer-enhanced Images • Type & Image	42 hrs
6. 3-D Rendering • The Language of Space and Form • Software: Maya	36 hrs
Total no. of contact hours:	204 hrs

CERTIFICATE COURSE • 證書課程

AH 02-105-00(92)
Certificate in Foundation Art and Design
Enquiries: 2975 5761

Objectives
The study of art is a principal means of understanding human experience and transmitting cultural values. It sharpens both perceptual and analytical abilities and nurtures the creativity and imagination necessary for innovative thinking. This Certificate programme aims to provide:

- a basic understanding of art and design for beginners, including those who believe that they have no "talent" for art;
- an opportunity for those who have some knowledge of art to develop their artistic skills and creative ability.

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.

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):

- Basic Drawing or Intermediate Drawing
- Basic Painting or Intermediate Painting
- History of Western Art: The Renaissance to Realism or History of Western Art: Impressionism to Post-Modernism

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

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

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.

Course Title & No.		Please refer to respective course descriptions in this Prospectus for details:
Basic Drawing	AH 02-105-01 AH 02-105-02 AH 02-105-03	AH 02-02-001-52 AH 02-02-001-53 AH 02-02-001-54
Intermediate Drawing	AH 02-105-04	AH 02-02-002-51
Basic Painting	AH 02-105-05 AH 02-105-14	AH 02-02-007-51 AH 02-02-007-52
Intermediate Painting	AH 02-105-06	AH 02-02-008-51
History of Western Art: The Renaissance to Realism	AH 02-105-07	AH 02-02-809-51
History of Western Art: Impressionism to Post Modernism	AH 02-105-08 AH 02-105-09	AH 02-02-810-51 AH 02-02-810-52
Figure Drawing	AH 02-105-10	AH 02-02-004-51
Intermediate Figure Drawing	AH 02-105-11	AH 02-02-005-51
Basic Watercolour Painting	AH 02-105-12 AH 02-105-15	AH 02-02-010-51 AH 02-02-010-52
Intermediate Watercolour Painting	AH 02-105-13 AH 02-105-16	AH 02-02-011-51 AH 02-02-011-52
Introduction to Graphic Design	AH 02-105-17	AH 02-02-204-51
Introduction to Interior Design	AH 02-105-18	AH 02-02-301-51
Basic Photography	AH 02-105-19	AH 02-02-701-51
Introduction to Photography	AH 02-105-20	AH 02-02-709-51

Electives (Any 3 courses from the following):

- Figure Drawing or Intermediate Figure Drawing
- 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

Beginners are advised to take "Basic Drawing" 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.

Fee

- A non-refundable registration 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.

索取2000年秋季課程手冊 To receive Autumn Prospectus 2000 • P.330 請參閱第330頁 Pls refer to P.330

多媒體數碼動畫及影像剪接證書課程
Certificate in Digital Animation and Video Editing for Multi-media
(Subject to approval)

NEW 新

查詢電話：2975 5761

課程宗旨
隨著電腦科技的發展，以前只可在大型工作站才可進行的電腦動畫製作及視象剪接，現在也可在桌上電腦完成。加上各種多媒體及聯網的迅速發展，三維動畫和數碼電影應用在其中的可謂不勝枚舉。從事多媒體製作的設計師自然愈來愈需要更多這方面的專業知識，以求令創作更豐富、更可觀。本課程為在職多媒體設計師及有志入行人士而設，內容集中於多媒體製作及網站建立上的動畫及數碼剪接。

師資
課程統籌及導師：司徒偉文先生 *BA (HK), PG.DipEd (CUHK)*
導　　師：許迅先生 *BA (York)*
陳東女士 *BA (UCLA)*
吳思堯先生

課程大綱
課程為期一年，約120小時，以工作坊形式進行，內容包括：

- 簡介電腦動畫及數碼剪接的發展
- 認識製作上所需之軟硬體設備
- 製作流程
- 各種軟體運用及技巧探究：Maya 2；After Effect 4；Premier 5 及 Painter 6
- 三維動畫、電腦動畫及數碼剪接之應用及於多媒體上的綜合運用
- 透過作品欣賞探討數碼剪接的美學及創意
- 介紹最新發展潮流及設備

詳細課程資料將另行公佈。有意報讀人士請將姓名、通訊地址及聯絡電話寄往香港大學專業進修學院「藝術及設計科」，香港薄扶林道，香港大學徐展堂樓 10 樓；或傳真致 2546-0295。

多媒體創作證書課程
Certificate in Multi-media Design
(Subject to approval)

NEW 新

查詢電話：2975 5761

課程宗旨

隨著電腦科技之發展及互聯網的興盛，網站、CD-Rom、Information Kiosk、Interactive Learning Device等已經成為新一代溝通及傳播媒體，在商業、教育或個人應用上扮演著非常重要的角色。在設計學上，多種媒體設計不單比傳統平面設計更多元化，而且通過揉合影象、動畫、聲音及互動能力，使設計師的想象、創意及技巧得以無限發揮，無盡的創作空間更帶來前所未有的滿足感。本課程旨為培育有意在這新媒體發展的人才，導師會在軟件應用上詳加解釋，並探討及分析這些新媒體在創作上的個別特色和功效。

師資

課程統籌：司徒偉文先生 *BA (HK), PG.DipEd (CUHK)*
及 導 師

導　　師　許迅先生 *BA (York)*
王一樂先生 *BBA (HKUST)*
胡啟綱先生 *BEng (Imperial)*
王若韻女士 *HDip (Seneca)*

詳細課程資料將另行公佈。有意報讀人士請將姓名、通訊地址及聯絡電話寄往香港大學專業進修學院「藝術及設計科」，香港薄扶林道，香港大學徐展堂樓 10 樓；或傳真致 2546-0295。

課程大綱

課程為期一年，約120小時，以工作坊形式進行，內容包括：

- 多種媒體簡介
- 多種媒體創作所需的軟硬件
- 創作流程
- Presentation, CD-Rom及 Web Site 的製作方法，包括：
  i. 創作概念、收集資料及製作方案
  ii. 創作軟件應用 - Photoshop 5.5；Flash 4.0；Dreamweaver 2.0；Freehand 8.0 C；Authorware 5.0；Director 7.0
  iii. 後期製作（測試、品質檢查、包裝）
- 實例研究
- 多種媒體設計發展趨勢探討

AH 02-020-22-51
Colour Theory

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 course will consist of a series of lectures and workshops on different aspects of colour that are designed to get students involved in discussions that minimise any subjective feelings that they may have about the use of colour in art.
(Enrolment is limited to 20)

Tutor : Ms Sandie Sham
BFA(Parsons), MFA(Hunter)
Date & Time: Wednesdays, 5:50-7:50p.m., starting 24 May 2000 (10 meetings)
Venue : Room AD-3, 34/F, United Centre
Fee : $850

Basic Drawing

Enquiries : 2975 5761

This course is designed both for those who have some experience and for those who want to draw but feel that they have no talent for art. The course will help students see as artists see, engage all their senses, and draw expressively. In a step-by-step approach, students will build essential drawing skills. Among the topics to be covered are: pure, modified and cross contours; positive and negative space; proportion and composition; and the essence of gesture. Participants are urged to set time aside for practice outside class meetings.
(Enrolment is limited to 20)

AH 02-020-01-51 (Daytime)
Tutor : Ms Sandie Sham
BFA (Parsons), MFA (Hunter)
Date & Time: Tuesdays, 3:00-5:00p.m., starting 15 February 2000 (12 meetings)

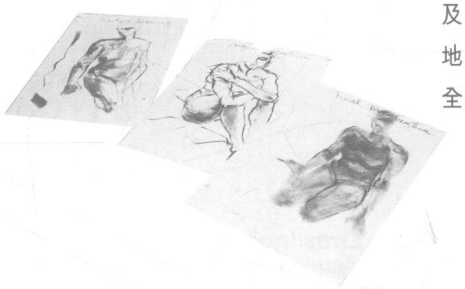
AH 02-020-01-52
Tutor : Lo Yat Lun
BA (Hons) (Goldsmiths'), MFA (Hunter)
Date & Time: Thursdays, 5:50-7:50p.m., starting 24 February 2000 (12 meetings)
Venue : Room AD-3, 34/F, United Centre
Fee : $1,000

基本素描
Basic Drawing

查詢電話：2975 5761

素描是藝術創作中重要的思想過程，導師將指導學員利用素描去記錄眼前或腦海中的景象、意念、甚至情緒。討論範圍包括美學及構圖概念、視覺元素、空間處理及材料運用等，學員將嘗試以木炭、木顏色筆及粉彩作基本練習及實驗。課程包括一項戶外寫生活動，於星期六、日或公眾假期舉行。

（名額二十人）



AH 02-020-01-53
導　　師：林罡女士
BFA (Manitoba), MA (MancPoly)
開課日期：2000年2月24日起逢星期四
及 時 間　8:00-10:00p.m.(共十二講)

AH 02-020-01-54
導　　師：盧壹麟先生
BA(Hons) (Goldsmiths') MFA (Hunter)
開課日期：2000年5月15日起逢星期一
及 時 間　8:00-10:00p.m.(共十二講)
地　　點：統一中心三十四樓AD-3室
全期學費：$1,000

AH 02-020-02-51
Intermediate Drawing

Enquiries : 2975 5761

Entry Requirement: Completion of "Basic Drawing" 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, 5:50-7:50 p.m., starting 25 May 2000 (10 meetings)
Venue : Room AD-3, 34/F, United Centre
Fee : $1,040

AH 02-020-15-51
彩色素描
Colour Pencil Drawing

查詢電話：2975 5761

入學資格：完成本學院主辦之「基本素描」或同等程度課程。

內容包括：一、木顏色筆基本技法；二、單一顏色的寫法；三、冷暖色的用法；四、明暗調子寫法；五、如何強調線的用法；六、構圖與透視及七、靜物畫法。課程包括一項戶外寫生活動，於星期六、日或公眾假期舉行。

（名額二十人）

導　　師：葉順成先生
BA(Anglia)
開課日期：2000年5月25日起逢星期四
及 時 間　8:00-10:00p.m.(共八講)
地　　點：統一中心三十四樓AD-3室
全期學費：$820

AH 02-020-04-51
Figure Drawing

Enquiries : 2975 5761

Entry Requirement: Completion of "Basic Drawing" or equivalent
The human figure, with its infinite variety of shapes, forms and movements, is probably the most ideal subject for developing visual perception and correlation of the hand and eye. The human figure will be studied through exercises in various gesture and contour drawings of nude and clothed models, leading to detailed and finished work. A variety of media, including pencil, conte crayon, charcoal and pastel will be used. Reference to artists' works will be made.

(Enrolment is limited to 20)

Tutor : Vincent Yip
BA (Anglia)
Date & Time: Wednesdays, 8:00-10:00p.m., starting 16 February 2000 (12 meetings)
Venue : Room AD-3, 34/F, United Centre
Fee : $1,450 (Model fee included)

AH 02-020-05-51
Intermediate Figure Drawing

Enquiries : 2975 5761

Entry Requirement: Completion of "Figure Drawing" or equivalent

The course will focus on individual development through an exploration of stylistic elements and personal expression through the drawing of nude and clothed figures. Students will be expected to initiate their own programme of thematic development in consultation with the course instructor. Emphasis will be placed on both conceptual and technical concerns in the development of the students' capacity for critical assessment.

Tutor : Vincent Yip
BA (Anglia)

Date & Time: Wednesdays, 8:00-10:00p.m., starting 17 May 2000 (10 meetings)

Venue : Room AD-3, 34/F, United Centre

Fee : $1,500 (Model fee included)

(Enrolment is limited to 20)

AH 02-020-07-51
Basic Painting

Enquiries : 2975 5761

Entry Requirement: Completion of "Basic Drawing" 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.

Tutor : Daniel Blyth
BA (W.Ont), MFA (Nova Scotia)

Date & Time: Tuesdays, 8:00-10:00 p.m., starting 15 February 2000 (12 meetings)

Venue : Room AD-3, 34/F, United Centre

Fee : $1,000

(Enrolment is limited to 20)

AH 02-020-07-52
繪畫初階
Basic Painting

查詢電話：2975 5761

入學資格：完成本學院主辦之「基本素描」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：2000年5月15日起逢星期一
及時間　5:50-7:50p.m.(共十二講)

地　點：統一中心三十四樓AD-3室

全期學費：$1,000

AH 02-020-08-51
Intermediate Painting

Enquiries : 2975 5761

Entry Requirement: Completion of "Basic Painting" 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 : Daniel Blyth
BA (W.Ont), MFA (Nova Scotia)

Date & Time: Tuesdays, 6:30-10:00 p.m., starting 16 May 2000 (8 meetings)

Venue : Room AD-3, 34/F, United Centre

Fee : $1,600

AH 02-020-17-51
Painting Workshop

Enquiries : 2975 5761

Entry Requirement: Completion of "Basic Painting" or equivalent
This workshop is proposed for those with adequate knowledge and experience in painting to initiate their own program of study. Participants will focus on individual development through investigation of their own sense of stylistic direction, personal forms of expression and thematic content. They will be expected to consult with the instructor on a regular basis regarding technical, formal and conceptual concerns. Presentations by the instructor will be given to offer creative possibilities for consideration and discussion.

(Enrolment is limited to 20)

Tutor : Lo Yat Lun
BA(Hons)(Goldsmiths'), MFA (Hunter)

Date & Time: Mondays, 7:00-10:00p.m., starting 28 February 2000 (8 meetings)

Venue : Room AD-3, 34/F, United Centre

Fee : $1,220

AH 02-020-10-51
Basic Watercolour Painting

Enquiries : 2975 5761

Entry Requirement: Completion of "Basic Drawing" 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 afternoons). 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 17 February 2000 (12 meetings)

Venue : Room AD-1, 34/F, United Centre

Fee : $1,000

AH 02-020-10-52
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「基本素描」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。課程包括一項戶外寫生活動，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3月6日起逢星期一 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：$1,000

AH 02-020-11-51
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 the realistic and abstract approaches to watercolour painting. Emphasis will be on the pursuit and completion of students' own series of 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 4 May 2000 (10 meetings)

Venue : Room AD-1, 34/F, United Centre

Fee : $1,040

AH 02-020-11-52
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：2000年6月12日起逢星期一
及 時 間　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：$1,040

AH 02-020-30-51
Acrylics for Beginners

NEW 新

Enquiries : 2975 5761

Entry Requirement: Completion of "Basic Drawing" or equivalent
This is an introduction to the techniques and materials used in the medium of acrylics. The main subjects for exploration include landscape, flowers and still life. Composition and colour theory will also be discussed. There will be an outdoor painting session (usually on a Saturday afternoon) towards the end of the course.

Tutor : Stephen Thomas
Dip Member of SIAD
Date & Time: Wednesdays, 5:50-7:50p.m., starting 16 February 2000 (10 meetings)
Venue : Room AD-3, 34/F, United Centre
Fee : $850
(Enrolment is limited to 20)

AH 02-020-25-51
Basic Oil Painting

NEW 新

Enquiries: 2975 5761

Entry Requirement: Completion of "Basic Painting" or equivalent
This is an introductory course in painting with oils. Students will be taught: the basic techniques of oil painting; the art of composition; the use of colour; how to stretch their own canvas or paper.

Students will be encouraged to express themselves through experimental projects.

Tutor : Ms Sandie Sham
BFA (Parsons), MFA (Hunter)
Date & Time: Tuesdays, 5:50-7:50p.m., starting 15 February 2000 (12 meetings)
Venue : Room AD-3, 34/F, United Centre
Fee : $1,000
(Enrolment is limited to 20)

AH 02-020-21-51
The Art of Western Calligraphy (Daytime)

Enquiries: 2975 5761

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

Tutor : Benedict Wang
BA (Waterloo), BFA (Manitoba), MA (North Dakota)
Date & Time: Mondays, 2:30-4:30p.m., starting 8 May 2000 (12 meetings)
Venue : Room AD-1, 34/F, United Centre
Fee : $1,020
(Enrolment is limited to 24)

AH 02-020-19-51
版畫工作坊（一）
Print-making Workshop I

查詢電話：2975 5761

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

學員須於第一講繳交材料費200元（材料包括油墨、版材及其他化學用品）。版畫紙則由學員自購或由導師代購。

導　　師：吳松先生—廣州美術學院文學學士
開課日期：2000年2月16日起逢星期三及四
及 時 間　6:30-9:30p.m.(共十二講)
地　　點：香港中環擺花街52-60號新豐樓一樓D座
全期學費：$1,300
（名額十五人）

AH 02-020-20-51
版畫工作坊（二）
Print-making Workshop II
查詢電話：2975 5761

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

學員須於第一講繳交材料費200元（材料包括油墨、版材及其他化學用品）。版畫紙則由學員自購或由導師代購。（名額十五人）

導　　師：吳松先生—廣州美術學院文學學士
開課日期：2000年3月29日起逢星期三及四
及 時 間　6:30-9:30p.m.(共十二講)
地　　點：香港中環擺花街52-60號新豐樓一樓D座
全期學費：$1,300

AH 02-020-27-51
陶藝初階之手塑技法
Basic Ceramics: Hand Building Techniques
NEW新
查詢電話：2975 5762

本課程介紹陶瓷手塑成型技法，包括徒手塑捏、泥條盤築、陶板黏合、鏤空及印模等，俾學員靈活掌握手塑技巧及製作複雜造型的作品。導師亦會講授有關陶瓷製作工具和物料（如黏土、釉藥等）的選擇及運用；陶瓷作品表面的裝飾及處理；燒窯技巧及操作安全守則等，並會藉著介紹古今中外的手塑陶藝作品，啟發學員的創作能力。（名額十五人）

導　　師：李梓良先生
BFA (Calif College of Arts & Crafts)
開課日期：2000年2月18日起逢星期五
及 時 間　7:00-9:30p.m.(共十二講)
地　　點：香港灣仔船街1-7號，寶業大廈2樓02室
全期學費：$1,860（學員須於第一講繳交物料費及燒窯費600元）

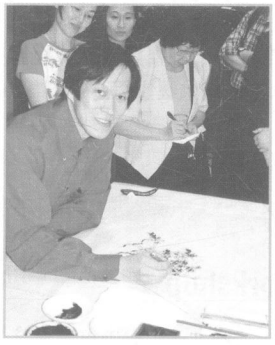
AH 02-020-28-51
陶藝初階之拉坯技法
Basic Ceramics: Throwing Techniques
NEW新
查詢電話：2975 5762

拉坯是陶瓷製作獨有的成型方法，而本課程著重介紹的是拉坯過程及基礎技巧。導師亦會講授有關陶瓷製作工具和物料（如黏土、釉藥等）的選擇及運用；陶瓷作品表面的裝飾及處理；燒窯技巧及操作安全守則等。並會介紹古今中外的拉坯陶瓷藝術作品，以啟發學員的創作能力。
（名額十五人）

導　　師：李梓良先生
BFA (Calif College of Arts & Crafts)
開課日期：2000年2月16日起逢星期三
及 時 間　7:00-9:30p.m.(共十二講)
地　　點：香港灣仔船街1-7號，寶業大廈2樓02室
全期學費：$1,860（學員須於第一講繳交物料費及燒窯費600元）

ORIENTAL ART • 中國美術

AH 02-021-01-51
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：2000年2月16日起逢星期三
及 時 間　5:50-7:50p.m.(共十二講)
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 02-021-02-51
開課日期：2000年2月15日起逢星期二
及 時 間　5:50-7:50p.m.(共十二講)

AH 02-021-02-52
開課日期：2000年5月16日起逢星期二
及 時 間　5:50-7:50p.m.(共十二講)

AH 02-021-03-51
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，其用筆不求工細，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2月23日起逢星期三
及 時 間　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：$940

AH 02-021-17-51
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：2000年5月24日起逢星期三
及 時 間　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：$960

AH 02-021-04-51
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3月2日起逢星期四
及 時 間　2:30-4:30p.m.(共十二講)
地　　點：統一中心三十四樓AD-1室
全期學費：$940

AH 02-021-58-51
工筆花鳥畫（日間課程）
Chinese Painting of Birds and Flowers
NEW 新
查詢電話：2975 5762

「工筆」是國畫的一種畫法，其用筆工整，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：2000年6月8日起逢星期四
及 時 間　2:30-4:30p.m.(共十二講)
地　　點：統一中心三十四樓AD-1室
全期學費：$940

AH 02-021-57-51
中國傳統人物畫（日間課程）
Traditional Chinese Portraiture Workshop
NEW 新
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，包括其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，去掌握水墨繪畫技法。

（名額二十四人）

導　　師：鄭天鶴先生
開課日期：2000年2月19日起逢星期六
及 時 間　2:30-4:30p.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 02-021-59-51
水墨畫寫生與創作（日間課程）
Indoor and Outdoor Chinese Ink Painting Workshop

NEW 新

查詢電話：2975 5762

導　　師：李頌翔先生
開課日期及時間：2000年3月4日起逢星期六 10:00a.m.-12:00p.m.(共十二講) 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

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）

AH 02-021-60-51
水墨畫技法初階
Basic Chinese Ink Painting

NEW 新

查詢電話：2975 5762

導　　師：歐陽乃沾先生
開課日期及時間：2000年3月17日起逢星期五 5:50-7:50p.m.(共十講)
地　　點：統一中心三十四樓AD-1室
全期學費：$850

這課程以山水畫為授課內容，是中國畫入門課程。內容包括：認識及掌握中國畫的工具 (紙、筆、墨) 的特性；了解中國畫技法的成因與運用；探索水墨畫的結構、造型等要素。學員每星期須完成課堂練習和家課。（名額二十四人）

AH 02-021-61-51
嶺南畫派花鳥畫初階
Introduction to Birds and Flowers Painting in the Lingnan Style

NEW 新

查詢電話：2975 5762

導　　師：司徒乃鍾先生
開課日期及時間：2000年6月13日起逢星期二 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

嶺南畫派是近代國畫藝術的一個重要學派，主張「折衷中外，融會古今」，反影現實、生活和時代。其畫法長於撞水、撞粉、漬水、漬粉等法度，風格獨特。

本課程介紹基本工具的認識，由古法漸入現代畫法，由隔山派漸入嶺南派和蒼城派。為增強學員對嶺南畫派的認識，導師將在課程中講解嶺南畫派的歷史和發展，並示範繪畫花鳥草蟲技法。

（名額二十四人）

AH 02-021-67-51
寫意山水畫初階（日間課程）
Landscape Painting in Ink

NEW 新

查詢電話：2975 5762

導　　師：鄭明先生
開課日期及時間：2000年2月15日起逢星期二 9:30-11:30a.m.(共十講)
地　　點：統一中心三十四樓AD-1室
全期學費：$780

本課程為初學山水畫者而設，乃著重運用簡潔的水墨寫意技巧去描繪山水畫，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好基礎。

（名額二十四人）

索取2000年秋季課程手冊 To receive Autumn Prospectus 2000 • P.330 請參閱第330頁 Pls refer to P.330

AH 02-021-32-51
寫在絹上的山水畫（日間課程）
Landscape Painting on Silk
查詢電話：2975 5718

導　　師：林雲女士
開課日期：2000年5月9日起逢星期二
及 時 間：9:30-11:30a.m.(共十講)
地　　點：統一中心三十四樓AD-1室
全期學費：$780

中國畫除用宣紙寫以外還有用絹作材料。紙和絹質地不一樣,因而寫法便有所不同，絹不吸水，而宣紙吸水。南宋以前人多用絹，所以絹畫在中國畫史上也佔有一重要地位。如何用絹作繪畫之材料，本課程將會為學員教授及示範。
（名額二十五人）

AH 02-021-18-51
中國畫基本技法（日間課程）
Basic Techniques in Chinese Painting
查詢電話：2975 5718

導　　師：林雲女士
開課日期：2000年2月25日起逢星期五
及 時 間：9:30-11:30a.m.(共十講)
地　　點：統一中心三十四樓AD-1室
全期學費：$780

本課程適合初學人仕及對中國畫有興趣者選讀。內容包括：山水畫名家簡史介紹；如何選用宣紙及毛筆；分段指導及示範基本筆法，如樹木、山石、泉水煙雲、人物屋宇、船舶、橋樑。學員須在課堂上實習一些簡單習作。

課程最後會介紹傳統畫之特色和優點，並以石濤及龔賢之畫為範例，引導學員從中領略中國畫之精粹。（名額二十五人）

AH 02-021-34-51
中國畫構圖及著色（日間課程）
Composition and Colouring in Chinese Painting
查詢電話：2975 5718

導　　師：林雲女士
開課日期：2000年5月19日起逢星期五
及 時 間：9:30-11:30a.m.(共十講)
地　　點：統一中心三十四樓AD-1室
全期學費：$780

入學資格：完成本學院主辦之「中國畫基本技法」或對中國畫有初步認識之人仕參加。

課程內容分構圖、著色兩部分：

構圖方面會講解分析：一、呼應；二、虛實；三、顧盼；四、賓主；五、疏密；六、聚散；七、題款等，使學員能明瞭如何在畫面上「經營位置」以至完成一幅作品。

著色方面：一、顏料之認識；二、顏色與墨色之配合；三、季節和色調之關係；四、如何配色；五、水光和煙雲之渲染等。課堂上會介紹名家代表作，使學員更進一步明瞭其中要訣，提高學習趣味。（名額二十五人）

中國山水畫
Chinese Landscape Painting
查詢電話：2975 5718

AH 02-021-35-51（日間課程）
開課日期：2000年3月1日起逢星期三
及 時 間　3:00-4:30p.m.(共十講)

AH 02-021-35-52
開課日期：2000年6月9日起逢星期五
及 時 間　6:20-7:50p.m.(共十講)
導　　師：吳祖蔭先生
地　　點：統一中心三十四樓AD-1室
全期學費：$640

本課程分階段以理論及示範同時講授，由淺入深，使學員明白山水畫及構圖要訣，基本皴法及種類，對畫面皴法之統一，點苔之要義及作用，用筆及用墨之要點及變化，控制水分，粗筆及幼筆之作用，畫面之深淺遠近，透視比例，最後能達至墨韻之要義，並兼教繪雲海及瀑布之畫法及山水畫之設色技巧，如何將真實風景經過美化後套入中國畫法，構成一幅圖畫，並逐一講解兼示範各種畫法應避忌之處，使初學山水畫之學員於短期內亦能自繪簡單之山水畫，作為日後深入研究之初階。（名額二十人）

AH 02-021-05-51
中國書法系列：楷書與行書（一）（日間課程）
Chinese Calligraphy Series: Standard & Running Script I

查詢電話：2975 5762

楷書及行書為行草書、草書之二種基礎書體，二者既各有獨自之法度，同時又具有相呼相承之聯繫。本課程由楷書之執筆、運筆、構字及文房四寶之適當選用為始，經示範講解字帖之臨摹要旨，進而教授行書之基本筆法、臨摹意識，分析楷、行書相關聯之演進與書寫技法，行氣、章法及款識處理要則，並適當加入基本書論之教育，最後輔導學員嘗試此二種書體之創作。（名額二十四人）

導　　師：葉民任先生
開課日期：2000年4月2日起逢星期日
及 時 間　11:15a.m.-12:45p.m.
（共十二講）
地　　點：統一中心三十四樓AD-1室
全期學費：$800

AH 02-021-06-51
中國書法系列：楷書與行書（二）（日間課程）
Chinese Calligraphy Series: Standard & Running Script II

查詢電話：2975 5762

本課程為「楷書與行書（一）」之延續，適合已修畢該課程之學員及對楷行書有基礎認識者修讀。（名額二十四人）

導　　師：葉民任先生
開課日期：2000年6月25日起逢星期日
及 時 間　11:15a.m.-12:45p.m.
（共十二講）
地　　點：統一中心三十四樓AD-1室
全期學費：$800

AH 02-021-07-51
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
開課日期：2000年2月28日起逢星期一
及 時 間　5:50-7:50p.m.(共十講)
地　　點：統一中心三十四樓AD-1室
全期學費：$880

AH 02-021-08-51
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
開課日期：2000年5月29日起逢星期一
及 時 間　5:50-7:50p.m.(共十講)
地　　點：統一中心三十四樓AD-1室
全期學費：$880

AH 02-021-09-51
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：2000年4月2日起逢星期日
及 時 間　9:30-11:00am.(共十二講)
地　　點：統一中心三十四樓AD-1室
全期學費：$800

AH 02-021-11-51
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：2000年6月25日起逢星期日
及 時 間　9:30-11:00am.(共十二講)
地　　點：統一中心三十四樓AD-1室
全期學費：$800

AH 02-021-20-51
書法創作探索
Creative Chinese Calligraphy
查詢電話：2975 5762

篆、隸、真、行、草各類書體的不同款式，各具不同的行氣、章法、款識經營法度，品種繁多的書法用紙與變化多端的墨色處理，直接關乎書法情趣。本課程將借鑑歷代重要書家作品，不限書體地研習仿作及創作，并嘗試不同紙質的書寫與款識印章的應用，以提高學員的全面創作能力。本課程適合有書法基礎者修讀。（名額二十四人）

導　　師：葉民任先生
開課日期：2000年5月10日起逢星期三
及 時 間　5:50-7:50p.m.(共十八講)
地　　點：統一中心三十四樓AD-1室
全期學費：$1,530

AH 02-021-62-51
篆隸草楷書法歌訣研究
A Study of the Verses of Seal, Clerical, Cursive and Standard Scripts
查詢電話：2975 5762

NEW 新

古人對於技藝，多把其中要領編成歌訣，以形象的聯想，類比的對照，和便於上口的韻語，俾便推廣。書法之有歌訣，始於宋代的「草訣百韻歌」，代有改寫增益，數近十種。元人應在，首作「篆法辨訣」，隨後仿作的有數種。隸訣有清人的「漢隸辨異歌」。楷訣有曹維城的「六書辨正通俗文」。四類共約二十種。三十多年來，導師曾著意搜集研究，寫成專著三種、論文數篇，部分有日文譯本。現選各體之有代表性者，加以解說，以廣其傳。

（名額二十四人）

導　　師：馬國權先生
開課日期：2000年3月27日起逢星期一
及 時 間　5:50-7:50p.m.(共十二講)
地　　點：統一中心三十四樓AD-2室
全期學費：$1,020

AH 02-021-63-51
篆刻初階
Introduction to Seal Engraving
查詢電話：2975 5762

NEW 新

本課程為初學者而設，介紹中國篆刻藝術簡史、名家作品、治印工具、淺談及示範篆刻的刀法、章法和書法。透過基本的刻治實習，讓學員對篆刻得到基礎認識。

（名額二十四人）

導　　師：區大為先生
開課日期：2000年2月22日起逢星期二
及 時 間　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：$850

AH 02-021-09-51
楷行書（日間課程）
Standard & Running Script
查詢電話：2975 5762

NEW 新

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，使學員進而認識楷、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3月6日起逢星期一
及 時 間　9:30-11:30a.m.(共十講)
地　　點：統一中心三十四樓AD-1室
全期學費：$780

AH 02-021-68-51
行草書（日間課程）
Running & Cursive Script
查詢電話：2975 5762

NEW 新

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，從而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：2000年6月5日起逢星期一
及 時 間　9:30-11:30a.m.(共十講)
地　　點：統一中心三十四樓AD-1室
全期學費：$780

AH 02-021-27-51
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：2000年2月16日起逢星期三
及 時 間　9:30-11:30a.m.(共十講)
地　　點：統一中心三十四樓AD-1室
全期學費：$780

AH 02-021-28-51
篆書入門（日間課程）
Seal Script Calligraphy
查詢電話：2975 5718

本課程適合有書法基礎之人士參加，輔導學員從實習中掌握寫篆書之方法，從而領會篆字和別種字體在書寫技巧方面的分別。此外，本課程並扼要介紹篆書在文字演變和書法史上之地位，以及在篆刻方面之應用，對初學篆刻者尤有幫助。
（名額二十五人）

導　　師：林雲女士
開課日期：2000年5月3日起逢星期三
及 時 間　9:30-11:30a.m.(共十講)
地　　點：統一中心三十四樓AD-1室
全期學費：$780

AH 02-021-29-51
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：2000年2月17日起逢星期四
及 時 間　9:30-11:30a.m.(共十講)
地　　點：統一中心三十四樓AD-1室
全期學費：$780

AH 02-021-38-51
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一種藝術，本課程對理論、篆刻技巧、印石種類等詳加講解、示範，並有印石實物介紹和說明。全期課程均以實習為主，務使學印者在短期之內，深切領略篆刻方法，體驗自刻印章的樂趣。
（名額二十人）

導　　師：盧人俊先生
開課日期：2000年4月1日起逢星期六
及 時 間　4:00-5:30p.m.(共十講)
地　　點：統一中心三十四樓AD-2室
全期學費：$640

AH 02-021-39-51
篆刻深造班（日間課程）
Advanced Seal Engraving

查詢電話：2975 5718

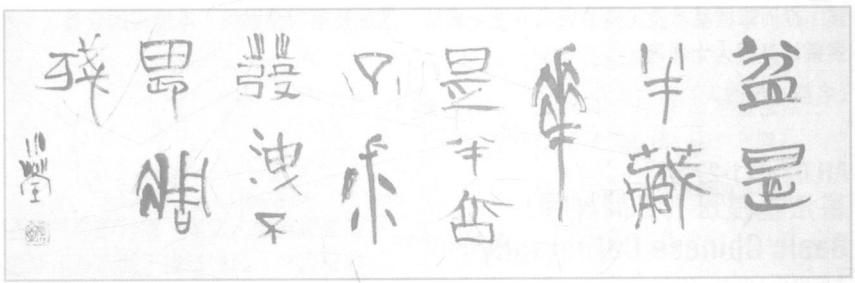
導　　師：盧人俊先生

開課日期：2000年6月17日起逢星期六
及 時 間　4:00-5:30p.m.(共八講)

地　　點：統一中心三十四樓AD-2室

全期學費：$510

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，使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）



GRAPHIC DESIGN • 平面設計

AH 02-022-04-51
基本平面設計
Introduction to Graphic Design

查詢電話：2975 5761

導　　師：周婉美女士
BFA, MFA(Acad of Art Coll), DipEd

開課日期：2000年2月15日起逢星期二
及 時 間　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：$1,020

設計是有效地把意念形象化，解決設計難題的第一步，就是訂定設計目標和發掘「意念」，然後經過搜集和分析資料，將意念應用在設計工作上。這課程將集中討論這個設計過程(concept development)，然後透過習作(如商標、刊物和包裝設計）學習平面設計原理。（名額二十四人）

AH 02-022-03-51
平面設計進階
Intermediate Graphic Design

查詢電話：2975 5761

導　　師：容後公佈

開課日期：2000年5月23日起逢星期二
及 時 間　8:00-10:00p.m.(共十講)

地　　點：統一中心三十四樓AD-2室

全期學費：$1,060

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）

INTERIOR DESIGN • 室內設計

AH 02-023-01-51
室內設計初階
Introduction to Interior Design

查詢電話：2975 5761

導　　師：麥志暉先生
BFA(Mass), MCSD,IDA

開課日期：2000年3月17日起逢星期五
及 時 間　8:00-10:00p.m.(共十二講)

地　　點：統一中心三十四樓AD-4室

全期學費：$1,020

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 02-023-02-51
室內設計進階
Intermediate Interior Design

查詢電話：2975 5761

導　　師：麥志暉先生
BFA(Mass), MCSD,IDA

開課日期：2000年6月23日起逢星期五
及 時 間　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

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）

AH 02-023-03-51
室內設計繪圖
Drafting & Rendering for Interior Design

查詢電話：2975 5762

導　　師：葉子慧先生
BArch(RMIT), HKIA, ARB

開課日期：2000年3月13日起逢星期一
及 時 間　8:00-10:00p.m.(共十二講)

地　　點：統一中心三十四樓AD-4室

全期學費：$1,020

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，使學員有足夠能力繪畫簡單和有效的圖則。課程以實習為主，並輔以理論來說明。研習題目包括器材運用、平面圖、立面圖、剖面圖、三向圖、簡單投影圖及等角投影圖等。學員必須利用課外時間做習作。（名額三十人）

AH 02-023-04-51
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

導　　師：徐敏聰先生
BA(HKPU),MBA(SEU), MCSD

開課日期：2000年6月26日起逢星期一
及 時 間　8:00-10:00p.m.(共八講)

地　　點：統一中心三十四樓AD-4室

全期學費：$740

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。

意念表達技巧乃室內設計師必備條件之一，能夠將構思精確地圖像化，不但有助與顧客和其他設計工作人員溝通，亦有助自己檢視及進一步發展構思。本課程旨在幫助學員體驗設計過程的主要階段，透過示範、討論及實習，導師會介紹：一、意念構思的基本步驟和常遇到的障礙；二、繪畫表達技巧；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）

FASHION DESIGN• 時裝設計

AH 02-024-01-51
基本時裝設計
Introduction to Fashion Design

查詢電話：2975 5761

導　　師：吳青海先生
HDip, MA in Design (HKPU)

開課日期：2000年5月23日起逢星期二
及 時 間　5:50-7:50p.m.(共十二講)

地　　點：統一中心三十四樓AD-2室

全期學費：$1,020

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)

AH 02-024-02-51
二十世紀時裝概談
A Review of Fashion in the 20th Century

NEW 新

查詢電話：2975 5761

導　　師：吳青海先生
HDip, MA in Design (HKPU)

開課日期：2000年2月15日起逢星期二
及 時 間　5:50-7:50p.m.(共十二講)

地　　點：統一中心三十四樓AD-2室

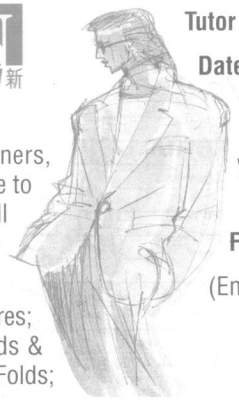
全期學費：$1,020

「時裝」是二十世紀文化重要的一環。踏入二十一世紀，是時候為「它」作一總括和前瞻。學員透過導師講解、觀賞幻燈片及錄影帶、討論和習作，將全面認識近百年時裝的發展。本課程適合對流行文化或時裝設計有興趣的人仕報讀。（名額三十人）

AH 02-024-04-51
Introduction to Fashion Drawing

NEW 新

Enquiries : 2975 5761



Tutor : Lester Lim *BA(Hons) St Martin's*

Date & Time: Fridays, 8:00-10:00p.m., starting 26 May 2000 (10 meetings)

Venue : Room AD-1, 34/F, United Centre

Fee : $880

(Enrolment is limited to 24)

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.

COMPUTER GRAPHICS • 電腦美術設計

AH 02-026-10-51
電腦動畫入門
Introduction to 3D Animation

NEW 新

查詢電話：2975 5761

導　　師：許迅先生 *BA (York)*

詳細課程資料將另行公佈。有意報讀人士請將姓名、通訊地址及聯絡電話寄往香港大學專業進修學院「藝術及設計科」，香港薄扶林道，香港大學徐展堂樓10樓；或傳真致2546-0295。

隨著電腦動畫的普及，不少媒介會利用三維電腦軟件去製作動畫。而近年個人電腦的發展迅速，無論軟件或硬件均擁有強勁的功能，以往工作站級數的動畫及特別視覺效果，現都可以在家中製作。

本課程藉著講授現時深受歡迎及功能強勁的Maya軟件，讓學員認識到立體空間的概念，建立模型及素材，以及製作動畫的技巧。課程以工作坊形式進行。學員須對Windows的操作有基本認識，曾學習三維軟件者更佳。（名額二十五人）

AH 02-026-11-51
淺談萬維網（適合行政人員修讀）
Introduction to World Wide Web

NEW 新

查詢電話：2975 5761

導　　師：司徒偉文先生
BA (HK), PG.DipEd (CUHK)

詳細課程資料將另行公佈。有意報讀人士請將姓名、通訊地址及聯絡電話寄往香港大學專業進修學院「藝術及設計科」，香港薄扶林道，香港大學徐展堂樓10樓；或傳真致2546-0295。

資訊科技發展一日千里，互聯網自然成為各企業與客戶溝通及交換資訊的重要橋樑，而大企業更紛紛建立自己的網站。不少決策者及高級行政人員礙於工作範圍關係，與網頁設計師及程式人員溝通時少不免會出現問題。本課程特為行政人員而設，詳述網站程式員及設計師在建立網站時常用的詞彙及其製作方法。

課程內容包括：網站設計的一般程序；網站傳遞資訊之一般概念；網站設計的幾個基本元素；網站設計的局限性；比較幾個WYG WYS網頁設計軟件；比較傳統平面設計與網頁設計；探討何為「好」的網頁設計；嘗試以辦公室軟件（Microsoft Office）設計網頁。（名額二十五人）

PHOTOGRAPHY • 攝影

AH 02-027-01-51
基礎攝影
Basic Photography

查詢電話：2975 5761

本課程為初學者提供基礎攝影訓練，內容包括黑白和彩色攝影原理、照相機和攝影器材的運用、菲林與光源處理，反差與曝光控制等。學員須自備器材和菲林作實習用途，詳情會在第一講討論。本課程的講義及部份攝影術語均採用英語。（名額二十四人）

導　　師：周偉明先生
BA in Professional Photography (Brooks)

開課日期：2000年2月18日起逢星期五
及 時 間　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 02-027-09-51
Introduction to Photography

Enquiries: 2975 5761

This course will provide students with a comprehensive survey of the basic concepts of photography. Topics will include: cameras, films, composition, subject matter, exposure and colour vs. black and white. Students will learn to use their cameras properly and to create images that are both technically proficient and aesthetically pleasing. Students are required to bring their own cameras and film. Details will be discussed at the first meeting.

Tutor : To be advised

Date & Time: Thursdays, 8:00-10:00p.m., starting 30 March 2000 (12 meetings)

Venue : Room AD-2, 34/F, United Centre

Fee : $1,090

(Enrolment is limited to 20)

AH 02-027-02-51
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：周偉明先生
BA in Professional Photography (Brooks)

開課日期：2000年5月26日起逢星期五
及 時 間　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：$1,150

CRITICAL STUDIES • 美術析賞

AH 02-028-09-51
History of Western Art: The Renaissance to Realism

Enquiries : 2975 5761

The Renaissance is universally regarded as a fundamental period in the history of Western art. Subsequent periods such as Mannerism, Baroque, Neo-Classicism, Romanticism and Realism are either developments from art principles of the Renaissance or are reactions against the rules and bounds developed during this important period. In this course, we will examine the major works of art of each movement as well as important historical events which have influenced the evolution of Western art. Through an in-depth study we will learn to appreciate the development of Western art and its underlying theories up to Realism - the beginning of modern art.

Tutor : Frank Vigneron *BA, MA(INALCO), DEA(Bourgogne), PhD(LCAO)*

Date & Time: Fridays, 5:50-7:50p.m., starting 26 May 2000 (12 meetings)

Venue : Room AD-4, 34/F, United Centre

Fee : $1,000

(Enrolment is limited to 30)

AH 02-028-10-51

西洋美術史導論：印象主義至後現代主義
History of Western Art : Impressionism to Post-Modernism

查詢電話：2975 5761

十九世紀末西方社會經濟，科技及價值觀的急劇轉變，傳統制度受到嚴重挑戰，為二十世紀作出多姿多采的序幕，再加上第一次世界大戰的衝擊，現代藝術充斥著極端主義及革命熱潮，對傳統藝術觀作出猛烈的攻擊，它們的影響，至今仍未消散。本課程將介紹現代主義的複雜發展，以及探討其深遠影響，內容將包括現代藝術中各主要流派如野獸派、立體派、達達、蘇聯前衛藝術、超現實主義、抽象表現主義、普普藝術、與及六十年代以後的藝術等。（名額三十人）

導　師：楊靜儀女士 *B.A.(York)*

開課日期：2000年3月8日起逢星期三
及時間　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：$1,000

AH 02-028-10-52

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.

Tutor : Frank Vigneron
BA, MA(INALCO), DEA(Bourgogne), PhD(LCAO)

Date & Time: Fridays, 5:50-7:50p.m., starting 18 Feb 2000 (12 meetings)

Venue : Room AD-4, 34/F, United Centre

Fee : $1,000

(Enrolment is limited to 30)

AH 02-028-12-51

Modern Art: From Van Gogh to Pollock

NEW 新

Enquiries: 2975 5761

This course will provide an overview of paintings in the first half of the 20th century. Students will be introduced to the different styles that were developed during this era and the movements that became associated with them, such as Post-Impressionism, Cubism, Expressionism and Surrealism. Slides will be used to illustrate the work of major artists and their contribution to the development of modern art. Students will learn to view the paintings in their social and cultural contexts, so that they can appreciate how the various artists responded to the changes that have shaped our modern world.

Tutor : Mariana Loayza-Lauffs
BA, MPhil (HK)

Date & Time: Mondays, 8:00-10:00p.m., starting 27 March 2000 (12 meetings)

Venue : Room AD-2, 34/F, United Centre

Fee : $1,020

(Enrolment is limited to 30)

AH 02-028-03-51

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，令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別具代表性的藝術品，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：2000年2月23日起逢星期三
及時間　5:50-7:50p.m.(共十二講)

地　點：統一中心三十四樓AD-2室

全期學費：$1,020

AH 02-028-13-51

中國書畫鑑賞
Appreciation of Chinese Paintings & Calligraphy

NEW 新

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，以其時代、作者、技法及風格等作出分析比較，務使習畫者及愛好者能增加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：2000 年 2 月 25 日起逢星期五
及 時 間　5:50-7:50p.m.(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

專業形象設計
Image Design for Professionals

查詢電話：2975 5762

在香港這個國際大都市，個人形象極受重視。本課程為專業人士而設，介紹形象的基本知識。

內容包括：一、皮膚護理及化妝；二、髮型設計及頭髮保養；三、色彩及服飾配搭、服裝禮儀；四、社交禮儀；五、健康營養。

導師將會個別指導學員如何建立個人形象。（名額二十四人）

AH 02-030-06-51
開課日期：2000年2月14日起逢星期一及四
及 時 間　5:50-7:50p.m.(共八講)

AH 02-030-06-52
開課日期：2000年2月14日起逢星期一及四
及 時 間　8:00-10:00p.m.(共八講)

導　　師：楊美儀女士

地　　點：統一中心三十四樓 AD-2 室

全期學費：$1,100

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 02-030-05-51	AH 02-030-05-52（日間課程）	AH 02-030-05-53（日間課程）
開課日期：2000 年 2 月 17 日起 及 時 間　逢星期四 6:00-8:00p.m. （共八講）	開課日期：2000 年 2 月 19 日起 及 時 間　逢星期六 1:30-3:30p.m. （共八講）	開課日期：2000 年 4 月 29 日起 及 時 間　逢星期六 3:50-5:50p.m. （共八講）

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 02-030-01-51（日間課程）	AH 02-030-01-52	AH 02-030-01-53（日間課程）
開課日期：2000 年 2 月 19 日起 及 時 間　逢星期六 3:50-5:50p.m. （共八講）	開課日期：2000 年 4 月 27 日起 及 時 間　逢星期四 6:00-8:00p.m. （共八講）	開課日期：2000 年 4 月 29 日起 及 時 間　逢星期六 1:30-3:30p.m. （共八講）

The World of Art & Design 藝術與設計的天地

Art & Design students in SPACE do not only study their subjects: they also put on exhibitions of their work for others to see. Two exhibitions in the near future are :

學院的藝術及設計學員不僅在課堂上課，還會有機會把作品公開展覽，兩項即將舉辦的展覽為：



- Students of the Diploma in Chinese Calligraphy course will put on their Graduation Exhibition in the Hong Kong Museum of Art from 7 January to 6 February 2000.

  二○○○年一月七日至二月六日，香港藝術博物館展出中國書法文憑課程畢業生作品。

- Students of three Diploma courses - in Graphic Communication, Fashion Design and Interior Design - will put on a joint Graduation Exhibition in late March 2000 in the SPACE Admiralty Learning Centre, 2nd floor.

  二○○○年三月底，金鐘教學中心三樓展出本院三項文憑課程(平面設計、時裝設計及室內設計) 畢業生品。

In response to demand, we are also offering two new Diploma courses :
由於市民對藝術課程的需求殷切，本學院現特別增辦下列出現課程：

- **Diploma in Ceramics**
  This is the only diploma course of its kind in Hong Kong.
  It will give students a comprehensive study of ceramics.

  陶瓷藝術文憑課程 —

  本課程旨在讓學員全面學習陶瓷藝術，是香港獨一無二的文憑課程。

- **Diploma in Computer-aided Design** (Subject to final approval) –
  SPACE will be setting up a specialist computer laboratory that will allow us to offer a greater range of Graphics and Design courses than ever before.
  This course covers both graphic design theory and computer skills. It will be suitable both for practising designers and for anyone who is planning to enter the field.

  電腦美術設計文憑課程 (待批准) —
  本學院最近設置一電腦室，以開設較多有關平面美術設計的課程。
  本課程揉合平面設計理論及電腦技巧，特別適合從事設計及有志投身設計行業人士。



History & Archaeology 歷史及考古學

電話 : 2975 5682 傳真 : 2858 3404

AH 14-031-01-01
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：2000 年 4 月 6 日起逢星期四
及 時 間　6:25-7:55p.m.(共十二講) 及一次野外實習

地　　點：石硤尾教學中心 303 室

全期學費：$730 野外實習之交通費由學員自付

AH 14-031-02-01
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：2000年3月7日起逢星期二
及 時 間　6:25-7:55p.m.(共十二講)
及一次現場參觀
地　　點：石硤尾教學中心203室
全期學費：$730現場參觀之交通費及入場費由學員自付

AH 14-031-03-01
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：2000年5月22日起逢星期一
及 時 間　6:25-7:55p.m.(共八講)
及一次實地考察
地　　點：金鐘教學中心S6室（海富中心）
全期學費：$520實地考察之交通費由學員自付

AH 14-031-04-01
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：2000年5月31日起逢星期三
及 時 間　8:00-9:30p.m.(共八講)
及一次實地考察
地　　點：北角教學中心8室
全期學費：$520實地考察之交通費由學員自付

AH 14-031-05-01
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 & Time: Saturdays, 2:15p.m. - 3:45p.m. starting March 4, 2000 (10 meetings & 1 Field Trip)
Venue : Rm. S15 Admiralty Learning Centre (Admiralty Centre 3/F)
Fee : $700



A thing of beauty is a joy for ever.

AH 14-031-09-01

現代中國五十年
Fifty Years of Political Development in China

導　　師：黃文放先生

開課日期：2000年3月4日起逢星期六
及 時 間　9:00-11:00a.m.(共八講)

地　　點：北角教學中心1室

全期學費：$1,200

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。本課程的開辦，更為教師提供一次進修的機會。

課程大綱：中華人民共和國是怎樣建立起來的、建國初期 – 實行新民主主義制度時期、十年內鬥 – 以反右鬥爭到文革前、文革十年、粉碎「四人幫」結束文革內亂，新中國的歷史轉折、改革開放二十年、中國的政治形勢和政治改革的前景、收回香港– 兼及澳門回歸、台灣問題 – 中國統一的前景(兼及藏獨和疆獨問題)、五十年來的中國外交。（名額一百二十人）

Languages & Literature 語言及文學

ENGLISH LANGUAGE COURSES

General English
- Communicate in English
- Essential English
- Active Grammar
- Academic Writing Skills
- Effective Writing Skills
- Reading for Pleasure
- Effective Listening
- Pronunciation & Fluency
- Advance Speaking & Listening
- English Intonation
- Introduction to Public Speaking

Business English
- Certificate Programme in Business English
- Business Correspondence
- Business Speaking & Listening
- Effective Presentations

English For Secondary School Teachers
- Certificate Programme in English Language Teaching (Secondary)

English For Primary School Teachers
- Drama in the Classroom
- Language Arts in Primary Schools

Literature in English
- Certificate Programme in English Literary Studies

Daytime English Courses in Summer 2000
- Intensive English
- Speaking and Grammar
- English for the Workplace
- Advanced Speaking and Listening
- Effective Writing Skills
- Academic Writing Skills
- Effective Presentations

ENGLISH STUDIES • 英國語言及文學

Communicate in English

Enquiries: 2975 5681

The ability to communicate effectively in English is essential for work and study in Hong Kong.

These courses provide participants with an opportunity to develop oral fluency through intensive language practice. They will enable students to extend the range of their spoken English so that they can use the language appropriately and creatively as well as accurately. Students will also be able to practise and improve their listening skills through a range of exercises and activities.

The elements of written communication will be dealt with systematically. Students will be exposed to a variety of texts and will carry out tasks designed to improve their understanding of text organization. They will be helped to develop better reading strategies and to write clear, concise, grammatical English on a number of topics in an appropriate style.

Courses

In Hong Kong

AH 11-032-04-01

Date & Time: Sundays,10:00 a.m.-1:00p.m. starting 20 February 2000

Venue : AIA Tower, North Point

AH 11-032-04-02

Date & Time : Fridays, 6:30 p.m.- 9:30 p.m., starting 25 February 2000

Venue : Wan Chai Learning Centre
Tang Shiu Kin Secondary School,
9 Oi Kwan Rd., Wanchai, HK

These courses will be of interest to those who wish to prepare themselves before applying for a place on a Use of English Certificate course in the autumn. Other applicants who do not have the time to attend our longer English programmes may also be admitted to these courses.

Entry Requirements
To benefit from the course, applicants should have a Grade 'D' in the HKCEE or the equivalent in an approved exam.

Applicants will be accepted on a "first-come, first-served" basis while places are available. Early application is strongly advised. As courses at particular centres are sometimes oversubscribed, applicants are advised to indicate a second choice of course (state the number only) in addition to their first choice.

In Kowloon

AH 11-032-04-03

Date & Time : Wednesdays,6:30-9:30p.m. starting 23 February 2000

Venue : Wah Yan College, 56 Waterloo Road, Kowloon. MTR: Yau Ma Tei

Fee : $2,100 (15 meetings)

Essential English

Enquiries : 2975 5764



This practical course covers the four English skills which are essential for communication: speaking, listening, reading and writing. The course aims to:

- review and consolidate your existing English skills;
- increase your vocabulary;
- practise essential points of grammar;
- help you recognise and correct common errors in English.

This course will be particularly useful if you have not studied English recently and feel that you need to brush up your English, or if you would like to apply for a place in the Foundation English or Practical English programmes in Autumn 2000.

Entry Requirements
To apply for this course you should have grade "E" in English Language (Syllabus B) in HKCEE or an equivalent qualification. You should attach a copy of your certificate to your application form.

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.

Course No.	Starting Date & Time	Venue
AH 11-032-08-51	Saturdays, 2:30 p.m.-5:30 p.m., starting 8 April, 2000	Room UC-6, 12/F., United Centre
AH 11-032-08-52	Sundays, 10:00 a.m.-1:00 p.m., starting 7 May, 2000	Room S9, 3/F., Admiralty Centre
AH 11-032-08-53	Sundays, 2:30 p.m.-5:30 p.m., starting 7 May, 2000	Room S21, 3/F., Admiralty Centre (7 May, 2000 - 11 June, 2000) Room S13, 3/F., Admiralty Centre (18 June, 2000 - 13 August, 2000)
AH 11-032-08-54	Mondays & Thursdays, 6:30 p.m.- 9:30 p.m., starting 19 June, 2000	Room S26, 3/F., Admiralty Centre (Mondays) Room S11, 3/F., Admiralty Centre (Thursdays)
AH 11-032-08-55	Tuesdays & Fridays, 6:30 p.m.-9:30 p.m., starting 13 June, 2000	Room S10, 3/F., Admiralty Centre
AH 11-032-08-56	Mondays, 6:30 p.m. - 9:30 p.m., starting 13 March, 2000	Room 602, Tang Shiu Kin Secondary School
AH 11-032-08-57	Tuesdays, 6:30 p.m. - 9:30 p.m., starting 14 March, 2000	Room 303, Tang Shiu Kin Secondary School
AH 11-032-08-58	Wednesdays, 6:30 p.m. - 9:30 p.m., starting 22 March, 2000	Room 606, Tang Shiu Kin Secondary School
AH 11-032-08-59	Thursdays, 6:30 p.m. - 9:30 p.m., starting 23 March, 2000	Room 304, Tang Shiu Kin Secondary School

Course No.	Starting Date & Time	Venue
AH 11-032-08-60	Fridays, 6:30 p.m. - 9:30 p.m., starting 24 March, 2000	Room 604, Tang Shiu Kin Secondary School
AH 11-032-08-61	Mondays, 6:30 p.m. - 9:30 p.m., starting 13 March, 2000	Room 211, Delia Memorial School, Mei Foo Sun Chuen
AH 11-032-08-62	Tuesdays, 6:30 p.m. - 9:30 p.m., starting 14 March, 2000	Room 212, Delia Memorial School, Mei Foo Sun Chuen
AH 11-032-08-63	Wednesdays, 6:30 p.m. - 9:30 p.m., starting 15 March, 2000	Room 213, Delia Memorial School, Mei Foo Sun Chuen
AH 11-032-08-64	Thursdays, 6:30 p.m. - 9:30 p.m., starting 23 March, 2000	Room 211, Delia Memorial School, Mei Foo Sun Chuen
AH 11-032-08-65	Saturdays, 2:30 p.m. - 5:30 p.m., starting 25 March, 2000	Room 213, Delia Memorial School, Mei Foo Sun Chuen

15 meetings (45 hours)

Fee: $2,100 (including textbook)

Active Grammar

Enquiries : 2975 5765

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.

Course No.	Starting Date & Time	Venue
AH 11-032-13-51	Sundays, 2:30 p.m.-5:30 p.m., starting 2 April, 2000	Room S15, 3/F., Admiralty Learning Centre
AH 11-032-13-52	Sundays, 2:30 p.m.-5:30 p.m., starting 18 June, 2000	Room S26, 3/F., Admiralty Learning Centre
AH 11-032-13-53	Sundays, 2:30 p.m.-5:30 p.m., starting 2 April, 2000	Room 102, 10/F., Shun Tak Centre
AH 11-032-13-54	Wednesdays, 6:30 p.m.-9:30 p.m., starting 29 March, 2000	Room 602, Tang Shiu Kin Secondary School
AH 11-032-13-55	Wednesdays, 6:30 p.m.-9:30 p.m., starting 7 June, 2000	Room 104, Tang Shiu Kin Secondary School
AH 11-032-13-56	Saturdays, 2:30 p.m.-5:30 p.m., starting 1 April, 2000	Room 227, Delia Memorial School, Mei Foo Sun Chuen
AH 11-032-13-57	Tuesdays, 6:30 p.m.-9:30 p.m., starting 13 June, 2000	Room 205, Shek Kip Mei Learning Centre
AH 11-032-13-58	Saturdays, 2:30 p.m.-5:30 p.m., starting 24 June, 2000 (Note: We expect this class to meet on 1 July which is a public holiday.)	Room 303, Shek Kip Mei Learning Centre

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.

AH 11-032-09-51

Date & Time: Tuesdays, 6:30-9:30 p.m., starting 28 March, 2000.

Venue : Room 602, Tang Shiu Kin Secondary School (on 28 March, 2000)

Room 306, Tang Shiu Kin Secondary School, (11 April, 2000-13 June, 2000)

AH 11-032-09-52

Date & Time: Tuesdays, 6:30-9:30 p.m., starting 27 June, 2000.

Venue : Room 101, Tang Shiu Kin Secondary School

10 meetings (30 hours)

Fee : $2,000 (including textbook)

Effective Writing Skills

Enquiries : 2975 5764

Do you have problems in getting your message across when writing English? Do you feel embarrassed by the style of your written English? If so, this course will help you solve these problems.

The course teacher will focus on many of the common problem areas that are faced by language learners to help you to recognise and correct your errors. The classes will be run as workshops that get you fully involved, so you will have plenty of opportunity to practise writing. All the materials used on the course have been designed specifically for the workshops, so there will be no need for you to buy a textbook.

Our aim is to help you to write well-structured English that is interesting, easy to understand and easy to read. You will learn essential writing skills so that you can get your meaning across to the reader, whatever you are writing.

Entry Requirements

In order to benefit from the course, you should have a Grade "D" pass in English Language (Syllabus B) in the HKCEE. You should submit the following with your application:

- a copy of your HKCEE certificate.
- a letter stating why you think the course will benefit you.

Enrolment will be by selection of those most likely to benefit from the course of instruction. Successful applications will receive a letter from SPACE a week before the start of the course.

AH 11-032-10-51

Date & Time: Mondays, 6:30-9:30p.m., starting 3 April, 2000

Note: We expect this class to meet on 1 May which is a public holiday

Venue : Rm. 501, Tang Shiu Kin Secondary School

Closing Date for applications : 17 March 2000

AH 11-032-10-52

Date & Time: Mondays, 6:30-9:30p.m., starting 26 June, 2000

Venue : Room 101, Tang Shiu Kin Secondary School

Closing Date for applications : 9 June 2000

AH 11-032-10-53

Date & Time: Wednesdays, 6:30-9:30p.m., starting 14 June, 2000

Venue : Room 204, Shek Kip Mei Learning Centre

Closing Date for applications : 26 May 2000

10 meetings (30 hours)

Fee : $1,650

AH 11-032-11-51
Reading for Pleasure

Enquiries : 2975 5764

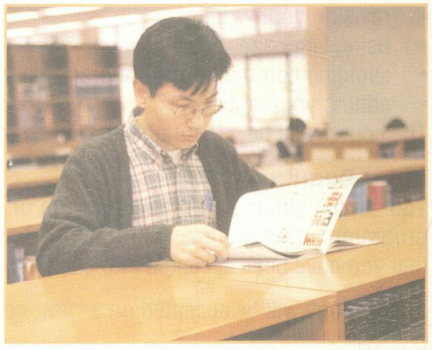
Date & Time: Mondays, 6:30 p.m.- 9:30 p.m., starting 22 May, 2000

Venue : Rm S20, 3/F., Admiralty Learning Centre

10 meetings (30 hours)

Fee : $1,500

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.



This course will suit you if you want to develop your English reading skills in an enjoyable and relaxed manner, with a view to extending your vocabulary and subsequently building up your confidence in speaking English.

The course will :

- introduce you to the techniques of reading;
- show you how to pick out useful and important vocabulary from different types of texts;
- help you develop an awareness of the meaning and use of words from contextual clues;
- give you tips on how to read for exams as well as for pleasure without worrying about new words and phrases.

The texts you read inside class will include contemporary newspaper and magazine articles, short stories, and poems. You must also be willing to read for yourself outside of class.

The techniques you learn on this course will help you on any future English courses that you take.

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.

AH 11-032-01-51
Effective Listening

Enquiries : 2975 5681

Date & Time: Sundays, 10:00 a.m.-1:00p.m., starting 27 February 2000

Venue : Admiralty Learning Centre, 3/F. (8 meetings)

Fee : $980

Applications will be accepted on a "first-come, first-served" basis.

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.

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.

10 meetings (30 hours)

Fee : $1,650

Course No.	Starting Date & Time	Venue
AH 11-032-12-51	Tuesdays, 9:30 a.m.-12:30 p.m., starting 21 March, 2000 (Note: This is a morning course)	Room S10, 3/F., Admiralty Learning Centre
AH 11-032-12-52	Mondays, 6:30 p.m.-9:30 p.m., starting 26 June, 2000	Room 105, Tang Shiu Kin Secondary School
AH 11-032-12-53	Wednesdays, 6:30 p.m.-9:30 p.m., starting 22 March, 2000	Room 306, Tang Shiu Kin Secondary School
AH 11-032-12-54	Wednesdays, 6:30 p.m.-9:30 p.m., starting 7 June, 2000	Room 101, Tang Shiu Kin Secondary School
AH 11-032-12-55	Thursdays, 6:30 p.m.-9:30 p.m., starting 23 March, 2000	Room 101, Tang Shiu Kin Secondary School
AH 11-032-12-56	Thursdays, 6:30 p.m.-9:30 p.m., starting 15 June, 2000	Room 101, Tang Shiu Kin Secondary School
AH 11-032-12-57	Saturdays, 2:00 p.m.-5:00 p.m., starting 1 April, 2000	Room 224, Delia Memorial School, Mei Foo Sun Chuen
AH 11-032-12-58	Saturdays, 10:00 a.m.-1:00 p.m., starting 24 June, 2000 (Note: This is a morning course and we expect this class to meet on 1 July which is a public holiday.)	Room 203, Shek Kip Mei Learning Centre

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.

AH 11-032-20-51

Date & Time: Tuesdays, 6:30-9:30 p.m., starting 13 June, 2000

Venue : Room 204, Shek Kip Mei Learning Centre, Ka Chi School, 5 Wai Chi Street, Shek Kip Mei, Kowloon

AH 11-032-20-52

Date & Time: Saturdays, 2:30-5:30 p.m., starting 10 June, 2000

Venue : Room 204, Shek Kip Mei Learning Centre, Ka Chi School, 5 Wai Chi Street, Shek Kip Mei, Kowloon

10 meetings (30 hours)

Fee : $1,650

AH 11-032-02-51
English Intonation

Enquiries: 2975 5689

Tutor : John Bensly *MA (Oxon), MA (Reading)*

Date & Time: Wednesdays, 6:30 - 9:00 p.m., starting 8 March 2000

Venue : Room 1804, North Point Learning Centre (AIA Tower) (6 meetings)

Fee : $650

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.

AH 11-032-03-51
Introduction to Public Speaking

Enquiries: 2975 5681

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 13 February 2000

Venue : Room S27, Admiralty Learning Centre (10 meetings)

Fee : $780

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.

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 can you enter the Programme ?

Entrance Test

All applicants must take an entrance test, which will last about 75 minutes. The test has two parts : grammar and writing.

The entrance test takes place at the following times :

At the SPACE Learning Centre (Admiralty Centre, 3/F., [MTR: Admiralty])

17 February 2000 (Thursday)	6:30 p.m.
26 February 2000 (Saturday)	2:00 p.m., 4:00 p.m.
28 April 2000 (Friday)	6:30 p.m.
6 May 2000(Saturday)	2:00 p.m., 4:00 p.m.

Having chosen the most suitable time to take the test, you must fill out an entrance test application form at any SPACE office.

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.

Note : The minimum qualification that you should have is a grade "D" pass in English Language in (Syllabus B). 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

What do the Parts consist of ?

The focus of the different Parts is :

Part 1 - Modern Business Writing Skills (External)

This Part focuses on several different common letters that you might send to a company or organisation, and includes sessions in which you have to write letters based on real life situations.

Part 2 - Modern Business Writing Skills (Internal)

This Part focuses on the skills involved in writing memos, minutes and short reports, which you might have to write within the company or organisation.

Part 3 - Modern Business Oral Skills

This Part concentrates on developing the speaking and listening skills that are essential in a work environment.

Teaching Schedule

Part 1 - Modern Business Writing Skills (External)

Part 1 concentrates on the skills that are essential for people who have to write to various companies or organisations. It includes :

- general principles of business writing;
- job application letters;
- letters of enquiry and replies to them;
- complaint letters;
- workshops to help you write letters that are based on real situations.

The lessons will 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.

Students are required to buy a textbook costing about $180. This book is also used in Part 2.

Fee : $1,650

AH 11-101-01(92)
Date & Time: Sundays, 10:00 a.m.-1:00 p.m., starting 2 April, 2000
Venue : Room. S15, 3/F., Admiralty Learning Centre

AH 11-101-04(92)
Date & Time: Sundays, 10:00 a.m.-1:00 p.m., starting 18 June, 2000
Venue : Room S10, 3/F., Admiralty Learning Centre

AH 11-101-02(92)
Date & Time: Fridays, 6:30 p.m.-9:30 p.m., starting 31 March, 2000
Venue : Room 601, Tang Shiu Kin Secondary School

AH 11-101-05(92)
Date & Time: Fridays, 6:30 p.m.-9:30 p.m., starting 23 June, 2000
Venue : Room 105, Tang Shiu Kin Secondary School

AH 11-101-03(92)
Date & Time: Wednesdays, 6:30 p.m.-9:30 p.m., starting 5 April, 2000
Venue : Room 214, Delia Memorial School, Mei Foo Sun Chuen

(10 meetings) 30 hours

Part 2 - Modern Business Writing Skills (Internal)

Part 2 focuses on the writing that is done within a company or organisation. It includes memos, minutes and 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.

Students are required to buy a textbook costing about $180. This book is also used in Part 1.

Fee : $1,650

AH 11-101-11(92)
Date & Time: Sundays, 10:00 a.m.-1:00 p.m., starting 2 April, 2000
Venue : Room 1805, 18/F., AIA Tower

AH 11-101-13(92)
Date & Time: Sundays, 10:00 a.m.-1:00 p.m., starting 18 June, 2000
Venue : Room S19, 3/F., Admiralty Learning Centre

AH 11-101-12(92)
Date & Time: Thursdays, 6:30-9:30 p.m., starting 30 March, 2000
Venue : Room 105, Tang Shiu Kin Secondary School

AH 11-101-14(92)
Date & Time: Thursdays, 6:30-9:30p.m., starting 22 June, 2000
Venue : Room 102, Tang Shiu Kin Secondary School

(10 meetings) 30 hours

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.

Fee : $1,650

AH 11-101-21(92)
Date & Time: Wednesdays, 6:30 p.m.- 9:30 p.m., starting 29 March, 2000
Venue : Room 601, Tang Shiu Kin Secondary School

AH 11-101-23(92)
Date & Time: Wednesdays, 6:30 p.m.- 9:30 p.m., starting 14 June, 2000
Venue : Room 103, Tang Shiu Kin Secondary School

AH 11-101-22(92)
Date & Time: Mondays, 6:30 p.m.- 9:30 p.m., starting 27 March, 2000
Venue : Room 304, Shek Kip Mei Learning Centre

AH 11-101-24(92)
Date & Time: Mondays, 6:30 p.m.- 9:30 p.m., starting 26 June, 2000
Venue : Room 304, Shek Kip Mei Learning Centre

(10 meetings) 30 hours

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 11-033-01-51
Date & Time: Fridays, 6:30-9:30p.m., starting 31 March, 2000
Venue : Room 606, Tang Shiu Kin Secondary School

AH 11-033-01-52
Date & Time: Fridays, 6:30-9:30p.m., starting 23 June, 2000
Venue : Room 101, Tang Shiu Kin Secondary School

AH 11-033-01-53
Date & Time: Wednesdays, 6:30-9:30p.m., starting 21 June, 2000
Venue : Room 304, Shek Kip Mei Learning Centre

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, and includes 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

AH 11-033-02-51
Date & Time: Tuesdays, 6:30-9:30 p.m., starting 21 March, 2000
Venue : Room 101, Tang Shiu Kin Secondary School

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 all 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 11-033-02-53
Date & Time: Tuesdays, 6:30-9:30 p.m., starting 13 June, 2000

Venue : Room 102, Tang Shiu Kin Secondary School

AH 11-033-02-52
Date & Time: Saturdays, 2:30-5:30 p.m., starting 1 April, 2000

Venue : Room 226, Delia Memorial School, Mei Foo Sun Chuen

AH 11-033-02-54
Date & Time: Saturdays, 2:30-5:30 p.m., starting 24 June, 2000

Venue : Room 304, Shek Kip Mei Learning Centre
(Note: We expect this class to meet on 1 July which is a public holiday)

10 meetings (30 hours)

Fee : $1,750 (including textbook)

Effective Presentations

Enquiries: 2975 5695

This practical course will benefit you if you :
- have to make presentations in English but feel uncomfortable about doing so;
- want to prepare yourself for giving presentations in the future.

Among the key presentation and language skills covered will be :
- starting and concluding a presentation;
- ways of making a transition from one part of a presentation to the next;
- useful words and phrases for linking ideas;
- describing graphs, charts and trends;
- using body language 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, and 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)

AH 11-033-03 -51
Date & Time: Sundays, 2:30-5:30 p.m., starting 2 April, 2000

Venue : Room 212, Austin Tower

AH 11-033-03 -53
Date & Time: Sundays, 2:30-5:30 p.m., starting 18 June, 2000

Venue : Room 212, Austin Tower

AH 11-033-03 -52
Date & Time: Saturdays, 2:30-5:30 p.m., starting 1 April, 2000

Venue : Room 5, 14/F., Fortress Tower

AH 11-033-03 -54
Date & Time: Saturdays, 2:30-5:30 p.m., starting 24 June, 2000

Venue : Room 1805, 18/F., AIA Tower

(10 meetings) 30 hours

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

Fee : $2,300 (including textbook)

ENGLISH FOR SECONDARY SCHOOL TEACHERS

AH 11-102-02 (91), AH 11-102-18 (91), AH 11-102-19 (91), AH 11-102-22 (91), AH 11-102-23 (91)

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.

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.



Language is the amber in which a thousand precious thoughts have been safely imbedded and preserved.

Language is the dress of thought.

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.
- 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	No. of Optional Modules
Autumn 1999	Core A	5
Spring 2000	Core B	4

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.

AH 11-102-02 (91)
English Language Teaching: recent trends and current classroom practice (Core B)

Aims
The aim of this course is to assist teachers who face the difficult task of teaching English in a lively and interesting way to large classes of poorly motivated pupils.

Objectives
To explore a range of practical classroom techniques while keeping in mind the constraints which the syllabus and exam pressure place on the teacher.

Teaching/Learning Method
Classes will use a combination of tutor input, pair and group discussion, and workshops.

Recommended Reading
There are no set readings for this course. The tutor will suggest some background reading during the course.

Assessment
Assessment will be 100% coursework.

Individual Assignment 1 (due week 4)	20%
Individual Assignment 2 (due week 7)	80%

(Enrolment is limited to 30)

Syllabus

Session 1	Communicative Language Teaching in Hong Kong: Issues and Plans for action
Session 2	Planning for Teaching
Session 3	Presenting and Practising Language
Session 4	Focus on Reading Skills
Session 5	Focus on Listening Skills
Session 6	Focus on Speaking Skills
Session 7	Focus on Writing Skills
Session 8	Open Forum

Tutor : Carol MacLennan *BEd, MPhil, MA, MEd (Waikato), MA (Reading), PhD (HK)*

Venue : Rm 203, Shek Kip Mei Learning Centre

Date & Time: Saturdays, 9:30 a.m. – 12:00 noon, starting 8 April 2000 (8 meetings)

Fee : $1,240

AH 11-102-18 (91)
Basic Linguistics for Language Learners II : An Introduction to the History of English and Its Application to Effective Language Learning
(Optional Module)

Aims
- To introduce students to the meaning and scope of historical and comparative linguistics with particular reference to English.
- To raise the students' awareness of relationships among the languages from which English is derived, and to use this awareness to learn these languages both more effectively and efficiently.

Objectives
To give further practice in understanding and applying linguistic methodologies to personal language improvement with particular reference to English.

Teaching/Learning Method
Classes will involve tutor input and class practice, including pair and small group work.

Recommended Reading
There are no set readings for this course.

Assessment
Assessment will be 100% coursework.

Individual Assignment 1 (due week 4)	20%
Individual Assignment 2 (due week 7)	80%

(Enrolment is limited to 30)

Syllabus

Session 1
Introduction: The scope of comparative, contrastive and historical linguistics.

Session 2
The World's Major Language Families, with particular reference to the Sino-Tibetan and Indo-European Groups.

Session 3
From Indo-European to Old English (4,200 BC to 450 AD).

Session 4
The Germanic element in English: An introduction to English phonology, morphology, lexis and syntax.

Session 5
Christianity and English. The Latin element in English Language, culture and literature.

Session 6
England's Nordic cousins - the Vikings and the Normans. Old and Middle English language and literature.

Session 7
The English and the French - Cousins and Rivals. French and other Romance elements in English language, culture and literature.

Session 8
The Greek and other Renaissance elements in the English language, culture and literature.



Session 9
Trade, imperialism and neo-colonialism. Non-Western elements in the English language, culture and literature since the first Elizabethan period.

Session 10
English today and its possible future. Investigating the changes in the English language since the Second World War and their possible consequences for the future.

Tutor : Norman Bird,
BA, MPhil, PhD (London)

Venue : Room S27, 3/F., Admiralty Learning Centre

Date & Time: Sundays, 9:45 a.m. – 11:15 a.m., starting 13 February 2000 (10 meetings)

Fee : $930

AH 11-102-19 (91)
Pronunciation for Cantonese Speakers
(Optional Module)

Aims
This course aims to help teachers to tackle the common pronunciation problems encountered in English learners in Hong Kong. It aims to improve teachers' own shortcomings, as well as give instruction on how to improve the awareness and performance of students.

Objectives
At the end of the course, participants should be able to recognize the major sources of phonological difficulty for Cantonese learners of English, make appropriate improvements in their own pronunciation and produce a range of instructional material for student learning.

Teaching/Learning Method
Classes will involve tutor input and class practice, including pair and small group work.

Recommended Reading
There are no set readings for this course. The tutor will suggest some background reading during the course.

Assessment
Assessment will be 100% coursework.

Individual Assignment 1 (due week 2)	20%
Individual Assignment 2 (due week 5)	80%

(Enrolment is limited to 30)

Syllabus

Session 1
Basics of phonology. The phonemes of English and Cantonese contrasted. Production of sounds by the vocal or gans-voicing and points of articulation.

Session 2
Minimal pair exercises. Word endings and consonant clusters. Exercises in basic contrasts.

Session 3
Word stress and its significance. Rhythm and intonation. Practising the pronunciation of difficult words.

Session 4
Normal rhythm and the manipulated forms of rhyme and poetry. Review of pronunciation material so far.

Session 5
Intensive practice of individual problems diagnosed during the course. Tone - lexical and non-lexical functions. Intonation and prominence patterns in English and their relation to meaning.

Tutor : Geoff Smith *BSc (Bristol), PGCE (Sussex), MPhil (PNG U of Tech), Associate Professor, English Centre, HKU*

Venue : Rm. S20, 3/F., Admiralty Centre

Date & Time: Saturdays, 9:30 a.m. – 12:30 p.m., starting 26 February 2000 (5 meetings)

Fee : $930

AH 11-102-22 (91)
The Organisation and the Structure of Vocabulary and of Reading Comprehension Lessons
(Optional Module)

NEW 新

Aims
The aim of this course is to emphasise the need for and difference between these two distinct types of lessons at every level of the secondary school curriculum. The course covers various vocabulary revision techniques and their extension to the comprehension of new vocabulary. The reading comprehension section concerns techniques for analysing the basic meaning of a text, and especially those areas concerning background global information, vocabulary, and discourse analysis.

Recommended Reading
Bird, N and Pickard, V (1997) *Perfect Practice II, A self-access set for HKCEE paper II* (student and answer books), Hong Kong: Witman Publishing Co. (HK) Ltd.

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)



The brighter you are, the more you have to learn.

Syllabus

Session 1
Aims and definitions. Vocabulary vs reading comprehension lessons and their components.

Session 2
Vocabulary lesson 1: Revising the form, function, and meaning of previously taught vocabulary.

Session 3
Vocabulary lesson 2: The form and function of new vocabulary.

Session 4
Vocabulary lesson 3: The meaning of new vocabulary.

Session 5
Reading comprehension lesson 1: Function and structure.

Session 6
Reading comprehension lesson 2: Finding the meaning of words through context, and analysis.

Session 7
Reading comprehension lesson 3: Finding the meaning of words through reference.

Session 8
Reading comprehension lesson 4: Text types.

Session 9
Reading comprehension lesson 5: In class and at home.

Session 10
Self-access and the public examinations.

Tutor : Norman Bird *BA, MPhil, PhD (London)*
Venue : Rm S27, 3/F., Admiralty Centre
Date & Time: Sundays, 11:30 a.m. – 1:00 p.m., starting 13 February 2000 (10 meetings)
Fee : $930

AH 11-102-23(91)
Preparing Students for HKCE and A/S Level Oral Exams
(Optional Module)

NEW 新

Aims
This course is intended to help upper-form teachers of English to develop a wider range of strategies in their methodology for oral preparation and practice. By generating and demonstrating ideas and techniques it will enable them to work more effectively with students toward the oral papers of the Hong Kong public examinations system.

Objectives
The course will focus on both the language skills and functions and the pedagogical skills required to equip students with adequate knowledge, competence and confidence to meet the challenges of the three types of examined activity: role-play, group discussion and solo presentation. At the end of the course participants should be able to demonstrate the ability to facilitate appropriate oral preparation activities for the public exams.

Syllabus

Session 1
Developing oral skills for public examination: pronunciation, fluency; classroom organisation and management; use of AV aids.

Session 2
Oral skills for HKCE and A/S level: Role-play.

Session 3
Oral skills for HKCE and A/S level: Solo presentation. Micro-teaching task.

Session 4
Oral skills for HKCE and A/S level: Group discussion. Micro-teaching task

Session 5
Preparing for the exam; positive reinforcement. Micro-teaching feedback.

Recommended Reading
There are no set readings before this course, but participants should be familiar with the format and regulations of the oral sections of the two public examinations.

Assessment
Assessment will be 100% coursework. In sessions three and four participants will simulate an oral preparation activity in one of the designated areas through micro-teaching to the others in the group. One micro-teaching task per participant is required for assessment purposes.

(Enrolment is limited to 30)

Tutor : Mike Ingham *BA, MA (Oxon), PGCE (London), PhD (HK), Assistant Professor, English Department, Lingnan University*

Venue : Rm A209, Run Run Shaw Bldg., HKU

Date & Time: Saturdays, 2:00 p.m. – 5:00 p.m., starting 11 March 2000 (5 meetings)

Fee : $930

ENGLISH FOR PRIMARY SCHOOL TEACHERS

AH 11-058-02-01
Drama in the Classroom

Enquiries: 2975 5689

Aims
This course aims to give practice and guidance to primary teachers who wish to use drama as a teaching aid in the classroom.

Objectives
At the end of this course, teachers should be able to:
- design drama lessons based on fairy tales, Chinese/other stories and cross-curricular themes using a wide range of drama conventions ;
- design and produce a short presentation based on a theme e.g. the weather, which incorporates excerpts of poetry, prose, movement music and drama ;
- select appropriate drama games for use in class.

Teaching/Learning Method
Classes will use a combination of teacher input, pair and group discussion, tasks and workshops.

Recommended Reading
Learning Language through literature in Primary Schools 1998 Kennedy & Falvey

The tutor will suggest some other background reading during the course.

Assessment
Students will not be assessed as the course is not currently accredited. However, they will be expected to complete group/individual assignments.

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.

(Enrolment is limited to 30)

Syllabus

Session 1
Drama Conventions 1: introduction to drama conventions, exploring fairy tales through drama conventions.

Session 2
Exploring Chinese and other stories through drama conventions.

Session 3
- Exploring cross-curricular themes through drama conventions.
- Thematic Speaking 1: introduction to thematic speaking, techniques.

Session 4
Thematic Speaking 2: practical experience in designing and producing a thematic speaking script.

Session 5
Drama Games: warming-up games, concentration games, calming games.

Tutor : Catherine O'Brien *BEd, ALSM, ARIAM, LTCL (& guest speaker)*

Venue : Rm. S27, 3/F., Admiralty Learning Centre

Date & Time: Saturdays, 2:30 p.m. – 5:30 p.m., starting 6 May 2000 (5 meetings)

Fee : $930

Professional Excellence
Quality of Life

AH 11-058-04-01
Language Arts in Primary Schools

NEW 新

Enquiries: 2975 5689

Objectives
- To examine the term 'language arts'
- To discuss the value of 'language arts' in primary schools.
- To explore ways of developing English through the use of stories, poems, and songs.

Teaching / Learning Method
Seminars and workshops.

Recommended Reading
Learning Language through literature in Primary Schools 1998 Kennedy & Falvey
The tutor will suggest some other background reading during the course.

Assessment
There will be no formal assessment, but participants will receive constructive feedback from the tutor and fellow participants on their ideas for using stories, songs and poems to develop the English of their pupils.

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.

Syllabus

Session 1
Storytelling.

Session 2 & 3
Shared Reading and the use of Big Books.

Session 4
Using poems in English lessons.

Session 5
Using songs in English lessons.

Tutor : Mike Murphy *BEd, MEd (Manchester), Lecturer,HKIEd*

Venue : Admiralty Learning Centre

Date & Time: Wednesdays, 6:30 p.m. – 9:30 p.m., starting 16 February 2000 (5 meetings)

Fee : $930

(Enrolment is limited to 30)

L I T E R A T U R E I N E N G L I S H

AH 11-103-03 (91), AH 11-103-23 (91), AH 11-103-24 (91), AH 11-103-25 (91), AH 11-103-26 (91)
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
Autumn 1999	CORE 2	Reading poetry
Spring 2000	CORE 3	Reading drama

The other TWO modules may be selected from the range of options on offer in the autumn and spring terms. At the end of each module a "statement of completion" is issued based on course assessment and attendance.

The modules are "free-standing" so that a student may take a course for its own sake without necessarily having in mind the accumulation of credits towards the Certificate.

Students should normally complete the Certificate Programme within three years.

AH 11-103-03 (91)
Reading Drama (Core module)

This course offers a general foundation programme in understanding and appreciating western drama. It will include an historical overview of drama and the theatre from Shakespeare to modern times with an introduction to the key playwrights of each period.

A fuller introduction will be given to twentieth century European and American drama including Brechtian Theatre and the Theatre of the Absurd. Dramatic theme and structure will be explored through a study of two contemporary plays. Applicants should have a good reading knowledge of English and be willing to participate in discussion. This course does not require any prior knowledge of drama.

Tutor : Dino Mahoney *BA (Lancaster), MA (Birmingham), PGCE (Nottingham), DipTEFL (RSA), Associate Professor, Department of English, City University of Hong Kong*

Venue : Rm. 212, TST Learning Centre

Date & Time: Saturdays,9:30a.m.-12:30p.m., starting 19 February 2000 (7 meetings)

Fee : $1,240

(Enrolment is limited to 30)

AH 11-103-23 (91)

An Introduction to Scandinavian Film and Drama

(Optional Module)



The course has two aims. Firstly, to introduce and practise the basic skills of literary analysis. Secondly, to do so using Scandinavian texts readily available in English translation, especially Ibsen's *A Doll's House*, Strindberg's *Miss Julie*, and Ingmar Bergman's *The Best Intentions*. The structure of the course is as follows:

- Introduction. Aspects of literary analysis: plot, theme, external and internal structure, characters, language and symbolism. Scandinavia and its literature defined and briefly surveyed.
- Ibsen 1. Society in 19th century Norway. Religion and middle-class morality. Women's social position. Concepts of plot and theme.
- Ibsen 2. The individual and society. The outsider and the revelation of truth. Alienation. External and internal dramatic structure – characterisation.
- Strindberg. The class system in 19th century Sweden. The battle of the sexes. Realism vs naturalism in 19th century European drama. Language and symbolism.
- Ingmar Bergman. Literary genres. 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.

Tutor : Norman Bird *BA, MPhil, PhD (London)*

Venue : HKU

Date & Time: Saturdays, 2:00 p.m. – 5:00 p.m., starting 26 February 2000 (5 meetings)

Fee : $930

(Enrolment is limited to 30)

AH 11-103-24 (91)

Writing and Madness

(Optional Module)



How does contemporary critical theory - associated with Foucault and Derrida, with Lacan and Julia Kristeva and with Deleuze and Guattari - discuss the topic of "madness"? Is writing rational, following the "logos," or can writing be seen as delirious? Why have so many writers and artists been "mad," and what is the relationship of their language to madness? (For Lacan, language is a breakdown in the relationship between the subject and madness.) Is there a link between madness (especially schizophrenia) and modernism? Why were the Romantics obsessed with going mad? In the five lectures we will look at the different forms of madness - paranoia, neurosis, hysteria, and the "perverse" behaviours, as well as the psychoses, including schizophrenia in relation to critical theory, as well as to three literary texts:
Henry James: "The Turn of the Screw"
Gerard de Nerval, "El Desdichado"
Freud: On the "Shreber" case ("Notes on an Autobiographical Account of a Case of Paranoia")

Tutor : Jeremy Tambling *BA (York), MPhil (Notts), PhD (Essex), Reader, Dept. of Comparative Literature, HKU*

Venue : Rm. 237, Main Bldg., HKU

Date & Time: Wednesdays, 6:30-9:30 p.m., starting 5 April 2000 (5 meetings)

Fee : $930

(Enrolment is limited to 30)

AH 11-103-25 (91)

Shakespeare on Film

(Optional Module)



This module will offer participants an opportunity to study film adaptations of a range of Shakespeare plays and examine the current vogue for Shakespeare's life and work on screen, as exemplified by the award-winning *Shakespeare in Love*. In particular the filmic devices used by directors in transposing Shakespeare from play text to film text will be analysed and discussed with reference to a substantial number of films from early silent film versions of Shakespeare to Olivier's classic screen portrayals of *Henry V*, *Richard III* and *Hamlet*, as well as more contemporary works.

Adapting Shakespearean text from the more established stage medium to the relatively recent one of cinema will be discussed in terms of variations in the respective modes of production and reception. A comparative approach will also be adopted, in which more recent screen versions, such as Kenneth Branagh's 1990s productions and others by directors such as Baz Luhrmann and Michael Hoffman, will be compared and contrasted with earlier representations of Shakespeare on celluloid. Free adaptations, such as Greenaway's *Prospero's Books*, and intercultural transpositions, such as Kurosawa's *Ran*, will be discussed in the context of an ongoing dialectic in Shakespeare discourse between authenticity and innovation.

Tutor : Mike Ingham *BA, MA (Oxon.), PGCE (London), PhD (HK), Assistant Professor, English Department, Lingnan University*

Venue : HKU

Date & Time: Saturdays 2:00–5:00 p.m., starting 6 May 2000 (5 meetings)

Fee : $930

Shakespeare on Film will focus particularly on the following texts in their various film transpositions:
A Midsummer Night's Dream; Hamlet; Henry V; Lear; Macbeth; Much Ado about Nothing; Richard III; Romeo and Juliet; The Taming of the Shrew; The Tempest.

(Enrolment is limited to 30)

AH 11-103-26 (91)

An Introduction to Afro-American Fiction

(Optional Module)

NEW 新

The aim of this course is to introduce students to a very important tradition in American literature which has produced some of the finest writers in American literary history. It will begin with an historical survey of the major Black fiction writers and their works; and will then focus on some of the most prominent novelists, including Richard Wright, James Baldwin, Ernest Gaines, Langston Hughes, Alice Walker, Toni Morrison, and Maya Angelou. Materials used in this course will include short stories, excerpts from novels, as well as film versions of novels.

(Enrolment is limited to 30)

Session 1	An Introductory survey of Afro-American Fiction
Session 2	Richard Wright
Session 3	Langston Hughes, James Baldwin
Session 4	Ernest Gaines, Alice Walker
Session 5	Maya Angelou, Toni Morrison

Tutor : Max Hui-Bon-Hoa *BA, MA, MA, MA (Stanford), PhD (London)*

Venue : Rm. S20, 3/F., SPACE Admiralty Centre

Date & Time: Wednesdays, 6:45 p.m. – 9:45 p.m., starting 17 May 2000 (5 meetings)

Fee : $930

DAYTIME ENGLISH COURSE IN SUMMER 2000

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

Intensive English

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

Date & Time: Monday-Friday, 2:00-5:00p.m., 17 July to 4 August 2000

Venue : Rm. S21, 3/F., Admiralty Centre, 18 Harcourt Rd., HK

Closing Date for Applications: 26 June 2000

AH 11-032-17-02

Date & Time: Monday-Friday,2:00-5:00p.m., 7 August to 25 August 2000

Venue : Rm. S21, 3/F., Admiralty Centre, 18 Harcourt Rd., HK

Closing Date for Applications: 17 July 2000

15 meetings (45 hours)

Fee : $2,200 (including all materials)

AH 11-032-18-01

Speaking and Grammar

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, 18 Harcourt Road, HK

Closing Date: 26 June 2000
for Applications

10 meetings (30 hours)

Fee : $1,500 (including all materials)

English for the Workplace

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
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: 26 June 2000
for Applications

AH 11-032-19-02
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: 10 July 2000
for Applications

10 meetings (30 hours)

Fee : $1,500 (including all materials)

AH 11-032-20-01

Advanced Speaking and Listening

This course has the same content and aims as course number AH 11-032-20-51/52 on page 134.

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 appication 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, 18 Harcourt Road, HK

10 meetings (30 hours)

Fee : $1,650

AH 11-032-10-01

Effective Writing Skills

This course has the same content and aims as course number AH 11-032-10-51/53 on page 132.

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, 18 Harcourt Road, HK

Closing Date: 26 June 2000
for Applications

10 meetings (30 hours)

Fee : $1,650

English Courses at SPACE

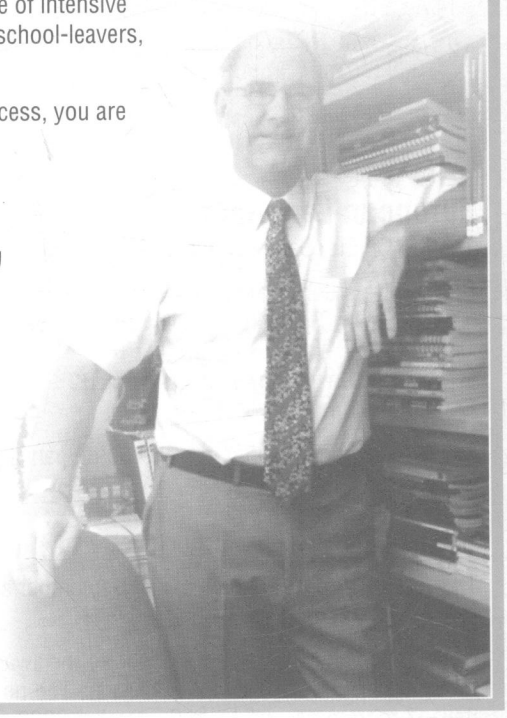
Because it is the language of international business, English is still the most important foreign language for Hong Kong people to learn. Yet the level of English in Hong Kong is not as high as it should be, a fact that has been recognised by the campaign English in the Workplace.

SPACE has a wide range of English courses to help people at all levels. Some of these are general English courses, while others concentrate on specific skills like writing business letters.

Two courses that may be of interest this Spring are Communicate in English and Essential English. Both these courses last for 45 hours and are open to anyone with a grade D or grade E pass in HKCEE (Syllabus B). They will prepare students for attendance on one of our longer courses starting in Autumn 2000.

A feature of the programme we are offering in this Prospectus is the programme of intensive daytime courses in July and August. These courses are mainly aimed at recent school-leavers, but will also be suitable for any person who can attend class during the day.

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.



香港大學專業進修學院的英語課程

英語是國際商業來往的語言；因此，它仍是香港人必須學習的最重要外語。但香港的英語水平並不理想，這點從最近有人發起提高職業英語運動，可以見到。

本院開辦多項各級英語課程，適合不同程度人士報讀。其中有些是一般英語課程，另一些集中教授專門技巧，如書寫商業信件等。

今年春天有兩項比較特別的課程：「英語溝通」和「英語基本」。課程長約四十五小時，歡迎任何在中學會考英語科(試卷B)獲得D或E級的同學報名。完成此兩科後，學生可進一步修讀秋季開辦的為期較長的課程。

本手冊課程中的另一項特色是在七、八月開辦日間精讀課程，主要針對剛離校的學生，尤適合可以日間上課的學員。

若你想改善英語能力，又知道捨努力學習別無捷徑，你一定會在本校找到適合你的課程。

AH 11-032-09-01
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 11-032-09-51/52 on page 131.

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, 18 Harcourt Road, HK

Closing Date for Applications: 24 July 2000

10 meetings (30 hours)

Fee : $2,000 (including all materials)

AH 11-033-03-01
Effective Presentations

This course has the same content and aims as course number AH 11-033-03-51/54 on page 139. 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 2000 to 11 August 2000

Venue : Rm S10, 3/F Admiralty Learning 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

EUROPEAN LANGUAGES • 歐洲語言

European Languages

The SPACE European Language Programme

SPACE offers Certificate courses in the following European languages :
• French • Spanish • German • Italian

How Are Our Courses Organised?
French and Spanish

The programmes we offer in French and Spanish lead to the award of two SPACE Certificates :
- The SPACE Introductory Certificate.
- The SPACE Intermediate Certificate.

There are two intakes each year, in September and March.

German and Italian
Our German and Italian courses lead to the award of the same two Certificates, though there is only one intake a year. The next intake into our German and Italian programmes will be in September 2000.



The aim of education is the knowledge not of facts, but of values.

Certificate Programme in French Language

French : Level 1

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 5696

AH 12-101-01-01 (92)
Date & Time: Mondays and Wednesdays, 6:30 p.m. - 8:30 p.m., starting 6 March, 2000

Venue : Rm. 26, St Mary's Canossian College, 162 Austin Rd., Kln.

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.

AH 12-101-02-01 (92)
Date & Time: Tuesdays and Thursdays, 6:30 p.m. - 8:30 p.m., starting 7 March, 2000.

Venue : Rm. 30, St Mary's Canossian College, 162 Austin Rd., Kln.

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.

AH 12-101-03-01 (92)
Date & Time: Mondays and Wednesdays, 6:30 p.m. - 8:30 p.m., starting 6 March, 2000
Venue : Rm 29 St Mary's Canossian College, 162 Austin Road, Kowloon.
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.

AH 12-101-04-01 (92)
Date & Time: Tuesdays and Thursdays, 6:30 p.m. - 8:30 p.m., starting 7 March, 2000
Venue : Rm. 40, St. Mary's Canossian College, 162 Austin Rd., Kln
30 meetings (60 hours)
Fee : $2,700

Certificate Programme in Spanish Language

Spanish : Level 1

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 5696

AH 12-102-01-01(92)
Date & Time: Tuesdays and Thursdays, 6:30 p.m. - 8:30 p.m., starting 7 March, 2000
Venue : Rm. 26, St Mary's Canossian College, 162 Austin Rd., Kln
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.

AH 12-102-02-01 (92)
Date & Time: Mondays and Wednesdays, 6:30 p.m. - 8:30 p.m., starting 6 March, 2000.
Venue : Rm. 30, St Mary's Canossian College, 162 Austin Rd., Kln.
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.

AH 12-102-03-01 (92)
Date & Time: Tuesdays and Thursdays, 6:30 p.m. - 8:30 p.m., starting 7 March, 2000.
Venue : Rm. 29, St Mary's Canossian College, 162 Austin Rd., Kln
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 Intermediate Certificate in Spanish if you attend at least 75% of all classes and pass the final examination.

AH 12-102-04-01 (92)
Date & Time: Mondays & Wednesdays, 6:30 p.m. - 8:30 p.m., starting 6 March, 2000.
Venue : Rm. 40, St Mary's Canossian College, 162 Austin Rd., Kln
30 meetings (60 hours)
Fee : $2,700

普通話(國語)
Putonghua

課程宗旨
本學院的普通話課程自開辦以來，每期的報名人數皆十分踴躍，而近年來，由於香港環境的轉變，普通話更受各界人士的重視，確有進一步提倡的需要，故本學院特別就各界的需求重編教材，使普通話的教學更趨系統化。

課程大綱
本課程分為「基本普通話」和「高級普通話」兩個階段，每階段為期約九個月，以普通話講授。合共八十二小時（於春季開辦之「基本普通話」，則為期六至八個月，方便學員於九月升讀高班）

入學資格
「基本普通話」：適合初學者及年滿十八歲人士報讀。
「高級普通話」：曾修讀普通話八十小時或以上者，或本學院之「基本普通話」結業學員，可獲優先取錄。

報名手續
填妥報名表格，連同學費交回本學院。本期開設「基本普通話」十一班。為提高被取錄機會，申請者須在表格上列明第二及第三選擇之班別編號，至於被取錄之班別，請參閱收據上之課程編號。學員一經被取錄，不得轉換班別。

結業考試
「基本普通話」：由各班導師個別安排。
「高級普通話」：2000 年 6 月內舉行(考試地點另行通告)

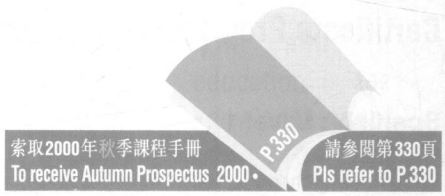
証書頒發
「基本普通話」：免費簽發之聽講證，祇頒發給學員出席率達百分之七十五或以上者，並在課程完結後三個月內寄出。
「高級普通話」：祇有「高級普通話」畢業學員可獲頒發普通話合格證明書，惟學員須符合下列三項條件：
- 在每階段之出席率達百分之七十五或以上；
- 在學習過程中，完成所有指定的習作；
- 考試成績合格。

注意：「高級普通話」春季不招生

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。



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九號地下，電話：2525 0102-7；
- 中華書局，九龍彌敦道 450 號地下，電話：2385 7238

全期學費：$2,400

課程編號	導師	地點	日期及時間
AH 22-036-04-50	高宏先生主講 (共二十四講)	金鐘教學中心 S15 室 (金鐘海富中心 3/F)	2000 年 2 月 12 日起 逢星期六 9:00a.m.-12:30 noon
AH 22-036-04-51	高宏先生主講 (共三十三講)	灣仔教學中心 601 室 (灣仔愛群道 9 號鄧肇堅中學)	2000 年 3 月 21 日起 逢星期二及星期四 6:45p.m.-9:15p.m.
AH 22-036-04-52	徐麗燕女士主講 (共二十四講)	北角教學中心 8 室 (北角城中心 14/F)	2000 年 2 月 13 日起 逢星期日 9:00a.m.-12:30 noon
AH 22-036-04-53	高玲小姐主講 (共三十三講)	香港太古城 地利亞修女紀念中學 520 室 (中學部太豐路入口)	2000 年 3 月 6 日起 逢星期一及星期三 6:45p.m.-9:15p.m.
AH 22-036-04-54	吳寶榕先生主講 (共三十三講)	香港太古城 地利亞修女紀念中學 520 室 (中學部太豐路入口)	2000 年 3 月 7 日起 逢星期二及星期五 6:45p.m.-9:15p.m.
AH 22-036-04-55	高玲小姐主講 (共二十四講)	香港太古城 地利亞修女紀念中學 422 室 (中學部太豐路入口)	2000 年 2 月 12 日起 逢星期六 2:00p.m.-5:30p.m.
AH 22-036-04-56	胡蝶女士主講 (共三十三講)	九龍柯士甸道 162 號 聖瑪利嘉諾撒女書院 37 室 (金巴利道入口)	2000 年 3 月 6 日起 逢星期一及星期三 6:30p.m.-9:00p.m.
AH 22-036-04-57	徐麗燕女士主講 (共三十三講)	九龍柯士甸道 162 號 聖瑪利嘉諾撒女書院 37 室 (金巴利道入口)	2000 年 3 月 7 日起 逢星期二及星期四 6:30p.m.-9:00p.m.
AH 22-036-04-58	張文娟女士主講 (共三十三講)	九龍美孚百老匯街 地利亞預科夜校 202 室	2000 年 3 月 13 日起 逢星期一及星期三 6:45p.m.-9:15p.m.
AH 22-036-04-59	陶令昌先生主講 (共三十三講)	九龍美孚百老匯街 地利亞預科夜校 232 室	2000 年 3 月 7 日起 逢星期二及星期五 6:45p.m.-9:15p.m.
AH 22-036-04-60	張文娟女士主講 (共二十四講)	九龍美孚百老匯街 地利亞預科夜校 202 室	2000 年 2 月 12 日起 逢星期六 2:00p.m.-5:30p.m.

AH 22-058-01-50

普通話教學法
Teaching Putonghua

導　　師：張文娟女士及張丹女士

地　　點：金鐘教學中心 S15 室(金鐘海富中心 3/F)

時　　間：2000 年 3 月 20 日起逢星期一 3:30p.m.-6:00p.m.(共十六講)

全期學費：$3,000

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。考試成績合格者，將獲頒合格証明書。

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3月5日前將一、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）；寄回香港大學專業進修學院收

教學語言： 普通話

(名額：三十人)

由於本課程名額有限，學員報名後，尚須通過甄選，所有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 22-037-01-50
基礎上海話
Basic Shanghai Dialect

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 522 室 (中學部太豐路入口)

時　　間：2000 年 3 月 14 日起逢星期二 7:00p.m.- 9:30p.m.(共十五講)

全期學費：$1,500

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，并與普通話的漢語拼音（方案）作簡要類比。由拼音系統，重點講解滬語難音（包括讀音），文白選讀，以及滬語特點。

會話方面，配合商貿情景對話，尚有各種生活用語，以及自我介紹，中國人姓氏，香港地名。既講授典型傳統的上海話詞語(如天曉得、拍馬屁、倒霉、豬頭……等)及其來歷，還介紹近年上海流行的新詞語，如掏漿糊、差頭等等。為了增加活潑的氣氛，還將介紹滬語聯，滬語笑話。并適當播放滬劇、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)

MANDARIN

Course Director: Owen H.H. Wong
Telephone: 2975 5692/2975 5693

Courses advertised in English or Chinese will be taught through the same medium. Hence Cantonese and Mandarin courses advertised in English are intended for non-Chinese speakers.

Textbook : Sarah Lu Tsou, Teach Yourself Living Mandarin, Volume I (Units 1 - 14) (with tapes) (Longman) (All textbooks recommended in this section are 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)

Intensive Introductory Mandarin

This is an experimental course for those 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.

AH 22-038-01-50	AH 22-038-01-51	AH 22-038-01-52
Tutor : Ms Ming Chen *B.A. (Kansas)*	**Tutor** : Ms Kemei Ma *B.Sc. (Tong Ji)*	**Tutor** : Ms Xiao Yan Liu *M.A. (Warwick)*
Date : Wednesdays, 7:00-9:30p.m., starting 22 March, 2000	**Date** : Mondays and Thursdays, 8:30a.m.-10:00a.m. (Morning), starting 20 March, 2000	**Date** : Thursdays, 7:00-9:30p.m., starting 23 March, 2000
Place : Room G01, James Lee Science Buiding, University of Hong Kong	**Place** : Rm. S15, SPACE Admiralty Learning Ctr, Admiralty Centre 3/F.	**Place** : Rm. 602, SPACE Wanchai Learning Ctr, Tang Shiu Kin Secondary School
Fee : $2,800 (18 meetings)	**Fee** : $2,800 (30 meetings)	**Fee** : $2,800 (18 meetings)

Intermediate Mandarin

Textbook : Sarah Lu Tsou, Teach Yourself Living Mandarin, Volume I & II (with tapes) (Longman) [Available at: Hong Kong Book Centre, 25 Des Voeus Rd., Central, On Lok Yuen Bldg., Basement, HK.(Tel: 2522 7064) or Swindon Book Co., 13 lock Road, Tsimshatsui. (Tel: 2366 8001)]

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.

AH 22-038-02-50	AH 22-038-02-51
Tutor : Ms Kemei Ma *B.Sc. (Tong Ji)*	**Tutor** : Ms Miranda Liu *Diploma (HK Baptist)*
Date & Time: Wednesdays, 8:30a.m.-10:30a.m. Morning, starting 15 March, 2000	**Date & Time:** Thursdays, 7:00-9:30p.m., starting 23 March, 2000
Place : Rm. S15, SPACE Admiralty Learning Ctr, Admiralty Centre 3/F.	**Place** : Rm. 306, SPACE Wanchai Learning Ctr Tang Shiu Kin Secondary School
Fee : $3,000 (22 meetings)	**Fee** : $3,000 (18 meetings)

CANTONESE

Cantonese I

The main emphasis will be on basic grammar in spoken Cantonese and ample opportunity will be given for practising pronunciation and short sentence construction orally.

Textbook : Keith S.T. Tong and Gregory James, Routledge (1994), Colloquial Cantonese (Units 1 - 9) (with tapes) [Available at: Hong Kong Book Centre, 25 Des Voeus Rd., Central, On Lok Yuen Bldg., Basement, HK. (Tel: 2522 7064) or Swindon Book Co., 13 lock Road, Tsimshatsui. (Tel: 2366 8001)]

AH 22-039-01-50

Tutor : P.K. Ho *B.A. (C.U.H.K.)*
Date : Tuesdays and Fridays, 2:00-3:30p.m., starting 21 March, 2000
Place : Rm. S15, SPACE Admiralty Learning Ctr., Admiralty Centre 3/F
Fee : $2,800 (33 meetings)

AH 22-039-01-51

Tutor : P.K. Ho *B.A. (C.U.H.K.)*
Date : Fridays, 10:00a.m.-12:30p.m., starting 24 March, 2000
Place : Rm. S15, SPACE Admiralty Learning Ctr., Admiralty Ctr. 3/F.
Fee : $2,800 (20 meetings)

AH 22-039-01-52

Tutor : Ms Becky Lam *B.A. (H.K.)*
Date : Tuesdays, 7:00-9:30p.m., starting 21 March, 2000
Place : Rm. 501, SPACE Wanchai Learning Ctr.
Tang Shiu Kin Secondary School
Fee : $2,800 (20 meetings)

AH 22-039-01-53

Tutor : P.K. Ho *B.A. (C.U.H.K.)*
Date : Wednesdays, 7:00-9:30p.m., starting 15 March, 2000
Place : Rm. 421, Delia Memorial School (Taikoo)
Tai Koo Shing (Tai Fung Avence), HK
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 Voeus Rd., Central, On Lok Yuen Bldg., Basement, HK. (Tel: 2522 7064) or Swindon Book Co., 13 lock Road, Tsimshatsui. (Tel: 2366 8001)]

AH 22-039-02-50

Tutor : P.K. Ho *B.A. (C.U.H.K.)*
Date : Mondays, 7:00-9:00p.m., starting 20 March, 2000
Place : Rm. 606, SPACE Wanchai Learning Ctr Tang Shiu Kin Secondary School
Fee : $3,000 (15 meetings)

AH 22-039-02-51

Tutor : P.K. Ho *B.A. (C.U.H.K.)*
Date : Thursdays, 2:00-4:00p.m., starting 23 March, 2000
Place : Rm. S15, SPACE Admiralty Learning Ctr, Admiralty Ctr. 3/F.
Fee : $3,000 (15 meetings)

CHINESE CHARACTERS

The study of characters will include the etymology of characters, vocabulary and classical reference of idioms. Special effort will be made to give students practice in reading characters.

Priority will be given to students who have completed Cantonese I and II, but those who are doing Cantonese II or who can prove that they have adequate knowledge of Cantonese are also welcome to join.

Textbook : John DeFrancis, Beginning Chinese Reader, Part 1 (Yale University Press). [Available at: Hong Kong Book Centre, 25 Des Voeus Rd., Central, On Lok Yuen Bldg., Basement, HK. (Tel: 2522 7064) or Swindon Book Co., 13 lock Road, Tsimshatsui. (Tel: 2366 8001)]

AH 22-040-01-50
Chinese Characters I

Tutor : P.K. Ho *B.A. (C.U.H.K.)*
Date : Wednesdays, 2:00-4:00p.m., starting 15 March, 2000
Place : Rm. S21, SPACE Admiralty Learning Ctr, Admiralty Ctr., 3/F.
Fee : $3,000 (15 meetings)

日語證書班
Certificate Course in Japanese

課程宗旨
因應香港環境所需，本學院特別開設一項日語證書課程，給予從事工商、文教等各業人士一個進修日本語文的機會，通過有系統的訓練，使修讀者得以了解另一種文化，從而提高他們的工作條件。

課程大綱
本課程分為「基本日語」和「高級日語」兩個階段，每階段為期九至十個月，共九十小時。（於春季開辦之「基本日語」，則為期六至八個月，方便學員於九月升讀高班）

入學資格
「基本日語」：適合初學者及年滿十八歲人士報讀。

「高級日語」：曾修讀日語約九十小時或以上者，或本學院之「基本日語」結業學員，可獲優先取錄。

報名手續
填妥報名表格，連同學費交回本學院。本期開設「基本日語」共十二班。為提高被取錄機會，申請者須在表格上列明第二及第三選擇之班別編號，至於被取錄之班別，請參閱收據上之課程編號。學員一經被取錄，不得轉換班別。

結業考試
「基本日語」：由各班導師個別安排。

「高級日語」：2000年7月內舉行(考試地點另行通告)。

結業證書
「基本日語」：免費簽發之聽講證，只頒發給學員出席率達百分之七十五或以上者，並在課程完結後三個月內寄出。

「高級日語」：只有「高級日語」畢業學員可獲頒發日語證書，惟學員須符合下列三項條件：

- 在每階段之出席率達百分之七十五或以上；
- 在學習過程中，完成所有指定的習作；
- 考試成績合格。

注意：「高級日語」春季不招生

課程內容
基本日語

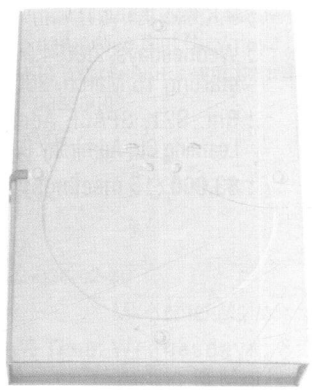
課程主要著重日語的發音，中日語法的比較，「假名」基本文法，基本常用語句，尤其著重實用日語會話；文法則包括動詞用法及語句結構等等。學員於修業期滿後，能應付各種場合之日語交談及閱讀日本報刊。

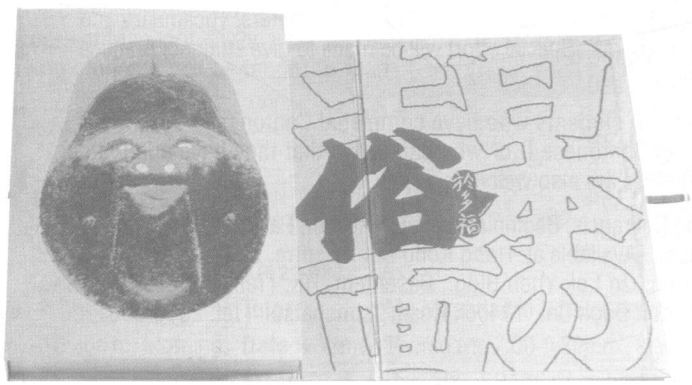
高級日語

課程著重較高程度之語言運用，文字寫作及閱讀；較艱深文句之分析，使學員能充份掌握日語的運用。共九十小時。

主講人

「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。





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，每套港幣八十元(HK$80)。學員可到以下地點購買：三聯書店：香港中環域多利皇后街九號地下，電話：2525 0102-7；中華書局：九龍彌敦道450號地下，電話：2385 7238

全期學費：$2,500

課程編號	導師	地點	日期及時間
AH 22-041-07-50	張民衍先生主講 (共二十六講)	金鐘教學中心 S9 室 (金鐘海富中心 3/F)	2000 年 2 月 12 日起 逢星期六 9:00a.m.-12:30noon
AH 22-041-07-51	盧偉德先生主講 (共三十六講)	灣仔教學中心 606 室 (灣仔愛群道 9 號鄧肇堅中學)	2000 年 3 月 21 日起 逢星期二及星期四 7:00p.m.-9:30p.m.
AH 22-041-07-52	盧偉傑先生主講 (共二十六講)	北角教學中心 6 室 (北角城中心 14/F)	2000 年 2 月 13 日起 逢星期日 9:00a.m.-12:30noon
AH 22-041-07-53	梁芳小姐主講 (共三十六講)	香港太古城 地利亞修女紀念中學 519 室 (中學部太豐路入口)	2000 年 3 月 6 日起 逢星期一及星期三 6:45p.m.-9:15p.m.
AH 22-041-07-54	何嘉輝先生主講 (共三十六講)	香港太古城 地利亞修女紀念中學 519 室 (中學部太豐路入口)	2000 年 3 月 7 日起 逢星期二及星期五 6:45p.m.-9:15p.m.
AH 22-041-07-55	蔡長謀先生主講 (共三十六講)	香港太古城 地利亞修女紀念中學 522 室 (中學部太豐路入口)	2000 年 3 月 20 日起 逢星期一及星期四 6:45p.m.-9:15p.m.
AH 22-041-07-56	何嘉輝先生主講 (共二十六講)	香港太古城 地利亞修女紀念中學 421 室 (中學部太豐路入口)	2000 年 2 月 12 日起 逢星期六 2:00p.m.-5:30p.m.
AH 22-041-07-57	葉碧玲小姐主講 (共三十六講)	九龍尖沙咀柯士甸道 162 號 聖瑪利嘉諾撒女書院 35 室 (金巴利道入口)	2000 年 3 月 13 日起 逢星期一及星期三 6:30p.m.-9:00p.m.
AH 22-041-07-58	蔡長謀先生主講 (共三十六講)	九龍尖沙咀柯士甸道 162 號 聖瑪利嘉諾撒女書院 35 室 (金巴利道入口)	2000 年 3 月 21 日起 逢星期二及星期五 6:30p.m.-9:00p.m.
AH 22-041-07-59	陸詠儀小姐主講 (共三十六講)	九龍美孚百老匯街 地利亞預科夜校 201 室	2000 年 3 月 8 日起 逢星期三及星期五 6:45p.m.-9:15p.m.
AH 22-041-07-60	陸詠儀小姐主講 (共三十六講)	九龍美孚百老匯街 地利亞預科夜校 222 室	2000 年 3 月 21 日起 逢星期二及星期四 6:45p.m.-9:15p.m.
AH 22-041-07-61	蔡長謀先生主講 (共二十六講)	九龍美孚百老匯街 地利亞預科夜校 222 室	2000 年 2 月 12 日起 逢星期六 2:00p.m.-5:30p.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，主要讓本學院高級班學員結業後繼續進修；外界人士曾修讀日文二百小時或以上者亦可參加。課程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
Advanced Japanese Conversation

AH 22-041-01-50
導　師：佐賀山順子小姐主講(共十六講)
地　點：香港大學明華綜合中樓(黃子明樓)S325室
時　間：2000年3月15日起逢星期三 7:30p.m.-10:00p.m.
全期學費：$1,700

AH 22-041-01-51
導　師：林秀華先生主講(共十六講)
地　點：九龍美孚百老匯街地利亞預科夜校
時　間：2000年3月17日起逢星期五 6:45p.m.-9:15p.m.
全期學費：$1,700

AH 22-041-04-50
視聽日語
Audio-visual Japanese

導　師：黃健雄先生主講(共四講)
地　點：北角教學中心5室（北角城中心14/F）
時　間：2000年3月4日、3月11日、3月18日及3月25日逢星期六 2:00p.m.-6:00p.m.
全期學費：$1,000

本課程利用日語錄映教材進行研討，主要目的是加強學員聽解能力。由於教材取自不同的社會階層，通過講習，學員對日本現況會加深一點了解。

每節上課時間長達四個小時（中間設有小休），其中三分之一時間用於觀看兩部教育電影短片，其餘時間則集中於對話內容的反覆傾聽，默寫及主要語句文法之講解。

參加學員須具相等於本學院高級日語班合格程度為宜。

AH 22-041-03-50
商業日語
Business Japanese

導　師：林秀華先生主講 (前南京師範大學日語講師)
地　點：九龍美孚百老匯街地利亞預科夜校224室
時　間：2000年3月21日起逢星期二 6:45p.m.-9:15p.m.(共十八講)
全期學費：$1,700

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二百小時以上之程度，或曾修畢本學院主辦之高級日語課程。



Education is what survives when what has been learned has been forgotten.

Museum Studies 博物館學

電話 : 2975 5695 傳真 : 2858 3404

AH 47-801-00 (91)
Graduate Diploma in Museum Studies

Introduction
SPACE offers this course with the University of Sydney. It provides participants with the skills and knowledge that are essential for professional museum work.

The Graduate Diploma is awarded by The University of Sydney, whose specialist staff travel to Hong Kong to teach the different elements of the course.

The overall course director is Ms Shar Jones, Director of the Museum Studies Unit of the University of Sydney.

Entry to the Course
Enrolment

Step 1

Applicants submit a SPACE application form. They should attach to this form :

- a personal statement saying why they want to take the course;
- reports from two referees on their suitability for the course;
- if they are already working in a museum, a statement from their supervisor that they agree to accept the student on an internship and will provide an assessment of their performance.

Step 2

If they are accepted by SPACE, they submit a further form to The University of Sydney. This form will be supplied by SPACE, and *must be accompanied by a certified copy of their academic transcripts with a recent photograph.*

Entry Requirements
Applicants should :

- have a Bachelor's degree or equivalent;
- be competent in English.

Starting Date
The next intake is scheduled for April 2000. Applications will be accepted until 21 January 2000.

Fee
The course fee is $60,000.

Enquiries
Enquiries should be directed to Miss Vienna Chui or Mr Richard Booker.

This course is exempted under Section 8 of the Non-local Higher and Professional Education (Regulation) Ordinance (Reference No. 410317). It is a matter of discretion for individual employers to recognise any qualification to which this course may lead.

Programme Elements
The programme, which lasts for 10 months, consists of coursework and an internship.

Coursework
There are five papers :

- The Museum
- Collection Management
- Communication and Visitor Programmes
- Museum Education
- Museum Management

For each paper, students will be assessed on :

- the contribution they make to the workshops;
- their classroom presentations;
- their written assignments.

Students who fail any assessments will be required to resubmit their work within a specified time.

The Internship
All students undertake a 30-day internship in a museum. If they currently work in a museum, the internship can be carried out in this same museum. If they do not work in a museum, SPACE will arrange a placement and a museum supervisor for them.

During their internship, students report on their progress by :

- submitting a 1,500 word report
- giving a classroom presentation

After their internship, students report on their experience by submitting a 2,000 word report.

Their performance during the internship is assessed by their superior in the museum.



University Museum and Art Gallery,
The University of Hong Kong

Music 音樂

電話 : 2975 5696 傳真 : 2858 3404

M U S I C • 音 樂

AH 21-801-00 (91)
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.

Entry Requirements
The entry requirements vary according to the age and experience of individual applicants. The following information is given only as a guide.

i. 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.
- 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.

Modules
The modules offered at the different levels are :

Level 1
Performance 1**
Analysis
Music in the Community
Musicianship
Music History
Harmony & Counterpoint
Composition 1
Level 2
Performance 2**
Ensemble Performance 1
Keyboard Skills
Composition 2
Advanced Analysis
Music Technology*
Choral Conducting*
Aspects of World Music*
Special Topics*
Music & Business*
Level 3
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.

ii. Applicants with exemptions require :
- Teacher's Certificate in Music from the Hong Kong Institute of Education, or
- Certificate in Piano Performance, Analysis & Pedagogy, 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 11 March 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.

Courses to be offered in April 2000

Level	Module	Fee	Teacher
1	Free Composition	$9,000	Dr Peter Clare
2	Music Technology	$9,400	Mr Yiu Hon Fai
3	Music Seminar	$9,200	Mr Mike Searby
3	Performance	$10,000	Professor Edward Ho
3	Composition 3	$10,000	Mr Mike Searby
3	Dissertation	$10,000	Dr Peter Clare
3	Repertoire & Style	$9,400	Mike Searby
3	Scoring & Arranging	$9,400	Dr Peter Clare

The teachers are
Professor Edward Ho *DMus, MMus, BAHons, LRSM, FTCL, LMusTCL, Head of School of Music, Kingston University*
Dr Peter Clare *BA, LRAM, PhD.*
Mr Mike Searby *MusB(Hons), MusM, MPhil, GRNCM, ARCM, FTCL, LTCL, Principal Lecturer in Music, Kingston University.*
Mr Yiu Hon Fai *Director of the United Academy of Music, LRSM*

Fee
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 21-102-00 (91)
Certificate in Advanced Piano Performance



This certificate consists of 3 modules & is designed for the new diplomas offered by the ABRSM as from 2000 (DipABRSM, LRSM and FRSM & the diploma examinations of the ABRSM or Trinity College of Music.)

• Style and Interpretation	• Research Seminar	• Workshops/Masterclasses
a. Lectures on specific topics with reference to style and interpretation, such as: Bach's "48", Partitas, Goldberg Variations and Italian Concerto Mozart's Piano Concertos Beethoven's "Waldstein" and "Appassionata" and the late sonatas Chopin's large-scale works (Scherzi, Ballades, Fantasy, Sonatas) Schumann's "Carnaval", Etudes Symphonique, Sonatas Liszt's sonata and late works, Russian Piano Music, Brahms's sonatas b. Musical analysis and performance Making musical decisions in performance Selected works up to diploma standard will be analysed in depth. c. Comparison of CD recordings by different pianists Recordings of selected works from different periods and styles by different international artists will be studied and discussed in class. d. Programme building for the ABRSM diploma exams.	Each student will present a seminar on a topic chosen from the list given out at the beginning of the course. Samples of topics: Re-editing of two different dances from Schirmer's edition of Bach's French Suite Stylistic comparison of Haydn's and Mozart's sonatas, with reference to one specific work by each composer. Fugal writing in Beethoven's late piano sonatas. Pedalling in Chopin's Prelude in Db major.	Each student is required to perform at least three times in the course of the module. Class discussion and comments will follow the performance. Students should take individual lessons separately, i.e. outside this course, in preparation for these masterclasses/ workshops.

Lecturers
Professor Edward Ho *DMus, MMus, BMus, BA, LRSM, FTCL, LMusTCL, LTCL, Head of School of Music, Kingston University, Examiner of the ABRSM*

Medium of Instruction
Cantonese and English

Entry Requirements
Holders of the Certificate in Piano Performance, Analysis & Pedagogy. Other applicants should have ABRSM Grade 8 Piano or equivalent.

Applicants who do not wish to be assessed for this certificate are also welcome to attend.

Assessment and Award
The assessment includes a Seminar presentation (30%) & a Performance of 15-20 minutes (70%).

Holders of the Certificate in Advanced Piano Performance, on acceptance to the BMus (Kingston) at SPACE, will be entitled to exemption of 4 modules at Level 2 of the Kingston degree programme.

Venue : Rm S18, AC (Rm S17 for April 5, 12, 19, 26)

Time : Mon, Wed & Fri,7:00-10:00p.m., April 3 to 28, 2000
Sun, 1:00-4:00p.m.,4:30-7:30p.m., April 9 to 30, 2000

Date & Time: 120 hours (30 hrs in April & 90 hrs in July/August/ September.)

Course Fee : $7,500 to be paid in March
$7,600 to be paid in June

音樂藝術推廣介紹
Creation, Production & Promotion of Music

NEW 新

一般音樂藝術課程都只著重樂器演奏技巧的訓練或知識的傳授，而少有觸及藝術推廣工作的具体環節：安排錄音、錄影、製作，找出版商、經理人、指揮、樂隊，組織首演、場務、宣傳等，對剛畢業的同學，及有志於發展音樂事業的朋友來說，除了要顧及創作的質素及技巧的水平外，還要掌握推廣工作的實際運作，難免壓力倍增，無法妥善處理。

有見及此，本課程特別安排兩個單元，共十二講，以濃縮的方式析別藝術推廣過程中常見的困難，並藉此探索可行辦法。為提高此課程的實用程度，每節課都會集中一個主題，邀請業內的知名人仕擔任嘉賓，與學員分享他們的成功經驗。

課程大綱：課程分兩單元，每單元為期六講，單元之間有兩星期分隔。
（名額六十人）

AH 21-045-10-01
單元（一）
開課日期：2000年2月15日起逢星期二
及 時 間 8:00-10:00p.m.(共六講)

AH 21-045-11-01
單元（二）
開課日期：2000年4月11日起逢星期二
及 時 間 8:00-10:00p.m.(共六講)

導　　師：周凡夫先生—資深音樂評論員

教學語言：以廣東話教授，並輔以音樂術語

地　　點：另行通知

學　　費：$500

初級二胡班
Basic Erh-hu

二胡是我國傳統拉弦樂器，其音色柔美而細緻，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，使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。（名額十四人）

AH 21-045-06-03
開課日期：2000年3月7日起逢星期二
及 時 間 6:00-7:00p.m.(共十二講)

AH 21-045-06-04
開課日期：2000年3月10日起逢星期五
及 時 間 6:00-7:00p.m.(共十二講)

講師/導師：王憓先生—香港胡琴名家

地　　點：北角城

學　　費：$700

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。
（名額十二人）

AH 21-045-07-03
開課日期：2000年6月13日起逢星期二
及 時 間 6:00-7:00p.m.(共七講)

AH 21-045-07-04
開課日期：2000年6月16日起逢星期五
及 時 間 6:00-7:00p.m.(共七講)

講師/導師：王憓先生—香港胡琴名家

地　　點：北角城

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以供學員上課使用。課程內容包括：古箏演奏的基本指法及左右手的運用，並配合彈奏一些耳熟能詳的民歌、小曲及獨奏曲以作練習。使各學員能由淺入深、循序漸進的掌握古箏演奏的技巧。（每班名額十二人）

AH 21-045-02-03
開課日期：2000年3月6日起逢星期一
及 時 間 7:15-8:15p.m.(共十二講)

AH 21-045-02-04
開課日期：2000年3月9日起逢星期四
及 時 間 6:00-7:00p.m.(共十二講)

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

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 21-045-03-02
講師/導師：郭慧詩小姐—香港著名古箏演奏家

開課日期：2000年6月12日起逢星期一
及 時 間 7:15-8:15p.m.(共七講)

地 點：香港銅鑼灣景隆街20-28號新安大廈一樓A室中國古箏學院

學 費：$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)

AH 21-045-04-02
開課日期：2000年2月23日起逢星期三
及 時 間 7:00-8:30p.m.(共十六講)

AH 21-045-04-03
開課日期：2000年2月24日起逢星期四
及 時 間 6:45-8:15p.m.(共十六講)

講師/導師：張希全先生

教學語言：普通話／廣東話

地 點：市區中心S18室海富中心三樓

學 費：$740

AH 21-045-05-02
中級聲樂
Intermediate Vocal Singing

曾修讀本學院之「聲樂初階」者，獲優先取錄。

報名截止日期：2000年2月19日（名額十八人）

講師/導師：張希全先生

教學語言：普通話／廣東話

開課日期：2000年2月24日起逢星期四
及 時 間 8:25-9:55p.m.(共十講)

地 點：市區中心S18室海富中心三樓

學 費：$600

AH 21-045-01-02
高級聲樂
Vocal Singing: Advanced Level

講授範圍將包括：樂曲介紹、歌曲處理及演唱風格。講授時將輔以唱片及錄音帶。

本課程為學員繼續就演奏與技巧作進一步指導。曾修讀本學院之「中級聲樂」者將獲優先取錄。

報名截止日期：2000年2月19日（名額十四人）

講師/導師：張希全先生

教學語言：普通話／廣東話

開課日期：2000年5月18日起逢星期四
及 時 間 8:25-9:55p.m.(共七講)

地 點：市區中心S17室海富中心三樓

學 費：$600

AH 21-045-09-02
現代舞教學初階
Introduction to Modern Dance Teaching for Teachers

導　　師：潘少輝、鄺韻儀
地　　點：黃大仙沙田坳道１１０號城市當代舞蹈團
開課日期：2000年3月6日起逢星期一
及 時 間　7:00-9:30p.m.(共十講)
學　　費　：$1,850
教師可獲教育署退還半費，詳情請參閱第XVI頁

一般中小學的舞蹈訓練，多集中於程式化的中國舞或芭蕾舞。其實，對於啟發學生的創意及鼓勵他們表達自己的思想感情，現代舞及創作舞會更為適合。本課程由城市當代舞蹈團策劃，理論與實踐並重。課程內容從教授現代舞的創作與欣賞開始，進而介紹現代舞和創作舞的基本教學方法，並有實習教學，從實踐中學習。完成初階者可繼續中階及高階課程，並將獲發證書。為方便教學，課程人數最少需十二人。（名額十八人）

AH 21-045-08-01
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

講師 / 導師：林美美女士 *M.Ed. ATCL, LTCL*
地　　點：市區中心S12室海富中心三樓
開課日期：2000年5月7日起逢星期日
及 時 間 6:00-8:00p.m.(共八講)
學　　費：$1,000

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。

AH 21-045-14-01
長笛初班
An Introduction to the Flute

NEW 新

導　　師：陳達德 (前香港管弦樂團首席)
地　　點：另行通知
學　　費：$1,000
開課日期：2000年2月14日起逢星期一
及 時 間　6:45-8:45p.m.(共十課)

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，使學員能掌握長笛演奏的基本方法及技巧。（名額二十人）

AH 21-045-12-01
Music Technology(ENCORE & FINALE)

NEW 新

語　　言：粵語
地　　點：金鐘海富中心S16室
學　　費：$2,500
開課日期：2000年2月12日起逢星期六
及 時 間　9:00a.m.-12.00noon（共八講）

電腦科技發展一日千里，在音樂之範疇，科技已廣範地應用在作曲、創作、配器、樂理及視唱等多方面。為配合科技之演進，本課程提供學員有關音樂常用軟件的基本使用知識，讓學員熟習其運作技巧，以便應用於音樂創作中。

課程主要包括教授：1. Music Notation 2. Wave Editing 3. Sequencing 4. Sound Editing（名額二十人）

AH 21-045-17
貝多芬之鋼琴協奏曲探究
Exploring all Beethoven's Piano Concerto

NEW 新

本學院與香港管弦樂團擬在2000年5/6月份協辦深入探討貝多芬的五首（全部）鋼琴協奏曲的課程，詳情仍在磋商之中，請各有興趣者留心本院網頁或在三月份向本院查詢。

英式標準社交舞初班（一）
Ballroom Dance for Beginners I

查詢電話：2975 5696

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。（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）
學　　費：$930

AH 21-029-02-01
開課日期：2000年6月8日起逢星期四
及 時 間　7:00-8:30p.m.(共十課)

AH 21-029-02-02
開課日期：2000年6月10日起逢星期六
及 時 間　4:30-6:00p.m.(共十課)

英式標準社交舞初班（二）
Ballroom Dance for Beginners II

查詢電話：2975 5696

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、華爾茲、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。（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）
學　　費：$930

AH 21-029-03-01
開課日期：2000年3月16日起逢星期四
及 時 間　7:00-8:30p.m.(共十課)

AH 21-029-03-02
開課日期：2000年3月18日起逢星期六
及 時 間　4:30-6:00p.m.(共十課)

AH 21-029-04-01
英式標準社交舞中班（一）
Intermediate Ballroom Dance I

查詢電話：2975 5696

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、維也納華爾茲，和森巴舞的花式和技巧，幫助提升學員在社交舞會場合中的信心。

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：2000年2月24日起逢星期四
及 時 間　8:30-10:00p.m.(共十課)
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）
學　　費：$980

AH 21-029-20-01
英式標準社交舞中班（二）
Intermediate Ballroom Dance II

查詢電話：2975 5696

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。導師會進一步講授倫巴、華爾茲，和鬥牛舞的花式和技巧，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：2000年5月18日起逢星期四
及 時 間　8:30-10:00p.m.(共十課)
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）
學　　費：$980

AH 21-029-05-01
英式標準社交舞中班（三）
Intermediate Ballroom Dance III
查詢電話：2975 5696

本課程適合已完成中班社交舞初班（一）及（二）的學員或具有基本舞步基礎的人士參加。導師會進一步講授狐步、喳喳、探戈的花式和技巧，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8月3日起逢星期四 8:30-10:00p.m.(共十課)

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）

學　　費：$980

英式標準社交舞高班
Advanced Ballroom Dance
NEW 新

查詢電話：2975 5696

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 21-029-22-01
第（一）部份　：八步牛仔舞、探戈。
開課日期及時間　：2000年3月25日起逢星期六 3:00-4:30p.m.(共十課)

AH 21-029-23-01
第（二）部份　：Salsa、維也納華爾茲。
開課日期及時間　：2000年6月17日起逢星期四 3:00-4:30p.m.(共十課)

第（三）部份　：倫巴、快四
第（四）部份　：華爾茲、森巴
第（五）部份　：喳喳、慢狐步

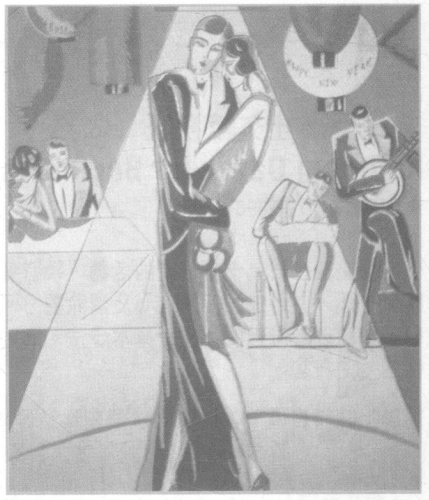
開課日期及時間　：第(三)、(四)、(五)部份下期才開始

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)

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）

學　　費：每部份 $980



AH 21-029-01-01
社交舞初階
Basic Ballroom and Latin Dances
查詢電話：2975 5696

社交舞分為標準舞及拉丁舞兩大類，標準舞隆重堂皇而拉丁舞熱情奔放。本課程將教授喳喳、華爾茲、慢四、牛仔、倫巴及的士高等舞步。學員毋須任何經驗。請自備一對鞋底清潔的有跟皮鞋在堂上替換。（請與舞伴同時報讀。）
（名額十八人）

導　　師：林燕坤女士 *HKJS*主席，*ANDA*會士，*UKDDF*香港分會會長，*IDO*國際裁判及考試官，*NATD*會士，*SDTA*會士，*UTD*會士

開課日期及時間：2000年2月12日起逢星期六 6:00-7:30p.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：$930

AH 21-029-18-01
爵士舞初階
Basic Jazz Dance
查詢電話：2975 5696

本課程專為對舞蹈有興趣之初學人士而設，透過流行音樂及輕快的舞步組合，培養學員的節奏感及訓練肢體的協調。內容包括：（一）基本舞步；（二）爵士舞步；（三）舞步組合。學員必須穿著輕便運動服及技巧鞋。(名額十五人)

導　　師：余世好女士 *AdvDip(APA), RAD Overseas Teaching Member*

開課日期及時間：2000年2月11日起逢星期五 6:45-8:00p.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：$910

AH 21-029-19-01
現代舞初階
Basic Modern Dance
查詢電話：2975 5696

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。 (名額十五人)

導　師：徐偉業先生 *AdvDip(APA)*
開課日期：2000年2月12日起逢星期六
及 時 間　3:00 - 4:15p.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：$910

AH 21-029-21-01
健體舞
Aerobic Dance
查詢電話：2975 5696

本課程為初學者而設，透過流行音樂及簡單的舞步，導師會指導學員進行熱身及舞步練習，從而達致不同程度的燃燒脂肪及健身效果。（名額十五人）

導　師：余世好女士 *AdvDip(APA), RAD Overseas Teaching Member*
開課日期：2000年2月14日起逢星期一
及 時 間　6:45-7:30p.m.(共十二課)
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：$910

Oriental Studies 東方研究

電話：2975 5682 / 2975 5696 傳真：2858 8472/3404

ORIENTAL STUDIES-CHINESE WRITING/LITERARY STUDIES

查詢電話：2975 5682

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
全期學費：$800（共十課）

AH 23-046-02-51
開課日期：2000年2月15日起
及 時 間　逢星期二 6:20-7:50p.m.
地　點：金鐘教學中心S23室(海富中心三樓)

AH 23-046-02-52
開課日期：2000年3月2日起
及 時 間　逢星期四 6:30-8:00p.m.
地　點：北角教學中心6室(北角城中心)

AH 23-046-06-51
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：2000年5月5日起
及 時 間　逢星期五 6:30-8:00p.m.(共十課)
地　點：石硤尾教學中心303室
全期學費：$800

AH 23-046-07-51
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：2000年4月17日起
及 時 間　逢星期一6:30-8:00p.m.(共十課)
地　點：石硤尾教學中心303室
全期學費：$800

AH 23-047-04-51
著名文學作品欣賞和分析
Appreciation of Famous Chinese Literary Works

導　　師：陳鴻舉先生
辭典編審及文學作家

開課日期：2000年5月10日起
及 時 間　逢星期三6:30-8:00p.m.(共十課)

地　　點：石硤尾教學中心303室

全期學費：$800

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)

AH 23-046-03-51
辦公室中文書信研習班
Writing Techniques of Chinese Business Letter

導　　師：左韋(韋姬)女士

開課日期：2000年3月8日起
及 時 間　逢星期三6:15-8:15p.m.(共十課)

地　　點：石硤尾教學中心303室

全期學費：$1,000

本課的開設是為配合日漸增多的辦公室中文書信寫作需求，旨在幫助學員在短期內掌握中文書信寫作的基本格式、行文要求及溝通技巧。堂上除討論一般來往信函的寫作模式、覆投訴信與拒絕信的撰寫技巧外，還介紹幾種常用公文(錄事、便箋、通告、通函、公告、告示、會議紀錄等)的寫作方法，同時，並將介紹中文的一些基本語法知識和修辭技巧。透過樣本分析、課堂討論、小組研習、個人習作及講師評析(針對個人習作問題作課堂綜合分析)等方式，協助學員撰寫意義清晰、措辭得體、句式暢通的辦公室書信。(名額四十人)

AH 23-047-02-51
兒童詩創作坊
Creativity in Nursery Rhyme

導　　師：左韋(韋姬)女士

開課日期：2000年2月17日起
及 時 間　逢星期四6:15-8:15p.m.(共四講)

地　　點：信德教學中心10樓102室

全期學費：$420

本課程專為對兒童詩創作有興趣和研究的人士（包括幼兒教育工作者、中小學教師)而設。課堂上會從釐別兒童歌謠與兒童詩的不同特點入手，研究兒童詩創作的形象思維與心理基礎問題，分析兒童詩創作的藝術特質，並介紹詠物式、描人式、抒情式、圖象式、寓言式、童話式等童詩類型。設計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，她將在課堂上以其創作童詩經驗與學童分享，課堂教學活動形式多樣，著重師生交流。學員也可在課程中嘗試寫作童詩或童謠等，共同評賞，在活潑生動的教學過程中，一同去體味兒童詩創作的無窮樂趣。(名額四十人)

AH 23-047-01-51
現代新詩寫作技巧
Techniques in Modern Poetry

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3月8日起
及 時 間　逢星期三 8:20-9:50p.m.(共四講)

地　　點：石硤尾教學中心303室

全期學費：$240

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：新古典主義的「二十四大聯想律」詩法；新古典主義意象的運變詩法；新古典主義的典故運用變化詩法；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，將逐一實例教授。（名額四十人）

AH 23-047-03-51
文學創作研習班
Creative Writing in Modern Chinese Literature

導　　師：蔡炎培先生

開課日期：2000年3月6日起
及 時 間　逢星期一 8:30-10:00p.m.(共十課)

地　　點：石硤尾教學中心306室

全期學費：$500

在文學的範疇裡，欣賞和創作是相輔相成的。多讀名家篇章，當有助提高寫作能力。假如能夠親自執筆創作，自然更能體念「文章千古事，得失寸心知」的妙諦。

本課程主要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)

ORIENTAL STUDIES - PHILOSOPHY

查詢電話 ：2975 5696

AH 23-048-06-01
Chinese Concept of Destiny

Tour : Mr. Raymond H. L. Lo *B. Soc (HK)*

Date & Time: Monday, 8:00p.m. - 9:30 p.m., starting April 17, 2000 (6 meetings)

Venue : Rm. S6 Admiralty Learning Centre (Admiralty Centre 3/F)

Fee : $580

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.

(Enrolment is limited to 40)

AH 23-048-01-01
周易風水學原理與應用
The Study of Geomancy

導　　師：袁匡任先生－博士研究員

開課日期：2000年2月22日起逢星期二
及 時 間　7:45-9:45p.m. (共十課)

地　　點：香港北角電氣道183號
友邦廣場8樓806室

全期學費：$640

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）

AH 23-048-02-01
周易預測學之命運、掌相、姓名、擇日與美容化妝
I'Ching & Its Interpretation

導　　師：袁匡任先生－博士研究員

開課日期：2000年6月8日起逢星期四
及 時 間　7:30-9:30p.m.(共十課)

地　　點：金鐘教學中心S10室
(海富中心3/F)

全期學費：$640

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）

AH 23-048-03-01
中國長生觀念
The Chinese Concept of Longevity

導　　師：姚文博先生 *B.Sc (HK)*
開課日期：2000年4月17日起逢星期一
及 時 間　6:20-7:50p.m.(共四講)
地　　點：石硤尾教學中心303室
全期學費：$240

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)

AH 23-048-04-01
中國古今的特異功能現象
Chinese Psychic Phenomena: The Past and The Present

導　　師：姚文博先生 *B.Sc (HK)*
開課日期：2000年5月23日起逢期二
及 時 間　6:20-7:50p.m.(共四講)
地　　點：石硤尾教學中心303室
全期學費：$240

特異功能不是超自然現象，而是宇宙現象、生命現象，是客觀存在的現實。顧名思義，特異功能是一般人不具有的特殊功能，這包括意念移物、預知未來、平地飛升、穿牆過壁、手到病除、器官異能、呼風喚雨等。中國的特異功能現象歷史最悠久，資料最豐富。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)

AH 23-048-07-01
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

導　　師：伍懷璞先生
開課日期：2000年3月31日起逢星期五
及 時 間　6:20-8:20p.m.(共六講)
地　　點：石硤尾教學中心305室
全期學費：$450

「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用的正確認識；七. 生意人大智慧的提升。(名額四十人)

AH 23-048-08-01
中國＜尋龍點穴＞學
The Study of the "Dragon Spot"

導　　師：伍懷璞先生
開課日期：2000年5月19日起逢星期五
及 時 間　6:20-8:20p.m.(共六講)
地　　點：石硤尾教學中心305室
全期學費：$450

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)

AH 23-049-02-01
中西哲學之人生觀
The Philosophy of Life in the East & the West

導　　師：鄭炯堅先生 *BA, M PHIL (CUHK), Ph. D (HK)*
開課日期：2000年4月12日起逢星期三
及 時 間　6:30-7:45p.m.(共十二講)
地　　點：北角教學中心6室
全期學費：$480

本課程以取精用宏、深入淺出及趣味方式啟發學員領悟人生。選講範圍：
一、西洋為何會出現哲學這門特殊學問(啟發學員自創新學問)；二、西哲如何判別天才之錯與庸人之錯；三、西哲及神話藝術論「人」；四、何謂：人、人生、人生觀、人死觀(附論自殺)及宇宙觀；五、西哲之終極關懷：論世界末日及人之死後；六、人生之謎：人生意義及目的，如何能今生無悔、無憾；七、人生三階：青年、中年及老年之正負價值；八、何種人生可貫通天(神或超自然)、地(自然)、人(社會)、我(自我)；九、現代西哲兩大主流及理性與非理性如何安頓知識、人生及宇宙等大問題；十、愛恩斯坦及羅素論「上帝」及善惡因果報應；十一、警惕易犯之錯：為何快樂≠幸福；十二、十二種以上之人生觀以供選擇；十三、中西哲學鑑定認可之「三個我」、「三不朽」、「六項需求」、「四件人生大事」、「四大修養境界」；十四、西方名哲選講：蘇柏亞、叔本華、尼采、康德、存在主義、實用主義及獲諾貝爾獎之哲思簡釋等（任選六項）。
(名額四十人)

AH 23-049-03-01
認識中國文化與哲學
Understanding Chinese Culture and Philosophy

導　　師：鄭炯堅先生 *BA, M PHIL (CUHK), Ph. D (HK)*
開課日期：2000年4月12日起逢星期三
及 時 間　8:00-9:30p.m.(共十二講)
地　　點：北角教學中心6室
全期學費：$480

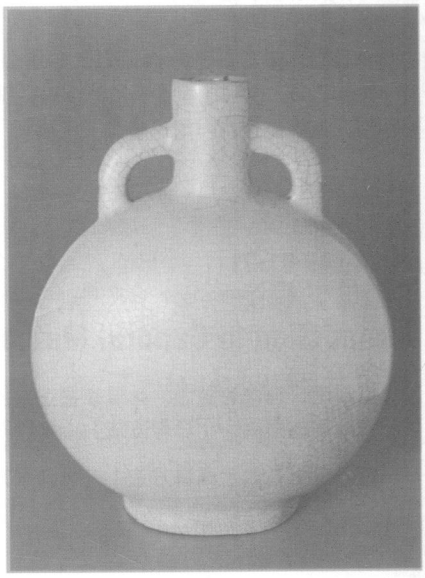
中國文化博大精深，具實效價值及對西方文化病痛有矯治功能。本課程寓高深於趣味，並與「中西哲學人生觀」課程相配合。選講內容包括：

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）

Philosophy 哲學

電話：2975 5682 傳真：2858 3404

AH 24-102-00 (91)
Certificate in Chinese Culture
中華文化証書課程
香港中華文化促進中心合辦



課程宗旨
本課程主要是圍繞藝術、哲學、宗教、戲曲、民族文化和文學幾個領域，對中國文化作深入淺出、概括的介紹，給有興趣者提供入門知識，讓中學文史教師獲得教學上的補充。

課程大綱
1) 中華文化導論　(2講)
2) 中國藝術賞析　(18講)
探索中國藝術的發展與源流，及分析其技巧、內涵、功能和風格，著重藝術欣賞，瞭解藝術與當時的社會文化的關係。(或加插藝術館、博物館導賞)

- 導論 (中國藝術的特質、學習的方法、資料的選擇與利用)
- 陶塑藝術 (史前彩陶、史前至唐代陶塑)
- 青銅器藝術 (起源和鑄造方法、商周青銅器、漢代青銅器)
- 玉雕藝術 (史前至清代)

- 石刻藝術 (漢唐大型石雕、漢代畫像石)
- 佛教藝術 (敦煌、雲岡、龍門石窟)
- 絳絲藝術 嘉賓講者：王炳智先生

3) 中國的哲學及宗教 (8講)

討論中國文化的基本特性，及其形成之觀念基礎及流變。重點介紹構成中國社會主導思想的儒、釋、道三家思想。

4) 中國傳統戲曲 (6講)

5) 中國的民族文化 (6講)

自古以來，中原地區的華夏民族與周邊地區的民族一直有著不同方式的接觸，互相吸納融和，給中華文化和民族帶來了不同的元素，創造了燦爛多姿的文明。本科會以幻燈及實物介紹中國少數民族文化，如古代周邊民族及其與中原文化和現今少數民族之關係、少數民族習俗與宗教、少數民族服飾。

6) 中國文學賞析 (14講)

7) 中華文化的反思 (2講)

成績評審

學員的成績將根據平日的作業釐定。

結業文憑：

學員若能做到下列要求者，將獲頒發証書：

- 出席率達百分之八十或以上；
- 在指定時間內完成所有作業；
- 經導師評核同意其成績及格。

入學資格

凡對中國文化有興趣者, 均歡迎報讀。

報名手續

請於2000年2月15日前填妥報名表格，連同學費(請以支票付款，抬頭請書「香港大學專業進修學院」)寄往香港薄扶林道香港大學徐展堂樓905室。報名表格可往本學院報名中心索取。

教學語言

本課程將以廣東話及普通語講授。

(名額三十人)

導　師：鄭培凱教授
楊建芳教授
吳明博士 *BA,MPhil (CU HK),PhD(New Asia Institute for Advance Chinese Studies)*
古兆申先生 *BA,MA(HK)*
李美賢女士 *BA(CU HK)*

開課日期：2000年2月17日逢星期四
及 時 間　7:00p.m.-9:00p.m(共五十六講)

上課地點：香港中華文化促進中心（信德中心）演講室

學　費：$5,000

AH 24-049-09-01

中國文化導論
Introduction to Chinese Culture

中國傳統文化豐富多姿， 本導論旨在簡介其內容，對中國經濟、社會與政治制度、思想背景、文學、藝術、宗教哲學及科技等，勾劃其基本輪廓，讓學員獲初步認識，有興趣後可作進一步深入研討。

(名額三十人)

導　師：鄭培凱教授

開課日期：2000年3月4日及11日
及 時 間　逢星期六 2:30 - 4:30p.m.(共兩講)

地　點：香港中華文化促進中心（信德中心）演講室

學　費：$180

AH 24-049-01-01

思考方法導論
Introduction to General Methodology

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3月18日逢星期六
及 時 間　2:00-3:30p.m.(共十二講)

地　點：香港北角電氣道183號友邦廣場1805室

全期學費：$680

AH 24-049-02-01
哲學淺說
Introduction to Philosophy

導　　師：梁光耀先生 *BA, MPhil. (CUHK)*

開課日期及時間：2000年3月18日起逢星期六 3:45-5:15p.m.(共十二講)

地　　點：香港北角電氣道183號友邦廣場1805室

全期學費：$680

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)

AH 24-049-03-01
藝術與文化
Art and Culture

導　　師：梁光耀先生 *BA, MPhil. (CUHK)*

開課日期及時間：2000年5月9日起逢星期二 6:30-8:30p.m.(共十課)

地　　點：香港中華文化促進中心C室

全期學費：$700

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)

AH 24-049-04-01
西方文明的興起
The Evolution of Western Culture

導　　師：梁光耀先生 *BA, MPhil. (CUHK)*

開課日期及時間：2000年5月5日起逢星期五 7:30-9:30p.m.(共十課)

地　　點：金鐘教學中心S25室

全期學費：$700

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)

AH 24-049-05-01
倫理學導論
Introduction to Ethics

導　　師：劉桂標先生 *BA(HKBU), MPhil (CUHK)*

開課日期及時間：2000年4月5日起逢星期三 7:30-9:30p.m.(共十課)

地　　點：石硤尾教學中心302室

全期學費：$700

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)

AH 24-049-06-01
思潮與信仰
Ideologies and Beliefs

導　　師：劉桂標先生 *BA(HKBU), MPhil (CUHK)*

開課日期：2000年5月2日起逢星期二
及 時 間　6:30-8:30p.m.(共十課)

地　　點：石硤尾教學中心306室

全期學費：$700

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，以及四、近代基督教思想。

(名額四十人)

AH 24-049-08-01
日本文化與社會
Japanese Culture and Society

師資

王向華博士 *BSSc CUHK; DPhil Oxon*
李培德博士 *BA CUHK; MLitt, DLitt Tokyo*
卓南生博士 *BSSc Waseda; PhD Ryykyo*
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*
馮錦榮先生 *BA HK; MLitt Kyoto*
廖緒豐先生 *BBA CUHK, MBA Keio*
趙雨樂博士 *BA, MPhil CUHK; DLitt Kyoto*

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。

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。

開課日期：2000年3月4日起逢星期六
及 時 間　2:30-4:30p.m.(共12講)

上課地點：另行通告

費　　用：港幣1,000元

授課語言：粵語及普通話(輔以簡單日語)

(名額三十人)

Theatre Studies 戲劇研究

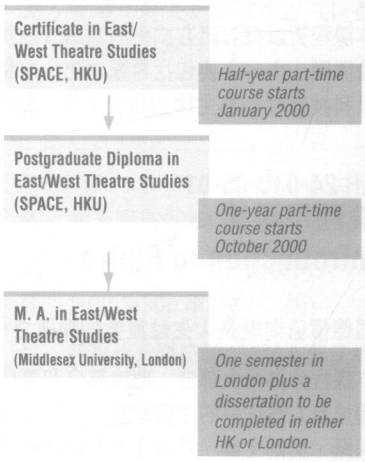
電話：2975 5689 傳真：2858 3404

M.A. in East/West Theatre Studies
Middlesex University, London

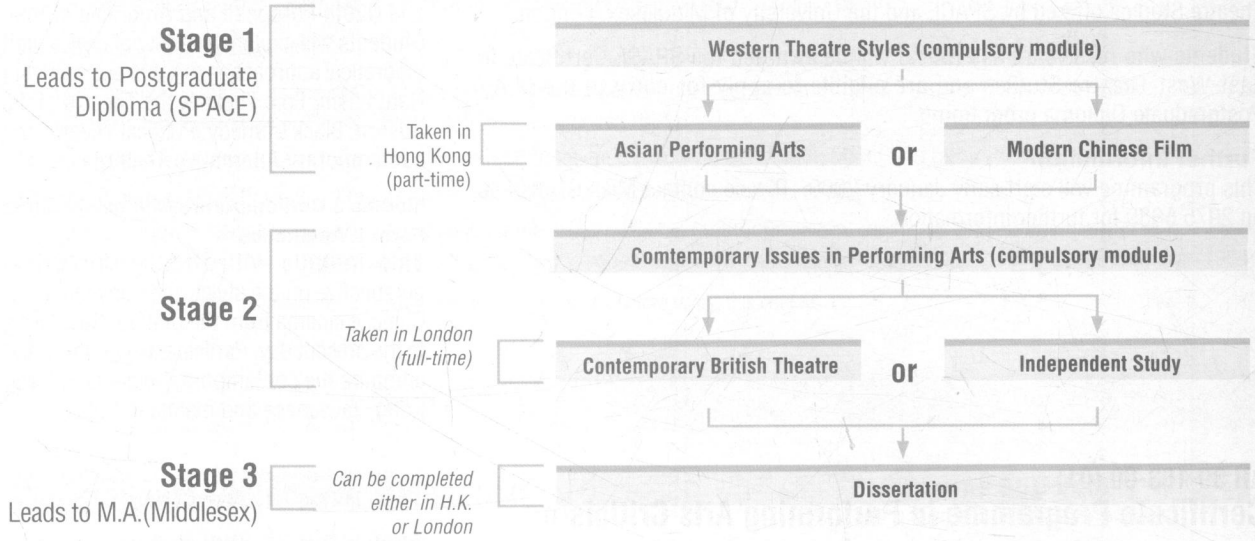
The School offers an M.A. in East/West Theatre Studies programme in partnership with The School of Drama and Theatre Arts, Middlesex University. This is the largest and most diverse department of its kind in the U.K. The M.A. in East/West Theatre Studies will be offered on a part-time basis and will 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.

Pathway to the M. A. in East/West Theatre Studies



M. A. /Postgraduate Diploma in East/West Theatre Studies



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 Urban and Regional Councils involved in performing arts;
- graduates who wish to pursue advanced studies of a practical and theoretical nature.

Further Information
This programme will be offered in October 2000. Please contact Miss Gladis Lee on 2975 5689 for further information.

The programme comprises two taught modules:

- Western Theatre Styles and EITHER
- Asian Performing Arts OR
- Modern Chinese Films

Lecturers and Tutors
Course Director: Dr. Vicki C.H. Ooi, Senior Lecturer in English, The University of Hong Kong

Teaching is conducted by a team of expert lecturers from the University of Hong Kong and from other Hong Kong tertiary institutions.

AH 39-102-00 (91)
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.

Aims
- 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.

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 University of Middlesex, 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.

Further Information

This programme will start early January 2000. Please contact Miss Gladis Lee on 2975 5689 for further information.

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.

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.

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.

Module One	Approaching Performance
Module Two	Writing Criticism
Module Three	Practicum
Optional Module	Practicum Overseas

Course Co-ordinator

Ms. Jessica Yeung *Independent Performing Arts Critic*

Further Information

This programme will be offered in Autumn 2000. Please contact Ms Brenda Li on 2975 5681 for further information.

AH 39-050-06-01
Film History II

NEW 新

Following Film History I, this course continues our introduction to the major cinema movements both in the West and Japan after the WWII. During the mid-50's, a couple of young Italian directors led an astonishing revival of Italian cinema. The death of Stalin created a "thaw" within many eastern European countries. During this period, the most innovative and influential work emerged from Poland, Hungary and Czechoslovakia. In 1952, the overwhelming success of Kurosawa's ***Rashomon*** led to immense intense interest in Japanese films. The major works of early masters, such as Mizosguchi, Naruse and Ozu were seen and praised outside the country for the first time.

Tutor : Tammy Cheung B.F.A. (Concordia)

Venue : Admiralty Learning Centre (To be confirmed)

Date & Time: Saturdays, 2.30 – 6.00 p.m. starting 4 March 2000 12 meetings (42 hours)

Fee : $1,680

Films to be discussed

Italian Renaissance: Federico Fellini – *La Strada* (1954), *Nights of Cabiria* (1957); Michelangelo Antonioni – *L'Avventura* (1960), *The Eclipse* (1962); Bernado Bertolucci – *Before the Revolution* (1964), *The Conformist* (1970)

New Waves in Eastern Europe

Poland: Andrzej Wajda – *Ashes of Diamonds* (1958), *Man of Marble* (1977); Roman Polanski – *Knife in the Water* (1962), *Repulsion* (1965); Krzysztof Kieslowski – *Camera Buff* (1979), *Blind Chance* (1981)

Hungary: Miklos Jancso – *The Red and the White* (1967); Istvan Szabo - *Father* (1966); Marta Meszaros – *Adoption* (1975)

Czechoslovakia: Milos Forman – *Loves of a Blonde* (1965); Vera Chytilova - *Daisies* (1966)

Japanese Cinema: Kenji Mizosguchi – *The Life of Oharu* (1952), *Ugetsu* (1953); Mikio Naruse – *Late Chrysanthemums* (1954), *Floating Clouds* (1954); Yasujiro Ozu – *Tokyo Story* (1953), *Floating Weeds* (1959); Akira Kurosawa – *Rashomon* (1951), *Seven Samurai* (1954)

Note: It is not necessary for the participants to have attended Film History I before taking this course.

Translation 翻譯

電話 : 2975 5682 傳真 : 2858 3404

Postgraduate Diploma 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.

Part 1 : AH 30-102-00 (92)
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 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 15 January 2000 together with:

- All relevant documents and examination results for selection purpose, and
- A crossed cheque of $150 (payable to "HKU SPACE")

Programme Structure
The programme has two parts :

- Part 1, leading to the award of a Postgraduate Certificate in Translation - offered in 6 March 2000 (AH 30-102-00 (92))
- Part 2, leading to the award of a Postgraduate Diploma in Translation - offered in 28 March 2000 (AH 30-101-00 (91))

Part 1 : AH 30-102-00 (92)

Content
All students take six core modules :

- Theory and Practice of Translation
- Consecutive Interpretation
- Culture and Translation
- Contrastive Studies and Translation
- English-Chinese Translation
- Chinese-English Translation

Fee
The fees are :
- Application fee: $150, to be paid on application by cheque made payable to the "HKU SPACE".
- Tuition fee: $9,300, to be paid on notification of acceptance.

Fees are non-refundable and cannot be transferred.

Teaching Schedule
Starting : Monday, 6 March 2000
Venue : Admiralty Centre, 2/F
Meetings : Mondays and Thursdays, 6:40 - 9:40 p.m.
Duration : 108 hours

(Class size : 35)

PART 2 : AH 30-101-00 (91)
Postgraduate Diploma in Translation

Award
To qualify for the award of a Postgraduate Diploma in translation, students should pass the final written examination, attend at least 80% of the sessions, and complete the project and all course assignments at the required standard.

Entry Requirements
- Applicants must possess the Postgraduate Certificate in Translation awarded by the School
- Students who will have finished the Postgraduate Certificate course in February, 2000 are also encouraged to apply.

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 following address, before 29 February, 2000 together with a copy of Certificates:

9/F, T.T. Tsui Building, The Translation Section, SPACE, University of Hong Kong, Pokfulam, Hong Kong

Closing Date for Application
AH 30-102-00 (92) Postgraduate Certificate in Translation : 15 January 2000

AH 30-101-00 (91) Postgraduate Diploma in Translation : 29 February 2000

(Class size : 35)

Part 2 of the programme is designed for holders of the Postgraduate Certificate in Translation awarded by SPACE.
Students are required to complete :
a. an extended Translation Project;
b. five of the following six elective modules :

- Commercial and Financial Translation
- Legal Translation
- Literary Translation
- Technical Translation
- Media Translation
- Translation for Government and Public Administration

Fee
Tuition fee: $9,500, to be paid on notification of acceptance.

Fees are non-refundable and cannot be transferred.

Teaching Schedule
Starting : Tuesday, March 28, 2000
Venue : Admiralty Centre
Meetings : Tuesdays and Fridays, 6:40 - 9:40 p.m.
Duration : 105 hours

AH 30-103-00 (91)
Certificate in Consecutive Interpretation: Putonghua / English



Introduction
Interpreters have always been in great demand in Hong Kong. Reunification with China has increased the importance of Putonghua, and the metropolitan nature of Hong Kong as an international trading and financial centre creates a need for Putonghua-English interpretation experts. China's importance in the international arena has speeded up her interaction with the rest of the world, which has also created a need for interpreters who are competent in cross-uses of Putonghua and English. The demand for such a qualification is great in view of the relevance of translation in Hong Kong, Taiwan, Singapore, China, and any English-speaking countries abroad.

The course is for those candidates who are competent in both Putonghua and English, and preferably have some training in translation and interpretation.

Aims and objectives
- To provide systematic interpretation training (listening, comprehension, sight translation, and note-taking skills) between Putonghua and English.
- To prepare students, who are competent in Putonghua and English, with the contrastive linguistic knowledge which is relevant to their training as interpreters.
- To expose students to interpretation via a range of audio-visual materials, such as interviews and meetings, in the disciplines of business, social development, and current affairs.
- To equip students with skills relevant to the real world of interpretation
- To enable students to interpret accurately in a non-technical interpretation situation

Medium of Instruction
Putonghua and English

Course Director
Dr Rachel Lung

Lecturer
Dr Jackie Yan *MEd. PhD (Texas Aurtin)*

Programme Structure and Content
- Theory and practice of interpretation
- Note-taking skills
- Memorisation
- Interpretation skills
- Contrasting linguistic structures of English and Chinese
- 10 thematic interpretation exercises

* Lectures will be given with interactive activities and audio-video aids.

Teaching Schedule
Starting 26 February 2000, Saturday, 2:15-5:15p.m.

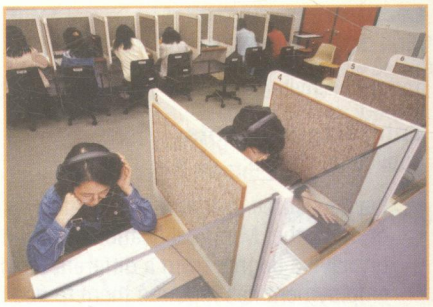
Venue
Language Laboratory, Rm 609, KK. Leung Bldg, University of HK, Pokfulam, HK

Fee
The fees are:

- Application fee:$150, to be paid on application by chague made payable to the " HKU SPACE".
- Tutition fee:$11,000, to be paid upon receiving notification of acceptance.
- Fees are non-refundable and cannot be transferred.

Closing Date for Application
1 February 2000

Entry requirements
All applicants for this course are required to pay a $150 Application Fee with their initial application. Within two weeks of an application being received, individual applicants will be contacted by the course instructor so that she can assess their suitability for the course by means of a brief telephone interview involving English and Putonghua. Applicants will be notified of the result of this interview in writing as soon as possible afterwards. Successful applicants will be offered a place on the course and requested to pay the course fee in full. Enrolment will close once sufficient applications of a suitable level have been received and offers of a place have been accepted. Early application is, therefore, recommended.



Assessment
Students will be awarded the SPACE Certificate in Consecutive Interpretation: Putonghua / English, if they pass the overall assessment (class performance, tests, and an examination) and attend at least 80% of the session. There are 30 meetings, each lasting for 3 hours.

Teaching Mode
Classes will be conducted in the language laboratory of HKU. Lectures are combined with frequent practice and drilling exercises.

Application Procedure
Enrolment is limited to 30. Special application forms can be obtained at the reception counters of all our learning centres. Please send completed application form by mail or in person to SPACE together with:

A crossed cheque of $150 (payable to "HKU SPACE")

The Translation Section, 9/F T. T. Tsui Building, University of Hong Kong, Pokfulam, Hong Kong



Everything that can be said can be said clearly.

AH 30-052-08-51

Intensive Preparatory Course for Diploma in Translation of The Institute of Linguists

NEW 新

Introduction
The Diploma in Translation offered by the Institute of Linguists in the UK is a high level postgraduate qualification in translation. Holders of this qualification can be regarded as of professional standard and are entitled to use the designation "DipTrans IoL'. This course provides suitable applicants with the skills and knowledge necessary for taking the Diploma in Translation examination.

Aims and Objectives
The Diploma in Translation tests translation skills and theoretical understanding in the transfer from English to Chinese. It is a post-graduate and professional qualification in translation.

The objectives of the syllabus are:
- To enhance students' understanding of what is involved in a translation process.
- To heighten students' awareness of the considerations translators have in mind during the decision-making process.
- To highlight the contrastive linguistics of English and Chinese, and cultural considerations in translation.
- To enhance students' awareness of the theories of Translation.
- To enable students to handle translation from English to Chinese independently, and with annotations.
- To introduce students to semi-specialised areas of translation in the disciplines of Theoretical understanding, Humanities, Technology, and Commerce

Medium of Instruction
English and Cantonese

Director of Studies
Dr Rachel Lung

Course Coordinator
Ms. Florence Lam *MA, TSEL, MIL*

Career Progression
On completion of the course, students may take the November DipTrans examination, administered by the Hong Kong Examination Authority. Registration for the examination, before May, is students' own responsibility.

Programme Structure and Content

Content	Duration (in weeks)
General Translation	6
Literary Translation	2
General Translation	5
Commercial Translation	2
General Translation	5
Technical Translation	2
General Translation	6
Total: 28 weeks (84 hours)	

Teaching Schedule
Thursdays, 6.30-9.30pm,
starting 2 March 2000

Venue
Rm 6, United Centre, Unit B, 12/F

Fee
$ 9,600 (fee is not refundable and cannot be transferred).

Closing date for Application
18 February 2000

Lecturer
Mr. Eddie Tam *DIPTEFL, MA, MIL, DipTrans IoL*

and other invited speakers for specialised translation

Entry Requirements
Applicants should:

- have a degree in a language related discipline;
- or, have the MIL qualification awarded by the Institute of Linguists;
- or, have a degree from a different discipline, and be able to show that their employment has required them to use English at a high level of competence for at least five years.

索取2000年秋季課程手冊 To receive Autumn Prospectus 2000 • P.330 請參閱第330頁 Pls refer to P.330

Application Procedures
Please send completed application form by mail or in person to SPACE together with:

- Copies of documents showing degree qualification, and bilingual competence, and
- A crossed cheque of $9,600 (payable to "HKU SPACE")
  The Translation Section, 9/F T. T. Tsui Building, University of Hong Kong, Pokfulam, Hong Kong

Enrolment
Enrolment is limited to 50, on a first-come, first-served basis, given adequate proof of qualification and experience. General application forms can be obtained at the reception counters of all our learning centres. For further details of the examination and membership regulations, candidates can 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 30-052-02-51
英漢翻譯初階
Translation : From English to Chinese

由於中文取得和英文同等的法律地位，加上近年來香港與中國的商業及其他活動轉趨頻密，翻譯人才供不應求，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 40 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：2000 年 4 月 12 日起
及 時 間　逢星期三6:30-8:30p.m.(共十課)

地　　點：金鐘教學中心 S27 室
（海富中心三樓）

全期學費：$1, 000

AH 30-052-03-51
實用翻譯
Practical Translation

作為一個東西文化交匯與世界工商金融中心的香港，翻譯的角色十分重要。本課程就翻譯的實際用途，分作如下各類講授的項目：新聞時事、會議程序及紀錄、議案、商業信札、演講辭、科技用字、及公事文件的翻譯。（名額 40 人）

主 講 人：辛國器 *MIL.*

開課日期：2000 年 2 月 25 日起
及 時 間　逢星期五7:30-9:30p.m.(共十課)

地　　點：金鐘教學中心 S10 室
（海富中心三樓）

全期學費：$1,000

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. Such English to Chinese translation courses 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

Fee : $1,000 (10 meetings)

AH 30-052-04-51
Date & Time: Thursdays, 5:55-7:55p.m., starting 2 March 2000.

Venue : Rm 203, Shek Kip Mei Learning Centre

AH 30-052-04-52
Date & Time: Wednesdays, 6:30-8:30p.m., starting 29 March 2000

Venue : Rm 808, AIA tower

AH 30-052-05-51
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: Thursdays, 6:30-8:30p.m., starting 1 June 2000 (10 meetings)

Venue : Rm S10, Admiralty Learning Centre

Fee : $1,000

AH 30-052-06-51
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 40 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：2000 年 2 月 2 日起
及 時 間　逢星期三6:30-9:00p.m.(共十課)

地　　點：北角教學中心808室 (友邦廣場)

全期學費：$1,250

AH 30-052-07-51
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 40 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：2000 年 3 月 8 日起
及 時 間　逢星期三7:30-9:30p.m.(共十課)

地　　點：北角教學中心803室 (友邦廣場)

全期學費：$1,000

AH 30-052-09-51
Public Administration and Media Translation
公共行政及傳媒翻譯

NEW 新

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: Starting 24 February 2000 Thursdays 6:30-9:00p.m, (12 meetings)

Venue : To be announced

Fee : $1,300



Education makes the man.

The Division of Finance & Business offers a wide spectrum of courses aimed at meeting the diverse and growing needs of the business community. The programmes of study currently being offered range from economics to finance, management studies, marketing, e-commerce and insurance & actuarial studies. New programmes are constantly being developed to meet the radically changing aspirations of the business community.

The Division conducts programmes of study at every level. From short seminars/ workshops and in-house training courses to award-bearing courses, leading to certificate, diploma, degree, postgraduate and professional qualifications. On offer are qualifications leading to awards by both the local and overseas tertiary institutions and professional bodies to reflect the increasing demands of the financial and business communities.

We constantly strive to provide wide and equal educational opportunities to part-time students who are mostly in full-time employment, designing programmes from non-conventional university entry requirements and "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是為了迎合今天商業社會裡與日俱增及不同的要求，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、 在職培訓, 以至證書、 文憑、 學士、 深造及專業課程等，十分齊備。 這些課程籌辦的目的主要是針對現今金融界及商界等方面的需要。

我們不斷致力為全職的兼讀學生提供更廣泛與平等的教育機會; 本學部提供了不同類型的課程以供學生選擇，其中包括有大學進階課程，以及與享負盛名的外國院校合辦的遙距課程等。

Finance & Business
金融及商貿學

Economics & Finance 經濟及金融
Management Studies 管理學
Marketing 市場學
Business Studies 商貿學
Insurance & Actuarial Studies 保險及精算學



Programme Directors and 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
Yeung, Davey T.W. 楊德威

Tutors 導師

Chan, Ringo Y.K. 陳耀光
Narwani, Sangeeta A.

Divisional Affairs Officer 學部事務主任
Mui, Andrew C.Y. 梅湛恩

E-Commerce Workshops and Degree

With the rapid growth of the Internet, significant changes are being made to our lifestyles, communication systems and business practices. A report produced by the US Electronic Commerce Special Group has shown that the volume of trade on the Internet is doubling every 100 days. The report also projects that global online trade will reach US$100 billion by the year 2000. The Internet is predicted to be the single most important driving force in global economic growth.

In keeping with this trend, we are launching a series of e-commerce workshops and two new degree programmes dealing with e-commerce :

- Workshops on e-commerce
  - Business Plan and Implementation
  - Security and Legal Issues
  - Marketing and Procurement
- Bachelor of Commerce (Marketing and E-Commerce)
  - (Curtin University of Technology, Australia)
- Master of Business (E-Commerce)
  - (Curtin University of Technology, Australia)



Ng, Jennifer G.H. 黃玉虹
–Head of Division 學部主任

電子商貿研習班及學位

在國際互聯網迅速發展的影響下，我們的生活方式、溝通系統及商貿方法都出現重大變化。美國電子商貿特別小組一份報告顯示，國際互聯網上進行的商業活動，每百日即增加一倍。報告又預言全球的網上交易，在公元二千年會達一千億美元。國際互聯網會成為全球經濟增長的最重要動力。

為跟上這股潮流，我們現正推出一連串電子商貿的研習班和兩項與電子商貿有關的新學位課程。

- 電子商貿研習班 - 商業計劃與執行
  - 保安與法律的問題
  - 開拓市場與物資採購
- 商業學士(市場學及電子商貿) - 澳洲柯丁理工大學
- 商貿碩士(電子商貿) - 澳洲柯丁理工大學

Professional Studies in Insurance and Actuarial Science

Financial services are a major part of Hong Kong's service industry, and contribute greatly to its position as an international financial centre. Over the years, SPACE has offered a number of courses in finance, banking and marketing for professionals in these fields. We are now launching a number of new courses in insurance and actuarial science to strengthen the range of courses we offer :

- Professional Diploma in Insurance and Actuarial Studies (SPACE) (in collaboration with the Department of Statistics and Actuarial Science, HKU)
- Higher Professional Diploma in Insurance and Actuarial Studies (SPACE) (in collaboration with the Department of Statistics and Actuarial Science, HKU)
- BA (Hons) Banking, Insurance and Finance (conversion programme) (Sheffield Hallam University)

保險及精算學的專業課程

金融服務是香港服務業的重要組成部份，對香港成為國際金融中心作出巨大貢獻。香港大學專業進修學院多年來為專業人士開辦不少金融、銀行學及市場學的課程。我們現進一步推出幾項保險及精算學的新課程：

- 保險及精算研究專業文憑課程 (與香港大學統計及保險統計學系合辦)
- 保險及精算研究高級專業文憑課程 (與香港大學統計及保險統計學系合辦)
- 銀行、保險及金融學士學位(榮譽)課程(銜接課程)(謝菲爾哈勒姆大學)

University of London Programmes for External Students

***Diploma in Economics**
***BSc Economics & Management**
***BSc Accounting and Finance**
***BSc Management (Revised Regulations)**
***Postgraduate Diploma in Financial Policy**
***MSc in Financial Management**

Diploma in Economics Year I and SPACE 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 and Finance
BSc Management (Revised Regulations)

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 to study these programmes, subject to admission by University of London*

* *The above courses offered by the School for external students of the University of London are exempted from registration under the Non-Local Higher and Professional Education (Regulation) Ordinance. Details have been registered with the Education Department and an exemption number has been granted. The courses are of high quality and have international recognition. However, it is a matter of discretion for individual employers to recognise any qualifications to which these courses may lead.*

Diploma in Economics (Ref.: 450330)
BSc Economics & Management (Ref.: 450332)
BSc Accounting and Finance (Ref.: 450331)
BSc Management (Revised Regulations) (Ref.: 450333)
Postgraduate Diploma in Financial Management (Ref.: 450404)
MSc in Financial Management (Ref.: 450334)

FB 08-801-01 (91)
Postgraduate Diploma in Financial Management / MSc in Financial Management for External Students

DISTANCE 遙距 LEARNING

University of London

Enquiries: 2975 5669 / 2975 5713

Introduction
These programmes are designed and produced by the Centre for International Education in Economics (CIEE), winner of the Queen's Anniversary Prizes for Higher and Further Education in 1996, School of Oriental and African Studies, University of London. SPACE provides local support including registration and tuition 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.

Course Director
Ms. Jennifer G.H.Ng *BA (Simon Fraser), MSocSc, PCEd(HK)*

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 CIEE on the merits of each case.

Assessment
Assessment is by a final examination and by continuous course work assignments which are graded by experienced distance learning tutors from the U.K. The course assignments and the examinations 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
Both programmes are designed for external students based on distance learning methods. Lectures are conducted through specially written study texts and some courses include a/v materials or computer software. Each student will be assigned a U.K. tutor or tutors for each course. The tutors will aid and monitor students' progress through detailed grading and commentary with respect to their assignment work. SPACE will provide the local face-to-face teaching and administrative support services, such as registration and handling of students' assignments for grading by the U.K. tutors.

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

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

索取2000年秋季課程手冊 To receive Autumn Prospectus 2000 • P.330 請參閱第330頁 Pls refer to P.330

Face-to-face teaching in Hong Kong will be provided as follows:

	Contact Hours			
	Post-graduate Diploma	MSc		
		Pt I	Pt II	Total
(a) Face-to-face lectures by local tutors*	72	72	48+	120
(b) Face-to-face revisionø lectures by U.K. tutors	48#	48#	(36#)+	84#

* usually held over weekends
ø may be held over weekday evenings and weekends (daytime & evening)
\+ for 3 optional courses
\# indicates maximum number of hours

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 Centre for International Education in Economics.



London University Open Day
倫敦大學開放日

Fees

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 CIEE's prospectus.

Year 2000 intake

- MSc programme (2 years)

2000 Part I	GBP 5,150
2001 Part II	GBP 3,092
Both Parts	GBP 8,242

- Postgraduate Diploma programme (1 year)

2000	GBP 4,832
2001 (if progress to MSc Part II)	GBP 3,410
Total for Postgraduate Diploma successfully Progressing to MSc Part II	GBP 8,242

For both programmes the course fee covers charges for the University of London registration and examination fees, course materials, tutorial support, a Reader's Card for access to The University of Hong Kong libraries and face-to-face teaching conducted in Hong Kong by both local lecturers and UK visiting lecturers. Please note that the same Part II course fee will be levied on all students progressing on their respective programmes, notwithstanding that a student may have chosen courses for which face-to-face teaching may not be made available in the year of embarking on their Part II studies. Students will also be required to make an additional payment to the Hong Kong Examinations Authority (HKEA) in respect of their local processing fee for conducting the examinations.

Revision Courses for BSc Economics & Management, BSc Accounting & Finance and BSc Management (Revised Regulations) for external students

University of London

Enquiries: 2975 5672

SPACE offers the following revision courses for students who intend to sit for the University of London examinations in May / June 2000. These revision courses will be conducted in March / April 2000 either by academic staff from the London School of Economics, University of London or other U.K. universities.

- FB 08-802-01-02 Introduction to Economics (L.U. Syllabus No. 02)
- FB 08-802-02-02 Introduction to Sociology (L.U. Syllabus No. 10)
- FB 08-802-03-02 Introduction to Management (L.U. Syllabus No. 73)
- FB 08-802-04-02 Quantitative Methods (L.U. Syllabus No. 74)
- FB 08-802-07-02 Microeconomics (L.U. Syllabus No. 66)
- FB 08-802-08-02 Macroeconomics (L.U. Syllabus No. 65)
- FB 08-802-09-02 Elements of Accounting and Finance (L.U. Syllabus No. 19)
- FB 08-802-13-02 (91) Organization Theory (L.U. Syllabus No. 33)

Note: Mounting of the above courses is subject to enrolment numbers and availability of tutors.

For details, please send a self-addressed envelope with stamps amounted to $2.1 to the Division of Finance and Business (Attn: Miss Y. B. Chan).

FB 08-804-00

Diploma in Economics for External Students

The University of London

Certificate in Mathematics and Sociology

The University of Hong Kong, SPACE

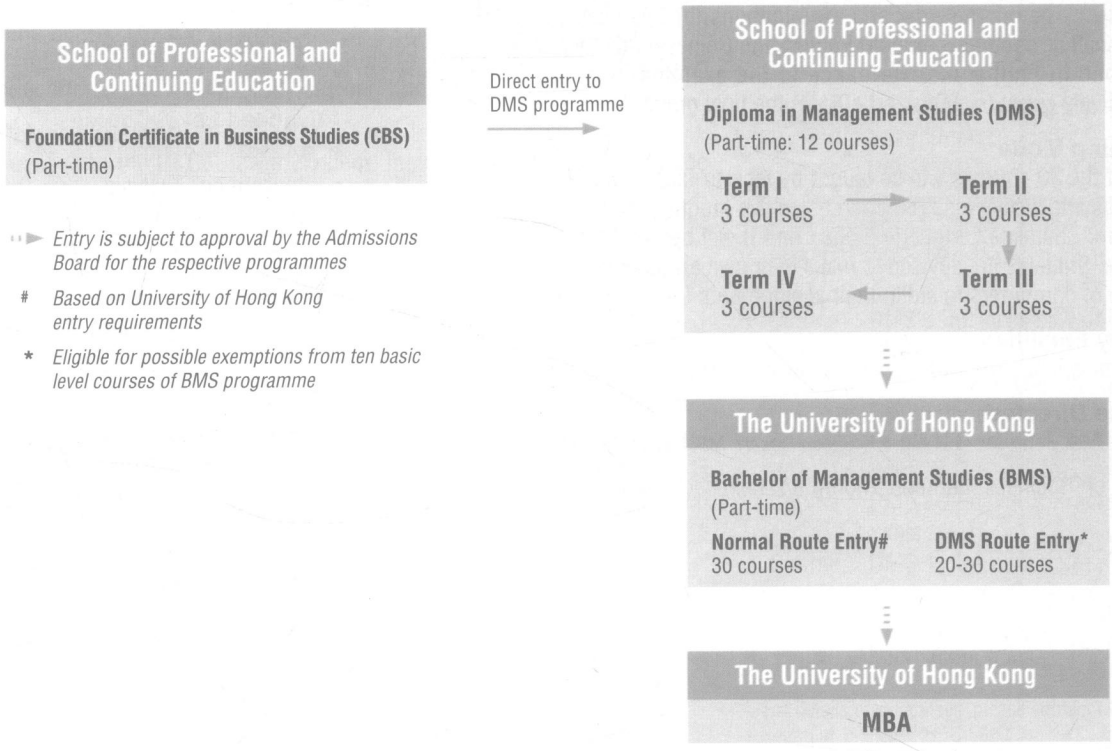
Enquiries: 2975 5658

SPACE is the only institution in Hong Kong permitted to teach the captioned programme to prepare students for the University of London Diploma in Economics examinations. The course is offered by way of a two-year part-time study mode. It will be of particular interest to those whose work involves them in issues concerning economic, commercial and social policies. This programme is expected to commence in September / October 2000. Programme brochures and application forms will be available in May / June 2000.

Management Studies 管理學

TEL電話 : 2975 5662/5658/5670 FAX傳真 : 2858 8472

HKU SPACE & School of Business Programmes in Management Studies



FB 19-601-00 (92)
Bachelor of Management Studies (BMS)
FB 19-601-01(92), FB 19-601-02(92), FB 19-601-03(92) (Term 1)

Introduction
This part-time programme is a collaborative venture between SPACE and the School of Business of The University of Hong Kong. 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 experiences 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 The University of Hong Kong.

Entry Requirements
Candidates shall meet all of the following requirements :
- comply with the General Regulations of the University of Hong Kong ;
- hold either a Diploma in Management Studies (DMS) award 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 be exempted 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 10-11 weeks of study per term. Business Language Skills I and II will be taught in both English and Chinese. Students are advised to make their own arrangements to gain access to the use of computers to aid in their assignments for all courses.

Library Facilities
Students will be provided with a Borrower's Card.

Course Directors
SPACE: Ms. Jennifer G.H.Ng *BA (Simon Fraser), MSocSc, PCEd(HK)*

School of Business: Edmund Thomp *BA (York), PhD (Lond)*

Programme Structure
This is a part-time programme covering 30 courses to be studied over ten 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
- Introduction to Business Computing
- Quantitative Methods
- Introduction to Social Psychology
- Hong Kong Business Environment
- Macroeconomics
- Business Language Skills II
- 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 courses to be studied in Term I are: Business Language Skills I, Introduction to Business Computing and Quantitative Methods. For details of syllabuses, please contact Ms. Kena Choi at Tel.: 2975 5662

Application Procedures

The programme is expected to commence in March / April 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. Please state the name of the programme for which you require information to be sent to you.

Applications must be accompanied by a non-refundable processing fee of $150 payable to "HKU SPACE".



Holders of this degree award may be eligible to apply to study the MBA programme offered by The University of Hong Kong.

Fee

This programme is designed on a credit unit system. There will be two- three intakes of students per year. The fee per course for the 2000 Spring intake is:

Per course	
Basic Level courses	$4,000
Intermediate and Advanced Level courses	$4,800

There will be separate fees payable for re-sitting the examination, re-submitting course work and repeating the studies for each course of study. All fees paid are not refundable unless a course is over-subscribed or cancelled.

Closing Date for Application

January 2000

Late applications may only be considered at the discretion of the Course Director.

FB 19-101-00 (92)
SPACE Diploma in Management Studies (DMS)
FB 19-101-01 (92), FB 19-101-02 (92), FB 19-101-03 (92) (Term I)

Enquiries: 2975 5658 / 2975 5670

Introduction

This part-time programme is a collaborative venture between SPACE and the School of Business of The University of Hong Kong. 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 The University of Hong Kong 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 The University of Hong Kong.

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 to study this programme may also be accepted from 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.

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)
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)
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. Agnes Yeung at Tel. No. : 2975 5658

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 shall be examined in English. Performance in the examinations and course work respectively count for 60% and 40% of the final grade and both must be passed for successful course completion.

Upon the recommendation of the Board of Examiners, students may be allowed a maximum of two attempts at the examination and course work. The permission to grant a student a second attempt at the examination and course work shall be determined after the conduct of each term-end examination. Students making a second attempt at the examination or course work may, or may not be required to repeat the study programme for that course.

Teaching Mode
The 12 courses will be taught by face-to-face lectures held on weekday evenings and weekends. Courses DMS 1 and 7 will be taught in both English and Chinese. Students are advised to make their own arrangements to gain access to the use of computers to aid in their assignments for all courses.

Attendance at lectures (minimum of 70%) is compulsory.

Course Directors
SPACE: Ms. Jennifer G.H.Ng *BA (Simon Fraser), MSocSc, PCEd(HK)*

School of Business: Jim Newton *MA (Cantab), MSc. PhD. (London)*

Application Procedures
The programme is expected to commence in March/ April 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. 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 $150 made payable to "HKU SPACE".

Fee
This programme is designed on a modular basis with two to three intakes of students per year. The fee per course for the Spring 2000 intake 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. All fees paid are not refundable, unless a course is over-subscribed or cancelled.

Students should also note that holders of the DMS award 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.

Closing Date for Application
January 2000

Late applications may only be considered at the discretion of the Course Directors.

FB 19-102-00(92)
SPACE Foundation Certificate in Business Studies
Enquiries: 2975 5659

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.

Entry Requirements
Applicants must have five passes in the HKCEE or equivalent, including English, Chinese and Mathematics. A continuous two to three years of relevant working experience is also required.

Assessment
Student's performance in each course shall 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 students' final grade. All courses shall be examined in English.

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

There will be three intakes of students, one each in Summer, Autumn and Spring.

Summer 2000 intake

Evening and weekend classes for four months, commencing May.

Autumn 2000 intake

Evening and weekend classes for four months, commencing September.

Spring 2001 intake

Evening and weekend classes for four months, commencing January.

Fee
$8,000

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.

Course Director
Ms. Jennifer G.H.Ng *BA (Simon Fraser), MSocSc, PCEd(HK)*

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. Please state the name of the programme for which you require information to be sent to you. Applications must be accompanied by cheque for a non-refundable processing fee of $150 made payable to "HKU SPACE".

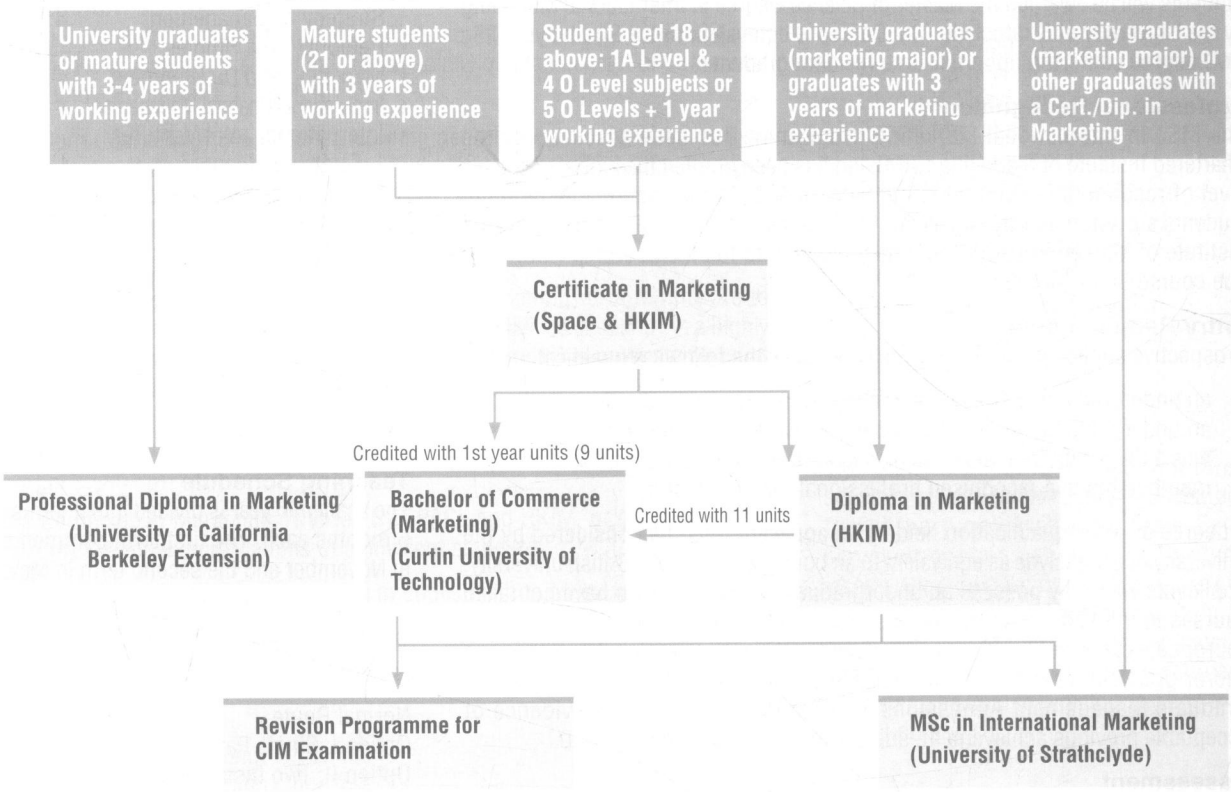
Late applications may only be considered at the discretion of the Course Director.

Closing Dates for Application
- For the May 2000 intake: 17 March 2000 Friday
- For the September 2000 intake: 16 July 2000 Friday
- For the January 2001 intake: 10 November 2000 Friday

Marketing 市場學

TEL電話 : 2975 5784-5 FAX傳真 : 2858 8472

Marketing Programmes at SPACE





More than 80% of Hong Kong's GDP is derived from its service economy, of which marketing is one of the key aspects as it plays a crucial role in support of the region's manufacturing industry and international trade. SPACE gives students a full range of marketing courses.

FB 43-801-00 (91)

Master of Science in International Marketing

University of Strathclyde

Enquiries: 2975 5784

DISTANCE 遙 LEARNING 距

Introduction

The MSc in International Marketing programme is a Distance Learning programme offered by SPACE HKU in association with the Department of Marketing, University of Strathclyde and the School of Continuing Education, Hong Kong Baptist University. The Degree is equivalent to the Strathclyde MSc(IM) degree conferred upon full-time resident graduates.

Aims / Objectives

This is a specialist programme designed to produce graduates with a high level of academic expertise in international marketing, and with the technical and personal skills to operate internationally across a range of dynamic, fast-changing and sometimes hostile environments.

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

Award

Students will be awarded the Master of Science Degree in International Marketing by the University of Strathclyde. The Degree is equivalent to the Strathclyde MSc (IM) degree conferred upon full-time resident graduates.

Professional Recognition

The MSc in International Marketing programme has been assessed by the Chartered Institute of Marketing (CIM) and has been granted the highest possible level of recognition. On graduating with an MSc in International Marketing, students are automatically eligible for the Graduate Membership of the Chartered Institute of Marketing (GCIM) and may proceed to full membership (MCIM) in due course.

Entry Requirements

Prospective applicants should normally possess the following qualifications:

- an undergraduate degree in marketing from a recognised university; or
- an undergraduate degree in another discipline from a recognised university plus a Certificate/Diploma in Marketing awarded by a recognised institution, or
- membership in a recognised professional marketing body.

A degree or other qualification held by an applicant must be considered by the University of Strathclyde as equivalent to an honours degree of a British university. Applicants who only possess an undergraduate degree but who have not taken courses in marketing and business studies are also encouraged to apply. In appropriate cases, recognition will be given to relevant professional qualifications and/or practical work experience. The University of Strathclyde may accept a Graduate Management Admissions Test (GMAT) Certificate as evidence of acceptable previous achievement, subject to a minimum score of 550.

Assessment

Performance in each module is assessed on continuous assessment and a final examination in the following ratio:

	Continuous Assessment	Final Examination
• Core Classes	40%	60%
• Elective Classes	50%	50%

Programme Structure

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

I CORE CLASSES

- International Marketing: Strategy & Management (4 Modules)
  Strategic Marketing Management
  International Marketing Environment
  International Market Entry & Development
  International Marketing Management 16 credits
- International Marketing Finance 4 credits
- International Marketing Research 4 credits
- Management Issues in Marketing 4 credits

Sub-total 28 credits

II ELECTIVE CLASSES

Students are required to study five of the following elective courses:

- Advanced Strategic Marketing 4 credits
- Global Marketing 4 credits
- Export Marketing 4 credits
- International Business: Strategy & Management 4 credits
- Regional/Area Studies 4 credits
- Marketing and Development 4 credits
- International Channel Management 4 credits
- International Joint Ventures & Strategic Alliances 4 credits
- International Sourcing & Procurement Management 4 credits
- Internet and International Marketing 4 credits

Sub-total 20 credits

Total for Postgraduate Diploma 48 credits

III Dissertation 12 credits

Total for Master's Degree 60 credits

Teaching Schedule

The academic year is divided into 2 terms of 6 months each. The first term commences in November and the second term in May.

Fee

The 1999/2000 fee schedule (under review) is as follows:

Normal Route

Option I: Single Payment GBP 9,000
Option II: Two Installments GBP 4,700 x 2
Option II: Four Installments GBP 2,400 x 4 (every 6 months)

The course fee covers charges for all lectures, seminars, core textbooks and study material, marking of assignment, examination and assessment of dissertation. Students will also be entitled to a reader's ticket for access to the HKU Libraries.

Teaching Mode
This two-year part-time programme is delivered through the distance learning route. Teaching for selected modules consists of 6 hours of tutorials per module conducted by SPACE lecturers on weekday evenings and/or weekends. In addition, the University of Strathclyde will provide 12 hours of intensive seminars for selected modules in Hong Kong. Access to on-line course material is also available for selected modules.

Course Director
Ms. Jennifer G.H.Ng *BA (Simon Fraser), MSocSc, PCEd(HK)*

Application Procedures
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 of the SPACE Enrolment Centres. 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 $150 non-refundable processing fee made payable to "HKU SPACE".

Closing Date for Application
20 April 2000



FB 43-803-00 (91); FB 43-803-00 (92)
Bachelor of Commerce (Marketing)
Curtin University of Technology and Hong Kong Institute of Marketing
Enquiries: 2975 5784

Introduction
SPACE, in conjunction with the Curtin University of Technology (CURTIN) and the Hong Kong Institute of Marketing (HKIM) jointly offer a Bachelor of Commerce (Marketing) programme in Hong Kong.

The BCom (Marketing) is a distance learning degree programme which carries 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.

Entry Requirements
To be eligible for admission to this programme, candidates shall,

- hold
  a Certificate in Marketing awarded by SPACE and HKIM, or other academic or professional qualifications of equivalent standard;
- demonstrate a level of competence in English in one of the following.
  HKCEE Grade C in English Language (Syllabus B) or
  TOEEL 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).

  and
- have at least two years' working experience.

Assessment
Students are assessed on the basis of a combination of coursework assignments and mid-term and final examinations. All examination papers will be set and marked by the academic staff of CURTIN.

Programme Structure
This programme is studied in sixteen units of 25 credits each (total of 400 credits). The sixteen units are:

- Analytical Marketing
- Business Policy
- Consumer Behaviour
- Law (Marketing)
- Marketing Research
- Strategic Marketing
- Export Marketing
- Finance (Introductory)
- Marketing Communications
- Marketing Services
- Marketing to Organisations
- Public Relations (Principles)
- Public Relations (Techniques)
- Retail Marketing and Distribution
- Sales Management
- Tourism Marketing

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 Course Director may however permit otherwise.

Fee
The course fee for the 1999/2000 academic year is AUD$1,050 per unit. The course fee covers charges for all lectures, seminars, unit guides, marking of assignments, examinations and registration. This fee also includes charges for obtaining a HKU Library reader's card. Students who wish to have full borrower's rights are required to pay a separate fee.

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 academic staff appointed by CURTIN.

Course Director
Ms. Jennifer G.H.Ng *BA (Simon Fraser), MSocSc, PCEd(HK)*

Application Procedures
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 listed at the back cover of this prospectus 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 application fee of $150 made payable to "HKU SPACE".



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.

FB 43-103-01 (92) to FB 43-103-07 (92)
Professional Diploma Programme in Marketing
University of California Berkeley Extension (UCBE)
Enquiries: 2975 5784 / 2975 5822

DISTANCE 遙距 LEARNING

Introduction
This Professional Diploma programme is designed to meet the wide-ranging needs of those with career interests that require them to acquire knowledge in a general foundation in 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.

Entry Requirements
- A recognised undergraduate degree
- 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.

Course Director
Ms. Jennifer G.H.Ng *BA (Simon Fraser), MSocSc, PCEd(HK)*

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 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.

Application Procedures
The programme will be open for application in January 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. 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 $150 made payable to "HKU SPACE".

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)

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.

Fee
The course fee for the 2000 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.

Closing Date for Application
25 February 2000

FB 43-101-00 (92)

Diploma Programme in Marketing

Hong Kong Institute of Marketing

Enquiries: 2975 5785

Introduction

This is a one-year part-time diploma programme leading to an award by the Hong Kong Institute of Marketing (HKIM). It provides an opportunity for students to develop and enhance their skills in applying fundamental marketing knowledge and techniques to the realisation of corporate objectives.

Professional and/or Academic Recognition

- The Curtin University of Technology, Perth, Western Australia currently grants exemption to holders of the Diploma in Marketing from 11 units (250 credits) of its Bachelor of Commerce (Marketing) programme.
- Holders of the HKIM Diploma in Marketing with 3 years' relevant working experience are eligible for consideration for Full Membership of the Hong Kong Institute of Marketing

Entry Requirements

- a recognised degree in Marketing or related studies with no less than 3 years' recognised marketing experience, or
- a Certificate in Marketing issued jointly by SPACE and HKIM, or
- a Certificate in Marketing issued by CIM, or its equivalent.

Exemption

Exemptions from some modules may be granted to prospective students with qualifications endorsed by CIM. A separate fee of $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 3 years preceding the application.

Assessment

Students' performance will be assessed by course work assignments and examinations. Case studies and project work will form part of the continuous assessment which will contribute to 25% of the final grade. Final examinations constitute 75% of the final grade.

To qualify for this award, a student must meet the following for each of the modules,

- satisfactorily complete the prescribed course assignments;
- pass the relevant examinations;
- attain satisfactory attendance at lectures.

Teaching Mode

This programme is offered three times a year in September (Term 1), January (Term 2) and May (Term 3). 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.

Course Director

Ms. Jennifer G.H.Ng *BA (Simon Fraser), MSocSc, PCEd(HK)*

Application Procedures

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. 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 $150 non-refundable application fee made payable to 'HKU SPACE'.

Programme Structure

The programme covers compulsory studies in the following four modules:

- Marketing Planning and Control
- Marketing Management
- International Marketing
- Marketing Communications

Fee

For the 1999/2000 academic year, the fee for each module is $3,200 which covers all lectures, marking of course assignments, examinations and HKIM membership fee.

Closing Date for Application

20 April 2000





- The Curtin University of Technology, Perth, Western Australia currently grants exemption to holders of the Diploma in Marketing from 11 units (250 credits) of its Bachelor of Commerce (Marketing) programme.
- Holders of the HKIM Diploma in Marketing with 3 years' relevant working experience are eligible for consideration for full Membership of the Hong Kong Institute of Marketing.

FB 43-102-00 (92)
Certificate Programme in Marketing
SPACE, The University of Hong Kong and Hong Kong Institute of Marketing

Enquiries: 2975 5785

Introduction
SPACE and the Hong Kong Institute of Marketing (HKIM) jointly offer this two-year part-time certificate programme, aiming at providing students with a solid foundation in the academic discipline of marketing. This programme also provides effective training for personnel in the marketing field.

Professional Recognition
- The Curtin University of Technology of Perth, Western Australia currently grants exemption to holders of the Certificate in Marketing from all Year One units (200 credits) of its Bachelor of Commerce (Marketing) programme.
- Holders of the Certificate in Marketing will have satisfied the academic requirements for Associate Membership of the Hong Kong Institute of Marketing.
- Holders of the Certificate in Marketing are exempted from the courses of the Chartered Institute of Marketing Certificate and Advanced Certificate Programmes.

Entry Requirements
For applicants aged above 18,
- 5 passes at 'O' level and one year's full time practical experience in marketing;
- 4 passes at 'O' level and one pass at 'A' level.

For applicants aged above 21,
- three years' full time experience in marketing with recommendations from the employer or course tutor.

Upon enrolment on the programme, students will be automatically registered as student members of HKIM.

Exemption
Exemptions from some modules may be granted to prospective students who have completed courses of equivalent content and level examined by recognized tertiary institutions or professional bodies. Exemptions may be granted up to a maximum of five modules. A separate fee of $500 per module (non-refundable) is payable for making an application for exemption. Application for exemption must be made simultaneously with applications for enrolment on each term of study. Exemption will be assessed only on those qualifications gained within the 3 years preceding the application.

Assessment
Students will be awarded a Certificate in Marketing jointly issued by HKU SPACE and HKIM. To qualify for this award, they must meet the following for each of the modules:

- satisfactorily complete the prescribed course assignments;
- pass the examinations; and
- attain satisfactory attendance at lectures.

Course Director
Ms. Jennifer G.H.Ng *BA (Simon Fraser), MSocSc, PCEd(HK)*

Application Procedures
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. 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 $150 non-refundable application fee made payable to 'HKU SPACE'.

Programme Structure
The programme covers compulsory studies in the following eight modules:
- Fundamentals of Marketing
- Economics
- Business Law
- Statistics
- Practice of Marketing
- Behavioural Aspects of Marketing
- Financial Aspects of Marketing
- Principles & Practice of Selling

Teaching Schedule
This programme is offered three times a year in September (Term 1), January (Term 2) and May (Term 3). Each module is taught in 30 hours of lectures extending over 10 sessions. Performance will be assessed on course work assignments and examinations.

Classes are held weekly on weekday evenings or weekend afternoons. Examinations will be held at the end of each term.

Fee
For the 1999/2000 academic year, the fee for each module is $2,130 which covers all lectures, marking of course assignments, examinations and HKIM student membership fee.

Closing Date for Application
20 April 2000

Effective from September 1999, the Certificate in Marketing Programme has also been made available in the day-time delivery mode. Classes are held on weekday mornings/afternoons. Students will enrol in 2 - 3 modules per term and may complete the Certificate programme within one year.



• Holders of the Certificate in Marketing will have satisfied the academic requirements for Associate Membership of the Hong Kong Institute of Marketing.

• Holders of the Certificate in Marketing are exempted from the courses of the Chartered Institute of Marketing certificate and advanced Certificate programmes.

FB 43-104-00 (92)

Revision Programme for the Chartered Institute of Marketing (CIM) Examinations

Enquiries: 2975 5785

Introduction

SPACE offers an intensive revision programme for students who intend to sit for the Chartered Institute of Marketing (CIM) examinations in June 2000.

This revision programme 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.

Entry Requirements

Admission is open to all students who intend to sit for the CIM examinations. It is expected that participants would 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 possess other equivalent qualifications are also welcome to enrol in this programme.

Application Procedures

Applications will be accepted on a first-come-first-served basis. Detailed information and application form 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. Please state the name of the programme for which you require information to be sent to you.

Programme Structure

These intensive revision courses will be based on the syllabus for the CIM examinations of the two compulsory modules: Strategic Marketing Management (Case Study) and Strategic Marketing Management: Planning and Control. Revisions for each module comprise 12 hours of lectures extending over four sessions covering case studies, group discussions and review of past examination papers to help students prepare for the CIM professional examinations.

Teaching Schedule

The programme will be offered twice a year in May and November, prior to the CIM examinations. The next series of revision courses will be offered in April/May 2000. The tentative lecture schedule is as follows:

Strategic Marketing Management: Planning and Control

Date	Time
April 29, 2000 (Saturday)	6:30 pm - 9:30 pm
April 30, 2000 (Sunday)	2:00 pm - 5:00 pm
May 6, 2000 (Saturday)	6:30 pm - 9:30 pm
May 7, 2000 (Sunday)	2:00 pm - 5:00 pm

Strategic Marketing Management (Case Study)

Date	Time
13 May, 2000 (Saturday)	6:30 pm - 9:30 pm
14 May, 2000 (Sunday)	2:00 pm - 5:00 pm
20 May, 2000 (Saturday)	6:30 pm - 9:30 pm
21 May, 2000 (Sunday)	2:00 pm - 5:00 pm

Venues for the above classes will soon be announced.

Fee

The course fee for 2000 is $1,800 per module covering charges for all course handouts, lectures and registration.

Closing Date for Application

5 April 2000

SPACE FULL-TIME COMMITMENT to Part-time Education

Business Studies 商貿學

TEL電話 : 2975 5621 FAX傳真 : 2858 8472

FB 05-801-00-00 (91)

Master of Business (Electronic Commerce)

Curtin University of Technology

Enquiries: 2975 5621

NEW新

Introduction

SPACE offers a Master of Business (Electronic Commerce) programme in Hong Kong in conjunction with the Curtin University of Technology.

The Master of Business (Electronic Commerce) is a professional masters degree that carries 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

The Master of Business (Electronic Commerce) is a specialized professional degree. 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 qualification 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.

Learning Outcomes: 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 in Master of Business (Electronic Commerce) by Curtin University of Technology.

Entry Requirements

Candidates must have the following:

- A recognized bachelors degree or postgraduate qualification, 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. They are assessed on the basis of a combination 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.

Course Director

Ms. Jennifer G.H.Ng *BA (Simon Fraser), MSocSc, PCEd(HK)*

Teaching Mode

All units will be taught by face-to-face lectures conducted by both Curtin and HKU-SPACE lecturers. Each unit has total of 27 hours of teaching. Students are required to have access to a computer with connections to Internet.

Application Procedures

Applications are invited from prospective students as of December 1999. Classes are expected to commence in March 2000. Detailed information and the application form may be obtained either in person at any of the SPACE Enrolment Centres listed at the back cover of this prospectus or by sending a $2.40 stamped self-addressed 7"x10" envelope to: The Course Director, Curtin MBus (E-Commerce) programme, 8/F T.T. Tsui Building, the University of Hong Kong, Pokfulam Road, Hong Kong. Applications must be accompanied by a non-refundable application fee of $150 (cheques to be crossed and made payable to "HKU SPACE")

Late applications may be considered subject to the discretion of the Course Director

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 four foundation units where candidates are appropriately qualified.

Accounting	25
Economic Analysis & Asian Economics	25
Legal Framework	25
Information Decisions for Business	25

Stage 1

Total of eight coursework units, focusing in three main areas of

- Logistics / Modeling of business processes
- EC Technology Support
- EC Technology Drivers

Upon successful completion of eight 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

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 is of approximately 13 weeks duration. 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 academic year is AUD$1,400 per unit. The course fee covers charges for all lectures, seminars, unit guides, marking of assignnents and examinations.

Closing Date for Application

February 2000

FB 05-802-00-00 (91)

Bachelor of Commerce (Marketing & E-Commerce)

NEW 新

Curtin University of Technology

Enquiries: 2975 5621

Introduction

SPACE offers a Bachelor of Commerce (Marketing & E-Commerce) programme in Hong Kong in conjunction with the Curtin University of Technology.

The B Com (Marketing & E-Commerce) is an offshore degree programme which carries 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.

Aims and Objectives

This double major is designed for students seeking a career in the marketing of products, services and ideas, 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

This programme leads to an award in Bachelor of Commerce (Marketing & E-Commerce) by Curtin University of Technology.

Entry Requirements

Candidates must have the following:

- Hong Kong Certificate of Education Examination, 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

Exemptions

Where appropriately qualified, students may apply for exemptions. Applications for exemptions must be made simultaneously with applications for enrolment.

Assessment

Students are assessed in the same manner as the Curtin students studying on the Perth campus. They are assessed on the basis of a combination of coursework assignments and mid-term and final examinations. The ratio of 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.

Course Director

Ms. Jennifer G.H.Ng *BA (Simon Fraser), MSocSc, PCEd(HK)*

Application Procedures

Applications are invited from prospective students as of December 1999. Classes are expected to commence in March 2000. Detailed information and the application form may be obtained either in person at any of the SPACE Enrolment Centres or by sending a $2.40 stamped self-addressed 7"x10" envelope to: The Course Director, Curtin BCom (Marketing & E-Commerce) programme, 8/F T.T. Tsui Building, the University of Hong Kong, Pokfulam Road, Hong Kong. Applications must be accompanied by a non-refundable application fee of $150 (cheques to be crossed and made payable to "HKU SPACE").

Program Structure

This programme is a three years part-time degree course. The program consists of 25 units with a total of 600 credits.

Year 1	Credits
Accounting	20
Economics	20
Information Systems	20
Legal Framework	20
Management	20
Business Communication	25
Business Statistics	25
Economics (Macro)	25
Marketing	25
	200

Year 2 & 3 Units - Marketing Units	
Business Policy	25
Consumer Behaviour	25
Export Marketing	25
Marketing Research	25
Professional Selling	25
Strategic Marketing	25
Marketing Communications	25
Marketing of Services	25
	200

Year 2 & 3 Units - E-Commerce Units	
Electronic Commerce (Electronic Commerce Applications)	25
Electronic Commerce (Electronic Commerce Technologies)	25
Electronic Commerce (Electronic Meeting Systems)	25
Electronic Commerce (Global Information Systems)	25
Electronic Commerce (Internet Functions and Facilities)	25
Electronic Commerce(Internet Security)	25
Electronic Commerce(Web Site Management)	25
Personal Computing	25
	200

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 is of approximately 13 weeks duration. 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 academic year is AUD$1,050 per unit. The course fee covers charges for all lectures, seminars, unit guides, marking of assignments and examinations.

Closing Date for Application

February 2000

BA (Hons) Banking, Insurance and Finance

Sheffield Hallam University
(Subject to approval)

Introduction

In collaboration with the Sheffield Hallam University, SPACE offers a BA (Honours) Banking, Insurance and Finance degree. This programme is developed to provide Associates of the Chartered Insurance Institute, Associates of the Chartered Institute of Bankers and holders of other relevant Financial Services professional qualifications with a means to progress to the award of an Honours Degree from Sheffield Hallam University. This "top-up" degree has a normal duration of 18-20 months and a maximum duration of 4 years.

The central aim of this qualification is to build upon the substantial knowledge and skill base that students will have as a consequence of holding their professional qualification. The programme is intended to equip students with the additional knowledge and skills associated with an Honours Degree in Banking, Insurance and Finance, and hence to provide them with a total learning experience comparable to that which would be obtained from undertaking a conventional undergraduate degree programme.

The Degree aims to provide students with an awareness of strategic issues facing business organisations together with an ability to apply analytical techniques to solve strategic business problems. Students will gain an enhanced understanding of the contemporary issues facing management within the broader financial services industry.

Award

The award is a BA (Hons) Banking, Insurance and Finance, Sheffield Hallam University.

Entry Requirements

Holders of the Associateship of the Chartered Insurance Institute, Associateship of the Chartered Institute of Bankers and holders of other relevant Financial Services professional qualifications.

Assessment

By individual written assignments (20-40%), group presentations (20%) and examinations (60%).

Course Director

Ms. Jennifer G.H.Ng *BA (Simon Fraser), MSocSc, PCEd(HK)*

Teaching Mode

The teaching and learning strategy is based upon directed learning supplemented with minimal face-to-face contact. The Distance Learner Support Service of Sheffield Hallam University which provides access to extensive library resources serves to supplement the distance learning study pack.

Application Procedures

The programme is expected to commence in May 2000. For information on the application procedures and details of the programme, please call 2975 5713.

Programme Structure

5 compulsory courses (120 credits):

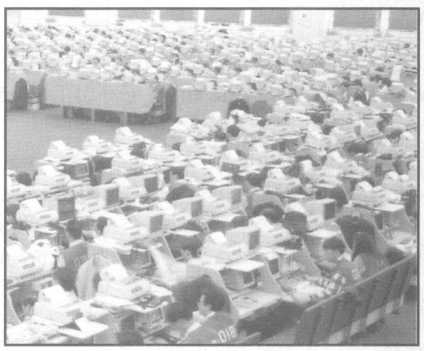
- Business Strategy in the Financial Services Sector
- Change Management in the Financial Services Sector
- Strategic Issues in Banking, Insurance and Finance
- Marketing of Financial Services
- Risk Management

Fee

To be advised.

Closing Date for Application

16 March 2000



FB 53-101-00 (91)
SPACE Professional Diploma in Insurance and Actuarial Studies
(2 year part-time)

NEW新

FB 53-102-00 (91)
SPACE Higher Professional Diploma in Insurance and Actuarial Studies
(3 year part-time)

Introduction
These courses are organised in collaboration with the Department of Statistics and Actuarial Science of the University of Hong Kong and encompass multi-disciplinary studies in life office management administration, actuarial science and financial planning. They are mainly designed to provide the appropriate academic training for staff working in/for the life assurance and the pensions companies, although applicants not working in these industries are also welcomed to participate in these two programmes. The curriculum of these two programmes also prepare students for six of the professional Life Office Management Association (LOMA) and four of the Society of Actuaries (SoA) examinations.

Award
The awards are a Professional Diploma in Insurance and Actuarial Studies and a Higher Professional Diploma in Insurance and Actuarial Studies.

Entry Requirements
Five passes in the HKCEE, or equivalent, including passes in English and Mathematics.

Exemptions
Applicants who hold passes in the SoA Exams 1 and 2 may be granted some exemptions from the Year 1 and Year 2 courses respectively, subject to the University's regulations. Each application for exemption will be considered on its own merit. A separate fee of $500 per course is payable for each application for exemption.

Assessment
Assessment is by course work, tests and examinations; the number of such to be completed in each semester will vary for each course. The weighting for each component will be :

Assignment : Test : Examination = 20 : 20 : 60
Test : Examination = 40 : 60

Course Directors
SPACE: Ms. Y. K. Ho *BEcon (Malaya); FCII*
Department of Statistics and Actuarial Science: Dr. Beda Chan *BSc (McMaster); MA (Claremont); PhD (Tor); ASA*

Teaching Mode
Each of the courses will be taught by face-to-face lectures held on weekday evenings and/ or weekends. Students will study two courses in each semester covering 13 weeks of three contact hours per course.

Application Procedures
The programme is expected to commence in January 2000. All applicants are required to complete one application and two enrolment forms. These forms are enclosed in the course pamphlet 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. 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 a non-refundable processing fee of $150 made payable to "HKU SPACE".

Late applications may only be considered at the discretion of the Course Directors.

Programme Structure
Professional Diploma programme:

Eight compulsory courses to be studied in four semesters over two years

- Principles of Life, Health and Managed Care Insurance, Annuities, and Life and Health Insurance Company Operations
- Advanced Level Mathematics with Risk Management Applications
- Insurance and Financial Planning
- Probability with Risk Management Applications
- Accounting and Financial Reporting in Life and Health Insurance Companies, Managing for Solvency and Profitability in Life and Health Insurance Companies
- Quantitative Economics and Finance with Risk Management Applications
- Marketing Life and Health Insurance and Management Principles and Practices
- Interest Theory and Introductory Actuarial Mathematics

Higher Professional Diploma programme:
Students must complete the following four courses in addition to the eight professional diploma courses.

- Regression Analysis, Time Series and Forecasting
- Actuarial Mathematics
- Stochastic Processes and Risk Theory
- Survival Models, Credibility Theory and Loss Distributions

For details of syllabuses, please contact Ms. Camy Chu at Tel. No.: 2975 5713

Fee
There will be two intakes a year in January and July. Fees for the January 2000 intake are:

Professional Diploma programme $4,000 per course

Higher Professional Diploma programme $6,000 per course

Fees charged are only for lecture services. An additional fee will be charged for re-sitting the examinations or repeating the course studies.

Closing Dates for Application
6 December 1999 (Jan intake)
6 June 2000 (July intake)

Short Courses 短期課程

FB 08-042-01-02

傑出領導學
A Course on Dynamic Leadership
(由香港大學專業進修學院及傑出青年協會合辦)

這個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——怎樣將不可能變成可能？
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。

(名額三十五人)

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	：	1999 年 2 月 25 日起逢星期五 7:00-9:00p.m.
地點	：	金鐘教學中心 3 樓 S28 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，他們會將自己的經驗與學員分享。



每個題目均以經驗分享、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，他們會將自己的經驗與學員分享。

傑出青年協會
The Outstanding Young Persons Association, TOYPA

傑出青年協會 青年雙手創造未來

簡介

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會議成員、立法會、臨時市政局和臨時區域市政局及臨時區議會議員，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 08-053-01-02
外匯投資及管理
Foreign Exchange Investment & Management

本課程旨在使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 3 月 4 日起逢星期六 2:30-5:00p.m.(共六講)

地　　點：石硤尾教學中心 G02 室

全期學費：$900

FB 08-053-02-02
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，投資人士不可錯過。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 3 月 6 日起逢星期一 6:45-9:15p.m.(共六講)

地　　點：石硤尾教學中心 G02 室

全期學費：$900

FB 08-053-03-02
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 23 February 2000 (6 meetings)

Venue : Room G02, Shek Kip Mei Learning Centre

Fee : $900

FB 08-053-04-02
How to Read Financial Statements

This course is intended for the general investing public as well as for those who need to peruse financial statements in their work. The course will cover an introduction to the regulatory and conceptual framework of accounting; contents of financial statements and components of different financial reports (including annual accounts, prospectuses, analyst's reports and press announcements); foundation of financial ratios analysis; traps of financial statements; principal accounting policies; cash flow analysis and profits forecast techniques.

Tutor : Vinvent W.K. Lam *B.A., ACCA, AHKSA, MSc (Econ), SIA (Aff.), M. InstCM*

Date & Time : Saturdays, 6:45 - 9:15 pm., starting 4 March 2000 (6 meetings)

Venue : Room G02, Shek Kip Mei Learning Centre

Fee : $900

This course will make use of case studies to address current accounting and financial issues in Hong Kong. Upon completion of this course, participants are expected to gain an understanding of financial concepts and an ability to analyse the financial condition of a company. In turn, the participants can apply the knowledge in equity investment and financial management.

Medium of Instruction: Cantonese supplemented with English.

FB 08-053-05-02

Introduction to Technical Analysis

Tutor : Jacky Y.K. Chan *M.Soc.Sc. (Chu Hai)*

Date & Time : Fridays, 6:45 - 9:15 p.m., starting 25 February 2000 (6 meetings)

Venue : Room G02, Shek Kip Mei Learning Centre

Fee : $900

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.

FB 08-053-06-02

Fixed Income Securities, Interest Rate Derivatives and Risk Management

Tutor : Pelton P.K. Yip *B.Sc. (Toronto), M.A.(York)*

Date & Time : Thursday, 6:45 - 9:15 p.m., starting 24 February 2000 (6 meetings)

Venue : Room G02, Shek Kip Mei Learning Centre

Fee : $900

This course is designed for junior traders, analysts and fixed income marketeers. Treasury accountants, systems analysts and those who are interested in the field are also welcomed to participate. At the end of the course, participants will be able to improve their knowledge of fixed income products as well as understand the basic concepts of interest rate risk management.

Topics 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.

FB 08-053-07-02

Hong Kong Statistics for Business

Tutors : Speakers are senior professionals from the Census and Statistics Department

Date & Time: Tuesdays, 6:45 - 9:15 p.m., starting 22 February 2000 (6 meetings)

Venue : Room G02, Shek Kip Mei Learning Centre

Fee : $900

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.

FB 19-703-00-02

ISO 9000 Internal Quality Auditor Certificate Course for Education and Health Care Practitioners

Enquiries: 2975 5659 / 2975 5822

The School of Professional & Continuing Education (SPACE) offers a new ISO 9000 Internal Quality Auditor Certificate Course for practitioners of the education and health care sectors to enable them to :

- acquire a solid understanding of the history, development and implementation of the ISO 9000 series of standards;
- sharpen skills in drafting documents to meet the requirements of the ISO 9000 standards;
- prepare them for acquiring professional qualification in internal quality auditing.

Award

At the end of the course, participants are required to sit for a 2.5 hours' written examination. Those who successfully pass the examination will be awarded an 'Internal Quality Auditor Certificate' issued by Centre for Quality Certification (CQC), a Chinese Government (CNAB) accredited certification body in Beijing. A holder of this certificate is reckoned to possess a professional qualification in internal quality auditing.

Entry Requirements

Enrolment is limited to 30 and will be on a first-come-first-served basis.

Applicants must be currently employed in the education or health care sectors and are expected to possess tertiary qualifications.

Medium of Instruction

Cantonese supplemented with English.

Profile of Tutors

Mr Gary Tang is an experienced trainer who has been actively involved in the provision of consulting and training services for companies seeking ISO 9000 certification. He is a UK registered IRCA (International Register of Certified Auditor) auditor and takes part regularly in certification audit on behalf of China and US Certification bodies (CQC & BQR).

Mr. K.H. Yang *IRCA Registered Lead Auditor and QSA Register of Senior Quality Auditor, has worked in the field of quality assurance and engineering for many years.*

Workshop Leaders

Gary W.C. Tang *B.Sc. M.Sc. IRCA Registered Lead Auditor*

K.H. Yung *B.A.(Hons), Lic IQA, MQSA, FIS, IRCA Registered Lead Auditor, QSA Register of Senior Quality Auditor*

Course Organiser

Ms. Jennifer G.H.Ng *BA (Simon Fraser), MSocSc, PCEd(HK)*

About CQC

CQC, China Quality Certification Centre is a certification organisation under the State Administration for Entry-Exit Inspection and Quarantine of the People's Republic of China. CQC specialises in ISO 9000, ISO 14000 certification and is accredited by CNAB (Chinese National Accreditation Board) which is authorised by the Chinese government to control and accredit certification organisations operating in China.

Since CNAB is a member of the IAF (International Accreditation Forum), a multinational body which coordinates and standardises accreditation activities of accreditation bodies in member countries, certificates issued by CQC is recognised internationally by accredited members of the IAF.

Course Structure

The Certificate Course comprises seven full-day sessions with a total of 42 training hours.

The course will begin with an introduction to the ISO 9000 Standards and a detail explanation of the meaning of the 19 clauses in the ISO 9002 Standard and how to fulfill their requirements for the education and health care institutions. Attendees will then be trained to write the documents required for the quality system. After that, participants will be trained on the skills required in internal quality auditing, a compulsory requirement of the ISO 9000.

Major topics to be covered in the course are:

Session 1 : Introduction to ISO 9000 Standards
Session 2 : Introduction to documents writing
Session 3 : Quality Manual writing
Session 4 : Quality Procedures and Work Instructions writing
Session 5 : Introduction to Internal Quality Auditing
Session 6 : Internal Quality process and Non-Conformities identification
Session 7 : Audit reports writing and examination

Course Schedule

Dates : March to April 2000

Time : 9:00a.m. - 5:00p.m. (7 meetings)

Venue : SPACE Admiralty Learning Centre, 3/F 18 Harcourt Road, Hong Kong

Course Fee

The course fee is $4,800 including all lectures, handouts and examination. There will be an additional charge of $200 per certificate issued by the CQC of China.

Closing Date for Application

13 February 2000

索取2000年秋季課程手冊 To receive Autumn Prospectus 2000 • P.330 請參閱第330頁 Pls refer to P.330

FB 05-009-01-10; FB 05-009-01-20; FB 05-009-01-30
E-Commerce Workshops

Enquiries : 2975 5659

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. Participants are encouraged to attend the entire series though they can also choose to attend individual workshops. (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.

Teaching Schedule

There will be 4-5 intakes in 2000 depending on needs. The schedule for the first three series of workshops is as follow:

Series 1. FB 05-009-01-10

FB 05-009-01-11
Workshop 1: January 21, 2000 (Friday) 9:30am to 5:00pm (lunch 12:30-2:00pm)

FB 05-009-01-12
Workshop 2: January 28, 2000 (Friday) 9:30am to 5:00pm (lunch 12:30-2:00pm)

FB 05-009-01-013
Workshop 3: February 18, 2000 (Friday) 9:30am to 5:00pm (lunch 12:30-2:00pm) and February 19, 2000 (Saturday) 9:30am to 12:30pm

Series 2. FB 05-009-01-20

FB 05-009-01-21
Workshop 1: March 3, 2000(Friday) 9:30am to 5:00pm (lunch 12:30-2:00pm)

FB 05-009-01-22
Workshop 2: March 17, 2000 (Friday) 9:30am to 5:00pm (lunch 12:30-2:00pm)

FB 05-009-01-23
Workshop 3: April 7, 2000 (Friday) 9:30am to 5:00pm (lunch 12:30-2:00pm) and April 8, 2000 (Saturday) 9:30-12:30pm

Series 3. FB 05-009-01-30

FB 05-009-01-31
Workshop 1: May 5, 2000 (Friday) 9:30am to 5:00pm (lunch 12:30-2:00pm)

FB 05-009-01-32
Workshop 2: May 19, 2000 (Friday) 9:30am to 5:00pm (lunch 12:30-2:00pm)

FB 05-009-01-33
Workshop 3: June 2, 2000 (Friday) 9:30am to 5:00pm (lunch 12:30-2:00pm) and June 3, 2000 (Saturday) 9:30-12:30pm

Workshop Structure

Workshop 1

E-Commerce: Business Plan and Implementation (6 hours)

Session 1: Building an E-business Plan

- Brief introduction of the information economy and the e-business environment
- Typical e-business models
- Gaining competitive advantage in Cyberspace
- General pitfalls about e-commerce operations
- Application 1: Portal business
- Application 2: Information provision and on-line publishing

Session 2: Implementing the Business Plan

- How to gain money from your e-business?
- Investment horizon and exit strategy
- Pricing strategies
- Brand building strategies
- R&D: invent the "killer application"
- Searching the strategic alliance
- Payment problems and solutions
- Financing

Workshop 2

E-Commerce: Security and Legal Issues (6 hours)

Session 1: Security Management (Computing facilities provided)

- 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 in Internet
- Rules and Control over e-commerce
- Regulations over Certificate Authority



With the rapid growth of the Internet, significant changes are being made to our lifestyles, communication systems and business practices. A report produced by the US Electronic Commerce Special Group has shown that the volume of the trade on the internet is doubling every 100 days.

Workshop Moderators

Hung, T.– *PhD LSE, specializing in human behavior in Internet environment and policy research in Internet; Principal Consultant of Apogee Consultants, a firm providing e-business model solutions.*

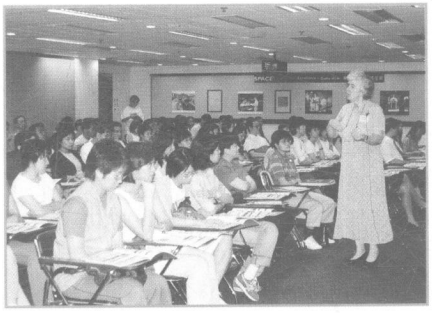
Chan, J.– *BSc Adelaide, Internet security specialist with Emmanuel & Net (Int'l) Co. Limited, a firm providing comprehensive Internet services.*

Tung, S.– *MSc Ireland, IT consultant, with experience in developing logistics system in marketing, sales and purchase, currently working on a project to develop Supply Chain Management (SCM) on e-commerce applications.*

Chui, C.– *LLB HK, practicing commerce law and its application on e-commerce.*

Course Personnel

Cheng, M. M. *BSc, MHA UNSW; PhD HK; Programme Director, Division of Finance & Business, SPACE.*



Professional Excellence +
Quality of Life

Workshop 3

E-Commerce: Marketing and Procurement (9 hours)

Session 1: Internet Marketing
(Computing facilities provided)

- Knowing your online customers
- Formulation of Internet marketing strategy
- Interactive and marketing
- Internet marketing applications

Session 2: E-Procurement & E-auction
(Computing facilities provided)

- 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

Fee

Course fee: $4,500
(for one series of three ¡orkshops)

Fees for individual workshops
Workshop 1: $1,400
Workshop 2: $1,500
Workshop 3: $2,100

Venue

SPACE Admiralty Learning Centre, Admiralty, Hong Kong

The Division of Housing & Built Environment 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, both the Chartered Institute of Housing and the Hong Kong Institute of Housing 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, occupational safety and health 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.

房屋及建造環境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：建築工程管理、職業安全及健康、設施管理等。此外，巴庫大學(University of Bath)的理科碩士學位課程提供建築訓練；以及甚受歡迎的香港大學房屋管理碩士學位。

Housing & Built Environment
房屋及建造環境

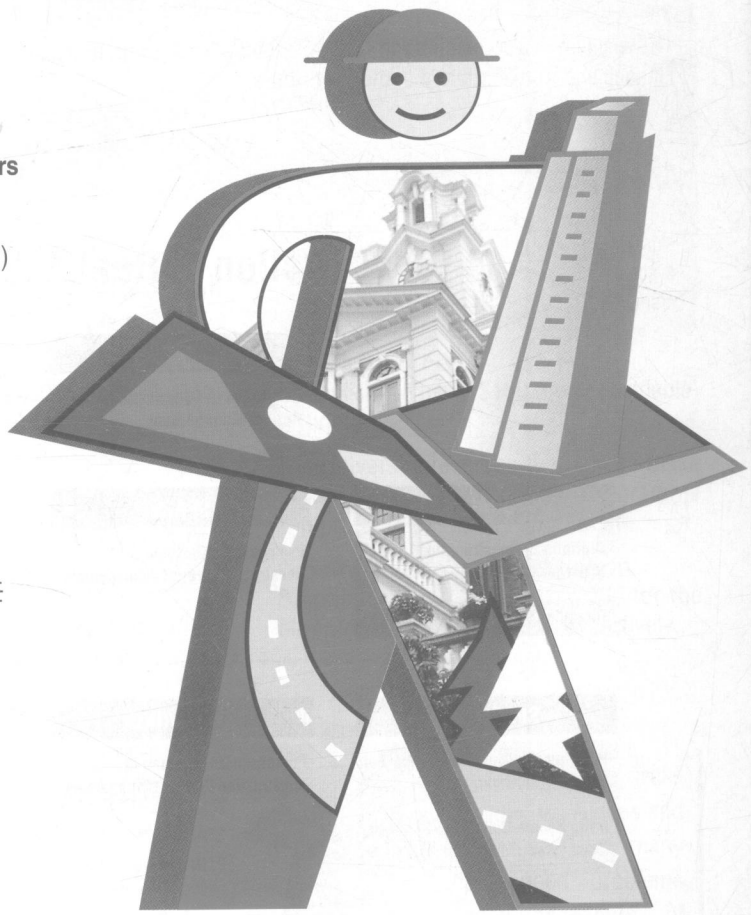
Construction & Real Estate Management 建築及房地產管理
Occupational Safety and Health 職業安全及健康
Housing Management 房屋管理
Real Estate Administration / Agency 地產行政及代理
Architectural Studies 建築學
Urban Studies 城市研究
Transport Management 交通運輸管理

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. 曹吉蓀
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 Officer 學部事務主任
Ip, Josephine T.T. 葉德棠



Construction & Real Estate Management 建築及房地產管理

TEL電話 : 2975 5717 FAX傳真 : 2546 0295

Building and Managing a World-Class Home

- Professional Studies in Real Estate and Construction Management

Real estate has always been one of the main elements in Hong Kong's economy. However, urban centres need to be renovated and managed properly if people are to enjoy the success of the economy and have an improved lifestyle. In his Third Policy Address, the Chief Executive spelled out his commitment to building Hong Kong into a 'world-class home' by further infrastructure development and urban renewal. This attempt to enhance Hong Kong's landscape and buildings can only succeed if we also produce sufficient people of the right calibre to manage our city properly.

The Division of Housing and Built Environment offers a wide range of Real Estate and Construction Management courses, including :

- Diploma in Property Management
- Professional Diploma / Certificate in Real Estate Project Management
- Professional Diploma in Real Estate Administration
- Certificate Programme in Real Estate Agency Practice
- M.Sc. in Construction Project Management

The Division is also planning to launch Master's level programmes in Real Estate Finance and Administration in the near future.

建造及管理世界級的家園

- 地產及建築管理的專業課程

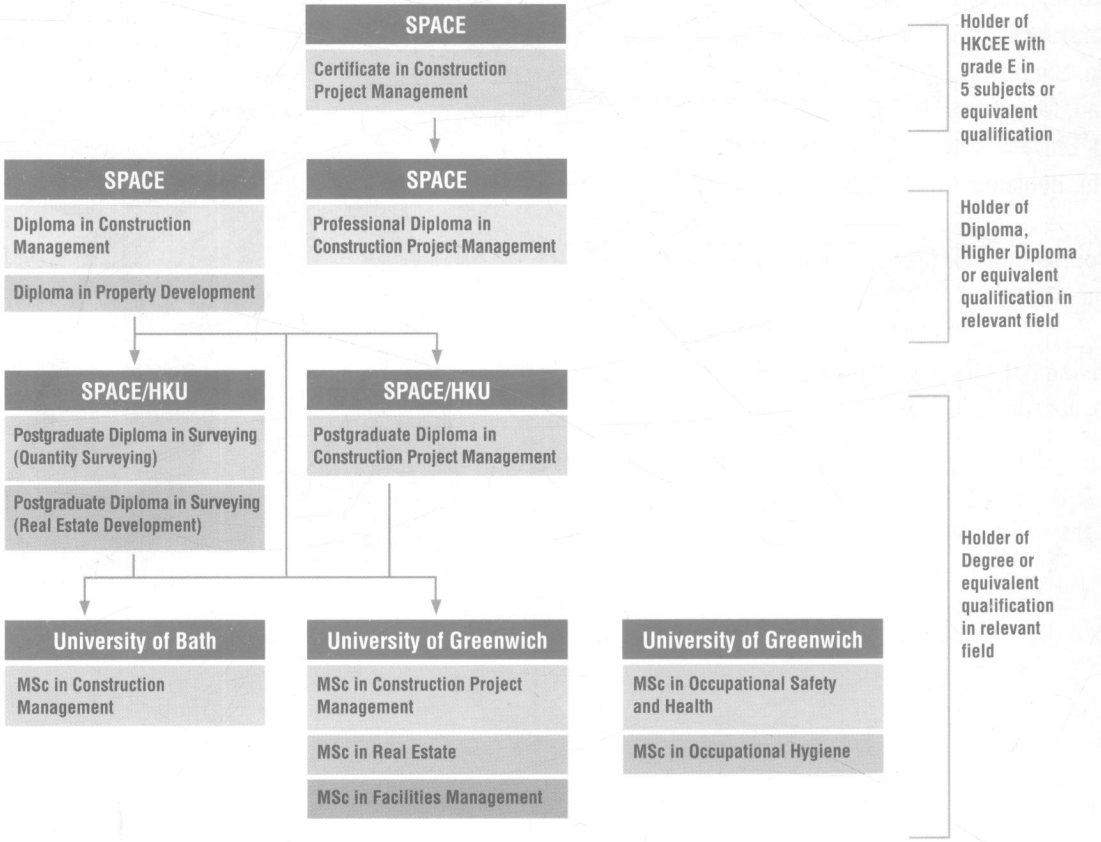
地產一直是香港經濟的重要支柱。但是，市民若要享受經濟成長帶來的好處和改善生活質素，我們的市區就必須翻新和得到妥善管理。特首在他的第三份施政報告中，宣稱要通過基建和市區重建，把香港建造為世界級的家園。我們若要這一改變香港面和建築的鴻圖成功，就必須同時培訓出足夠的人才，去管理好我們的城市。

本學院房屋及建造學部現開辦多項房地產及建築管理課程，包括：

- 物業管理文憑課程
- 建築工程管理專業文憑 / 証書課程
- 地產行政專業文憑課長
- 專業地產代理實務証書課程
- 建築工程管理碩士課程

學部亦計劃在最近開辦地產財政及行政的碩士課程。

Construction & Real Estate Management



HB 35-808-00 (92) - May 2000 Intake
HB 35-808-00 (01) - November 2000 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, which 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 a 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 five years.

Course Directors

Professor Alan Day is the Director of Studies at the University of Bath.

The Course Director for the programme in Hong Kong is Dr. Steve Rowlinson from the Department of Real Estate and Construction at the University of Hong Kong.

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

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 Diploma in Construction Management/Property Development are eligible to 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 additionally 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.

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:	
Environmental Issues Design Management Project Mgt. Techniques Property Development and Facilities Management Quantitative Decision Making International Construction	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

Application Fee

An application fee of $150 (non-refundable) is required.

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.



The programme seeks to apply techniques and themes to the many open-ended problems which managers of projects and organisations face.

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.

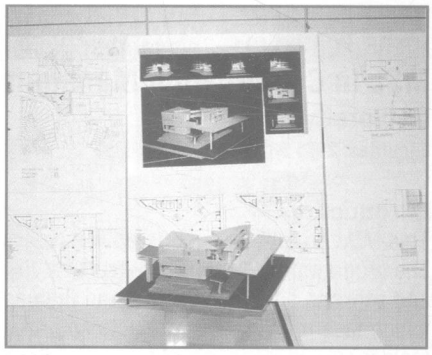
Teaching Mode
There are 14 days' compulsory attendance for the whole pogramme, i.e. three x four days for the residential schools linked to modules and two days for the dissertation workshop. Students who miss any residential element are required to make it up at a later stage.

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's school. A student 'helpline' is also provided.

Modules
The programme has eight modules and students have to register for two 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 Procedure
Applications are accepted at any stage during the year and students may commence their studies on registration with the introductory pack of materials. Main intake dates to the first modules are in May and November each year.



HB 35-802-00 (92) - January 2000 Intake
HB 35-802-00 (01) - September 2000 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 controlling 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 and 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 with 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.

Permitted Registration Period
The maximum period of registration is five years.

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 Mgt.
Management Principles	Property Development and Finance
Urban Economics	Dissertation (2 Units)
Construction Economics	

Fee
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 the offer for MSc programme is accepted. An application fee of $150 (non-refundable) is required.

Closing Dates for Application
26 November 1999 and 6 July 2000 for January 2000 intake and September 2000 intake respectively.

Entry Requirements
Normally, a first degree or corporate membership of an approved profession is required. Applicants without formal qualifications may also be considered. Students who hold the SPACE Diploma in Construction Management or Diploma in Property Development are eligible to apply for entry to the MSc programme. Mature entrants with appropriate experience (over age 25 years) are also welcome to apply.

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.

Programme Materials
Students will be provided with workbooks, readings and textbooks which will form the major core of the students' study materials.

Dissertation
Students are required to complete a dissertation (12,000-15,000 words) in Year 2 which counts as two units. The research skills necessary for the preparation of the dissertation will be taught in Year 1 through the unit 'Research Methods'.

Application Procedure
Applications for MSc in Construction Project Management are accepted twice per year (in November and in July). Applicants may commence their studies in either January or September.



The programme focuses on the planning and controlling of the allocation of resources, and the matching of design and production to the needs of the market of the construction and property industry.

HB 35-803-00 (92) - January 2000 Intake
HB 35-803-00 (01) - September 2000 Intake

Master of Science in Real Estate

University of Greenwich

Enquiries: 2975 5717 Fax: 2546 0295

DISTANCE 遙距 LEARNING

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 and 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 with 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.

Permitted Registration Period
The maximum period of registration is five years.

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	

Fee
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 the offer for the MSc programme is accepted. An application fee of $150 (non-refundable) is required.

Closing Dates for Application
The application deadlines for January 2000 intake and September 2000 intake are 26 November 1999 and 6 July 2000 respectively.

Entry Requirements
Normally, a first degree or Corporate membership of an approved profession is required. Applicants without formal qualifications may also be considered. Students who hold the SPACE Diploma in Construction Management or Diploma in Property Development are eligible to apply for entry to the MSc programme. Mature entrants with appropriate experience (over age 25 years) are also welcome to apply.

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
Students are required to complete a dissertation (12,000-15,000 words) in Year 2 which counts as two units. The research skills necessary for the preparation of the dissertation will be taught in Year 1 through the unit 'Research Methods'.

Programme Materials
Students will be provided with workbooks, readings and textbooks which will form the major core of the student's study materials.

Application Procedure
Applications for MSc in Real Estate are accepted twice per year (in November and in July). Applicants may commence their studies in either January or September.



The programme 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.

HB 35-805-00 (92) - January 2000 Intake
HB 35-805-00 (01) - September 2000 Intake

Master of Science in Facilities Management

DISTANCE 遙距 LEARNING

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, and 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 with 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.

Permitted Registration Period
The maximum period of registration is five years.

Entry Requirements
Normally, a first degree or Corporate membership of an approved profession is required. Applicants without formal qualifications may also be considered. Students who hold the SPACE Diploma in Construction Management or Diploma in Property Development are eligible to apply for entry to the MSc programme. Mature entrants with appropriate experience (over age 25 years) are also welcome to apply.

Places are offered on a competitive basis. Final decisions concerning admission are made at the discretion of the University.

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	

Fee
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 the offer for MSc programme is accepted. An application fee of $150 (non-refundable) is required.

Closing Dates for Application
26 November 1999 and 6 July 2000 for January 2000 intake and September 2000 intake respectively.

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
Students are required to complete a dissertation (12,000-15,000 words) in Year 2 which counts as two units. The research skills necessary for the preparation of the dissertation will be taught in Year 1 through the unit 'Research Methods'.

Programme Materials
Students will be provided with comprehensive workbooks, readings and textbooks which will form the major core of the student's study materials.

Application Procedure
Applications for MSc in Facilities Management are accepted twice per year (in November and in July). Applicants may commence their studies in either January or September.



HB 35-601-00 (01) - 2000/2001 Intake

Postgraduate Diploma in Construction Project Management

Enquiries: 2975 5819 Fax: 2546 0295

Introduction
The Postgraduate Diploma is a joint award of SPACE and the Department of Real Estate and Construction (Faculty of Architecture) of the University of Hong Kong. It is suitable for graduates and professionals with extensive work experience in construction management or related fields.It will draw on the professional and work experience of the student.

Duration
The duration of the programme is two semesters - one year of part-time study. Classes take place on two evenings per week from 6:30 p.m. - 9:30 p.m. for two 14-week semesters.

Entry Requirements
A degree or equivalent qualification, or a professional qualification and membership of an appropriate professional body accepted for this purpose; e.g., A.R.I.C.S.; A.H.K.I.A.; A.R.I.B.A.; M.H.K.I.E., or the SPACE Diploma in Construction Management award with credit or above and being mature applicants under the University Regulations and with sufficient relevant working experience.

Relevant employment experience and references are taken into account in selecting students, places are offered on a competitive basis, and final decisions are made at the discretion of the University. Please note that a high standard of written and spoken English is required for this programme.

Exemption
Holders of the Postgraduate Diploma in Construction Project Management may apply for exemption of the Greenwich University MSc in Construction Project Management / MSc in Real Estate / MSc in Facilities Management by Distance Learning and Bath University MSc in Construction Management by Distance Learning.

Assessment
Assessment is by set assignments and examinations.

Course Director
Dr Steve Rowlinson of the Department of Real Estate and Construction of the University of Hong Kong.

Programme Structure
The programme is divided into four modules all of which are compulsory.

Semester I - September - December

Project Management

Law and Finance

Semester II - February - May

Construction Management
Construction Management Practice

Fee
An application fee of $150 (non-refundable) is required.

The programme fee is $33,000 (subject to review by the University) and should be paid once the student has received an offer on the programme.

The programme fee may be paid in two instalments. The first instalment is due once the student accepts the offer of a place and the second is due on or before 2 November 2000.

1st instalment : $20,000

2nd instalment: $13,000

Closing Date for Application
The programme will commence in September 2000 and the closing date for application is 6 July 2000.

HB 35-110-00 (01) - 2000/2001 Intake
Professional Diploma/Certificate in Construction Project Management

Enquiries: 2975 5710 Fax: 2546 0295

Introduction
The Professional Diploma/Certificate in Construction Project Management is an award of the School of Professional and Continuing Education (SPACE), The University of Hong Kong. The Certificate programme provides fundamental knowledge of the practice of project development process to members of the construction industry. The Professional Diploma programme further enhances their skill training in various aspects of project management practice 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 therefore 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
The Professional Diploma in Construction Project Management is 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 take place two evenings per week from 6:30 p.m. - 9:30 p. m. for two 14-week semesters.

Entry Requirements
This programme allows dual entries and dual exits. Students may apply for the fundamental programme and start at Certificate level (Year 1) or may apply directly to the Professional Diploma level (Year 2) if their qualifications allow.

Year 1:

i. Proficiency in English to HKCEE grade E (syllabus B) or above (or equivalent); and

ii.
- HKCEE with grade E or above in at least five subjects including Mathematics; OR
- Students aged 22 or above with working experience.

Year 2:

i. Proficiency in English to HKCEE grade E (syllabus B) or above (or equivalent); and

ii.
- Certificate or diploma graduates or holders of H.N.C. or H.N.D. in relevant field; OR
- Students aged 23 or above with 2 years relevant working experiences.

Applicants may be required to sit a qualifying examination where necessary.

Assessment
The assessment of all taught modules consists of coursework and formal written examination.

For the module of Project Application, students will be required to complete a project (approximately 5,000 words) with class presentation contributing to 100% of the assessment.

Course Director
Dr Evia Wong, the Programme Director of Construction and Real Estate Management section.

Programme Structure
The programme is composed of 12 modules and students have to study 4 modules each year.

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 Administration and Project Procurement
Year Three (4 modules)	
• Costing and Value Mgt. • Construction Planning and Practice	• Construction Management • Project Application

Fee
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 October 2000 and the closing dates for application are 14 July 2000 (batch 1) and 25 August 2000 (batch 2). Students are encouraged to apply as early as possible as applications are accepted on a competitive basis. Late applications after the batch 2 deadline may only be considered at the discretion of the Course Director.

HB 35-101-00 (91) - 2000/2001 Intake
Diploma in Construction Management / Diploma in Property Development

Enquiries: 2975 5710 Fax: 2546 0295

Introduction
The 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.C., 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 therefore has a strong academic basis.

Career Progression
SPACE has agreements with a number of institutions whereby holders of the Diploma will be eligible to apply for entry to their relevant higher degree programmes. These include:

Courses	Offered by
MSc in Construction Project Management MSc in Real Estate Development	Department of Real Estate and Construction, The University of Hong Kong
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 Construction Project Management 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

Progression will be on a competitive basis. Final decisions concerning admission are made at the discretion of the University.

Duration
One year part-time study with classes taking place two evenings per week from 6:30 p.m. - 9:30 p.m. for two 14-week semesters (April - July and September - December).

Course Director
Course Director is Mr. Keith McKinnell who is a member of the Department of Real Estate and Construction of the University of Hong Kong.

Entry Requirements
A pass in the H.K.C.E.E. (Syllabus B) examination 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.C., H.N.D. or equivalent qualification in a relevant subject area.

Students over the age of 25 with extensive business, commercial or other suitable professional working experience may apply but may be required to sit a qualifying examination.

Assessment
Assessment is by set assignments and examinations.

Programme Structure
Each student must study four modules. There are two core modules, Economics and Legal Studies, the remaining modules studied will depend on whether the student is taking the Diploma in Construction Management or the Diploma in Property Development.

Diploma in Construction Management

Semester I
- Legal Studies
- Construction Project Management

Semester II
- Economics
- Construction Management Practice

Diploma in Property Development

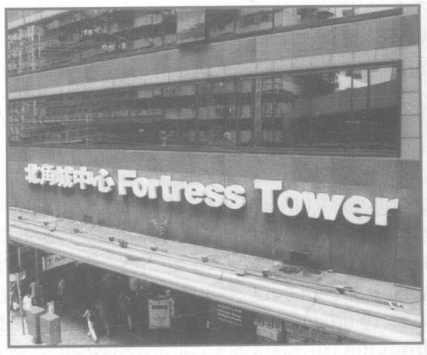
Semester I
- Legal Studies
- Real Estate and Finance

Semester II
- Economics
- Investment and Cost Forecasting

Fee
The application fee is $150 (non-refundable).

The programme fee for the 1999 intake is $19,950 (fee is under reviewed for 2000 intake). This is paid once students have received an offer on the programme.

Closing Date for Application
The programme will commence in April 2000 and the closing date for application is 14 February 2000.



SPACE North Point Learning Centre

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)

Enquiries: 2975 5792 Fax: 2546 0295

Introduction

The Postgraduate Diplomas are awarded in association with the Department of Real Estate and Construction (Faculty of Architecture) of the University of Hong Kong. The programmes are designed to provide a postgraduate education as a foundation for entry into the surveying profession.

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.

Entry Requirements

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 and with 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. Due 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 will commence 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 coursework should form no greater than 50% of the overall assessment. This is with the exception of the Workshop Report, Development Case Studies and Professional Report which is 100% coursework assessment. Students are required to pass both the written assignments and the formal examinations.

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:

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

Teaching Mode

Full-Time Mode

The programme will extend over 3 semesters or a full 12 months. Classes for the full-time mode will be scheduled during weekdays and Saturday mornings.

Semesters 1 and 2 focus heavily on taught material with specialist skills developed through the module 'Development Case Studies', which extends over the first two semesters. Semester 2 also sees the introduction of the 'Workshop Report' which again focuses more heavily on the specialist aspects of the relevant disciplines. This is carried over into semester 3 where it will involve the workshop led by practising professionals in conjunction with members of academic staff.

The Professional Report commences during the first semester and is submitted during the first half of the third semester. The final part of the third semester is devoted solely to the Workshop Report. There is therefore a pattern of development in the conversion programmes that emphasises a shift from the taught elements to professional skills as the programme progresses.

Part-time Mode

The part-time mode of progression extends over a period of not less than 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 module "Development Case Studies" over semesters 2, 3 and 4.

Classes for the part-time mode may be scheduled on evenings and at weekends.

Studio components i.e. Workshop Report and Development Case Studies will be scheduled as additional elements during the week in the evenings or at weekends.

The Professional Report commences during the third semester and is submitted during the first half of the sixth semester.

Teaching Schedule

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 x a taught module and therefore represents some 96 notional hours of prescribed work although in reality students are likely to have to spend a greater time on these activities. This reflects the emphasis placed on developing professional skills relevant to a conversion 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.



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.

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

* Normally students are required to take three elective modules. However candidates without an economics background shall be required to study Economics for Professionals as a programme core module, thus reducing the choice of electives to two.

Fee

An 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 commences in August / September each year and the closing date for application is 1 June 2000.

HB 35-801-00 (92) - January 2000 Intake
HB 35-801-00 (01) - September 2000 Intake

Master of Science in Occupational Safety and Health

University of Greenwich

Enquiries: 2975 5717 Fax: 2546 0295

DISTANCE 遙 LEARNING 距

Introduction

The heightened awareness by government and industry of their responsibilities to the environment, public health and safety of the workforce has resulted in a wider number of career opportunities in the fields of occupational hygiere and occupational health and safety. Graduates from these programmes can now enter a wide range of employment sectors including industry, government authorities, education, environmental organisations and the voluntary sector. Traditionally policy towards health and safety has concentrated on preventing the recurrence of accidents rather than preventing their occurrence in the first place, and this programme responds to this situation.

Professional Recognition

This MSc is accredited by the Institution of Occupational Safety and Health(ISOH), the leading professional body for Occupational Safety and Health in the UK. Successful completion of the MSc carries exemption from the theory examinations. On completion of the six units, students can apply for corporate membership of IOSH (MIOSH). Depending upon an individual's level of practical and professional experience, full corporate membership may be granted immediately or following a maximum of three years relevant experience. Students who obtain full corporate membership are entitled to use the designation MIOSH after their name.

Permitted Registration Period

The maximum period of registration is five years.

Entry Requirements

- A degree or equivalent award in which one of the physical sciences formed a major field of study; or
- An appropriate professional qualification coupled with professional experience.
- Holders of other qualifications will be admitted if the combination of their formal academic qualifications and relevant experience is considered equivalent to a degree.
- Mature entrants with appropriate experience (aged over 25 years) are also welcome to apply.

In addition a proficiency in English is required (e.g. TOFEL 550) and students will normally be expected to be working in an appropriate professional field.

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 level may apply for exemption. *

Assessment

Assessment is by assignments, case studies, examinations and a dissertation.

Application Procedure

Applications are accepted twice per year (in November and in July). Applicants may commence their studies in either January or September.

Programme Structure

MSc in Occupational Safety and Health students must complete six taught units comprising five core units and one elective unit.

Core Units:

- Occupational Safety Practice
- Safety and Risk Management
- Monitoring, Analysis and Control of Toxic Substances in the Workplace
- Industrial Toxicology, Occupational Health Practice and Epidemiology
- The Thermal and Acoustic Environment

Elective Units:

- Lighting, Ionising and Non-Ionising Radiation
- Ergonomics and Industrial Psychology
- Construction Site Safety (Subject to confirmation by the University)

Completion of the six taught units will give students the 90 M credits for the award of a Postgraduate Diploma. It is, however, anticipated that most candidates will complete the MSc via a 30 M credit dissertation (2 units) which will be based on an empirical investigation.

Fee

The fee for each programme unit is $12,000 (subject to review by the University). A separate registration fee of $1,200 (non-refundable) is due once the offer for the MSc Programme is accepted. There will be laboratory sessions associated with some core units. An additional fee may be charged for these. An application fee of $150 (non-refundable) is required.

Closing Dates for Application

26 November 2000 and 6 July 2000 for January 2000 intake and September 2000 intake respectively.

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HB 35-804-00 (92) - January 2000 Intake
HB 35-804-00 (01) - September 2000 Intake

Master of Science in Occupational Hygiene

University of Greenwich

Enquiries: 2975 5717 Fax: 2546 0295

Introduction

This MSc course is offered in association with the University of Greenwich. The heightened awareness by government and industry of their responsibilities to the environment, public health and safety of the workforce has resulted in a wider number of career opportunities in the fields of occupational hygiene and occupational hygiene and occupational health and safety. Graduates from this programme can now enter a wide range of employment sectors including industry, government authorities, education, environmental organisations and the voluntary sector. Traditionally policy towards health and safety has concentrated on preventing the recurrence of accidents rather than preventing their occurrence in the first place, and this programme responds to this situation.

Professional Recognition

This MSc in Occupational Hygiene is accredited by the British Institute of Occupational Hygienists (BIOH), and successful completion of the MSc carries exemption from the theory examinations. Students have to take professional oral examination with BIOH for full membership.

Permitted Registration Period

The maximum period of registration is five years (part-time).

Entry Requirements

- A degree or equivalent award in which one of the physical sciences formed a major field of study; or an appropriate professional qualification coupled with professional experience.
- Holders of other qualifications will be admitted if the combination of their formal academic qualifications and relevant experience is considered equivalent to a degree.
- Mature entrants with appropriate experience (aged over 25 years) are also welcome to apply.

In addition, Proficiency in English is required (e.g. TOFEL 550), and students will normally be expected to be working in an appropriate professional field.

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 Master level may apply for exemption*.

Assessment

Assessment is by assignments, case studies, examination and a dissertation.

Application Procedure

Applications are accepted twice per year (in November and in July). Applicants may commence their studies in either January or September.

* Remark: Application for exemption must be submitted at least 14 days before the application deadline. No exemption application will be processed after the deadline. The application fee for exemption is $500 per unit (non-refundable).

Programme Structure

MSc in Occupational Hygiene students must complete the following six units:

- Safety and Risk Management
- Monitoring, Analysis and Control of Toxic Substances in the Workplace
- Industrial Toxicology, Occupational Health Practice and Epidemiology
- The Thermal and Acoustic Environment
- Lighting, Ionising and Non-Ionising Radiation
- Ergonomics and Industrial Psychology

Completion of the six taught units will give students the 90 M credits for the award of a Postgraduate Diploma. It is, however, anticipated that most candidates will complete the MSc via a 30 M credit dissertation (2 units) which will be based on an empirical investigation.

Fee

The application fee is $150 (non-refundable). The fee for each programme unit is $12,000 (subject to review by the University). A separate registration fee of $1,200 (non-refundable) is due once the offer for the MSc Programme is accepted. There will be laboratory sessions associated with some core units. An additional fee may be charged for these.

Closing Dates for Application

26 November 1999 and 6 July 2000 for January 2000 intake and September 2000 intake respectively.



This MSc in Occupational Hygiene is accredited by the British Institute of Occupational Hygienists (BIOH). Graduates from this programme can enter a wide range of employment sectors including industry, government authorities, educational, environmental and voluntary organisations.

Housing Management 房屋管理

TEL電話 : 2975 5668 FAX傳真 : 2546 0295

HB 31-601-00 (01)
Master of Housing Management

Aims/Objectives
This is an interdisciplinary programme designed to upgrade the training and skills of practicing 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 and is awarded 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".

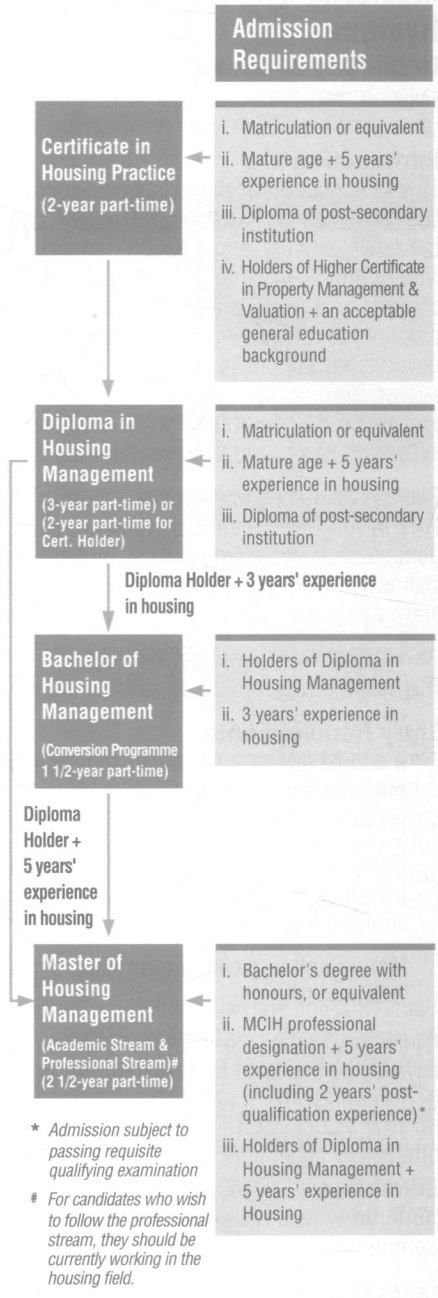
Entry Requirements
To be eligible for admission, applicants must be holders of:

- 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 the School of Professional and Continuing Education (formerly known as Department of Extra-Mural Studies) 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 (at least two of which must be post-qualification).

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 shall indicate their choices of streams for consideration. Once admitted to a stream, candidates are not allowed to transfer to another except with approval.

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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 are generally of two hours' duration. 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 will also have the opportunity to participate in a field trip in their first year of study.

Closing Date for Application
11 March 2000

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 the 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.

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 as 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 Institutes after fulfilling the "Practical Experience Requirements".

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.

Programme Structure

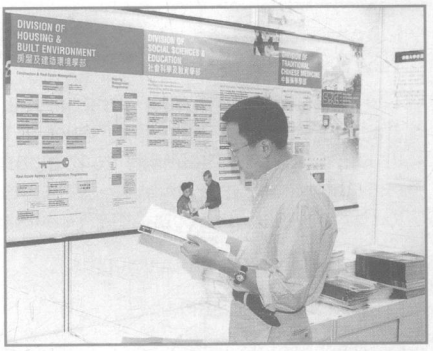
This programme covers the following seven courses provided by the Master of Housing Management programme (Professional Stream):

- 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

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 and is awarded by the Faculty of Social Sciences, the University of Hong Kong.

HB 31-602-00 (01)
Bachelor of Housing Management

Enquiries: 2975 5723

Aims/Objectives

The degree conversion programme is designed to broaden and deepen knowledge of the Diploma in Housing Management graduates. It enables these graduates to:

- acquire academic training in housing studies;
- gain in-depth expertise and broader integrated knowledge forming a solid foundation for further career development;
- develop transferable knowledge and skills that are suitable to the changing demands of the housing profession in Hong Kong;
- study part-time for a degree qualification in housing management.

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.

Programme Structure

The Degree programme will be offered on a part-time basis. Students are required to complete the programme within a minimum period of 18 months and a maximum period of 30 months. Successful completion of 7 courses and a dissertation will lead to the award of the Bachelor's Degree.

Closing Date for Application

March 2000

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 a candidate on passing the Final Examination, on satisfactory fulfillment of the Practical Experience Requirement and on producing evidence of having had at least three years' approved experience in the housing field.

Entry Requirements

Applicants must be matriculants or holders of a diploma awarded by a post-secondary institution. Also 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.

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.

Closing Date for Application

31 May 2000

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HB 44-104-00(01) - 2000 May Intake
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.

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), have five years of working experience in housing, and five passes in the HKCEE, one of which must be English; or
- holders of a diploma awarded by a post-secondary institution; or
- mature age 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 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.

Programme Structure
The course runs over two academic years. The Year One course aims to provide the basic skills and concepts in housing management. The Year Two course builds on the Year One course and aims to deepen and widen housing management skills. Papers covered range from housing studies, through management studies, building studies and legal studies to social studies. During the course of study, students are required to complete the relevant objectives of the Practical Experience Requirement set by the Chartered Institute of Housing and the Hong Kong Institute of Housing.

Closing Date for Application
31 May 2000

HB 31-107-00 (91)
Certificate in Shopping Centre Management

NEW新

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 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.

Entry Requirements
Applicants should :

- have at least five passes in HKCEE or an equivalent examination, or
- be aged 23 or above and have at least one year's relevant working 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%).

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

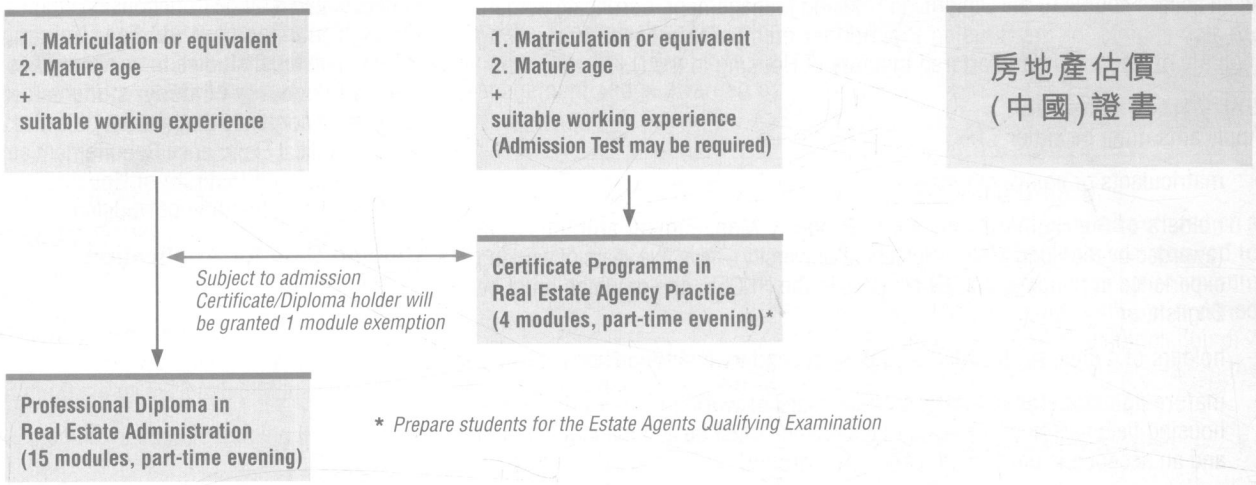
Fee
All applicants pay an application fee of $150.

The course fee for the whole programme is $8,200. Non-award or auditing students, who only take part of the programme, pay $2,600 each for Module 1 and Module 2; and $3,400 for Module 3.

Closing Date for Application
February 2000

Real Estate Administration / Agency 地產行政及代理 TEL電話 : 2975 5772 FAX傳真 : 2546 0295

Real Estate Administration / Agency Programmes



* *Prepare students for the Estate Agents Qualifying Examination*

HB 44-101-00(93) - 2000 May Intake
Professional Diploma in Real Estate Administration

Enquiries: 2975 5772

Introduction

The Professional Diploma course is a three-year part-time programme offered by SPACE in conjunction with Hong Kong Institute of Real Estate Administration (H.I.R.E.A.).

The programme is designed to provide not only extensive education on the technical aspects of project development, but it also furnishes 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 qualification and 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 in 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.

Course Structure

Year/Level 1
General Principles of Law
Principles of Economics
Introduction to Property Valuation
Principles of Accounting and Management (1)
Building Design and Construction (1)
Year/Level 2
Law of Real Property
Land Economics and Administration (2)
Construction Project Management (2)
Valuation and Real Estate Investment
Property Marketing (2)
Year/Level 3
Property Management
Urban Planning (3)
Real Estate Development Process
Estate Agency Practice and Agency Management (3)
Financial Management

(1) Will be implemented in 2000 Spring Term
(2) Will be implemented in 2000 Autumn Term
(3) Will be implemented in 2001 Summer Term

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.

Minimum Entry Requirements
Applicants should possess either:-

- 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 university degree; or
- A diploma of a recognised post-secondary institution

All these applicants must satisfy the requirements in oral and written English specified by SPACE and H.I.R.E.A.

Notes: Applicants who are over 21 years and have relevant work experience can also apply for mature student entry, as long as they meet the necessary English standards.

Exemption
Students 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. A maximum of seven modules may be exempted. 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 study commences.

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-serve basis for qualified applicants, prospective students are encouraged to apply early as the number of students admitted to the programme in each term is limited.

A $150 application fee made payable to "HKU SPACE" is to be submitted with the application for admission. The application fee is to cover the cost of processing and is non-refundable.

Fee
For the 1999/2000 academic year, 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 April for Summer 2000 Term
- 10 August for Autumn 2000 Term
- 10 December for Spring 2001 Term



Alumni Associations for Real Estate Students

With the assistance and encouragement of the Division of Housing and Built Environment, graduates of our Real Estate courses have recently formed two alumni associations :

- HKU Professional Diploma in Real Estate Administration Alumni Ltd
- HKU Professional Real Estate Agencies Alumni

Apart from facilitating communication and building up professional links among the graduates, they will also help SPACE and its graduates to keep in touch in the coming years.

地產課程同學校友組織

在房屋及建造學部鼓勵下，修畢地產課程的同學最近成立了兩個校友組織：

- 香港大會地產行政專業校友會
- 香港大會地產代理專業校友會

它們除了可以促進畢業同學間的交流和建立專業的網絡外，還可協助本院與畢業同學日後保持密切聯繫。

HB 44-102-00 (93) - 2000 May Intake

Certificate in Real Estate Agency Practice

Preparation Course for Estate Agents Qualifying Examination Recognised Estate Agents License Training Course for Senior Practitioners

Enquiries: 2975 5772

Introduction

With the passage of the Estate Agents Ordinance, a licensing system for the estate agency trade came into effect from 1 January 1999. The programme is designed not only to deliver a suitable training course to prepare practitioners for the Estate Agents Qualifying Examination prescribed by the Estate Agents Authority, but also furnishes students with practical knowledge to enhance the quality of service. SPACE and the Hong Kong Real Estate Agencies Association work closely to revise modules in the programme to make it appropriate in level and content for would-be and in-service real estate agents. The programme is presented under the auspices of SPACE with support from the Department of Real Estate and Construction of the University of Hong Kong.

Entry Requirements

- Two G.C.E. passes at advanced level and three passes at ordinary level, or equivalent.
- Applicants who do not meet these above the requirements but are at least 21 years of age may be considered for admission to the programme under the mature student category provided that they have suitable work experience.
- Applicants who posses only HKCEE qualification (at least five passes including English language (Syllabus B) and Chinese language or equivalent) may be required to pass a test before admission.

Applicants who wish to enroll in the first three modules only to prepare for the Estate Agents Qualifying Examination must meet the following entry requirements:

- Existing Practitioners (as defined by the Estate Agents Authority) and must be at least 18 years of age;
- New Entrants (as defined by the Estate Agents Authority) and must be at least 18 years of age and have completed Form 5 or equivalent;
- Applicants who are not in the two categories stated above but are at least 21 years of age may be considered for admission under the mature student category provided that they have suitable work experience.

Medium of Instruction

The lectures for Chinese class will be conducted in Cantonese, supplemented by notes and reading materials in English where appropriate. The first three modules, preparation course for the Estate Agents Qualifying Examination, will also be offered to non-chinese speaking students with English as the language of instruction if there exists sufficient enrolment.

Assessment

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

Students who plan to take the first three modules only are eligible to be exempted from assignments and final examinations.

Course Duration

There will be three classes every week on weekday evenings. The whole programme will take approximately three and a half months to complete.

For those who are interested in taking the first three modules only, it will last approximately two and a half months to complete.

The completion date of the first three modules is usually scheduled just week(s) before the date of the Estate Agents Qualifying Examination.

Programme Structure

(Under Review)

• Property Valuation & Building/ Property Related Knowledge	**27 hours**
• Laws Relating to Estate Agency Practice	**21 hours**
• Estate Agents Ordinance, Practice & Management	**39 hours**
• Selected Tsopics in Estate Agency Practice	**30 hours**
	Total: 117 hours

However, applicants can also opt to take just the first three modules. Completion of the first three modules will:

- prepare them for the Estate Agents Qualifying Examination;
- fulfil the training requirement for the Senior Practitioners Estate Agents License

subject to other conditions laid down by the Estate Agents Authority.

Fee

Applicants for the first three modules should submit three cheques for $2,700 each, totalling $8,100. Applicants for all four modules should submit three cheques for $2,700 each and one cheque for $3,500, totalling $11,600.

Closing Dates for Application

Course Starting	Closing Date
• April 2000	15 March 2000
• August 2000	15 July 2000
• December 2000	15 November 2000



The programme is designed not only to deliver a suitable training course to prepare practitioners for the Estate Agents Qualifying Examination prescribed by the Estate Agents Authority, but also furnishes students with practical knowledge to enhance the quality of service.

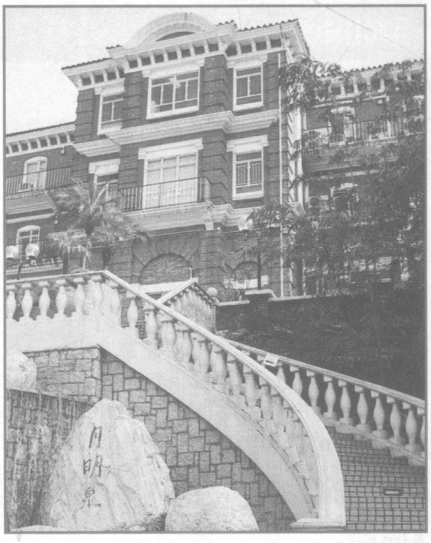
Award
The Certificate in Real Estate Agency Practice by SPACE, will only be awarded to those candidates who have enrolled in the Certificate course at the time of their registration AND have successfully completed all four modules.

Application Procedure
Applicants should submit enrolment forms by post or in person, with the following items:

- the relevant module enrolment forms for admission to the above courses. Please fill in 3 enrolment forms for modules A to C for the preparation course for the Estate Agents Qualifying Examination, and 4 enrolment forms for the Certificate in Real Estate Agents Practice course.
- employment reference, if required;
- photostat copies of relevant academic documents (for those who would like to enrol for the Certificate in Real Estate Agency Practice course); and
- appropriate course fee by crossed cheques made payable to "HKU SPACE".

Application forms can be obtained at SPACE Enrolment Centres.

Additional intake will be offered if demand from the industry warrants it. Please call SPACE to enquire about new classes.



HB 31-108-00 (91)

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。

修讀形式
課程以講授形式為主，教材全部採用中國國家註冊房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算（中國）證書，同時亦獲華南建設學院頒發結業證書。

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）

授課語文：中文

上課地點：香港（詳情容後公佈）

開課日期及時間：請留意各大報章廣告及本學院通告

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十字樓，香港大學專業進修學院收。

查詢及索取報名表格請致電 2975 5772 。

Professional Excellence
Quality of Life

Architectural Studies 建築學

TEL電話 : 2975 5661 FAX傳真 : 2546 0295

HB 45-101-00 (01)
Professional Diploma in Architectural Studies (PDAS)

Enquiries: 2975 5661 Fax: 2546 0295

1. Daytime Course
2. Evening Course

Introduction
With over a thousand architects practising their profession, there is a great need of professional assistance provided by architectural assistants for producing architectural drawings and detailed work. The Professional Diploma in Architectural Studies (PDAS) course is designed to train those who are interested to become competent architectural technologists in the architecture profession.

Aims
- To equip students with knowledge and skills in architectural technology; these skills include architectural drawings; drafting skills; working drawings and detailing techniques, and construction drawings.
- To provide professional training to students who wish to become architectural technical officers.
- To provide well-trained architectural technologists who are capable of supporting the architecture and construction professions.

Entry Requirements
Applicants must fulfil at least one of the following requirements in order to be eligible for admission:

- hold HKCEE 5 passes or above, or equivalent, plus one year of relevant experience;
- hold 2 passes at "A" level, or equivalent;
- possess a recognised post-secondary diploma or certificate;
- possess a recognised degree; or
- aged 25 with 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 must have obtained HKCEE passes in English Language (Syllabus B). Those who do not meet their language requirement will be admitted but will be required to attend and pass, prior to the award of PDAS, one or more designated language courses at their own cost to upgrade their language competence to a level equivalent to this language requirement.

Exemption
Exemption will be granted on a module-by-module basis to applicants who can provide proof of successful completion of post-secondary level studies, which are equivalent in both content and standard to the modules of the PDAS course together with the approval of the subject tutor and the course Director.



Architectural Project Design Annual Award 1998-1999 (Professional Diploma in Architectural Studies).

Course Structure
- The course is of three years' daytime or evening studies designed to be equivalent to three years of full-time study.

  The daytime study is designed mainly for Form 5 and Form 7 graduates. All Design Studies and Graphic Studies will be scheduled in daytime although some of the lectures will be scheduled in the evenings.

  The evening study, is designed mainly for T.I.and T.C. and all study and lectures will be scheduled in the evenings and at weekends.
- Each participant is required to attend three to five 2 to 6 hour sessions per week, depending on the individual's prior qualifications.
- Candidates successfully completing the three-year curriculum will be awarded the Professional Diploma in Architectural Studies (PDAS).
- The medium of instruction will be mainly English, supplemented by Chinese.
- The course presents up-to-date knowledge on practical methodologies in architectural design and introduces modern architectural technology. Participants will be able to acquire practical skills in architectural design through the submission of course work. Course work includes research reports, drawing presentations, project presentations, case studies, site visits and other format of assignments.

Closing Date for Application
September 2000

Fee
The tuition fee is $34,000 (non-refundable) each year, payable in two equal instalments. The same fee will apply to all students, including those who have obtained exemption on certain modules. In addition, there will be a non-refundable application fee of $150 payable with the application.

Urban Studies 城市研究

TEL電話 : 2975 5660 FAX傳真 : 2546 0295

HB 31-057-01-01

城市規劃與香港的發展
Town Planning and The Development of Hong Kong

由於香港都市及新市鎮迅速發展，而土地規劃直接影響一個都市或地方的生活環境，因此城市規劃已漸受市民重視。

本課程旨在介紹都市規劃的概念、理論及實踐。課程內容包括規劃理論、規劃大綱、區域規劃的實踐及發展管制、新市鎮的規劃及城市規劃條例的演變等。

講授語言：粵語輔以英語

導　　師：香港都市規劃師學會負責統籌任教導師

開課日期及時間：2000年2月24日起每星期四 7:30-9:00p.m.(共十講)

地　　點：香港大學本部大樓237室

全期學費：$585

Transport Management 交通運輸管理

TEL電話 : 2975 5660 FAX傳真 : 2546 0295

Certificate in Transport Studies
(Subject to final approval)

NEW新

Enquiries: 2975 5654

Introduction
This is a bridging course to Diploma in Transport Management. It is designed for those who do not fulfill the entrance requirements of the Diploma course. Students who have successfully passed 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.

Entry Requirements
Applicants should have at least Form 5 with five passes, including English (syllabus B) and Mathematics, plus at least three years relevant working experience, or aged 25 or over and at least one year of relevant working experience at supervisory level, or student members of 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.

Course Content
Students are required to take all three subjects:

- Introduction to Transport Economics (30 hours)
- Introduction to Transport Studies (30 hours)
- Business Communication (25 hours)

Fee
$8,500 for the whole course

Closing Date for Application
January 2000

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.

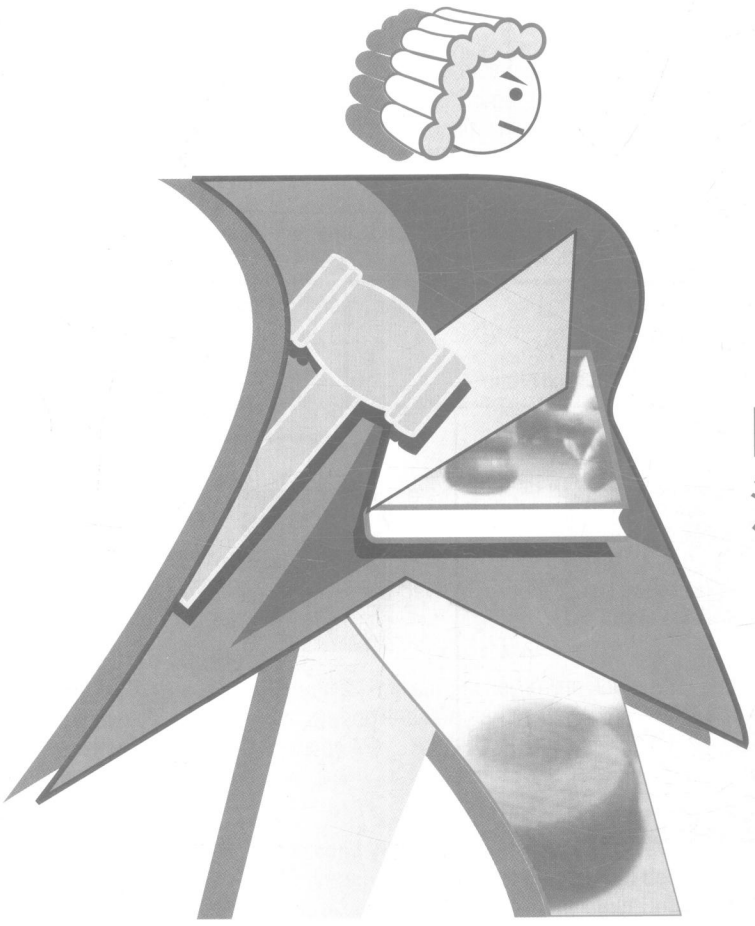
法律學部嚮以提供法律教育為己任，課程種類很多，包括不拘入學資格的文憑課程，以及學位、深造及法律專業課程。

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。



Law
法律

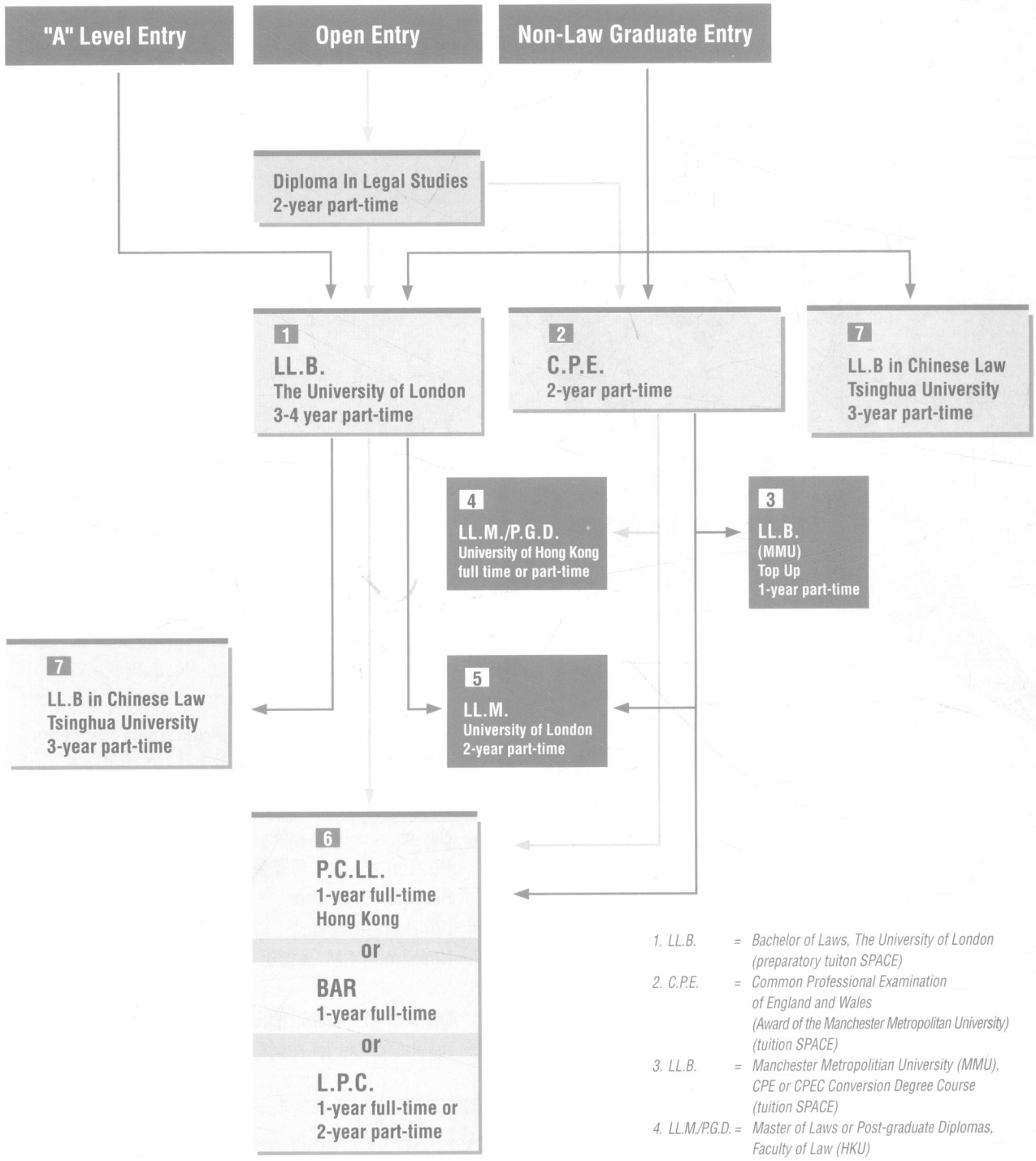
Law 法律

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

Fisher, Michael J. (Head of Division 學部主任)
Davies, Lee Bronwyn
Ho, Tommy K.K. 何冠驥
Browne, Edith Ann
Whitfort, Amanda S.
Ng, Simon T.M. 吳達明

Divisional Affairs Officer 學部事務主任
Ip, Josephine T.T. 葉德棠

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./PG.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 Barristers Examinations*
   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)*

Law 法律

TEL 電話 : 2975 5721 FAX 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.

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 75% 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

Programme Structure
The Diploma is a two-year, part-time programme based on the provisions of Hong Kong law and Hong Kong legal practice. It consists of four Certificate courses taken over two academic years of study and includes two summer certificates.

Year 1

LW 17-101-01-01
Certificate in Legal Studies 1

Law 1 - Hong Kong Legal System, Criminal Law, Land Law, Law of Tort and Law Skills

Practice 1 - Civil Procedure, Criminal Procedure, Conveyancing and Law Skills

LW 17-101-02
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
Certificate in Legal Studies 2

Law 2 - Elements of Contract Law, Business Law, Family Law, Labour Law, Succession and Law Skills

Practice 2 - Elements of Matrimonial, Probate & Business Practice, Litigation and Law Skills

LW 17-101-04
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**

- 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 District 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 a proficiency in English demonstrated by, for example, a pass in English in the H.K.C.E.E. or other similar qualification, or on the basis of their business, commercial, academic or other experience.

Introduction to the Chinese Legal System.

On successful completion of all four certificates, students will be awarded the **Diploma in Legal Studies.**

Fee
The course fee for the Certificate in Legal Studies 1 will be approximately $11,100.

D E G R E E C O U R S E S

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.

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.

Fee
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 approximately $4,200.

Courses are invariably over-subscribed so it is important to apply promptly.

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)	
LW 17-801-01 (01)	Constitutional Law
LW 17-801-02 (01)	Criminal Law
LW 17-801-03 (01)	Law of Contract
LW 17-801-04 (01)	English Legal System
Part I (Second year)	
LW 17-801-05-(01)	Evidence
LW 17-801-06 (01)	Land Law
LW 17-801-07 (01)	Law of Tort
LW 17-801-08 (01)	Law of Trusts
Part II (Third year)	
LW 17-801-09 (01)	Company Law
LW 17-801-10 (01)	Family Law
LW 17-801-11 (01)	Jurisprudence & Legal Theory
LW 17-801-12 (01)	Succession

Those who are recognised by the University of London as graduate entrants must study 9 subjects over a minimum of two years. Non-graduates must study 12 subjects over a minimum of three years.

The LL.B. preparation courses are specifically geared to those taking University of London examinations but are open to all those with minimum university entry requirements. However, those intending to take the University of London examinations must register as students of that university. The sessional examinations are in June each year and those wishing to sit must ensure that they register in time [please see the current University of London External Programme: Undergraduate and Postgraduate study in Laws prospectus which is available on request from SPACE Admiralty Learning Centre].

LW 17-802-00 (91)

LL.B. Degree Revision Courses 1999/2000

The University of London

Revision courses for candidates sitting the University of London LL.B. and other similar examinations will be offered in March/April 2000. They will be taught mainly by lecturers invited from the United Kingdom.

The courses offered will be in:	
LW 17-802-05 (91)	Evidence
LW 17-802-06 (91)	Land Law
LW 17-802-07 (91)	Law of Tort
LW 17-802-08 (91)	Law of Trusts
LW 17-802-09 (91)	Company Law
LW 17-802-10 (91)	Family Law
LW 17-802-11 (91)	Jurisprudence and Legal Theory
LW 17-802-12 (91)	Succession

Fee
$1,600 per subject

LW 17-803-00 (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.

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/July 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.

Programme Structure
The subjects which must be taken in this course are:

Commercial Law
International Export Trade Law
Intellectual Property Law

Fee
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.

LL.B. Degree (For C.P.E./C.P.E.C. Holders) Revision Courses 1999/2000

The Manchester Metropolitan University

Revision courses for candidates sitting the M.M.U./LL.B. examinations in 2000 will be offered in March to May 2000.

LW 17-803-02 (91) Commercial Law
LW 17-803-03 (91) International Export Trade Law
LW 17-803-04 (91) Intellectual Property Law

Fee
$1,600 per subject

POST-GRADUATE DEGREE COURSES

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.

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	(Course No. to be confirmed)

These subject options have been chosen due to their popularity with students enrolled on the LL.M. programme.

Programme Structure
The University of London LL.M. degree consists of written papers in four subjects. Students may choose to take all four subjects on the same occasion (but not less than two years after registration) or, alternatively, may take the examination in two parts. Although the minimum period of study is two years, registration on the University of London programme is valid for five years so students can spread their studies over a five year period.

Fee
$8,000 per subject

LW 17-804-00 (01)
中國法學專業第二學士學位課程（與清華大學法學院合辦）
Second Bachelor Degree in Chinese Law

Tsinghua University

課程宗旨
法治是「一國兩制」的基礎。保持香港原有的普通法制度，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。隨著國家進一步對外開放，經濟逐漸與國際接軌，香港的專業人才需要增加中國法律知識，強化專業才能，好好地把握新機會。開辦本課程的目的便是為了適應新時代、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、其他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。

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、港大共同頒授）
豁免註冊編號：430618

- 民法學
- 中國法律文書與寫作
- 刑法學
- 刑事訴訟法學
- 憲法學

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，每週上課約四個晚上，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，每週上課一至兩個晚上。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。

評核方法

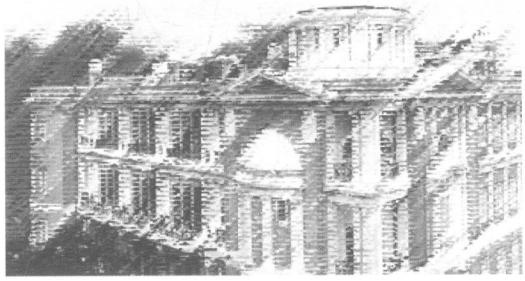
本課程的評核方法包括：書面考試（開卷或閉卷）、口試、提交指定作業、論文等。命題及批卷均由清華大學法學院之教授負責。沒有通過評核的，必須參加補考或重修。到第三學年，學生可選擇撰寫畢業論文或參加見習。選擇提交畢業論文的學生，可能需要參加答辯會。參加見習的學生有機會到內地的律師事務所或司法機關訪問、實習或參加模擬審判等。而見習所需費用由學生負擔。

入學資格

入讀本課程者，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申請者，必須參加中文強化課程。此課程不值任何學分。



第二學年 / 階段

中國法學專業學士後文憑

Postgraduate Diploma in Chinese Law

（清華、港大共同頒授）

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：

- 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

學費

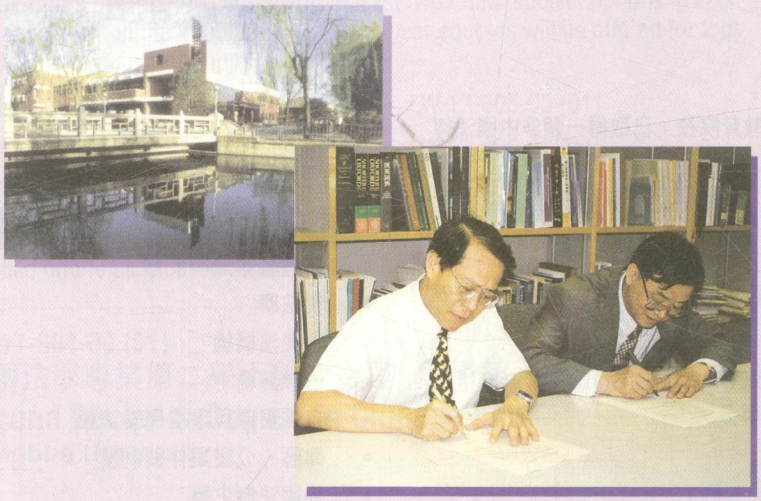
1999-2000年度的學費為每年 $23,000（來年水平相約，惟本院會按情況調整）

中國「入世」的商機和學習中國法律

中國即將加入世界貿易組織，除了進一步在經濟金融上向世界開放市場外，更將有義務逐步開放專業服務市場予外國專業人士，其中包括各種法律服務。同時，「入世」後中國的貿易、金融、會計、法律等制度將逐漸與國際接軌，與各國的經濟、社會及文化交往亦將更趨頻繁。

香港是中國境內及其週邊地區最重要的國際金融中心，並在專業服務中擁有豐富的經驗和傳統、加上地理優勢和良好制度，一直以來在中國對外交往中擔當著重要的角色。「入世」將為本港各專業服務行業帶來大量國際化、多樣化的商機。在今天，本港的專業人士實有需要擴闊已有的專業知識基礎，特別是增加對中國法律的知識，才能迎接新的機會和挑戰。

本院與清華大學合辦的中國法學專業第二學士學位課程，正好為本港所有已持有大學本科學歷及認可專業資格的人士，提供嚴格、靈活而優質的中國法學訓練。兩校希望培養出一批跨科域、跨法域、並通曉中、英文的高級法律專才。學員完成三個階段的學習後，將獲清華大學頒發法學士學位，並具備中國律師資格試的報考資格。首屆課程深受歡迎，並已於1999年11月開課。



Professor Enoch Young, the Director, signs an agreement with Tsinghua University on offering "The Second Bachelor Degree Course in Chinese Law" In May 1998
一九九八年五月院長楊建明教授與清華大學簽定合辦中國法學專業第二學士學位課程意向書

China's Entry into the WTO and its Implications for Studying Chinese Law

China's prospective entry to the WTO doesn t just involve opening up its markets, but will also require it to grant access to outside professionals in specialised services like law. At the same time, there will be increased interactions in terms of trading, financial, accounting and legal systems, and more economic, social and cultural ties with the rest of the world.

Hong Kong is one of the most important financial centres in China and the region. Because of its experience in providing professional services, its geographical location and its institutional framework, it has always played a prominent role in China s dealings with the rest of the world. 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.

The Second Bachelor Degree Course in Chinese Law organised by SPACE and Tsinghua University has been specially prepared for degree holders who want to get a professional qualification in Chinese Law. Our ultimate aim is to produce bilingual legal experts with a knowledge of different disciplines and different legal systems. Graduates of the course will be awarded an LLB Degree by Tsinghua University, which will enable them to apply for an examination that would qualify them to practise law in China on completion of three stages of study. The course has proved extremely popular, and the first batch of students began their studies in November 1999.

PROFESSIONAL COURSES • 專業課程

The Law Division operates two major professional courses: the C.P.E. (Post-graduate Diploma in English and Hong Kong Law) and the P.C.LL. The C.P.E. is offered to graduates in non-law disciplines and represents the academic stage of their training. The P.C.LL. is offered to law graduates and C.P.E. holders and represents the professional stage. In the great majority of cases applicants for these courses would be intending a career in law or at least qualification as a lawyer. For those seeking a non-graduate career in law the Institute of Legal Executives (U.K.) offers distance learning programmes leading to Part II examinations. The Institute's Part II courses are open to all those who have obtained Certificate of Legal Studies 2 or the Diploma in Legal Studies.

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.

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. 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 17-803-00 (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.

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.

Fee

The course fee for Year 1 will be approximately $23,500. An additional examination fee of approximately £300 is also payable to Manchester Metropolitan University.

LW 17-807-00 (91)

Common Professional Examination (C.P.E.) of England and Wales 1999/2000 Revision Courses

Revision courses for candidates sitting the C.P.E. examinations of Manchester Metropolitan University will be offered in March/April 2000. These courses will be taught by lecturers from the Manchester Metropolitan University.

Year 1:	
LW 17-807-01 (91)	Public Law
LW 17-807-02 (91)	Law of Contract
LW 17-807-03 (91)	Law of Tort
Year 2:	
LW 17-807-04 (91)	Criminal Law
LW 17-807-05 (91)	Equity & Trusts
LW 17-807-06 (91)	Land Law

Fee

$1,600 (per subject)

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.

Fee

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.

Special Introductory Courses in Business Association and Envidence

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 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.

Fee
Course fees $3,000 per subject (including all course materials) in 1999/2000.
Business Associations
Evidence

Any change to the fees will be confirmed before the courses commence.

LAW COURSES FOR LAYMEN • 法律常識短期課程

LW 17-056-01-02
香港地產物業法例
Real Property Law in Hong Kong

本課程著重講授香港地產物業的基本法律知識，適合從事地產行業及其他有興趣的人士修讀。課程內容包括：港、九、新界之土地業權；官地契約條款；樓宇交易的手續；買賣合約的內容及違約的後果；按揭類別；物業交易的法律文件（例如轉讓契、授權書及信託聲明等）及與地產發展有關的法律問題（例如收地賠償、城市設計、租務管制、樓花買賣等）。

導　　師：蔡淼霖大律師
開課日期及時間：2000年2月15日起逢星期二 8:00p.m.-9:30p.m. (共十講)
地　　點：待定
學　　費：$500

LW 17-056-02-02
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。選修本課程的學員主要從事銀行、會計及商業服務等專業。

導　　師：李曙峰先生現職中國律師，本港某律師行的中國法律部門主管
開課日期及時間：2000年5月9日起逢星期二 8:00p.m.-9:45p.m. (共十講)
地　　點：待定
學　　費：$2,000

LW 17-056-03-01
高科技創業的法律與融資安排
Legal & Financing Aspects of Hi-Tech Start-ups in Hong Kong

NEW 新

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2月17日起逢星期四 7:00p.m.-9:30p.m. (共十講)
地　　點：待定
學　　費：$5,000

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。

Mary Jean Reimer Lau : From One Success to Another

Mary Jean Reimer Lau, winner of the Bloomsbury Prize (1996) and the Institute of Legal Executives' Prize (1997), was awarded the Diploma in Legal Studies with Distinction after achieving the best ever overall marks in the history of the diploma programme.

Mary Jean, a Fellow of the Life Management Institute and former television presenter, says that it has been her lifelong ambition to be a lawyer.

"I thoroughly enjoyed studying the Diploma in Legal Studies... it really sparked my interest in Law. The programme itself is very diverse, combining both academic and practical aspects of a wide range of legal subjects. The Diploma has definitely provided me with a good foundation for my later studies."

Mary Jean also acknowledges that "the open entry nature of the course gives people from a wide variety of backgrounds the opportunity to pursue further study or achieve their professional ambitions."

Mary Jean the passed CPEC with Distinction in 1998 and progressed to P.C.LL., which she also passed with Distinction. She is now working as a trainee solicitor in a major local law firm.



Mary Jean Reimer Lau – From TV Star to Lawyer
從藝員到律師的翁靜晶

翁靜晶：屢創佳績

翁靜晶繼一九九六修讀法律成績過人獲頒龐士貝利獎 (Bloomsbury Prize) 及一九九七年取得法律行政人員公會獎 (Institute of Legal Executives' Prize) 後，又以歷年來最佳總成績以優等級別獲頒發法律文憑。她為前電視藝員，現為人壽管理學會資深會員，但其終身目標是要成為律師。

她說：「我是完全地享受法律文憑的課程，這課程確實讓我對法律產生興趣，內容不僅多樣化，涉及一系列法律課程，既學術又實用。這課程為我日後的學習奠定很好的基礎」。她並指出：「由於該課程沒有特定入學條件，因此來自不同背景的人都有機會進修，實踐理想。」

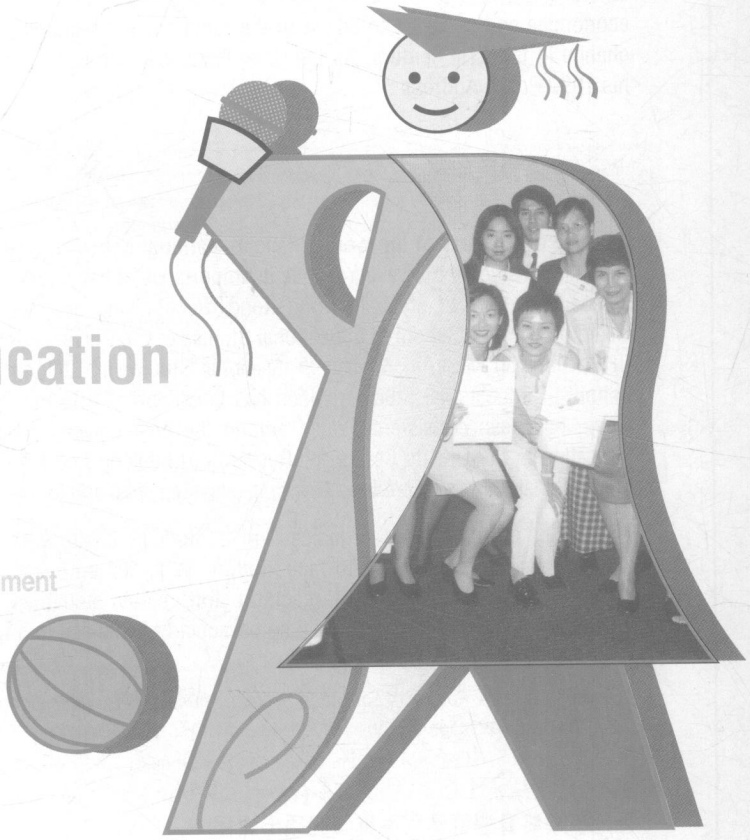
翁靜晶一九九八年以優等成績完成香港法律專業考試證書課程，及後同樣以優等成績取得法學專業證書，現正在本地一所著名律師事務所當見習律師。

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 science and education discipline.

The Division provides a broad range of training in the 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。



Social Sciences & Education
社會科學及教育

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
Kennedy, Peter 甘令德
Sodusta, J. 舒婕素
Dendle, Elizabeth A. 杜麗莎
Chan, Joseph Y.H. 陳以漢
Kan, Sam C.F. 簡頌輝

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

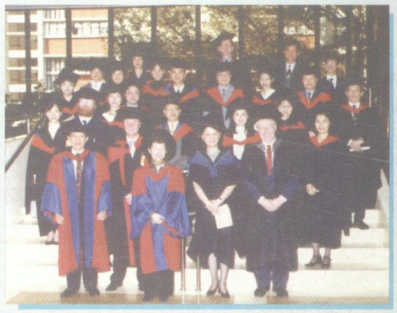
"The age of lifelong learning has dawned" (Education Commission)*

The first M.Sc. in Applied Professional Studies in Lifelong Learning in Hong Kong



Lifelong learning is now widely seen as essential in enabling knowledge-based economies and societies to adjust to the rapid pace of technological and social change in the 21st century. As the Chief Executive, Mr. C. H. Tung, stressed in his 1999 Policy Address :

"If Hong Kong wishes to become a knowledge-based economy in the information age, we must continue to innovate and change. This is why we must embrace 'lifelong learning' ..."



In many other parts of the world, 'lifelong learning' is a well-established field in educational studies. However, despite its importance, it has not developed into an independent field of study in Hong Kong. Recognising this need, SPACE has linked up with the School of Educational Studies of the University of Surrey in the UK to offer an M.Sc. in Applied Professional Studies in Lifelong Learning. The School of Educational Studies, which has links with SPACE that go back many years, has been consistently rated among the best university Departments of Education in the UK. Its Centre for Research in Lifelong Learning publishes the International *Journal of Lifelong Learning*, a leading scholarly journal in the field.

The M.Sc. programme is organised on a modular basis, with a mixture of distance learning and face-to-face tuition. With its emphasis on applying knowledge to the practice of teaching and related activities in the post-compulsory education sector, it will be particularly beneficial to anyone involved in the training and education of adults.

** Learning for Life. Review of Education System: Framework for Education Reform, September 1999, page 15.*

終身學習的社會已告來臨 (教育統籌委員會)

香港首項終身學習應用專業研究碩士課程

在今天，終身學習已公認為知識型經濟及社會適應二十一世紀的科技和社會的高速變化的基本要素。正如特首董建華在一九九九年的施政報告中說：

若要香港進入資訊社會，發展成知識為本的經濟，我們就要不斷創新，不斷變革，終身學習。

在世界上很多地方，「終身學習」已成為教育研究中相當發展的領域。儘管終身學習非常重要，它在香港仍未發展為獨立研究的學科。香港大學專業進修學院有見及此，與英國薩里大學教育研究學院，合辦「終身學習應用專業研究碩士課程」。該教育學院與本學院有多年合作關係，一向被評為英國最佳的大學教育學系之一。該院的終身教育研究中心出版的《終身學習國際學報》是有關終身學習的權威學術刊物。

這項碩士課程以遙距學習及面授指導結合作為授課方式。內容著重研究義務教育階段後的學習中，如何把知識應用於教學及有關活動上。因此，課程對於從事成人訓練和教育的人來說，特別有用。

*《終身學習、自強不息－教育制度檢討：教育改革建議》一九九九年九月，第二頁。

Adult Education, Training & Human Resource Management 成人教育、培訓及人力資源管理

TEL 電話 : 2975 5686/5690-1 FAX 傳真 : 2858 3404

M.Sc. in Training / M.Sc. in Training and Human Resource Management/ M.Sc. in Training and Performance Management
SPACE Diploma in Human Resource Management
SPACE Certificate in Training Practice
SPACE Diploma in Adult Education & Training

SPACE 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.

SPACE 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 SPACE 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.

SPACE 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 SPACE Diploma in Human Resource Management

Course Layout



SE 01-801-00(92)
M.Sc. in Training
M.Sc. in Training and Human Resource Management
M.Sc. in Training and Performance Management

DISTANCE 遙 LEARNING 距

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
Mr. Peter Kennedy

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.



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 are identical. Applicants will have to decide which course they wish to take when submitting an application form.

Fee
£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 commences in April 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
1 March 2000

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)
SPACE Diploma in Human Resource Management

Enquiries: 2975 5690

Introduction

This one-year, part-time Diploma course will provide experienced HRM practitioners who do not hold a first degree in Human Resource Management with a solid foundation in the field. The course will provide students with an opportunity to learn about recent developments in HRM practice as well as theoretical issues. The Diploma is also designed to prepare students for entry to study at master's level. Holders of the SPACE Diploma in Human Resource Management are eligible to apply for entry to the University of Leicester M.Sc. in Training/Training & HRM/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).

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.

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.

索取2000年秋季課程手冊 To receive Autumn Prospectus 2000 • P.330 請參閱第330頁 Pls refer to P.330

Academic Writing Units
The aim of the Academic writing unit is to introduce students to the requirements of academic writing and to presentation skills. Topics include an introduction to research methods such as interviews, surveys and field studies, plagiarism and how to avoid it, the proper use of references and citations, presenting arguments and drawing conclusions, and the differences between quantitative and qualitative research techniques. Each module will be followed by two academic writing sessions (eight sessions in total).

Course Director
Mr. 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 SPACE Certificate in Adult Education and Training may apply for exemption from Module 1. Those holding the SPACE 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 commences 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.

SE 01-804-00(91)
M.Sc. in Applied Professional Studies in Lifelong Learning
University of Surrey
Enquiries: 2975 5691

DISTANCE 遙距 LEARNING
NEW 新

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. 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 is 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 plus a dissertation. There are exit points at 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.

Aims
The M.Sc. Applied Professional Studies in Lifelong Learning aims to enable students to develop and extend their qualifications, competence and knowledge in lifelong learning, to their benefit and to that of their institution or organisation. The primary focus of the nature of lifelong learning, on its implications for organisations and for policies, and on the changing role of the 'learning professional' in the context of the learning society. 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 possess 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 apply, and will be considered on their merits.

Application Procedure
The coming intake will commence in April 2000. Detailed information and special application forms can be obtained by sending a $2.4 stamped self-addressed envelope to Ms Emma Ng, 9/F, T.T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong.



Profesor Albert Tuijnman making his keynote speech at the Federation Forum entitled "Lifelong Learning in Hong Kong-Enhancing Competitiveness".

Core Modules
- Lifelong Learning: Foundations of Theory and Practice
- Lifelong Learning: Foundations of Practice & Organisation
- Research Methods in Lifelong Learning (R50)
- The Learning Professional

Elective Modules
- Teaching & Learning Methods
- Educational Relationship: Teachers & Learners
- Designing the Curriculum
- Theories of Learning
- Assessment, Evaluation and Educational Measurement
- Policy Analysis in Lifelong Learning & Education
- Learning, Training & the Educational Role of the Trainer
- Leadership in Education
- Management Issues
- 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

Fee
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.

Closing Date for Application
28 February 2000

SE 01-103-00 (91)
Diploma in Adult Education and Training

Enquiries: 2975 5691

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.

Course Organization
This one year part-time Diploma programme consists of two parts.

Part I is equivalent to the present Certificate programme. It provides 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
A student who holds a SPACE Certificate in Adult Education and Training preferably with a high pass may seek exemption from Part I. Otherwise, exemption will be given to no more than 3 modules of Part I.

Entry Requirements
- Mature students, 21 years of age or over with a good command of oral and written English, at least 3 years work experience in teaching/ training, and have studied at post-secondary level.
- Hold a university degree or a diploma from a recognised institution.

Application Procedure
The next course will commence in September 2000.

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 be normally required to attend a three-hour session on Wednesdays and if required on Saturday afternoons.
2. Each course members 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.
3. Each course member will be visited by another course member and a course tutor and will conduct an evaluative discussion afterwards.
4. Each course member will complete two assignments and a project related to education or training within his or her own organization or field;
5. Supervised activities include
   - writing assignments;
   - developing a project design and instructional materials;
   - on-site teachings;
   - learning, teaching, and assessing peer teaching;
   - forming study groups;
   - analysing case studies and complex concepts; and
   - reading and revision.

Applicants may be invited to attend for interview.

SE 01-104-00 (91)
Diploma in Basic Research Skills

Enquiries: 2975 5691

Objectives
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 the previous course of study at tertiary level or who have professional experience relevant to the course may be given credit not exceeding 1 Module.

Entry Requirements
- Have post-secondary qualifications; and/or
- Have passed the Hong Kong Advanced Level Examination.

Assessment
Assessment is based on one written research project, one written examination, and continuous assessment.

The next intake will commence in September 2000.

Course Director
Dr. John Bacon-Shone *BSc Durh; MSc Lond; PhD Birm*
Director, Social Sciences Research Centre, The University of Hong Kong.

Course Content

Module 1	Basic philosophy of research
Module 2	How to begin the research project
Module 3	Designing the research
Module 4	Quantitative design
Module 5	Qualitative design
Module 6	Thesis, referencing and plagiarism
Module 7	Problems of research writing
Module 8	Research writing (I)
Module 9	Research writing (II)

SE 01-102-00(91)
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
Leadership in Action

This course is intended for students who wish to develop their leadership and group management skills and learn the techniques for listening, thinking, speaking and decision-making which attend every 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, and 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 announced later

Date & Time: Thursdays, 7.00-9.00p.m., starting 2 March, 2000 11 meetings (22 hours)

Fee : $800

SE 01-042-07-02

Initiation to Pleasure

A four-day interactive seminar that will empower you, and help manage stress

Enquiries: 2975 5685

NEW 新

Initiation to Pleasure is a radically different seminar on stress management. It tackles head-on the virtues and expedience of hedonistic pleasure in preventing and controlling stress, and improving the immune system. It shows why we need pleasure for contending with physiological conflicts (stress).

Initiation to Pleasure debunks many of the current myths about the role of food, wine and sex, and clarifies the need for pleasure as a fundamental part of our animal life. Drawing on scientific data including those of Professor Halpern's, the seminar brings together the moral purpose of pleasure to fulfill a productive life, in terms of societal/familial integration, as well as professional success.

Benefits to Participants

- better understanding of the personal benefits of pleasure
- better use of sharing pleasurable moments with family, friends and colleagues
- utilization of pleasure (under different circumstances) for stress management
- improvement in quality of life, general health and nutrition as well as in tolerance, openness, and social and professional integration

(Enrolment is limited to 20, and early application is strongly advised)

Content

The seminar is a package of four evening sessions, packed with interaction, involvement, some catharsis, and definitely no taboos, including:

- pleasure and its relations to physiology and stress
- what constitutes a pleasurable experience?
- why absence of pleasure leads to stress, pain and suffering

Tutors

Prof Georges Halpern *MD, PhD*
Professor Emeritus *Medicine & nutrition, UC Davis; Fellow of the Royal Society of Medicine (London)*

Date & Time

Tuesday to Friday, 6:30 - 9:30 p.m.,
11-14 January, 2000 (4 meetings)

Venue

B12, School of Business, SPACE Admiralty Learning Centre

Fee

$1,200

Criminal Justice & Public Order 刑事執法及公安

TEL 電話 : 2975 5685/ 5691 FAX 傳真 : 2858 3404

Lecturer-in Charge: Dr. Jesucita Sodusta

SE 32-802-00 (92)

M.Sc. in Criminal Justice Studies

University of Leicester

DISTANCE LEARNING 遙距

Introduction

The MSc. and Postgraduate Diploma in Criminal Justice Studies provides the opportunity to study all dimensions of crime and the criminal justice process while maintaining personal and professional commitments.

The Scarman Centre for the Study of Public Order 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

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 extract from important texts.

Module 1	Theories of Crime and Deviance
Module 2	Issues of Criminology
Module 3	Research Methods in the Studv 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

Fee

There are three ways to pay for the course:

- One single payment of £6,470
- Two half-course payments of which the first will be £3,235. One invoice will be sent before Module 1; and the second before Module 4.

Teaching Mode
The course will consist of lectures, study seminars and workshops on modular 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
- A first or second class honours degree or an acceptable equivalent.
- Applicants without a first degree may initially be registered for the Postgraduate Diploma in Criminal Justice Studies. On successful completion of the Postgraduate Diploma students will be invited to study for the dissertation leading to the award of the Master of Science.
- Applicants are also welcomed from holders of the Diploma in Criminal Justice.
- Applicants should be proficient in English.
- Applicants are required to 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 beyond school level was received or a senior colleague in the profession.

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.

- Six modular payments cunently set at £1,295. 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 will commence on 4 March 2000. Special application forms, together with copies of certificates and two references, should be returned to SPACE HKU Campus no later than 15 February 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 (92)

M.Sc. in Policing and Public Order Studies

University of Leicester

Enquiries: 2975 5691

Introduction
The Scarman Centre for the Study of Public Order at the University of Leicester is a centre of research excellence in the study of criminal justice, policing and public order. It has strong links with Bramshill, the UK Police Staff College, a prestigious seat of learning for current and future police leaders and international police training.

The programme is a two-year course offered on a distance learning mode. It is entirely studied in Hong Kong and is supported by high-quality self study packages. It also provides two times a month face-to-face lectures, study seminars and workshops on research skills, presentation skills and research writing.

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, concept and research methodologies through a breadth of case-studies. These range from instances of collective violence, social division, policing and terrorism, to the wider dynamics of social change. The skills and understanding gained from the first six modules are (for MSc students) applied in the dissertation.

The degree is designed for people involved in the administration of criminal justice and for those with an academic interest in crime and criminal justice.

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 and borderline qualifications may be considered or asked to complete the Centre's entry test.
- Applicants should be proficient in English.
- Applications are also welcomed from holders of (or final year students) the Diploma or Certificate in Criminal Justice or the Diploma in Legal Studies offered by SPACE.

Course Structure
The MSc programme consist is of six modules followed by a dissertation.

Module 1	Public Order - Theories and Applications.
Module 2	Public Order in the Wider Context.
Module 3	Research Methods in Public Order.
Module 4	Policing Social Divisions - The Debates.
Module 5	Crime, Order and Society.
Module 6	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.

Fee
There are three ways to pay for the course:

- One single payment of £6,470
- Two half-course payments of which the first will be £3,235. One invoice will be sent before Module 1; and the second before Module 4.
- Six modular payments cunently set at £1,295. An invoice will be set before each module starts. This option is not available to employers.

Assessment
Assessment is by written assignments; students must submit one written paper for each of the six modules.

Enrolment
The next intake will commence on 4 March 2000. Special application forms, together with copies of certificates and two references, should be returned to our SPACE HKU Campus address no later than 15 February 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.

SE 32-101-00 (01)
Diploma in Criminal Justice
Enquiries: 2975 5685

Introduction
This programme of professional and academic education is specially designed for staff of private and public sector agencies involved in the field of Criminal Justice.

The Diploma programme is also designed to provide students who have a strong professional record in the field (but whose formal educational qualifications would normally prevent them from gaining entry to a university degree programme) with a method of gaining entry to professionally-relevant Masters degree programmes. Students who complete the Diploma course successfully are eligible for entry to Masters programmes offered by the 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 a lecture on one monday evening per week, 6.30-9.30 p.m., tutorials and seminars on one further evening fortnightly. There will also be a revision period of intensive evening study. Each week students are given readings relevant to their current unit of study. The course is therefore quite demanding, in terms of both time and commitment.

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.

Current Issues in Crime Justice
This non-modular unit offers students an opportunity to explore and discuss a number of current issues, through contributions by guest speakers and others. The precise content varies from course to course.

Study and Writing Skills Component
The Diploma programme provides the Study and Writing Skills component to help students fulfill sound academic assignments. This component, which is an essential element of the programme, involves the development of study, writing and drafting skills.

Course Structure
The course is made up of two modules consisting of five units. There are also extra units devoted to study skills and to current issues.

Module A - Law, Crime, and Deviance

A1: An Introduction to the Criminal Justice System
An overview of the role and functions of the police, courts, correction, and other agencies dealing with crime and criminals.

A2: Basic Research Skills
An understanding of how good evidence, whether for academic or professional purposes, is produced. It includes the following topics: methods of collecting and analyzing data; principles of reliability and validity; ethical responsibility of the researcher; and referencing and plagiarism.

A3: Crime and Deviance I: Theoretical Perspectives
An introduction to basic theories in criminology, and also introduces the concept of 'deviance'. It looks at various theories, including functionalist theories, the 'Chicago School', anomie and strain theories, labelling theory, subcultural theories, Marxist and 'radical' criminology, biosocial approaches and the study of 'white collar' crime.

A4: Crime and Deviance II:Types of Crime
A focus on specific types of crimes or offenders, including, homicide and assault, robbery, sexual offences, vice, 'white collar' and organized crime.

A5: Criminal Statistics and Crime Surveys
This unit looks at the ways in which crime figures are collected and examines some of the problems associated with these methods.

Module B - Crime and the Criminal Justice System

B1: Police and Policing
An examination of how a major component of the criminal justice system operates. Special consideration is given to sociological research into policing, including police discretion, the role of the police, public order and crime control, and informal social control and policing.

B2: Punishment and Corrections
This will survey the history of punishment, prisons and penology, and the use of imprisonment and non-custodial options.

Assessment
Students are expected to complete an assessed essay on each module, other assignments as required, and to sit two examinations in May or June 2001.

Application Procedure
No formal qualifications are required for entry to the Diploma course in Criminal Justice. However, candidates must show evidence of their ability to undertake degree-level study in this field successfully. In assessing this ability, SPACE pays particular attention to candidates' professional records, and to referees' reports.

The course is conducted in English, and candidates will be expected to show evidence of their ability to undertake degree-level study successfully in English. They may be asked to sit a test to assess their competence in English.

Application Forms will be available in May 2000.

B3: Juvenile Justice

This unit focuses on the creation of juvenile delinquency as a social problem, the nature of juvenile justice and its administration, and the specific arrangements for juvenile justice in Hong Kong.

B4: Victims in the Criminal Justice System

An examination of how, historically, the role of victims in the criminal justice system has changed including an overview of the current position of victims and the problems they experience in the criminal justice process.

B5: Crime Prevention Strategies

An examination of existing strategies and tactics, such as safe neighbourhood schemes, community crime prevention, community policing, and 'fight crime' committees.

Bachelor in Criminal Justice
(Subject to approval)



In conjunction with the Department of Sociology (Faculty of Social Sciences), SPACE will be offering the Bachelor in Criminal Justice to be awarded by the University of Hong Kong. The Programme which will be offered in September 2000 is intended for staff of public and private sector agencies involved in the field of criminal justice.

Detailed information may be available in May 2000.

Education, INSTEP 教育及在職教師進修課程

TEL 電話 : 2975 5685/ 5691 FAX 傳真 : 2858 3404

Lecturer-in-Charge: Dr. Jesucita Sodusta

SS 09-801-00 (91)
Master of Education / Graduate Certificate in Information Technology
University of Wollongong

This study in Information Technology provides a recognised graduate certificate and master's degree in education designed to develop 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.

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; and
- through special projects, to enable students to extend their knowledge into specialist areas such as designing Web sites and human computer interfaces.

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.

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 M Ed in Information Technology are accepted twice per year in Hong Kong (in July-August and in December-January). This intake will commence on 19 February 2000. Further details and special application forms can be obtained by sending a $2.4 stamped self-addressed envelop to Ms Emily Chin at SPACE HKU Campus address.

(Enrolment is limited to 25)

Course Fee
The total course fee is $98,500 payable in three instalments. The first instalment of your 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
22 January 2000

SE 09-802-00(91); SE 09-802-00(92)
Master of Educational Administration
University of New England



Introduction
The University of New England is the oldest non-metropolitan university in Australia, with over forty 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.

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.

Assessment
The Master of Educational Administration is assessed by way of assignments and weekend school participation. Fully integrated weekend schools are held in Hong Kong twice a year run by staff of the University of New England in Australia.

索取2000年秋季課程手冊 To receive Autumn Prospectus 2000 • P.330 請參閱第330頁 Pls refer to P.330

Course Structure and Specialisations
The distance units will be delivered in Hong Kong 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

Entry Requirements

- A first degree of a recognised university.
- Three years' appropriate work experience.
- In case of school administrators applicants will normally be expected to be qualified teachers holding an appropriate teaching qualifiation.

If your degree was obtained in a language other than English, you will need to provide evidence of proficiency of English.

Application Procedure

The coming intake will commence in February 2000. Detailed information can be obtained by sending a $2.4 stamped self-addressed envelop to Ms Emily Chin, 9/F, T T Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Tel.: 2975 5691)

In both strands, students may replace one unit with a special study tour option, which will be undertaken in conjuncation with a tour to Australia 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. Credit will be given for sucessful completetion of the HKU-SPACE Certificate Course in Tertiary Educational Administration and Management.

Fee

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.

Closing Date for Application

14 February 2000

SE 09-102-00 (91)
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 Diploma 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).

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.
- incorporates the role of computers as research, writing and learning tools.
- provide an ideal platform for a higher research degree in education, and are intended to be transferable to participants' workplaces, and to equip them to perform an active role in educational research and planning

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 22 September 1999.

Meetings will feature a combination of seminar and tutorial/workshop sessions.

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
The next course will commence in September 2000.



This one-year diploma 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.

SE 09-101-00 (91)
Postgraduate Certificate in Tertiary Educational Administration and Management

Tertiary education is changing rapidly - and so are the needs of those who administer it. Administrators in higher education in Hong Kong need to know about a wide range of issues: the traditions and philosophies of higher education internationally, within Hong Kong, and within their own institution. In addition, management systems and approaches, characteristics and problems of students, technology and financial 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.

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 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 per cent, submission of a satisfactory report on at least one of the modules of the course, and satisfactory performance in workshops.

Application Procedure
Applicants should complete and return the standard enrolment form enclosing the appropriate course fee by crossed cheque or banker's draft made payable to "HKU SPACE" to SPACE HKU Campus address.

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 and Information Technology in Administration

Course Structure
- Seminars and workshops

  Wednesday, 2.30 - 5.30p.m., Starting 12 January 2000 at Rm S26, 3/F, Admiralty Centre, Hong Kong.
- 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.

Course Director
Mr. Elfed Roberts *B.Sc. (Econ), M.Sc. (Econ), Dip. Ed. (Wales)*

Fee
$15,300

(25 meetings)

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.

ARTS AND SOCIAL SCIENCES

SE 09-059-02-01
學校公民教育的理論與實踐
Theory and Practice of Civic Education in Schools

查詢電話：2975 5685

導　　師：蘇永強先生 *B.Soc.Sc., Dip.Ed. (CUHK), M.Ed.(HKU)*香港學校公民教育統籌教師協會主席

吳家立先生 *B.A., Dip.Ed.(CUHK), M.A.(Essex), M.A.(HKUST)*香港學校公民教育統籌教師協會幹事

開課日期：2000年2月15日起逢星期二
及 時 間　6:00-8:00p.m.(共六講)

地　　點：另行通告

全期學費：$720

隨著香港的社會發展，公民教育在學校中日形重要。香港學校公民教育統籌教師協會致力發展學校公民教育，提高老師有關的專業知識。本課程適合對推動公民教育有興趣的教師修讀，課程探討範圍包括：

一、 香港公民教育與社會發展的關係；
二、 學校推行公民教育的方法：滲透式、綜合學科、獨立學科；
三、 公民教育的統籌；
四、 如何設計校本公民教育課程及教材；
五、 公民教育的評估方法；
六、 中一至中三公民教育課題；
七、 國民教育、民主及人權教育；
八、 如何運用資訊科技推行公民教育。

本課程的教授方法包括講授、小組討論及工作坊。講員除本會的幹事外，還會邀請對各題目有研究的講者作專題探討。

(名額三十五人)

(本課程與香港學校公民教育統籌教師協會合辦)

HIGH TECHNOLOGIES AND THE APPLICATIONS OF MICRO COMPUTERS

SE 09-074-07-01
互聯網與教育網頁製作
Internet and Homepage Design for Teachers

查詢電話：2975 5685

導　　師：方偉雄先生 *B.Sc.(Hons.), Dip.Ed. (CUHK), Adv.Dip.Ed., M.Ed.(HKU)*

開課日期：2000年5月2日起逢星期二
及 時 間　6:30-9:30p.m.(共五講)

地　　點：海富中心三樓S 4室

學　　費：$940

本課程是為中小學教師而設，教師毋須具備使用互聯網的知識。課程目的在介紹使用互聯網的知識，以及常用的軟件，例如瀏覽器、HTML編輯器和圖像處理程式等等。課程中亦會講授如何製造超連結文件及如何將多媒體元素，例如聲音及動畫加入網頁中。

為綜合整個課程中所學習的知識和技能，在課程完結前，學員將要製作一個為教學而設的個人網頁。課程中亦會討論在資訊科技年代中，教師及學生的角色有何改變，以及現代的教與學模式。

(名額二十五人)

SE 09-059-13-01

用文書處理器建立一般教學用選擇題
Build Interactive School Multiple Choice by Winword in 8 Hours

NEW新

查詢電話：2975 5685

導　　師：吳寶武先生 *M.Sc. (Coventry), M.Ed. (HKU)*

開課日期：2000年3月2日起逢星期四
及 時 間　6:30-8:30p.m.(共四講)

地　　點：香港大學徐展堂樓708室

全期學費：$600

本課程透過預設的電腦程式建立學校選擇題。老師不需懂電腦程式，只要用文書(特定格式)和專用電腦程式，可使老師能輕易製作特定之選擇題符合教學之用、修改預定格式和內容、及用電子方式設定測驗和量度學生進度。老師會得光碟一隻確保能建立最少三種有彈性的選擇題適合教學之用。課程專為現職中文科、中史科、英文科及各科教師而安排。

(名額四十人)

SE 09-059-14-01

8小時建專業網頁
Write Professional Home Page in 8 Hours

NEW新

查詢電話：2975 5685

導　　師：吳寶武先生 *M.Sc.(Coventry), M.Ed. (HKU)*

開課日期：2000年5月8日起逢星期一
及 時 間　6:00-8:00p.m.(共四講)

地　　點：尖沙咀好兆年行201室

全期學費：$600

寫專業網頁增強個人價值，不需懂電腦程式及完全不用網頁知識，只用最新電腦科技拖拉技巧，老師就可編寫勝人一籌的網頁。老師認知能建立最少三種不同之多媒體教學網頁，內容包含聲音、動畫及電影效果。老師會得光碟一隻，確保老師能掌握基本技術如：背景、棒形圖、圖片、文字編輯技巧、動畫及各式界面技術，更可建立教學之網頁，令學生得益及加強上課教學之技巧。本課程的教授方式包括工作坊及座談會。

(名額四十人)

SE 09-074-10-01

Writing Simple Applications in Visual FoxPro 5.0 to Help in Daily School Office Work/SAMS

Enquiries : 2975 5685

Tutor : Chan Siu Keung
B.Sc., P.C.Ed., M.Ed.(HKU)

Date & Time: Fridays, 6:15-7:45 p.m. (for meetings); 8:00-9:30 p.m. (for workshops), starting 10 March 2000 (10 meetings & 10 workshops)

Venue : Room 2, SPACE North Point Learning Centre

Fee : $1,900

This is an Introductory course on FoxPro programming using the new Visual FoxPro language. It aims to help participants to acquire the necessary skills to program in FoxPro language. With guidance from the tutor, participants are expected to write simple programs to assist certain administrative work in school, or to write some add-on programs to their ED-provided SAMS system.

Topics include: introduction to basic FoxPro commands, files types, data structures, database design and setup, difference between new version and the non-visual version, common FoxPro functions with examples, commonly used programming commands, SQL usage & RQBE techniques, object orientated programming technique, using power tools like report writer, screen builder, menu builder and project builder.

Participants MUST have some knowledge of using computers (general DOS operation) and have some experience in using the dBASE/FoxPro commands and should be prepared to devote some time to writing the assigned simple programs.

Medium of Instruction: Cantonese, supplemented with English terminology.

(Enrolment is limited to 20)

COUNSELLING AND GUIDANCE

SE 09-058-16-02
Careers Guidance in Secondary Schools

Enquiries : 2975 5685

It is specially designed for secondary school teachers currently involved in careers guidance work in schools, and interested in knowing more about the career development of their students and who are prepared to devote themselves to this important aspect of education. This course should help teachers to strengthen their conceptual frameworks (by drawing from different schools of career theory); to learn through tapping their own resources, as well as from other member participants; and to explore the possibility of designing a programme of career activities catering for the needs of their students in their particular settings.

Medium of Instruction: Cantonese

(Enrolment is limited to 30)

This course is organised in association with the Hong Kong Association of Careers Masters and Guidance Masters.

Tutors : Executive Committee Members of the Hong Kong Association of Careers Masters and Guidance Masters

Date & Time: Wednesdays,6:00-8:00 p.m., starting February 23, 2000 (10 meetings)

Venue : Room 401, Shek Kip Mei Room S4, 3/F, Admiralty Centre (for a computer session on Monday, 27 March , 2000)

Fee : $960

LANGUAGES, COMMUNICATIONS AND SPEECH & HEARING SCIENCES

SE 09-058-18-01
Pronunciation for Teachers

Enquiries : 2975 5685

This course is intended to provide knowledge of the different aspects of English language pronunciation to advanced learners, more particularly for teachers for self-improvement and professional development.

The course is designed to facilitate teachers improve their competence in English and at the same time provide teachers with a basis for formulating clear, solid criteria to assess the means and procedures in teaching and students' performance in English learning.

Topic includes error analysis; linguistic framework: theoretical rules and principles - English phonetic symbols, basic English phonological rules, and comparison of native language, Cantonese with English.

(Enrolment is limited to 25)

Tutor : Ms Lara Lam *B.A., B.Ed. (Toronto), M.A.A.L.(Reading), Language Instructor in English Centre, HKU.*

Date & Time: Wednesdays,6:15-9:15 p.m., starting 8 March 2000 (5 meetings)

Venue : Rm 122, Main Builing, HKU

Fee : $625

SE 09-072-06-01
學校舞台表演藝術（舞台劇）製作工作坊
Workshop of Performing Arts Production in Schools

查詢電話：2975 5685

以學校有限的資源如何做出娛人娛己的學校表演？本工作坊以學校表演製作而度身設計，內容涵蓋舞台表演藝術（舞台劇）製作的各階段，使學員能掌握其中創作、組織、運用資源的竅門。課程內容包括：課外活動（表演藝術）的教育理論、劇本創作、劇本分析及演繹、演員訓練、製作組織、製作日程、佈景、道具、服裝、舞台設施、燈光音響、導演的工作及舞台監督的工作等。部分專業知識課節將邀請客席嘉賓主講。

（名額二十五人）

導　師：楊志毅先生 資深舞蹈工作者，香港舞蹈團客席編舞

岑偉宗先生 *B.A.(HKBU), P.C.Ed.*

開課日期及時間：2000年2月22日起逢星期二 6:00-8:00p.m.(共十二講)

地　點：香港大學本部，厲樹雄科學館01室

全期學費：$1,500

SE 09-072-03-01

學校戲劇：寓教育於劇場
School Drama: Not Just for Dramatist

查詢電話：2975 5685

導　　師：岑偉宗先生 *B.A.(HKBU), P.C.Ed.*
舒志義先生 *M.A.(Warwick), M.Phil. (HKBU)*

開課日期及時間：2000年3月3日起逢星期五 6:00-8:00p.m.(共十講)

地　　點：香港大學本部，邵逸夫樓209室

全期學費：$1,390

本課程為學校戲劇組負責老師設計，也適合其他科任老師。除了介紹與戲劇有關的寫作理論、創作方法及籌備演出的竅門外，更介紹在課堂裏引進戲劇技巧的教學方法，學員將感受到戲劇不只是課餘活動，更是輔助教學的有利工具，使日常教學工作變得更活潑更多姿采。

（名額二十五人）

SE 09-059-15-01

The Pronunciation and Structure of the Vocabulary of Science

NEW 新

Tutor : Norman Bird, *BA, MPhil, PhD(London)*

Date & Time: Saturday,9:30a.m.-12:30p.m. on 26 February 2000 (1 meeting)

Venue : S10 Admiralty Learning Centre

Fee : $200

SE 09-059-16-01

The Pronunciation and Structure of the Vocabulary of Mathematics

NEW 新

Date & Time: Saturday,9:30a.m.-12:30p.m. on 4 March 2000 (1 meeting)

Venue : S10 Admiralty Learning Centre

Fee : $200

SE 09-059-17-01

The Pronunciation and Structure of the Vocabulary of Geography and EPA

NEW 新

Date & Time: Saturday,9:30a.m.-12:30p.m. on 11 March 2000 (1 meeting)

Venue : S10 Admiralty Learning Centre

Fee : $200

SE 09-059-18-01

The Pronunciation and Structure of the Vocabulary of History and Religious Studies

NEW 新

Enquiries: 2975 5685

Date & Time: Saturday,9:30a.m.-12:30p.m. on 18 March 2000 (1 meeting)

Venue : S10 Admiralty Learning Centre

Fee : $200

All specialised subjects produce their own language learning and teaching problems. These problems include pronunciation, vocabulary, sentence structure, text organisation, oral and written presentation skills, and reference skills. Each of the sessions addresses language with particular emphasis on pronunciation and vocabulary.

A logical linguistic approach to the various aspects of each specialisation can reduce teachers' preparation load and make lessons more enjoyable by integrating them with what has been learnt elsewhere. These sessions have been prepared with subject teachers in English as a Medium of Instruction (EMI) schools at all levels in mind. No previous knowledge of linguistics is required for any of these courses.

(Enrolment is limited to 40)

索取2000年秋季課程手冊 To receive Autumn Prospectus 2000 • P.330 請參閱第330頁 Pls refer to P.330

SE 09-059-19-01

Pronouncing the Foreign Words in the European Arts

NEW新

Enquiries: 2975 5685

Tutor : Norman Bird *BA, MPhil, PhD (London)*

Date & Time: Saturday, 9:30a.m.-12:30p.m. on 25 March 2000 (1 meeting)

Venue : S10 Admiralty Learning Centre

Fee : $200

The purpose of this course is to enable teachers to pronounce names of non-English European origin that they may encounter in teaching Art, Music, and Literature. The course will introduce systematically the International Phonetic Association (IPA) transcription system with the use of famous British and American names of artists, composers and writers. It will then build on this knowledge in order to master the pronunciation of all personal names of European origin.

(Enrolment is limited to 40)

SE 09-059-20-01

The Logical Structure of the English Sentence

NEW新

Enquiries: 2975 5685

Tutor : Norman Bird *BA, MPhil, PhD (London)*

Date & Time: Saturday,9:30a.m.-12:30p.m. on 1 April 2000 (1 meeting)

Venue : S10 Admiralty Learning Centre

Fee : $200

The aim of this course is to enable language teachers to be aware of the underlying simple structure and logic of English syntax. The course will demonstrate the theory that for all practical purposes there are just four basic sentences in English from which most of the language can be realised through the four processes of substitution, expansion, extension, and transformation.

(Enrolment is limited to 40)

SE 09-059-21-01

The Organisation and the Structure of the Vocabulary and of the Reading Comprehension Lessons

NEW新

Enquiries: 2975 5685

Tutor : Norman Bird *BA, MPhil, PhD (London)*

Date & Time: Saturday, 9:30 a.m. -12:30 p.m. on 8 April 2000 (1 meeting)

Venue : S10 Admiralty Learning Centre

Fee : $200

The aim of this workshop is to emphasise the need for and difference between these two distinct types of lessons at every level of the secondary school curriculum. Various methods will be demonstrated to revise previously taught vocabulary in order to master its pronunciation, spelling and use more easily. These techniques will then be extended in order to understand new vocabulary. The techniques will include finding the meaning of words from context, by analysis, and by reference. The reading comprehension section concerns techniques for analysing the basic meaning of a text, and especially those areas concerning background global information, vocabulary, and discourse analysis.

(Enrolment is limited to 40)

SE 09-059-22-01

Studying for the HKCE Paper II (Reading Comprehension and Usage) through Self-Access

NEW新

Enquiries: 2975 5685

Tutor : Norman Bird *BA, MPhil, PhD (London)*

Date & Time: Saturday,9:30 a.m. -12:30 p.m. on 15 April 2000 (1 meeting)

Venue : S10 Admiralty Learning Centre

Fee : $200

This workshop examines the requirements of HKCE Paper II in detail. It then considers which elements need to be dealt with in class and which are best left to self-access. The major concern of this workshop is handling this important subject as efficiently as possible (i.e. effectively and economically) both from the point of view of the student and the teacher. Prior attendance of the workshop "Organisation and Structure of the Vocabulary and of the Reading Comprehension Lessons" is not essential but strongly recommended.

(Enrolment is limited to 40)

SE 09-059-23-01
Thinking for Fun and Giving Oral Presentations

NEW新

SE 09-059-24-01
Thinking for Fun, Note-taking and Preparing for Composition Writing

NEW新

Enquiries: 2975 5685

These two workshops introduce and practise the basic ideas of Edward de Bono's first thinking course. In both workshops the educational and practical value of group participation and leadership qualities are emphasised. In preparing oral presentations, practice is given in relaxation techniques, audience awareness, materials preparation, delivery, and posture. The workshop (SE 09-059-24-01) develops the ideas presented in the workshop (SE 09-059-23-01). It emphasises both similarities and differences between oral and written language, and their presentation techniques. The two workshops are planned as a single unit, and it is strongly advised that students enrol for both rather than either one of them singly.

(Enrolment is limited to 40)

SE 09-059-23-01

Tutor : Norman Bird *BA, MPhil, PhD (London)*

Date & Time: Saturday, 9:30 a.m. -12:30 p.m. on 29 April 2000 (1 meeting)

Venue : S10 Admiralty Learning Centre

Fee : $200

SE 09-059-24-01

Tutor : Norman Bird *BA, MPhil, PhD (London)*

Date & Time: Saturday,9:30 a.m. -12:30 p.m. on 6 May 2000 (1 meeting)

Venue : S10 Admiralty Learning Centre

Fee : $200

SE 09-059-25-01
The Origins of English and Their Relevance to Effective Language Mastery

NEW新

Enquiries: 2975 5685

This course includes a brief survey of the origins and history of the English language with particular reference to its vocabulary. The need to distinguish roots from non-roots is emphasised, and techniques are demonstrated and practised to raise awareness of the three major sources of English vocabulary (Germanic, Italic, and Hellenic). The importance of these divisions is demonstrated in learning and teaching the pronunciation, spelling, and register of English at every level of the language element in the secondary school curriculum.

(Enrolment is limited to 40)

Tutor : Norman Bird *BA, MPhil, PhD (London)*

Date & Time: Saturday,9:30 a.m. -12:30 p.m. on 13 May 2000 (1 meeting)

Venue : S10 Admiralty Learning Centre

Fee : $200

PHYSICAL EDUCATION & SPORTS SCIENCES

SE 09-071-08-01
初級器械健體教練班
Elementary Instructor Training Course for Weight Training

查詢電話：2975 5685

本課程將會由淺入深地介紹器械健體的基本概念及原理，包括的課題如：肌肉功能的鍛練與探討、心肺功能的重要性、如何組織和計劃教學方法、如何控制體重及安全地減去脂肪；並會指導學員如何運動處方及各項簡單的測試方法。本課程適合體育教師、器械健體愛好者及體育科會考生就讀，表現良好之學員，可獲導師推薦修讀奧委會其他有關的課程。

（名額十八人）

導　　師：程偉健博士 *B.Ed.(Liverpool), M.Ed. (HKU), Ph.D.(Aust.)*

開課日期：2000年3月4日起逢星期六
及 時 間　3:00-5:00p.m.(共八講)

地　　點：香港大學何世光夫人體育中心，香港薄扶林道111-113號

理 論 課：G 16室（3:00-4:00p.m.）

實 習 課：健身房（4:00-5:00p.m.）

全期學費：$1,000

SE 09-071-09-01
中級器械健體教練班
Intermediate Instructor Training Course for Weight Training

查詢電話：2975 5685

本課程指導學員掌握器械健體訓練較深入的原理，有氧與無氧運動的介定與訓練，體適能測試方法，中級及高級運動處方，器材之比較及使用守則，營養及藥物知識，最新的研究報告等，適合健身教練、體育教師及有經驗之器械健體愛好者參加，表現良好之學員，可獲導師推薦修讀奧委會其他有關的課程。

（名額十八人）

導　　師：程偉健博士 *B.Ed.(Liverpool), M.Ed. (HKU), Ph.D.(Aust.)*

開課日期及時間：2000年5月6日起逢星期六 3:00-5:00p.m.(共八講)

地　　點：香港薄扶林道111-113號香港大學何世光夫人體育中心

理 論 課：G16室（3:00-4:00p.m.）

實 習 課：健身房（4:00-5:00p.m.）

全期學費：$1,000

SE 09-071-03-01
羽毛球教學法
The Teaching of Badminton

查詢電話：2975 5685

本課程適合對羽毛球有興趣及準備在學校推動羽毛球活動之教師而設。內容包括基本技術的學習、訓練手段、技術分析及教學法等。

（名額二十人）

導　　師：盧紹棠先生 *HKBA Badminton Coach Level 2*

地　　點：香港薄扶林道111-113號香港大學賴廉士體育中心羽毛球場

全期學費：$1,610

開課日期及時間：2000年6月15日起逢星期一及星期四 5:30-7:30p.m.(共十講)

SE 09-071-02-01
網球教學法初級班
Introductory Course in Tennis and Teaching of Tennis

查詢電話：2975 5685

本課程主要針對一些對網球運動有興趣之在業老師，一個初級之網球基本課程，使他們能從中學習到一般打網球之要點，從而更使他們在學習過程中學到教授網球運動之基本要素及概念，令他們能掌握初步在校內教授及推廣網球運動。

課程包括
正反手彈地球、攔截、發球及比賽等。

（名額十六人）

導　　師：陳志成先生 *B.A.(CUHK), USPTA (Pro 1), USPTR (Professional)*

開課日期及時間：2000年4月15日起逢星期六 9:30-11:30a.m.(共八講)

地　　點：

理 論 課：香港大學何世光夫人體育中心G16室，香港薄扶林道111-113號（15/4 & 20/5）

實 習 課：香港大學何鴻燊體育中心網球場，香港大口環沙灣徑10號（29/4, 6/5, 13/5, 27/5, 3/6 & 10/6）

全期學費：$1,620

SE 09-071-07-01
網球教學法中級班
Intermediate Course in Tennis and Teaching of Tennis

查詢電話：2975 5685

本課程主要針對一些對網球運動已有一定程度知識之老師，為他們提供一個教授網球之教程，好讓他們能在自己學校教授並推廣網球運動。課程包括基本技術之概念及教授法，進階技術及比賽球員之培訓等。

（名額十六人）

導　　師：陳志成先生 *B.A.(CUHK), USPTA (Pro 1), USPTR (Professional)*

開課日期及時間：2000年6月24日起逢星期六 9:30a.m.-12:30p.m.(共六講)

地　　點：理論課：香港大學何世光夫人體育中心G16室，香港薄扶林道111-113號（24/6 & 22/7）

實習課：香港大學何鴻燊體育中心網球場，香港大口環沙灣徑10號（8/7, 15/7, 28/7 & 5/8）

全期學費：$1,980

SE 09-059-26-01
太極拳教師研習班
Taiji Quan for Teachers

查詢電話：2975 5685

導　　師：王志遠先生，楊家嫡傳太極宗師傅鍾文，沈壽入室弟子，楊家太極第五代傳人。

地　　點：中華基督教會基灣小學禮堂，香港筲箕灣西灣河街六十三號

開課日期及時間：2000年3月4日起逢星期六 1:00-3:00p.m.(共十二講)

全期學費：$1,100

本課程旨在介紹教授正宗的楊式太極拳，楊式太極拳是太極拳的一個著名流派，是河北永年人楊祿禪在陳式老架太極拳的基礎上創編的。楊式太極拳拳架舒展簡潔，結構嚴謹，身法中正，動作和順，輕靈沈著兼而有之；練法上由鬆入柔，柔中寓剛，剛柔相濟，形成了獨特的風格。

演練時可因人、因時而異；初學者可根據不同年齡、性別、體質採用高、中、低不同的拳架，借以調整運動強度，使習者在奇妙細膩的弧形螺旋運動中，舒筋強骨，調理氣血，健體美形。本課程研習楊式太極拳為主。

(名額三十人)

SE 09-059-27-01
歷奇輔導的理論與實踐
Adventure Counselling, Theory and Practice

NEW 新

查詢電話：2975 5685

導　　師：盧慶陽先生 *B.Ed. (Wolverhampton), M.Sc. (Leicester), MILAM, CMA Advance Instructor, P.E. Officer of Physical Education and Sport Centre, HKU*

李耀輝先生 *Director, Life Adventure Consultants Co.*

陳國榮先生 *B.S.W.(HKBU), R.S.W.*

劉有權先生 *Vice-Chairman, Hong Kong Institute of Adventure Counselling*

全期學費：$2,500 (包括學費、食宿及交通費)

歷奇輔導（Adventure Counselling）是以不同形式的歷奇活動（Adventurous Activities）如爬石、游繩、高繩網等作為媒介，透過小組分享（de-briefing）及輔導員的適時介入（Intervention），使學員增強自信和自我肯定（Self-actualization）。經歷是類活動後，學員都了解到團隊（Team）的重要對小組輔導（Group Counselling）建立有效的基礎。

本課程將由香港歷奇輔導學會經驗豐富的導師負責，以活動形式帶出歷奇輔導的基礎模式。學員將親身參予多類不同的歷奇活動，並有機會帶領及設計適合自己機構的活動模式。本課程適合輔導老師、社工、青年工作者等，對於小組輔導工作者幫助尤大。

(名額三十人)

	開課日期及時間	地　點
理論課	2000年3月10、17、31日、4月7、14日及5月12日 星期五 7:00-9:00p.m.(共六講)	香港大學何世光夫人體育中心G16室及爬山牆，香港薄扶林道111-113號
實習課	2000年3月25日及5月6日星期六 2:00-6:00p.m. (共二講)	柴灣翠灣邨伊斯蘭脫唯善紀念中學操場
宿　營	2000年4月15日及4月16日（2日1夜）	香港大學嘉道理農場業研究所宿舍，石崗（或）小童群益會白普理營，西貢

運動攀登一級教練証書課程
SCAHK Certificate Course for Level One Sport Climbing Instructor

NEW 新

查詢電話：2975 5685

導　　師：盧慶陽先生 *B.Ed. (Wolverhampton), M.Sc. (Leicester), MILAM, CMA Advance Instructor, P.E. Officer of Physical Education and Sport Centre, HKU*

劉有權先生 *CMA Advance Instructor, Level II Sport Climbing Instructor, SCAHK*

李耀輝先生 *Level II Sport Climbing Instructor, SCAHK*

本課程乃專為有運動攀登經驗之學員而設。參加者最少具備二級運動攀登証書或運動攀登導師証書。

課程內容包括：運動攀登的歷史及其發展；各類不同的比賽形式；教學方法及防護技巧；攀登裝備的認識及保養；場地管理及活動紀錄；專項熱身及創傷後之處理。

學員經考核合格之後，將獲發香港運動攀登總會一級教練証書，並可任教於臨時市政局及臨時區域市政局及各戶外康樂營之場地，並於將來參加更高資歷的教練訓練班。

（名額二十人）

地　　點：香港大學何世光夫人體育中心，香港薄扶林道111-113號
理論課：G 16 (6:30-7:30p.m.)
實習課：人工岩牆(7.30-9.30p.m.)

全期學費：$2,500（共十講）

SE 09-059-28-01

開課日期：2000年3月6日起逢星期一
及 時 間　6:30-9:30p.m.(共十講)

SE 09-059-28-02

開課日期：2000年5月29日起逢星期二
及 時 間　6:30-9:30p.m.(共十講)

SE 09-071-06-01
課外活動主任訓練課程
Management Course for Extra-Curricular Activities Masters

查詢電話：2975 5685

本課程只適合中學課外活動主任或有關老師，為他們提供有關的專業訓練。內容分三部份：一般行政管理知識，學生管理的一般原理，及在本港中學擔任課外活動主任的方法及技巧。

(名額三十人)

(本課程與香港課外活動主任協會合辦)

講　　師：田志強先生 香港課外活動主任協會主席
曾永康先生香港課外活動主任協會副主席

開課日期：2000年3月1日起逢星期三
及 時 間　6:15-7:45p.m.(共十講)

地　　點：另行通知

全期學費：$750

SE 09-072-07-01
資優教育—優質教育的借鏡
Gifted Education - A Reference to Quality Education

查詢電話：2975 5685

本課程從香港教育歷史發展的角度去分析資優教育在現今社會的重要性。並通過介紹當今世界重要的資優理念去探討其對我們在香港推行優質教育的啟示。並就資優教育下列幾個方面作闡述，以作為當前我們在香港推行優質教育的借鏡：一、邏輯思考，情緒智能與創造力訓練；二、資優教育的策略及教學模式用以解決學習上的個別差異及提高自學能力；三、多元智能學說與發展學生的不同潛能。

（名額二十五人）

講　　師：李倩玲女士 *MIL(Lond.), Cert.Ed., M.Ed.(HKU)*

開課日期：2000年2月22日起逢星期二
及 時 間　8:00-9:30p.m.(共八講)

地　　點：另行通告

全期學費：$600

SE 09-059-29-01
小學數學教學的探討
Investigation on the Teaching of Primary Mathematics

查詢電話：2975 5685

本課程的目的是希望幫助教師深入了解小學數學的新趨勢；認識學生學習時所面對的困難及研究有效的教學方法。課程包括：研究數學教育在未來的教學目的及要求；研習及分析有關「數」及「圖形與空間」的有效教學方法；試驗如何應用資訊科技於小學數學教學中。上課形式包括講課、討論及活動。

（名額二十人）

導　　師：張志傑先生 *B.Ed.(Maths.)(Hons.), M.Ed.(Maths.)(HKU)*
馮德芳小姐 *B.Ed.(Maths.)(Hons.) M.Ed.(Maths.)(HKU)*

開課日期：2000年5月20日起逢星期六
及 時 間　1:30-4:30p.m.(共六講)

地　　點：香港大學邵仁枚樓２０１室

全期學費：$1,300

Journalism & Communication 新聞及傳播學

TEL 電話 : 2975 5725 FAX 傳真 : 2858 3403

AWARD-BEARING AND PROFESSIONAL PROGRAMMES • 學歷及專業資格課程

SE 15-108-00 (91)
Postgraduate Diploma in Public Relations
(Subject to approval)



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.

It 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.

Applicants have to submit Chinese and English writing samples and will be short-listed for interview. Special consideration will be given to non-degree holders with relevant experience. Applicants are expected to possess basic computer skills.

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.;

Dr. King Cheng, Assistant Director for Media Relations, Office of Public Affairs, The Hong Kong University of Science & Technology.

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.

(Enrolment is limited to 50)

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 newcomers to PR. Its five modules 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)

Venue
SPACE Tsim Sha Tsui Learning Centre

Date & Time
Saturdays, 2:30-5:30p.m., starting 18 March 2000 (64 sessions)

Fee
$28,000, payable in two instalments. Details will be announced upon admission.

Closing Date for Application
19 February 2000

SE 15-101-00 (92)
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	(8 meetings)
Module 2 Introduction to Public Relations	(6 meetings)
Module 3 Media and Publicity	(6 meetings)
Module 4 Corporate Communication	(4 meetings)
Module 5 Marketing Communication	(4 meetings)
Module 6 Public Relations Evaluation and Research Methods	(6 meetings)
Module 7 Presentation of Public Relations Projects	(4 meetings)

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
- University/Post-secondary graduates;
- level with a minimum of one year's relevant job experience.

Venue : Admiralty Learning Centre

Date & Time: Tuesdays 7:30-10:00 p.m., starting 14 March 2000

Fee : $3,850

Duration : There will be 38 weekly meetings with a total contact time of 95 hours.

SE 15-107-00 (91)
Certificate in Journalism for English Media

NEW 新

Introduction
This course is designed to produce journalists with basic knowledge and training that will enable them to work in English media. It is suitable for:

- anyone who wants to join the field without any relevant experiences;
- anyone who wishes to improve their skills after several years working as a journalist;
- anyone who has frequent dealings with the news media.

Aims
The aims of the course are:

- to train professional journalists to work for English media in Hong Kong and the region;
- to give aspiring journalists and people who deal with the news media a theoretical grounding and a practical professional training in journalism;
- to give working journalists enhanced skills and an awareness of the latest technological developments and their impact on the future of media.

Entry Requirements
Applicants should 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.

Teaching Mode
Module 1 will be taught in lectures and seminars, while module 2 will mainly consist of writing workshops. Study will be supported by reading rights at HKU Main Library, the cost of which is included in the course fees.

Assessment
Students will be assessed by assignments (50%) and examinations (50%).

Award
On successful completion of the course, participants will be awarded the SPACE Certificate in Journalism for the English Media.

Course coordinator & tutors
- Chan Yee Hon *Teaching Consultant, SPACE*
- Donald Lyons *BA (Journalism) (Ryerson Polytechnical)*
- Choi Hak Kin *BA (CUHK), chief Editor, Hong Kong Telecom IMS*
- Wong Hin Lei *Barristeratlaw*
- Yoichi Shimatsu *BA (Purdue University)*

Medium of instruction
English

Application Procedure
Completed application forms with copies of qualifications and application fee should reach the School on or before 18 February 2000.

(Enrolment will be strictly limited to 35)

Course Structure
The elements of the course are:

Module 1: Issues in Journalism (16 sessions, 40 hours)

- Legal and Ethical Issues (6 sessions. 15 hours)
- Social Impact of Mass Media (5 sessions. 12.5 hours)
- News and New Media (5 sessions, 12.5 hours)

Module 2: News Reporting and Writing (16 sessions, 40 hours)

- News Writing and Reporting (6 sessions, 15 hours)
- Copyediting (5 sessions, 12.5 hours)
- Feature Writing (5 sessions, 12.5 hours)

Venue : To be announced later.

Date & Time : Fridays, 7:00-9:30p.m., starting March 17, 2000

Tuition Fee : $6,400



SE 15-102-00 (92)
專業及廣告攝影證書課程
Certificate Course in Photography for Professionals & Advertising

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：2000 年 3 月 2 日起逢星期四
及 時 間　7:30-9:30p.m.(共二十講)

學　　費：$2,850

報名日期：2000 年 2 月 19 日

本課程適合已修讀四十小時課程的學員作深造進修，本學院有權挑選合資格的申請者入學。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。

(名額十二人)

專業及廣告攝影課程（初級班）
Photography for Professionals & Advertising - Basic Course

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：$1,200

SE 15-043-12-03

開課日期：2000 年 3 月 6 日起每星期一
及 時 間　7:30-9:30p.m.(共十講)

SE 15-043-12-04

開課日期：2000 年 3 月 7 日起每星期二
及 時 間　7:30-9:30p.m.(共十講)

SE 15-043-12-05

開課日期：2000 年 3 月 8 日起每星期三
及 時 間　7:30-9:30p.m.(共十講)

本課程適合一般對攝影有興趣，有志於晉身「職業攝影」人仕選讀。課程中理論與實習並重。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)

專業及廣告攝影課程（中級班）
Photography for Professionals & Advertising - Intermediate Course

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：$1,290

SE 15-043-16-03

開課日期：2000 年 5 月 29 日起每星期一
及 時 間　7:30-9:30p.m.(共十講)

SE 15-043-16-04

開課日期：2000 年 5 月 30 日起每星期二
及 時 間　7:30-9:30p.m.(共十講)

本課程適合具有攝影基礎人仕修讀（修讀初級班優先取錄）。課程著重介紹商業攝影技巧及方法，如晉身攝影助手、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)

SE 15-042-08-02
雜誌編輯
Magazine Editing

講師/導師：吳萱人先生
資深報刊編輯、出版人

地　　點：香港大學梁銶琚樓LG101室

開課日期及時間：2000年2月25日起每星期五 7:15-9:15p.m.(共七講)

學　　費：$500

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，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。

SE 15-043-19-02
電腦輔助美術設計
Computer-aided Design with Personal Computers

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：金鐘海富中心S17室

開課日期及時間：2000年5月5日起每星期五 7:15-9:15p.m.(共六講)

學　　費：$300

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)的工作環境及其操作；電腦字形系統的應用；Corel Draw的應用；Picture Publisher的應用；及輸出的過程及其質量控制。

(名額三十人)

SE 15-043-02-01
電影及錄影藝術欣賞：理論研討
Film & Video: Art Appreciation

講師/導師：黎秋華先生
Executive producer at R.T.H.K.

講授語言：粵語為主

地　　點：北角友邦廣場808室(三月四日至四月十五日) 北角城6室(四月二十九日至五月六日)

開課日期及時間：2000年3月4日起每星期六 2:30-5:30p.m.(共九講)

學　　費：$820

本課程著重以不同的角度去探討一部電影的各個層面，內容包括：

一、歷史與技術演變的關係；二、敘事形式與非敘事形式；三、時空交錯的場面調度；四、語言、映象與聲音的表達；五、電影與文學

課程除講授外，並輔以影片及電視錄影作參考觀賞，適合一般對電影及錄影有普遍程度認識的人仕參加。

(名額三十四人)

SE 15-043-09-01
錄影製作室
Video-making Workshop

講師/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

地　　點：金鐘海富中心三樓S10室

開課日期及時間：2000年5月20日起每星期六 2:30-5:30p.m.(共九講)

學　　費：$820

本課程完全著重實習，內容包括：

一、故事大綱；二、題材討論；三、劇本編寫；四、角色選取；五、工作崗位；六、實地拍攝(燈光/收音/攝影/演戲)；七、美術字幕；八、剪輯實習；九、配音配樂。

各學員可親手完成一部作品，由實戰中吸收寶貴的製作經驗，對照理論，反思原理，做到理論與實際互相配合，歡迎對電影藝術及電影製作過程有興趣人仕參加。

(名額廿四人)

SE 15-042-03-02
聲藝與口才
The Art of Expression

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：香港大學本部大樓一樓M151室，（3月24日至4月28日）明華綜合大樓Z-S325（5月5日至5月29日）

開課日期及時間：2000年3月24日起每星期五 6:30-9:00p.m.（共八講）

學　　費：$560

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，產生具感染力，而達到悅耳傳神，聲情並暢的境地，那就有賴於口才的訓練，運聲技巧的掌握，語調情感的控送，以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）

SE 15-043-04-02
廣告學與市場管理
Advertising in Marketing Management

講師/導師：麥宗榮先生

地　　點：石硤尾教學中心303室

開課日期及時間：2000年4月6日起每星期四 8:00-9:30p.m.（共八講）

學　　費：$450

廣告的作用在於商品的推銷以至市場的推廣，所以廣告與市場管理是關連的。本課程首先介紹市場管理的重要性，消費者的心理與市況，工商機構中的銷售策略；繼而講授廣告學的各門知識。內容包括：

- 廣告策劃，如製作過程，宣傳目的與市場目標；
- 廣告媒介，如策略、電視、報紙、廣播、雜誌、郵遞、推銷與戶外宣傳等；
- 廣告創作，包括撰稿、編排、印刷、電視與廣播製作、商標、包裝等；
- 廣告管理，包括廣告代理與廣告宣傳計劃的處理。報讀本課程學員請一併報讀接續的「廣告研習班」。

（名額三十六人）

SE 15-043-05-02
廣告研習班
Advertising Workshop

講師/導師：麥宗榮先生

地　　點：石硤尾教學中心304室

開課日期及時間：2000年6月15日起每星期四 8:00-9:30p.m.（共十二講）

學　　費：$620

本課程座談及實習方式，讓學員認識廣告業務之實際作業過程，藉以培育廣告人材，提高專業水準。

課程內容將就指定課題，先行提供實例資料，繼而引導學員分組進行研討、實習，以制訂綜合的作業計劃書。學員必要時可於堂外自行磋商及彙集資料。製訂的作業計劃書，必須由各小組在堂上陳述，另邀請資深廣告業人士現場評論。

本研習課程特為廣告業及相關行業之基層及中層從業員而設。申請者必須對廣告業有基本認識，具一年廣告工作經驗；曾選修「廣告學與市場管理」課程者，優先取錄。

（名額二十四人）

SE 15-043-18-02
Concept Mapping Application in the 21st Century

Tutor : Anthony Chan
CTT, DRS, BSc, MSc, MA(Ed), MA (ClinPsy), PhD

Date & Time: Wednesdays, 7:00-9:30pm, starting 8 March, 2000 (6 meetings)

Venue : Meng Wah Complex, RmZ-S723, HKU Main Campus

Fee : $540

Closing Date for Application : 23 February 2000

The importance of concept mapping as a cognitive tool has become more and more prominent in the last ten years in the Western world. Front-line intellectual, managers, politicians and professional are using this strategy to assist them in their day-to-day operation. 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 on how it has assisted him in learning acquisition, lecturing, administration, planning, reading, problem solving, data storage, case analysis and synthesis with extreme 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 complex data and at short notices.

Reference: Buzan T., The Mind Map Book (London; BBC Publishing 1995)

Medium of Instruction: Cantonese, supplemented with English.

(Enrolment is limited to 20)

SE 15-042-14-01
Advanced Business Communication and Presentation Skills Workshop

NEW 新

Tutor : Mr. Fung King Tak
BSc (HK), PCLL(HK), LLM (HK)

Venue : SPACE HKU Campus

Date & Time: Saturdays, 9:30 a.m.-5:30p.m. 19 February & 4 March 2000 (2 meetings)

Fee : $1,500

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 his communication and presentation skills is welcome.

Medium of Instruction: Cantonese, supplemented with English.

(Enrolment is limited to 30)



Giving effective presentations is an indispensable part of being a successful manager or member of a profession.

Politics & Public Administration 政治及公共行政

TEL 電話 : 2975 5691 FAX 傳真 : 2858 3403

Lecturer-in Charge: Dr. Jesucita Sodusta

SE 25-060-01-01
Social Science Research Method

NEW 新

To introduce the basic principles of social sciences research and the main research techniques in both quantitative and qualitative researches. This course will also help students develop their analytic problem solving ability and improve their skill in writing a research proposal and report. Course content includes the philosophical foundation of social sciences research; methodological foundation of social science research; quantitative research methods in social science and qualitative research methods in social science.

Medium of Instruction
Chinese, supplemented with English.

Tutor : Dr Lui Kwok-man

Date & time: Saturdays,4:00pm - 6:00pm, starting 4 March 2000 (12 meetings)

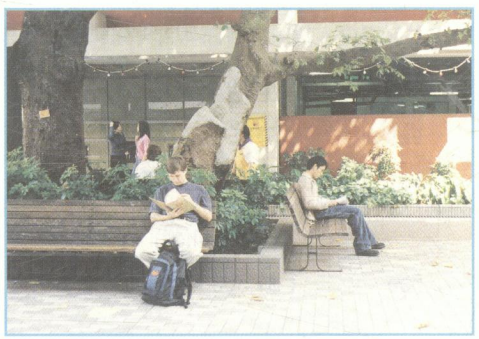
Venue : To be announced

Fee : $750

Psychology 心理學

TEL 電話 : 2975 5655 FAX 傳真 : 2858 8472

AWARD-BEARING AND PROFESSIONAL PRORGAMMES • 學歷及專業資格課程



SE 26-101-00 (91)
Certificate in Youth Counselling

Objectives
This programme is designed to provide a theoretical foundation and practical experience in youth counselling for human service personnel such as teachers, youth workers and allied health professionals who work directly with youths. The course will also provide a good basis for those who intend to undertake further studies in counselling for full professional qualifications.

Entry Requirements
Applications will be considered from all human service personnel who work directly with young people. The course will be limited to a maximum of 40 students.

Assessment and Awards
Successful completion will be dependant upon a minimum attendance of 80%. Assessment consists of both written assignments and practical work. Students must pass all areas of assessment for the award of the Certificate.

Content

- **Sensitivity Training (15 hours)**
  Full-day workshops on personal growth and development where it is hoped that participants will develop better self-awareness and sensitivity .
- **Human Growth and Personality Development (30 hours)**
  An overview of major theories of personality development with an emphasis on their application to understanding effective human functioning over the life-span; study of the range and complexity of human behavior and states of development from the healthy personality to psychopathology.
- **Psychology of Adolescent Development (30 hours)**
  Development changes in adolescence considered from a systems perspective, with the person, the environment, and behaviour interacting over time. Topics include: methodological issues in studying adolescent development; changes in adolescent cognitive and intellectual functioning; and personality and social development in adolescence.
- **Counselling Psychology (30 hours)**
  An introduction to the basic concepts, theories and skills in counselling. Models covered include behavioral, cognitive, psychodynamic, humanistic, existential and family, with special reference to their application in counselling youth and adolescents.

Duration
20 March 2000 - Early March 2001 (about 160 contact hours)

Tutors
Alex C.W. Lo *Ph.D. (Clin.Psy.), Ed.D. (Counselling/ Ed.Psy.) (Co-ordinator)*

Ms. Mimi Yiu *M.A. (Counselling Psy.)*

Simon K.K. Chow *M.A.(Ed.), P.D. (School Psy.) and Guest Lecturers*

Medium of Instruction
Cantonese, supplemented with English.

- Practicum (40 hours)
  Students will be divided into small practicum groups. These groups will meet regularly for 10 sessions to learn and practise micro counselling skills through skills demonstration, exercises, and role plays in simulated situations.
- Topical Issues in Youth Counselling (15 hours)
  This module will discuss topical areas such as adolescent suicide, stress management, substance abuse, sexuality and health related issues.

Date & Time
Mondays, 6:30 p.m.-9:30 p.m., starting 20 March 2000 (47 meetings)

Venue
Room 202, SPACE Shek Kip Mei Learning Ctr

Fee
$9,900

Closing Date for Application
25 February 2000

Special enrolment forms will be available on request.

SE 26-104-00 (91)
書法心理及書法治療基礎證書課程
Certificate Course in Chinese Calligraphy Therapy

NEW 新

課程宗旨
本課程專為對中國書法及心理治療有興趣之人士而設，亦歡迎醫生，保健、康復工作者，特殊教育、兒童教育及心理工作者和一般家長報讀，主要介紹中國書法的心理科學在近二十年的研究成果及如何應用中國書法於各種心理治療。

除四個主要科目外，本課程會要求學員進行「專題研究」。學員可選擇一項跟課程有關的題目做深入的研討，包括參觀及訪問有關專業人員，老人中心、醫院、特殊學校等機構。完成課程習作及「專題研究」，上課出席率不少於八成，將獲頒發證書。

入學資格
申請者需具備大專程度，或中學會考合格並擁有兩年在職相關行業之工作經驗。

畢業證書
課程結束後，學員若能符合下列條件者，獲頒發證書：

一、上課出席率不少於八成；

二、完成課程習作及「專題研究」，並獲得六十分合格分數。

報名手續
申請者須於2000年2月19日前，將申請表格連同六千元支票及學歷證件副本，寄回「香港大學專業進修學院（書法心理及書法治療基礎證書課程）主任」收。

教學語言
普通話輔以粵、英語。

(名額三十人)

課程內容
本課程共有四個主要科目，包括：

一、 心理治療及實務(30小時)：主要提供一些基本的心理學知識及簡介心理治療之理論。選講範圍包括：一、心理學導論；二、心理治療源流及理論(一)；三、心理治療理論(二)；四、心理治療理論(三)。

二、 書法歷史及技法(9小時)：旨在使學員對中國書法歷史有基本認識，並能掌握中國書法書寫技巧。內括包括一、中國書法歷史及歷代書法家簡介；二、中國書法書體簡介及作品分析；三、中國書法技法：楷書及行書；四、中國書法技法：篆書及隸書；五、中國書法創作。

三、 書法心理學(21小時)：簡介中國漢字之視覺特徵理論與書法書寫，並講解書法操作對人之生理及認知方面的影響。講授範圍包括：一、傳統文獻；二、學術文獻；三、漢字視覺特徵與書法書寫；四、書法心理：藝術心理；五、書法的生理活動；六、書法之認知活動。

四、 書法心理治療(21小時)：介紹書法治療在各種不同疾病上的療效及保健作用。內容包括；一、書法治療之理論及實証研究；二、兒童行為矯正；三、情緒調節；四、精神疾病；五、認知障礙；六、身心疾病。

導　　師：高尚仁教授
　　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3月13日至10月30日
　　逢星期一 6:30-9:30p.m.

地　　點：統一中心十二樓 UC-4 室

全期學費：$6,000

SE 26-061-01-02
心理學導論(一)
Introductory Psychology I

導　　師：陳永昌博士
香港大學心理學榮譽教授

開課日期：2000年2月23日起逢星期三
及 時 間：7:50-9:20p.m.(共十二講)

地　　點：香港大學明華綜合大樓702室

全期學費：$750

在過去數十年來，一般人對心理學的興趣都不斷加增，為使學員對心理學有基本認識，特別提供心理學導論課程，整個課程將分為兩部份，第一部份介紹普通心理學的綱要，而第二部份則集中研讀社會心理學。

心理學導論（一）內容包括：心理學之概念，源流及派別；學習的理論和歷程，記憶與遺忘；動機的性質，生理及心理的動機；感覺與知覺等。

（名額二十五人）

SE 26-061-02-02
心理學導論（二）
Introductory Psychology II

導　　師：陳永昌博士
香港大學心理學榮譽教授

開課日期：2000年2月23日起逢星期三
及 時 間　6:15-7:40p.m.(共十二講)

地　　點：香港大學明華綜合大樓702室

全期學費：$750

此課程乃心理學導論（一）之延續，其目的為使學員對普通心理學有進一步的認識，而其內容則著重社會及文化對個體行為之影響。

課程綱要：自然環境，文化背景及社會結構對心理發展及思想的影響；觀念之形成和改變；個性之偏差與異常行為；領袖和領導；偏見之形成；現代都市生活及稠密之人口對行為之影響等。

曾修讀「心理學導論（一）」者將獲優先取錄。

（名額二十五人）

SE 26-044-01-02
認識及培養在工作上的情緒智能
Understanding and Developing Emotional Intelligence in the Work Place

導　　師：李穎明女士
機構心理學家，臨床心理學家

開課日期：2000年2月22日起逢星期二
及 時 間　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

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）

SE 26-044-02-02
性格的透視與發展
Understanding and Developing Personality

導　　師：劉錦麟博士

開課日期：2000年3月16日至4月20日
及 時 間　及5月4日至6月8日逢星期四
6:00-8:00p.m.(共十一講)

地　　點：石峽尾教學中心404室

全期學費：$990

每個人的思想、情緒、行為、人際關係等各方面都很受他的性格所影響。這課程是特別為那些希望更加認識自己及別人的性格的人士而設，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，參加者定須上足十一課。參加者應具有中五或以上程度。

（名額二十五人）

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。它能否發揮出應有的性能表現，全憑駕駛者的操控技巧。創意的潛質亦如同汽車的引擎馬力，我們可否靈活運用自如，創出天馬行空的新意念，那務要懂得「創意思考」的技巧方法。縱使你只得四兩，如能用得其所，也可撥動千斤！

本課程旨在令學員享受及領略創意思考的法則。透過不同的遊戲與活動，啟發學員靈活善用思考，並檢視自己是如何運用創意思考。

課程內容包括：(甲)五種認知能力訓練：一、流暢力(Fluency)產生大量構想的能力；二、變通力（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 26-044-03-02

開課日期：2000年3月19日及26日星期日

及 時 間　9:30a.m.-1:00p.m.及 2:00-5:30p.m.(共二講)

SE 26-044-03-03

開課日期：2000年5月14日及21日星期日

及 時 間　9:30a.m.-1:00p.m.及 2:00-5:30p.m.
(共二講)

SE 26-061-14-02
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、其成因及處理方法。範圍包括「正常」和「異常」的概念，兒童及青少年的心理發展及問題，成年人的心理發展，日常生活的壓力，精神病及異常性行為，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 3 月 29 日起逢星期三

及 時 間　6:15-7:45p.m.(共十二講)

地　點：統一中心十二樓 UC-4 室

全期學費：$800

SE 26-061-08-02
Introduction to Dream Analysis

The purpose of this course is to introduce the basic theories and skills of dream analysis and the therapeutic approaches and techniques in dreamwork.

Topics to be covered include: Historical perspective and most current relevant literature of sleep and dreaming; Freud's, Jung's, Perls' Gestalt & Faraday's theories of dreamwork; Modern model of dreamwork; Principles of symbolic interpretation; Dream language; Advice for counsellors when working with parents of children who have night terrors; Structuring group feedback; Dreamwork techniques for working in groups; Skills in remembering and recording dreams; Dreams in psychotherapy; and Dreams in the Bible.

The course will be appropriate for school guidance teachers, mental health professionals, physicians, nurses, counsellors, and any other helping professionals.

Medium of Instruction: Cantonese, supplemented with English.

(Enrolment is limited to 20)

Tutors : Experienced clinical psychologists

Date & Time: Fridays, 8:00 p.m.-9:30 p.m., starting 3 March 2000 (10 meetings)

Venue : Room UC-4, 12/F, United Centre

Fee : $850

SE 26-044-05-02
Effective EQ Programmes for Adolescents and Youth

Tutor : Simon K.K. Chow
M.A.(Ed.), P.D.(School Psy.)

Date & Time: Saturdays, 9:00 a.m.-1:00 p.m., starting 4 March 2000 (5 meetings)

Venue : Room S13, SPACE Admiralty Learning Centre

Fee : $990

On completion, participants should:

- have a sound theoretical base for EQ training;
- understand the principles and strategies of EQ programmes;
- design effective programmes and activities for EQ training and
- acquire the tactics and skills in 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 who work with adolescents and youth, such as social workers, counsellors and teachers.

Medium of Instruction: Cantonese, supplemented with English.

(Enrolment is limited to 30)

SE 26-063-03-02
ADHD Attention Deficit Disorder with Hyperactivity

Tutors : Alex C.W. Lo, *Ph.D.(Clin.Psy.), Ed.D.(Counselling/Ed. Psy.) and Guest Lecturers*

Date & Time: Saturdays, 2:30 p.m.-5:30 p.m., starting 3 June 2000 (5 meetings)

Venue : Room UC-4, 12/F, United Ctr

Fee : $800

ADHD is a medical and psychological condition that affects attention, concentration, and impulse control. Eventually, parents and teachers with no training will give-up and ADHD/ADD children will not improve at all. This course is designed to help: (1) parents and teachers to i) identify ADD; ADHD; and Non-ADD/ADHD; ii) understand the most recent findings of ADHD & ADD; iii) apply effective counselling and parenting skills for ADD/ADHD; (2) clinicians and helping professionals to i) diagnose ADD & ADHD; ii) acquire more individual and group multimodel therapeutic skills; iii) case management skills; and iv) monitor stress management workshops for clinicians and parents.

This course will be conducted bilingually, and 5 lectures with video tapes and discussions will be held. Role-plays will also be arranged as needed.

Medium of Instruction : Cantonese, supplemented with English.

(Enrolment is limited to 20)



SE 26-061-15-02
Understanding and Handling Specific Learning Difficulties

Specific Learning Difficulties/Disorders (SLD), occurs in a child of average or above average intelligence, and 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 satisfactory relationship with them. The purpose of this course is to : 1. identify the Specific Learning Difficulties or Disorders in reading, writing, spelling, arithmetic, and languages (comprehension & expression); 2. enhance the improvement in SLD children in terms of their attention, concentration, competence, impulse control, persistence, and sensory integration; 3. improve SLD children's cognitive functioning and emotional status; and 4. enhance the relationship among children, parents, clinicians, and teachers.

This course will be conducted bilingually and 12 lectures with some cases discussion and site visits in HK or China will also be used as a learning unit.

(Enrolment is limited to 20)

Tutors : Experienced Educational Psychologists

Date & Time: Fridays, 6:30 p.m.-8:00 p.m. starting 3 March 2000 (12 meetings)

Venue : Room UC-4, 12/F, United Centre

Fee : $950

SE 26-061-19-01
Workshop on Understanding and Treating Child Molesters

NEW 新

The increase in the reported sexual abuses in Hong Kong certainly is an alarming sign, which requires more societal attention.The present workshop aims at enhancing participants' understanding of the formation of sex offending behaviour against children from a psychological perspective. Child molesters' emotional world, belief system, personality traits and deviant sex arousal pattern will be discussed. The latest psychological treatment in helping them to stop their abusive behaviour will also be introduced. The workshop will equip the participants with sensitivity and basic skills in providing effective help to the child molesters. It is designed for helping professionals whose clientele includes child molesters.

Medium of Instruction: Cantonese, supplemented with English.

(Enrolment is limited to 25)

Tutors : Ms. HUI Shuk-han, Judy
(M.Sc., Clinical Psychology)
Ms. LAM Sau-fong, Sarina
(M.Phil., in Clinical Psychology)
Ms. MAK Wai-ming, Vivian
(M.Soc.Sc., Clinical Psychology)
PAU Wai-ho, Charles
(M.Soc.Sc., Clinical Psychology)

Date & Time : Saturday, 9:30 a.m-1:00 p.m. & 2:00 p.m.-5:30 p.m., 18 March 2000 (1 meeting)

Venue : Room G01, Shek Kip Mei Learning Centre

Fee : $400

SE 26-061-18-01
Treating Disorders of Personality

NEW 新

As helping professionals, we are trained to believe that we can intervene and in so doing we can help our clients to become more independent, a better parent or spouse, or more functional in the society.

In recent years, those clients who fail to develop a stable, cohesive and independent self have become the target of psychotherapeutic interventions because effective treatments have been formulated. This is an introductory course that aims at providing a general overview of object relations and self psychology approaches in the treatment of individuals with disorder of personality. Topics to be covered are: (1) introduction to disorders of personality, (2) introduction to object relations theories, (3) introduction to self psychology theory, (4) psychotherapeutic interventions: goal setting, treatment focus, empathy, confrontation, transference, countertransference issues, and (5) therapist as a victim.

This course will be conducted in Cantonese and English. Format of the course includes lectures, video-tapes, role-plays and discussions. Some basic knowledge in counselling or psychotherapy is needed. The course will be appropriate for psychologists, physicians, social workers, nurses, counsellors, and other mental health professionals.

(Enrolment is limited to 20)

Tutor : TSANG Hing-pui, Michael
Ph.D.(Clinical Psychology), C.Psych.(Ont.), C.Psychol (HKPS)

Date & Time: Tuesdays, 6:00 p.m.-7:55 p.m., starting 14 March to April 11 & April 25 to 16 May, 2000 (8 meetings)

Venue : Room 403, Shek Kip Mei Learning Centre

Fee : $900

SE 26-063-04-03
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. In the past few thousand years, people's interest in Chinese calligraphy has never 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 twenty 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 calligraphy;
- Chinese calligraphy and health care;
- Chinese calligraphic therapy. The last two topics will embody 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 30)

Tutor : Professor H.S.R. Kao *Ph. D. (Wisconsin), Chair of Psychology, The University of Hong Kong and Guest Lecturers*

Date & Time: Thursdays, 6:30 - 9:30 p.m., on 8,15 & 22 June 2000 (3 meetings)

Venue : Room UC-4, 12/F, United Centre

Fee : $300

SE 26-061-17-01
Introduction to Psycho-Linguistics

NEW 新

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: Wednesdays, 7:35-9:15p.m., starting 8 March, 2000 (8 meetings)

Venue : Room 202, Shek Kip Mei Learning Centre

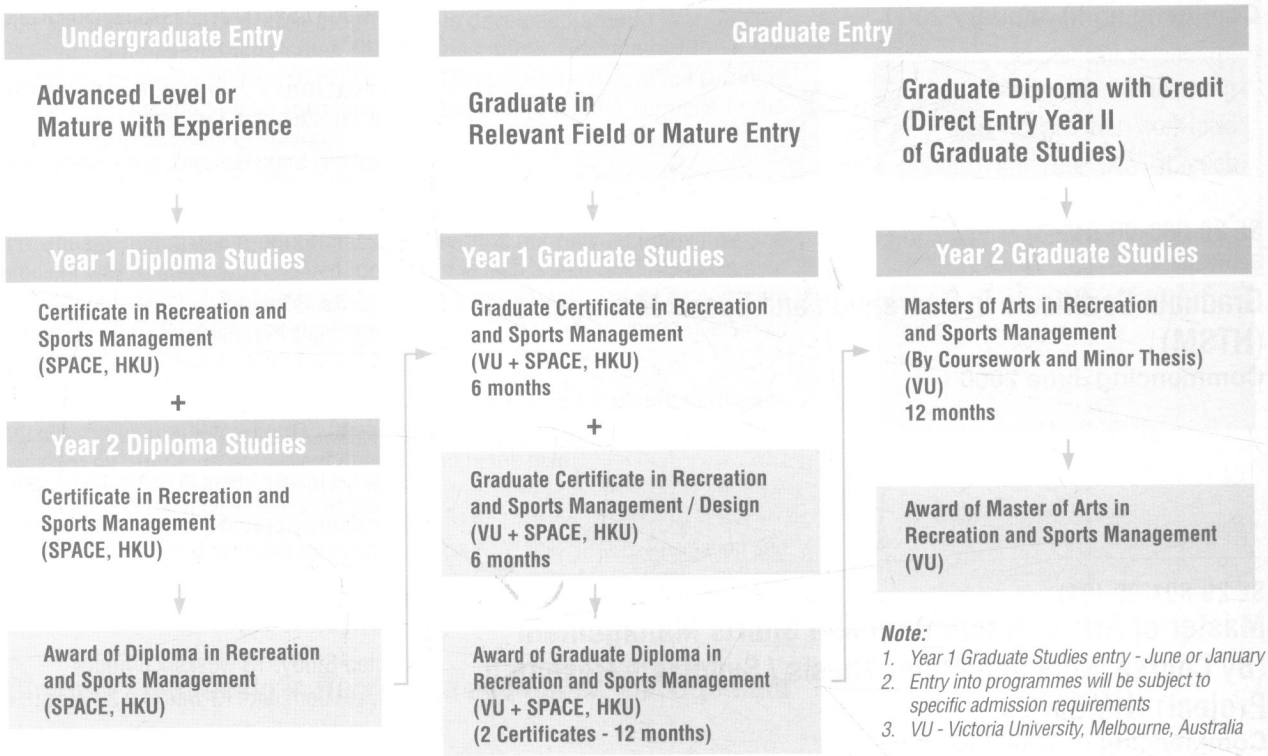
Fee : $800



Recreation & Sports Management 康樂及體育管理

TEL 電話 : 2975 5726 FAX 傳真 : 2858 8472

Pathways to Graduate Studies in Recreation and Sports Management offered by SPACE and Victoria University – Melbourne, Australia



Note:

1. *Year 1 Graduate Studies entry - June or January*
2. *Entry into programmes will be subject to specific admission requirements*
3. *VU - Victoria University, Melbourne, Australia*

Master of Arts / Graduate Diploma / Graduate Certificates in Recreation and Sports Management

VICTORIA UNIVERSITY
(Melbourne, Australia)

Introduction

The course is designed to optimise the employment opportunities of graduates and to ensure the ongoing development and acquisition of professional skills, attitudes and knowledge in a variety of recreation and sport settings in private or public organisations.

Structure

The structure allows for multiple options of entry and exit according to professional and personal study needs. This part-time course contains both discrete and sequential modules, and is structured in such a way that students undertaking the Master of Arts (by Course Work and Minor Thesis / Syndicate Research Project) will first complete the Graduate Certificate in Recreation and Sports Management, and the Graduate Certificate in Recreation and Sport Management/ Design. Together these two qualifications will constitute the Graduate Diploma in Recreation and Sports Management and will require two semesters of study. The second year, leading to the Master of Arts, will include Directed Study, Graduate Seminar and Minor Thesis or Syndicate Research Project, on an approved aspect of Recreation or Sports Management to complete the sequence of studies.

Content

Each Graduate Certificate includes 4 subjects offered as 13 sessions of 3 hours' duration (except in the case of the Professional Practicum) and students will need to attend class for an average of 9 hours per week.

Graduate Diploma in Recreation and Sports Management (HGSM)

SE 29-805-00-91
Semester I

Graduate Certificate in Recreation and Sports Management/ Design (HTRS)
Commencing in January 2000

Subjects Offered
Recreation / Sport Professional Practicum

Recreation / Sport Facility Management and Design

Recreation / Sport Programme Administration and Delivery

Recreation / Sport Research and Investigation

SE 29-803-00-91
Semester II

Graduate Certificate in Recreation and Sports Management (HTSM)
Commencing 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 29-801-00-(91)

Master of Arts in Recreation and Sports Management (By Course Work and Minor Thesis / Syndicate Research Project) (HMSM)
Commencing in July 2000

Candidates do not attend classes but meet with an appointed supervisor on a regular basis.

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.

Closing Dates for Application
Graduate Certificate in Recreation and Sports Management/ Design - 10 December, 1999

Graduate Certificate in Recreation and Sports Management - 6 April 2000

Master of Arts in Recreation and Sports Management - 6 April 2000

All late applications will be considered.

Medium of Instruction
English

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 classes will be held in the evening (6:45 p.m. - 9:45 p.m.), or occasionally at weekends, at SPACE Admiralty Learning Centre classrooms or The University of Hong Kong, Main Campus.

Commencement Dates
Graduate Certificate in Recreation and Sports Management/ Design - 10 January 2000

Graduate Certificate in Recreation and Sports Management - 19 June 2000

Master of Arts in Recreation and Sports Management (Year II) - 30 June 2000

Fee

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 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.

Bachelor of Arts degree in Work Based Learning Studies- BA (Hons) Recreation and Sports Management

(Subject to approval)

NEW 新

In conjunction with the National Centre for Work Based Learning Partnerships (NCWBLP), School of Lifelong Learning and Education, Middlesex University (MU), England.

This Bachelors of Arts degree programme is developed around Work Based Learning Studies methodologies and theories and is designed to meet the continuing professional development needs of people who will be or are currently delivering recreation and sports programmes and providing services to the community in a variety of settings.

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. It is not only an innovative and efficient way to study work related topics, but is also a field of study in it's own right which is of value for the learner wishing to develop their career in recreation and sport. This is a modular programme in which the modules allow professional development without leaving the workplace.

Initially this programme of studies is designed for candidates who have successfully completed the Diploma in Recreation and Sports Management awarded by SPACE, or equivalent qualification in the field.

Planned to commence in March 2000.

Further information is available by writing to Miss K. Y. Lee, SPACE, Recreation and Sports Management Section, 8/F., T. T. Tsui Building, University of Hong Kong, Pokfulam Road, Hong Kong. Tel: 2975 5726 Fax: 2858 8472 (Specify which programme).



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.

Diploma / Certificate in Recreation and Sports Management

Introduction

SPACE offers a Certificate/ Diploma programme in Recreation and Sports Management developed for people currently working in sports administration or those who wish to pursue a career in the management of leisure services. The course is built on a modular system with each subject area designed to introduce participants to the range of skills and practices normally required in a management situation. Upon 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

A two year part-time programme commencing in April 2000. 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.

Content

Each year of study comprises 6 modules with each module requiring 20 hours of lectures extending over ten sessions. Classes will generally take place on two weekday evenings (7:00 p.m. - 9:00 p.m.), and occasionally at the weekend. The programme includes teaching and assessment in the following subject areas:

Entry Requirements

Applicants should have a minimum of two passes at Advanced Level and three passes at ordinary level, or equivalent; or be mature age applicants with relevant industrial experience. Proficiency in English is essential and 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 experiences to the classroom and share them with fellow students.

Medium Of Instruction

English

Year I

SE 29-101-01 (91)

Commencing Monday April 24th, 2000

Subjects Offered

- Principles of Management
- Recreation and Sport Administration in Practice
- Basic Accounting and Control
- Fundamentals of Marketing
- Office Administration
- Programming and Promotion in Recreation and Sport

On successful completion, a candidate will be eligible for the Award of the Certificate in Recreation and Sports Management (Part One Diploma in Recreation and Sports Management)

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.

Year II

SE 29-101-02(91)
Commencing in May 2001

Subjects Offered
Human Resources Management
Recreation, Sport and the Law
Strategic Management
Management Skills in Recreation and Sport
Financial Management
Marketing of Recreation and Sport

On successful completion of two years of study a candidate will be eligible for award of the Diploma in Recreation and Sports Management.

Fee
The fee for each year of study in the Diploma in Recreation and Sports Management is currently $18,000. Fees should be paid once the student has received an offer of a place on the course. All fees are reviewed on an annual basis and may be subject to change.

Closing Date for Application
3 March 2000

Master of Arts/Graduate Diploma/ Graduate Certificate in Ageing, Disability and Recreation Management

NEW 新

Victoria University
(Melbourne, Australia)

Introduction
As we enter the 21st century, career opportunities for professionals in the field of ageing, disability and recreation management will continue to experience unprecedented growth and development. As Hong Kong's population of older adults and individuals with disabilities rapidly expands, so will the need for recreation professionals who not only understand the value of leisure to these populations but also possess the skills and knowledge necessary to ensure the provision of positive recreation activities and experiences.

The course is designed to optimise the employment opportunities of graduates and to ensure the ongoing development and acquisition of professional skills, attitudes and knowledge in a variety of recreation settings in which People with Disabilities and the Aged are involved. They may enter private or public organisations leading to careers in the provision and management of recreation in a variety of human service settings.



As we enter the 21st century, career opportunities for professionals in the field of ageing, disability and recreation management will continue to experience unprecedented growth and development.

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. 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 sessions of 3 hours' duration (except in the case of the Professional Practicum) and students will need to attend class for an average of nine hours per week.

Graduate Diploma in Ageing, Disability and Recreation Management

SE 29-812-00 (91)

Semester I

Graduate Certificate in Ageing, Disability and Leisure

Commencing June 2000

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 29-811-00 (91)

Semester II

Graduate Certificate in Ageing, Disability and Recreation Management

Commencing January 2001

SE 29-809-00 (91)

Master of Arts in Ageing, Disability and Recreation Management (By Coursework and Minor Thesis/Syndicate Project)

Planned to commence in July 2001.

Candidates do not attend classes but meet with an appointed supervisor on a regular basis.

Teaching Schedule

All classes will be held in the evening (6:45p.m. - 9:45 p.m.), or occasionally at weekends, at SPACE Learning Centre classrooms 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 - December, 2000

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.

Medium Of Instruction

English

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

Fee

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

SE 29-102-00 (91)
Foundation Certificate in Fitness and Wellness Studies

NEW 新

Introduction
The School of Professional and Continuing Education offers a Foundation Certificate in Fitness and Wellness Studies as a part-time programme in continuing education.

Award
Foundation Certificate in Fitness and Wellness Studies

Career Progression
This is a programme designed to meet the continuing professional development needs of people who will be or are currently delivering fitness programmes to the community and/or individual clients, in a variety of settings. The course is designed to introduce participants to the range of skills and practices normally required in the leadership of Fitness and Wellness activities in facilities such as Clubs, Gymnasiums, Spas, public organisations and other settings.

Philosophy and Aims of the Programme
This course aims to introduce to students to the necessary skills, abilities and knowledge required to undertake fitness and wellness programmes, and to develop an understanding of the necessity to delivery services in a informed, safe, supportive and equitable manner.

Objectives
- Provide an understanding of the concepts of Fitness and Wellness, professionalism and provision;
- Introduce students to the human body, its functions and potential for physical development through a variety of exercise techniques;
- Develop an understanding of client needs, and the interpersonal and facilitation skills required for the effective delivery of programmes.

Entry Requirement
Open entry, but all applicants should normally be over 17 years of age. Proficiency in English is an advantage.

Teaching Mode
Students accepted onto this course should have exhibited an interest or professional expertise in the area. An equal emphasis is placed upon theory and practice. All classes will be conducted by qualified academic and professional staff with relevant experience.

Assessment
The Certificate will be assessed on the basis of assignments and examination for each module.

Medium of Instruction
Cantonese supplemented with English.

Application Procedure
Further information and application forms are available by writing to Miss K. Y. Lee, at 8/F., T. T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong. (Tel: 2975 5726, Fax: 2858 8472)



The course is designed to introduce participants to the range of skills and practices normally required in the leadership of Fitness and Wellness activities in facilities such as Clubs, Gymnasiums, Spas, public organisations and other settings.

Programme Structure
A nine month part-time programme commencing in February 2000. Upon successful completion of the relevant programme students will be awarded a Foundation Certificate issued by SPACE, and it is planned that subsequent courses will provide a pathway to Certificate, Diploma and higher level studies.

Programme Content
This programme of studies comprises 5 modules with each module requiring 20 hours of lectures extending over ten sessions. Classes will normally take place on two weekday evenings (7:00 - 9:00 p. m.), and occasionally at the weekend. The programme includes teaching and assessment in the following subject areas:

- Fitness and Wellness in the Community
- Fundamentals of Anatomy and Physiology
- Biomechanical concepts and application
- Anaerobic and Aerobic training
- Specialist Techniques and Technology in Fitness and Wellness
- English Studies

Fee
$15,000

Closing Date for Application
Friday 14 January 2000

SE 29-075-12-01
Helicopter Flight Theory Course

NEW 新

The Hong Kong SAR Government and airlines based in Hong Kong/Macau have commenced a strategy to localise Helicopter Pilot qualifications. This has resulted in increased opportunties for those wishing to become helicopter pilots.

This short course is designed for people who have a keen interest in learning about the theory behind flying helicopters. Participants will be taught helicopter flight theory, provided guidance about the flight training syllabus, learn about the entry requirements for the 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 Thursday evenings from 7:30p.m. to 9:30p.m.
February 24; March 2, 9, 16, 23, 30; April 6, 13, 20, and 27, 2000.

Venue : SPACE Learning Centre Classrooms

Fee : $1,200



The Hong Kong SAR Government and airlines based in Hong Kong/Macau have commenced a strategy to localise Helicopter Pilot qualifications. 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.

SE 29-075-09-01
Recreation & Sport Programme Administration and Delivery

NEW 新

The course will provide participants with the opportunity to explore the principles of program administration theory and apply the principles in the recreation and sport service delivery sector. Emphasis will be placed upon the experience of participants and will challenge current practices with alternative models of administration and delivery systems.

Medium of instruction: English

Tutor : Mr. Garry Henshall
Sessional Lecturer, Victoria University, Melbourne, Australia.
Mr. Kevin Rushton
Recreation and Sports Consultant lecturer, SPACE.

Date & Time: 13 meetings on weekday evenings from 6:45 p.m. to 9:45 p.m. between **January 10, 11, 13, 14, 20, 31; February 3,14, March 2,6, 7, 9 and 10, 2000

Venue : SPACE Admiralty Learning Centre Classrooms

Fee : $7,625

SE 29-075-10-01
Recreation & Sport Facility Management and Design

NEW 新

The aim of this course is to develop an awareness of the principles of recreation facility design and maintenance in a range of recreation settings; inform participants about maintenance and development processes in the management of facilities; and critique design and maintenance features.

The course will explore the following topics: Needs assessment, the use of standards in design, development of specialised facilities, resource provision and financial management, access and design requirements for specific population groups, safety issues, service delivery, legal issues and maintenance management requirements for a variety of facilities.

Medium of instruction: English

Tutor : Mr. Alan Kemp
Sessional Lecturer, Victoria University, Melbourne, Australia.
Mr. Paul Cheung
Recreation and Sports Consultant lecturer, SPACE.

Date & Time: 13 meetings on weekday evenings from 6:45 p.m. to 9:45 p.m. between **January 24, 25, 27, 28, 31, February 21, 24, 28; March 13,16, 20, 21, 23 and 24, 2000

Venue : SPACE Admiralty Learning Centre Classrooms

Fee : $7,625

SE 29-075-11-01
Recreation/Sport Research and Investigation

NEW 新

The aim of this course is to assist participants to develop a systematic understanding of statistical concepts and their application in the recreation field, enable participants to read, understand and evaluate research, and provide knowledge of research methods so that participants can pursue their own research.

The course will explore the following topics: a review of undergraduate level statistics and methods, statistical concepts, use of statistical packages, use and application of surveys, qualitative and quantitative methods research design and proposal development, and data analysis and presentation.

Medium of instruction: English

Tutor : Mr. Patrick Tsang
Sessional Lecturer, Victoria University, Melbourne, Australia.
Ms. May Wong
Consultant lecturer in research and statistics, SPACE.

Date & Time: 13 meetings on weekday evenings from 6.45 p.m. to 9.45 p.m. between **April 3, 5, 6, 7, 13, 20, 27, May 4, 18, 29, 30; June and 01, 02 2000

Venue : SPACE Admiralty Learning Centre Classrooms

Fee : $7,625

SE 29-094-02-01
營團康樂活動領袖訓練
Camp Leadership Training

NEW 新

本課程是為在工作或服務中需要組織團體康樂營人仕而設。目的在加強學員組織優質營康樂活動，使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；活動質素控制及檢討工作。

（名額：四十名）

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：2000 年 2 月 17 日至 5 月 4 日
及 時 間：逢星期四 7:00-9:00p.m.(共十講)

地　　點：詳細地點另行通告

全期費用：$950

截止日期：2000 年 2 月 3 日

（本課程由團體康樂活動總會贊助）



**These dates are correct at the time of printing but are subject to change.

Social Work & Sociology 社會工作及社會學

TEL 電話 : 2975 5657 FAX 傳真 : 2858 8472

SE 28-102-00 (91)
Certificate in the Foundations of Art Therapy

Objectives
To provide a theoretical foundation and practice orientation in the field of art therapy. It will also provide a good basis for those who intend to undertake further studies in art therapy for full professional qualifications.

Assessment and Awards
Successful completion will depend on a minimum attendance of 90%. Assessment consists of both written assignments and art work. Students must reflect in their work a good understanding of the theory and practice of art therapy for the award of the Certificate.

Entry Requirements
Applications will be considered from all human service personnel who are interested in the field of art therapy. Applicants should have some basic understanding of art therapy before they enrol in this course. The course will be limited to a maximum of 30 students.

Medium of Instruction
English

Tutors
Ms. Judith Moss
Postgraduate Diploma in Art Therapy (Hertfordshire), Registered Art Therapist (H.K.)

Ms. Julia Byrne
M.A. in Art Therapy and Art Education (Florida State)

Venue
Room AD-3, 34/F, United Centre

Meeting Dates
Residential Workshops
25,26& 27 February 2000 (25 hours) and 9, 10, & 11 June 2000 (25 hours)

Full-day Workshops
30 April 2000 (Sunday) (8 hours)
18 June 2000 (Sunday) (8 hours)

Weekly Regular Meetings
Whole class meeting
First meeting-18 February 2000, 6:30-9:30p.m. (Friday)

Last meeting -23 June 2000, 6:30-9:00 p.m., (Friday)

Group A (Friday) : 3 March-2 June, 2000 (12 meetings) 6:30-9:00p.m.

Group B (Monday): 6 March-5 June 2000 (12 meetings) 9:30a.m.-12:00 noon

Group C (Sunday): 5 March-4 June 2000 (12 meetings) 10:00a.m.-12:30 p.m.

Fee
$9,900 (not including art material and residential fees)

Closing Date for Application
28 January 2000

Content

The course offers both classroom teaching and experiential learning, in the form of regular weekly sessions and residential workshops. The experiential work, being the core of art therapy training, stresses the growth of personal awareness. They will be underpinned by an academic approach and the theory appropriate to this foundation level in art therapy training. Specific topics to be covered include the following:

1. The Theory of Creativity, Art and Art Therapy Development (10 hours)
This theoretical component will explore, through lectures and student seminar presentations, issues and dynamics based on the complexities of art and creativity and its vital importance to art therapy and human development.

2. Individual and Group Development Theory. (10 hours)
This part will provide theoretical material appertaining to individual and group development, through lectures and seminar presentations and through independent study. Written reflections, to access the understanding and empathy acquired by the students of these processes in themselves and others, will be required.

3. The Kinesthetic Approach to Art Materials (20 hours)
Exercises and theory will be offered to introduce a variety of art materials both wet and dry e.g. clay, paint, crayons, collage etc. so that students may discover the qualities and techniques of usage which are vital to further the understanding of the tools of art therapy practice.

4. The Directive Formula (20 hours)
This section will offer students the opportunity to explore the expression of conscious and unconscious material through themes, e.g. guided imagery, dream work and such themes as emerge and will be appropriate to a particular group and its developmental stage. Time for personal and group reflection and discussion will form part of this section. Students will also be expected to keep a journal in order to further this experience.

5. Non Directive Formula (20 hours)
This approach will provide students with the opportunity to explore their individual processes. Reflections on this process through the regular use of a journal both during and after the session will be expected.

6. Practicum (20 hours)
In preparation for professional training and placement, role plays and interactive workshops (the supervision of facilitation techniques) will be an integral part of this section. Visits to appropriate establishments who would consider employing art therapists in their future programmes may be arranged. An understanding of the status and practice of art therapy and information on further training and statutory services will be offered.

SE 28-113-00 (92)
學前教育服務機構行政管理證書課程
Certificate in the Administration and Management of Preschool Education Institutions

查詢電話：2975 5667

主 講 者：梁偉康先生 *B.S.Sc.(CUHK)，M.S.Sc.(HK)，PQSW，D.T.M.*
史偉美女士 *B.S.W.(HKBU), MPA (CU)*及客座講師

地　　點：石硤尾教學中心 306 室

時　　間：2000年3月16日至7月13日及9月7日至12月21日逢星期四 6:30-9:30p.m.

全期學費：$4,600



課程主旨

本課程專為擔任幼兒中心及幼稚園督導工作之人士而設，目的在為學員提供一套有效的管理方法，以改善學前教育服務機構之行政管理，進而改善服務的質素。本課程已舉辦了十五屆，著重理論和實踐;除一般理論講授外，並透過小組研習及「計劃習作」(Project Work)，使學員更有效地掌握一套較有系統和可行的管理方法，應用於學前教育服務機構日常的管理工作上。

課程內容

主要包括:一、管理理論;二、目標與年度計劃製訂;三、設計課程之小組方法;四、員工挑選與僱用過程;五、職員培訓與發展;六、員工督導之形式、方法與安排;七、員工評核方法;八、領導之風格與技巧;九、解決員工衝突之方法;十、財政預算與控制;十一、課程評估;十二、大型活動之策劃方法;十三、處理問題員工之技巧;十四、如何主持會議;十五、優質管理之推行;十六、如何建立學習型組織。此外，學員將被編配到研習小組進行「計劃習作」，每一小組由一位導師負責指導。

入學資格

一、中學會考合格及擁有幼兒服務文憑或幼稚園教師文憑之在職幼兒中心或幼稚園主任或副主任，或二、曾在幼兒中心或幼稚園任教七年或以上幼師。

畢業證書

課程結束後，學員若能符合下列條件者，將獲頒發證書:一、上堂出席率不少過八成;二、完成課程習作及「小組計劃習作」，並獲得六十分合格分數及三、考試合格。

報名手續

申請者須於二月二十一日前，將一、申請表格二、四千六百元支票及三、學歷證件副本寄回香港大學專業進修學院學前教育服務機構行政管理證書課程、主任收。各申請人並應於申請表格上寫上幼兒中心或幼稚園名稱及其本人職位。各申請人有可能被安排由課程導師接見，以決定取錄與否。

(限收三十五人)

SE 28-063-01-02
「音樂治療」入門
Introduction to Music Therapy

導　　師：陳美玉小姐
(註冊音樂治療師)

開課日期及時間：2000年3月14日至4月11日及4月25日至5月30日逢星期二 8:00-9:30p.m.(共十講)

地　　點：石硤尾教學中心 403 室

全期學費：$800

「音樂治療是利用音樂及音樂活動作治療工具，並達到恢復、維持及改善身心健康的治療目標」。本課程旨在介紹音樂治療的基本理論及歷史，並透過不同的音樂活動來介紹對不同類形病人的治療方法。

課程內容包括：

一、 何謂音樂治療及音樂治療師的角色；

二、 音樂治療歷史的簡介；

三、 音樂治療的治療過程；

四、 認識音樂治療與不同類形病患者的治療如：弱智、自閉症、精神病、老人痴呆症及身體殘缺等。

學員除了能在上課時能透過參與活動去取得對音樂治療的基本認識，更能透過帶領音樂活動加深對音樂治療應用的認識 。本課程歡迎對音樂治療及其應用有興趣及需要的人士報讀。

(名額二十五人)

「兒童為本」遊戲治療法
Introduction to Child-Centered Play Therapy

導　　師：潘偉智博士

地　　點：石硤尾教學中心 404 室

全期學費：$900

SE 28-063-02-02

開課日期：2000 年 2 月 17 日至 3 月 2 日及
及 時 間　3 月 16 日至 4 月 20 日逢星期四
8:05-9:45p.m.(共九講)

SE 28-063-02-03

開課日期：2000 年 5 月 4 日起逢星期四
及 時 間：8:05-9:45p.m.(共九講)

「兒童為本」遊戲治療法(Child-Centered Play Therapy)創始人艾詩蘭(V. Axline)指出遊戲是三至十歲的兒童最自然自我表達和與人溝通的媒介。她運用當事人為本治療法(person-centered therapy)所強調的有效輔導態度(effective therapeutic attitudes)包括共鳴同感(empathy)，無條件正面認同(unconditional positive regard)，和真誠(genuineness)等。在遊戲中與兒童建立關係，使他們感到安全及被接納，並能自由地探討及表達自己的感受、思想和人際關係的經驗。當兒童的行為得到治療員給與有效的回應，他們便懂得成熟地處理自己的情緒及問題。

課程內容包括：一、遊戲對兒童的意義；二、遊戲治療的歷史及發展；三、兒童為本遊戲治療法；四、遊戲治療師；五、遊戲室及玩具；六、家長如何參與療程；七、怎樣建立關係；八、有效的回應；九、如何設立具治療作用的限制；十、如何決定結束個案；十一、療程中常見的問題；十二、難題處理。

授課形式以講授、討論、角色扮演、示範、個案研討等形式來進行。本課程歡迎愛護兒童人士及兒童工作者，包括家長、社工、輔導員、心理學家、職業治療師、醫護人員、教師、教會工作者。

(每班名額二十五人)

SE 28-064-01-02
認識及協助兒童語言之發展
Introduction to Language Development in Children

導　　師：古梅聲小姐言語治療師

開課日期：2000 年 3 月 2 日起逢星期四
及 時 間：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

語言不單是表達思想和溝通的工具，它在兒童的認知、情緒及社交發展均扮演重要的角色，若在語言發展重要期間給予兒童適當的語言刺激，便可促進他們在語言及各方面的發展。

本課程歡迎家長、醫生、護士、幼兒工作員、教師及關心兒童語言發展之人士參加。內容包括：正常兒童語言發展階段及理論、兒童其他發展對語言之影響、如何提供合適的語言刺激幫助兒童語言理解、表達、及發音能力發展。本課程除講授外，亦輔以研討、分組活動等方式。

(名額二十五人)

SE 28-064-02-02
如何建立及提高特殊兒童的溝通能力
Developing Communication Skills in Children with Special Needs

導　　師：古梅聲小姐言語治療師

開課日期：2000 年 4 月 13 日起逢星期四
及 時 間　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

本課程目的在使家長、或經常接觸特殊兒童之醫生、護士、幼兒工作員、教師等對特殊兒童之語言能力有基本之認識，從而在生活上、工作上協助提升該等兒童之溝通能力。內容包括：溝通之定義及組成成分、溝通障礙及言語治療之認識、各類特殊兒童之語言特徵及教導技巧等。上課形式以講授、研討、角色扮演等為主，學員須積極參與討論及小組練習。學員必須對正常語言發展已有清楚之認識。

(名額二十人)

SE 28-064-03-02
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：2000年6月3日，10日，17日及24日星期六 2:30-5:30p.m（共四講）

地　　點：石硤尾教學中心 205 室

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其表現出的徵狀—如逃學、欠交功課、成績低落、不專心等；

二、 如何幫助兒童面對學習問題? 如何培養兒童學習興趣及能力。

性心理方面包括：

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? 兒童有偷竊、說謊、食慾不振或甚至攻擊性行為是否不正常呢?親子關係如何影響兒童的情緒及行為發展?

二、 面對兒童的一般情緒或行為問題如抑鬱、憤怒、偷竊、說謊，甚至攻擊他人等的時候，究竟用甚麼方法來處理呢?—斥責、體罰、嚴厲禁止、不加理會或其他方法?

(名額五十人)

SE 28-064-04-02
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 3 月 28 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與自閉症兒童接觸的人士而設。課程內容包括：

一、 自閉症的研究歷史；

二、 兒童自閉症(Childhood Autism)的病徵；

三、 自閉症所引起的學習、社交及行為問題；

四、 一般處理上述問題的方法及技巧；

五、 自閉症兒童對家庭的影響；

六、 香港現有對自閉症兒童的服務；

七、 最先進的自閉症研究。除一般講授外，上課形式亦包括個案放映及討論。本課程適合直接服務兒童之人士如幼兒教育工作者、小學教師、學生輔導主任等參加。

(名額二十五人)

SE 28-064-05-02
不一樣家長教子法
A New Approach to Parenting

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 2 月 16 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

從前家長教子重德重智，現在家長教子重情(E.Q.)重理。從前著重父嚴母慈，現在著重恩威並濟；這親子課程，以現代理論為經，以實際經驗為緯，幫助小學生家長及幼兒教師認識自己及孩子，改善家庭生活，從而建立一套現代的正確的教子方法。

課程內容包括：一、認識孩子多面體；二、I.Q.與E.Q.；三、親子溝通之道；四、給孩子自尊與自信；五、E.Q.讀書法；六、子十全大法。

(名額三十人)

SE 28-063-09-02
家庭輔導基礎工作坊
Basic Family Therapy Workshop

導　　師：王愛玲女士資深社工及客座講師

開課日期：2000年2月23日起逢星期三
及 時 間　6:30-9:00p.m.(共八講)

地　　點：石硤尾教學中心403室

全期學費：$980

這幾年間越來越多人對家庭輔導產生興趣，究竟甚麼為之家庭輔導？家庭輔導與其他的輔導形式又有甚麼分別呢？本課程會以學員的經驗為出發點，藉角色扮演，小組活動，並輔以家庭輔導的理論和錄影帶，來幫助學員探討家庭輔導的特色和做法。此外，課程亦會介紹家庭輔導的歷史和發展，其在不同類型的個案中的應用，和進修家庭輔導的途徑。課程的對象是從事輔導、教育、社會及醫療服務的人士。本課程講者是香港家庭研究所(Family Studies, Hong Kong)之教師，教學所用錄影帶亦會由該研究所提供。

講授語言：　粵語輔以英語

(名額三十人)

SE 28-065-04-02
女性心理健康
Women and Mental Health

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：2000年3月1日起逢星期三
及 時 間：6:15-8:15p.m.(共八講)

地　　點：石硤尾教學中心404室

全期學費：$900

本課程是為對女性精神健康有興趣之男女及從事婦女或家庭服務之工作員而設。旨在引起各界人士關注女性所面對的心理困難和挑戰，明瞭如何處理這些病患困擾，建立健康的女性自我形象，從而促進現代女性的心理／精神健康。

課程內容包括：一、女性的生理發展、心理成長、性發展與性需要；二、青少年自虐自殺、厭食症、暴食症、濫用藥物及酗酒等問題；三、經前綜合症，婦產科問題引致的精神困擾，產後抑鬱症；四、婦女的抑鬱症；五、婚姻與家庭引致的適應困難，虐妻與性侵犯的後遺症；六、更年期的身心轉化，中年危機等。

上課形式以講座討論為主，輔以個案分析。重點包括認識以上的問題和處理方法，更強調預防勝於治療的概念。學員須積極參與討論。

(名額三十人)

SE 28-042-02-02
演說領導技巧
Public Speaking Skills

導　　師：徐維磊先生前電台監制兼主持

開課日期：2000年3月9日起逢星期四
及 時 間　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

公開演說是口頭傳播的主要媒介，工若善者，可以啟發群眾，鼓動風潮，造成時勢。要登上這領導地位，先要利其器。在啟發別人之前，必先被啟發，把你的表達力，洞察力和判斷力提升。這個連續十講的課程將會訓練參加者在正式面對群眾演講和團體聚會中成為成功的表達領導者。

在這個系統講授附課堂實習的研習班內，進程將包括：說話技巧、焦慮心理的處理、了解聽眾、講稿準備、輕鬆生動的措詞、予人印象深刻的言詞、激勵的表達、親切感的建立、表情與姿勢和個人型像的處理等。上課形式包括：啟發演授、示範、課堂實習及個別指導等。

(名額三十人)

情緒智能(EQ)與抒緩壓力
Emotional Intelligence and Life Changes

本課程以探討不斷變遷的社會如何構成生活壓力。若然提升個人的自覺力及自信心，便能適應變化(CHANGES)，更能處變不驚！

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：石硤尾教學中心202室

全期學費：$1260

SE 28-064-15-02

開課日期：2000年2月18日起逢星期五
及時間　6:30-9:30p.m.(共十講)

SE 28-064-15-03

開課日期：2000年5月5日起逢星期五
及時間　6:30-9:30p.m.(共十講)

SE 28-065-07-02
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: Wednesdays, 7:45-9:45 p.m., starting 29 March,2000 (15 meetings)

Venue : Room UC-4, 12/F, United Centre

Fee : $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)

Tutor : Ms. Julia Byrne *M.A. in Art Therapy and Art Education (Florida State) and Guest Lecturers*

Venue : Admiralty Learning Centre Room AD-3,34/F,United Centre

Fee : $1,500 (including art material fee)

SE 28-063-04-02

Date & Time: Saturdays,10.00 a.m. - 12:00 noon, starting 4 March 2000 (10 meetings);

SE 28-063-04-03

Date & Time: Wednesdays, 10:00 a.m.-12:00 noon,starting 1 March 2000 (10 meetings)

SE 28-063-05-02
Cognitive-behavioral Group Therapy - Theory and Practice

Tutor : Simon K.K. Chow,*M.A.(Ed.),P.D. (School Psy)*

Date & Time: Tuesdays,8:00p.m.-9:55p.m., starting 28 March 2000 (10 meeings)

Venue : Room UC-4, 12/F, United Centre

Fee : $950

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)

SE 28-064-11-02
「親職教育課程」導師訓練班
Training Workshop for Parenting Educators

查詢電話：2975 5667

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。

地　　點： 石硤尾教學中心 G01 室

時　　間： 2000年4月24日（星期一）
9:00a.m.-5:00p.m.

2000年4月26日(星期三)
9:00a.m.-5:00p.m.

2000年4月28日(星期五)
1:00-5:00p.m.

全期學費： $720

目標
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。

理念
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，然後對家長才更有影響力。

課程大綱
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；有兒童早期成長階段長遠影響的最新研究成果；家長學習的管教方式的心理障礙；如何使灰心的父母重建信心；

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：單節及系列式的講座，設計親職教育課程的原則；成功與不成功課程的癥結；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
一、主持不同類型的親職教育講座，包括由單次至系列式的講座；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，輪流主持一個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）

配合大腦發展的兒童教育
Brain-Based Education for Young Children

查詢電話：2975 5667

大腦科學和神經系統心理學（Neuropsychology）近年來的飛躍發展，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開始推行教育改革，所以，這是一個值得我們重視的趨勢。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 28-064-14-02
大腦新知與兒童智力發展（講座一）
New Findings in Brain Research and Growth of Intelligence

導　　師：區澤光博士 *M.S.W., M.Soc.Sc., D.Min.*
開課日期：2000年4月18日星期二
及 時 間　7:30-9:30p.m.
地　　點：石硤尾教學中心403室
全期學費：$80

九十年代被稱為「大腦研究的年代」，是因為在過去十年間，科學家對大腦發展的認識，有了重大的突破，使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）

SE 28-064-12-02
發展兒童的多元智能（講座二）
Developing Multiple Intelligences of Young Children

導　　師：區澤光博士 *M.S.W., M.Soc.Sc., D.Min.*
開課日期：2000年4月19日星期三
及 時 間　7:30-9:30p.m.
地　　點：石硤尾教學中心403室
全期學費：$80

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，可惜傳統式的教育方法基本上不重視其他智能，浪費了兒童的潛能。這個講座將介紹：

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）

SE 28-064-13-02
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

導　　師：區澤光博士 *M.S.W., M.Soc.Sc., D.Min.*
開課日期：2000年4月26日星期三
及 時 間　7:30-9:30p.m.
地　　點：石硤尾教學中心403室
全期學費：$80

近年來，大家都已明白情緒智商 (EQ) 的重要性，但大家可能仍不知道幼兒期是發展情緒和社交能力最重要的階段，教育學家曾指出小學已是情緒教育的最後機會，所以我們不應錯失大好時機。這個講座所討論的包括：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）

SE 28-064-16-02
如何鼓勵兒童從幼開始閱讀（講座四）
Developing Lifelong Interest in Reading

導　　師：區澤光博士 *M.S.W., M.Soc.Sc., D.Min.*

開課日期：2000年4月27日星期四
及 時 間　7:30-9:30p.m.

地　　點：石硤尾教學中心404室

全期學費：$80

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，兒童如果從幼養成閱讀的興趣，好處長期和多方面的。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）

SE 28-095-27-01
認識及服務弱智人士
Understanding and Serving the Mentally Handicapped

導　　師：匡智會及本港對弱智人士服務有研究及直接工作經驗之專業人士擔任

開課日期：2000年3月8日起逢星期三
及 時 間　6:00-7:30p.m.(共十二講)

地　　點：石硤尾教學中心202室

全期學費：$900

〔本課程由匡智會贊助及由該會屬下的教育心理學家統籌〕

本課程之目的為使社會人士、家長、及直接為弱智人士工作之教師、護士、社會工作者、或訓導員對弱智人士有基本之了解，並在管理方面，有正確之認識。

課程內容包括：

一、 弱智的成因，特徵，類別及評估；
二、 教導各類別弱智人士的基本技巧；
三、 行為處理的基本概念及應用技巧；
四、 弱智人士的家居生活及對弱智人士家庭的輔導；
五、 對弱智人士的專業服務（如言語治療、職業治療）；
六、 其他專題（如自閉症，弱智人士的精神健康等）。

講授語言：粵語為主。

（名額四十人，在職專業者及弱智人士家長將獲優先取錄）

SE 28-063-11-01
Short-Term Couple Therapy

NEW 新

Tutor : Albert Chan
M.Ed.(Counselling Psy.), A.A.M.F.T. Approved Supervisor

Date & Time: March 7 & 9, 2000
6.30 p.m.-9.30 p.m.,
March 11 & 12, 2000
9.30 a.m.-5.00 p.m.
(18 hours)

Venue : Room 403 (for March 7), Room 404 (for March 9), Shek Kip Mei Learning Centre & Room UC-4, 12/F. United Centre (for March 11 & 12)

Fee : $950

This course is designed to familiarize participants with current theories on short-term couple therapy. Approaches such as Emotional Focused Couple Therapy, Intergrative Couple Therapy, Solution-Focused Approach to Couple Therapy, Collaborative Couple Therapy, Short-Term Structural Family Therapy with Couples and Marriage Clinics are examined. The different models of treatment are examined in terms of their concepts of change and goals of therapy and interventions used. Short-Term Couple Therapy give counsellors a well-stocked bag of methods to choose from and no one has to be stuck to one approach. The course also provide an opportunity to examine several key issues and problems confronted by contemporary couple and marital therapists.

This is an interactive course which uses teaching and learning processes including audio and video tapes, role-plays, case discussions and short lectures. It is open to all helping professionals who are involved in marital counselling.

Medium of Instruction: Cantonese,supplemented with English.

(Enrolment is limited to 25)

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。自一九九一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」於一九九七年九月開辦，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，一九九八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」亦於一九九七年九月開辦，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，一九九九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，學部更於一九九九年九月進一步擴展至「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」並為各界人士提供門診服務，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321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) an International Acupuncture Training Programme.

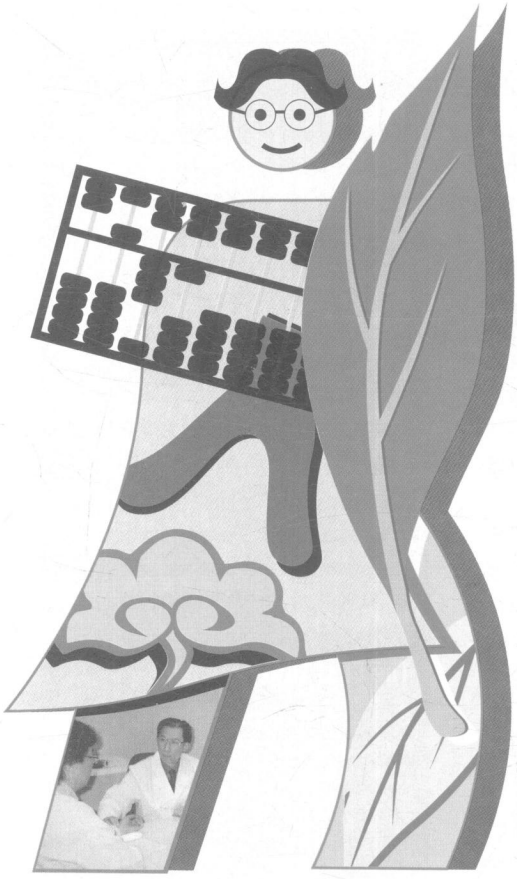
The Traditional Chinese Medicine area offers a 4-year Diploma in TCM which started to admit students in September 1997. Appropriate exemptions are granted for previous studies undertaken with SPACE in the various certificate courses in TCM subjects. A Bachelor degree programme in TCM was launched in 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 medical practitioners are being planned at the postgraduate level. The Division has also developed a Master's degree in acupuncture. Postgraduate level courses in Chinese medicine pharmaceutics are also offered for practising pharmacists.

CPD courses are offered at the diploma level in the areas of TCM, acupuncture and TCM orthopaedics and traumatology.

There 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 recently been established (Please refer to general information on TCM Clinic on page 321).



Traditional Chinese Medicine
中醫藥學

Traditional Chinese Medicine 中醫學
Chinese Medicine Pharmaceutics 中藥學
Acupuncture 針灸學

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

Hui, Sarah S.C. 許少珍 (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 Professors / 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
Cheung, T.F. 章彤輝
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
Wing, Y.Y. 王如躍
Yiu, Y.M. 姚韌敏

TCM Visiting Associate Professor / 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
Xu, G.Y. 徐光耀

Divisional Affairs Officer 學部事務主任
Hui, Teresa Y.M., 許綺雯

建立國際中醫藥中心與人才培訓

- 香港第一個中藥藥劑學學士學位課程

自特首董建華在一九九八年施政報告中提出要發展香港成為國際中醫藥中心以來，中藥業的發展成為各方關注的問題。社會各界人士提出了很多關於如何使中藥現代化，發展中藥產品，以及建立中藥港或中藥園的建議。一九九九年七月工業署又提出了中藥的十年發展大綱。情況非常熱鬧。



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。

Establishing an International TCM Centre and Developing Talent – Hong Kong's First Degree Course in Chinese Pharmacy

Chinese medicine has been a key area since the Chief Executive's 1998 Policy Address proposed building Hong Kong into an international centre for Chinese medicine. Since then, a lot of ideas have been put forward about modernising Chinese medicine, developing Chinese medical products and establishing a TCM Port or a TCM Park. In July 1999, the Industry Department also put forward a 10-year plan to develop Chinese medicine.

However, it is not only a matter of establishing a professional code of conduct and a systematic framework for investing in Chinese medicine research and production. Hong Kong will only be an important Chinese medicine manufacturing and research centre if we also develop talent in this area. Drawing on years of experience in running a wide variety of Chinese medicine programmes, SPACE introduced Hong Kong's first Bachelor degree programme in Chinese Medicine Pharmaceutics in 1999. The course aims to open up opportunities for students of Chinese medicine and to lay a foundation for the development of an international Chinese medicine centre.

第一屆中醫全科大專文憑畢業生

專業進修學院在一九九一年創辦第一個中醫藥學課程，至今課程已相當完備，涵蓋中國傳統醫學的各種範疇。學院在一九九七年開設「中醫全科大專文憑」，又在一九九八年與香港大學中醫藥學院合辦「中醫全科學士學位課程」，報讀人士極為踴躍。一九九九年十月，「中醫全科大專文憑」課程首先有五位同學結業。他們多年來用兼讀形式，修讀了該文憑課程的所有學科並接受了各種臨床實習訓練，成為本港第一批通過系統訓練的中醫畢業生。這是香港中醫正規教育的重要里程碑。

五位學員為鄺永基、文貴全、蘇雄業、趙雲安及張宗賢。學院祝賀他們的成就，並期許他們為香港的中醫藥專業發展扮演積極推動的角色。

The First TCM Graduates

Since its first TCM course in 1991, SPACE has built up a comprehensive range of courses in the area. A TCM Diploma was introduced in 1997, and this was followed in 1998 by a well-received degree programme that was offered in conjunction with the School of Traditional Chinese Medicine of HKU. After completing all the necessary subjects on a part-time basis and undergoing clinical placements, the first five graduates received their TCM Diplomas in October 1999. As they are the first graduates to receive a formal academic qualification in TCM in Hong Kong, SPACE would like to congratulate them on their achievement and wish them every success in extending the Chinese medicine profession.

They are : Kwong Wing-kei, Man Kwai-chuen, So Hung-yip, Chiu Wen-on & Cheung Chung-yin.

Traditional Chinese Medicine 中醫學

TEL 電話 : 2376 6780/ 2376 6783 FAX 傳真 : 2527 0112

學 士 學 位 課 程

CM 38-601-00 (92)
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個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。

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
- 具備香港大學入學資格；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科目豁免資格，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。

課程及考試評審
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。

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：

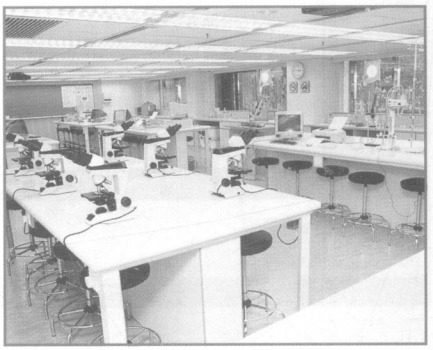
- 理論教學共 254 學分，其中必修科為中醫基礎學科、現代醫學學科、中醫臨床學科、中醫經典著作共 238 學分，選修科共 16 學分；
- 臨床教學共 46 學分，其中見習 10 學分，實習 36 學分（請參閱課程編排及學分分配表）（詳情請參閱 304 頁）。

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305-309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）



基礎醫學教學實驗室

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



許少珍教授（圖中）與兩名講者攝於 1999 年 9 月舉辦之中醫藥治療肝膽疾病研討會。

中醫全科大專文憑 / 學士學位課程科目表

		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	
必修科	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

大　專　文　憑　課　程

CM 38-101-00 (92)
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，特色是修讀進程具有彈性，使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)、中醫內科學(I)、中醫外科學、中醫婦科學、中醫兒科學

第三學年—基礎醫學(II)、中醫外科學、針灸學、中醫骨傷科學、中醫經典著作選讀

第四學年—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305-309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 321 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。

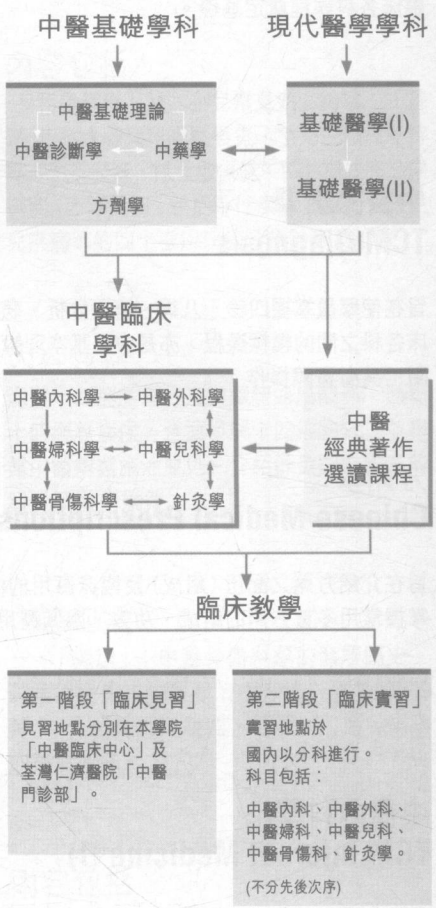
修業年限
由最少四年半至最多七年。

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）

中醫全科大專文憑課程學習進程建議表



科目內容介紹

中醫基礎理論
Traditional Chinese Medicine Theory

旨在研究和闡明中醫學的哲學基礎、中醫學對正常人體和疾病的認識，以及疾病防治原則的學科。使學員能系統地掌握中醫學的基礎理論知識，為學習中醫診斷學、中藥學、方劑學及臨床各門學科知識，奠定必要的基礎。

內容包括
緒論；陰陽五行；藏象學說；氣血津液；經絡；病因與發病；病機及防治原則。

中藥學
Chinese Materia Medica

旨在研究中藥基本理論和中藥的來源、採製、性能、功效及臨床應用等基本知識的一門學科，是中醫專業的基礎課程之一。學習中藥的目的在於為學習方劑學及臨床各科課程奠定基礎。

內容包括

- 總論：講述中藥的起源和發展、產地與採集、炮製、性能及應用等基本知識；
- 各論：講述解表藥、清熱、瀉下、祛風濕、芳香化濕、溫裏、理血、消食、驅蟲、止血、活血化瘀、化痰止咳平喘、安神、平肝息風、開竅、補虛、收澀、涌吐及外用藥等20類共300多種中藥的藥性、功效及臨床運用，初步懂得辨證用藥。

中醫診斷學
TCM Diagnosis

旨在使學員掌握四診、八綱、辨證分析、病歷書寫等基本技能，是基礎理論與臨床各科之間的橋樑課程，亦是中醫基本理論、基本技能的具體運用，既有理論知識，又有實際操作。

內容包括

- 望、聞、問、切“四診”；
- 表里、寒熱、虛實、陰陽“八綱”；
- 病因、氣血津液、臟腑、經絡、六經、衛氣營血、三焦辨證、診斷與病案及病歷書寫等內容。

方劑學
Chinese Medical Prescriptions

旨在介紹方劑之配伍（組成）及臨床應用的中醫基礎學科之一，通過學習使學員掌握常用多首方劑的組成、功效、臨床運用，初步懂得辨證選方。

內容包括

- 方劑與治法、分類、組成、劑型及方劑的用法；
- 介紹解表、瀉下、和解、清熱、祛暑、溫裏、表裏雙解、補益、安神、開竅、固澀、理氣、理血、治風、治燥、祛濕、祛痰、消導化積等定十八類方劑的組成，用法功用，臨床運用。

中醫內科學(I)
TCM Internal Medicine (I)

中醫內科疾病的辨證治療係其他各臨床學科治療的基礎。本科目旨在使學員掌握中醫內科常見病的辨證治療方法，認識中醫內科的專業基礎理論，常見內科病證的基本知識、辨證論治規律及各種疾病的常用方藥。

內容包括

一、總論分別闡述氣血、風寒燥火、濕痰飲、六經、衛氣營血和各臟腑的病因病機基本概念，以及內科的治療原則和常見治治；及二、各論分別介紹常見的內科病證49篇，每篇按概述、病因病機、辦證論治、結語分項敘述。

中醫內科學(II)
TCM Internal Medicine (II)

本科目是中醫內科學證書課程(I)之延伸課程，旨在為具有基本內科醫學基礎的就學者提供進一步內科學的知識。

人體臟腑功能失調以及臟腑之間生理失衡是中醫內科疾病的主要病理基礎。本科目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

本科目旨在運用整體觀念認識外科疾病的發生與外展，施以全身與局部相結合的傳統中醫療法。

內容包括

中醫外科學發展史、外科學特點、發病機理、辨證方法、內治法則及各種外科疾病的瘡瘍、皮膚病等的辨證施治。

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，及按理、法、方、藥對經、帶、胎、產、雜病進行辨證施治。

內容包括

- 總論：病因病機、診斷概要、治法概要；
- 各論：月經病、帶下病、妊娠病、產後病、婦科雜病的辨證施治。

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。通過有系統地學習中醫基礎理論及中醫內科的課堂教學以後，學員須接受兒科臨床專業學習，以熟悉和掌握兒科的常見病、時行疾病和其他雜病的辨證治療方法，懂得對兒科疾病的預防和保健。

內容包括

「兒科學基礎」及「小兒常見病」兩項：「基礎」包括中醫兒科學發展史、小兒生理病理特點、生長發育、餵養與保健、四診概要和治療概要；「常見病」包括時行疾病、雜病、新生兒疾病等約四十種疾病的分析診斷及治療。

針灸學
Acupuncture and Moxibustion

針灸學是中國醫學的重要組成部份，旨在使學員在學習中醫藥知識的基礎上，能進一步掌握有關針灸的基礎理論和基本技能，並能初步運用針灸診治常見病和多發病。

內容包括

認識十四經脈循行及與臟腑絡屬關係，熟悉十四經脈病候，全面了解十四經腧穴，並根據中醫辨證施治原則，介紹針灸配穴處方的組成及變化規律。

中醫骨傷科學
TCM Orthopaedics & Traumatology

中醫骨傷科學是傳統中醫學的重要組成部份，主要研究防治人體筋骨、關節、皮肉、氣血、經絡、臟腑等各種損傷性疾病，旨在使學員有系統地掌握中醫骨傷科學的基本理論及操作技能，辨證論治常見病，防治損傷疾病方面所取得的新知識。

內容包括

一、「總論」：中醫骨傷科學的發展簡史，其病因病機、辨證和治療方法；及二、「各論」：介紹骨折、脱位、傷筋、內傷等傷病的診治方法。

中醫經典著作選讀
Selected Readings from TCM Classical Texts

本科旨在通過原著選讀，了解中醫學的起源、特色、理論體系的形成及發展，幫助學員於日後的臨床及科學研究中領悟中醫經典著作的含義。

內容包括

四部原著（《內經》、《傷寒論》、《金匱要略》、《溫病學》）之重要篇章選讀。

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」的學員在香港本地進行第一階段的「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」。

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。

基礎醫學(I)
Basic Medical Science (I)

本科以教授醫學科學中的一些基礎及重要的問題為主。其中包括解剖學和生理學的大部份章節，敘述人體各器官和系統的基本結構和它們在日常活動中的協調及運作。提供深入淺出而範圍廣泛的進修。另配合重點章節的實驗課程，令學員加深對人體的認識，提供學員日後選修其他有關的證書及文憑課程的入門基礎。

基礎醫學(II)
Basic Medical Science (II)

本科是基礎醫學證書課程(I)之延伸課程。及為學習臨床醫學及促進中西醫結合的理論基礎。

內容包括
病理學和現代醫學診斷學基礎。旨在使學員了解疾病的原因、發病機理及疾病過程中機體的功能、代謝和形態的改變及疾病的轉歸。

基礎醫學(III)
Basic Medical Science (III)

本科通過研習現代醫學臨床前期內容，學習基礎醫學(I)及基礎醫學(II)知識的臨床應用。

內容包括
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)

本科以講解治療及應用學科如中藥藥理學及香港醫療體制，使學員能掌握現代醫學治療及應用的基本原則。

醫古文基礎
Introductory Archaic Chinese Medical Writings

本科提供學習「醫古文」前之古漢語知識基礎，提高學員閱讀古醫籍的能力。

內容包括
擇要闡述關於漢字、詞義、語法、古書句讀、古書註釋和工具書使用等方面的基礎理論和一般常識。

醫古文
Archaic Chinese Medical Writings

本科通過研習先秦至清代的醫書，令學員於日後能容易閱讀古代醫學文獻。

內容包括
精深、語言規範，能反映古代醫著語言概貌與醫學相關的古文，計有著名醫家的傳記、醫學論文、序文以及醫案醫話等。

中醫醫學史
History of Traditional Chinese Medicine

本科旨在使學員具備良好的文化素養和較為廣闊的知識領域，發揚古代醫家重視實踐，尊重經典，勤於思考，勇於革新，崇尚醫德的優良傳統。

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，讓學員建立一個明確的推拿學概念。

《內經》
TCM Classics I: Canon of Internal Medicine

內容包括理論體系的基本學術思想及歷代醫家的註釋等，有系統地講授《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

本科目是《傷寒雜病論》的雜病部份，旨在使學員了解雜病的發生發展、傳變規律、診斷及治療法則等。

內容包括
按原文排列順序，系統講授《金匱要略》的24篇重要章節。

《溫病學》
TCM Classics IV: Seasonal Febrile Disease

本科旨在使學員能有系統地掌握溫病學的基礎理論知識，及其各種病證的特點及證治規律。

內容包括
溫病的概論、範圍、分類、病因、病機、診斷、治療及《溫病學》名著選讀。

中醫耳鼻喉
TCM Otorhinolaryngology

本科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。

醫學統計學
Medical Statistics

本科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。

進　　修　　文　　憑　　課　　程

CM 38-123-00 (91)
中醫推拿學文憑課程
Diploma Course in Tui-Na

查詢電話：2376 6772

課程宗旨

培養高質素的職業推拿師。

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。旨在使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

本科目旨在使學員掌握四診、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：一.望、聞、問、切「四診」；二.表里、寒熱、虛實、陰陽「八綱」；三.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。

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。

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。

報名日期

每年6、7月



位於金鐘教學中心的“中醫臨床中心”。

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。



1999年9月由香港大學中醫藥學院及國家中醫藥管理局合辦之中醫藥治療肝膽疾病專題研討會。

CM 38-125-00 (91)

中醫骨傷科學進修文憑課程
Diploma Course in TCM Orthopaedics and Traumatology

本課程旨在為香港執業中醫骨傷科醫師、中醫師或針灸師，提供一個有系統並較全面的中醫骨傷科學進修課程。本課程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，使學員對骨傷科臨床有較深入的了解，並能掌握中醫骨傷科這門傳統醫學，有助提高其專業水平。

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。下次招生日期約在2000年6月。

CM 48-103-00 (91)
針灸學進修文憑課程
Diploma Course in Acupuncture and Moxibustion

本課程為「針灸學基礎證書課程」之延續課程，並為香港執業針灸師、執業中醫師，或其他有中醫針灸基礎的人士，提供一個有系統並較全面的針灸進修課程。本課程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，務使學員對針灸臨床應用有較深入的了解；並使學員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。下次招生日期約在 2000 年 6 月。

SHORT COURSES • 短期課程

CM 49-068-03-01
Chinese Therapeutic Foods and Common Medicinal Herbs

NEW 新

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 in 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: Fridays, 6:15-7:45 p.m. starting 25 February, 2000 (8 meetings)

Venue : Room S10, SPACE Admiralty Learning Centre

Fee : $1,180

Closing Date for Application : 21 February 2000

CM 38-068-01-02
An Introduction to Traditional Chinese Medicine

Enquiries: 2376 6772

The aim of the 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;
- Demonstration in the use of unintrusive methods of treatment.

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

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: Fridays, 8:15-9:45 p.m. starting 25 February 2000 (8 meetings)

Venue : Rm S6, SPACE Admiralty Learning Centre

Fee : $1,180

Closing Date for Application : 21 February 2000

中醫著名學者出任顧問委員會

專業進修學院多年來和中國內地多所中醫藥大專院校和醫院建立了密切的聯繫；學院的學員亦經常在內地十多所中醫藥醫院進行實習。為了進一步加強雙方的合作和交流，並從內地發展中醫藥教學和研究的經驗中取得借鏡，香港大學邀請了內地多位中醫藥的著名學者和領導人士，以及香港的張大釗和談靈鈞中醫師為顧問，在一九九九年九月正式成立了顧問委員會。學院相信，委員會將對中醫藥學部的課程發展和教研水平的提升作出重大貢獻。



The TCM Advisory Committee

In the past few years, SPACE has established close ties with a large number of TCM tertiary institutes and hospitals in the mainland. These links have given our TCM students the opportunity to undergo placements in more than 10 TCM hospitals in China. To take things further, and at the same time to benefit from the mainland s experience in TCM teaching and research, HKU has invited prominent scholars and figures in the world of TCM, from both the mainland and from Hong Kong, to be members of an advisory committee that was established in September 1999. We are sure that the committee will play an important part in helping the SPACE TCM Division develop its courses and improve its teaching and research.

委員會成員包括：

上海中醫藥大學嚴世芸校長
山東中醫藥大學王新陸校長
北京中醫藥大學鄭守曾校長
四川省中醫藥管理局劉敏如副局長
河南中醫學院彭勃副院長
南京中醫藥大學項平校長
浙江中醫學院蕭魯偉院長
湖南中醫學院陳大舜院長
湖南省衛生廳周紹明副廳長
雲南中醫學院陳恩科教授
黑龍江中醫藥大學曹洪欣校長
廣州中醫藥大學劉良副校長
廣西中醫學院王乃平院長
廣東省第二中醫院涂瑤生院長
廣東藥學院梁仁院長
香港執業中醫師張大釗
(前暨南大學教授、醫學院副院長)
香港執業中醫師談靈鈞
(廈門大學海外教育學院客座教授)

The members of the committee are :

Yan Shi-yun, President, TCM University of Shanghai
Wang Xin-lu, President, TCM University of Shandong
Zheng Shou-zeng, President, TCM University of Beijing
Liu Min-ru, Deputy Director, TCM Management Bureau of Sichuan
Peng Bo, Deputy Director, TCM Institute of Henan
Xiang Ping, President, TCM University of Nanjing
Xiao Lu-wei, Director, TCM Institute of Zhejiang
Chen Da-xun, Director, TCM Institute of Hunan
Zhou Shao-ming, Deputy Head, Department of Hygiene of Hunan Province
Chen En-ke, Professor, TCM Institute of Yunnan
Cao Hong-xin, President, TCM University of Heilongjiang
Liu Liang, Vice-president, TCM University of Guangzhou
Wang Nai-ping, Director, TCM University of Guangxi
Tu Yao-sheng, Director, The Second TCM Hospital of Guangdong Province
Liang Ren, Director, Pharmacy Institute of Guangdong
Zhang Da-chao, Chinese medicine practitioner
(previously Professor and Deputy Director of the School of Medicine, Jinan University)
Tan Ling-jun, Chinese medicine practitioner
(Visiting Professor of the School of Overseas Education, Xiamen University)

Chinese Medicine Pharmaceutics 中藥學

TEL 電話 : 2376 6771 FAX 傳真 : 2527 0112

學 士 學 位 課 程

CM 49-601-00 (91)
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。

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」。

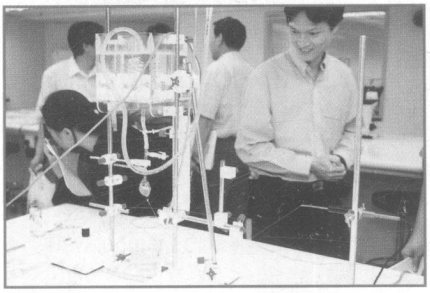
學科補修
學員於 1997/98 及 1998/99 學年度入學修讀「中藥管理學專業文憑課程」，而根據入學資格第二項規定獲取錄為學士學位課程學員者，均須補修「中醫基礎理論」、「中藥炮製」及「方劑學」等科目。

課程豁免
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



尖沙咀教學中心九月開幕時，中醫藥學學部舉行實驗示範，吸引不少到訪者。

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 315-317 頁）。

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
	中國藥事法規		2
第二學年	中藥化學		14
	中藥製劑分析		14
	中藥炮製學		5
	方劑學		7
	中藥栽培學		5
第三學年	中藥製劑學		13
	中藥鑒定學		20
	中藥養護學		4
	中藥廣告及營銷學		8
	中藥信息學		4
第四學年	醫學統計學基礎		4
第四學年	中成藥		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。

文　　憑　　課　　程

CM 49-101-00 (91)
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、栽培、廣告、中藥養護，及市場營銷學；掌握中藥管理的理論知識；具有一定整理、研究中藥的能力。學員於修畢本課程及考試合格後，在中藥藥劑方面的知識已達一定的水平，可銜接本學院開辦之四年半兼讀形式「中藥藥劑學學士學位課程」，直接進入第四學年。

學歷及專業資格
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

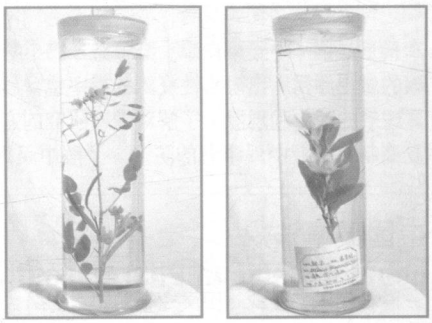
課程大綱及內容
第一學年：中醫學基礎、中藥學、藥用植物學、中藥藥理學、中藥毒理學、中國藥事法規

第二學年：中藥化學、中藥製劑分析、中藥炮製學、方劑學、中藥栽培學

第三學年：中藥製劑學、中藥鑒定學、中藥養護學、中藥廣告及營銷學、中藥信息學

實驗課於每年暑假期間安排前往廣東藥學院進行，每次約7天。本課程以兼讀形式進行，學員可依照課程編排完成整個「中藥管理學專業文憑課程」。

至於所開辦之科目內容，請參閱"科目內容介紹"（詳情請參閱315-317頁）。


水浸標本

科目內容介紹

中醫學基礎
Foundations of TCM

旨在研究和闡明中醫學的哲學基礎、中醫學對人體和疾病的認識，以及疾病防治原則的學科。使學員能有系統地掌握中醫學的基礎理論知識。

中藥學
Pharmaceutics of Chinese Medicine

本科目是中醫藥各專業的專業基礎課，旨在向學員講述中藥的理論和臨床應用，並以中醫基本理論為指導，突出辨證用藥的特點。學員透過學習，熟悉中藥的起源、發展、分類、產集、採收、炮製。掌握100多種常用中藥的藥性特點、功效、主治、配伍及某些特殊用法；並了解其來源，某些特殊的炮製意義、用量、用法及使用注意；初步懂得辨證用藥。

內容包括
中藥的起源、發展、產地、炮製及性能、應用等基本知識；詳細講解解表、清熱、瀉下、祛濕、祛風、祛痰、消導、理氣、理血、補益、收澀、安神、平肝息風等藥物共200餘種。

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學科。透過講授植物形態學、解剖學、分類學、生理學、生態學及地理學等方面的知識，使學員掌握植物學的基礎理論，為學習中藥鑒定學、中藥栽培學和天然藥物化學等課程奠定基礎；有助學員識別藥用植物，進行中藥原植物的鑒定及資源調查。

內容包括
植物形態學和解剖學、植物分類學、植物生態學和植物地理學。本科目之內容理論和實驗並重，學員將於暑假期間被安排到廣東藥學院參與實驗課。

中藥藥理學
Pharmacology of Chinese Medicine

本科目旨在向學員講述中藥藥理，以中醫理論為核心，有系統地介紹和總結應用現代科學研究中藥的成果，闡明中藥作用的機理與現代醫學間的關係，使學員對數千年歷史的中藥學有較系統性及科學化的認識。

內容包括
分「總論」和「各論」兩部分，重點講授14大類中藥與現代藥理的理論和實驗，科目以理論和實驗並重，學員將於暑假期間被安排到廣東藥學院參與實驗課。

中藥毒理學
Toxicology of Chinese Medicine

本科目是繼「中藥藥理學」後，另一門「中藥學」的分支學科。隨著中藥與中成藥的廣泛應用，出現毒性反應的機率也會越來越大。修讀本科能使學員了解中藥毒理學的歷史和現狀，了解毒理學研究的方法，熟悉常見劇毒中藥的藥理，毒理及機制，掌握中藥中毒的防治，了解中藥炮製在防治中的重要作用。

內容包括
劇毒藥的研究與炮製原則，中毒的防治，各種常見劇毒藥的中毒症狀及防治。

中國藥事法規
Legal Aspects of Pharmaceutics in the PRC

本科目講授中國現行重要藥品管理方面的專業法律、法規，旨在使學員熟悉藥事法規的基本知識，藥品生產、經營、使用的管理知識，增強學員對管理特殊藥品的知識。

中藥化學
Pharmaceutical Chemistry of Chinese Medicine

本科運用現代化學原理和方法來研究中藥化學成份，令學員掌握中藥有效成份的結構特徵、理化性質、提取分離方法、鑒定、結構測定和必要的結構改造等知識。

內容包括
中藥化學及有機化學。

中藥製劑分析及質量監控
Analysis and Quality Assurance of Chinese Medicinal Formulations

本科目是在中醫藥理論指導下，運用現代分析理論方法研究中藥製劑質量的學科。結合實例進行講授。使學員了解中藥製劑的定性鑒別、雜質檢查、含量測定和中藥製劑質量標準的制訂。

內容包括
中藥製劑分析方法、中藥製劑中各類化學成份分析、定性鑒別、中藥製劑檢查、含量測定、質量控制、中藥製劑質量標準制訂、理化定性鑒別及幾種常用中藥的檢查實例。學員將於暑假期間被安排到廣東藥學院參與實驗課。

中藥鑒定學
Chinese Medicine Pharmaceutical Authentication

本科目主要介紹中藥鑒定的方法及影響中藥品質優良程度的各種因素，中藥炮製及其對中藥化學成份和療效的影響，重點介紹常用和名貴中藥藥材105種，使學員了解每種中藥的來源、產地、採收加工、商品規格、主要有效成份、性狀、顯微和理化鑒別方法、藥理作用及功效，適合各類中藥從業人士，以及有志於中藥研究、中醫臨床專業人士就讀。

內容包括
中藥鑒定學的起源，中藥主要化學成份簡介，影響藥物質量優良度的主要因素，中藥炮製、鑒定，中藥資源及其開發利用，植物類中藥、動物類中藥、礦物類中藥的有效成份、性狀、理化鑒別，藥理作用及功效。學員將於暑假期間被安排到廣東藥學院參與實驗課。


華陀像

藥事法規
Legal Aspects of Pharmaceutics

本科目講授中國現行重要藥品管理方面的專業法律、法規。旨在使學員熟悉藥事法規的基本知識，藥品生產、經營、使用的管理知識，新藥管理的特殊管理藥品的知識。

內容包括

一、介紹中國藥品監督管理組織機構；二、藥品管理法律、法規規章；三、與藥事法規相關的法律、法規；四、藥品標準。

中藥製劑學
Chinese Medicinal Formulation Design

本科論述中藥製劑學的基本理論，中藥處方，中藥劑型，製備技術與質量控制，藥物配伍變化與及中藥劑型改進。

內容包括

中藥製劑學的基本原理；中藥處方、湯劑、合劑；中藥房的基本知識；中藥各種劑型的基本理論，製備技術與質量控制；藥物製劑穩定性；生物藥劑學概論，藥物配伍變化與中藥劑型改進等。學員將於暑假期間被安排到廣東藥學院參與實驗課。

中藥栽培學
Chinese Medicinal Plant Cultivation

本科目是介紹中藥栽培的基礎理論和各種中藥材的優質高產栽培技術與方法。通過應用植物學、化學、土壤學、氣象學、藥用植物學、中藥化學、中藥學、藥用植物生理學、植物遺傳學、植物生態學和植物地理學等學科的知識，研究中藥的繁殖和優質、高產栽培技術。

內容包括

分「總論」和「各論」兩部分。講授中藥栽培的土壤學基礎；植物生理生態學基礎；中藥繁殖；中藥最新栽培，及講述 40 餘種常用中藥的優質高產栽培技術。

中藥養護學
Chinese Medicinal Product Preservation

本科介紹中藥藥材，中藥炮製品，中藥成藥貯藏理論和實踐。教授內容包括預防藥物變化和已發生變化的救治兩方面，加強學員對中藥貯藏保養、防止中藥發生變化，不致降低質量影響療效的認識。

內容包括

中藥變質的外因；中藥霉變、害蟲、走油、變色的原因及防治；中藥藥材、成藥貯藏養護等。

中藥廣告學
Pharmaceutical Advertising in Chinese Medicine

本科目是介紹現代廣告學的基本知識。使學員在此基礎上，學習中藥營銷，中藥廣告製作，中藥廣告經營與管理基本技能和知識，從而能遵循現代廣告學的基本規律。

內容包括

中藥廣告與營銷；廣告與傳播；廣告與消費心理；廣告與媒介；廣告製作；廣告定位；廣告策劃；廣告經營與宏觀管理等。

市場營銷學
Pharmaceutical Marketing in Chinese Medicine

本科介紹市場營銷策略以及市場經營規律性的有關理論，消費需求分析，尋找目標市場及具體運用方法。務使學員能掌握市場營銷的基本理論、基本知識和基本技能。

內容包括

市場營銷學戰略；市場與市場需求形態；消費者的購買行為；選擇目標市場等。

中藥信息學
Pharmaceutical Informatics of Chinese Medicine

本科透過基礎學習，增加學員對中醫藥信息情報的認識，使其初步掌握檢索古今中醫藥文獻的方法和技能。

內容包括

中醫藥文獻的發展，檢索工具的類型，中醫藥文獻檢索的一般方法和途徑，以及常用檢索工具和參考工具書的內容、舉例等。

證　　書　　課　　程

CM 49-120-00 (91)
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，其毒性與現代化學藥物相比可謂微不足道；中藥治療是一種無損傷的治療方法，又能治療各科的疾病，對現代醫學一些感到束手無策的病例有取長補短的功效。本課程乃應「香港執業藥劑師協會」及社會之需求而開辦的一個精簡及系統性之中藥課程，為深入學習研究中藥專業建立穩固的基礎。

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。下次招生日期約在2000年6月。

CM 49-117-00 (91)
中藥營養學證書課程
Certificate Course in Nutritional Studies in Chinese Medicine

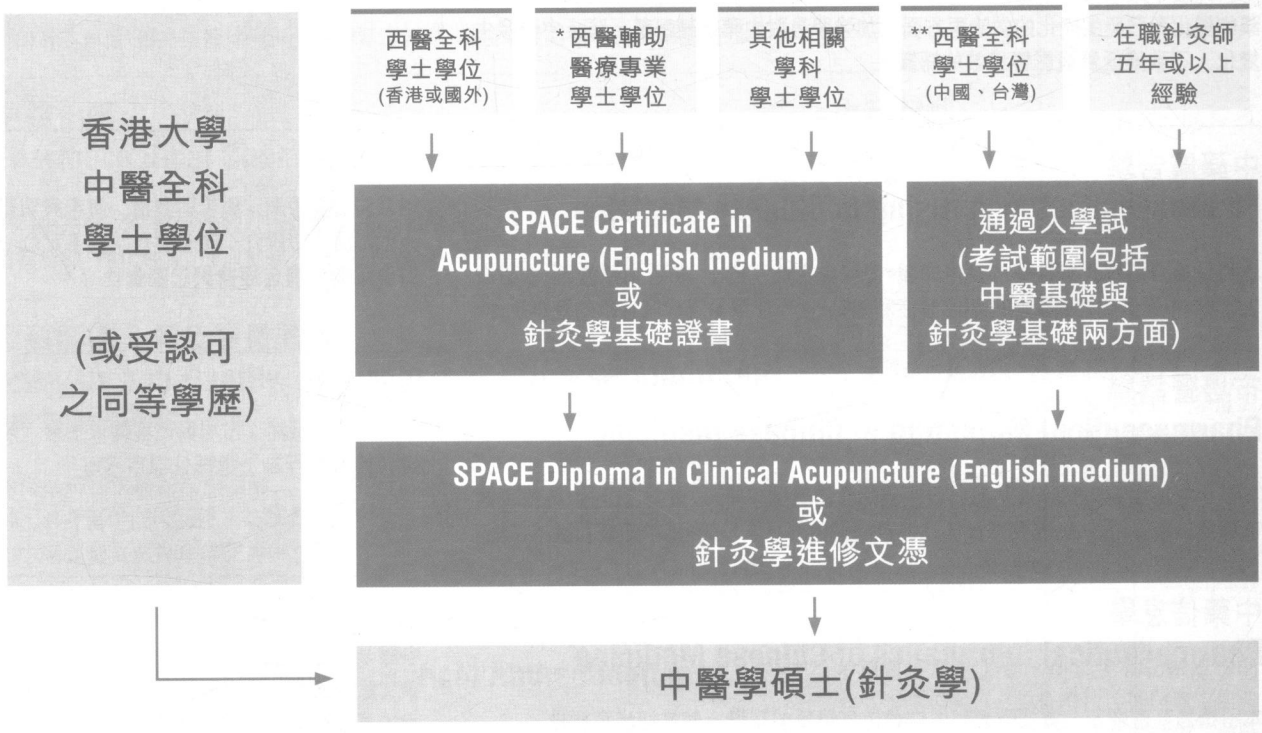
本課程重點講述常用中藥的營養作用，根據不同的需要，透過中藥與食物的合理配比和科學烹調，達到保健強身，滋補養顏，抗老益壽，以及對常見慢性病症調治的功效。

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3次，共約180學時。開課日期在每年9月。下次招生日期約在2000年6月。

Acupuncture 針灸學　TEL 電話 : 2376 6772 FAX 傳真 : 2527 0112

中醫學碩士(針灸學)入學資格



*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

碩　士　學　位　課　程

CM 48-601-00 (91)
中醫學碩士（針灸學）學位課程
Master of Traditional Chinese Medicine (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。

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)

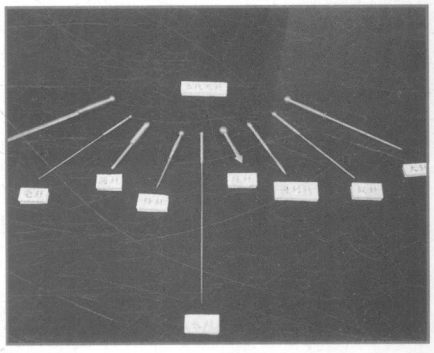
報名日期
每年 7、8 月

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。

科目內容介紹

古籍文獻
一、針灸學學術史；二、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；三、選讀針灸醫經 - 包括內經、難經、針灸甲乙經等；四、選讀各家針灸醫籍 - 隋唐至明清時代的主要醫家針灸醫籍。


針灸用具

腧穴解剖學
一、腧穴體表解剖學 - 國際標準針灸腧穴409個的體表解剖；二、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
一、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；二、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；三、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；四、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；五、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
一、針灸時間治療學研究 - 子午流注、靈龜八法的臨床應用；二、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；三、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 (91)
針灸學基礎證書課程
Foundation Certificate Course in Acupuncture and Moxibustion

本課程旨在為有興趣學習針灸之社會人士而開設。本課程為針灸學的初級基礎理論，透過系統講授，使學員了解經絡的組成，生理功能，十四經的循行，腧穴的定位，主治和常用操作手法，以及常見病的針灸治療。

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。

內容包括

針灸學緒論、針灸學之中醫基礎理論及人體解剖基礎、腧穴學基礎；針灸之示範、病歷書寫訓練、治療學基礎及治療的常見病證；耳針療法、穴位指壓及推拿等。課程為期約九個月，每星期授課2次，每次3小時，共約208學時。開課日期在每年9月。下次招生日期約在2000年6月。

CM 48-103-00 (91)
針灸學進修文憑課程
Diploma Course in Acupuncture and Moxibustion

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

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。

內容包括

針灸學發展簡史、經絡學、腧穴學、針法灸法學、針灸治療學、臨床常見疾病的針灸治療及臨床實習等。課程為期約十個月，每星期授課2次，每次3小時，共約230學時。開課日期在每年10月。下次招生日期約在2000年6月。

CM 48-104-00 (91)
Certificate Course in Acupuncture

Acupuncture is a major branch of Chinese Medicine which has been practised and developed in China for more than 3000 years. Nowadays, acupuncture has become increasingly accepted in modern medical practice. The purpose of this course is to provide Western trained medical practitioners with an opportunity to acquire knowledge of acupuncture. This course constitutes Part I of the Diploma in Clinical Acupuncture, students upon successful completion can proceed to Part II of the Diploma Course. This course will start in October and the next admission exercise will be in June 2000.

CM 48-105-00 (91)
Diploma Course in Clinical Acupuncture

This course is an intercalated continuation of the Certificate Course in Acupuncture. It enables participants to pursue in-depth studies on clinical aspects of Acupuncture practice. The course aims to develop competence in the practice of acupuncture as an adjunct therapeutic modality and is designed primarily for Western-trained medical practitioners. The programme of study includes a 1-week clinical attachment at TCM hospitals in China. This course will start in October and the next admission exercise will be in June 2000.

中醫臨床中心門診服務 TCM clinical services

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「康復專科門診」，包括 "癱瘓康復專科"、"心腦血管科"和 "針灸專科"；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

  「康復專科門診」　　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

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$) ：

全科及心腦血管科門診 $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）。

學院設施租用 SCHOOL facilities for hire

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	2975 5624/26
Art Studio 藝術工作室•	20-32	$600	2975 5624/26
Computer Laboratories 電腦室	20-45	$500-1,400	2975 5624
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	2975 5624
Lecture Rooms and Classrooms 課室	30-175	$270-680	2975 5624
Simultaneous Interpretation Facilities 即時傳譯設施	-	Negotiable 面議	2975 5624
Video Conference Rooms 視像會議室	90-360	$1,200-4,000	2975 5624

* 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。

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 Campus
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)	Admiralty Learning Centre (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)	金鐘教學中心 (海富中心)
12/F United Centre	Unit B 12/F, United Centre, 95 Queensway,Hong Kong (Exit D, Admiralty MTR Station)	Admiralty Learning Centre (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)	金鐘教學中心 (統一中心)
Art & Design Centre (34/F United Centre)	Unit C1 34/F, United Centre, 95 Queensway, Hong Kong (Exit D, Admiralty MTR Station)	Admiralty Learning Centre (United Centre) (Art & Design 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)	金鐘教學中心 (統一中心) (藝術及設計中心)

* **with Enrolment Service** 提供報名服務

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 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)	North Point Learning Centre (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)	北角教學中心 (北角城中心)
AIA Tower	Room 806, 808, 8/F and 18/F, AIA Tower, 183 Electric Road, North Point, Hong Kong (Fortress Hill MTR Station)	North Point Learning Centre (AIA Tower)
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)	北角教學中心 (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)	Quarry Bay Learning Centre
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)	鰂魚涌教學中心
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)	TST Learning Centre (Austin Tower)
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)	尖沙咀教學中心 (好兆年行)
TST District Kai Fong Welfare Association	TST District Kai Fong Welfare Association 36A Nathan Road, Kowloon	TST Learning Centre (TST District 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	尖沙咀教學中心 (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)	Tsim Sha Tsui Learning Centre (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)	尖沙咀教學中心 (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	Kai Chi School, 5 Wai Chi Street, Shek Kip Mei, Kowloon (Exit C, Shek Kip Mei MTR Station)	Shek Kip Mei Learning Centre
香港大學專業進修學院石硤尾教學中心	九龍石硤尾偉智街5號嘉智學校 (石硤尾地鐵站C出口)	石硤尾教學中心
Other Learning Centres 其他教學中心		
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	Room 1004-5,10/F, West Tower, Shun Tak Centre, 200 Connaught Road Central, Sheung Wan, Hong Kong (Sheung Wan MTR Station)	Shun Tak Learning Centre
信德教學中心	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)	信德教學中心
Sheng Kung Hui Tang Shiu Kin Secondary School	9 Oi Kwan Road, Wanchai, Hong Kong	SPACE Wanchai Learning Centre
聖公會鄧肇堅中學	香港灣仔愛群道9號	灣仔教學中心
Vocational Training Council	27 Wood Road, Vocational Training Council Tower, Wanchai, Hong Kong	
職業訓練局	香港灣仔活道27號職業訓練局大樓	
Delia Memorial School (Tai Koo)	Tai Koo Shing (Tai Fung Avenue), Hong Kong	
地利亞修女紀念學校 (太古)	香港太古城 (太豐路)	
Wah Yan College, Kowloon	56 Waterloo Road, Kowloon (Yaumatei MTR Station)	
九龍華仁書院	九龍窩打老道56號 (油麻地地鐵站)	
Delia Memorial School (Mei Foo)	Delia Memorial School Matriculation Evening Course (Broadway), 80 Braodway Street, Mei Foo Sun Chuen, Kowloon	Mei Foo Learning Centre
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	美孚教學中心

*** with Enrolment Service 提供報名服務**

新增教學中心 NEW learning centres



尖沙咀教學中心

位於尖沙咀柯士甸道22至26A的好兆年行的尖沙咀教學中心，已於一九九九年九月三日正式開幕，並於同日投入服務。

此中心是學院在九龍的總部，提供報名服務。學院的中醫藥學部亦已遷入此教學中心辦公。

此中心佔地二萬四千平方呎，設有五間標準課室(其中兩間備有視像會議設施)、一間電腦室、一間基礎科學教學實驗室，及為中醫藥學科的學員提供見習機會而設的康復專科診所。

由鄰近的佐敦地鐵站步行往此教學中心，只需約十分鐘，即可抵達。從中心往九龍火車站亦只需約十五分鐘。

Tsim Sha Tsui Learning Centre

Located in Austin Tower at 22-26A, Austin Avenue, our new Tsim Sha Tsui Learning Centre opened on 3rd September 1999. It is our main base in Kowloon and offers a full enrolment service. The Centre also acts as the main base for our TCM Division. Its 24,000 ft^2 area includes five standard classrooms, two of which have video-conferencing facilities; a computer laboratory; a basic medical science teaching laboratory; and a TCM Rehabilitation clinic that has been designed to facilitate practicum for students of the Bachelor of TCM. The Jordan MTR Station is less than 10 minutes away on foot, while the KCR main station is about 15 minutes away.

新教學中心

學院的學員人次，由一九九七/九八年度的69,361增加至一九九八/九九年度的83,300，增幅達百分之二十。為配合這方面的增長，並貫徹學院「把課室帶到學員中去」的辦學精神，學院分別在金鐘及鰂魚涌區增設課室。為學員提供設備優良、管理完善及交通便捷的學習環境。

金鐘教學中心 — 新增教室

繼座落於統一中心三十四樓的藝術及設計中心於一九九九年五月啟用後，學院分別於統一中心十二樓及海富中心二樓增設教室。

- 統一中心十二樓

  在一九九九年九月，設於統一中心十二樓的四間標準課室，正式啟用。其中二間設有即時傳譯系統，另一間可作輔導教學之用。

- 海富中心二樓

  位於海富中心二樓西翼商場的課室，將於今年二月啟用。經商場的自動行人電梯，可直達三樓的教學中心。這裡設有六間標準課室，及一間電腦室。其中三間課室，設有即時傳譯系統。

鰂魚涌教學中心

鰂魚涌教學中心，位處英皇道663號，15及16樓全層，在鰂魚涌地鐵站(模範里出口)的對面，交通方便。這中心將於今年四月啟用，提供約十間中小型教室。

New Learning Centres

SPACE student enrolments increased from 69,361 in 1997/98 to 83,300 in 1998/99 by 20%. To meet the resulting increased demand for facilities and to fulfill its aim of "bringing the classroom to the student", the School has acquired additional space in Admiralty and Quarry Bay for setting up well-equipped, well-managed and conveniently located learning centres.

Admiralty Learning Centre Extensions

Following the opening of the Art and Design Centre on the 34/F of United Centre in Admiralty in May Spring 1999, the School has established new classrooms on 12/F United Centre and 2/F Admiralty Centre.

- 12/F United Centre

  Opened in September 1999, the Centre has 4 standard classrooms, 2 with simultaneous interpretation facilities and one for microteaching.

- 2/F Admiralty Centre

  Located at the West Wing of the 2/F of the Shopping Arcade of Admiralty Centre, the Centre is directly accessible to the SPACE Admiralty Learning Centre on 3/F of the same building via the shopping arcade escalators. There will be 6 standard classrooms and a computer laboratory. Three of the classrooms will be equipped with simultaneous interpretation facilities. The Centre will open in February 2000.

Quarry Bay Learning Centre

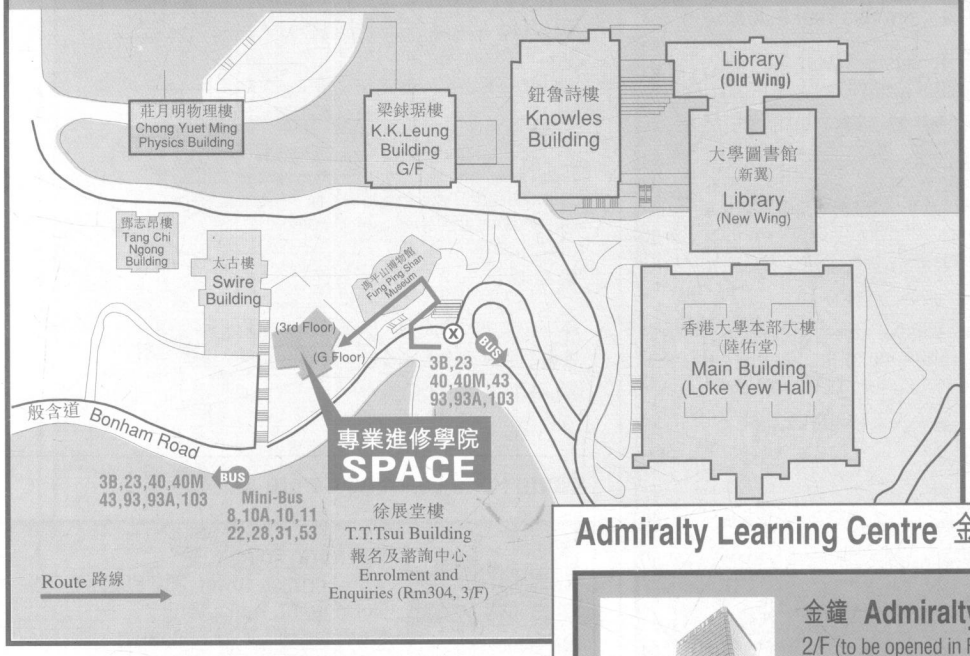
This Centre provides about 10 small to medium size standard classrooms on the 15/F and 16/F of 663 King Road, and is directly opposite the Model Lane Exit of Quarry Bay MTR Station. The Centre will open in April 2000.

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



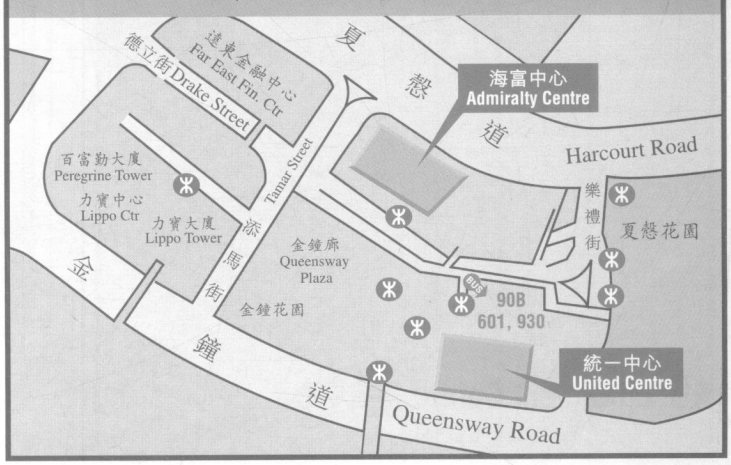
金鐘 Admiralty E

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)



E Enrolment Centre 報名中心

Tsim Sha Tsui Learning Centre 尖沙咀教學中心



尖沙咀及佐敦 **Tsim Sha Tsui & Jordan** (E)

UG/F and1/F, Austin Tower, 22-26A, Austin Avenue,Kln

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



Student Card for Access to Shun Tak Learning Centre and North Point Learning Centre after Office Hours

Students attending classes at Shun Tak Centre and 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信德教學中心及北角教學中心，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)



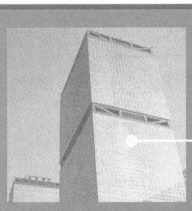
Rooms 806, 808, 8/F and 18/F, AIA Tower, 183 Electric Road, North Point, Hong Kong (Fortress Hill MTR Station)

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)



(E) Enrolment Centre 報名中心

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



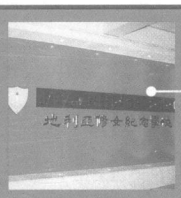
灣仔 **Wan Chai**

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



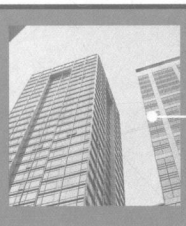
太古城 **Tai Koo Shing**

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)



Quarry Bay Learning Centre 鰂魚涌教學中心



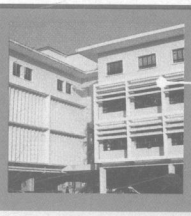
鰂魚涌 **Quarry Bay**

(二千年四月啟用 to be opened in April 2000)
15/F & 16/F, CEF Lend Lease Plaza,
663 King's Road, North Point, Hong Kong
(Quarry Bay MTR Station)

香港鰂魚涌英皇道663號加怡 禧廣場
十五及十六樓 (鰂魚涌地鐵站模範里出口)



Yau Ma Tei Learning Centre 油麻地教學中心



油麻地 **Yau Ma Tei**

Wah Yan College
56 Waterloo Road,
Kowloon (Yaumatei MTR Station)

九龍窩打老道56號九龍華仁書院
(油麻地地鐵站)



Mei Foo Learning Centre 美孚教學中心



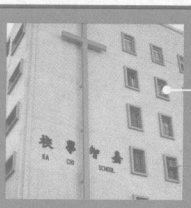
荔枝角 **Lai Chi Kok**

Delia Memorial School
Matriculation Evening Course (Broadway),
80 Braodway Street, Mei Foo Sun Chuen,
Kowloon (Mei Foo MTR Station)

九龍美孚新邨百老匯街80號
地利亞修女紀念預科夜校(百老匯)
(美孚地鐵站出口)



Shek Kip Mei Learning Centre 石硤尾教學中心



石硤尾 **Shek Kip Mei**

Kai Chi School, 5 Wai Chi Street,
Shek Kip Mei, Kowloon
(Exit C, Shek Kip Mei MTR Station)

九龍石硤尾偉智街5號嘉智學校
(石硤尾地鐵站C出口)



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

High Loan Amount : Up to HK$200,000 or 6 times of monthly salary, whichever is lower

Flexible Repayment Period : 6 to 36 months

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%	171.81	88.15	46.38	32.50
50,00 - 99,999	Prime rate + 2.5%	172.05	88.38	46.61	32.74
100,000 - 200,000	Prime rate + 3%	172.30	88.61	46.84	32.98

Remarks :

1. Prime rate for Hong Kong dollar loan quoted by us from time to time is currently at 8.5%.
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 1% 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.

Apply Now! Simply contact The Bank of East Asia Education Loan Hotline on 2211 1211 for application details.

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%	171.81	88.15	46.38	32.50
50,00 - 99,999	最優惠利率 + 2.5%	172.05	88.38	46.61	32.74
100,000 - 200,000	最優惠利率 + 3%	172.30	88.61	46.84	32.98

備註：

1. 港元最優惠利率(以本行公佈為準)現時為年息8.5%。
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1%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。

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

課程手冊派發地點 PROSPECTUS distribution network

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：

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。

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	恆生銀行(總行)	德輔道中83號5樓
	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	租庇利街1號喜訊大廈地庫 昃臣道3號香港會所大廈地下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	恆生銀行	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
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
	辰衡圖書文具有限公司	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	恆生銀行	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
	辰衡圖書文具有限公司	樂道13-15號
	尖沙咀街坊福利會	彌敦道136號 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	彌敦道231號
旺　角	恆生銀行 (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	美孚新村萬事達廣場N57號舖
新　界		
荃　灣	恆生銀行	大河街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
沙　田	商務印書館	新城市廣場第一期1層165號舖及2層266-270號舖
元　朗	三聯書局	教育路1號千色廣場2樓

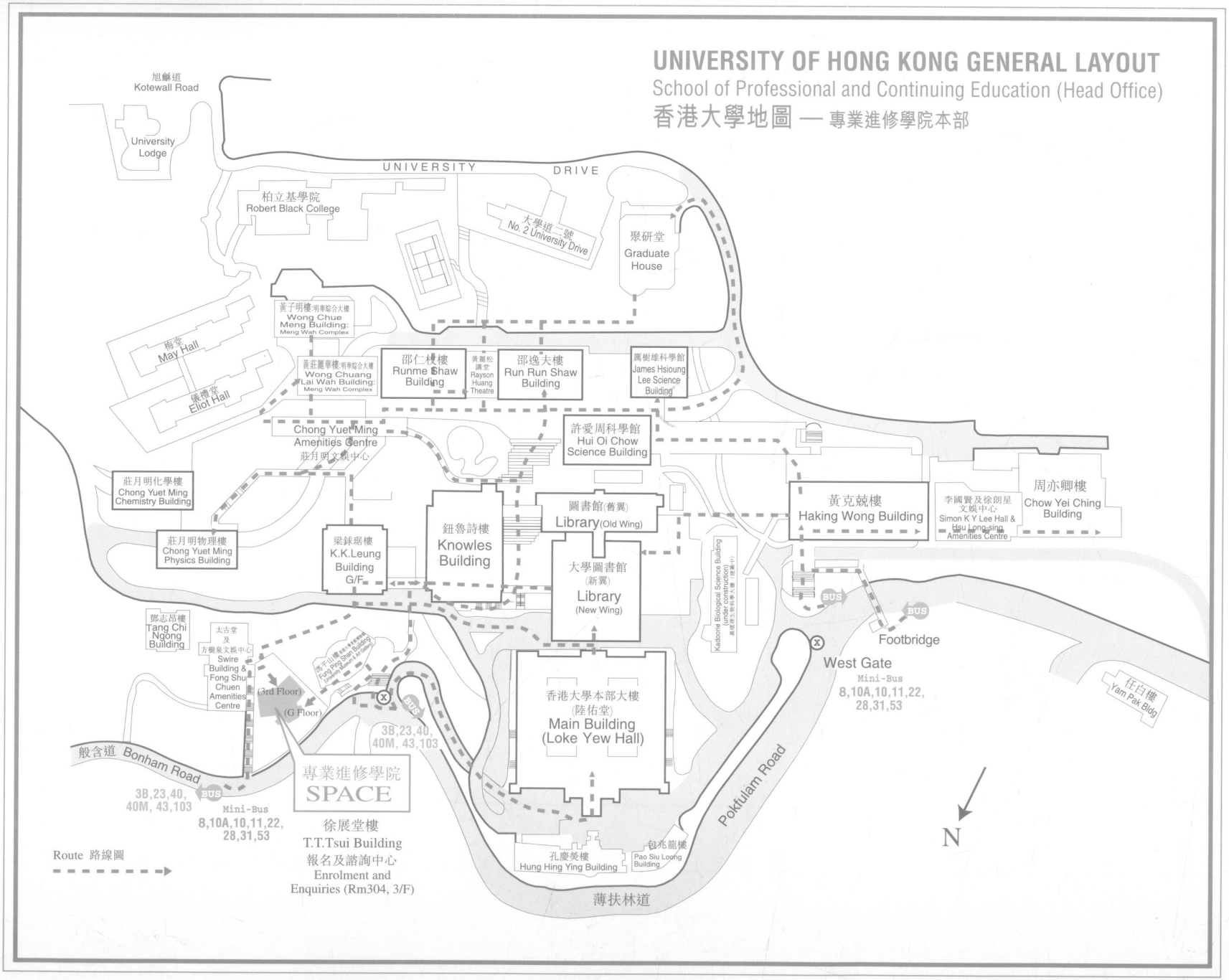
Autumn 2000 Prospectus

The next issue of the School Prospectus will be available in May/June 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 "Autumn 2000 Prospectus"on the envelope. Alternatively, you may collect copies from one of the counters listed on page xiv.

索取2000年秋季課程手冊 To receive Autumn 2000 Prospectus • P.330 請參閱第330頁 Pls refer to P.330

二千年秋季課程手冊

本學院將於2000年5、6月派發2000年秋季課程手冊。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2000年秋季課程手冊〕；或親臨本學院的教學中心(地址詳載xiv頁。)



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ENROLMENT CENTRES

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3/F T. T. Tsui Building,
The University of Hong Kong, Main Campus
Tel:(852) 2975 5680 Fax:(852)2546 3538

ADMIRALTY LEARNING CENTRE
3/F Admiralty Centre, Harcourt Road, Hong Kong
Tel:(852) 2559 7628 Fax:(852)2559 4666

NORTH POINT LEARNING CENTRE
14/F, Fortress Tower, 250 King's Road, Hong Kong
Tel:(852)2570 9266 Fax:(852)2508 9349

TSIM SHA TSUI LEARNING CENTRE
U/G & 1/F Austin Tower, 22-26A Austin Avenue
Tsim Sha Tsui, Kowloon
Tel:(852)2376 6700 Fax:(852)2302 1609

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E-MAIL ADDRESS 電郵地址: enquiry@hkuspace.hku.hk

報名中心

大學本部
香港大學徐展堂樓三樓
電話：(852)2975 5680 傳真：(852)2546 3538

金鐘教學中心
香港夏慤道海富中心三樓
電話：(852)2559 7628 傳真：(852)2559 4666

北角教學中心
香港北角英皇道二百五十號
北角城中心十四字樓
電話：(852)2570 9266 傳真：(852)2508 9349

尖沙咀教學中心
九龍尖沙咀柯士甸路22至26號A
好兆年行地下上層及一樓
電話：(852)2376 6700 傳真：(852)2302 1609