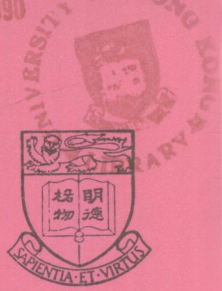


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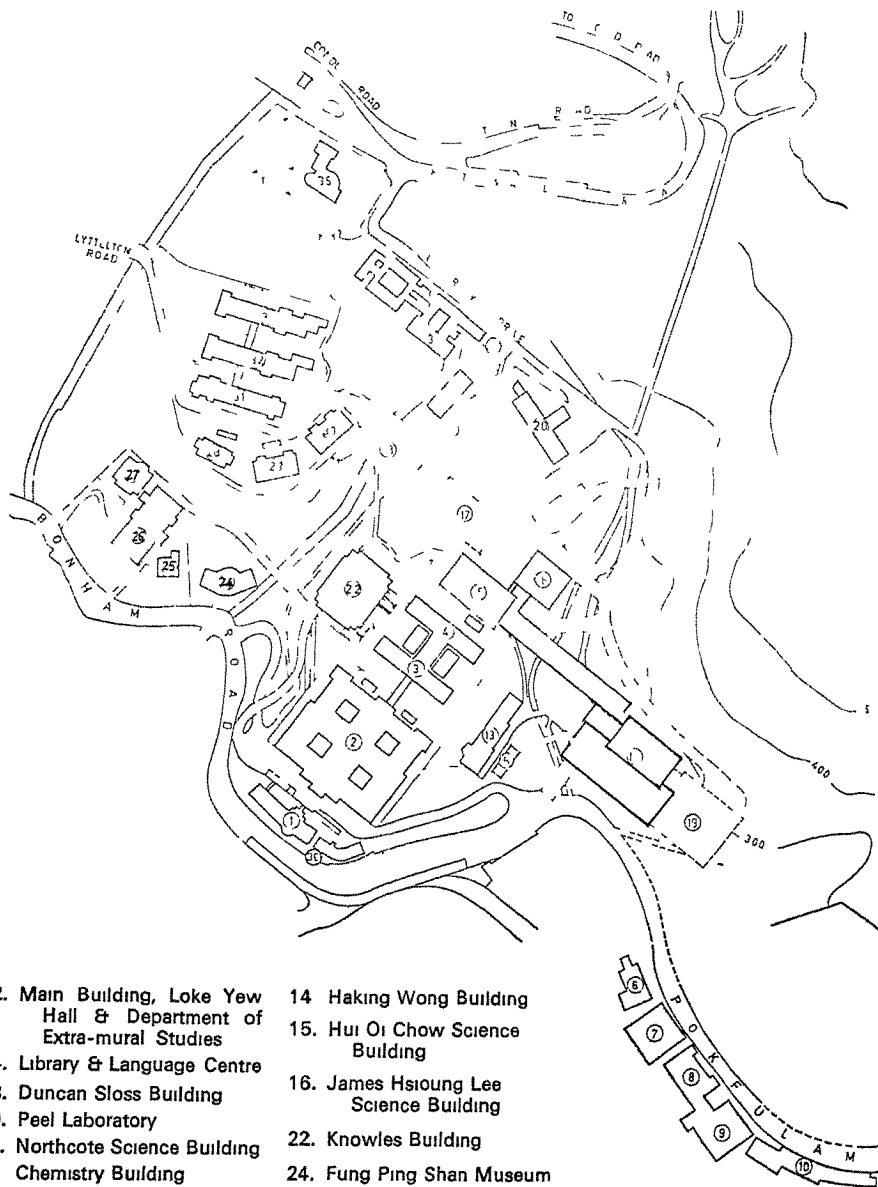
SPRING PROSPECTUS
1984

一九八四年春季

香港大學校外課程手冊

Extra Mural Studies

University of Hong Kong



- | | |
|---|--|
| 2. Main Building, Loke Yew Hall & Department of Extra-mural Studies | 14. Haking Wong Building |
| 4. Library & Language Centre | 15. Hui Oi Chow Science Building |
| 8. Duncan Sloss Building | 16. James Hsioung Lee Science Building |
| 9. Peel Laboratory | 22. Knowles Building |
| 10. Northcote Science Building | 24. Fung Ping Shan Museum |
| 13. Chemistry Building | |

UNIVERSITY OF HONG KONG GENERAL LAYOUT

Please see inside of rear cover for enlarged plan of Main Building (2) and location of rooms

Staff List

DIRECTOR

R. A. Williams, *M.A. (Wales)*

SENIOR STAFF TUTORS

T. W. Casey, *B.A. (Nott.), M.Phil. (H.K.), F.B.I.M.*

Duncan Macintosh, *M.A. (Cantab.), P.G.C.E. (Lond.),
F.R.S.A., F.R.A.S., F.I.L.*

Wilson W. S. Ng, *M.Sc., Dip. Applied Microbiol. (Strath), Ph.D. (H.K.)*

Owen H. H. Wong, *M.A. (H.K.), Ph.D. (Cantab.)*

SENIOR ASSISTANT TO THE DIRECTOR

Mrs. Priscilla Tso, *M.A., Dip.Ed. (H.K.), Dip.Ad.Ed. (Manc.)*

STAFF TUTORS

J. P. Bensly, *M.A. (Oxon.), M.A. (Reading)*

Susan Cameron, *B.A. (Leicester), Dip.I.A. (Bradford)*

Wun-Fai Hau, *B.S.Sc., M.A. (Hawaii)*

Sarah S. C. Hui, *B.Tech., Ph.D. (Bradford)*

Miss N. P. Lee, *B.A., Dip.Soc.St. (H.K.), M.A. (Mich.)*

Martha Lesser, *B.S. (N.Y.U.)*

Helen H. I. Place, *M.Soc.Sc., D.Phil. (Waikato)*

H. K. Wong, *B.A. (H.K.), M.A. (Brunel), Dip.Soc.St. (H.K.)*

John D. Young, *B.A. (Cal-State), M.A., Ph.D. (Cal-Davis)*

ASSISTANT STAFF TUTOR

Daniel H. S. Lee, *B.Sc. (H.K.)*

ADMINISTRATIVE ASSISTANT

Miss Wai-sum Wong, *B.Soc.Sc. (H.K.), M.A. (Melb.)*

DEMONSTRATORS

Samuel D. H. Chan, *B.Sc. (H.K.)*

John S. L. Tam, *M.Sc. (Toronto)*

Miss Wong Wo-bik, *B.F.A. (Columbus), M.F.A. (Temple)*

SECRETARY

Mrs. Yvonne Wong

GENERAL INFORMATION

1. There are normally no entry requirements except that applicants should be over 18 years of age. Occasionally to have the full benefit of a course applicants must possess certain defined qualifications. Applicants are therefore advised to read the description of a course carefully. Professional courses usually have clearly defined entry requirements.
2. The Director may at his discretion refuse to admit an applicant.
3. No Extra-Mural activities will be held:
 - (a) on any public holidays.
 - (b) at a storm warning signal of No. 8 or above. (Nor will any class, or other activity, be held on the day on which a No. 8 signal is lowered.)
 - (c) during the following holiday period: January 31 to February 5, 1984 inclusive (Lunar New Year).
4. *Fees are not refundable*, except in the event of a course being oversubscribed or cancelled.
5. Statements of Attendance or transcripts will be issued *only* on receipt of a \$10 processing fee and a stamp-addressed envelope within two years of the completion of the course.
6. The Department reserves the right to change the time and place of course meetings and to change the course tutor should this be necessary.

HOW TO ENROL

7. Completed enrolment forms should be sent to the Director of Extra-Mural Studies, University of Hong Kong. Additional forms are available on request. To ensure that a class can take place, the Department would appreciate early enrolment by applicants.
8. You should send your application form together with the appropriate fee either in the form of a postal order, money order or crossed cheque made out in favour of the UNIVERSITY OF HONG KONG.
9. You will be notified if you are not admitted because of oversubscription or other reasons. **THE DEPARTMENT WILL NOT NOTIFY SUCCESSFUL APPLICANTS WHO ARE EXPECTED TO ATTEND THE FIRST MEETING OF THE CLASS AT THE PLACE AND TIME ADVERTISED.**
10. Applicants can also enrol in person at the following places, but it would be helpful if fee payments could be made by crossed cheque rather than by cash:
 - (i) Department of Extra-Mural Studies, University of Hong Kong, University Main Building, Ground Floor, Pokfulam Road, Hong Kong (during office hours) Tel: 5-4097312 or 5-4097304.
 - (ii) Extra-Mural Town Centre, Wing On Centre, 8th floor, 111, Connaught Road Central (opposite Rumsey Street Car Park). Telephone: 5-450021 (3 lines). (Weekdays: from 9 a.m. to 6 p.m., Saturdays: 9 a.m. to 1 p.m.)

入 學 須 知

1. 除特別規定學歷之課程外，祇需要年齡超過十八歲，不限資格，均可申請入學。學員應詳閱課程簡介。
2. 學員被取錄與否，由校外課程部主任審核報名申請書決定之。
3. 本部在下列期間將暫停授課：
 - 甲：本港公眾假期。
 - 乙：本港天文台懸掛八號或以上風球；不論該風球是否仍然懸掛或已於當日較早時除下，是日一切校外課程及活動均全部取消。
 - 丙：農曆新年假期：一九八四年一月卅一日至二月五日。
4. 除課程額滿或取消外，已繳學費，概不退還。
5. 除非特別註明，所有中文課程將以粵語講授。
6. 學員可於課程完結後二年內向本部繳交十元手續費及一貼足郵票之同郵信封，申請發給聽講證書或結業證書副本。
7. 於必要時，本部有權對原定主講人，上課地點及時間作出更改。

報 名 手 續

8. 請填妥報名表格後連同劃線支票，銀行本票或郵政滙票，郵寄「香港大學校外課程部主任收」。劃線支票請書明支付「香港大學」。
9. 報名表格可隨時向本部索取。敬希有志修讀本部課程者儘早報名，以便課程能如期舉辦。
10. 申請人如獲取錄，本部不另通知，可依照課程簡章所列之地點及時間上課。如課程取消或改期或申請人未獲取錄，則另函通知。
11. 申請人亦可親往下列地點報名，（繳費時宜用劃線支票）：
 - 甲：香港大學校外課程部
薄扶林道香港大學校本部大樓地下。
電話：5—4097307 或 5—4097304。（辦公時間內）。
 - 乙：香港大學校外課程部市區中心
香港干諾道中一百一十一號永安中心八樓（孫士街停車場對面）。
電話：5—450021（3 綫）。（星期一至五：上午九時至下午六時。
星期六：上午九時至下午一時）。

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Art & Design

Staff Tutor : Martha Lesser, Telephone 5-450021

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

PRACTICAL STUDIO COURSES

These are practical studio classes in the Visual Arts with emphasis on artistic skills and creative growth of the individual. Work will be carried out in the various media described. It must be stressed that in order for students to gain full benefit from studio courses they must be prepared to do work outside of class time, and should take this into consideration when enrolling for a particular course.

Unless otherwise stated, students must provide all necessary materials, which will be discussed at the first class meeting.

520. Life Drawing. Malcolm Dakin, M.A. (R.C.A.). *Mondays, 6.00-8.00 p.m., starting February 20, 1984. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$315** including model fee

The movement and structure of the human figure has been both a source of fascination and a test of the technical and creative skills of artists throughout history: from the story-telling art of the cave dwellers, through the realistic and personally expressive achievements of Michaelangelo and Raphael, to the revolutionary creative inventions of Picasso and Matisse in this century. Many aspects of working from the figure will be discussed and illustrated, and students will be encouraged to make personal and creative interpretations of the model. Uses of line, shape, volume, and chiaroscuro are among the techniques to be covered. Beginners, as well as advanced students, are welcome. The first meeting will demonstrate and discuss the different media to be used. Some homework assignments will be given, and students should plan their time accordingly.

521. Life Drawing Workshop. Lois Johnson, B.A. (Sydney), Co-ordinator. *Thursdays, 6.00-8.00 p.m., starting February 23, 1984. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$250**

Those interested in drawing from the human figure know that one can never get too much practice. For that reason we are offering this series of life drawing practice sessions aimed at those already engaged in the study of life drawing. No formal tuition, will be given, but a member of the Art and Design teaching staff will be present to plan and organize model poses. *Applicants must have*

previous experience in life drawing or freehand drawing, and be able to plan their own drawings, choose materials, etc. In the event of oversubscription an interview will be required on February 16, 1984.

522. Basic Freehand Drawing. Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Mondays, 8.00-10.00 p.m., starting February 20, 1984. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings (including one full day field trip).* **Fee: \$245** including model fee

Drawing is the fundamental element in all visual arts. It is also the most intimate and spontaneous form of artistic expression. This course will study the basic elements of drawing such as line, form, tone, mass, texture etc. Students will be encouraged to experiment with different media including pencil, charcoal, conté crayon and others. There will be critiques and slide presentations to facilitate discussion of style and composition. In addition, at least one of the twelve meetings will be a Sunday field trip. *Students should note that there will be homework assignments each week and plan their time accordingly.*

523. Basic Watercolour Painting. Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Tuesdays, 8.00-10.00 p.m., starting February 21, 1984. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$230** including model fee

The basic techniques of watercolour such as wet on wet, dry on wet, dry brush and others, the preparation and use of materials, and basic colour theory will form the core of this course. The human figure, still life and landscape will be the main subjects or "take off points" for exploration of this medium. There may be one or two Sunday field trips. *Students should note that previous drawing experience is a distinct advantage. Homework assignments will be given.*

524. Experimental Drawing. Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 8.00-10.00 p.m., starting February 21, 1984. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$225** including model fee

Having a broad base of drawing techniques and experience is only a beginning in the process of creative drawing. Through a series of experimental projects and exercises it is hoped that students of this intermediate level course will discover links to their own creativity, and apply these to drawing; thus giving richer meaning to their work, and expanding their concepts of drawing itself. *Students should note that there will be a minimum of six hours homework each week in this project oriented course, and should plan their time accordingly. An interview will be required on Monday, February 13, 1984.*

525. Introduction to Photography. Robert Thomson. *Mondays, 7.35-9.50 p.m., starting February 20, 1984. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$385**

Aimed at those with a serious interest in Photography as a vehicle for expression and communication, this course will cover the basic studio and darkroom techniques of black and white photography as well as choices of equipment and materials. Students will be expected to experiment in the media, and class critiques will be held on the results of these. Students must provide their own cameras. Basic darkroom materials and supplies to be used during class sessions will be provided.

Enrolment is limited to 15.

526. Intermediate Black and White Photography. Robert Thomson. *Tuesdays, 7.35-9.50 p.m., starting February 21, 1984. Tutor's Studio, Central, and Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$385**

Designed for those who have mastered the basic camera and darkroom techniques of Black and White photography, this course will explore the uses of various darkroom materials and techniques to obtain dramatic and creative effects. Studio time will be used for models, still life, and other subjects as a means of exploring lighting, filters, etc. Students will be expected to present work regularly for assessment and to fulfil given assignments outside of class time where possible. *The cost of materials for use during class time has been included in the course fee. While not essential, it is useful if students have access to a darkroom for additional practice outside of class time. In the event of oversubscription an interview will be held on February 14, 1984.*

Introductory/Intermediate Colour Photography. Wong Wo-bik, B.F.A. (Columbus), M.F.A. (Temple). *Wednesdays or Thursdays, 7.35-9.50 p.m., starting February 22 and February 23, 1984 respectively. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$410**

What constitutes "Introductory" or "Intermediate" level of study in Colour Photography would seem to mean different things to different applicants. For this reason, and hopefully to ensure a greater homogeneous grouping in class, an interview will be held for both courses on the same evening to decide who belongs in which section relative to the other applicants. For this reason applicants should be available to attend the course either on Wednesdays or Thursdays. In order to gain full benefit from either course students will be expected to produce most finish work outside of class time. Papers, chemicals and other materials for use during class time will be provided and the cost of these is included in the course fee. The interview will be held at the Extra-Mural Town Centre on Wednesday, February 15, 1984 from 6.30 p.m.

527. Introduction to Colour Photography.

Aimed at those with a basic knowledge of photography, including use of cameras and darkroom procedure, students will be introduced to the technical and aesthetic aspects of colour photography. Working with both slides and colour negative film, they will learn how to best use and control various lighting situations for their own purposes, to effectively select subject matter, and to use colour to the best advantage. Emphasis will also be placed on the technical aspects of making colour prints from both slides and negatives. Hand colouring and retouching methods will be introduced, and there will be a brief look at the history of colour photography. *Assignments will be given, and class critiques will be held on the results of these. There will be one field trip on a Sunday. Paper and chemicals for use during class time will be provided and the cost of these is included in the course fee. Enrolment is limited to 15 students.*

528. Intermediate Colour Photography.

Starting with a general review of colour photography, this course will emphasise the correct use of films and more advanced techniques of colour printing. "Zone System", a previsualisation technique which is usually applied to black and white photography will be modified for colour, taking account of both natural & artificial lighting. This project-orientated course will emphasise visual selection and creative studio work as well as spontaneous, "on the spot" shooting. The aim is to offer students a better appreciation of photography as an art as well as helping them find a direction for their individual development as photographers. Selected works of well-known photographers, both international and local, will be examined and discussed, with emphasis on the creative origins of their work. Problems and techniques relating to colour photography will be discussed throughout the course.

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

主 講 人：王和璧女士。

地 點：香港大學校外課程部市區中心 14 室。

時 間：甲班：一九八四年二月廿二日起每星期三下午六時至七時。

乙班：一九八四年四月十一日起每星期三下午六時至七時。

全期學費：一百四十元。（共六講）。

（報名時請註明甲班或乙班。）

並非每位使用相機的人都想成為職業攝影師的；但業餘攝影者亦希望能夠拍得精采照片。這個課程旨在討論運用相機的最基本技巧，包括在不同情況下應用不同的鏡頭及菲林，構圖的美學，室內外光及一切初級的攝影技巧。課程通過幻燈片講座，使學員更進一步明白攝影的過程。學員需要做簡短的習作以便幫助其進展程度。

530. 初級攝影 (Introduction to Photography)

主 講 人：吳漢霖先生。

地 點：香港大學校外課程部市區中心 13 室。

時 間：一九八四年二月廿四日起每星期五下午七時卅五分至九時五十分。

全期學費：三百八十五元。（共十二講）。

本課程著重啟發學員對攝影藝術的理解及觀賞照片的基本能力。課程將研習一般照相機的運用，採光原理及黑房沖晒技術等，並簡介攝影史與近代重要攝影家的作品，學員必須以課外時間做習作。

531. 基本素描 (Basic Freehand Drawing)

主 講 人：韓偉康先生。

地 點：香港大學校外課程部市區中心 10 室。

時 間：甲班：一九八四年二月二十二日起每星期三下午八時至十時。

乙班：一九八四年二月二十四日起每星期五下午六時至八時。

全期學費：二百四十五元。（共十二講）。

（報名時請註明甲班或乙班。）

素描乃最基本之藝術表達形式。深厚之素描基礎不獨可以用於舒發個人思想及感情，並有助於其他視覺藝術之探索及學習。

本課程將從基本素描技法入手，務使學員認識線條、光暗、質量、形態及空間在繪畫構圖上之意義及運用關係，並從創作練習，作品欣賞及探討過程中，啟發其對環境之觀察能力及對藝術內涵和靈感之領悟。

本課程將著重堂課練習。學員並須每週預備四至六小時做課外習作。

如報名人數超額，將於二月十五日舉行面試。

532. 中級素描 (Basic Freehand Drawing II)

主 講 人：韓偉康先生。

地 點：香港大學校外課程部市區中心 10 室。

時 間：一九八四年二月廿四日起每星期五下午八時至十時。

全期學費：二百四十五元。（共十二講）。

本課程專為有素描基礎者而設。內容之編排，着重不同物料和工具之實驗及運用。學員將本其所習繪畫之知識，對構圖和色彩原理及繪畫風格等，作更深入之研討，並探索藝術意念在平面空間之表達方法。

學員每週須付出四至六小時做習作。

如報名人數超額，將於二月十七日舉行面試。

533. 人體素描 (Life Drawing)

主 講 人：韓偉康先生。

地 點：香港大學校外課程部市區中心 10 室。

時 間：一九八四年二月十五日起每星期三下午六時至八時。

全期學費：三百一十五元（包括模特兒費）。 （共十二講）。

本課程將以人體造形及動態作為寫畫之題材。學員需用多種畫具包括鉛筆，木炭條，粉彩及鋼筆等作輪廓線描法，動姿描法，質感及質感描法等基本練習。課程並將應用幻燈片，以輔助對人體畫風格和理論的探討。學員必須以課外時間做習作。

534. 版畫（一）凸版 (Relief Printmaking I)

主 講 人：廖少珍女士。

地 點：香港薄扶林道一百四十四號薄扶林畫室。

時 間：一九八四年二月廿一日起每星期二下午七時至九時三十分。

全期學費：二百七十五元。 （共十二講）。

本課程旨在介紹凸版印刷之基本原理及技巧。課堂實習包括：紙版，拼貼實物版，麻膠版，木版，紙浮雕，單色及多色印法。課程將應用幻燈片及複製品，以輔助探討各著名版畫家之風格。（限收十五人）。

535. 基本傳統山水畫 (Introduction to Traditional Chinese Landscape Paintings)

主 講 人：熊海先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：一九八四年二月廿二日起每星期三下午六時至八時。

全期學費：二百零五元。 （共十二講）。

本課程旨在輔導學員掌握山水畫之基本技法，包括用筆、用墨和用色等，並透過寫生練習發展個人創作意念。本課程將着重堂課示範及練習，並於學期內在假日及星期日舉行最少兩次戶外寫生。除課堂練習外，學員必須以課外時間做習作。

536. 山水畫入手新試 (Approaches to Chinese Landscape Painting)

主 講 人：徐子雄先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：一九八四年二月二十日起每星期一下午八時至十時。
全期學費：二百零五元。（共十二講）。

本課程專為研習現代山水畫者而設。內容將著重研習山水畫的多種技法及入手方法，並對中西處理風景題材的異同處作比較。課程並輔予幻燈片研討及專題示範，且於星期日及假期舉行兩至三次郊外寫生以實踐創作理論。除課堂練習外，學員必須每週預備四小時做習作。

537. 水墨畫寫樹法 (Trees in Chinese Ink Painting)

主 講 人：熊海先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：一九八四年二月二十日起每星期一下午六時至八時。

全期學費：二百零五元。（共十二講）。

樹木乃山水畫之重要畫素。本課程旨為有國畫基礎者而設，並以各種樹類為寫畫題材，透過筆墨運用及戶外寫生練習，鼓勵學員探索樹態及質感之寫法，從而發揮想像力，以達完整之構圖。本學期內將於假日及星期日舉行最少兩次之戶外寫生。除課堂練習外，學員必須以課外時間做習作。

538. 基本書道 (Introduction to Chinese Calligraphy)

主 講 人：翟仕堯先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：甲班：一九八四年二月二十四日起每星期五下午六時至八時。

乙班：一九八四年二月二十四日起每星期五下午八時至十時。

全期學費：二百零五元。（共十二講）。

（報名時請註明甲班或乙班。）

本課程通過對中國歷代書體沿革與諸家風格之介紹，使學員了解傳統書道之基本理法，以引起其研習書道之興趣，建立研習之基礎，並觸發對現代書道之探索。

課程將著重於書寫之實習。除堂課練習外，學員必須以課外時間做習作。

539. 中級書道 (Intermediate Chinese Calligraphy)

主 講 人：翟仕堯先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：一九八四年二月二十一日起每星期二下午六時至八時。

全期學費：二百零五元。（共十二講）。

旨在輔導學員本其固有之書道知識與技巧，對傳統書體作更深研習；藉以觸發個人風格之探索。

課程內容之編排，適合稍有書道基礎者深造與發展。本其所習，更對幅式空間之設計；五色墨彩之變化與筆鋒運旋之韻律等藝術問題，既作更深入之研討，同時亦出以新的探索。

除堂課練習外，學員必須以課外時間做習作及閱讀參考書籍。

APPLIED DESIGN

540. Introduction to Graphic Design. Alice Lo, B.A. (CNAA). *Tuesdays, 6.00-8.00 p.m., starting February 14, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$205**

Aimed at those who are considering graphic design as a career, this studio course will provide the student with a broad view of the role, function and practice of the graphic designer. Among the topics to be covered are: basic elements and principles of design, corporate visual identity and imagery as used in stationery, labels, packaging, etc. Promotion advertising and publicity graphics, architectural graphics, and others will be discussed. *Students should note that homework assignments will be given and plan their time accordingly.*

541. Graphic Design for Hotels. Tommy Dy, Asia/Pacific Regional Art Director, Holiday Inn. *Tuesdays, 8.00-10.00 p.m., starting February 21, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$205**

The types and forms of graphic design required for hotels is broad and varied, one having to maintain continuity of image while promoting individuality of design. Aimed at those already familiar with basic design concepts, it is hoped that students will complete eight to ten related projects. Among the topics to be covered are: logos and stationery; promotional materials, press kits and brochures; room and restaurant items; advertising, decoration, in-house materials, and others. *Students should note that there will be homework assignments each week and should plan their time accordingly. In the event of oversubscription an interview will be required on February 14, 1984.*

542. Illustration for Graphic Design. Patrick Lo, B.A. (Middlesex), M.A. (R.C.A.). *Thursdays, 6.00-8.00 p.m., starting February 23, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$205**

There are a great variety of techniques and approaches that can be used in illustration for graphic design. In theory it is unlimited: in reality limits are set by costs, printing processes, client specifications, etc. This studio course, while

emphasising the media and technique of illustration, will also include information on layout, printing methods, and the client-illustrator relationship. *Students will be expected to do homework each week and should plan their time accordingly. Previous drawing experience is essential. In the event of oversubscription an interview will be required on February 16, 1984.*

543. Introduction to Interior Design. Christine Maillfert Walton, D.N.B.A. (France). *Wednesdays, 8.00-10.00 p.m., starting February 22, 1984. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$205*

As an introduction to the discipline of interior design, this course will cover the basic analysis, conceptualisation, and communication of ideas through drawing, colour, materials, and finishes as explored through a series of small domestic and commercial projects. *There will be a minimum of five hours of homework each week. In the event of oversubscription an interview will take place on February 15, 1984.*

544. 商業美術設計 (Commercial Art & Design)

主 講 人：馬耀平先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八四年二月二十日起每星期一下午八時十五分至九時四十五分。

全期學費：二百零五元。（共十二講）。

旨在透過商業美術設計之實例介紹，使學員建立設計理論之基礎，並能在短期內掌握一定的意念構思能力及平面表達技巧。

課程內容包括：器材及物料運用，平面設計及色彩原理，字體設計，插圖技巧，正稿製作及印刷常識等。並輔予幻燈片作研討，及實地參觀實用設計之製作過程。學員必須以課外時間做習作。

545. 噴畫技術及運用 (Air Brush Painting)

主 講 人：馬耀平先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：一九八四年二月二十三日起每星期四下午八時至十時。

全期學費：二百元。（共十講）。

近年來噴筆技術在藝術及商業設計之領域中帶有刺激性影響。適當之噴筆技術運用及配以其他設計物料，則可製造獨特之效果。

導師將從其豐富之商業插圖經驗入手，使學員實習各種噴筆技巧，以發揮其他美術創作。課程並輔予幻燈片研討及專題示範，同時提供簡單及廉宜之噴畫工具設置方法，務使學員可在居所內自行創作。

學員須具繪畫經驗並購置約二百元之噴筆及其他物料。如報名人數超額，將於二月十六日舉行面試。

ART APPRECIATION

546. 版畫欣賞導論 (Appreciation of Prints)

主 講 人：廖少珍女士。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八四年二月二十日起每星期一下午六時十五分至七時四十五分。

學 費：全期一百五十元。（共十二講）。

本課程將循版畫演變之軌迹，探討由插圖式及報導式版畫所發展成純藝術創作之過程。同時對各類版畫的風格及媒介，包括歷史性及技術性的背景逐一進行研究。課程內容：基本原理及技巧，十九世紀前之版畫，印象派畫家及德國表現派畫家之版畫，二十世紀之版畫及東方版畫。課程將輔以幻燈片及複製品作專題討論。

DAYTIME COURSES

547. Figure Composition. Martha Lesser, B.S. (N.Y.U.). *Thursdays, 10.00 a.m.-12.00 noon, starting February 23, 1984. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$315** including model fee

Planned for those with previous experience in drawing from the human figure, the aim of this intermediate level course is to help students discover and develop ways of using the figure, and its aspects, in full, finished pieces of work, employing a variety of drawing and painting media. *Students should be prepared to do approximately six hours of homework each week. Enrolment is limited to 17 persons and in the event of oversubscription an interview will be held on February 16, 1984.*

548. Life Drawing Workshop. Lois Johnson, B.A. (Sydney), Co-ordinator. *Fridays, 10.00 a.m.-12.00 noon, starting February 24, 1984. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$250**

See entry for Course No. 521.

In the event of oversubscription an interview will be required on February 17, 1984.

549. Introduction to Batik. Marion Hughes, D.A. (Dundee College of Art), Cert.Ed. (Glasgow). *Wednesdays, 10.00 a.m.-12.00 noon, starting February 22, 1984. Pokfulam Studio, 144 Pokfulam Road. 12 meetings.* **Fee: \$300**

Batik is a wax-resist method of creating texture, design and drawing, on dyed fabric. Both Eastern and Western techniques are each capable of creating different effects. Varieties and combinations of these will be explored, and used in finished work. All Batik materials for use during class—except fabric—will be provided, and the cost of these is included in the course fee. Both beginners and advanced students are welcome.

See also :

- 621. 幼童的美術教學(第 40 頁)
- 622. 幼稚園美勞活動教學(第 40 頁)
- 745. 古今陶瓷欣賞(第 86 頁)
- 746. 山水國畫的基本寫法(第 86 頁)
- 747. 山水畫構圖與筆、墨、紙、絹技法(第 86 頁)
- 748. 漢魏名碑書法藝術研習(第 87 頁)
- 749. 國畫人物與走獸線描潑墨技法(第 87 頁)
- 750. 晉唐名帖書法藝術寫作技法(第 87 頁)
- 751. 現代山水畫(第 88 頁)
- 752. 新院體畫的花鳥寫法(第 88 頁)
- 753. 篆刻與印章(第 89 頁)

預早報名之重要

及早報名乃是使本部得知各界對種種課程反應之唯一途徑，如不及早報名則往往引致各該課程延期或取消。如有志修讀本部課程者，敬希從速將報名申請書寄回本部。

Business Studies

Staff Tutor : Susan Cameron, Telephone 5-4097305

Courses Nos. 550 to 555 are designed to be of assistance to those preparing for the examinations of the Association of Certified Accountants, the Hong Kong Society of Accountants, the Institute of Cost and Management Accountants and the Institute of Chartered Secretaries and Administrators. The courses are a complement to, not a substitute for, correspondence courses. The courses have been designed on the assumption that all participants are serious students and will undertake all homework as set by tutors. Students should make their own arrangements for sitting the relevant examinations.

550. Foundation Accounting 1. (Second Part) Norman W. Y. Ngai, B.A. (Sheff), A.C.M.A., A.H.K.S.A., M.B.I.M. *Fridays, 7.15-9.15 p.m., starting February 17, 1984. Room G5, James Hsiung Lee Science Building, University of Hong Kong. 10 meetings. Fee: \$170*

This is the second part of the Foundation Course begun last autumn with the same tutor. In this part there will be an introduction to the financial framework of limited companies and coverage of shares and loan capital; preparation of simple final accounts for limited companies; departmental accounts; interpretation of financial statements; simple ratio analysis and funds flow statements. Students who have made a start on studying the ACCA Level 1 syllabus may join this course.

551. Hong Kong Taxation. Dickson Wong, B.B.A., Dip. Fin. Mgt., C.P.A., A.C.A. (Aust), A.T.I.H.K. *Tuesdays, 6.00-7.30 p.m., starting February 14, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$160*

This course will cover the main topics of the HKSA/ACCA level 2 (paper 8) examination, under the five headings: profits tax, salaries tax, property tax and interest tax, depreciation allowances, personal assessment. There will also be general discussion of the Hong Kong Taxation system.

552. Costing. John Ellis. F.I.I.A., F.H.K.S.A., A.A.S.A., A.A.I.M., A.C.I.S., M.I.T.O. *Mondays, 6.15-8.15 p.m., starting February 20, 1984. Room 103, University Main Building. 14 meetings. Fee: \$250*

The main areas of study will be: costing for materials, labour and overheads, job costing and process costing, breakeven analysis, profit volume ratio, marginal costing, introduction to standard costing, and variance analysis. The course will be particularly useful to students taking the A.C.C.A./A.C.M.A. Costing 1 examination. Please note all students on this course must have *at least one year* of accounting experience.

553. Aspects of Advanced Accounting Practice. To Pak-lam, A.C.C.A., A.H.K.S.A. *Saturdays, 2.00-4.00 p.m., starting February 18, 1984. Room 103, University Main Building. 16 meetings.* **Fee: \$290**

The A.C.C.A. syllabus of Level 2 Paper 9 will be followed and topics selected for discussion in detail are: the accounts of limited companies including group accounts and the accounting treatment of associated companies, statement of standard accounting practice, current cost accounting, earnings per share, capital re-organisation and reconstructions, statement of changes in financial position for group companies, piecemeal realisation of partnership, contract account; investment account with income tax complication; interpretation of accounts. This course is suitable for A.A.C.A. candidates or students who have attained L.C.C. higher accounting and who wish to advance their accounting knowledge.

554. Management Accounting. Mrs. Chong Chan Lai-wah, B.Sc. (Econ.), A.C.A., A.H.K.S.A., C.P.A. *Saturdays, 2.15-4.15 p.m., starting February 18, 1984. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$270**

The objective of this course is to enable students to use methods and techniques available for the financial management of the organisation. Topics covered will include cost accumulation, marginal costing, budgetary planning, flexible budgetary control, standard costing, process costing, aspects of costs for decision making, decentralization and management information systems. Applicants *must* have passed ACCA/HKSA Level 1 Accounting and Costing; photo copies of exam. passes must accompany the application form. All students will be expected to do set homework.

555. Corporate Financial Management. Alan Wong, M.A. *Tuesdays, 6.30-8.30 p.m., starting February 14, 1984. Room 103, University Main Building. 14 meetings.* **Fee: \$250**

Relevant for those studying for paper 3.2 of the ACCA/HKSA examination the main focus will be on capital structure and cost of capital, dividend policies, consumption and investment decisions, capital budgeting topics including discounted cash flow, risk and uncertainty, capital rationing, project ranking and inflation, and the management of cash, creditors, debtors and inventory. Other topics to be touched on include portfolio theory and share price valuation. This course is for *serious students* who have completed or are about to complete Level 2 of the examination scheme.

556. Elementary Book-keeping and Accounts. Chan Kee-ming, A.C.I.S. *Wednesdays, 7.15-9.30 p.m., starting February 15, 1984. Room 121, University Main Building. 15 meetings.* **Fee: \$300**

This course will cover the principles of elementary book-keeping; the theory of double entry system; the keeping of books of original entry such as: sales book, 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 particularly suitable for those who are not intending to become professional accountants but who need to be able to understand accounting principles and methods and to operate a set of financial books of records.

557. Understanding Company Financial Statements. Mak Kam-kie, B.Sc., M.B.A., M.B.I.M., C.Dip.A.F. *Saturdays, 2.00–3.30 p.m., starting February 18, 1984. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

Fee: \$160

This course is designed for those who have little knowledge of this subject but wish to acquire a better understanding in interpreting financial statements of trading/manufacturing companies and banks. Topics to be covered: basic financial statements, financial ratio analysis, financial ratios in different industries, limitation of ratio analysis, fund flow and cash flow analysis. Exercises and case studies will be presented.

558. Financial Management—for the non-accounting specialist. Richard Kong, A.I.B., M.Inst.A.M. (Dip.), M.I.C.M. (Grad.), M.B.I.M. *Saturdays, 4.00–5.30 p.m., starting February 18, 1984. Room 415, Knowles Building, University of Hong Kong. 12 meetings.*

Fee: \$160

The course is designed to provide non-accountants with basic knowledge of the financial planning process and to focus on the place of the finance function in relation to objectives and corporate strategy. The analytical tools used by financial managers will also be discussed. The course is suitable for those studying for the Certified Diploma examinations.

559. Financing and Management of Corporate Assets. Chung Kai-chiu, M.B.A. (Illinois). *Thursdays, 7.45–9.15 p.m., starting February 16, 1984. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$200**

The objectives of this course are to provide the concepts and techniques of financial management related to corporate cash management, control of accounts receivables and trade credit management, principles of inventory management, short and intermediate term financing. Special topics such as financial evaluation of a potential acquisition, financial analysis and projections will also be covered. This course is designed for junior and middle executives who already have a basic knowledge of financial management and/or elementary accounting and seek to broaden their knowledge in this area.

560. Corporate Planning and Control. K. C. Ko, M.C.I.T., A.C.I.S., M.Inst.Pkg., M.B.I.M. *Fridays, 7.45–9.15 p.m., starting February 17, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 11 meetings.* **Fee: \$145**

The practice of Corporate Planning and Control has grown rapidly in recent years as a means for guiding future developments of both public and private

enterprises. This is an introductory course designed to give an idea and understanding of the subject and its role in the successful running of a business. The course will look at the ways in which one can develop a plan for the future taking into account specific internal and environmental forces. Also to be covered are strategic planning, operational planning, business modelling and budgetary control.

561. Computers and Business Management: Decision-Making. Bernard Tsui, B.Sc. (Leeds). *Wednesdays, 7.15-8.45 p.m., starting February 22, 1984. Room 122, University Main Building. 12 meetings. Fee: \$160*

In the progressive business world of Hong Kong the use of computers is becoming commonplace. It is essential for all businessmen to understand the capacity of computers and to appreciate the techniques for using computers in business. Computer concepts will be explained and the computer's role in making business decisions will be explored through analysis of case study presentations.

562. Computer Auditing: a basic appreciation. George Leung, A.C.I.S. *Tuesdays, 6.15-7.45 p.m., starting February 14, 1984. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 11 meetings. Fee: \$145*

The technique of computer auditing is developing rapidly. This course will briefly consider the fundamental concepts of EDP and the principles of auditing, then review computer auditing practice in general, by looking at the various controls in a computer environment and their use in auditing, and will follow on with a deeper analysis of the audit of a computer application using appropriate case studies. Although the course is at an introductory level it will be assumed that all applicants already have a basic knowledge of auditing.

563. Management Auditing. Richard H. K. Kong, A.I.B., M.B.I.M., A.M.I.T.D., M.Inst.A.M. *Saturdays, 2.00-3.30 p.m., starting February 18, 1984. Room 415, Knowles Building, University of Hong Kong. 10 meetings. Fee: \$135*

Management auditing is the systematic examination of the policies and practices within an organisation to assess their effectiveness. It has become the term for the audit of activities other than those pertaining to financial statement examination. The course is designed to provide understanding of the scope and nature of management auditing as well as how to conduct a management auditing assignment.

564. Small Business Management. H. Y. Tai, M.B.A., F.C.C.A., C.P.A., A.H.K.S.A. *Tuesdays, 7.45-9.45 p.m., starting February 14, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$210*

This course will examine the various aspects of small business management including: the appraisal and evaluation of business opportunities, the role of the

small business entrepreneur, formation of a small business, the functions of marketing, accounting, finance, taxation and personnel, and such related subjects as general business law, insurance and office technology for the small business. A number of question and answer sessions will be used to explore business ideas or tackle management problems of small entrepreneurs. *At the time of enrolling applicants should submit a short note on their business ideas or specific management problems.*

Medium of instruction: English and Cantonese.

565. International Trade. Ip Tsun-nin, B.Com. *Thursdays, 6.15-7.45 p.m., starting February 16, 1984. Room 103, University Main Building. 15 meetings.*

Fee: \$200

Students will be given an overall picture of international trade with particular emphasis on shipping and payment terms and shipping documents, documentary credits and collections, document checking, services provided by banks, the inward and outward bills department, foreign exchange and the Hong Kong Export Credit Insurance Corporation.

566. Principles of Lending: A Risk Analysis Approach. Patrick Tse, B.Soc.Sc., M.B.A. *Mondays, 6.00-7.30 p.m., starting April 30, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings.*

Fee: \$110

Instead of using the traditional financial analysis approach to analyse credit proposals, this course will introduce a conceptual framework for analysing different risk areas associated with different lending situations and the structuring of credit facilities to mitigate the risk. Emphasis will be put on working capital financing and general term lendings. Project financing will also be touched upon. The course will be conducted in lectures supplemented by case study. Some banking and accounting knowledge is necessary in order to take full advantage of this course.

567. An Introduction to Share Investment. W. Chung, B.E., M.B.A., M.I.E. (Aust.). *Saturdays, 2.00-4.00 p.m., starting February 11, 1984. Room 217, University Main Building. 9 meetings.*

Fee: \$160

Students will be introduced to point and figure charts, technical indicators, the use of business cycles, share valuation models and the principles of diversification and investment strategy.

Note: the medium of instruction will be Cantonese but all resource materials will be in English.

568. Fundamentals of Investment. Clarina Man, B.B.A. (Finance). *Thursdays, 7.15-8.45 p.m., starting February 16, 1984. Room 121, University Main Building. 12 meetings.*

Fee: \$160

In the past decade, there have been major changes in both the process of

investing and the range of investment vehicles available to individual investors. The principal aim of this course is to introduce up-to-date coverage of techniques, vehicles, and strategies for implementing investment goals, using an easy-to-understand method with an emphasis on practical aspects. Topics include: the role and scope of investments, risk and return, ordinary shares, bonds, preference shares, convertibles, options, commodities and financial futures, gold, real estate, mutual funds, portfolio investments, personal investment plan and administration.

569. An Introduction to Company Secretaryship. J. A. Ellis, E.D., F.I.I.A., F.H.K.S.A., A.A.S.A., A.A.I.M., A.C.I.S., M.I.T.O. *Tuesdays, 7.15-9.15 p.m., starting February 21, 1984. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$210**

The *practical* aspects of the Company Secretary's job will be described with particular reference to the procedures and administration necessary for companies registered under the Hong Kong Companies Ordinance. This course is suitable for students who wish to acquire a basic knowledge of Secretarial Practice.

570. Hong Kong Profits Tax. Tam Tak-ding, A.C.C.A., A.H.K.S.A., A.C.I.S. *Fridays, 6.00-7.30 p.m., starting February 17, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$160**

Hong Kong Profits Tax will be discussed under eight headings: basis period, assessable profits, allowable deductions, depreciation allowance, partnership assessment, provisional tax, personal assessment and objection.

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

主 講 人：余汝健先生，C.P.A., F.H.K.S.A., A.A.S.A., A.T.I.H.K.。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八四年二月二十六日起每星期四下午六時十分至七時四十分。

全期學費：一百八十五元。（共十四講）。

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、物業與利息稅，亦涉及有關個人之估稅問題。除作簡易之原理講述外，主講人亦與學討論實際之應用問題、與如何填寫各種報稅表格及如何向稅局追討發還超額繳納稅款，各學員應在開課前購買——「香港稅務法例」，作為聽講時參考之用。

由於專門術語皆以英語為本，學員須具有英語知識。

572. 工商管理導論 (Principles of Business Administration)

主 講 人：黃偉雄先生，B.B.A.。

地 點：香港大學校本部大樓 121 室。

時 間：一九八四年二月十三日起每星期一下午七時至八時三十分。

全期學費：二百元。 (共十五講)。

本課程是以幾個工商業普遍應用的知識領域，如管理、會計、市場、財務及電腦應用等，逐一加以討論。學員於修畢此課程後將會有一個簡單而全面的工商管理概念。

See also :

783. Computerisation: an Executive's Viewpoint. (Page 102)

786. Introduction to Data Processing. (Page 103)

太 古 城 校 外 課 程

680. 廣告設計實用技巧

696. 音樂基本理論

697. 視唱練習

749. 國畫人物與走獸線描潑墨技法

750. 晉唐名帖書法藝術寫作技法

Economics, Banking & Statistics

Staff Tutor : W. F. Hau, Telephone 5-4097304

573. Hongkong Statistics for Business. *Fridays, 5.45-7.45 p.m., starting March 9, 1984. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 11 meetings.* **Fee: \$400** (including publications and reports)

This course is offered in cooperation with the Census and Statistics Department. It is designed to put managers, administrators and planners in closer touch with the statistical data available in Hong Kong, and to show how such data may be used to assist in business and forecasting. The course is an integrated series of lectures/seminars by experts in the field.

Closing date for application : February 18, 1984.

Population and Household Statistics	M. C. Leong, M.I.S. Senior Statistician
External trade statistics: sources, methods and uses	C. M. Luk, B.Sc., Ph.D., F.I.S. Senior Statistician
Manufacturing industry: cost structure, inter-industry comparisons, censuses of industrial production, economic outlook	Josephine Lau, B.Soc.Sc. Senior Statistician
Distributive Trades	M. Y. Yeung, B.A. Assistant Commissioner
Labour: employment, unemployment, underemployment	Bernard Wong, B.Sc., M.I.S. Senior Statistician
Prices and Wages	John Lee, B.A. Senior Statistician
National Accounts Statistics: estimates of GDP and its components	Frederick Ho, B.Sc., F.I.S. Assistant Commissioner
Monetary Sector: money supply, loans and advances, liquidity, interest rates, exchange rates	Glenda Chan, B.Soc.Sc. Economist (Monetary Affairs)
Applications of Social Statistics in Planning	Dominic Leung, B.A., M.B.A. Senior Statistician H. K. Yip, B.Soc.Sc., M.Soc.Sc. Senior Statistician

Applications of Economic Statistics: macro-economic applications, structure of the Hong Kong economy, micro-economic applications

C. K. Law, B.Soc.Sc., M.Econ.
Senior Economist (Economic Services)

Panel Discussion: use of economic indicators and statistics for business and administration

K. Y. Tang, B.Soc.Sc.
Principal Assistant Secretary
(Economic Services)

Frederick Ho, B.Sc., F.I.S.
Assistant Commissioner

574. Economics of Everyday Life. Eddie Leung, B.S.Sc., M.A. *Fridays, 7.50-9.20 p.m., starting February 17, 1984. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings. Fee: \$160*

This course is designed to introduce the basic concepts of economic theory including both micro-economics and macro-economics. Emphasis will be placed on the application of economic theory to interpret current affairs. Students sitting for professional/academic examinations may find it helpful.

575. Principles of Economics: Microeconomics. K. K. Cheung, B.A., M.A. (Econ.) (Carleton). *Tuesdays, 7.40-9.40 p.m., starting February 14, 1984. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$150*

This course is designed for those who wish to understand the basic principles of micro-economics and their application to business decisions and economic problems concerning the Hong Kong economy. Topics will include demand and supply, consumer behaviour, production and costs, competition, monopoly and other market structures, factor pricing, labour and wages, general equilibrium and welfare economics. Good mathematics is not required but ability to interpret graphical presentation is essential.

576. Principles of Economics: Macroeconomics. Ho To-ming, B.A., M.Sc. (Econ.) (London). *Thursdays, 6.25-7.55 p.m., starting March 1, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$130*

This course is designed for those who wish to understand the basic principles of macro-economics and their application to current economic problems concerning the Hong Kong economy. Topics will include national income analysis, consumption, investment, public finance, labour market and unemployment, money and banking, inflation and deflation, international trade and finance, trade cycle, economic growth and development. The interdependence of all sectors of the economy will be discussed. Good mathematics is not required but ability to interpret simple graphical presentation is essential.

577. Monetary Economics. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B. A.C.I.S., C.Dip.A.F. *Fridays, 7.00-9.30 p.m., starting February 17, 1984 Room G3, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$180**

This revision course is designed for those who will be taking the Stage 2 Monetary Economics paper of the Institute of Bankers. Topics to be discussed will include: the concept of money, the U.K. financial system, interest rates, overview of monetary theory, monetary policy and control, balance of payments, exchange rates/markets, international financial system and Eurocurrency markets.

578. Basic Economics for Professional Examinations. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B., A.C.I.S., C.Dip.A.F. *Saturdays, 2.30-5.30 p.m., starting February 18, 1984. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$400**

This course is intended for those who are preparing for the first Economics paper of professional examinations. Topics covered will be those commonly related to the syllabus of HKSA/ACCA/ICSA/ICMA/IOB Examinations.

(*Note: the pass percentages for IOB Stage I Economics in September 1982 and April 1983 were 10% and 13% respectively.*)

579. Labour Economics. Woo Kwai-hung, M.Econ. (N. Carolina State). *Saturdays, 2.30-4.30 p.m., starting February 18, 1984. Room 121, University Main Building. 10 meetings.* **Fee: \$140**

The application of economic theory to the study of the labour market. Analysis of labour demand, labour supply, employment and wages under various market structures, at both the micro and macro levels. The course will also discuss the economic effects of trade unions, and introduce the concepts of human capital and collective bargaining.

580. Practice of Banking I. C. S. Chan, A.I.B. *Thursdays, 8.00-9.30 p.m., starting February 16, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$210**

The objective of the course is to provide students with basic banking knowledge. Topics to be discussed will include: relationship of banker and customer, banking operations and services, types of account-holder, securities for advances and advances to customers. This course may be suitable for students who are preparing themselves for professional examinations in banking.

581. Practice of Banking II. David Ho, A.I.B. *Mondays, 8.15-9.45 p.m., starting February 13, 1984. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 14 meetings.* **Fee: \$190**

This course is designed for those who will be taking Paper 2 of Practice of

Banking of the Institute of Bankers. Topics will include financial statement analysis, financial forecasting, credit evaluation and structure, pricing and profitability, factoring, import/export finance, marketing.

582. Elements of Banking. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B., A.C.I.S., C.Dip.A.F. *Thursdays, 7.15-9.45 p.m., starting February 16, 1984. Room 122, University Main Building. 10 meetings.* **Fee: \$200**

This revision course is designed for those who will be taking the Elements of Banking paper of the Institute of Bankers. The objective is to provide banking students with basic knowledge of the monetary and financial system: the place of banks in the national economy and the framework within which they operate. Topics covered will include money, evolution of banking, British banking system, central and commercial banks, the Hong Kong banking industry and bank services.

583. Banking Operations in Hong Kong. Kong Hin-man, A.I.B., A.C.I.S., A.F.I.B.A., C.Dip.A.F., Dip.M.A.Inst.M., M.B.I.M. *Fridays, 8.00-9.30 p.m., starting February 17, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings.* **Fee: \$200**

Hong Kong is one of the leading financial centres in the world. Most of the world's major banks and financial institutions are operating here for Asia-Pacific business. Various kinds of financial services are designed and marketed to customers ranging from multinational corporations to consumers. The course will cover typical financial services and include loan syndications, flotation of bonds and notes, ATM, unit/investment trust, financial futures and currency options.

584. Principles of Credit Analysis. Gabriel N. P. Leung, M.B.A. (Washington). *Wednesdays, 8.00-9.30 p.m., starting March 7, 1984. Room 503, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$200**

The objective of this course is to introduce bank personnel to some of the basic concepts and techniques of credit analysis. The course is not designed as a complete training programme for being a credit analyst. Those attending the course can expect to learn what they should know about identifying major risks in a lending situation. Knowledge of basic accounting and economics is required.

Topics discussed will include: financial statements, ratios analysis, funds flow, cash flow projections, term loans and capital budgeting. Case discussion and exercises will also be included.

585. Law Relating to Banking. W. K. Poon, A.C.I.S., A.I.B., M.B.I.M. *Mondays, 7.45-9.15 p.m., starting February 20, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings.* **Fee: \$200**

The objective of the course is to provide students with knowledge of the

elements of law which are relevant to banking practice. It is intended for those who are working in a bank or are closely associated with banking in their daily business. Topics to be discussed include relationship between banker and customer; types of accounts; partnership and company law; negotiable instruments with particular reference to drawing, issue, negotiation, collection and payment of cheques.

586. General Principles of Law for Bankers. C. H. Chiu, A.I.B. *Mondays, 7.45-9.15 p.m., starting February 13, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.* **Fee: \$270**

Especially for those studying the Local IOB Stage 1. The course is based on the Local syllabus and is divided into eight areas, the legal system, law of contract, law of contract and negotiable instruments, law of person, law of tort, law of property, law of wills and law of trust. It is most suitable for those intending to take the September 1984 examination.

587. Foreign Exchange and Money Markets. Kong Hin-man, A.I.B., A.C.I.S., A.F.I.B.A., C.Dip.A.F., Dip.M.A.Inst.M., M.B.I.M. *Mondays, 6.30-8.00 p.m., starting February 13, 1984. Room 122, University Main Building. 16 meetings.* **Fee: \$220**

Exchange Rates and Interest rates movement can affect every corporate treasurer and individual. Various means and approaches can be adopted to hedge against fluctuations. Activities in spot, forward, swaps, financial futures, currency options markets are discussed. Internal control and working procedures are also included.

588. Finance of International Trade. W. K. Poon, A.C.I.S., A.I.B., M.B.I.M. *Mondays, 6.00-7.30 p.m., starting February 20, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings.* **Fee: \$200**

The tutor will select topics from the AIB syllabus for Finance of International Trade and Foreign Exchange. Topics include: foreign exchange market, rate of exchange, spot and forward rates, swaps and arbitrage, funds management, methods of making international payments, collection of clean and documentary bills, documentary letters of credit.

589. Finance of International Trade. Kong Hin-man, A.I.B., A.C.I.S., A.F.I.B.A., C.Dip.A.F., Dip.M.A.Inst.M., M.B.I.M. *Fridays, 6.15-7.45 p.m., starting February 17, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings.* **Fee: \$220**

The objective is to help participants understand the various approaches and developments in international trade settlements. All the traditional and latest

trade financing techniques are discussed. Currency and interest rate risk management are also covered. The course would be of help to those sitting the Institute of Bankers examination.

590. Elements of Statistical Theory I. Iris Yeung, B.Soc.Sc. (H.K.), M.Sc., D.I.C. (London). *Wednesdays, 6.15-7.45 p.m., starting February 29, 1984. Room 503, Knowles Building, University of Hong Kong. 14 meetings. Fee: \$180*

The course is suitable for those who wish to acquire some knowledge of elementary statistics and for candidates taking professional examinations. The main areas of study are: presentation of data; frequency distributions; introductory probability and elementary probability distributions; sample and population; statistical inference.

See also :

681. 銀行法簡介 (第 63 頁)

**In order to receive the next issue of this
Prospectus, please turn to page 127.**

Management Studies

Staff Tutor : T. W. Casey, Telephone 5-4097306

591. An Introduction to Business Management. Auyeung Ying-fai, B.A. (Whitworth Coll.), M.B.A. (Portland State). *Wednesdays, 6.00-7.30 p.m., starting February 15, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$170**

Managing a modern business enterprise is an activity for which relatively few of those who become involved in it have had proper training. The functions of the managerial process will be examined, together with the design of structures necessary to accomplish organizational objectives, as well as the development of managerial thought in its historical context. Particular attention will be paid to an analysis of the three major functional disciplines—Manufacture, Finance and Marketing—and case studies will also be reviewed. This course has been specially designed for junior executives or those about to enter the management field, who wish to broaden their knowledge of modern management techniques.

592. Management Principles and Policy. Benjamin Fung, B.Comm. (Concordia), Dip. Management (McGill), A.C.I.S. *Mondays, 6.00-7.30 p.m., starting February 13, 1984. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$170**

The objective of the course is to introduce participants to an understanding of the wider responsibilities of management as a preparation for the holding of senior management posts. Topics to be discussed comprise the definitions of management; the identification of management functions and responsibilities; the formulation and execution of policy; the setting of objectives; the exercise of delegation, authority and responsibility; structure and theories of organization; the establishment of appropriate forms of organization; the roles of senior and junior management and differences between them; direction and motivation; training and development; continuity of management succession; problems of large organizations, and the social responsibilities of management.

593. Decision-making: A Systems Approach. Paul Kua, B.A. (Pomona), M.B.A. (UCLA). *Mondays, 7.45-9.15 p.m., starting February 13, 1984. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$170**

Decision-making is recognized as a major process in management at any level in an organization. The object of this course is to provide managers and administrators, as well as those who are about to enter the field in the public or private sector, with a systematic approach to making decisions within an organizational context. Certain fundamental questions will be addressed: what should be achieved in an organization; how should it be accomplished; what resources should be allocated for the task; what methods should be utilized to evaluate the

effectiveness and efficiency of the organization? Although some quantitative techniques will be examined, only a basic knowledge of algebra and arithmetic will be required.

594. Decision Making and Problem Solving. Woo Pok-nung, B.Sc., M.Sc. (H.K.). *Tuesdays, 7.45-9.15 p.m., starting February 14, 1984. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$170**

Effective decision making and problem solving are essential to success in management. This course aims to provide managers and administrators with a systematic and logical approach to making decisions and solving problems and hence improve their skills in management and organizational problems. The course will appraise the principles and methods of analysing problems, and evaluating situations leading to rational decision making. Some quantitative decision-making techniques will be examined and practical cases will be reviewed and discussed.

595. Corporate Planning and Control. Danny Chau, B.Comm. (McMaster), M.B.A. (Toronto). *Mondays, 6.00-7.30 p.m., starting February 13, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$140**

The modern business organization requires a strategic approach to the functions of planning and control. Within this broad framework a manager involved in the function will be required to assess current organizational factors, performance and budgetary considerations, which are the basis of project planning and control. It is equally important then to design and implement management control systems, leading to the evaluation of performance. This course has been designed both for managers with special responsibilities in this area as well as those in general management who are affected by corporate planning.

596. Managing Systems and Organizational Behaviour. Mrs. Pinkie Leung, M.Sc. (Heriot-Watt), D.M.S. *Saturdays, 2.00-3.30 p.m., starting February 18, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings.* **Fee: \$190**

The management of an enterprise requires a balance to be struck between impersonal systems and the human requirements which have to be met in any organization. The history and development of ideas in these two areas will be the subject of this course. There will be a progressive analysis of the history of management theory, including the setting of objectives, policy-making, systems and procedures, requirements for planning and organizing and adjustment to change. The meaning of behavioural science will also be examined and illustrated from the fields of organizational psychology and sociology. This course will be of interest to those in general management and to personnel specialists who wish to broaden their knowledge of the way these two aspects of management have developed and interact.

597. An Introduction to Operational Research. Charles H. L. Chan, B.Sc. (Eng.) (H.K.), M.B.A. (Pace), M.B.I.M. *Wednesdays, 7.15-8.45 p.m., starting February 15, 1984. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$170**

Operational Research is a most useful technique for all managers and administrators, enabling them to understand and use the more advanced methods of information collection, processing and control which lead to a more efficient organization. Students should have a basic knowledge of algebra but all other mathematical concepts will be explained. The course has been designed to suit those who have no previous knowledge of Operational Research and to act as an introductory course for those who wish to pursue more advanced studies in this area.

598. Organization and Methods. Samuel San, B.E. (N.S.W.). *Saturdays, 3.45-5.15 p.m., starting February 18, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$170**

The techniques of a sound Organization and Methods approach to the running of a business enterprise are being adopted by an increasing number of companies in the modern world. Designed for office, line and general managers, this course will cover the application of O. & M. techniques from basic fact finding, the analysis of bad procedures through to specialized techniques of an advanced nature. Specifically, the speaker will examine the problems of forms layout and design, the selection and usage of office machines, clerical aids, together with the supporting role of statistical techniques and of critical path analysis. Examples will be used to show the successful application of O. & M. techniques, taking into account the human implications of changes made.

599. Marketing Management: Analysis, Planning and Control. Paul Mak, B.Sc. (H.K.), M.B.A. (Sheffield). *Saturdays, 3.45-5.15 p.m., starting February 18, 1984. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$170**

Marketing in the modern sense has evolved from its origins in selling and distribution into a comprehensive philosophy for relating an organization's products to consumer needs. The application of the marketing concept makes it necessary that all elements are properly established in their own right and co-ordinated. This applies particularly to establishing the appropriate organization, research into market needs, channels of distribution, selling, pricing policies and advertising and sales promotion activities. Particular attention will be paid to marketing in the context of Hong Kong. This course is intended for junior executives whether in a specialist marketing area or not, and those engaged in general management who wish to gain a greater insight into the relevance and working of the marketing function in a business operation.

600. Marketing Management: Cases and Practice. Alexander Choi, B.Sc. (Brunel), M.B.A. (C.U.H.K.). *Tuesdays, 7.15-8.45 p.m., starting February 14, 1984. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$170**

Within any business environment, executive decisions in marketing must be taken as a result of comprehensive management information and the application of common sense to local conditions. These decisions are not solely the preserve of marketing specialists, but require understanding from all people of authority in an organization. This course is designed for those thus affected. Combining theory and practical case application, the class will examine the separate elements of the marketing mix and the ways in which they inter-relate. The process of ideas from market research, product formulation, through to launch and ongoing marketing strategy will be reviewed. The case method will be used to supplement the discussion of fundamental marketing concepts.

601. International Marketing Management. Chan Wai-ming, B.S.B.A. (Lowell), M.B.A. (Arkansas), M.B.I.M. *Thursdays, 8.15-9.45 p.m., starting February 16, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$170**

The field of international marketing may be interpreted in terms of economic phenomena, selling opportunities in different countries, regional market characteristics or the various socio-cultural environments. Within this framework the entrepreneur must also be aware of the opportunities and constraints of marketing policy including product decisions, pricing, channels of distribution, marketing research and means of communication. This course, which will include case study and class discussion, has been designed for those who wish to deepen their knowledge of import/export factors and features of multi-national marketing planning.

602. Corporate Planning and the Marketing Process. Manjira Khurana, B.A. (Delhi), M.B.A. (Calcutta). *Saturdays, 3.45-5.15 p.m., starting February 18, 1984. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$170**

This course seeks to define the role of corporate planning in an organization and demonstrate how the corporate master plan shapes the marketing process. It is the corporate philosophy which defines the marketing objectives, pinpoints the target audience, decides the market segmentation and develops the market plan. The four main aspects of product management i.e. pricing, placing the product, promotion and the product itself are a function of the corporate plan. Certain case studies will be used to illustrate the principles involved. All other aspects of marketing e.g. market research, advertising, sales management, distribution management, marketing cost analysis, will be examined in a similar framework. This course is intended for junior managers in the field of marketing

who would like to obtain a broader overview and also for those who are not in the marketing field but would like to know more about this very important aspect of management in relation to the corporate planning philosophy.

603. Corporate Treasury Management. Gabriel Lee, B.Sc. (H.K.), M.B.A. (Toronto). *Saturdays, 2.00–3.30 p.m., starting February 18, 1984. Room 227, Knowles Building, University of Hong Kong. 12 meetings. Fee: \$170*

The treasury function within the organization and its effects on management have been highlighted by the recent volatility of world exchange rates and high interest rates. This course is intended to introduce students to the basic elements of Corporate Treasury management and recent developments in techniques associated with it. Subjects to be covered include techniques of cash management, currency exposure management, hedging, currency forecasting and financing.

604. An Introduction to Commercial Shipping Practice. Li Siu-ming, B.B.A. (Hawaii), M.B.A. (Texas). *Mondays, 6.00–7.30 p.m., starting February 13, 1984. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$170*

Import and export trade is the essence of Hong Kong's economy. Shipping practice is directly or indirectly related to all kinds of import and export trade. This course will cover the basic knowledge concerning shipping practice and management. Topics to be discussed include: the functions of a Bill of Lading; containerization; different kinds of shipping companies and their functions; general structure and ship types; freight rate structure; chartering and charter-parties; the relationship between ship owners and merchants; shipping documents and procedure; loading and stowage of cargo; the public control of shipping; and marine insurance. Current issues concerning the shipping industry will also be discussed.

606. The Management of Air Freight Operations. Alan Miu, A.M.I.P.M., A.M.I.T.D. *Saturdays, 2.00–3.30 p.m., starting February 18, 1984. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$170*

The Air Freight Industry has developed in Hong Kong to be one of the vital links in the supply to business enterprises and in the export of manufactured goods. In this course all aspects of air cargo procedures and movement will be analysed and discussed. Particular reference will be made to the criteria for acceptance of different types of cargo, the calculation of appropriate freight charges, rules pertaining to airway bills, cargo documentation, procedures for claims and liabilities, restricted articles, and the necessary import/export regulations in force in Hong Kong. The course has been designed for those who specialize in Air Cargo forwarding, shippers and exporters, and will be illustrated with examples and exercises.

607. Modern Trends in Personnel Management. Ng Sik-keung, B.Soc.Sc., M.Sc.Sc. (H.K.), A.C.I.S. *Saturdays, 2.00-3.30 p.m., starting February 18, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$170*

The function of Personnel Management will be examined as it applies to both the public and private sector, with an emphasis on the differentiation of role according to the nature of the organization. The major policy areas will be critically reviewed, including those of manpower planning and resource allocation, staff and industrial relations, organizational development, and the development of policies to act in pursuit of organisational objectives. Consideration will also be given to the behavioural assumptions which lie behind the translation of personnel policy into practice. The course will be of interest to those who wish to deepen their interest in the human factor in the work situation and to see the development of Personnel Management in its modern setting. Cross-cultural studies will be covered in various aspects of personnel research where appropriate.

608. Personnel Management and Industrial Relations. Yu Pak-hung, B.A. (Western Ontario). *Saturdays, 2.00-3.30 p.m., starting February 18, 1984. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

Fee: \$170

The personnel function has emerged to become one of the most important elements in the successful running of an organization. The role of the personnel specialist will be considered in detail, notably in recruitment and selection, manpower planning, training and development, staff appraisal, wage and salaries administration, job analysis and evaluation. Also to be considered will be the range of interview and social skills needed by the Personnel Manager. Particular attention will be paid to the role of the personnel specialist in the Industrial Relations function: the opportunities and problems presented in the context of Hong Kong. The course is designed for those about to enter or recently involved in the personnel function.

609. Manpower Management and Industrial Relations. Gloria S. Wong, B.A. (Toronto), B.Comm. (Windsor), M.B.A. (Br. Columbia). *Saturdays, 2.00-3.30 p.m., starting February 18, 1984. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

Fee: \$170

This course provides a comprehensive conceptual framework for the practitioner of human resources management and those who are interested in becoming involved in these functions. The course first examines the role of the personnel specialist in job analysis, manpower planning, recruitment, selection, training, performance appraisal, career development, motivation, job evaluation and administration of compensation systems. The emphasis will be placed on the impact of trade unions in the workplace, the industrial relations system and management, joint consultation, grievance administration, industrial actions, conciliation and arbitration, the role of the labour department in the context of local labour legislation: the employment ordinance, labour relations ordinance and the labour tribunal ordinance.

610. 管理學與企業組織導論 (An Introduction to Management and Organization)

主 講 人：黃錦華先生。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八四年二月十四日起每星期二下午六時至七時三十分。

全期學費：一百七十元。 （共十二講）。

本課程旨在介紹工商企業組織的管理理論和實踐。內容包括：組織結構、行政人員主要職責、管理訊息系統、工作設計及商務決策方案。本課程亦會研究組織變遷和發展的原理。主要課題包括人力資源計劃、激勵與領導原理、和組織內歧見的調和。

611. 日本的經營管理方法 (Methods of Management in Japan)

主 講 人：陳文鴻先生。

地 點：香港大學鈕魯詩樓 415 室。

時 間：一九八四年二月十三日起每星期一下午七時十五分至八時四十五分。

全期學費：一百四十元。 （共十講）。

戰後日本的經濟增長快速，即使在一九七三年受到石油危機的連番打擊，經濟依然突飛猛進，主要的原因是日本有一套獨特的經營管理方法。本課程的目的是通過分析日本經營管理的兩大支柱——及時的生產管理和全面質量管理，藉此顯示日本經營方法的優點。

612. 消費者行為 (Consumer Behaviour)

主 講 人：陳茂昇先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八四年二月十八日起每星期六下午三時四十五分至五時十五分。

全期學費：一百七十元。 （共十二講）。

本課程旨在介紹及分析影響消費者行為之各種因素，包括社會、經濟和個人心理因素，及這類研究在市場決策中之應用。內容包括：消費行為之研究在市場學中所扮演的角色，社會及經濟環境變遷對消費行為之影響，消費者的購物抉擇過程，以家庭為單位的購物抉擇過程，新產品之採用及流行牌子的偏好等。了解消費者行為除有助於管理階層訂定政策外；亦有助於消費者在購物時作出更明智的選擇。

613. 市場學概論 (Principles of Marketing)

主 講 人：葉偉翔先生。

地 點：香港大學校本部大樓 142 室。

時 間：一九八四年二月十四日起每星期二下午七時至八時十五分。

全期學費：一百七十元。 (共十二講)。

市場學是研究貨物或服務從製造商流向消費者的過程中一切活動的學問。此課程範圍包括市場學理論及各種市務功能如廣告、助銷、定價、產品定位及消費者行為等的探討。並會用本地的個案來闡明各種理論。

614. 國際市場學 (International Marketing)

主 講 人：張振華先生。

地 點：香港大學鈕魯詩樓 415 室。

時 間：一九八四年二月十七日起每星期五下午七時四十五分至九時十五分。

全期學費：一百七十元。 (共十二講)。

市場學乃商業經營重要的一環。本課程旨在介紹如何利用管理概念輔助國際市場的銷售。內容包括國際市場研究、分析、營銷途徑、產品計劃的釐定、海外市場的拓展、價格釐定方法、國際營銷方案等。並以實例介紹及分析國際市場學所常遇到的問題與解決方法。歡迎對市場學有興趣人士報名。

615. 市場學與市場研究 (Marketing and Marketing Research)

主 講 人：吳佩萍碩士。

地 點：香港大學校外課程部市區中心 20 室。

時 間：一九八四年二月十八日起每星期六下午三時四十五分至五時十五分。

全期學費：二百元。 (共十四講)。

市場學乃商業經營的重要一環。故本課程主旨在評定及衡量市場學的功能。內容包括市場策畧；產品計劃；價格決定；銷售技巧；分配路線及國際市場所產生之問題。並將會深入探討市場研究。範圍包括市場研究，目的及組織；資料搜查及分析；調查表的形式；抽樣原理及消費者行為的分析等。

616. 國際市場推廣實務：日本市場實例 (Practical Aspects of International Marketing)

主 講 人：張偉民先生。

地 點：香港大學校外課程部市區中心 30 室。

時間：一九八四年二月十八日起每星期六下午三時四十五分至五時十五分。
全期學費：一百四十元。（共十講）。

本課程旨在利用日本市場作為實例，說明在國際市場推廣的各種困難及可能解決的辦法。並詳細介紹各種市場推廣的渠道及機構，和它們的作用。授課將會用研討會形式進行，務使參加之市務人員能在導師引導下，互相交流經驗。

617. 人事管理學 (Personnel Management)

主講人：司徒初先生。

地點：香港大學校外課程部市區中心 20 室。

時間：一九八四年二月十五日起每星期三下午七時四十五分至九時十五分。

全期學費：一百七十元。（共十二講）。

人事管理研究的範圍包括所有與企業管理方面有關人事的因素。人事政策實施的問題，如招募、挑選、就業、工作分析、員工訓練及發展、評估薪酬、員工福利、紀律、及員工關係等，將在討論範圍之內。

本課程乃為現職人事管理人員或有意從事這方面的初階者而設，教學方法將包括講授、個案實習和角色實習。

618. 生產管理 (Production Management)

主講人：黃昭欽碩士。

地點：香港大學校外課程部市區中心 30 室。

時間：一九八四年二月十七日起每星期五下午七時四十五分至九時十五分。

全期學費：一百七十元。（共十二講）。

近年來香港工業已邁進一新紀元，力求科學化管理，而工業界管理人士更須對整個生產觀念，有更鮮明之認識。本課程旨在介紹生產管理之基本概念，並將集中討論下列各點，以供工業界督導人員及經理人員參考：生產形式、生產職務、廠房設計、生產計劃、生產排期、生產管制。

Certificate in Personnel Management.

This one year evening course is offered annually commencing in September. It is designed to meet the growing needs of Hong Kong companies for trained personnel officers and provides a recognised qualification relevant to local conditions. It is most suitable for those already in the personnel field or with suitable business experience.

A detailed brochure and special application form may be obtained by writing to the Department of Extra-Mural Studies, University of Hong Kong.

See also :

- 564. **Small Business Management.** (Page 19)
- 572. 工商管理導論 (第 22 頁)
- 573. **Hongkong Statistics for Business.** (Page 23)
- 657. **Report Writing for Executives.** (Page 52)
- 759. **The Application of Behavioural Concepts in Management.** (Page 91)
- 783. **Computerisation: an Executive's Viewpoint.** (Page 102)

UNIVERSITY ENTRANCE

The attention of extra-mural students is drawn to the following regulation of the University of Hong Kong regarding admission to the University:

“A mature person without formal academic qualifications who is aged 30 or over on September 1 of the year in which admission is sought may be deemed to have satisfied the minimum requirements for entrance to the University and be eligible for admission to read for a first degree except in the Faculty of Medicine. Applicants should apply to the Registrar for assessment of their qualifications by February preceding the academic year in which admission is sought”.

Education

Staff Tutor : Mrs. Priscilla Tso, Telephone 5-4097303

619. Drama in Performance. Vicki C. H. Ooi, Ph.D. (Brist.), Senior Lecturer in English Studies and Comparative Literature, University of Hong Kong. *Mondays, 6.15-8.30 p.m., starting February 20, 1984. Room 217, University Main Building. 16 meetings.* **Fee: \$250**

A play is unique in that it is both literature and drama. The aim of this course is to demonstrate how plays are judged by both the canons of literary and theatrical criticism. This will be done by critical analysis of chosen texts as well as by an in-depth study of the full range of theatrical elements, such as dialogue, dramatic spectacle, character, and tempo. Selected extracts of plays will be distributed for study and extracts from video tapes of some plays will also be shown. Students will be encouraged to read widely and to participate in class discussions. Occasionally theatre visits will also be arranged at the students' own cost. This course is especially useful for teachers of literature but members of the public will also find it interesting.

Fee Refund: on being accepted for this course, teachers of literature will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications : February 10, 1984.*)

620. Playing is learning for Living. Mrs. Susan Kerley and others. *Wednesdays, 7.30-9.30 p.m., starting February 15, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$220**

An introduction to the "Playgroup", its theory and practice, leading to a deeper understanding of the needs of pre-school children. The course aims at enhancing the appreciation of the emotional, intellectual, aesthetic and physical needs of the pre-school child, the meaning of parent participation and an understanding of playgroup presentation and management appropriate to Hong Kong. There will be ample opportunities for an interchange of ideas with the speakers who are specialists in their respective fields.

Topics to be discussed include the aims of pre-school education; play, its purpose, value and choice of play material; imaginative and fantasy play; creative activities for children; the role of music; language development; problems and pressures of Hong Kong playgroups.

The course is intended for playgroup teachers, parents and others interested and is organized in co-operation with the Hong Kong Branch of the Pre-School Playgroup Association.

Enrolment is limited to 25.

621. 幼童的美術教學 (Teaching Art to Young Children)

主 講 人：林漢超先生。

地 點：香港大學校外課程部市區中心 22 室。

時 間：一九八四年二月十五日起每星期三下午五時四十五分至七時十五分。

全期學費：一百一十五元。（共十二講）。

此課程專為任教於小學及幼稚園的美術教師而設。內容包括繪畫對幼童心態發展的影響，兒童的美術觀，美術工作的材料及過程，和美術教師的角色與訓練。（限收 40 人。）

申請教署退還半費手續：凡政府、補助或私立學校之美術科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月六日前報名）。

622. 幼稚園美勞活動教學（一） (Teaching Art Activities in Kindergartens (I))

主 講 人：黎佩娟女士。 講授語言：粵語（輔以英語）。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八四年二月二十一日起每星期二下午六時至七時三十分。

全期學費：一百一十五元。（共十二講）。

課程着重幼稚園美勞活動教學上的實際問題，作探討式講授，使學員瞭解兒童繪畫活動的發展過程、美勞課堂的處理、活動題材、工具設備、美術鑑賞和課室佈置等問題。課程輔以多項兒童美勞活動範例幻燈片。學員更有機會參與美勞活動設計，兒童觀察和課題實踐。本課程適合幼稚園教師及幼兒工作人士就讀。（限收四十人。）

申請教署退還半費手續：凡在職幼稚園教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於二月十一日前報名）。

623. 課室管理及教學活動之設計 (Classroom Management and the Design of Learning Activities)

主 講 人：譚添鉅博士。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八四年一月十日起每星期二下午五時三十分至七時。

全期學費：一百元。（共八講）。

本課程特別為中小學教師及教學行政人員而設。內容側重教學原理及課堂管理之方法及技巧。內容包括課室管理技巧及課室管理問題與下列各項之關係：

(一) 教案編寫及課程之設計；(二) 技能、知識、態度、行為之教與學習；(三) 科技教材之使用及管理；(四) 家課、堂課活動之設計，及學業成績之評估方法；(五) 操行問題及學生背景；(六) 其他影響課室管理問題之因素及處理方法。(限收 25 人)。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。(如欲教育署退還半費者，須於一月三日前報名)。

624. 小學行政講座 (Administration in Primary Schools)

主 講 人：王齊樂先生。

地 點：香港大學校外課程部市區中心 30 室。

時 間：甲班：一九八四年二月十四日起每星期二上午九時至十一時。

乙班：一九八四年二月十四日起每星期二下午三時至五時。

全期學費：一百九十元。(共十五講)。

(報名時請註明甲班或乙班。)

本課程旨在介紹和討論小學行政的理論和可行的實施方法。適合負責小學行政的校長、副校長、教務主任、訓導主任及一般小學教師參加。課程內容包括：小學行政組織的構想、校政計劃的訂定和實施、校長的職責和教職員間的分工、教務工作的處理、訓導工作、學校與家庭的聯繫和文書事務的處理等。(每班限收40人)

申請教署退還半費手續：凡政府、補助或私立小學之校長及教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。(如欲教育署退還半費者，須於二月六日前報名)。

625. 學校德育講座 (Moral Education)

主 講 人：王齊樂先生。

地 點：香港大學校外課程部市區中心 30 室。

時 間：甲班：一九八四年二月十六日起每星期四上午九時至十一時。

乙班：一九八四年二月十六日起每星期四下午三時至五時。

全期學費：二百一十元。(共十五講)。

(報名時請註明甲班或乙班。)

本課程要旨，在於介紹有關學校德育的一般理論和實施方法。為切合學員的實際需要，將着重問題的討論和意見的交流和歸納。內容包括：德育的涵義、學校訓導的原則、學校訓導的組織、德育訓練的內容和方法、問題學生的成因、個案的研究等。歡迎學校校長、訓導主任及在職教師參加。(每班限收 30 人)

申請教署退還半費手續：凡政府、補助或私立學校之校長及教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。(如欲教育署退還半費者，須於二月六日前報名)。

626. 弱智兒童的管教 (Understanding and Helping the Mentally Handicapped Child: An Appreciation of the Problem)

主 講 人：鄒美娜女士及本港對弱智兒童有研究及直接工作經驗之專業人士擔任。
地 點：香港大學校外課程部市區中心 25 室。
時 間：一九八四年三月一日起每星期四下午七時四十五分至九時十五分。
全期學費：一百六十元。（共十四講）

本課程之目的為使社會人仕、家長、及直接為弱智兒童工作之教師、護士、社會工作者、或訓導員，對弱智兒童有基本之了解，並在管理方面，有正確之認識。

課程內容包括緒論，社會對弱智兒童之照顧，弱智兒童之成因及本質（包括醫療方面），弱智兒童之需要及其在家庭，學校，社會及職業方面之適應問題，教育問題，職業訓練等等。

講授方面以粵語為主。方式包括專題講座，電影，討論及參觀弱智兒童訓練機構等。限收二十五名。在職專業者及兒童家長將獲優先取錄。

（本課程由香港弱智人士服務協進會贊助）。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月二十日前報名。）

627. 中國現代文學作家論（五） (An Introduction to Writers of Contemporary Chinese Literature V)

主 講 人：丁平先生、張雪軍小姐。
地 點：香港大學校外課程部市區中心 14 室
時 間：一九八四年三月九日起每星期五下午六時至七時三十分。
全期學費：一百七十元。（共十六講）。

中國文學自一九一八年一月，第一批新品種的嬰兒（新詩、散文、小說、劇本）在北京誕生後，近六十年來，中國現代文壇上出現了大量有創作成就的作家，而且有不少作家的主要作品，在國際文壇上已獲得了應有的地位和尊重。

本課程將在新詩、散文、小說及劇本等文學形式中，選講一些主要作家及其主要作品。對每一位在中國現代文學中，具有代表性的作家底思想本質、創作歷程、表達技巧、作品風格、文壇地位及作品對當代及後世文壇的影響等，都作全面性的介紹、分析與論評。這個課程是為中學中文教師及現代的文學愛好者而設，共分五個階段講授。本課程為第五階段，就下列作家中選講十人：思果、徐志摩、朱自清、鄭愁予、謝冰瑩、洪深、夏衍、魏子雲、于伶、葉維廉、端木蕻良、孟瑤、吳祖光、紀弦、臧克家、歐陽予倩、林海音等。（限收 40 人）。

申請教署退還半費手續：凡政府、補助或私立中學之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於三月一日前報名）。

628. 中國文學史 (Chinese Literature Through the Ages)

主 講 人：丁平先生。

地 點：香港大學校本部大樓 142 室。

時 間：一九八四年二月十八日起每星期六下午二時卅分至四時。

全期學費：一百七十元。（共十六講）。

本課程自先秦起，至廿年代「文學革命」爆發前夕止，以時代為「經」，以文學的各種形式底演變和發展歷程為「緯」。依照中國歷史的進展，對每一朝代各種文學形式中的主要作家及其重要作品，作有系統的、客觀的分析與研究。

課程內容包括：先秦文學、兩漢文學、魏晉南北朝文學、唐五代文學、宋代文學、元代文學、明清文學，以及「文學革命」前夜文學等八編，共三十五章。

本課程主要為香港中學中文教師而設；但對中國文學史發展有興趣的人士歡迎參加。（限收 40 人）。

申請教署退還半費手續：凡政府、補助或私立中學之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十二日前報名）。

See also :

658. **New Orientations in English Language Teaching.** (Page 52)

659. **Teaching English to E.S.L. Learners.** (Page 53)

661. 地圖判讀 (第 55 頁)

688. 小學數學的幾個課題 (第 65 頁)

699. **Modern Dance and Music Workshop.** (Page 69)

700. **Dance for the Musical Theatre.** (Page 70)

724. 普通話教學法 (第 77 頁)

728. 中國語文講座：現代漢語語法 (第 79 頁)

731. 五四以來中國新文學的發展 (第 80 頁)

732. 中國現代小說選講 (第 81 頁)

737. 朗誦講座 (第 83 頁)

767. 引導兒童觀察和學習自然科學 (第 94 頁)

768. 有效地在課外活動中運用小組 (第 94 頁)
769. 心理及教育測驗概論 (第 95 頁)
779. **Chemistry, Man and Society.** (Page 99)
780. **Social Aspects of Nuclear Energy for Physics Teachers.** (Page 100)
798. **Human Biology for Secondary School Teachers.** (Page 109)
799. **General Microbiology for School Teachers.** (Page 110)
809. **Group Approaches to Personal Growth.** (Page 117)
812. 社會及教育研究：方法及應用 (第 118 頁)
813. 在課室內推行團體諮商活動 (第 118 頁)
814. 發展性小組工作 (第 119 頁)
815. 兒童遊戲作為治療用途之運用 (第 119 頁)
816. 兒童照顧與輔助方法 (第 120 頁)
817. 防止虐待兒童——幼兒工作者的角色 (第 120 頁)
818. 在學校中如何應用小組理論和工作技巧 (第 121 頁)
819. 適用於青年工作之人際關係練習及輔導技巧 (第 121 頁)

**In order to receive the next issue of this
Prospectus, please turn to page 127.**

Engineering

Staff Tutor : Mrs. Priscilla Tso, *Telephone* 5-4097303

629. The I.C.E. Conditions and the Law of Contracts.

Tutors : Hugh Beale, B.A. (Oxon.), Barrister (Lincoln's Inn) & A. M. Dugdale, B.A. (Oxon.), B.C.L. (Oxon), Lecturers-in-law, University of Bristol, England.

Time : April 24, 25, 26 & 27, 1984 (full-day)

Place : To be announced

Fee : \$1,000

This course is designed for experienced civil engineers. Topics to be considered will include tendering and contract formation, precontract information, powers and duties of the engineer, design and supervision, contractors' obligations and risk allocation, variations, other grounds for extra payment, liquidated damages and extensions of time, suspension and termination, vesting of plant, certificates and the maintenance period and subcontracting.

The teaching of each topic will include an exposition of the relevant rules of the general law of contract followed by a detailed study of the I.C.E. conditions. Where relevant, comparisons will be made with other forms of contract, such as the FIDIC, the I Mech E and the IEE Model A.

Further details are available on application.

Closing date for applications : January 27, 1984.

630. Comparison of Power Electronic Variable Speed Drives. C. C. Chan, B.Sc., M.Sc. (Tsing Hua), Ph.D. (H.K.), C.Eng., M.I.E.E., Sen.M.I.E.E.E., M.H.K.I.E., Lecturer in Electrical Engineering, University of Hong Kong. *Tuesdays, 7.00-9.00 p.m., starting March 27, 1984. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 10 meetings.* **Fee: \$190**

This course is designed for practising engineers and professional people in power electronics and electrical drives who wish to acquire new technologies in variable speed drives.

Syllabus : Comparisons of all the power electronic variable-speed drives now in use, including those based on d.c. motors, induction motors, synchronous motors and switched reluctance motors. Comparisons will be made in terms of their power circuit configuration, normal speed/torque characteristic, speed range, regeneration capability, reversibility, efficiency, power factor, harmonic injection level, torque pulsation level and cost. Some general guidelines will also be given for variable-speed drives selection.

Entry qualifications : Applicants with a Bachelor's degree, Polytechnic Associateship, Polytechnic Higher Diploma or Higher Certificate in Electrical or Electronic Engineering or equivalent and engaged in an appropriate profession, will be considered for admission.

631. 中央空氣調節系統之用水處理
(Water Treatment for Air-Conditioning Systems)

主 講 人：楊伯倫先生、吳新九先生。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八四年二月十七日起每星期五下午五時四十五分至七時四十五分。

全期學費：二百元。 （共八講）。

本港各工廠及大廈之中央空氣調節系統，用水往往因空氣污染，含鹽份過多或微生物繁殖，而引起穿管、塞管或其他問題，以致系統因而損壞或停頓。本課程旨在協助工程人員、操作員及其他有關行政人員瞭解應注意之問題，並提供解決辦法。內容包括水質之化驗及特性，銹蝕及產生水垢之原因及化學處理辦法，以供保養該系統時參考之用。

See also :

655. Report Writing for Engineers. (Page 51)

665. Geotechnical Methods. (Page 56)

828. Foundation Course in Building Technology. (Page 126)

太 古 城 校 外 課 程

680. 廣告設計實用技巧

696. 音樂基本理論

697. 視唱練習

749. 國畫人物與走獸線描潑墨技法

750. 晉唐名帖書法藝術寫作技法

English Studies

Staff Tutor : Duncan Macintosh, Telephone 5-456443

ENGLISH LANGUAGE COURSES

The English Language courses offered in the Spring of 1984 are primarily intended for those who wish to prepare themselves before applying for a place in one of the Department's Certificate courses in the Use of English or in English for Business in the year 1984-85. The tuition provided will give them a better chance of passing the appropriate entrance examination that they will need to sit later in the year. Other applicants who do not have the time to attend a full course lasting one or two academic years may also be admitted to these short courses.

SPECIAL ENGLISH

Entrance Qualifications : all applicants should have gained a Grade 'D' or above in English Language in the Hong Kong Certificate of Education, or in the case of English Language Syllabus A, Grade 'B' or above, or the equivalent in an approved examination, and should be able to provide evidence of some form of study after Secondary Form V. *Copies of certificates awarded should be attached to application forms.* Applicants will be accepted on a "first come, first served" basis while places are available. *Early application is therefore advised. As courses at particular centres sometimes are very quickly fully subscribed, applicants are advised to indicate a second choice of course (state the course number only) in addition to their first choice*

Course

In Hong Kong

At the Extra-Mural Town Centre, Wing On Centre, 8/F.

(N.B. Course 632 is held in the morning and Course 633 is held in the afternoon).

- 632. Mondays, 8.30-10.00 a.m., starting February 13, 1984.
15 meetings. **Fee: \$185**
- 633. Wednesdays, 4.30-6.00 p.m., starting February 15, 1984.
15 meetings. **Fee: \$185**
- 634. Thursdays, 8.00-9.30 p.m., starting February 9, 1984.
15 meetings. **Fee: \$185**
- 635. Fridays, 8.00-9.30 p.m., starting February 10, 1984.
15 meetings. **Fee: \$185**

At the University of Hong Kong.

- 636. Wednesdays, 7.15-8.45 p.m., starting February 8, 1984.
15 meetings. **Fee: \$185**

637. Fridays, 7.15–8.45 p.m., starting February 10, 1984.
15 meetings. **Fee: \$185**

At St. Joseph's College, 7 Kennedy Road.

638. Mondays, 6.30–8.00 p.m., starting February 13, 1984.
15 meetings. **Fee: \$185**
639. Tuesdays, 6.30–8.00 p.m., starting February 14, 1984.
15 meetings. **Fee: \$185**
640. Wednesdays, 6.30–8.00 p.m., starting February 8, 1984.
15 meetings. **Fee: \$185**
641. Thursdays, 6.30–8.00 p.m., starting February 9, 1984.
15 meetings. **Fee: \$185**

At Wah Yan College, Queen's Road East.

642. Fridays, 6.30–8.00 p.m., starting February 10, 1984.
15 meetings. **Fee: \$185**
643. Fridays, 6.45–8.15 p.m., starting February 10, 1984.
15 meetings. **Fee: \$185**

In Kowloon

At St. Mary's Canossian College, 162 Austin Road
(entrance from Kimberley Road, Tsimshatsui).

644. Mondays, 6.30–8.00 p.m., starting February 13, 1984.
15 meetings. **Fee: \$185**
645. Fridays, 6.30–8.00 p.m., starting February 10, 1984.
15 meetings. **Fee: \$185**

At Wah Yan College, 56 Waterloo Road.

646. Mondays, 6.30–8.00 p.m., starting February 13, 1984.
15 meetings. **Fee: \$185**

BUSINESS CORRESPONDENCE

These courses are intended for those who are employed in commerce and industry and relevant Government departments and who need to handle correspondence independently. The syllabus is as follows:

Basic Principles: lay-out of a business letter, conventional usage, style and the use and abuse of commercial jargon.

Trade Enquiries: how to make trade enquiries, how to negotiate for more favourable terms and how to place orders.

Complaints: how to write letters of complaint and to reply to them.

Applications: how to apply for employment and how to write references for applicants.

- Memoranda: how to write memoranda to suit a variety of different situations.
- Notices: how to draft notices to suit a variety of different situations.
- Correspondence Summaries: how to summarise a series of letters so as to draw out the points raised in each letter or in the correspondence as a whole and how to make recommendations for further action.

Throughout the courses considerable attention will be paid not only to what to say to suit different circumstances, but also the implications of expressing oneself in a variety of different ways.

Entrance Qualifications : a Pass in English at G.C.E. 'O' level. Preference will be given to applicants with higher qualifications than this and/or those who have completed relevant post-secondary courses. *Copies of certificates awarded should be attached to application forms.* Enrolment will be by selection of those who are most capable of benefitting from the course of tuition, and so applicants may wish to add a statement to their application forms saying why they wish to be enrolled in the course. *As courses at particular centres sometimes are very quickly over-subscribed, applicants are advised to indicate a second choice of course (state the course number only) in addition to their first choice.*

Closing date for applications : 9th February, 1984.

Courses

In Hong Kong

At the Extra-Mural Town Centre, Wing On Centre, 8/F.

647. Tuesdays, 8.00–9.30 p.m., starting February 14, 1984.
15 meetings. **Fee: \$200**
648. Wednesdays, 8.00–9.30 p.m., starting February 15, 1984.
15 meetings. **Fee: \$200**

At the University of Hong Kong.

649. Thursdays, 7.15–8.45 p.m., starting February 16, 1984.
15 meetings. **Fee: \$200**

In Kowloon

At St. Mary's Canossian College, 162 Austin Road
(entrance from Kimberley Road, Tsimshatsui).

650. Wednesdays, 6.30–8.00 p.m., starting February 15, 1984.
15 meetings. **Fee: \$200**
651. Fridays, 6.30–8.00 p.m., starting February 17, 1984.
15 meetings. **Fee: \$200**

INTRODUCTION TO CORRESPONDENCE

These courses are intended for those who have recently started working in an office. The tuition provided will also be of value of those who are proposing to apply for admission to one of the Department's Use of English courses or to one of the Department's English for Business courses in the Year 1984-85.

The syllabus will cover the lay-out and convention of correspondence, letters to friends to suit a variety of situations, how to apply for employment, how to order goods and to reply to orders, how to make complaints and to reply to them, how to write letters for publication in newspapers and simple memoranda and reports.

Entrance Qualifications: all applicants should have gained a Grade 'D' or above in English Language in the Hong Kong Certificate of Education, or in the case of English Language Syllabus A, Grade 'B' or above, or the equivalent in an approved examination, and should be able to provide evidence of some form of study after Secondary Form V. *Copies of certificates awarded should be attached to application forms.* Applications will be accepted on a "first come, first served" basis while places are available. *Early application is therefore advised. As courses at particular centres sometimes are very quickly fully subscribed, applicants are advised to indicate a second choice of course (state the course number only) in addition to their first choice.*

Courses

In Hong Kong

At the Extra-Mural Town Centre, Wing On Centre, 8/F.

- 652.** Fridays, 6.15-7.45 p.m., starting February 10, 1984.
15 meetings. **Fee: \$185**

In Kowloon

At St. Mary's Canossian College, 162 Austin Road
(entrance from Kimberley Road, Tsimshatsui).

- 653.** Mondays, 6.30-8.00 p.m., starting February 13, 1984.
15 meetings. **Fee: \$185**

ENGLISH SPEECH

654. Intonation in Idiomatic English. Raymond Huang, B.A. (Lingnan), M.A. (Leeds), I.P.A.Cert.Phon., P.G.C.E. (London), L.R.A.M., L.T.C.L. (London). *Tuesdays, 6.30-8.30 p.m., starting February 14, 1984. Room 132, Wah Yan College, 1st Floor, Queen's Road East. 12 meetings.* **Fee: \$220**

By showing the contrast in stress and intonation between English and Chinese (Cantonese and Mandarin) the tutor will help the Chinese student to grasp:

- the tonal and rhythmic system of his mother tongue, and
- how errors in his English speech arise from his native language habits.

Methods of correcting errors will be suggested and graded aural-oral exercises on English Intonation will be provided. Intonation practice will be related to everyday idiomatic English in order to increase the student's range of expression.

Enrolment limited to 30 students.

The tutor is author of a number of books on phonetics, including 'English Pronunciation Explained with Diagrams' and co-author of 'Intonation in Idiomatic English', Books I & II.

ENGLISH FOR PROFESSIONAL USE

655. Report Writing for Engineers. P. T. Morris, B.A. (N.U.I.), M.A. (H.K.), L.Phil., S.T.L. (J.S.I.), Senior Lecturer in English, Hong Kong Polytechnic. *Fridays, 6.30-8.00 p.m., starting February 10, 1984. Wah Yan College, 56 Waterloo Road, Kowloon. 10 meetings.* **Fee: \$150**

To be successful, every engineer must know how to write good reports, both formal and informal.

Participants will learn how to think about reports: who a report is being written to, what data should be included, why the report has been called for, when the events described in the report took place and how the material included can best be presented. Tuition will also be given in how to organise and structure the data, how to write effective sentences and paragraphs, how to achieve emphasis and how to display constructively.

Students will be expected to participate actively in the course and to complete assignments set.

Enrolment will be limited to 30 students and will be by selection of those most qualified to benefit from the course of tuition. Applicants should be qualified engineers and should attach a statement to their application forms describing their duties and the situations in which they have to write reports and stating who their employer is.

656. Legal English. Jean Hopkin, B.A. (Middx Poly.), Dip.Law, Barrister-at-Law. *Wednesdays, 6.15-7.45 p.m., starting February 15, 1984. University of Hong Kong. 10 meetings.* **Fee: \$150**

The necessity for the accurate and correct use of English is particularly important in a legal context. This course is therefore designed to assist those people whose work brings them into contact with legal terminology, but to whom English is a second language. The emphasis throughout will be on the understanding of legal texts, the usage of legal phrases and an increased vocabulary of specialised terms. Applicants should realize that this is *not* a General English course and so a sound knowledge of General English and grammatical competence will be assumed.

All applicants should have obtained a Grade 'C' or above in English at G.C.E. 'O' level. Enrolment is limited to 25 students and will be by selection of those most qualified to benefit from the course of tuition.

Closing date for applications: 8th February, 1984.

Recommended reference material :

Mozley and Whitely: Law Dictionary, 9th Edition (available from the Hong Kong Book Centre, 25 Des Voeux Road Central)

A Glossary of Applied Legal Terms (H.K. Government Publication)

Words and Phrases Legally Defined (this is a standard work of reference that may be consulted in libraries).

657. Report Writing for Executives. Mrs A. J. B. Maisey, M.A. (Oxon.). *Tuesdays, 6.15-7.45 p.m., starting February 14, 1984. Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$150**

The efficient running of any office in whatever sphere of work must be based on successful communications in all departments and at all levels. This course seeks to show how this can best be achieved and how information can be given to everyone concerned in an easily understandable and orderly way. The various aspects of report writing will be studied, beginning with the more simple forms, when all that is required is the summary of a speech or written article, and leading to the production of more complex reports based on very varied sources. Students will be given papers to study and will be expected to produce written work for scrutiny.

Enrolment will be limited to 30 students and will be by selection of those most qualified to benefit from the course of tuition. Applicants should therefore attach copies of their educational certificates and a statement to their application forms describing their duties and the situations in which they have to write reports and stating who their employer is.

ENGLISH FOR TEACHERS

658. New Orientations in English Language Teaching. William Cheng, B.A., M.A. (Ed.) (H.K.), Dip. in App.Ling. (Edin.), Supervisor, English Language Unit, School of Education, Chinese University of Hong Kong. *Wednesdays, 7.15-8.45 p.m., starting February 15, 1984. Room 142, Main Building, University of Hong Kong. 12 meetings.* **Fee: \$150**

Teachers will be introduced to some of the new developments in English language teaching and their possible impact on syllabus design and classroom procedures. Lectures and discussions will be supported by the showing of films.

Topics to be considered will include the following:

- The rise and fall of methods;
- Recent trends in syllabus design;
- Communication in the classroom;
- Teaching grammar in the context of the communicative approach;
- Organising group activities and pair work;
- Resources for teaching listening comprehension;
- Designing language teaching games;

Exploiting the information gap;
The teaching of reading—past and present;
Developing reading strategies;
Awareness activities for language learning;
Teaching written English.

Enrolment limited to 30 students.

Fee Refund: on being accepted for this course, teachers of English in Secondary Schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 6, 1984.*)

659. Teaching Reading to E.S.L. Learners. Miss Ora W. Y. Kwo, B.A. (Hull), M.A. (London), Lecturer in Education, University of Hong Kong. Mrs Rose M. K. Chan, B.Soc.Sc., Cert.Ed. (H.K.), Dip.TESL (Adelaide), Teaching Consultant in Education, University of Hong Kong. *Fridays, 6.15–7.45 p.m., starting February 10, 1984. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 8 meetings.* **Fee: \$100**

This course aims at helping secondary school teachers in developing reading strategies for E.S.L. students at various levels. In particular, attention will be given to the interpretation and the implementation of the new English Syllabus for secondary schools. This course is especially suitable for experienced English teachers who are interested in looking for methods to overcome problems encountered in the teaching of reading. Members are expected to participate actively in mini-teaching, workshops, and discussions.

Syllabus:

the role of reading in the English syllabus;
reading efficiency and the E.S.L. learner;
vocabulary expansion: facing the challenge of the unknown;
study skills related to reading;
cognitive growth and critical reading;
developing reading materials for an E.S.L. programme;
reading and recreation;
teaching and testing reading comprehension.

Note. Enrolment will be limited to 25 teachers of English in secondary schools and may be by selection of those most qualified to benefit from the course of tuition. Applicants should therefore attach a statement to their applications stating the level(s) they are teaching at and how long they have been teaching for.

Fee Refund: on being accepted for this course, teachers of English in Secondary Schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 1, 1984.*)

ENGLISH FOR APPRECIATION

660. The Art and Appreciation of Short Story Writing. Mrs D. H. Shroff, B.A. (Bombay). *Tuesdays, 6.15-7.45 p.m., starting February 14, 1984. Music Room, St. Paul's College, 69 Bonham Road, Hong Kong. 10 meetings. Fee: \$125*

The course is planned to help students read and appreciate short stories, which will in turn stimulate them to read more and thus improve their command of English.

Stories written in both the early twentieth century and contemporary times will be considered, and particular attention will be paid to such different aspects of life as human relationships, psychology and humour and mystery and detection.

The course is both for enjoyment as well as study. Those participating will have plenty of opportunity to discuss the stories read and be able to develop their appreciation of this aspect of English literature.

Entrance Qualifications. Enrolment will be limited to 30 persons and may be by selection of those best qualified to benefit from the course of tuition. The course as a whole is ideally suited for those who have completed the Department's Use of English or English for Business programmes, but applicants who have not done so will also be considered. Such applicants should have obtained a Pass in English at G.C.E. 'O' level, and those with higher qualifications will be preferred.

Reading Text: (obtainable from the Hong Kong Book Centre, 25 Des Voeux Road Central) T. Pierce and E. Cochrane (Eds.): *Twentieth Century English Short Stories* (Evans).

See also:

619. Drama in Performance. (Page 39)

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Geography & Geology

Enquiries, Telephone 5-4097313

661. 地圖判讀 (Map Analysis & Interpretation)

主 講 人：朱紫瓊小姐、袁貞偉先生。

地 點：香港大學許愛周科學館 G1 室。

時 間：一九八四年二月廿八日起每星期二下午六時十五分至七時四十五分。

全期學費：一百二十元。（共十講）。

地圖上提供許多有關於圖中地域的資料，若能掌握判讀地圖的基要，便會有助於更客觀，更正確地去分析地面中各種自然，人文等現象。

課程內容包括：（一）導論：地圖學，地圖分析，基本元素類別；（二）比例尺及地圖符號的認識及應用；（三）坐標格網的認識及應用；（四）點的分析：點的多寡及點間距離的分析技術；（五）線的分析：網型分析法；（六）面的分析：趨向面分析法；（七）剖面圖的種類及繪製法；（八）統計圖；（九）自然景觀分析；（十）人文景觀分析。（限收三十人。）

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者。須於二月十八日前報名。）

662. 香港地理野外考察 (Geography in the Field)

主 講 人：鈕柏榮先生、袁貞偉先生、鄧玉琮小姐。

地 點：（甲）香港大學紐魯詩樓 248 室（日期請參閱時間甲項）。

（乙）香港大學許愛周科學館 G1 室（日期請參閱時間乙項）。

時 間：（甲）一九八四年二月廿七日起每星期一下午六時三十分至七時四十五分。（四講）

（乙）一九八四年三月廿九日起每星期三下午七時至八時十五分。（七講）

全期學費：一百五十元。（整個課程共十一講及四次野外考察）

講授重點着重於介紹與香港有關的地質、土壤及植物，農村及都市土地利用等方面知識。內容包括：（一）礦物、岩石與構造地質特徵，簡略介紹主要岩礦物與主要岩石類型特徵，構造特徵（包括褶皺，斷裂，節理，劈理等）；（二）土壤的形成及植物考查方法；（三）農村及都市土地利用。（限收三十五人）。

663. 珠寶的科學鑑定 (Identification of Precious Stones)

主 講 人：歐陽秋眉女士，F.G.A. (英國寶石學會院士)。

地 點：香港大學許愛周科學館 G1 室。

時 間：一九八四年二月十八日起每星期六下午二時卅分至五時卅分。

全期學費：六百元 (包括實驗材料)。(共十四講)。

本課程着重介紹寶石的基本結晶學知識、寶石的物理及光學特性、人造寶石的製造、寶石之染色及轉色、基本儀器之使用、重要寶石 (鑽石、紅寶石、藍寶石、祖母綠、玉……等) 的化學成份、物理性質、產地及其鑑定方法、各種人造寶石、假寶石的鑑別方法。

本課程理論與實踐並重，使學員有機會操作鑑別寶石。(限收十五人)。

664. 地質學導論 (一) (Introduction to Geology)

主 講 人：鈕柏榮先生。

地 點：香港大學許愛周科學館 G1 室。

時 間：一九八四年二月廿四日起每星期五下午七時至八時三十分。

全期學費：一百六十元。(共十二講另兩次戶外考察)。

地質學和自然地理學均以地球為研究對象，前者側重於地球從形成到現在為止的整個過程，後者側重於地理環境，兩者有密切的聯繫。本課程的目的是介紹一般地質知識，加強學員對自然界的認識。

地質學導論 (一) 的內容包括：礦物、岩石的基本特徵及肉眼鑑定；地質構造的認識；礦床的形成和分類。地質學導論 (二) 將在一九八四年秋季舉辦，介紹地質圖的閱讀；地殼運動與地震；香港地質概畧；極點投影圖的應用等。

665. Geotechnical Methods: Recent Developments & their Application in Modern Building Industry. J. C. W. Lau, M.Sc. (Manc.), Ph.D. (London), C.Eng., M.I.C.E., M.I. Struct.E., M.H.K.I.E., F.G.S. Saturdays, 9.30 a.m. 12.45 p.m., starting February 25, 1984. Room 15, Extra-Mural Town Centre Wing On Centre, 8/F. 6 meetings. Fee: \$22

The following topics will be discussed with the aim of providing practising Civil and Structural Engineers with up-to-date knowledge of recent trends in geotechnical engineering: site investigation techniques; rock mechanics: properties of intact rocks and their measurement, shear strength of jointed rocks; rock slope stability: rock joint survey and graphical presentation on stereonets; methods of slope stability analysis, theory and design of rock anchors; soil mechanics: properties of soils and their measurement; soil slope stability: limit equilibrium methods; infiltration theories: infiltration of rain water into unprotected slopes and its effect on slope stability, physics of unsaturated flow; earth pressures on retaining structures; dewatering: effects on buildings; and modern stress-strain theories and computational methods: tensor notations, constitutive laws, introduction to finite element method, limit analyses, implication of strain softening in geotechnical engineering.

Entry qualifications: B.Sc. or equivalent in Engineering or related fields.

Enrolment is limited to 30.

Journalism & Communication

Staff Tutor : Owen H. H. Wong, Telephone 5-4097309

666. Modern Journalism. Clare Hollingworth, O.B.E., and other guest speakers. *Tuesdays, 10.15 a.m.-12.15 p.m., starting February 14, 1984. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$175**

The presentation of news, features and views through newspapers, magazines, radio and television will be considered from a variety of viewpoints by a team of local and overseas experts, including Derek Davies, Editor of the Far Eastern Economic Review, Sylvana Foa, Chief of United Press International for Asia, David Bonavia, Peking Correspondent for the Times, Anthony Lawrence, formerly BBC Far Eastern Correspondent, Sarah Monks, Executive Editor of the South China Morning Post, Chris Hilton, TV anchor man and commentator, and Hugh Gibb, documentary film-maker.

Topics to be discussed will cover the work of foreign correspondents, opportunities for free-lance writing, the activities of a major news agency, and ways of entering the media and prospects thereafter. Consideration will also be given to such questions as, what is news, can journalists be trained, and, if so, how can this be best done.

Prospective students, whether working in journalism or television, or hoping to do so, should be of a high calibre and should be fluent in both written and spoken English. They may be selected by interview after a short written test. They should also note that they will be expected to participate actively in discussion and by contributing written exercises. Initially, these exercises will consist of simple reports based on newspaper cuttings, followed by class critiques. Thereafter, in the belief that the best way to learn about reporting is by reporting, students will be expected, after listening to Anthony Lawrence, for instance, to simulate their own short news broadcasts and comments. Clare Hollingworth has agreed to act throughout as course-coordinator and "editor-in-chief".

Enrolment will be strictly limited to 30.

Applicants should preferably provide a sponsoring letter from their employer and should attach to their application form a brief statement as to why they wish to join this course. Closing date for applications: February 8.

667. Communication in Business. Miss Ellen Ho, M.Ed. (Hawaii). *Wednesdays, 6.15-7.45 p.m., starting March 7, 1984. Room 103, University Main Building. 15 meetings.* **Fee: \$165**

For scientific administration, business executives should be more aware of the theories and problems relating to communication in a business organization.

To this end, the following areas will be covered in detail: principles of business communication, theories of speech communication, tactics of speaking to an audience, negotiating, discussion, chairing meetings, conducting interviews, art of persuasion and organizational communication. Discussion will be encouraged and audio visual aids will be applied.

Enrolment is limited to 25.

668. 雜誌編輯 (Magazine Editing)

主 講 人：鄭宜迅先生（雜誌編輯與出版專業人仕）。

地 點：香港大學紐魯詩樓 503 室。

時 間：一九八四年二月二十四日起每星期五下午七時十五分至八時四十五分。

全期學費：一百元。（共十講）。

雜誌的編輯，是專門的學問，是一種藝術、亦是一項管理學；雜誌的編輯，更是作家與廣大羣象之間的橋樑；小至團體學校的刊物，大至銷路廣闊的雜誌，其成功與否，都倚賴編輯們的能力與修養。故本課程將兼顧以下的重點：報紙、雜誌、畫報編輯的分野及特點；讀者心理和編輯風格的建立，新聞感和信任感探討；文字編輯和技巧編輯在香港的優缺點；標題的控制，資料邏輯和節奏感的分析（配幻燈片）；紙張、製版、分色、印刷原理和運用介紹；版面設計、字體研究和美學小談（配幻燈片）；編輯工作的責任感和時間控制。

669. 出版的策劃與設計入門 (Graphics in Publishing)

主 講 人：何圻光先生，M.A.(Missouri)。

地 點：香港大學紐魯詩樓 227 室。

時 間：一九八四年三月五日起每星期一下午六時十五分至七時四十五分。

全期學費：一百元（共十講）。

在現代化的社會，任何機構都需要出版刊物，如何掌握出版的技術，便成爲一門必備的學問，本課程用深入淺出的方法，爲出版界、新聞界、雜誌編輯、及校刊、公司社團刊物的新入行人仕提供基本與實用的常識。

講授內容將包括：字體的認識；排字問題；畫版、貼版與插圖運用的方法；版面設計的基本原理；雜誌與報紙的版面設計；其他刊物的設計；彩色的運用；選紙與訂裝。

本課程與雜誌編輯學是相輔的課程，宜共同或先後選修，講授時比較着重英文刊物。（限收三十二人）。

670. 電影製作 (The Technique of Film-making)

主 講 人：宋燦熙先生，B.A.(Canterbury)（香港電台電視部助理編導），

黎秋華先生，B.A.(H.K.)（香港電台教育電視導演）。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年三月十日起每星期六下午二時十分至四時十分。

全期學費：一百八十五元。（共十一講）。

利用講解及分組討論形式，將電影工業製作過程逐一介紹，堂上並輔以影片示範，務求使理論與實際互相配合，除課堂講授外，將有三講爲實地拍攝工作，歡

迎對電影藝術及對電影製作過程有興趣的人仕參加，課程內容將包括：電影發展史及劇本的構成；電影語言媒介；拍攝技巧（示範影片）；燈光效果（示範影片）；音響控制（示範影片）；剪接功能（示範影片）；三次實習；習作剪接及配音；及學員作品觀賞及檢討。（限收廿二人）。

671. 電影藝術及欣賞：理論與演變 (Film Art and Film Appreciation)

主 講 人：宋燦熙先生，B.A.(Canterbury)（香港電台電視部助理編導），
黎秋華先生，B.A.(H.K.)（香港電台教育電視導演）。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年六月二日起每星期六下午二時十分至四時十分。

全期學費：一百四十元。（共八講）。

本課程為基本理論層面的延續，目的在驅使學員對電影藝術有較全面的認識，從而探討電影將來的演變。課程內容如下：（一）電影的時、空運用。（二）電影與文學。（三）娛樂性抗衡傳播功能。（四）愛森斯坦的蒙太奇理論。（五）巴山的寫實主義。（六）作者論的由來與影響。（七）尚盧·高達的新浪潮。（八）修辭學與結構主義。課程輔以電視錄影帶及影片作觀賞討論，歡迎對電影有濃厚興趣的人仕參加。（限收廿二人）。

672. 廣告學與市場管理 (Advertising in Marketing Management)

主 講 人：張林森先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年三月十五日起每星期四下午八時卅分至十時。

全期學費：一百三十五元。（共十二講）。

廣告的作用，是在於商品的推銷以至市場的推廣，所以廣告學與市場管理，實在是關連的。本課程首先介紹市場管理學的重要性，消費者的心理與市況，工商機構中的銷售策略；繼而講授廣告學的各門知識，包括：（一）廣告策劃，如製作過程，宣傳目的與市場目標；（二）廣告媒介，如策略、電視、報紙、廣播，雜誌、郵遞、推銷與戶外宣傳等；（三）廣告創作，包括撰稿、編排、印刷、電視與廣播製作、商標、包裝等；（四）廣告管理，包括廣告代理與廣告宣傳計劃的處理。（限收四十人）。

673. 廣告研習班 (Advertising Workshop)

主 講 人：張林森先生（另麥子凌先生及歐安邦先生為客座主講人）。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年六月七日起每星期四下午八時卅分至十時。
全期學費：一百元。（共八講）。

以探討、座談及實習方式，讓學員體驗廣告業務之實際作業過程，藉以培育廣告人材，提高專業水準。

課程內容將就指定課題，先行提供實例資料，繼而引導學員分組進行研討、實習，以製訂綜合的作業計劃書。學員在必要時，可於堂外自行磋商及彙集資料。製訂的作業計劃書，必須由各小組在堂上陳述，另邀請資深廣告業人士現場評論。

此研習課程特為廣告業及相關行業之基層及中層從業員而設。申請者必須對廣告業有基本認識，具一年廣告工作經驗；曾選修「廣告學與市場管理」課程者，優先取錄。（限收二十四人）。

674. 公共關係 (Public Relations)

主 講 人：香港公共關係學會委員。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年二月二十四日起每星期五下午八時十分至九時五十五分。

全期學費：一百三十元。（共十講）。

公共關係乃現代企業管理之工具，本課程共分三部：（一）透過公共關係的發展過程與理論，使學員了解到公共關係在管理階層上所發揮的作用；（二）簡介一般工商企業、政府或服務機構的公共關係實務；（三）着重公共關係實務技巧，如：新聞稿的撰寫、傳播媒介的運用、公共關係活動的策劃等。

本課程對從事文化教育事業、社會工作、一般工商企業、以及有志投身公共關係行業者，均有極大之專業上幫助。（限收四十人）。

675. 自我辨認與人際溝通 (Intra- and Inter-Personal Relationships in Human Communication)

主 講 人：陳毓祥博士。

地 點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 24 室。（金巴利道入口）。

時 間：一九八四年二月二十八日起每星期二下午六時至七時十五分。

全期學費：二百三十五元。（共二十四講包括由四月二十八日星期六下午三時至四月二十九日星期日下午七時的兩日一夜的小組活動）。

除了導引出人際關係的主題及理論上的專有解釋及概念外，更盡力增進學員們的自我了解及介紹人與人之間的技巧，再輔以心理測驗及「相互觀察與糾正小組」的方式，來促進學員們對該門學科之認識。討論項目包括：傳播之原則及理論，自我的成長，自我的認識，人際間的隔漠，知覺力與定形趨向等等。

整個過程着重小組討論，對從事文化教育事業，社會工作及公共關係者，均會有極大的專業上的幫助。（限收二十六人）。

676. 實用心理與人際溝通 (Practical Psychology in Human Communication)

主 講 人：陳毓祥博士。

地 點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 24 室。
(金巴利道入口)。

時 間：一九八四年二月二十八日起每星期二下午七時十五分至八時卅分。

全期學費：二百四十五元。(共二十四講包括由五月十二日星期六下午三時至五月十三日星期日下午七時的兩日一夜的小組活動)。

以小組討論，「互相觀察與糾正小組」及實習方式，幫助學員去領受有效之傳播溝通技巧，從而解決個人及人際間的問題，討論範圍包括：人際溝通處事分析；人際溝通的領導問題；人性理解；人際溝通的羣體語言；勸誘的傳播技巧與宣傳方法；家庭成員的二十種溝通技巧；人際間的相互吸引問題；人際溝通問題中之適應性與不良心理反應及人際溝通與小組壓力。

本課程適合對傳播學有初步認識的學員選修。而對一般從事文化教育事業、社會工作及公共關係、及需進一步理解人際溝通的各項問題的人士，幫助尤大。報名者宜先選修本部之「自我辨認與人際關係」課程。(限收二十人)。

677. 表達的技巧 (Public Speaking)

主 講 人：楊鳴章神父，M.A.(Syracuse)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年二月二十八日起每星期二下午六時至七時半。

全期學費：一百二十五元。(共十二講)。

從心理學分析思想意見傳達的技巧與實際運用，並就修辭學觀點加以研究批評，講授時特別着重不同場合講辭的撰寫、體裁、編排、表達與評估，日常的應對與辭語的表達。重點配合職業上的實際需要。

本課程除對傳播界、教育界、社會工作者及公關人士有幫助外，對各項日常工作與社交會議場面，尤有啟發作用。(限收四十人)。

678. 理辯學 (Persuasion)

主 講 人：楊鳴章神父，M.A.(Syracuse)。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年三月八日起每星期四下午六時卅分至八時。

全期學費：一百二十五元。(共十二講)。

「理辯學」實質上是「表達的技巧」之連續。學員最好先修「表達的技巧」或「表達與理辯」，但此非入學先決條件。課程重點在於理辯與勸導，特重心理學分析人類行爲，理辯與社會關係，影響人類意見種種因素，及如何避免受不良影

響。範圍旁及大眾傳播群眾心理及與傳播有關之法律問題。課程內容理論與實際並重，語言、文字兼涉。與工商、教育、傳播等均有密切關係，重點配合職業上實際需求。（限收四十人）。

679. 實用廣告攝影設計 (Photographic Design for Advertising)

主 講 人：蔡克信先生。

地 點：香港英皇道 1044 號福昌樓十樓 B21 叁影室C室。

時 間：甲班：一九八四年三月十五日起每星期四下午七時至八時三十分。

乙班：一九八四年三月十五日起每星期四下午八時四十五分至十時十五分。

丙班：一九八四年三月十六日起每星期五下午七時至八時三十分。

丁班：一九八四年三月十六日起每星期五下午八時四十五分至十時十五分。

全期學費：每班四百八十元五。（共二十講）。

（報名時請註明甲班、乙班、丙班或丁班）。

本課程為一般喜愛美術、設計及攝影人仕而設。提供較為深入之廣告設計技巧，而其中側重介紹攝影在設計上之運用。通過理論、欣賞、示範及實習。使學習更趨完善。習作包括一般商品攝影佈光方法、模特兒攝影、廣告用黑房技巧、戶外商品攝影法、報紙廣告、海報、包裝紙及封面等。學員除了研習一般設計步驟、文字處理、編排設計、印刷常識、工具運用（如燈箱、特殊效果及顏色黏貼菲林、噴筆……）等外，並需大部份時間作拍攝及黑房沖晒實習。本課程內將會免費提供講義及各種專業攝影及黑房器材。但學員需自備少量消耗性材料如菲林、藥水等。（每班限收十二人）。

680. 廣告設計實用技巧 (Advertising: Practical Techniques)

主 講 人：蔡克信先生。

地 點：香港鯉魚涌太古城聖約翰男女書院 230 室。（中學部由太豐道入口）。

時 間：一九八四年三月五日起每星期一下午七時卅分至九時十五分。

全期學費：一百四十五元。（共十二講）。

廣告設計應用的範圍至廣，由日常活動的報導，學校社團通告與海報的編排，以至於商業用的各類廣告宣傳，都需要不同的技巧，將設計者的意念表達出來，再傳達到廣大的群眾，發揮最高度的効力。

課程內容包括設計工具材料之運用、廣告創作過程與步驟、圖案、插畫之關係，中英文字處理，編排設計，背景之特別效果，印刷問題等常識。

本課程適合一般廣告業人仕、社團活動的負責人、學校的美術教師、及其他對此類設計有興趣人仕選修，而講授時則儘量深入淺出，使部份初學者易於入手。（限收三十人）。

Law

Staff Tutor : Mrs. Priscilla Tso, *Telephone* 5-4097303

681. 銀行法簡介 (Introduction to Banking Law)

主 講 人：李全德先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八四年一月二十日起每星期五下午七時四十五分至九時四十五分。

全期學費：一百三十元。 (共八講)。

本課程以平易的方法，介紹香港銀行法例的一般常識。內容包括香港的銀行及財務公司的性質，滙票及支票的運用，存款及放款業務，銀行對顧客的責任，滙兌業務和商業信用証等。

682. 新聞從業員高級法律課程 (Law for Journalists: Advanced Course)

主 講 人：陳兆愷先生，單錦帆先生、鄧兆駒先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八四年二月廿二日起星期三下午八時至十時。

全期學費：二百八十元。 (共十六講)。

詳細資料可向本部索取。

683. 市民與法律 (Law & the Citizen)

主 講 人：韓譚春先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八四年三月十三日起每星期二下午六時至七時三十分。

全期學費：一百一十元。 (共十講)。

本課程旨在引起市民對法律之興趣與認識。主要內容包括：本港法庭的司法程序，律師和法庭種類；政府的法律援助；刑事法和民事法的分別，民事不法行為的訴訟，誹謗和疏忽等；道路交通法例；勞工和僱傭法例。合約的種類、成立和實行。

684. 公司法及合股經營法概論 (Company Law & Partnership)

主 講 人：單錦帆先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八四年三月廿三日起每星期五下午七時四十五分至九時四十五分。
全期學費：一百六十元。（共十講）。

本課程旨在介紹本港公司法及合股經營法之基本原則及其分別。內容包括：各種公司之組織及章程，招股及股份轉讓手續，股東及董事之權利與義務，資產及負債之規定，公司結業手續，合股經營之定義及與公司組織之分別、合股人之權利，義務及責任，合股人之間的關係、拆夥及結業手續等

685. 契約法 (Law of Contract)

主 講 人：錢純武先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八四年二月廿一日起每星期二下午七時四十五分至九時十五分。

全期學費：九十元。（共八講）。

本課程旨在使市民對香港契約有一基本認識。講授內容將包括合約之定義及分類；合約之訂立及形式；立合約人之應具條件；有效及無效與不合法合約；合約之結束；破壞合約之後果；合約之轉讓。

686. 香港地產物業法例 (Real Property Law in Hong Kong)

主 講 人：文世昌先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八四年二月廿四日起每星期五下午六時至七時三十分。

全期學費：一百二十五元。（共十講）。

本課程旨在對地產界及相關行業之人仕，介紹香港地產交易及物業發展各方面之法律知識。內容包括港九新界土地業權之特徵，官地契約之內容，樓宇交易之手續，買賣合約之內容及違約之後果，按揭類別，物業交易之法律文件例如轉讓契、授權書、信託聲明書等基本認識，地產發展有關之法律問題，例如收地賠償、城市設計、租務管制、樓花買賣等。

See also :

585. Law Relating to Banking. (Page 26)

586. General Principles of Law for Bankers. (Page 27)

629. The I.C.E. Conditions and the Law of Contracts. (Page 45)

656. Legal English. (Page 51)

Mathematics

Staff Tutor : Mrs. Priscilla Tso, Telephone 5-4097303

687. 向量微積分 (Vector Calculus)

主 講 人：鄧偉廉先生。

地 點：香港大學許愛周科學館 LG1 室。

時 間：一九八四年二月二十日起每星期一下午六時十五分至七時四十五分。

全期學費：一百二十元。（共十二講）。

向量微積分是一門建立于初等微積分基礎上的關於多個變數微積分和向量分析的課程。此課程引導學生初步掌握三維空間（甚至 n 維空間）數學分析的概念，理論與方法，其中包括偏導數、全微分，二重積分，三重積分以及三維空間解析幾何等。

688. 小學數學的幾個課題 (Some Topics in Primary Mathematics)

主 講 人：畢堅先生、馮源先生、陳卓堅先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八四年二月十四日起每星期二下午七時四十五分至九時四十五分。

全期學費：一百二十元。（共八講）。

本課程專為現職小學教師而設。以小學高年級數學中若干課題，如近似值、質數、比例、對稱、圖像、簡易測量等之課程範圍及教學法，進行討論。

申請教署退還半費手續：凡政府、補助或私立小學之數學科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月七日前報名）。

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 127 頁 。

Music

Staff Tutor : Owen H. H. Wong, Telephone 5-4097309

689. 京劇的藝術與功架 (Peking Opera)

主 講 人：郭錦華女士、劉洵先生。

地 點：香港大學校本部大樓 M7 室（陸佑堂入口處左便）。

時 間：一九八四年二月二十九日起每星期三下午六時十五分至七時四十五分。

全期學費：一百六十五元。（共十講）。

京劇是唱、唸、做、打的綜合性藝術，以抽象、誇張、虛擬的形式，表達古代帝王將相、才子佳人、忠孝節義、神妖鬼怪等故事內容，使京劇各個行當，如生、旦、淨、丑，都具備整套程式功夫，以確保京劇固有多樣化的藝術風格，而京劇的獨特處，就是程式表演超越故事內容。

因此本課程除介紹京劇的特質外，特別注重以下三種功夫的訓練：包括壓腿、踢腿、躡子、飛腳、翻身等的「基本功」；古兵器運用及對打形式的「把子功」，身訓組合、起霸、一趟馬、走邊的「身段功」，通過此種訓練，便會對於京劇的手、眼、身、步法配合和運用，逐步理解，使成為表演的基礎，而此種基本程式，亦可以通過變化及組合，用來表達現實的生活。

郭女士為「老水仙花」郭繼香之孫女，曾為中國京劇院的合柱演員，拜師王瑤卿、程玉青、方連兄等老前輩。曾在「楊門女將」中演楊七娘、「天門陣」中演穆桂英，多次出國演出，揚名國際，劉先生亦為國內名京劇藝術家，曾多次出國演出。（限收二十人）。

690. 古典音樂的認識與欣賞 (Understanding Classical Music)

主 講 人：尤迪中先生，B.Mus.(McGill)。

地 點：香港大學校本部大樓 M7 室。（陸佑堂入口處左便）。

時 間：一九八四年二月二十八日起每星期二下午六時至七時卅分。

全期學費：一百二十五元。（共十二講）。

在香港，音響器材、唱片和錄音帶頗受大眾歡迎。再加上各種音樂會，欣賞西歐古典音樂成為許多人的愛好。對於那些初入門的人仕，覺得古典音樂過於抽象，難以理解。本課程旨在為這些音樂愛好者，中、小學教師及有意參加各種音樂考試人仕提供一些欣賞古典音樂的基本常識。

在十二講裏，將涉及歐洲古典音樂發展概況，即從萌芽時期到現代音樂的演進；各樂派之源流、風格及影響；傑出作家之代表作品；曲式與樂曲；各種樂器之音色及性能；管弦樂隊之組合等。俾使音樂愛好者在課程結束後，對古典音樂有着一定程度的認識和欣賞能力。講授將輔以圖片、唱片及錄音帶。

691. 西洋音樂史：從巴洛克到古典樂派 (History of Western Music: From Baroque to Classicism)

主 講 人：尤迪中先生，B.Mus.(McGill)。

地 點：香港大學校本部大樓 M7 室。（陸佑堂入口處左便）。

時 間：一九八四年三月六日起每星期二下午七時四十分至九時十分。

全期學費：一百元。（共十講）。

西洋音樂史的分期一向象議紛紛。從 1600 年到 1800 年，大約可分為兩個風格不同的樂派（即 Baroque Period 和 Classical Period），是後期光輝燦爛浪漫樂派的基石，是十九世紀歐洲音樂全盛時代的播種期。

在這二百年裏，歐洲大陸產生了數位影響深遠的作曲家，如 Bach, Handel, Haydn, Mozart 等。這幾位永垂青史的人物，為我們譜出了傳世不朽的音樂。

本課程將研究這個時期的時代背景，複音音樂（polyphonic）與單音音樂（homophonic）之差別，及欣賞各傑出作曲家之代表作品。

本課程適合一般音樂愛好者進修，若曾選修「古典音樂的認識與欣賞」幫助尤大，講授將輔以唱片，錄音帶及圖片。

692. 中國民歌 (Chinese Folk Songs)

主 講 人：郁慶五先生（前北京中央樂團獨唱組長）。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年三月五日起每星期一下午五時四十分至六時五十分。

全期學費：一百二十五元。（共十四講）。

中國版圖廣大，民族衆多，各地區有其特色，特別在民歌藝術方面，多彩多姿，源遠流長，不遜於任何國家，故中國民歌之演唱技巧，層出不窮。本課先從民歌的欣賞着手，分腔與曲兩大類，繼而講授民族聲樂的基本練聲法，民歌的演唱方法、民歌的語言處理及表現方法、民歌的腔與腔格，至於每省民歌，則各選一首教唱。（限收二十五人）。

693. 聲樂初階 (Introduction to Vocal Singing)

主 講 人：麥志成先生，F.T.C.L., A.R.C.M., C.S.S.(S.Cecilia)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年三月八日起每星期四下午五時四十五分至七時。

全期學費：一百三十五元。（共十六講）。

聲樂的訓練，着重呼吸的控制，發聲的方法，發音的練習，咬字的準確，節奏的配合，至於聲樂的修養，中西歌曲的處理，亦在講授範圍之內，學員將會有被個別指導的機會，講授時亦輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練，知識與技巧，參加者最宜先具基本的音樂知識。（限收二十六人）。

694. 中級聲樂 (Intermediate Vocal Singing)

主 講 人：麥志成先生，F.T.C.L., A.R.C.M., C.S.S.(S.Cecilia)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年三月八日起每星期四下午七時十分至八時廿五分。

全期學費：一百二十五元。（共十講）。

聲樂的訓練，着重呼吸的控制，發聲的方法，發音的練習，咬字的準確，節奏的配合，至於聲樂的修養，中西歌曲的處理，亦在講授範圍之內，學員將會有被個別指導的機會，講授時亦輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練，知識與技巧，參加者最宜先選修本部之「聲樂初階」，初級班學員須於上課前十四天報名，始獲優先考慮機會。（限收十八人）。

695. 高級聲樂 (Vocal Singing: Advanced Level)

主 講 人：麥志成先生，F.T.C.L., A.R.C.M., C.S.S.(S.Cecilia)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年五月十七日起每星期四下午七時十分至八時廿五分。

全期學費：一百二十五元。（共八講）。

講授範圍將包括基本音樂發聲法，樂曲介紹，歌曲處理，演唱風格及吐辭等，講授時將輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練，知識與技巧。曾選修本部之中級聲樂者將優先取錄，但須於上課前十四天報名。（限收十四人）。

696. 音樂基本理論 (Basic Music Theory)

主 講 人：任策先生，B.S. (St. John) (前北京交響樂團指揮)。

講授語言：國語（輔以英語）。

地 點：香港鯉魚涌太古城聖約翰男女書院 233 室。（中學部由太豐道入口。）

時 間：一九八四年三月七日起每星期三下午六時卅分至八時。

全期學費：一百二十五元。（共十二講）。

學會認識簡譜和五線譜，對喜愛音樂的人們是一項頂有意義的樂趣。本課程包括學會數拍子，算音程，認調性，區別大調和小調，弄清楚基本音樂術語，記號。本課程將引導學員初步領畧和聲，複調，曲式，配器各科的概念。

697. 視唱練習 (Solfeggi and Aural Training)

主 講 人：任策先生，B.S. (St. John) (前北京交響樂團指揮)。

講授語言：國語(輔以英語)。

地 點：香港鯉魚涌太古城聖約翰男女書院 233 室。(中學部由太豐道入口。)

時 間：一九八四年三月七日起每星期三下午八時十五分至九時卅分。

全期學費：九十五元。(共十二講)。

音樂的聽覺是可以訓練的。音準、音調、拍子、音程、節奏、和弦都可以經過學習，提高聽辨能力。視唱兼用固定唱名法和首調唱名法，着重音準、節奏，並培養音樂感。

698. 中國現代舞蹈與音樂 (Chinese Modern Dance and Music)

主 講 人：洪漢寶先生(香港現代舞蹈劇團副總監)。

地 點：香港藝術中心 LB 排練室。

時 間：一九八四年二月二十三日起每星期四下午六時三十分至八時三十分。

全期學費：一百七十五元。(共十講)。

隨着現代舞之發展，影響了各種古典舞之變化與趨向，其中也包括了中國舞蹈。

本課程以舞蹈方式介紹如何以中國舞蹈、音樂、戲曲等各方面之藝術，配合現代舞技巧，進而創作中國現代舞，而不失却其中國傳統之個性。

適合任何對中國舞或現代舞有興趣者，參加者需穿赤腳舞蹈緊身衣。(限收二十人)。

699. Modern Dance and Music Workshop. Miss Daryl Ries, Director of the Modern Dance Theatre of Hong Kong. *Saturdays, 1.30-3.30 p.m., starting March 3, 1984. Redgrave Room, 16/F., Hong Kong Arts Centre. 10 meetings.*

Fee: \$210

For teachers of dance and music, and for those wishing to increase their skills, these workshops develop basic dance skills through a supportive, non-competitive programme stressing response to a variety of musical sources including jazz, classical and contemporary. Materials are drawn from modern and related dance forms to enhance and supplement the movement experience. Areas covered include: the exploration, analysis and practice of action in time, space and dynamics, the realising and performing of these basic elements of dance with discipline and vitality, the focusing of flexibility and strength, developing movement ease, sensitivity and expression, and the expansion of an articulated and expressive movement vocabulary.

Enrolment is limited to 20.

Fee Refund: on being accepted for this course, teachers of music and dance will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 20, 1984.*)

700. Dance for the Musical Theatre. Miss Daryl Ries, Director of the Modern Dance Theatre of Hong Kong. *Wednesdays, 8.00-9.30 p.m., starting March 7, 1984. Redgrave Room, 16/F., Hong Kong Arts Centre. 12 meetings.*

Fee: \$220

Open to all, with or without previous dance training. For students and teachers with special interest in dance and drama, this course is designed to introduce the vital and vigorous jazz and musical comedy idiom, a contemporary dance form used in many TV productions, Broadway shows and the musical theatre. Jazz and musical comedy as well as primary fundamentals of related dance forms (e.g., character, social, tap, modern, ballet, etc.) are covered. Classes include limbering and strengthening exercises, stretches and body isolations, followed by free-style movement and dance combinations to jazz and related jazz-rock-pop-disco music. Emphasis is on rhythmic awareness through the dynamics of movement phrasing and expression, and the development of combinations and routines. Leotards and "footless" tights/stretch pants (or practice clothes) are required. Students work barefoot, or in jazz sandals or acrobatic slippers.

Enrolment is limited to 20.

Fee Refund: on being accepted for this course, teachers of music and dance will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 22, 1984.*)

PRIOR ENROLMENT IS ESSENTIAL

Failure to enrol prior to the opening of a particular course may mean the cancellation of that course. Prior enrolment is the only way the Department of Extra-Mural Studies has of judging the response to its courses. Your co-operation is therefore invited in sending your application forms to the Department as soon as possible.

Oriental Languages

Staff Tutor : Owen H. H. Wong, Telephone : 5-4097309

MANDARIN

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 usages. Participants should be prepared to engage in drilling sessions which can be demanding.

701. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Tuesdays and Fridays, 7.15-9.15 p.m., starting February 28, 1984. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 25 meetings.*

702. Joseph Kung, B.A. (New York). *Mondays and Wednesdays, 5.30-7.30 p.m., starting February 27, 1984. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 25 meetings.*

Fee: \$650

Enrolment: limited to 20 per course.

Textbook: John DeFrancis, Beginning Chinese (Available at Hong Kong Book Centre and Swindon Book Company.)

703. Mandarin for Business Conversation (I). Chan Pok, B.Sc. (Peking). *Fridays, 5.30-7.30 p.m., starting March 2, 1984. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings.* **Fee: \$550**

This course is designed for those who have no background in Mandarin and yet wish to advance to a conversational level in a relatively short period of time. The emphasis will be on business-related vocabulary, daily expressions, and the more practical aspects of the language.

Enrolment is limited to 20.

704. Practical Mandarin for Daily Living. Jerry Law, B.A. (Peking Catholic University). *Wednesdays, 7.15-9.15 p.m., starting March 7, 1984. Room 227, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$550**

This course is designed for those seeking a more practical approach in using Mandarin in a variety of real-life situations. The philosophy behind the course is "learning by doing". Class time will be mainly devoted to "activities" including "situations" which take place at restaurants, hotels, railway stations, airports, shopping centres and a variety of daily life circumstances. Some knowledge (approximately 50 hours) of Mandarin is required.

Enrolment is limited to 20.

CANTONESE

705. Introductory Cantonese for Business Conversation. Mrs. Caroline Law, B.A. (U.C.). *Tuesdays and Thursdays, 5.30-7.30 p.m., starting February 28, 1984. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 22 meetings.*
Fee: \$600

This course is designed for those who wish to learn Cantonese for the purpose of conducting business in Hong Kong. The emphasis will be on business-related vocabulary, but some attention will be paid to daily expressions and the more practical aspects of the language.

Enrolment : limited to 15.

Cantonese I

The main emphasis will be on basic grammar in spoken Cantonese and ample opportunity will be given for practising pronunciation and short sentence construction orally.

Textbook : Lung Sing, *Basic Cantonese in One Hundred Hours* (Available at Hong Kong Book Centre & Swindon Book Company).

Enrolment limited to 25 per course. (To 18 for Course 706).

706. Cantonese I for Executives. L. T. Tan, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays and Fridays, 5.45-7.15 p.m., starting February 21, 1984. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 33 meetings.*
Fee: \$600

707. Cantonese I. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Wednesdays and Fridays, 7.15-9.15 p.m., starting February 22, 1984. Room 930, Knowles Building, University of Hong Kong. 25 meetings.*
Fee: \$480

708. Cantonese I. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Mondays and Thursdays, 2.00-4.00 p.m., starting February 27, 1984. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 25 meetings.*
Fee: \$480

709. Cantonese I. K. K. Chan, B.A. (C.U.H.K.), formerly Language Tutor, Chinese University of Hong Kong. *Mondays and Thursdays, 6.00-7.15 p.m., starting March 5, 1984. Room 37, St. Mary's Conossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue).*
40 meetings.
Fee: \$480

Cantonese II

This course, intended for students who have completed Cantonese I or who can prove that they have had equivalent training in Cantonese, will concentrate on oral expressions and idioms.

Textbook : Lung Sing, *Basic Cantonese in One Hundred Hours.*

Enrolment limited to 20 per course.

710. Cantonese II for Executives. K. C. Fung, B.A., Dip.M.S. (H.K.). *Wednesdays, 5.30-7.00 p.m., starting March 7, 1984. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.* **Fee: \$600**

711. Cantonese II. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Thursdays, 7.15-9.15 p.m., starting February 23, 1984. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$480**

712. Cantonese II. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Tuesdays and Fridays, 2.00-3.30 p.m., starting February 28, 1984. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.* **Fee: \$480**

713. Cantonese II. K. K. Chan, B.A. (C.U.H.K.), formerly Language Tutor, Chinese University of Hong Kong. *Tuesdays, 6.15-8.15 p.m., starting March 6, 1984. Room 39, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue). 15 meetings.* **Fee: \$480**

For those students who have completed Cantonese II, an extension course can be arranged on request so as to enable them to sit for the Elementary Examination in Cantonese held by the General Chamber of Commerce four times a year.

Cantonese III

Students who have attended Cantonese I and II will find this course extremely useful. The syllabus covers more grammar, useful colloquial expressions, idioms and proverbs in daily use. Students who are doing Cantonese II or who can prove that they have done sufficient Cantonese elsewhere are also welcome.

Textbook : Parker Po-fei Huang and Gerard P. Kok, *Speak Cantonese*, Book II (Yale University Press).

714. Cantonese III. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays, 7.15-9.15 p.m., starting March 6, 1984. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$480**

Chinese Characters

The study of Characters will include etymology of characters, vocabulary, and classical reference of idioms. Special effort will be made to give students practice in reading characters and in finding characters in Chinese dictionaries.

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.

715. Chinese Characters I. Mrs. Caroline Law, B.A. (U.C.). *Fridays, 7.15-9.15 p.m., starting March 2, 1984. Room 248, Knowles Building, University of Hong Kong. 13 meetings.* **Fee: \$400**

716. Chinese Characters I. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Wednesdays, 2.00-4.00 p.m., starting March 7, 1984. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$400**

JAPANESE

717. Introductory Japanese. Mrs. Yuko Miyazoe, B.A., M.A. (EIU), Certificate in TJFL (National Language Research Institute of Japan). *Mondays, 6.15-8.30 p.m., starting February 27, 1984, Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$685**

Mainly designed for non-Chinese speaking people who wish to acquire the basics of spoken Japanese in a relatively short period of time, this course, comprehensive and condensed in nature, aims at providing beginners with a firm foundation in colloquial Japanese and in basic grammar. Ample opportunity will be given for practising pronunciation and short sentence construction orally.

Enrolment limited to 12.

Textbook: Japanese for Beginners (Osaka University for Foreign Studies).

718. Intermediate Japanese. Mrs. Yuko Miyazoe, B.A., M.A. (EIU), Certificate in TJFL (National Language Research Institute of Japan). *Fridays, 6.15-8.30 p.m., starting March 2, 1984. Room 306, Northcote Science Building, University of Hong Kong. 16 meetings.* **Fee: \$690**

Mainly designed for non-Chinese speaking people who have learned Japanese for over 50 hours, this course provides further training in the Japanese language, with more emphasis on grammar, sentence construction and more complicated colloquial Japanese.

Enrolment limited to 8.

Textbook: 'Japanese for Beginners' (Osaka University for Foreign Studies). (Available at Hong Kong Book Centre).

日語文憑班 (Certificate Course in Japanese)

宗旨: 本課程的開設是完全適應香港環境之所需, 提供一項有系統性而分階段的日語訓練, 給予一般從事工商、文教等各業人仕一種進修日本語文的機會, 以提高他們的工作條件及通過日語的學習, 進而加深了解另一種文化。

課程概括: 本課程共分基本班和高級班兩階段。每階段為期一年。基本班着重日語的發音, 中日語法的比較, 「假名」基本文法, 基本常用語句, 更着重實用日語會話, 文法則包括動詞用法及語句結構等等, 以期學員於修業

期滿後，能應付各種場合之日語交談及閱讀日文報刊。高級班着重較高程度之語言運用，文字寫作及閱讀，較艱深文句之分析，以期學員能充份操縱此種語文。

主 講 人：基本班由曾經留學日本之華人導師主持，彼等均有多年教授日語經驗，並曾在各大學校任教。高級班由精通中國語文之日語講師主持，故在學習過程中，學員均不會在聽講時有語言上之困難。

入學及考試：本部招收基本班學生，至於高級班，則優先取錄本部基本班結業學員，外界申請讀高級班者，可作為後補生，並附學歷證件副本，各班學員被取錄後，不得轉班；高級班結業考試合格後，本部將頒發日語文憑。此項文憑之頒發，又須符合下列三種條件：（1）學員在每階段之上課次數超過五分之四；（2）在學習過程中，充份完成所有習作及；（3）必須考試及格。

畢業考試日期：一九八四年七月三十日下午七時起在香港大學或校外課程部市區中心。

基本日語班課本：日本語（國際學友會日本語學校編）

（可到香港圖書中心，南天書局及金巴利道智源書局等地購買）

高級日語班課本：現代日本語（上海譯文出版社）

（總經銷：香港中環域多利皇后街三聯書店。電話：5-250102-7）

學 費：基本班全期四百八十五元。高級班全期五百五十元。

基本日語 (Basic Japanese)

719. 楊慎豪學士主講（共四十講）。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八四年三月五日起每星期一下午七時四十五分至十時（五月廿三日起另加每星期三下午七時四十五分至十時）。

720. 黃鳳屏學士主講（共卅六講）。

地 點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 23 室。（金巴利道入口）。

時 間：一九八四年一月十八日起每星期三下午六時十五分至八時四十五分。六月十八日起另加每星期一下午六時十五分至八時四十五分在 24 室。

721. 日語補習班 (Special Japanese Course)

主 講 人：守川邦明先生。（講授語言：國語）。

地 點：香港大學厲樹雄科學館 105 室。

時間：一九八四年二月廿九日起每星期三下午七時十五分至九時十五分。
全期學費：二百八十五元。（共二十講）。

本課程專為歷屆初級班考試不合格者而設，以期於半年內，能通過今夏之補考合格，升入高級班。

外界人仕若能證明已修畢六十小時之日語課程者，亦可申請，惟本部學生將獲優先取錄機會。（限收二十人）。

外界人仕報名時，請附有關日語課程之個人學歷證件副本。

普通話（國語） (Putonghua)

普通話課程，已有過萬學員參加，據初步的調查與統計，香港人士對普通話的學習，興趣日益濃厚，有進一步提倡的需要，故本部將陸續擴充普通話班，並由本部兼任導師重編教材，以適應目前香港的需要，使普通話的教學，更趨系統化，更容易為各界人士接受。普通話合格證書只頒發給高級普通話班畢業學員。

各學員一經被取錄後，不得轉班。

普通話課本：普通話教程（香港大學校外課程部編），另附錄音帶。（可到中環域多利皇后街三聯書局購買。）高級班則由各導師加插輔導教材。

基本普通話（國語） (Basic Putonghua)

整個課程為期一年。內容有國語注音符號（包括注音字母及中國現行標準拼音法），國粵語發音，語法和詞句的差異，聲調與語法的練習，特重高低聲調的調號，調值與類別，及四音節的變化，並輔以會話與各類文章的選讀。每班共計九十小時，限收三十人。本課程是以普通話講授。

全期學費：四百八十五元。

722. 譚惠霞女士主講。（共四十講）。

地點：香港大學鈕魯詩樓 248 室。

時間：一九八四年一月十七日起每星期二下午七時十五分至九時卅分。
五月廿三日起另加每星期三下午七時十五分至九時卅分。

723. 蔡印時先生主講。（共三十四講）。

地點：九龍尖沙咀柯士甸道162號聖瑪利嘉諾撒女書院23室。（金巴利道入口）。

時間：一九八四年二月六日起每星期一下午六時十五分至八時四十五分。
（五月十六日起另加每星期三下午六時十五分至八時四十五分，星期三之上課地點為 24 室）。

724. 普通話教學法 (Teaching Putonghua)

主 講 人：張丹女士（講授語言：普通話）。

地 點：香港般合道聖保羅男書院音樂室。

時 間：一九八四年二月廿七日起每星期一下午六時四十五分至八時四十五分。

全期學費：三百二十元。（共二十講）。

本課程專為有志投入普通話教學工作及現職普通話教師開設的進修深造課程。內容有漢語拼音，注音符號的產生、運用、拼寫規則，高深會話練習，小學、中學、成人普通話教學方法，課堂講授技巧及課堂實習講授。語言實驗室的使用操作。學員應達到勝任各種類型的教學工作。經考試合格後，可獲合格證明書。入學資格：能操流利普通話，對兩種拼音方法有認識，有意投入普通話教學工作（在職普通話教師持學校推薦書優先取錄）。（限收二十五人）。

申請教署退還學費手續：凡政府、補助或私立學校之普通話科教師進修以上課程而欲教育署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還學費者，須於二月十三日前報名）。

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 127 頁 。

Chinese Studies

Staff Tutor : Owen H. H. Wong, *Telephone* 5-4097309

725. Understanding Chinese Customs and Traditions. Mrs. Nana Tsao, M.A., Dip.Ed. (H.K.). *Thursdays, 10.15-11.45 a.m., starting January 26, 1984. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.*

Fee: \$125

This series of lectures is designed for those who wish to learn something of Chinese life and culture, with special reference to Hong Kong. Topics include historical background to understanding Chinese customs and traditions; Chinese family and kinship organization; religion; marriage and burial customs; and the festivals celebrated in Hong Kong. The lectures will be illustrated with slides and films.

726. Popular Movements and Revolutions in 20th Century China. Owen H. H. Wong, M.A. (H.K.), Ph.D. (Cantab.) and Terence T. T. Pang, M.Phil. (H.K.). *Wednesdays, 4.15-5.45 p.m., starting March 7, 1984. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.*

Fee: \$145

The first half of this century has been more tumultuous and eventful than any other period in Chinese history, as manifested in the popular movements and revolutions consequent on social and political upheaval of some special significance. To understand the background, general features of such movements and revolutions, including their ideologies and programme, leadership and following, tactics and strategies as well as attitudes to and relations with foreign powers will be studied. These will be followed by an in-depth examination of the causes, development and results of individual events, including the Boxer Uprising, the 1911 Revolution, the 'Second Revolution', the May Fourth Movement, the labour movement, the feminist movement, the communist revolution, the Northern Expedition and finally, the communist take-over in 1949.

727. Hong Kong: Cultural Background and Profile of the Past. Kwan Lai-hung, M.A., Ph.D. (London), M.B.I.M., A.M.I.T.D. *Wednesdays, 6.15-7.45 p.m., starting March 7, 1984. Room 24, St. Mary's Canossian College, 162 Austin Road, Kowloon. (Entrance at the junction of Kimberley Road and Austin Avenue). 9 meetings plus 1 field trip.*

Fee: \$145

With the cultural and historical background of Hong Kong from the early days to World War II as the main theme, particular emphasis will be placed on such major topics as the early settlement in the 12th century and its subsequent development; the fall of the royal house Sung in local context; piracy in South China waters; the Western impact on China through this territory as a point of contact and conflict; the three Treaties and the making of a Colony; the founding of local institutions, religious, charitable, educational and others; the develop-

ment of a unique cross-cultural place where the East meets the West; the Japanese occupation.

There will be one full-day field trip on a Sunday (travelling expenses to be borne by participants).

Enrolment is limited to 25.

LITERATURE

728. 中國語文講座：現代漢語語法 (An Introduction to Modern Chinese Grammar)

主 講 人：陳焯良博士。

地 點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 24 室。
(金巴利道入口)。

時 間：一九八四年二月廿七日起每星期一下午六時卅分至八時卅分。

全期學費：一百六十五元。(共十二講)。

現代漢語語法指的是現代漢語組詞成句的規則。現代漢語有它的規律。我們學習語法，一方面可以提高分析句子結構的能力，有助於閱讀時能準確地理解文意；一方面又能改正語病，正確地運用語言去表情達意。

本課程介紹現代漢語語法的基本知識，包括詞和詞的構造，句子和句子成分，詞類和詞組，單句和複句，語氣，標點符號等。務使學員在聽課後，對語文學習和語文教學都有幫助。(限收三十五人)。

申請教署退還半費手續：凡政府、補助或私立學校之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。(如欲教育署退還半費者，須於二月十六日前報名)。

729. 海外華人作家及其作品 (Overseas Chinese Writers)

主 講 人：李韓玲小姐(公教報文藝版編輯)。

地 點：香港大會堂八樓南會議室。

時 間：一九八四年三月五日起每星期一下午七時至八時。

全期學費：七十五元。(共十二講)。

中國近數十年來，雖然已經漸漸從戰爭的創傷恢復過來，但大部份人民仍然長期生活在憂患中。僵化的思想和政黨的論爭不但帶給人民極大的痛苦，更加嚴重地阻礙了文學的正常發展。值此乖厄的圍運底下，一批為數不少的作家應時而生，他們寄居海外，言人所不敢言，寫盡「國家興亡，匹夫有責」的感慨，使這幾十年的中國文學從慘淡中見到顏色。

本課程將著重研究這些海外華人作家的背景與他們作品的關係，及探討其作品的題旨與時代訊息。最重要的是希望透過本課程看到這些作家怎樣從這個大時代擷取素材，怎樣在惡劣的環境下絕不妥協的創作並獲至成功。他們的例子將成為有

志於文學創作的同學的榜樣，亦有助於提高學員的文學欣賞能力，此外，課程的討論範圍亦將括及這些海外作家的文學地位，影響、寫作技巧和風格等等。這些將列入本課程範圍內的作家包括了張愛玲、白先勇、於梨華、劉紹銘、夏志清、李歐梵、三毛、陳舜臣、陳若曦等。此等作家，充份代表了懷舊文學、閩秀文學、揭露性文學、現代文學及文學批評的發展，亦從文學中描述海外華人社會、留學生活、與異國情調。（限收二十五人）。

730. 文學創作研習班 (Creative Writing in Modern Chinese Literature)

主 講 人：李韓玲小姐（公教報文藝版編輯）。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八三年三月十二日起每星期一下午八時二十分至九時五十分。

全期學費：一百二十五元。（共十講）。

在文學的範疇裏，欣賞和創作是相輔相承的功夫。多讀名家篇章，當有助提高寫作能力。假如能夠親自執筆創作，自然更能體念「文章千古事，寸心我自知」的感情。

本課程主要是向文學愛好者和文學教師提供。講授內容除一般文學理論外，並將選讀現代中國文學名家作品，藉透過內容和技巧的分析，協助各學員認識文學創作的標準。課程的另一部份將以創作為主。學員除了有機會練習寫詩和小說等各種文學體裁外，還得嘗試一項大型創作，內容自定，於課程完結前完成。所有作品將會邀請本港的學者、作家親自評析。優秀作品將會被推薦給本港的文藝副刊登載。

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，希望透過不斷的討論和練習，使學員之間可以互相交流寫作經驗，以達共同進步的目標。（限收十八人）。

731. 五四以來中國新文學的發展 (Chinese Literature after the May 4th Movement)

主 講 人：何達先生（職業作家）。

地 點：香港大會堂八樓兩會議室。

時 間：一九八四年三月一日起每星期四下午七時至八時。

全期學費：九十元。（共十四講）。

五四以後之散文、新詩、小說與戲劇，作品繁多、作家輩出，各有其溯源、風格、與路線、本課程先述胡適等新文學運動的起源，繼談新文學運動後之名家，諸如魯迅、巴金、矛盾、冰心、朱自清、徐志摩等等之作品特色與影響；兼析當時的主要文學團體，如創造社、新月社、語絲社、文學研究會等等的組織與主張、最

後更補充左聯的出現、與文壇內政治立場的分野。及至中日戰爭爆發，文學又以寫實及團結抗日為口號，創作路線，由是一變，而蕭紅、蕭軍等東北作家，最受文壇注目。在另一方面，無名氏等的唯美派，又逐漸成為另一個文學支流。（限收三十五人）。

申請教署退還學費手續：凡政府、補助或私立學校之中文科教師進修以上課程而欲教育署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教署退還學費者，須於二月廿一日前報名。）

732. 中國現代小說選講 (Selected Modern Chinese Short Stories)

主 講 人：何達先生（職業作家）。

地 點：香港大會堂八樓南會議室。

時 間：一九八四年三月一日起每星期四下午八時至九時。

全期學費：九十元。（共十四講）。

五四早期，魯迅首以狂人日記、阿Q正傳轟動文壇，其後的巴金、矛盾、許欽文、葉紹鈞、王統照等，都有其特殊風格，主要是受到西洋文學自然主義與浪漫主義的影響，其後老舍以北京方言、幽默諷刺的方法創作小說。至於沈從文，鄉土氣息至濃。抗戰軍興，小說創作，充滿民族意識，蕭軍、蕭紅、李英輝、丁玲為其代表，而較後的錢鍾書、張愛玲、無名氏、端木蕻良、徐訏等，更以新的姿態、新的形式、與新的技巧出現，為中國現代文學放出異彩。

本課程除選講名作、分析作品的藝術特質、佈局技巧外，並詳述每家之背景與風格。（限收三十五人）。

申請教署退還學費手續：凡政府、補助或私立學校之中文科教師進修以上課程而欲教育署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還學費者，須於二月廿一日前報名。）

733. 唐宋八大家古文研究 (Eight Prose-writers of the Tang & Sung Periods)

主 講 人：陳耀南博士。

地 點：香港大學鈕魯詩樓 248 室。

時 間：一九八四年二月廿九日起每星期三下午七時四十五分至九時十五分。

全期學費：一百元。（共十講）。

唐宋古文，與中國傳統文化精神及語言文字之關係至深，而韓、柳、歐、蘇諸家，實為巨擘。退之以三代兩漢氣盛言宜之辭，救六代以來采溢於情之失，俊偉光明，下啟理學，而子厚為其羽翼。永叔則情深文至，子瞻則清雄豪邁，荆公則卓榮矜練，又有明允、子由、子固、贊成厥美，古文運動，遂告成功。本課程就向來所稱八大家之文章地位、貢獻及著名篇章，詳加析述，以助欣賞。

734. 詩經雅頌淺釋 (Book of Poetry)

主 講 人：潘小磬先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年二月廿七日起每星期一下午六時四十分至八時十分。

全期學費：一百三十五元。（共十四講）。

詩經是我國最古之詩歌總集，讀詩經可窺察到先民之風俗、習慣、感情及思想，又可欣賞其寫作藝術，並了解若干詞語之來源及衍變。詩經分風，雅，頌三部，前期選介國風，今期選介雅頌。講者將參攷各家箋注，而作淺近而詳盡之解釋。無論會否參加前講，本期一律歡迎，共同研究。

735. 唐詩選講 (Selected Tang Poetry)

主 講 人：陳本先生。

地 點：香港大會堂八樓南會議室。

時 間：一九八四年三月五日起每星期一下午八時至九時。

全期學費：七十五元。（共十二講）。

唐人律絕，為最優美、最富感染力之純文學；世俗所謂「唐音」。流傳至廣。茲擇其文成法立，言情言景，易知易從者為準，以清真雅正為旨歸。首講李（白）、杜（甫）、王（維）、孟（浩然）、高（適）、岑（參）之名作；本期再加晚唐李（商隱）、杜（牧）等之名篇。詳析聲調之運用，鍊字鍊句之技巧。開示門徑，便於初學，俾易收舉一反三之效。並派發講義。

736. 實用文體及撰作 (Practical Chinese)

主 講 人：譚達先先生（前國內大學講師）。講授語言：粵語（輔以國語）。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年三月十日起每星期六下午四時十五分至五時四十五分。

全期學費：九十五元。（共十講）。

實用文體，範圍甚廣，且寫作方法，與一般文體有異，為適應一般青年及各機構行政人員進修，內容將包括：寫作的基礎；題材、主題、佈局、表現方法；常用新聞體裁；短評；公函與商業信札；訪問紀要與會議紀錄；文評、影評與電影廣告；總結報告與調查報告；對聯與應酬文體。此外兼述各類文體之源流、特點、結構、辭彙與寫作方法；並選授名作，以為示範，酌發講義，便於學習。

737. 朗誦講座 (Verse and Prose Speaking)

主 講 人：何家松先生（香港朗誦節中文朗誦委員會主席）。

地 點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 24 室。
（金巴利道入口）

時 間：一九八四年三月一日起每星期四下午六時卅分至八時三十分。

全期學費：一百一十五元。（共八講）。

本講座詳細介紹有關朗誦方面的基本知識、技巧運用及訓練方法等，使教師及喜愛朗誦者對朗誦能有較系統而全面的認識。講授內容包括：朗誦的意義及功用；朗誦的情意表達技巧（聲調的控送，節奏的處理，情感的表達，動作的設計）；個人朗誦的指導方法；訓練集體朗誦的步驟；集體朗誦的技巧運用；隊型的編排；和聲誦讀的處理，二人對話誦讀的方法；造型的朗誦；視讀的訓練法；新詩、散文、詩、詞、曲的朗誦；誦材的編選；及評判朗誦的準則。

本課程着重理論與實際經驗的結合，並有示範及錄音以輔助教師於訓練時有所參攷。（限收三十人）。

申請教署退還半費手續：凡政府、輔助或私立學校之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月二十日前報名）。

TRANSLATION

738. 翻譯的基本觀念和技巧 (Basic Concepts and Techniques of Translation)

主 講 人：鍾陳頌嘉女士。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年二月二十四日起每星期五下午七時至八時卅分。

全期學費：一百二十五元。（共十二講）。

翻譯是一種藝術，也是一種重要的工具學問。然而翻譯不是件簡單的工作，也不如想像中的容易。單就中英文翻譯工作而言，搞翻譯的人應最少需要掌握這兩種文字的使用，而東西方語言的結構，習慣以及詞藻均迥然不同，更增加了翻譯工作的困難。本課程旨在介紹翻譯的基本觀念，也探討各種翻譯的技巧。課程內容包括「信、達、雅」之翻譯原則，意譯與直譯，成語及慣用語之翻譯等。講授時會列舉譯例加以闡釋並作討論。（限收二十五人）。

739. 英譯中技巧研討班 (Seminar in Translation: From English to Chinese)

主 講 人：關品樞先生，B.A.(Tsing-hua)（前北京外語學院講師）。

地點：香港大學校外課程部市區中心 15 室。
時間：一九八四年二月二十四日起每星期五下午八時卅分至十時。
全期學費：一百二十五元。（共十二講）。

香港是一個華洋雜處的社會，各界行政人員必須在一定程度上掌握中英兩種文字的翻譯能力，才能有效地溝通人際關係和準確地傳達訊息。

本課程通過研討和實習，明確翻譯的標準，講授各種翻譯技巧，幫助參與者具備一個翻譯工作人員所應有的質素，翻譯是一門實踐課，當以習作為主，通過練習和講師的講評，結合實例（新聞、商業、聯合國文件、文學、歷史等方面），逐步提高參與者的翻譯水平。（限收二十五人）。

740. 公事文件翻譯 (Documentary Translation)

主講人：陳善祥先生（前任香港政府高等法院翻譯主任）。
地點：香港大學厲樹雄科學館 G1 室。
時間：一九八四年二月廿九日起每星期三下午七時十五分至八時四十五分。
全期學費：一百六十五元。（共十五講）。

翻譯在香港已日趨專業化，為配合各種政府部門及私人的工商業與法律機構翻譯與行政上的需要，本課程將包括公事文件翻譯的技巧，會議程序及會議紀錄、議案等的翻譯；商業信札的翻譯；銀行文件的翻譯；一般演說詞的翻譯；啟示、柬帖、通告，便條及其他報告等的翻譯。（限收二十五人）。

PHILOSOPHY

741. 佛家的禪學 (Chan Philosophy in Chinese Buddhism)

主講人：羅時憲先生。
地點：香港大學校外課程部市區中心 15 室。
時間：一九八四年二月二十二日起每星期三下午六時十五分至七時四十五分。
全期學費：一百一十五元。（共十二講）

禪法是佛家最重要的修養方法。本課程將特別介紹（一）佛家禪法的理論根據，（二）小乘的禪法，（三）止觀的分別與止觀雙運，（四）九種心住，（五）大乘空宗的空觀，（六）大乘有宗的唯識觀，（七）天台宗的一心三觀，（八）華嚴宗的法界觀，（九）禪宗的默照與參活頭，（十）淨土宗的觀法，（十一）密宗的修法。

742. 佛經選講：金剛般若經 (Selected Buddhist Text)

主講人：羅時憲先生。

地點：香港大學校外課程部市區中心 24 室。

時間：一九八四年二月二十九日起每星期三下午八時至九時卅分。

全期學費：一百一十五元。（共十一講）。

大乘佛學有空宗、有宗。本經為空宗之重要經典，禪宗六祖慧能因聞此經而悟道，隋唐以來注釋此經者凡八十餘家，文人學士之稱引此經者不計其數，可見其影響中國人思想之大。本講依印度世親論師的疏釋，比較六種譯本，剖析經文，俾初學者藉此得觀全經之面貌。（限收二十人）。

743. 中國哲學 (Chinese Philosophy)

主講人：鄭焯堅碩士。

地點：香港大學校外課程部市區中心 15 室。

時間：一九八四年三月五日起每星期一下午七時至八時十五分。

全期學費：九十元。（共十二講）。

中國哲學：精深博大，對社會人生之實效價值，早已引起全球學者所重視。此課程不但適合哲理思想及義理文學之愛好者，且對一般人之生活修養及智慧啟發有助。講解深入淺出，寓高深於趣味，初學可懂，選講範圍：周易，孔孟荀，老莊，墨子，列子，惠施，公孫龍子，韓非子，呂不韋，董仲舒，王充，劉劭，劉勰，韓愈，柳宗元；周張劭，二程，朱熹，陸九淵，王陽明；王船山，顏習齋，戴震，章實齋，康有為，梁啟超，陳獨秀，李大釗，魯迅，胡適；及專題：先秦邏輯批判，中哲天命觀，批孔與儒法之爭，雜家與西方哲學折衷主義，先秦諸子比較，玄學，道教，佛學，陰陽五行，中國無神論，中國各期各派思想與中外文化交流。

744. 西洋哲學與中國 (Western Philosophy and China)

主講人：鄭焯堅碩士。

地點：香港大學校外課程部市區中心 15 室。

時間：一九八四年三月五日起每星期一下午八時卅分時至十時。

全期學費：一百一十五元。（共十二講）。

哲學一向被譽為「羣學之首」，「全體大用之學」，「科學之科學」。本課程通過哲學，幫助學員探索宇宙觀，人生觀及其他學術問題（如社政、神學、文學、美術、音樂等），並提供哲理基礎，使所研究之學術更富於深度和價值，並選若干要點作中西比較。

講述上避免一般人視哲學為畏途之枯燥艱澀，而務求深入淺出，人人可學。學理、實用、趣味兼顧。選講範圍：哲學之意義價值，神話藝術之哲理，中西美學；中西哲學特質比較，中西哲人論「人」；泰利士（首位哲人）到蘇格拉底，伯拉圖，亞里士多德；中古及近代哲人康德，謝林，菲希特，黑格爾，馬克思；叔本華，尼采，存在主義；理性，經驗，唯物，唯心，實證，功利，進化，實用主義等；及中國學人（如王國維，嚴復，蔡元培，胡適，陳獨秀，李大釗等）與西方哲學，及中西文化交流。

ART & CULTURE

The following courses are presented in association with the Fung Ping Shan Museum, University of Hong Kong.

745. 古今陶瓷欣賞 (Appreciation of Chinese Ceramics & Porcelain)

主 講 人：何秉聰先生、盧金球先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年二月二十四日起每星期五下午五時四十分至六時五十分。

全期學費：一百元。（共十二講）。

近日各地仿古陶瓷，製作精巧迫肖，直可亂真。本課程著重古今陶瓷之比較，增進辨真識力。古人製器固屬艱難；今人仿造亦非易事。故古今陶藝皆有其欣賞價值。本課將就製作技術、釉色、土質為特點作古今陶瓷欣賞之重點講述。

746. 山水國畫的基本寫法 (Chinese Landscape Painting)

主 講 人：陶澐先生。（國立中山大學法學士）。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年二月二十四日起每星期五下午六時三十分至八時。

全期學費：一百五十元。（共十五講）。

本課程內容包括：

（一）樹幹、樹枝、和樹木的穿插法；（二）樹葉的畫法：松葉、柳葉、竹葉、大混點、小混點、介字點、胡椒點；（三）山石的皴法，大間小法，小間大法；（四）山石的組合；（五）點苔法、直點、橫點、介字點、胡椒點；（六）水泉法、畫瀑布法；（七）畫細泉法、畫平泉法；（八）畫烟雲法；（九）畫屋宇、亭台、樓閣橋樑法；（十）用筆、用墨、用色法；（十一）寫宣紙法；（十二）寫扇面法；（十三）臨摹；（十四）寫生；（十五）創作、及其他實習。

本課程綜合以上課題，使學員明瞭寫山水基本方法，並善用宣紙，扇面各法。每講必有欣賞，示範，修改作業。

747. 山水畫構圖與筆、墨、紙、絹技法 (Landscape Painting: Design & Stationery)

主 講 人：徐達之先生。講授語言：粵語（輔以國語）。

地 點：香港大學鈕魯詩樓 229 室。

時 間：一九八四年三月十日起每星期六下午二時四十分至四時十分。

全期學費：二百二十五元。（共二十講）。

中國山水畫構圖，以毛筆、墨、紙、絹等為主要工具。所有工具必須適當記

合，對構圖寫作才能暢神快意，獲致良好的效果。本課程特為傳統及現代山水畫構圖與各種筆墨紙絹配合寫作技法研習而設。內容包括：（一）各類毛筆性能，（二）墨與水的運用，（三）紙與絹的選擇，（四）山水畫傳統構圖技法，（五）現代山水畫構圖技法，（六）潑墨山水畫技法，（七）潑彩山水畫技法，（八）每課分發講義，（九）即堂展示範稿批改習作。（限收二十五人）。

748. 漢魏名碑書法藝術研習 (Inscriptions on Tablets of the Han & Wei Periods)

主 講 人：徐達之先生。講授語言：粵語（輔以國語）。

地 點：香港大學鈕魯詩樓 229 室。

時 間：一九八四年三月十日起每星期六下午四時二十分至五時五十分。

全期學費：二百二十五元。（共二十講）。

本課程為適應有意研習漢碑各種隸書及魏碑各類楷書藝術寫作技法而設。內容包括：（一）漢碑圓筆隸書：三公山碑石門頌碑、曹全碑，（二）漢碑方筆隸書：西狹頌、郟閣頌、張遷碑，（三）漢碑孔廟三碑：禮器，史晨，乙瑛，（四）魏碑方筆楷書龍門造像記、張黑女碑，（五）魏碑圓筆楷書鄭文公碑、石門銘碑，（六）漢魏碑各體寫作技法，（七）每課編發講義並附習作字範，（八）除課堂習作並注重課外習作。（限收二十五人）。

749. 國畫人物與走獸線描潑墨技法 (Figures & Animals in Chinese Paintings)

主 講 人：徐達之先生。講授語言：粵語（輔以國語）。

地 點：香港鯉魚涌太古城聖約翰男女書院 229 室。（中學部由太豐道入口）。

時 間：一九八四年三月十二日起每星期一下午七時至九時。

全期學費：二百二十五元。（共十五講）。

本課程為適應對人物與走獸國畫有研習興趣者而設。內容包括：（一）白描仕女美人，（二）古今人物描繪技法，（三）馬牛走獸描繪技法，（四）虎兔各類走獸描繪法，（五）人物，走獸古今名作欣賞，（六）人物、走獸構圖法，（七）每課分發講義（附習作範稿），（八）除堂課外並注重課外習作。（限收 25 人）。

750. 晉唐名帖書法藝術寫作技法 (Calligraphy of the Tang & Tsin Periods)

主 講 人：徐達之先生。講授語言：粵語（輔以國語）。

地 點：香港鯉魚涌太古城聖約翰男女書院 229 室。（中學部由太豐道入口）。

時 間：一九八四年三月十四日起每星期三下午七時至九時。

全期學費：二百二十五元。（共十五講）。

本課程為適應有意研習晉、唐各代名家楷、行、草書法帖書藝寫作技法者而設。內容包括：（一）晉右將軍王羲之名帖道德經、黃庭經楷書寫作技法，（二）王羲之行書蘭亭序寫作技法，（三）王羲之草書十七帖寫作技法，（四）王獻之楷書洛神賦寫作技法，（五）王獻之行草書十二月帖、乞假帖寫作技法，（六）唐歐陽詢九成宮、千字文帖寫作技法，（七）虞世南楷帖孔子廟堂碑技法，（八）褚遂良楷帖雁塔聖教序技法，（九）徐浩楷帖不空和尚碑技法，（十）顏真卿楷帖東方像贊技法，（十一）每課編發講義（附原作字範），（十二）即堂寫作技法示範並批改習作。（限收二十五人）。

751. 現代山水畫 (Modern Chinese Landscape Painting)

主 講 人：李撫虹先生。

地 點：九龍彌敦道 242 號立信大廈八樓香港教師會課室。

時 間：一九八四年三月十日起每星期六下午二時四十五分至四時十五分。

全期學費：二百二十五元。（共二十講）。

本課為利便學員對現代山水畫實習的技能、同時了解教學的經驗而設。

內容於學習過程中之臨摹寫生以至創作三個階段之實施以臻於能夠把大自然的風物現象之常與變，一一表現於畫面，而完成山水畫為主旨。從而對那筆墨線點之運用、顏色與水之處理、生熟紙絹之寫法、款識題詠之點綴、春夏秋冬之表現、風雨陰晴之變更、舟車橋梁之添設、亭台樓閣之增加、……等等，均有說明和示範及批改，此實為有意學習或任教者的機會。（限收二十五人）。

752. 新院體畫的花鳥寫法 (Flowers & Birds of the Modern School)

主 講 人：李撫虹先生。

地 點：九龍彌敦道 242 號立信大廈八樓香港教師會課室。

時 間：一九八四年三月十日起每星期六下午四時卅分至六時。

全期學費：二百二十五元。（共二十講）。

我國花鳥畫的完成，已有輝煌的歷史。而宋代的院體畫，崇尚工細華麗，雖一時有黃金時代之稱，惟未免纖濃，經過嶺南畫派宗師高劍父氏作新院體畫之啟示，因把工細的技法，變為工意兼用，參以現代思想，遂使繪寫對象之花鳥畫，臻於形神合一，彩墨相輝的境界，表現於畫面之上莫不收栩栩如生，呼之欲出的效果。

本課內容：對技法上之筆墨色彩處理，鈎勒沒骨的運用。題材上之四季花卉的選取，各種鳥類的配合，均有明確之講解，更作即席之示範。（限收 25 人）。

753. 篆刻與印章 (Seal Engraving)

主 講 人：盧人俊先生。

地 點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院24室（金巴利道入口）

時 間：一九八四年二月二十四日起每星期五下午六時十五分至七時四十五分。

全期學費：一百元。（共十講）。

學習刻印，務使學印者在短期之內領悟刻印的方法，刻印的樂趣，盡量着重實踐，手法和刀法等技巧，使學印者對刻印的基本概念，有全面的認識；包括自製刻刀方法與自製印章錦匣等等。使學者認識到刻印會豐富人生，賞印亦是一種生活情趣。

754. 篆刻藝術 (The Art of Seal Engraving)

主 講 人：陳秉昌先生、陳正誠先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年三月三日起每星期六下午四時十五分至五時四十五分。

全期學費：一百四十五元。（共十四講）。

篆刻是我國特有的一種藝術，乃由文字、美術及雕刻三者結合而成，至今數千年來仍有留存之價值。本課程對理論、技術，石之種類等，分別詳為講解，作一整體之介紹，並作示範及放映幻燈片，以增加學者之欣賞力與興趣，使在短期內能有所認識而自作篆刻。

See also :

- 534. 版畫（一）凸版（第 10 頁）
- 535. 基本傳統山水畫（第 10 頁）
- 536. 山水畫入手新試（第 10 頁）
- 537. 水墨畫寫樹法（第 11 頁）
- 538. 基本書道（第 11 頁）
- 539. 中級書道（第 11 頁）
- 546. 版畫欣賞導論（第 14 頁）
- 627. 中國現代文學作家論（五）（第 42 頁）
- 628. 中國文學史（第 43 頁）
- 689. 京劇的藝術與功架（第 66 頁）
- 692. 中國民歌（第 67 頁）
- 698. 中國現代舞蹈與音樂（第 69 頁）
- 765. 中國哲學簡述（第 93 頁）
- 766. 中國近代社會思想家（第 94 頁）
- 776. 中國社會主義法制的政治觀（第 98 頁）

Philosophy & Psychology

Staff Tutor : Miss N. P. Lee, *Telephone* 5-4097308

755. Computers and People. E. M. W. Fisher, M.A. (Oxon.). Lecturer in Philosophy, University of Hong Kong. *Mondays, 6.30-8.00 p.m., starting March 5, 1984. Room 237, University Main Building. 10 meetings. Fee: \$120*

We live in the Information Age, so we are frequently told, the age of computers. What are computers? What can they do? How like us could they become? Have we any thing to fear from computers? What can we learn about ourselves by working with them? Questions like these will be studied in this discussion-based course, and some elementary abilities of computers will be demonstrated on a microcomputer.

756. Political Concepts in Contemporary Philosophy. Joseph C. T. Lee, LL.B. (H.K.), B.A. (Lond.). *Fridays, 6.00-7.30 p.m., starting March 23, 1984. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$120*

In the 1950's it was held by many in the English-speaking world that political philosophy was dead. Ten years later, such seminal work as "The Concept of Law" began to appear once again. With the publication of "A Theory of Justice" and "Anarchy, State and Utopia" in the 1970's, political philosophy has finally re-established itself. This course attempts to show how the most important political concepts have been sharpened by philosophical analysis in the past 30 years. Included in the discussion will be the concepts of sovereignty, authority, power, obligation, freedom, rights, equality, justice, democracy and totalitarianism.

757. Paradoxes. Laurence Goldstein, B.A. (Liv.), Ph.D. (St. Andrews), Senior Lecturer in Philosophy, University of Hong Kong. *Wednesdays, 6.15-7.45 p.m., starting April 11, 1984. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 8 meetings. Fee: \$100*

A paradox is an argument that leads from apparently plausible premises to an unacceptable conclusion. What makes such arguments paradoxical is the fact that it is difficult to locate any fault in the reasoning. In the case of some paradoxes, the difficulty has been so acute that 2000 years of efforts to discover solutions has gone unrewarded.

Although some paradoxes, for example those arising in relativity physics and in the mathematical theory of transfinite numbers require some rather specialist knowledge in order to appreciate the issues, many of the most interesting paradoxes are utterly simple to grasp, and it is these that we shall be considering in this course. The areas in which these paradoxes arise include metaphysics, theology, semantics, logic, psychology and the law. What is perplexing is that problems so easy to understand have proved so difficult to solve.

758. Seminar in Counselling & Guidance. Peter M. Whyte, Consultant Psychologist. *Saturdays, 9.30 a.m.-12.30 p.m., starting February 11, 1984. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings. Fee: \$220*

The seminar is open to teachers who have completed the Extra Mural Course in School Counselling and Guidance for teachers and the Counselling Practicum which is associated with that course. It is unlikely that the seminar would be appropriate for such teachers if they have not been involved to some extent, in counselling subsequently.

Meetings will be conducted in Seminar and Practicum format with lecturing kept to a minimum and the major focus will be on the exploration of real cases introduced by the class. Such exploration would usually involve theoretical input, analysis and planning of counselling goals and strategies at a group level, with role-playing and feedback.

Initially, teachers accepted for the course will be required to submit a brief outline of *at least* one client problem situation with which they would like assistance. (Examples of such problem includes habitual stealing, running away from home etc.). These submissions will guide the tutor in structuring the initial approach to areas which are widely seen as recurrent and/or difficult by the class members.

The course will be especially useful to teachers who are actively engaged in school counselling and who welcome the professional growth that comes through structured supervision.

759. The Application of Behavioural Concepts in Management. T. S. Chow, B.A., M.I.P.M. (H.K.), S. H. Ng, M.Soc.Sc. (H.K.), M.Sc. (London). Lecturer in Management Studies, University of Hong Kong. *Tuesdays, 6.30-8.00 p.m., starting February 28, 1984. Room 18, Extra-Mural Town Centre, 8/F. 8 meetings. Fee: \$120*

The course is designed to improve the management skills of executives and management staff who have to directly manage a group of employees. Lectures, films, case study and discussion will be used. As the films selected are only available in English, participants are expected to have a good command of the language. They must also be prepared to take an active part in discussion, sharing their practical problems and experiences.

The main themes are: an introduction to Industrial Psychology; two way communication; target supervision; performance appraisal; disciplinary interview; an open minded approach to supervision.

760. The Psychology of Health. Richard Fielding, B.A. (London), Dip.Clin.Psy., Lecturer in Medical Psychology, University of Hong Kong. *Mondays, 6.15-8.15 p.m., starting February 20, 1984. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings. Fee: \$180*

This course aims towards a greater understanding of the psychological aspects of health, illness and medical care. It is ideally suited for health care workers or interested lay persons. The role of psychological factors in determining health

is widely documented and provides compelling grounds for a reassessment of our beliefs about the causes of health and illness. Research now suggests that such factors are of prime importance in the development of and reaction to illness and disease. The course will cover the following: the learning of health; the expectation of illness; the perceptions of symptoms; reactions to illness; dying, death and bereavement; stress; the politics of disease and starvation.

761. The Structure of Change: a new approach to communication and psychotherapy. George Zee, S.J., M.A., C.A.G.S. (Anna Maria), Diploma from the Gestalt Training Centre in San Diego, Certified Practitioner in the Art of Neuro-Linguistic Programming (NLP). *Saturdays, 2.30-5.30 p.m., starting February 11, 1984. Audio-visual Room, Wah Yan College, 56 Waterloo Road. 6 meetings.* **Fee: \$160**

This course will introduce some of the innovative techniques of Neuro-Linguistic Programming, which deal mainly with the structure of subjective experience. Fundamental skills and rapid and reliable ways of building rapport, gathering information, designing interventions and bringing about positive changes will be covered. The well-renowned Gestalt therapist, John O. Stevens, thinks that "NLP represents a huge quantum jump in our understanding of human behaviour and communication. It makes most current therapy and education obsolete."

Enrolment is limited to 30.

762. 哲學導論 (Introduction to Philosophy)

主 講 人：陶國璋先生、李偉傑先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年二月二十五日起每星期六下午二時至三時三十分。

全期學費：一百二十元。（共十二講）。

古希臘一位哲學家說：「年輕的人，應及早研讀哲學；甚至年長的，也不要放棄唸哲學；因為固立靈魂的健康，是沒所謂太早或太遲的。」

本課程的目的在於普及哲學，使「哲學」一詞不再披上神秘的色彩。課程分下列三部分：（一）倫理學 (Ethics)——探討人生的意義、價值觀念等問題。（二）形上學 (Metaphysics)——研究宇宙真實體，存有 (Being) 等問題（三）知識論——反省如知識確立的基礎，我們的知識是否可靠等問題。

763. 謬誤與詭辯 (Fallacy & Sophistry)

主 講 人：黃展驥先生。

地 點：香港大學校外課程部市區中心 13 室。

時 間：一九八四年二月廿五日起每星期六下午二時十五分至三時四十五分。

全期學費：一百二十元。（共十二講）。

本港人士近年來對思想方法漸趨重視。在報章、刊物、辯論和談話中，人們常引用「謬誤」與「詭辯」等詞語。

本課程特別為高中至大專程度人士而設，目的在學習如何避免謬誤和對抗詭辯；內容包括：（一）詞語的情緒色彩；（二）以情害意的謬誤；（三）竄改副意的謬誤；（四）應否作人身攻擊？（五）應否訴諸權威？（六）等量齊觀的謬誤；（七）幾種「不相干的謬誤」；（八）討論一些因果問題；（九）假值保留的謬誤；（十）舉出一些與上述有關的專文作比較和討論。

764. 思想方法趣談（二） (Exercises in the Art of Thinking II)

主講人：黃展驥先生。

地點：香港大學校外課程部市區中心 17 室。

時間：一九八四年二月廿五日起每星期六下午四時至五時三十分。

全期學費：一百二十元。（共十二講）。

本課程以初學者為對象，從趣味的小故事入手，激發學習的動機和興趣，以訓練學員的思考、推理、分析等能力，使能以「思想方法」的學理應用於求學、就業、及日常生活裏常遇到的種種問題。適合高中至大專程度人士。

內容包括下列趣味的故事：①天狗食日；②物極必反；③以形補形；④白天鵝與黑天鵝；⑤牛不耕田，非牛也；⑥白馬非馬，鯨魚非魚；⑦塞翁失馬，焉知非福；⑧不薄之謂厚，不白之謂黑；⑨官僚、社會公僕、政府官員；⑩「黃牛」、「野豬」、「黃犛」；⑪一朵雲加一朵雲等於一朵雲；⑫「中」「外」的雙重標準。

765. 中國哲學簡述 (Introduction to Chinese Philosophy)

主講人：陶國璋先生。

地點：香港大學校外課程部市區中心 21 室。

時間：一九八四年三月五日起每星期一下午七時四十五分至九時四十五分。

全期學費：一百五十元。（共十講）。

真正的中國哲學，並不在於背誦、訓誥；也不是一些僵化的道德規條。其實中國先哲藉着關懷、玄思、實踐、超越了知識的局限性，而體現人、天間的和諧協調，最後達至一性靈充盈，「天地萬物與我一體」的境界。

本課程主要以儒、道、釋（佛）三家的思想，述說中國哲學的精神特質。其中包括易經的形上學，道家的「無」、「道」觀念及佛家的「緣起性空」思想等等。

766. 中國近代社會思想家 (Chinese Social Philosophers since the 19th Century)

主 講 人：王耀宗先生。

地 點：香港大學紐魯詩樓 227 室。

時 間：一九八四年二月廿四日起每星期五下午七時十五分至八時四十五分。

全期學費：一百三十元。（共十二講）。

自鴉片戰爭以來，西方國家在壓倒性的軍事外交，科技優勢下，逐漸蠶食中國，引起了中國在政治制度，經濟制度和文化思想的劇變，中國知識份子紛紛思索國家的出路及民族的命運，探討富強之道。

這個課程挑選了十位近代中國知識份子，對他們的思想作一簡單介紹，審視他們如何面對西方文化的挑戰，這十位思想家是：魏源、康有為、嚴復、梁啟超、譚嗣同、孫中山、陳獨秀、胡適、梁漱溟和李大劍。

767. 引導兒童觀察和學習自然科學 (Encouraging Scientific Observation in the Young)

主 講 人：陳婉雲小姐。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年二月廿八日起每星期二下午七時四十五分至九時十五分。

全期學費：一百元。（共八講）。

兒童對周圍的事物都具有好奇心，家長和老師都可以藉此啟發他們對自然科學的興趣和吸收一些科學知識，本課程是特別為家長，幼兒工作者及小學教師而設，透過下列分題，介紹一些基本理論和方法給予學員參考，從而幫助兒童去掌握科學概念。

課程內容包括：（一）何謂科學，何謂概念，兒童對科學的觀念；（二）簡介心理學家和教育學家對兒童學習科學過程的研究成果；（三）以若干科學題材介紹一些教導方式，令兒童對學習科學更感興趣，吸收更多。每節除講授外，將討論教具的設計和使用。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十八日前報名。）

768. 有效地在課外活動中運用小組 (The Use of Groups in Extra Curricular Activities)

主 講 人：周健林博士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八四年二月廿三日起每星期四下午五時三十分至七時三十分。
全期學費：二百元。（共十二講）。

本課程為在職中學教師而設，目的在介紹小組原理，小組功能，及小組運作的概念，以協助彼等試用小組工作模式作為提供中學課外活動的一種媒介，從而達到提高學生在社會化（Socialisation），行為改變，或學習興趣的能力。

課程內容兼重理論和實踐。理論方面則以社會科學對小組所作的研究結果為根據；課題包括小組動力，小組歷程，小組發展，小組對組員社會化、行為、興趣、學習等的功能，小組的技巧和應用、（例如怎樣設計小組以達某一工作目的；選擇組員；設計程序；組員領袖的培養及運用；各類活動的功能、運用和評估等）。實踐方面則以學員在主持課外活動所遇的問題和困難為核心，並以模擬活動，角色扮演等為輔助。

申請教署退還半費手續：凡政府、補助或私立學校之中學教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於二月十三日前報名。）

769. 心理及教育測驗概論

(An Introduction to Psychological and Educational Testing)

主 講 人：侯傑泰碩士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八四年二月二十四日起每星期五下午七時四十五分至九時十五分。

全期學費：一百三十元。（共十講）。

本課程旨在介紹各類心理及教育測驗之原理及應用方法。適合教師、學校社會工作者及工作範圍涉及評估青少年能力、個性之人士參加。課程內容包括：智力、性向、興趣、態度、性格等各類測驗之原理及編製方法介紹；測驗之信度、效度及項目分析；評估及選擇適當測驗之方法。本課程以介紹各類測驗及量度工具為主，學員並有機會嘗試各類代表性之測驗，了解自己之興趣、性向等。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十四日前報名。）

770. 現代父母之道入門 (Effective Parenthood I)

主 講 人：李昆生女士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年二月廿八日起每星期二下午六時至七時三十分。

全期學費：一百一十元。（共十講）。

在香港這繁雜而極道競爭性的社會，一般年青夫婦，除了要善盡職責外，還

要適應婚姻生活和教養子女，加以社會的基本結構已從大家庭演變為小家庭，而欠缺經驗也常令養兒育女成為難事，所以去探討如何有效地表達愛的訊息是非常重要的，而這問題又常牽涉到青年父母本身的言行修養，以致養兒育女的神聖工作不再是生而知之，而進而為學而知之。因而「父母之道」成為有責任感的年青夫婦所追求之新興學問。

本課程除介紹兒童的基本需要和身心成長的過程外，特別着重一般青年父母比較少留意的實際問題，例如：個人自我認識及接受；夫婦調協對教育孩子的重要性；在職父母對孩子功課處理方法及態度，從孩子的行為中去了解他們的思維、感受；如何培養孩子的潛力，興趣及嗜好，並建立他們的自信心和克制力，環境對孩子的影響；和促進身心健康之道。除講授外，更有小組討論，使學員有機會分享經驗，此課程特別歡迎夫婦同時參與。

在一九八四年秋季將特別為家有十至十六歲青少年之父母提供另一個現代父母之道的課程，探討有關父母與子女成長的課題。

771. 心理學導論（二） (Introductory Psychology II)

主 講 人：黃世強碩士。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年二月廿二日起每星期三下午八時至九時三十分。

全期學費：一百二十元。（共十二講）。

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，而其內容則着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；群體的結構和成員的行為，群體力學；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。

會修讀心理學導論（一）者得優先取錄。

772. 心理學，疾病和行為 (Psychological Implications of Illness)

主 講 人：余洪傑美女士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八四年二月二十日起每星期一下午六時至七時三十分。

全期學費：一百二十元。（共十二講）。

縱使常云「小病是福」，一般來說，生病仍是令人討厭的；生病影响我們的身體，同時也影响我們對自己，對別人，和事物的觀感，我們的行為也或多或少因此而有改變。本課程的目的是幫助學員了解疾病與人的感受和行為的關係。

課程內容包括：心理學與疾病的關係；感覺與訊息傳遞，學習與記憶，性格

與精神緊張，疾病對不同年紀的人的含意；華人對健康和疾病二者的觀念；疾病與行爲；患上不治之症（如癌）及面對死亡，傷殘所引起的心理影响等，歡迎學員提出實例研討。

773. 精神病與心理健康 (Mental Health and Mental Illness)

主 講 人：石丹理博士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八四年二月廿三日起星期四下午七時四十五分至九時十五分。

全期學費：一百二十元。（共十二講）。

「精神病」或「精神困擾」這些字眼常在報章或一般刊物的內容出現，而這些名詞往往會被誤用或產生很大的爭論。爲使學員能對精神病有更基本的了解，本課程將扼要地闡述何謂精神困擾 / 精神病，它們的表徵，一般成因（特別介紹不同理論架構的看法）和治療方法。另一方面，本課程亦提及一些促進精神健康的途徑和研討如何去克服一些因精神困擾而引起的問題，例如緊張，焦慮，煩燥，人際關係等。參加學員務請積極參予。

See also :

741. 佛家的禪學（第 84 頁）

743. 中國哲學（第 85 頁）

744. 西洋哲學與中國（第 85 頁）

Political Science

Enquiries, Telephone 5-4097313

774. Issues in Public Administration: Public Policy in Hong Kong.
Kathleen Cheek-Milby, Ph.D. (Cincinnati). *Mondays, 6.00-7.30 p.m., starting February 13, 1984. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F.*
10 meetings. **Fee: \$125**

This course provides a survey of the administrative framework of public policy making in Hong Kong. Description, explanation, and evaluation of the Hong Kong policy process occurs through specific analysis of four policy areas: educational policy, transportation policy, housing policy and environmental policy. Policy making in Hong Kong will also be compared to that in western democratic countries.

When possible, government policy-makers and policy implementors will present their views of the policy process to the class.

775. 政治學導論 (Introduction to Political Science)

主 講 人：鄧穗欣先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年三月六日起每星期二下午八時十分至九時四十分。

全期學費：一百二十元。（共十講）。

本課程旨在介紹有關政治學的基本範疇和概念。透過對一些政治學理論的探討，去了解其主要論據和課題，幫助學員了解和分析政治行為和制度的運作。

課程內容主要分三部分：（一）討論政治之性質和定義，及其研究方法，並介紹有關民族和國家的起源、特徵、和制度形式；（二）以英國、美國和中國為例，探討現今主要政治制度的特色；（三）研究一些基本政治學概念，包括政治精英、政治參與、政治文化、意識形態、政治發展。

776. 中國社會主義法制的政治觀 (The Legal System in the PRC: a political perspective)

主 講 人：盧永鴻先生。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八四年三月一日起每星期四下午八時至九時三十分。

全期學費：一百二十元。（共十講）。

中國推行社會主義，所以她的法律制度亦可稱為社會主義法制。本課程旨在探討這法制與西方民主法制的差異，並嘗試分析社會主義法制如在香港推行的可行性和局限性。

課程內容分為三部分：（一）政治意識形態對中國法律的製訂，方針、過程、內容和法制在中國的地位等的影響；（二）中國憲法的特色，例如多次的修訂憲法對政府和黨所產生的規範和約束；（三）法律制度的推行和運作——施法部門的結構和執行。

Science

Staff Tutor : D. R. Kemp, Telephone 5-4097310

777. Special Techniques in Biomedical Research. S. W. N. Wu, B.Sc., Ph.D. (H.K.), R. Y. S. Wan, B.Sc. (C.U.H.K.), B.Sc. (Special), M.Phil. (H.K.). *Wednesdays, 6.30-9.00 p.m., starting March 21, 1984. Upper Lecture Theatre, Li Shu Fan Building, Sassoon Road. 5 meetings.* **Fee: \$90**

This course may be treated as a supplement to the course "Analytical Techniques in Biochemistry", and provides a knowledge of some specialized analytical and preparative methods in biochemical research. These techniques may be of particular interest to those who have already mastered some basic and classical biochemical techniques and wish to acquire a wider exposure to similar research-oriented methods. Topics to be covered include: affinity chromatography; isoelectrofocusing; scintillation counting techniques; amino acid analyzer. Demonstrations will be arranged whenever possible.

Enrolment is limited to 25.

778. Analytical Techniques in Biochemistry. S. W. N. Wu, B.Sc., Ph.D. (H.K.). *Wednesdays, 6.30-8.30 p.m., starting February 8, 1984. Upper Lecture Theatre, Li Shu Fan Building, Sassoon Road. 6 meetings.* **Fee: \$100**

This course is intended for persons who have been introduced to some elementary principles in biochemistry and wish to have additional knowledge of commonly used analytical techniques in biomedical research. Topics to be discussed include: atomic absorption spectrophotometry; differential and density gradient centrifugation; ultracentrifugation; methods to concentrate protein solutions; different types of polyacrylamide gel electrophoresis. Other than the basic principles and applications of the above techniques, special attention will be given to personal experience and practical tricks of troubleshooting. Demonstrations will be arranged whenever necessary.

Enrolment is limited to 25.

779. Chemistry, Man and Society. R. M. Letcher, Ph.D. (London), Senior Lecturer in Chemistry, University of Hong Kong. *Wednesdays, 6.30-8.00 p.m., starting February 15, 1984. First Floor Lecture Theatre, Chemistry Building, University of Hong Kong. 8 meetings.* **Fee: \$100**

This course is intended to provide a general awareness of the role of Chemistry in everyday life, concentrating on applied aspects not covered in theory biased A-level and degree chemistry courses. Topics will include a chemical background to some of the major problems facing man today, such as pollution (e.g. motor cars, pesticides, detergents etc.), energy sources and overpopulation (the pill);

Environmental Chemistry with particular reference to Hong Kong; major chemical discoveries which are changing the world we live in; and an understanding of the mode of action of many commonly used chemical products in today's world (e.g. plastics, drugs, food additives, liquid crystals, fluoride in tooth paste etc.). One of the aims of the course will be to give students a background from which to make informed opinions on many of today's technological controversies. Lectures will also include some laboratory demonstrations, and should be of special interest to chemistry teachers in secondary schools.

Fee Refund: on being accepted for this course, teachers of Chemistry will be sent a half fee refund application form which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application: February 6, 1984.*)

780. Social Aspects of Nuclear Energy for Physics Teachers. *Thursdays, 7.00–8.30 p.m., starting February 16, 1984. Room 302, Northcote Science Building, University of Hong Kong. 8 meetings.* **Fee: \$100**

Tutors: Garpin Chan, B.A., M.Sc., Cert. Ed., Ip Wing Chung, B.Sc., Cert. Ed., Lee Hon Yiu, B.Sc., Cert. Ed., Nancy Luk, B.Sc., M.Phil., Sze Pui Lan, B.Sc., Cert. Ed., Wong Tsun Ming, B.Sc., Cert. Ed.

This course offers a teaching package on the Social Aspects of Nuclear Energy related to the new Physics syllabus in the H.K.C.E. It includes the use of nuclear energy in weapons of war, industry and medicine. The details of a nuclear power plant and the biological effects of radioactive substances will be discussed. Methods of presentation will be given and the lectures will be illustrated with slides wherever possible.

Fee Refund: on being accepted for this course, teachers of Physics at Fifth and Sixth Form level will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 6, 1984.*)

**In order to receive the next issue of this
Prospectus, please turn to page 127.**

Computer Science

Enquiries, Telephone 5-4097318

781. 電腦和電腦化入門 (Computerisation Made Simple)

主 講 人：呂錦濤先生。

講授語言：粵語（輔以英語）。

地 點：香港大學厲樹雄科學館 G3 室。

時 間：一九八四年三月一日起每星期四下午六時十五分至七時四十五分。

全期學費：一百六十元。（共十二講）。

鑑於電腦已經越來越廣泛地被應用於社會上的各行各業，故對電腦和電腦化的基本認識便更形迫切。

本課程之目的為幫助一般工商從業人員認識電腦的功能，電腦化過程中所牽涉到的問題，成功地推行電腦化的步驟及介紹電腦在各行各業上的應用。內容深入淺出，學員無需具備電腦知識。本課程的實例個案和幻燈片等能加深學員對工商機構電腦化的瞭解。

782. 微型電腦入門 (Microcomputers for Beginners)

主 講 人：于淼博士（香港大學物理系講師）。

講授語言：粵語。

地 點：講課地點在香港大學厲樹雄科學館 G4 室。

電腦操作分四組在香港大學鈕魯詩樓 136 室進行。

時 間：講課由一九八四年四月二日起每星期一下午六時三十分至八時三十分。

（共八講。四月二十三日公眾假期取消講課）。

電腦操作請在下列四組中任選一組：

A 組：一九八四年四月二十四日起每星期二下午六時三十分至八時三十分。（共六課）。

B 組：一九八四年四月二十五日起每星期三下午六時三十分至八時三十分。（共六課）。

C 組：一九八四年四月二十六日起每星期四下午六時三十分至八時三十分。（共六課）。

D 組：一九八四年四月二十七日起每星期五下午六時三十分至八時三十分。（共六課）。

全期學費：八百元。（報名時請註明 A、B、C 或 D 組。）

近年來微型（私人）電腦日趨普遍，本課程特為毫無經驗人士而設，任何具中五英文程度之人仕均能學會 BASIC 電腦語言及使用微型電腦。課程包括微型電腦操作，程式寫法（算術，迴路等）。（本課程限收廿四人）。

783. Computerisation: an Executive's Viewpoint. Y. H. Siu, B.Eng. (McGill). *Mondays, 6.00-7.30 p.m., starting February 20, 1984. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$160**

This course aims at discussing computerisation from the executive's viewpoint. No prior technical knowledge of business data processing is required as basic computer concepts will be dealt with in a depth sufficient for understanding the usage of computers as would be experienced by an executive. Topics to be covered include:

What is a computer system? A brief introduction to computer hardware, software functions and their limitations; case study: the configuration of a typical large computer user in Hong Kong.

Computer applications. The uses of computers in business, including batch, online and realtime applications.

Justification for computerisation. Brief discussion of the common mistakes made in computerisation; the evaluation of costs and benefits.

Computer facilities and services. Bureau services vs in-house computer system, consultancy services and software packages.

The user's role in computerisation.

784. Basic Principles of Computer Systems. P. F. Tse, B.Sc. (H.K.), Computer Officer, University of Hong Kong. *Mondays, 6.15-8.15 p.m., starting March 12, 1984. Room G3, James Lee Science Building, University of Hong Kong. 13 meetings.* **Fee: \$220**

This course aims to provide an explanation of how computer systems operate. It is designed for people who have no previous knowledge of computers and is specially suitable for people thinking of taking up data processing as a career, as well as those employees whose work involves contact with computer systems. It may be considered as a preliminary to the 'Certificate Course in Digital Computer Programming'.

The syllabus will include: the structure of a computer; input; storage; processing; control; output; data representation; binary arithmetic; algorithm; flowcharting; computer programming language; the nature of data processing systems; storage units; input/output units; method of processing.

785. Basic Principles of Computer Systems. P. F. Tse, B.Sc. (H.K.), Computer Officer, University of Hong Kong. *Saturdays, 2.30-4.30 p.m., starting March 10, 1984. Room 230, Knowles Building, University of Hong Kong. 13 meetings.* **Fee: \$220**

See entry for Course No. 784, but please note that all discussions will be conducted in Cantonese.

討論語言：粵語（輔以英語）。

786. Introduction to Data Processing. C. W. Liu, B.Sc. (H.K.). *Fridays, 6.30–8.30 p.m., starting February 17, 1984. Room 230, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$220**

This course is intended for those whose work involves contact with computer systems and who wish to obtain a fundamental understanding of the principles and methods of electronic data processing. It will be helpful to those who are preparing to take Data Processing in IDP, accounting, business or management examinations. No previous knowledge of computers is necessary but applicants should have passed English and Mathematics in the Hong Kong Certificate of Education Examination or equivalent. It may be considered as a preliminary to the 'Certificate Course in Digital Computer Programming'.

The syllabus will include: overview of data processing development; punched-card data-processing; basic elements of a computer; information representation; data collection and organization; data storage; input/output devices; file updating, sorting and searching; direct access methods and random-processing; concepts of real-time, time-sharing and on-line systems; database management information systems; appreciation of programming languages; the role of the systems analyst and relationships between users and computer people.

Relevant case studies or examples will be introduced.

BASIC

787. *Lectures on Mondays, 7.15–9.15 p.m., starting March 5, 1984; Room G5, James Lee Science Building, University of Hong Kong. Computer Workshops on Thursdays, either (a) 6.00–7.20 p.m., or (b) 7.20–8.40 p.m., or (c) 8.40–10.00 p.m., starting March 22, 1984 (all students will attend the same lectures on Mondays and select one terminal workshop on Thursdays); Room 218, Knowles Building, University of Hong Kong. 6 lecture meetings and 8 workshop meetings, twice weekly.*

788. *Lectures on Mondays, 7.15–9.15 p.m., starting April 30, 1984; Room G5, James Lee Science Building, University of Hong Kong. Computer Workshops on Thursdays, either (a) 6.00–7.20 p.m., or (b) 7.20–8.40 p.m., or (c) 8.40–10.00 p.m., starting May 24, 1984 (all students will attend the same lectures on Mondays and select one terminal workshop on Thursdays); Room 218, Knowles Building, University of Hong Kong. 6 lecture meetings and 8 workshop meetings, twice weekly.*

789. *Lectures on Mondays, 7.15–9.15 p.m., starting July 2, 1984; Room G5, James Lee Science Building, University of Hong Kong. Computer Workshops on Thursdays, either (a) 6.00–7.20 p.m., or (b) 7.20–8.40 p.m., or (c) 8.40–10.00 p.m., starting July 19, 1984 (all students will attend the same lectures on Mondays and select one terminal workshop on Thursdays); Room 218, Knowles Building, University of Hong Kong. 6 lecture meetings and 8 workshop meetings, twice weekly.*

Tutors: T. Y. Chen, B.Sc., M.Phil. (H.K.), M.Sc. (Lond.), D.I.C., M.B.C.S.,
Lecturer in Computer Science, University of Hong Kong.

S. C. Chan, B.Sc. (H.K.).

Fee: \$850 (including computer time).

These courses aim to provide a knowledge of the interactive mode of processing through the study of a popular programming language, BASIC, which is available in most mini-computers. They are particularly aimed at secondary school teachers because of the growing importance of micro-processors in science teaching. No computer knowledge is required, but students should have at least completed secondary school education. Use of the computer is included in the eight workshop sessions.

The syllabus will include: basic concepts of computer systems; flowcharts; introduction to timesharing and computer programming in BASIC; elementary operations; arithmetic operations; branching and loops; subscripts and arrays; matrix operations; character strings manipulation; programming with data files; a selection of statistics and business problems.

Enrolment is limited to 30 for each course, with 10 attending each workshop.

Applicants must enclose photostat copies of appropriate certificates along with their application forms. Applicants should also indicate on their application forms the respective computer workshop they wish to attend.

790. Advanced Certificate Course in Digital Computer Programming.

Lectures on Thursdays, 6.30-9.00 p.m., starting March 1, 1984; Room 230, Knowles Building, University of Hong Kong. Computer Workshops on Tuesdays, 6.00-10.00 p.m., starting March 27, 1984; Room 230, Knowles Building, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.

Tutors: F. T. Chan, B.Sc. (H.K.), Computer Officer, University of Hong Kong. (Tutor-in-charge)

T. Y. Chen, B.Sc., M.Phil. (H.K.), M.Sc. (Lond.), D.I.C., M.B.C.S., Lecturer in Computer Science, University of Hong Kong.

K. S. Kwok, B.Sc. (C.U.H.K.), M.Sc. (Eng.) (H.K.), Senior Computer Officer, University of Hong Kong.

M. S. Luk, B.Sc. (Special) (H.K.), Senior Computer Officer, University of Hong Kong.

Fee: \$1,900 (including computer time).

This course is a follow-up of the Certificate Course in Digital Computer Programming. It aims to provide a thorough training in computer programming. Preference will be given to applicants who are programmers or potential programmers. Those who are able to enclose supporting documents to this effect are advised to do so. Interviews might be required.

Minimum Entry Qualifications: applicants should have completed successfully a Certificate Course in Digital Computer Programming offered by the Department of Extra-Mural Studies, University of Hong Kong, or equivalent.

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

Students are expected to do a certain amount of work in their own time and are advised not to take any other public examination in the same year.

Syllabus :

PASCAL.

Data Processing: handling of data; storage devices; introduction to systems analysis and design; project management; concepts of data base.

Data and File Structures: linear lists, stacks, queues, etc.; applications of fundamental data structures to programming techniques, searching and sorting; sequential files, indexed sequential files and direct files, their organization and processing.

Searching and Sorting Algorithms: linear search, binary search, direct search; internal and external sorts.

Programming Methodology: program style, design, efficiency, debugging and testing.

Features of PL/I and ALGOL.

Projects.

Ample computer time will be provided for exercises and projects.

Closing date for application : February 10, 1984.

Enrolmen. is limited to 54 students.

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the Department.

Certificate Course in Digital Computer Programming.

791. Lectures on Tuesdays, 6.30–9.00 p.m., starting February 28, 1984; Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Mondays, 6.00–10.00 p.m., starting March 26, 1984; Room 418, Knowles Building, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.

792. Lectures on Tuesdays, 6.30–9.00 p.m., starting February 28, 1984; Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Wednesdays, 6.00–10.00 p.m., starting March 28, 1984; Room 418, Knowles Building, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.

793. Lectures on Tuesdays, 6.30–9.00 p.m., starting February 28, 1984; Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Fridays, 6.00–10.00 p.m., starting March 30, 1984; Room 418, Knowles Building, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.

Tutors : F. T. Chan, B.Sc. (H.K.), Computer Officer, University of Hong Kong. (Tutor-in-charge)

T. Y. Chen, B.Sc., M.Phil. (H.K.), M.Sc. (Lond.), D.I.C., M.B.C.S.,
Lecturer in Computer Science, University of Hong Kong.

K. S. Kwok, B.Sc. (C.U.H.K.), M.Sc. (Eng.) (H.K.), Senior Computer Officer, University of Hong Kong.

W. C. Ying, B.Sc. (Eng.) (H.K.), M.Sc. (Lond.), M.I.E.E.E., M.A.C.M., Chief Programmer in the Dental Data Processing Unit, University of Hong Kong.

Fee: \$1,550 (including computer time).

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

Minimum Entry Qualifications: Applicants should have 5 subjects including English and Mathematics at Grade E or above in the Hong Kong Certificate of Education Examination or equivalent. It is advantageous to the students if they have completed the Extra-Mural course, "Basic Principles of Computer Systems" or "Introduction to Data Processing". In addition, it is desirable that they have attended the Extra-Mural course in BASIC programming.

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

Students are expected to do a certain amount of work in their own time and are advised not to take any other public examination in the same year.

Syllabus:

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

Fortran: data values and types; storage allocation; arrays and strings, expressions, assignment statements; control statements; subroutines and program structure; input/output; applications to scientific problems.

Cobol: overview of the COBOL language; features of identification division, environment division, data division and procedure division; conditions and conditional statements; table handling technique; file processing concepts; structured programming; typical commercial system using COBOL; case studies.

Projects: the organization, writing and running of projects on digital computers form an integral part of the course.

Ample computer time will be provided for problem exercises and projects.

Closing date for application: February 6, 1984.

Enrolment for each course is limited to 54 students.

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the Department.

BASIC (Day Time Courses)

A number of courses on the popular programming language, BASIC, which is available in most mini and micro-computers, will be offered in the summer of 1984. These courses aim to provide a training in the interactive mode of processing through the study of BASIC. They are also aimed at secondary school teachers because of the growing importance of microprocessors in science teaching. Use of the computer will be included in all meetings.

Those interested should write to Miss W. S. Wong, Department of Extra-Mural Studies, University of Hong Kong, before April 30, 1984. Further details are available on request.

See also :

- 561. Computers and Business Management: Decision-Making.** (Page 19)
- 562. Computer Auditing: a basic appreciation.** (Page 19)
- 755. Computers and People.** (Page 90)

PRIOR ENROLMENT IS ESSENTIAL

Failure to enrol prior to the opening of a particular course may mean the cancellation of that course. Prior enrolment is the only way the Department of Extra-Mural Studies has of judging the response to its courses. Your co-operation is therefore invited in sending your application forms to the Department as soon as possible.

Biomedical Science

Staff Tutor : Sarah S. C. Hui, Telephone 5-4097318

794. Marketing in the late 20th Century as Exemplified by the Pharmaceutical Industry. Eugene N. Castagnoli, B.A. (U.C.L.A.), M.D. (Zurich), formerly medical marketing advisor for Hoffman-La Roche, Switzerland, and G. Van der Weijden, Ph.D. (Basle). *Mondays, 7.40-9.10 p.m., starting February 13, 1984. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.*

Fee: \$150

Marketing, a noun derived from the Latin verb *mercari*, to trade, has been officially defined by the American Marketing Association as "... the performance of business activities that direct the flow of goods and services from producer to consumer or user". This was exemplified by the promotional development of recent advances in biotechnology, e.g. third-generation cephalosporins, interferon, etc.

The objective of this course, to be met largely by citing Euro-American marketing experience and know-how, is to examine and interpret the current nature of business activities instanced in the above definition and the contribution of the highly advanced technology of the late 20th century to it. This objective will be met by discussing basic marketing principles, e.g. marketing organization, strategy, information systems, environments, targets, promotion, and the like.

Special attention will be given to the impact of national and international corporate law, of regulatory bodies (e.g. on multinationals, mergers, product approval) and of electronic data processing equipment on contemporary marketing.

The topics to be discussed will be illustrated with examples from the lecturers' own experience in the pharmaceutical industry.

A set of course notes will be distributed to participants at the first class meeting.

795. Pest Biology and Control. *Thursdays, 6.45-8.15 p.m., starting March 1, 1984. Room 206, Duncan Sloss Building, University of Hong Kong. 12 meetings.*

Fee: \$180

Tutors : Yuen Ming-chi, B.Sc. (H.K.),
Chan Moon-leung, B.Sc. (H.K.),
Cheung Kung-chuen, B.Sc., B.Ed. (Toronto).

This course aims to provide some basic knowledge on the biology and technical aspects of pest control and is suited for personnel employed in pest control, estate management, food industries and other related fields. However, people who wish to improve their general working and living environment to a pest-free condition may also find this course useful.

The content of this course will deal with public health pests, economic pests, store product pests and nuisance pests, etc. The principles for identification of pests, preservation of clothing, furniture, wood and books, use of insecticides,

and modern techniques in pest control as applied in the local situation will be discussed. Lectures will be illustrated with slides and specimens. The medium of instruction will be Cantonese with English terminology.

796. Fundamentals of Applied Pharmacology. S. Dai, M.B. (Taiwan), Ph.D. (H.K.), Senior Lecturer in Pharmacology, University of Hong Kong. *Wednesdays, 7.15-8.45 p.m., starting February 22, 1984. Room G5, James Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$150**

An understanding on how drugs act on our bodies and how our bodies react to drugs forms the basis for the treatment of various ailments. This course consists of a simple approach to applied pharmacology in systems such as digestion, respiration, circulation, reproduction, and nervous systems. It is aimed at those who already have some fundamental knowledge of human anatomy and physiology such as nurses, pharmacists, dispensers, other medical and health workers, and graduate science teachers.

797. Basic Radiation Protection. M. Y. Tso-Wong, B.Sc. (C.U.H.K.), M.Sc. (Miami), Ph.D. (Wisc.), Lecturer, Radioisotope Unit, University of Hong Kong. *Wednesdays and Fridays, 6.00-7.30 p.m. (Lecture), 7.30-9.30 p.m. (demonstration and/or practical when applicable), starting March 7, 1984. 3/F., Radioisotope Unit, Redmond Building, Pokfulam Road, University of Hong Kong. 6 meetings.* **Fee: \$250**

Paramedical and industrial workers dealing with X-rays and radioactive materials need to understand the basic principles of radiation protection. With this in mind, the following topics will be covered: physical aspects of radiation, biological effects of radiation, radiation dosimetry, basic standards of protection, external and internal radiation hazards, radiation survey and personnel monitoring, practical aspects of the use of radioactive material and the use of radiation technology in Hong Kong.

Enrolment is limited to 30. Although no qualification criteria are necessary for enrolment, it is preferable that students have some science background at least up to the H.K. Certificate of Education level or its equivalent.

798. Human Biology for Secondary School Teachers. *Mondays, 7.00-9.00 p.m., starting February 13, 1984. First Floor Lecture Theatre, Chemistry Building, University of Hong Kong. 10 meetings.* **Fee: \$200**

Tutors: T. T. Loh, M.Sc., Ph.D. (W. Aust.), Dip.Sc. (Chung Chi Coll.), Senior Lecturer in Physiology, University of Hong Kong,
S. F. Pang, B.Sc. (C.U.H.K.), M.A. (Calif.), Ph.D. (Pitt),
Y. S. Chan, B.Sc., Ph.D. (H.K.), Lecturers in Physiology, University of Hong Kong.

- D. K. Y. Shum, B.Sc., M.Phil. (H.K.), Lecturer in Applied Biology, Hong Kong Polytechnic.
- T. M. Wong, B.Sc. (C.U.H.K.), M.Sc., Ph.D. (H.K.), Lecturer in Physiology, University of Hong Kong.
- D. T. W. Yew, B.Sc. (C.U.H.K.), Ph.D. (Wayne State), Senior Lecturer in Anatomy, Chinese University of Hong Kong.

Secondary School teachers will be provided with a fundamental knowledge of the organization and functions of the human body to enable them to comprehend the functional mechanisms upon which human life depends. Basic physiological processes of the human body will also be discussed in relation to the treatment of ailments. This course is intended for those teachers interested in or preparing for teaching secondary school courses leading to the forthcoming Human Biology paper in the Hong Kong Certificate of Education Examination.

This course will cover the "Organization in the Human Body" and "Functions of the Human Body" sections of the new Human Biology syllabus. Particular attention will be paid to the following topics: basic plan of the human body, human skeleton and movable joints; nature of food, importance of balanced diet, digestion and absorption; mechanism of respiration, respiratory ailments; function of the cardio-vascular system, common cardio-vascular diseases; sensory and motor functions of the nervous system; homeostatic mechanisms including temperature regulation, hormonal coordination and osmoregulation; body defence, in particular immunity and liver detoxication; pregnancy and parental care, principles of birth control; growth and mental development, including social interaction. Discussion periods will be introduced in each session for questions and viewpoints raised by the audience.

Enrolment is limited to 40.

Fee Refund: on being accepted for this course, teachers of Biology will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 1, 1984.*)

799. General Microbiology for School Teachers. *Saturdays, 1.00-2.00 p.m. (lecture), 2.00-4.00 p.m. (demonstrations or practicals when applicable), starting March 24, 1984, Lecture Theatre, Old Pathology Building, Queen Mary Hospital Compound. 9 meetings.* **Fee: \$300**

- Tutors:** C. T. Huang, M.B. (Lingnan), Ph.D. (Leeds), F.R.C. Path., Emeritus Professor of Microbiology, University of Hong Kong.
- M. H. Ng, B.Sc. (Melb.), Ph.D. (N.Y.), Professor and Head of Microbiology, University of Hong Kong.
- J. P. H. Fung, M.Sc. (Manit.), Ph.D. (Cornell), Lecturer in Microbiology, University of Hong Kong.
- W. S. Ng, M.Sc., Dip Applied Microbiol. (Strath.), Ph.D. (H.K.), Senior Staff Tutor, University of Hong Kong.

Micro-organisms are of importance to man either because they produce disease or because they are economically useful. As an introduction, instruction will be given in the examination of micro-organisms, their classification, ecological distribution, growth, nutritional requirements and methods of cultivation and identification. To illustrate the above, demonstrations or actual experiments in the handling of live organisms, and methods used in the study of microbial growth and physiology will be included.

This course, intended for secondary school science teachers only, is in line with the introduction of basic microbiology into the 'A' level syllabuses. The medium of instruction will be English.

Closing date for application: March 20, 1984.

Enrolment is limited to 34, so early application is desirable.

Fee Refund: on being accepted for this course, teachers of Biology in Secondary Schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: March 14, 1984.*)

800. 常見疾病之生理現象及藥物療理 (Physiological Changes in Common Diseases and Their Drug Treatment)

主 講 人：何美美（倫敦大學藥理學學士）；
古永亮（倫敦大學藥劑學士）；
李克楷（利物浦大學藥理學學士）。

講授語言：粵語（輔以英語）。

地 點：香港大學許愛周科學館 LG 2 室。

時 間：一九八四年二月廿四日起每星期五下午六時三十分至七時三十分。

全期學費：一百元。（共八講）。

本課程將簡淺地介紹一些常見的疾病，其症狀、成因、病理反應和藥物治療的基本原理。內容包括發燒、失眠、高血壓、腎病、哮喘、肺結核、胃潰瘍及糖尿病等疾病。

這課程適合一般對生理和藥物療理有興趣的人仕修讀。

Medical Laboratory Science

Staff Tutor : Daniel H. S. Lee, *Telephone* 5-4097318

801. A Practical Approach to Gel Electrophoresis of Macromolecules. *Mondays, 6.30-9.30 p.m. (Lecture and practical), starting July 2, 1984. Room 18B, Old Pathology Building, Queen Mary Hospital, Hong Kong. 8 meetings. Fee: \$320*

Tutors : J. S. Tam, M.Sc. (Toronto), W. Kum, M.Sc. (Manitoba), and W. Chak, M.Sc. (Northwestern).

The analyses of biological systems depend heavily on the development of separation methods. Gel electrophoresis is one of the most important techniques in the separation and study of macromolecules. The main emphasis will be on the practical aspects of the electrophoretic separation techniques of macromolecules in current use.

Participants will be expected to spend a large proportion of their time in the laboratory where they can be familiarized with the various techniques used in the electrophoretic analysis of protein, RNA and DNA. The techniques involved are: SDS-polyacrylamide gel analysis of proteins, polyacrylamide gel analysis of single-stranded and double-stranded RNA and agarose gel analysis of DNA. Oligonucleotide finger-printing of RNA, two dimensional analysis of proteins and peptide mapping by limited proteolysis in polyacrylamide gel will be demonstrated. Methods involved in the detection of the separated macromolecules will also be demonstrated, these include electrophoretic transfer of proteins and nucleic acids onto nitrocellulose paper, staining methods for proteins and nucleic acids (conventional and silver-stain), autoradiographic and fluorographic detection of radio-labelled proteins and nucleic acids. Immunological detection of specific proteins after SDS-polyacrylamide gel electrophoresis will also be discussed.

Enrolment is limited to 15.

802. Introduction to Genetic Engineering. *Mondays, Wednesdays and Fridays, 6.30-7.30 p.m. (Lecture), 7.30-9.30 p.m. (Practical session or demonstration), starting July 11, 1984. Room 501, New Pathology Building, Queen Mary Hospital, Hong Kong. 8 meetings. Fee: \$280*

Tutors : M. H. Ng, B.Sc. (Melb.), Ph.D. (N.Y.), Professor and Head of Department of Microbiology, University of Hong Kong.

J. W. O. Tam, B.Sc. (C.U.H.K.), Ph.D. (Calif.), Senior Lecturer in Biochemistry, University of Hong Kong.

Maria Lung, B.Sc. (Cornell), Ph.D. (Stan.), Lecturer in Microbiology, University of Hong Kong.

D. H. S. Lee, B.Sc. (H.K.), Assistant Staff Tutor, Department of Extra-mural Studies, University of Hong Kong.

Genetic engineering is a powerful technology that has revolutionised the study of biology and its related disciplines. Clinical medicine, pharmaceuticals,

agriculture, fishery and livestock farming have all been influenced by molecular genetics and its new technologies. The past few years have seen an explosion of developments not foreseen a decade ago. Technicians and teachers in biomedical disciplines need to be aware of these developments and be able to understand the techniques that have made such startling progress possible. In addition, research workers need to be alert to the potential and limitations of these techniques for future experiments and progress.

This course aims to introduce the basic principles involved in genetic engineering; on-hand experiment will be provided whenever feasible. The scope will include biochemistry of nucleic acids, enzymes involved in genetic engineering, bacterial and viral genetics, plasmid biology, methods for the introduction of foreign genes to bacteria and viruses (transformation), gene cloning, genomic libraries, cDNA libraries, clonal selection, library screening and applications of genetic engineering.

Enrolment is limited to 20.

803. Advanced Laboratory Instrumentation. Y. Michael Chan, Ph.D. (Toronto), Senior Hospital Biochemist, Queen Mary Hospital, University of Hong Kong. *Fridays, 6.30–8.00 p.m. (Lecture), 8.00–9.00 p.m. (Demonstration when applicable), starting July 6, 1984. Room 501, New Pathology Building, Queen Mary Hospital, Hong Kong. 4 meetings. Fee: \$70*

Clinical methodologies and instruments are constantly being revised and improved to meet the stringent demands in speed, sensitivity and accuracy. Chromatography is a versatile separation technique which most laboratory workers must have come across, the general involvement being paper, thin-layer and column chromatography.

This course aims to introduce two sophisticated instruments, Gas Liquid Chromatography and High Performance Liquid Chromatography which have wide applications and superior analytical power. The scope of the course will include the working principles, machine build-up, handling techniques, troubleshooting and applications of the two instruments. Workers in clinical and research laboratories should find the course of high practical value. Demonstrations of the use of the two instruments will be given.

Enrolment is limited to 20.

804. Immunochemical Techniques in the Qualitative and Quantitative Analysis of Macromolecules. *Thursdays, 6.30–8.00 p.m. (Lecture), 8.00–9.00 p.m. (demonstration and discussion when applicable), starting February 9, 1984. Upper Lecture Theatre, Li Shu Fan Building, Sassoon Road. 8 meetings. Fee: \$160*

Tutors: S. W. N. Wu, B.Sc., Ph.D. (H.K.).

D. H. S. Lee, B.Sc. (H.K.), Assistant Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong.

S. W. Tsang, M.Med.Sci. (H.K.), Clinical Bacteriologist, Department of Microbiology, University of Hong Kong.

The aim of this course is to present some practical application of immunological microtechniques in the biochemical analyses of macromolecules. It should be of benefit to technicians and interested individuals who are either working in clinical laboratories or are engaged in research activities.

Topics to be covered include: preparation of antigens; production of antisera; immunodiffusion; different types of immunoelectrophoresis—2-dimension, crossed and rocket immunoelectrophoresis; immunoabsorbent techniques—radioimmunoassay (RIA), enzyme-immunoassay (EIA), metalloimmunoassay (MIA); immunoperoxidase histochemical technique; an introduction to monoclonal antibodies (the hybridoma technology). Special emphasis will be put on the possibilities of employing the various techniques in the identification and estimation of biomolecules. Demonstrations and discussions will be arranged when applicable.

Enrolment is limited to 30.

Health Science

Staff Tutor : Mrs. Priscilla Tso, Telephone 5-4097303

805. Personal Development of Contemporary Women. Rosann Santora Kao, Ph.D. (N.Y.U.), *Wednesdays, 10 a.m.-12.15 p.m., starting February 15, 1984. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings.*
Fee: \$150

Just a generation ago, motherhood was considered a proper career for women. Now, regardless of cultural background, women feel that motherhood is not enough. This course surveys the life development patterns among women in Hong Kong today and explores the options open to women at mid-life. Life development patterns are the paths women follow as they progress from one life stage to the next. The daily life routine of a woman aged 40 is quite different from the routine that she followed at a younger age. Age sets new patterns into motion. To compare several different life styles, case studies are drawn from the diverse cultural mix of modern Hong Kong. Women after the age of 35 or 40 often look beyond the family in search of a job, a community project, or an artistic endeavour. Examples are given of the options now open to women in modern Hong Kong.

This course will also deal with the psychosomatic difficulties of women at mid-life, the changes in self-image and other implications of aging.

806. 垂死者的了解及料理
(Understanding and Caring for the Terminally Ill)

主 講 人：孔應冬醫生、劉偉楷醫生、龍沛蒼博士及余瑞萍小姐。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八四年二月二十二日起每星期三下午八時至九時三十分。

全期學費：八十元。（共八講）。

本課程旨在向護理和社會工作人員，及其他有興趣人士提供有關死亡及垂死病人的資料，藉此提高對垂死病者的了解和處理，內容包括一般人對死亡的觀念和態度，垂死者的心理反應，料理垂死者的方法與問題，遺屬的料理等。

807. 神經系統疾病的認識
(An Understanding of Disorders of the Nervous System)

主 講 人：黃震遐醫生、余毓靈醫生、黃至惠醫生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八四年二月十六日起每星期四下午六時至七時三十分。

全期學費：一百一十元。 (共十二講)。

本課程旨在增加一般市民對神經系統疾病的了解，着重有關預防和早期症狀的認識，藉以明瞭檢查和醫療的方法。內容包括失憶，痴呆，頭痛，行走不便，麻木，神經痛，中風，頭顱創傷，腦腫瘤，腦感染，癲癇，眩暈及聽覺、視覺神經疾病等。

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

主 講 人：由香港兒科醫學會會員擔任。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八四年二月二十四日起每星期五下午八時至九時三十分。

全期學費：九十五元。 (共十講)。

本課程旨在向家長及兒童護理工作者介紹幼兒的一般衛生醫學常識。內容包括兩歲以下兒童的生長、發育、營養和疾病的預防護理等問題。

Social Work & Sociology

Staff Tutor : H. K. Wong, *Telephone* 5-4097311

809. Group Approaches to Personal Growth. Peter M. Whyte, Consultant Psychologist. *Wednesdays, 7.00-9.00 p.m., starting February 15, 1984. Room 230, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$170**

This is an activity based course in which lecturing will be minimal and instruction is largely informal and experiential. Members will work in a group and must be willing to attempt to participate. It would be expected that those taking the course would not only learn some strategies for leading growth groups but would also have a sense of personal growth over the ten weeks. Membership is strictly limited to 16 and all enrollees should be prepared to commit themselves to 100% attendance as far as possible, so that the group can quickly become cohesive and effective as a learning instrument.

Enrolment is limited to 16.

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application: February 5, 1984.*)

810. Working with Disturbed Families. Peter M. Whyte, Consultant Psychologist. *Mondays, 7.00-9.00 p.m., starting February 13, 1984. Room 142, University Main Building. 10 meetings.* **Fee: \$170**

This course is designed for people in the helping professions or voluntary agencies. Focus will be on different types of intervention, including family therapy, marriage counselling, individual counselling of scapegoated family members and treatment of individuals with problems (e.g. organic illness) which give rise to family distress. Some attention will be paid to interaction with organizations (e.g. schools, agencies) which may be interfaced with the disturbed family.

811. Behavioural Analysis. Richard Fielding, B.A. (London), Dip.Clin.Psy., Lecturer in Medical Psychology, University of Hong Kong. *Tuesdays, 7.15-8.45 p.m., starting February 14, 1984. Room 227, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$130**

This course is designed for health professionals who wish to learn the basic principles of behavioural analysis. The course may be especially useful for nursing personnel. The following areas will be covered: operational definitions of behaviour, principles of classical and instrumental conditioning, the concept

of reinforcement, reinforcement contingencies, identifying problem behaviours and analysis of the contingencies maintaining behaviour. The format of the course will be by lectures and small group discussion. Students may be required to do small amounts of homework on occasion.

812. 社會及教育研究：方法及應用 (Social and Educational Research: Methods and Applications)

主 講 人：侯傑泰碩士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八四年二月廿四日起每星期五下午六時至七時三十分。

全期學費：一百三十元。（共十講）。

各類小型社會及教育研究愈來愈受重視。本課程旨在討論各類研究之原理、應用及分析方法；尤其側重較常用之調查、訪問及觀察法。適合教師、社工人員或任何有興趣進行各類小型調查或其他研究之人士參加。課程內容包括：（一）各種研究方法之原理及設計；（二）調查研究——抽樣原理及問卷設計；（三）訪問法之技巧及應用；（四）資料統計及分析。課程以實用為主，輔以各類範例，適合初學或有興趣進一步研究者；教師或社會工作者亦可利用各類研究法更深入了解學生或青少年小組之興趣、個性、家庭背景、成績等因素之相互關係。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十四日前報名。）

813. 在課室內推行團體諮商活動 (Group Guidance Activities in the Classroom)

主 講 人：鄭偉文先生。

地 點：香港洛克道三號小童群益會總部三樓講室。

時 間：一九八四年二月十八日起每星期六下午二時至五時。

全期學費：四百二十元。（共十四講）。

本課程目的在於訓練中等教師就學生需要配合教學活動在課室內推行團體諮商活動；透過經驗性的學習活動幫助學生探討有關學習及個人成長方面的問題。

是項課程採用結構性小組方法進行團體諮商活動。前八講以 Workshop 形式引導學員學習結構性小組的理論，設計和帶領技巧。後六講由學員選定諮商主題模擬設計和帶領團體諮商活動。諮商主題包括：學習技巧訓練，人際關係及社際技巧訓練、溝通技巧訓練，價值觀念探討，生涯學習，自我觀念探索等。（限收二十人）。

（本課程由小童群益會贊助）。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月八日前報名。）

814. 發展性小組工作 (Developmental Group Work)

主 講 人：李安先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年二月十八日上午至十九日下午為週末研習營及二月二十五日起連續七個星期六上午九時三十分至十一時三十分。週末營集合時間及地點為二月十八日上午九時於本部市區中心。

全期學費：三百二十元（包括週末營費）。（共十二講）。

發展性小組工作着重協助人際關係之建立、生長與發展。其目的在提供適當之機會給予每一小組之組員，在融洽、安穩及互助之氣氛下，嘗試新的社交方法，並實習扮演新的人生角色。課程範圍將包括下列各項：互相認識及互信；緊張情緒之鬆弛及自我之描述；內省；生活圈；友誼研究；心聲之溝通；個人在小組之角色；領袖才能；角式扮演；自我檢討。

本課程特別為具有基本青少年小組工作訓練而正在服務於各類型青少年機構之工作人員而設，例如社會工作者及教師等。全部課程共分十二節，將以實驗性學習小組形式上課；而該學習小組將是一個小型實驗，各學員將視自己為整個實驗的一部份。藉此各學員得以親身體驗小組之歷程，並能現身說法，從而更深入自我了解，重新探測及研究人際關係。各學員務須自發地熱烈參予全部課程。

上課型式：（1）首五講將在週末研習營內舉行。藉以給各學員一個連續而深入之探討。（2）第六，第七及第八課以授課型式舉行，給予重要基本理論。（3）最後四講以實習型式舉行。各學員在適當輔導下，親自主持或參與實習小組，藉以嘗試學以致用。（限收十七人）。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月八日前報名。）

815. 兒童遊戲作為治療用途之運用 (Child's Play: a therapeutic tool)

主 講 人：梁永亮先生。（臨床心理學碩士）

地 點：香港大學校本部大樓 141 室。

時 間：一九八四年二月十三日起每星期一下午六時三十分至八時。

全期學費：一百六十元。（共十二講）。

大多數人心目中，兒童遊戲只不過是消磨時間之活動，只可以帶來一些歡樂的時光，但在心理學家來說，遊戲對於兒童的發展有深遠之影響。本課程着重介紹

不同心理門派對兒童遊戲的觀點，解釋遊戲對每個兒童的情緒、性格及智態發展所佔之重要地位，而從這些理論，心理學家提出一連串實際的原則和技巧，利用不同種類的遊戲方式，包括單獨和團體。用不同的玩具和實物，去協助兒童達到最理想之心理發展，或矯正一些有問題之心態及行爲。

本課程將會介紹之心理學說甚廣，其中包括主要心理學派，如 psychoanalysis, cognitive psychology, humanistic psychology, behaviourism 及 play therapy 等。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月三日前報名）。

816. 兒童照顧與輔助方法 (Helping Methods in Childcare)

主 講 人：沈啓明先生。（臨床心理學碩士）。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年二月十六日起每星期四下午六時至七時三十分。

全期學費：一百三十元。（共十講）。

本課程特為兒童護理工作者，幼稚園及小學教師而設，旨在介紹分析兒童行為之基本理論架構，及對各種輔助兒童方法作一綜合導論。內容包括「遊戲治療」及遊戲的運用，對兒童的心理輔導，繪畫及故事的運用，行為更易法簡介，兒童問題之預防方法及家長訓練。課程除短講外並包括小組討論及角色扮演等。（限收四十人）。

申請教署退還半費手續：凡政府、補助或私立學校之幼稚園或小學教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月六日前報名）。

817. 防止虐待兒童——幼兒工作者的角色 (Child Abuse and Neglect: the Role of Child Care Workers)

主 講 人：心理學家、大學講師、教育工作者、防止虐待兒童會代表、兒科醫生、律師及其他專業人士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年二月十五日起每星期三下午六時至八時。

全期學費：一百三十元。（共六講）。

虐待兒童問題現今已深受很多國家及社會的關注，在香港，不少專業人士亦已開始對此問題作出研究。而幼兒工作者在防止虐待兒童方面所擔當的職位尤其重要，透過他們日常工作上的接觸，能預早發現被虐兒童及了解其家庭狀況，協助解決他們的問題。

本課程特為幼兒工作者而設。主要介紹一些虐兒基本概念及理論，其成因及影響，並會探討本港虐兒情況，指導如何發掘虐兒個案，解釋被虐兒童的特徵及處理方法等。課程將着重實際行動方面，以幼兒工作者在整個探索及應付虐兒事件過程中所扮演的角色為中心。

本課程祇接受任職於幼兒中心或幼稚園的人仕參加，故報名時，請填上工作機構的名稱。（限收二十五人）。

本課程由防止虐待兒童會贊助。

申請教署退還半費手續：凡政府、補助或私立學校之幼稚園教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於二月五日前報名）。

818. 在學校中如何應用小組理論和工作技巧 (Application of Small Group Theories and Techniques)

主 講 人：梁麗珍女士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年二月十六日起每星期四下午七時四十五分至九時十五分。

全期學費：一百三十元。（共十講）。

集體活動及興趣小組是青少年在學校生活中主要的一部份，本課程旨在介紹團體生活中小組運行的知識、個人與小組的相互關係，學校教師和輔導人員如何運用小組的技巧，積極地協助學生彼此的人際關係和進行小組輔導工作。

本課程分別介紹小組的基本理論，包括小組與個人的關係；小組歷程與領袖訓練；小組溝通；小組活動的程序和技巧；小組輔導的技巧；以及學校小組的種類和性質。

課程除講授外，並加設小組形式的練習，角式扮演，幻燈片或電影介紹等。適合在職教師，課外活動導師，學校輔導人員，學校社工人員，青少年工作者及小組領袖。（限收三十五人）。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月六日前報名）。

819. 適用於青少年工作之人際關係練習及輔導技巧 (Youth Work Counselling Techniques)

主 講 人：曾慶寧先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年二月十一日起每星期六下午二時十五分至五時四十五分。

全期學費：三百六十元。（共十講）。

隨着社會的急劇轉變，墨守成規及被動性的青少年工作程序及訓練方式，已不再適用於八零年代的青少年工作；而經過嘗試而證明有顯著成效的人際關係訓練及輔導訓練，已被採用於青少年領袖訓練、小組工作、小組輔導工作以至教學工作中，以協助青少年的全面發展及成長。

本課程是特別為具有興趣於青少年工作之在學、在職以至教學工作者而設，目的是幫助學員認識及活用人際關係練習及輔導技巧。希望於課程完畢後，學員能對其工作環境及對象有進一步了解，進而能獨立思考，設計適合其工作環境及對象的練習；並幫助青少年認識及發揮其內在潛能。

此課程以實驗性小組形式上課，並要求學員繳交少量功課。各學員之收益，將與其參予之積極性，開放之態度及出席率有極大之關係。（限收十五人）。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月一日前報名）。

820. 青年輔導工作 (Youth Counselling)

主 講 人：劉家祖先生（臨床心理學碩士）；關莉施女士（臨床心理學碩士）。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年三月廿八日起每星期三下午七時四十五至九時四十五分。

全期學費：一百八十元。（共十講）。

青少年由於生理、心理的發展與其社會角色的轉變，要面對著種種沖擊和適應的困難。這是每一個接觸青年的工作者都知悉的。近年來青年輔導越來越被重視，被認為是協助青少年成長重要的一環。

本課程是特別為青年工作者，學校社會工作者及教師而設。課程以講授，小組討論，角色扮演，及個案分析等形式，剖析青少年的成長心理，介紹基本輔導的原則和策略，青年輔導的特色與及分析在本港特殊的社會、經濟、政治及教育體系下青少年面對的獨特問題。目的是幫助參予者對青年問題及輔導方法的認識，辨別自己與青年工作時可能遇到的困難，從而增進與青少年的溝通和協助他們解決問題的能力。

參加課程者應具有大專程度。

821. 青少年罪犯的輔導方法 (Helping Methods in Work with Delinquents)

主 講 人：鄧漢忠先生。（臨床心理學碩士）。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年三月廿八日起每星期三下午六時至七時半。

全期學費：一百一十元。（共八講）。

本課程專為任職於青少年懲教及輔導工作人士而設。內容包括青少年成長心理，社會壓力及資源，青少年犯罪的成因，個案討論及提供實用的輔導技巧。旨在增加學員對青少輔導工作的知識，改進其工作技巧，並掌握有效方法去處理問題。（限收二十人）。

822. 了解青少年與性問題 (Understanding Sexuality and Youth)

主 講 人：曾家達先生（臨床心理學碩士）、何式儀小姐（臨床心理學碩士）。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年二月二十日起每星期一下午七時四十五分至九時四十五分。

全期學費：一百八十元。（共十講）。

本課程專為青少年輔導工作者、外展工作者、學校社會工作者及中學教師等而設。

課程內容包括從人類之基本需要及人性等角度了解性問題的本質，探討青少年對本身性的需要及與性有關之行爲；嘗試尋求更實際之途徑去幫助青少年管理本身之性需要及行爲，並檢討及反省性行爲規範及道德觀念之影響及發展，從而提出一個更切合現實需要之性教育方法，以協助青少年人對性建立更健康的態度和行爲。

除講授外，更着重小組討論及交流。（限收三十五人）。

823. 社會工作導論 (Introduction to Social Work)

主 講 人：陳偉道先生。

地 點：香港洛克道三號小童群益會總部三樓講室。

時 間：一九八四年二月十六日起每星期四下午六時三十分至八時。

全期學費：一百四十元。（共十一講）。

本課程特別為有志於從事社會工作之各界人士，及社工界之義務工作者而設。內容深入淺出，詳盡介紹社會工作之理論與實務，使參加者對社會工作有基本之認識及瞭解。

授課方式以講解為主，並歡迎參加者提出問題及實際經驗討論。課程大綱包括：社會工作之歷史、原則、價值及目標；社會工作者之職責及所扮演的角色；個案工作、小組工作、及社區發展等方法；如何與受助者溝通及建立關係；輔導服務的取向、架構、及程序；社會工作之最新趨勢等。

824. 兒童院家長之工作 (Houseparent and Institutional Care for Children)

主 講 人：林君一先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年二月十七日起每星期五上午十時卅分至下午十二時十五分。

全期學費：一百四十元。（共十講）。

兒童院家長長久以來是社會工作從業員中工作壓力比較重的一群——長時間地面對來自不同問題家庭的孩子。既要是親人、又是教師，也是朋友，很易就會產生失落、徬徨、孤單，直接間接地將服務質素拉下來。

本課程之目標旨在為兒童院家長提供精簡的有關工作訓練，務使學員能更深入地了解自己工作的意義及影響，特別容易產生壓力的地方及社會工作者與住院工作人員彼此間所應互有之關係。

本課程有異於慣常之講授，而較注重於日常工作之實踐，因為住院工作者很多時是提供服務的第一線，面對不斷的工作挑戰，純理論之提供不能解決問題，反之然應提供的是社會工作化了的實際生活經驗及注意角度，使住院服務同工亦能從社工的角度去看自己的工作。為求達致共修之裨益，參加者需儘量提供本身之經歷及問題，藉着學員與導師間之雙方面交流而找出可行的辦法，從使達致生活化了的社會工作實踐。

本課程特別為兒童住院服務工作者而設，經驗年資不拘，不同的經驗更能刺激良佳的討論。而有興趣從事兒童住院服務者亦歡迎參加，藉此而對此行業有一較佳之認識。（限收二十人）。

（本課程由聖基道兒童院贊助）

825. 義工計劃管理 (The Management of Volunteer Programmes)

主 講 人：義務工作發展局訓練部幹事。

地 點：香港大學校外課程部市區中心 22 室。

時 間：一九八四年二月十八日起每星期六上午九時卅分至中午十二時卅分。

全期學費：一百七十元。（共七講）。

義務工作人員是社區建設中不可或缺的人力資源；義工是任何人都可參與的一個社會服務行列，他們本着愛心，獻出一己的力量，為改善社會而帶來龐大的人力資源。「義工計劃」就是指機構有系統地規劃及任用這股人力資源以推動各項服務並邁向社區建設的理想——建立自助與充滿關懷的社區。

義工計劃的管理，是從「人力資源的管理」的角度去剖析目前本港一般社會服務機構的義工任用情況，從而為本課程的學員提供一個基本而全面的「義工計劃的管理」的概念，並從實際案例中，研究「義工計劃」在不同服務性質的機構內的

可行性與功能及其建立的程序等。此外，更特別針對義工的招募、訓練、督導、調協與認許等作較深入的探討。

本課程專為從事社會服務行列而又會在其工作上任用義工的人士而設，特別適合機構內的義工協調員參加。上課形式除講授外，更有小組討論及研習並輔以習作、幻燈片等。（限收二十四人）。

（本課程由義務工作發展局贊助）。

826. 人事管理在社工機構 (Personnel Management in Social Welfare Organizations)

主 講 人：李安先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年二月廿四日起每星期五下午七時四十五分至九時四十五分。

全期學費：一百八十元。（共十講）。

人事管理之目的在如何有效地使每一組織能完成其特定之目標及其社會責任。隨着社會急劇的發展，不少組織的結構已日漸繁複，而人事管理則在其行政結構中，負起知人善任、人盡其才及一切人事與人際關係的責任。今日不少社會服務組織的行政已踏入八十年代的現代管理，組織內每一成員都直接或間接地參與人事管理事務，因此有認識人事管理之必要。

本課程特別為社會服務機構之社會工作者及各級員工而設，希望於課程完畢後，各學員具基本之理論，同時更進一步了解其工作環境及其與社會之關係，並具獨立思考能力，進而對其服務作出貢獻。

全部課程共分十節，內容包括：（一）組織概論；（二）人事管理功能；（三）員工招募與培訓；（四）接見要素；（五）員工福利；（六）工作關係；（七）員工評估；（八）專業督導；（九）人力計劃；（十）領袖行為分析。

本課程除講授及小組討論外，更着重角色式扮演及適當之小型實驗，使各學員得以親身體驗。（限收二十人）。

827. 犯罪學專題研討：暴力罪案 (Topical Studies in Criminology)

主 講 人：葉永茂先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年二月二十日起每星期一下午六時至七時三十分。

全期學費：一百一十元。（共九講）。

本課程檢討暴力罪案的基要，犯罪者及受害者的心理，並討論預防措施及各種抗拒方法。隨着暴力罪案作為一種宣洩個人問題的途徑之增加，剖析及理解暴力罪案之本質與動機乃尋求解決辦法之首要工作。

課程特別適合社會工作者、感化工作者、教師、監務及警務人員。

Housing Studies

Staff Tutor : Mrs. Priscilla Tso, Telephone 5-4097303

828. Foundation Course in Building Technology. A. A. Bunting, M.Arch., Ph.D. (H.K.), D.P.A. (Glasgow), Reader, School of Architecture, University of Hong Kong. *Fridays, 6.15-8.30 p.m., starting March 9, 1984. Room 217, University Main Building. 12 meetings.* **Fee: \$160**

A course for people engaged in property management and development and those with an interest in the construction process.

It deals with the organization of the Building Industry and the basic principles of construction and choice of materials with reference to foundations, walls, roofs, doors, windows, water supply, drainage, plasterwork and decoration. It will also include an introduction to contractual arrangements.

An advanced course will be offered in the Autumn of 1984 dealing with the maintenance and repair of buildings.

See also :

665. Geotechnical Methods: Recent Developments & their Applications in Modern Building Industry. (Page 56)

686. 香港地產物業法例 (第 64 頁)

UNIVERSITY ENTRANCE

The attention of extra-mural students is drawn to the following regulation of the University of Hong Kong regarding admission to the University:

“A mature person without formal academic qualifications who is aged 30 or over on September 1 of the year in which admission is sought may be deemed to have satisfied the minimum requirements for entrance to the University and be eligible for admission to read for a first degree except in the Faculty of Medicine. Applicants should apply to the Registrar for assessment of their qualifications by February preceding the academic year in which admission is sought”.

1984/85 Extra Mural Prospectus

The next issue of the Extra Mural Prospectus will be available in mid-August 1984. As there are now over 24,000 extra mural students a year it will not be possible, as in the past, to automatically send a copy to all current students. Consequently, if you wish to be sent a copy of the Prospectus in August, 1984, kindly complete and return the name and address slip below, together with a \$1 stamp, to the Department of Extra-Mural Studies, University of Hong Kong, Hong Kong. The envelope should be marked "Prospectus".

一九八四至八五年度校外課程手冊

本部將於一九八四年八月中印發一九八四至一九八五年度校外課程手冊。有意索取者請填妥下列表格，並附郵票一元，逕寄「香港大學校外課程部主任」。信封請註明「課程手冊」字樣。

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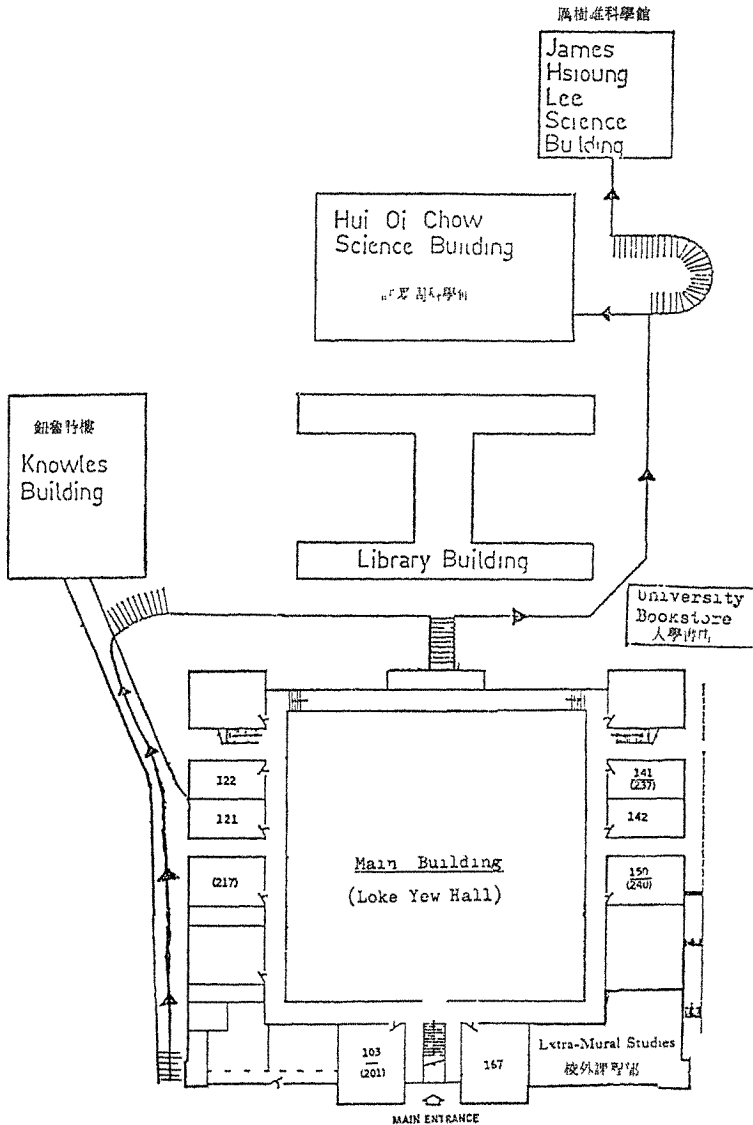
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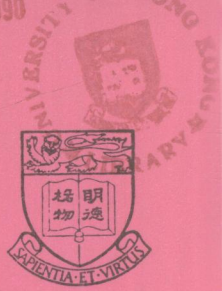
GROUND PLAN OF UNIVERSITY OF HONG KONG MAIN BUILDING

showing location of rooms used for extra mural courses. Please see inside of front cover for University general layout.



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Extra Mural Studies

University of Hong Kong