

香港大學校外課程手冊

一九八五至八六年度

PROSPECTUS 1985-86

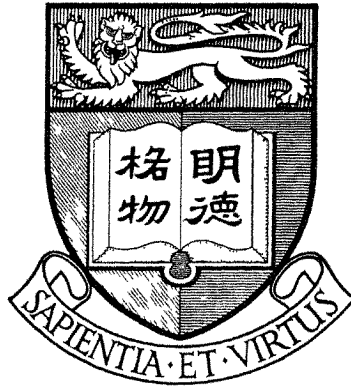


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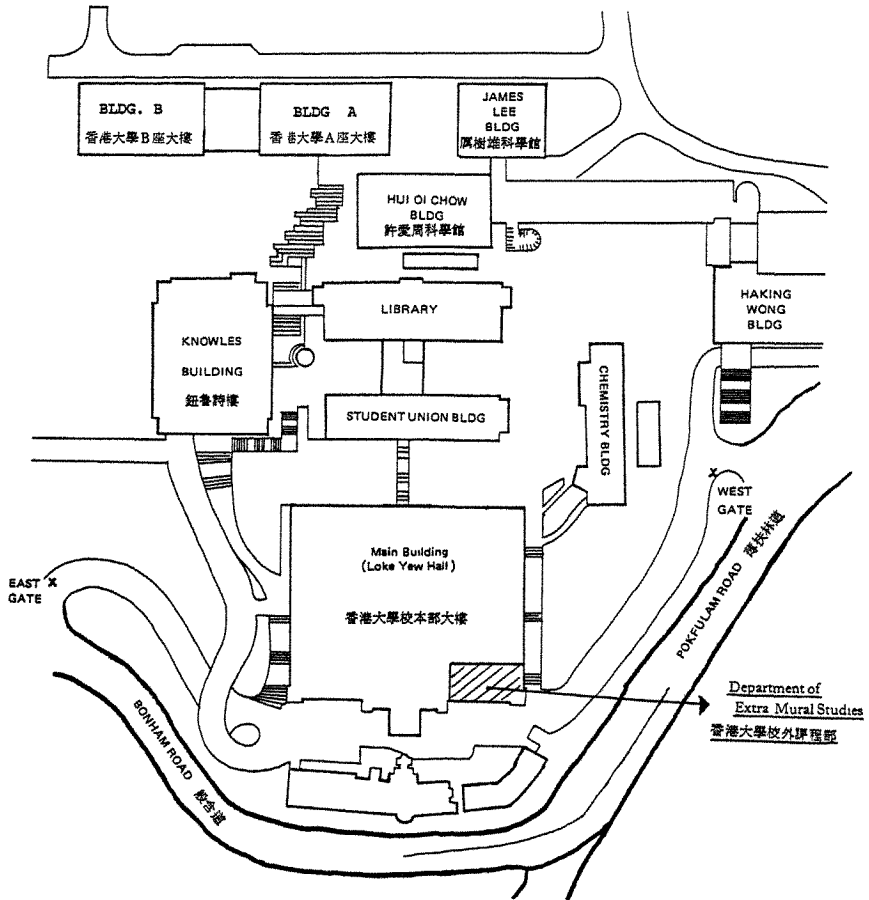
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SECRETARY

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 periods: December 22, 1985 to January 1, 1986 inclusive (Christmas and New Year) and February 6-12, 1986 inclusive (Lunar New Year).
4. *Fees are not refundable*, except in the event of a course being over-subscribed or cancelled.
5. Statements of Attendance or transcripts will be issued *only* on receipt of a \$10 processing fee and a stamped-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 (Weekdays: 9 a.m. to 1 p.m., 2 p.m. to 5 p.m., Saturdays: 9 a.m. to 12 noon). Tel: 5-8592791 or 5-8592787 or 5-8592783.
 - (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: 9 a.m. to 5.45 p.m., Saturdays: 9 a.m. to 12.30 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：聖誕節及新年假期：一九八五年十二月廿二日至一九八六年一月一日。
丁：農曆新年假期：一九八六年二月六日至二月十二日。
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回郵信封，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：5-8592791 或 5-8592787 或 5-8592783。
（星期一至五：上午九時至下午一時，下午二時至五時。
星期六：上午九時至正午十二時）。
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（冼士街停車場對面）。
電話：5-450021（3綫）。
（星期一至五：上午九時至下午五時四十五分。
星期六：上午九時至下午十二時卅分）。

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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. 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.

除特別註明外，學員必需自備與課程有關之材料，詳情將會在課程第一講闡述。

BASICS OF ART & DESIGN

54. The Basics of Art & Design.

"The Basics of Art & Design" consists of five constituent courses. A limited number of places will be available for students wishing to take only one of these constituent courses. Such applicants will be notified approximately one week before the commencement of the course if a place is not available. Applicants wanting advice as to whether to pursue the course as a whole or merely one part can consult the Staff Tutor in Art & Design.

The Basics of Art & Design course is designed for those *seriously* interested in pursuing the study and practice of art and design. It consists of the following courses: Two-Dimensional Design; Freehand Drawing in Various Media; Myths, Ideals and Dreams: Western Art from Pre-History to Late Gothic; The Renaissance to Impressionism: the Formalization of Western Art, and Revolution and Rebellion: Post-Impressionism to Pop Art. Details of these courses are given below. Taken together they provide a range of studies which will enable students, whatever the nature of their previous art education, to develop their talents and interests. Students successfully completing 'The Basics of Art & Design' may embark, if they so wish, on the 'Certificate Course in the Foundations of Art & Design' which is arranged on a modular basis. Full details of this programme can be obtained by writing to the Staff Tutor in Art & Design. Due to the serious nature of this course students should be prepared to devote a considerable amount of time to completing homework assignments.

Closing date for applications: September 13, 1985. In the event of over-subscription an interview will be required on September 16, 1985.

Composite fee: \$1,200.

55. Freehand Drawing in Various Media. Martha Lesser, B.S. (N.Y.U.). *Mondays, 6.00-8.00 p.m., starting September 23, 1985. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 24 meetings.*

Fee: \$580 including model fee

Drawing is the thinking process in the language of visual art; it is the basis of all visual communication and expression. The emphasis in this course will be on learning to see, conceptualize, and communicate through visual means. Through a series of exercises in the first part of the course students will gain an understanding of the more concrete elements of line, tone, movement, texture, pictorial and modelled space as well as uses of a variety of materials, including graphite, charcoal, conté crayon, oil and wax crayons, inks, paints, felt pens, and others. Mid-way through the course emphasis will be placed on the more abstract elements of colour, self-expression and visual problem solving.

Students should note that there will be a minimum of six hours of homework each week, and should plan their time accordingly. Students who attend class sessions, and complete homework assignments regularly will find by the end of the course that they are able to approach *any* drawing subject with confidence and skill.

Applications must be received by September 16, 1985.

56. Two-Dimensional Design. Alan Evans, B.A. (Liverpool Polytechnic), Senior Lecturer, H.K. Polytechnic. *Thursdays, 6.00-8.00 p.m., starting September 26, 1985. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 24 meetings.*

Fee: \$520

Two-Dimensional Design is the “grammar” and “structure” in the language of visual art. It is the basis of communication through visual means whether applied to painting, graphic design, photography, or other visual forms. Through class exercises and homework assignments participants will develop a direct understanding of the nature and application of line, dots, shape, space, colour, texture, and proportion as applied to visual composition. Upon completion of the course students should have developed new ways of “seeing” and have acquired a “sense of design” which will not only have direct application to their work, but also expand the pleasure they derive from everyday visual reality.

Applications must be received by September 16, 1985.

Introduction to the History of Western Art: through examination of the social, political, and aesthetic implications of major styles, movements, and the work of individual artists, these three courses offer an over-view of the development of visual expression in the Western world. While of interest to the general public, attention will be paid to ways in which students of studio art can learn to use the history of art as a resource for their own creative development.

57. Myths, Ideals and Dreams: Western Art from Pre-History to Late Gothic. Ho Hing Kay, B.F.A. (Saskatchewan), M.F.A. (Cal. Davis). *Mondays, 8.15–9.45 p.m., starting September 23, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 7 meetings.* **Fee: \$100**

Western art before the Renaissance is rich in its diversity and distinct in its characteristics and functions. From mythical, ritualistic, primitive art to the classical idealism of Greek art, from the simplistic, symbolic early Christian art to the spirituality of late Gothic architecture, all furnish an abundant heritage which has been extremely influential on later artists and art forms from Michelangelo to Picasso and on to present day art. This course will also focus on some of the basic concepts needed for the appreciation of art, including the function of art, and the role of the artist in society. The possibilities and limitations of art appreciation will also be discussed.

58. The Renaissance to Impressionism: the Formalization of Western Art. Ho Hing Kay, B.F.A. (Saskatchewan), M.F.A. (Cal. Davis). *Mondays, 8.15–9.45 p.m., starting November 25, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings.* **Fee: \$115**

The exuberant development of art during the Renaissance produced some of the greatest individual artists in Western civilization, such as Michelangelo, Leonardo da Vinci, and Raphael. Many of our existing beliefs and concepts about Western art were established during this period. Movements following the Renaissance, including Mannerism, Baroque art, Romanticism, Neo-Classicism, and Impressionism, although apparently diverse in style and philosophy, owe much of their power and excitement to the “formal” ideas established earlier. This grand tradition of art is not only a valuable documentation of a rapidly changing Europe, but is the spring board from which Modern Art jumped into existence.

Revolution and Rebellion: Post-Impressionism to Pop Art. *Details of this 9-meeting course will be given in the Spring Prospectus.*

59. Basic Watercolour Painting. Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Mondays, 8.00–10.00 p.m., starting September 23, 1985. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$280** 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.*

60. Life Drawing. Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 6.00–8.00 p.m., starting September 24, 1985. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$380** including model fee

The human body, with its contrasts and changes of structure and form, is a fascinating and challenging subject for continuing study and practice in drawing. That “life drawing” is *live* drawing adds a unique quality; one that will be emphasized in this course. Using a variety of media including graphite, chalks, charcoal, poster colours, crayons, felt pens, and others, students will explore and experiment with gesture, mass, tone, line, plastic space, and other drawing elements. Both beginners and more advanced students are welcome. *Students will be expected to complete homework assignments each week, and should plan their time accordingly.*

61. Landscape Drawing. Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Tuesdays, 8.00–10.00 p.m., starting September 24, 1985. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. and various outdoor locations. 12 meetings.* **Fee: \$260**

Composition principles, presentation of subject matter, and the use of colour in Western landscape drawing will be the main topics to be considered. The media used will include watercolour, pastel and colour pencils. Interested students must already have acquired basic drawing skills. *It should be noted that at least six of the twelve meetings will be held outdoors, on Sundays or Public Holidays.*

62. Life Drawing Workshop. Ann Seddon, Dip. Art (Melbourne), Co-ordinator. *Thursdays, 6.00–8.00 p.m., starting September 26, 1985. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$295**

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.*

63. 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：一九八五年九月二十五日起每星期三下午六時至八時。

全期學費：三百八十元。（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綫描法，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。

67. 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：一九八五年九月二十五日起每星期三下午八時至十時。

乙班：一九八五年九月二十七日起每星期五下午六時至八時。

全期學費：三百零五元。（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。

68. 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：一九八五年九月廿七日起每星期五下午八時至十時。

全期學費：三百零五元。（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，將於九月二十日舉行面試。

69. 基礎水墨畫 (Basic 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：一九八五年九月廿五日起每星期三下午六時至八時。

全期學費：二百六十元。（共十二講）。

本課程主要學習運用中國水墨畫的基本技法，透過基礎題材山水、樹木、風雨、雲烟等的練習及戶外寫生，強調用新的水墨表現自然的本質韻律美和自由發揮學員的內在心灵、感情和理想，鼓勵學員獨立構思，勇於探索創新。

課程將輔以幻燈片研討水墨寫法及課堂示範。本學期內將於星期日和假日舉行最少二次戶外寫生。除課堂練習外，學員必須以課外時間做習作。

70. 基本傳統山水畫

(Introduction to Traditional Chinese Landscape 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：一九八五年九月廿五日起每星期三下午八時至十時。

全期學費：二百六十元。（共十二講）。

本課程為研習中國傳統山水畫者而設，使學員掌握山水畫之基本技法，包括用墨、用色、用水、用紙、構思、佈局等。重點乃學會各類寫樹法及各種山石皴法，如：松、榕、竹、柳、雜樹等及披麻皴、斧劈皴和屋宇、亭台、樓閣、橋樑，並介紹工筆及意筆的寫法。課程並包括臨摹名家畫冊及野外寫生以發展個人藝術創作意念。一次至兩次之戶外寫生為課堂程序之一，並將於假日或星期日舉行。除課堂練習外，學員必須以課外時間做習作。

71. 現代山水畫入門

(Approaches to Modern 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：一九八五年九月廿六日起每星期四下午八時至十時。

全期學費：二百六十元。（共十二講）。

本課程專為研習現代山水畫者而設。內容將著重有系統地研習山水畫的多種技法及入手方法，並加進西方繪畫的觀念，把色彩、點、綫、面等構圖的運用，融滙於水墨技法中。中西風景畫之異同及題材的處理將列入探討範圍內。課程輔予幻燈片研討及專題示範。一次至兩次的戶外寫生活動為課堂程序之一，將於假日或星期日舉行。除課堂練習外，學員必須每週預備四小時做習作。

72. 中級水墨畫 (Intermediate 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：一九八五年九月廿八日起每星期六下午二時卅分至四時卅分。

全期學費：二百六十元。（共十二講）。

本課程專為具有國畫基礎者而設，並對水墨畫作更深廣研習。對筆墨技巧，色彩原理及繪畫風格等作實踐性探討，鼓勵和引導學員把自己的個性與意念融滙並表露於藝術創作中，特別是把基礎技法推進至結構完整的作品。課程將輔以幻燈片研討水墨法及課堂示範。在學期內，其中一至二講為戶外寫生以便學生多方面發展個人藝術創作意念，於假日或星期日舉行。除課堂練習外，學員必須以課外時間做習作。

73. 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：一九八五年九月二十四日起每星期二下午八時至十時。

乙班：一九八五年九月二十七日起每星期五下午六時至八時。

全期學費：二百六十元。（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。

74. 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：甲班：一九八五年九月二十四日起每星期二下午六時至八時。

乙班：一九八五年九月二十七日起每星期五下午八時至十時。

全期學費：二百六十元。（共十二講）。

（報名時請註明甲班或乙班。）

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。

75. 初級攝影 (Introduction to Photography)

主 講 人：楊紹宜先生。

地 點：香港大學校外課程部市區中心 13 室。

時 間：一九八五年九月廿七日起每星期五下午七時卅五分至九時五十分。

全期學費：三百六十元。（共十二講）。

本課程專為對攝影具有濃厚興趣者而設，旨在啟發學員以攝影作為表現內涵與傳遞訊息的工具。課程將研習影室的基本操作過程和黑白攝影所涉及的器材與物料。講授範圍包括：各種相機與鏡頭的特性及操作；各種菲林的性能；測光錶的運用；採光原理；及黑房程序之沖晒菲林、造相辦及裁放照片的映像控制技術。並以課堂示範與幻燈片講座探討攝影的構圖和視覺美學，務使學員從創作練習去認識攝影的功能。學員必須預備課外時間做習作及參與討論。

學員須自備相機，全期學費已包括實習所用的材料；在課程期間學員並可應用本部門的黑房。（名額限十六人）。

76. Introduction to Photography. Robert Thomson. *Mondays, 7.35-9.50 p.m., starting September 23, 1985. 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, the basic studio and darkroom techniques of Black and White photography will be introduced and choices of equipment and materials discussed. Among the topics to be covered are: the features and functions of different cameras and lens, uses of different films, light meters, and natural and artificial light. Basic darkroom work will include, film processing, contact prints, enlargements, and basic techniques of image control at the printing stage. Composition and basic aesthetics as applied to photography will be discussed, and illustrated talks and demonstrations will be given. There will be a visit to the tutor's studio for a class session in portrait photography. 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, and the cost of these is included in the course fee. Scheduled access to the Department's darkroom is available during the term.*

Enrolment is limited to 16.

77. Intermediate Black and White Photography. Robert Thomson. *Tuesdays, 7.35-9.50 p.m., starting September 24, 1985. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. and Tutor's Studio, Central. 12 meetings.* **Fee: \$400**

Black and White photography remains an exciting and creative means of expression partly because of the degree of manipulation and control one can have of the media. Through the exploration of a variety of techniques and materials students will develop a greater means of individual expression in black and white photography. In addition to personal work, students will be given assigned projects to help broaden their experience. Among the topics to be covered are varieties of B & W films and papers, and chemical and technical alteration of these to achieve special effects. To gain knowledge of control at the shooting stage, still life, portraiture and fashion model photography will be the in-class subjects for the exploration of lighting, filters, lens, etc. There will also be a class session on reproduction and duplication. Studio sessions will be held at the tutor's studio in Central. In addition, there will be illustrated talks on the Black & White work of well known photographers. *This course is aimed at students with previous experience of basic camera and darkroom procedures for black and white photography. Assignments will be given, and class critiques will be held on the result of these. The cost of materials for use during class sessions has been included in the fee. In the event of oversubscription an interview will be held on Tuesday, September 17, 1985.*

Enrolment is limited to 16.

78. Introduction to Colour Photography. Wong Wo-bik, B.F.A.(Columbus), M.F.A. (Temple). *Thursdays 7.35–9.50 p.m., starting September 26, 1985. Room 13, Extra-Mural Town Centre, Wing On Centre 8/F. 12 meetings. Fee: \$445*

In recent years technical developments in the field of colour photography have made this media much more accessible and controllable to the photographic enthusiast. Aimed at those with a basic working knowledge of Black and White photography including the use of cameras and darkroom procedure, students will be introduced to the technical and aesthetic aspects of colour photography. Technical studies will include: exploration of varieties of film, including colour negative film, different colour printing methods, both from negative and slides, "posterization", a method of block colour printing, retouching and conservation techniques, application of lighting situations, both daylight and tungsten, to create different effects, and other techniques used to control and modify colour in photography. Illustrated talks will cover the aesthetic value of colour, and how to become more aware of colour for use in expressive colour photography. A brief history of colour photography and of contemporary trends will be given. *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 16 students. In the event of oversubscription, an interview will be held on Thursdays, September 19, 1985.

79. Varieties of Portraiture. Wong Wo-bik, B.F.A. (Columbus), M.F.A. (Temple). *Wednesdays, 7.35–9.50 p.m., starting September 25, 1985. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings. Fee: \$255*

The ability to express the inner nature of a person is equally as important as capturing the visual likeness of the face itself. Various approaches to portraiture will be explored, including the psychological approach to portraiture, self-portrait techniques, interpretation of subjects in both natural and studio environment, and use of graphic symbols. Techniques of lighting, camera placement, use of space, and sessions with models, will be included. One session will be devoted to darkroom techniques specifically related to portraiture. Demonstrations and illustrated lectures will be given. *Students taking this course should have a basic knowledge of black and white and colour photography, including darkroom techniques, and be prepared to do weekly assignments using a variety of films. In the event of oversubscription an interview will be held on Wednesday, September 18, 1985.*

80. Experimental Lighting for Colour Photography. Wong Wo-bik, B.F.A. (Columbus), M.F.A. (Temple). *Wednesdays, 7.35-9.50 p.m., starting November 6, 1985. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings.* **Fee: \$245**

The most important element in photography is light, yet we tend to take it for granted without attempting to alter or control it so as to achieve the desired purpose. This course will explore ways of using, combining, and controlling varieties of natural and artificial light as tools and vehicles for creative and expressive colour photography. In addition to studio lighting experiments there will be two field trips, and a session on darkroom techniques specifically related to lighting for colour photography. Weekly assignments will be given and class critiques will be held. *Students taking this course should have a basic knowledge of colour photography, including darkroom techniques. In the event of oversubscription an interview will be held on Saturday, November 2, 1985, at 2.30 p.m.*

APPLIED DESIGN

81. Graphic Design for Hotels. Tommy Dy, Asia/Pacific Regional Art Director, Holiday Inn. *Mondays, 6.00-8.00 p.m., starting September 23, 1985. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$260**

The types and forms of graphic design required for hotels is broad and varied, 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 September 16, 1985.*

82. Information Graphics. Patrick Lo, B.A. (Middlesex), M.A. (R.C.A.). *Mondays, 6.00-8.00 p.m., starting September 23, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$260**

This is a relatively new area in the field of graphic design. Aimed at those already in the design field, this course will help students to plan charts, diagrams, tables, graphic systems, sign systems, maps and other forms of Information Graphics for both public and educational usage. In addition to the aesthetic aspects, students will learn how to research and analyse non-visual information and translate this into clear and effective graphic form. The psychology of colour in relation to the subject will also be covered.

Assignments will be given each week and students should plan their time accordingly. In the event of oversubscription an interview will be held on September 16, 1985.

83. Introduction to Illustration and Typography.

Most printed communication is a combination of words and pictures: typography and illustration. As these two are often joined in daily usage we are offering an introduction to both subjects, as described below, as a package. A limited number of places will be available for students wishing to take only one of these courses, though priority will be given to those taking both. Applicants should have experience in basic freehand drawing. *An interview will be held on September 19, 1985.*

Fee, as a package: \$500.

84. Introduction to Illustration. Peter Jones, B.A. (Manchester Polytechnic), M.A. (Central School of Art & Design), Lecturer, H.K. Polytechnic. *Thursdays, 6.00-8.00 p.m., starting September 26, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$260**

For those with skill in and enthusiasm for drawing and painting, and who would like to apply their work to practical problems, illustration may be what they are looking for. Students will be introduced to the basic materials and techniques of contemporary illustration and exercises will be set in which these will be explored. Essential features of the course will be sketch-book work, conceptualization and communication of ideas, and use of illustration in conjunction with type. *Previous experience in drawing or painting is essential. Students will be expected to fulfil weekly assignments. In the event of oversubscription an interview will be held on September 19, 1985.*

85. Introduction to Typographic Design. Alan Evans, B.A. (Liverpool Polytechnic), Senior Lecturer, H.K. Polytechnic. *Thursdays, 8.00-10.00 p.m., starting September 26, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$260**

The phrase, "its not *what* you say, but *how* you say it." is as applicable to the printed word as it is to speech. Choice and arrangement of typeface is in itself an effective form of visual communication. Through studio and homework assignments students will explore the intricacy of selecting Western type faces to suit messages. They will come to understand how size, styles, and placement of type all have an impact on the reader, be it a few words on an advertising design or the full pages of a book. *Students should note that there will be approximately four hours of homework each week and plan their time accordingly.*

86. Introduction to Architectural Drafting and Perspective Drawing. Steve Leung Chi-tien, B.A. (H.K.), M.H.K.I.A. *Wednesdays, 6.00-8.00 p.m., starting September 25, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$260**

Architectural and perspective drawings are used for communication among architects, builders, interior designers, and others: they are an international language. Students will be introduced to basic architectural drafting and perspective drawing, and it is hoped that by the end of the course they will have the necessary knowledge and skills to produce simple, yet effective, drawings and plans. Emphasis will be on practical work, though illustrated lectures will also be given. Among the topics to be covered are: use of drafting tools, simple projections, plans, elevations, sections, axonometrics, isometrics, details and working drawing, perspective and presentation techniques. *It is essential that students be prepared to complete weekly homework assignments.*

87. Architectural Drafting Workshop. Derek Lai, B.A. (H.K.), M.H.K.I.A. *Wednesdays, 8.00-10.00 p.m., starting September 25, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$260**

Aimed at those with basic knowledge of and skills in architectural drafting, this workshop course will provide students with the opportunity to further develop their skills and knowledge by applying these to a series of assigned projects. The various stages of these projects will develop spatial conceptualization and visualization, basic architectural design, and techniques of communication including general building plans, architectural details, projection and perspective drawing. If time permits, basic model making will be introduced. *Applicants should note that much of the course work will be given in the form of homework assignments, with class time used mainly for critique, discussion, and introduction of new material. In the event of oversubscription an interview will be held on September 18, 1985.*

88. Introduction to Interior Design for Draftsmen. Anne Sixt, B.A. (Concordia), Dip. Interior Design (Museum School, Montreal). *Tuesdays, 6.00-8.00 p.m., starting September 24, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$260**

As an introduction to interior design for those possessing the basic skills of architectural drafting, this course will cover the basic analysis, conceptualisation, and communication of ideas through space planning and analysis, colour, materials, finishes, furnishings and accessories, as explored through a series of small domestic and commercial projects. Whilst only an introduction to the subject, with successful completion of class and homework assignments, students will have a small portfolio of two or three finished projects. *There will be approximately six hours of homework each week. In the event of oversubscription an interview will be held on September 17, 1985.*

89. Interior Design Projects. Andrew Yeung, B.F.A. (Alberta), M.V.A. (Alberta), M.S.I.A.D. *Tuesdays, 8.00-10.00 p.m., starting September 24, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*
Fee: \$260

As a way of extending the "vocabulary" of interior design, students of this project oriented course will explore period design, "taste orientation", and modification of both residential and commercial projects, with emphasis on design history and material application. Students will engage in the full design process from conceptualization and research to working drawings. Class time will be spent on slide lectures, discussion, critiques and individual consultation. Weekly assignments will be given, and applicants should be aware of this. Application is open to those with experience in *both* Interior Design and Architectural Drawing. *In the event of oversubscription an interview will be held on September 17, 1985.*

DAYTIME COURSES

90. Introduction to Interior Design and Drafting. Anne Sixt, B.A. (Concordia), Dip. Interior Design (Museum School, Montreal). *Mondays, 10.00 a.m.-3.00 p.m. (lunch break 12.00 noon-1.00 p.m.), starting September 23, 1985. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*
Fee: \$500

The skills of design conceptualization and of drafting are inseparable in the profession of interior design; for that reason we are offering Introduction to Architectural and Presentation Drawing for Interior Design, and, Introduction to Interior Design, as described below, as a package. Aimed at those with a serious interest in the subject, applicants should appreciate that there will be approximately six hours of homework for *each* section of the course. While only an introduction to the subject, with successful completion of assignments, students will have a small portfolio of two or three finished projects. Slide lectures and demonstrations will be given as required. *While no previous experience in the subject is required, an interview will be held on September 16, 1985.*

Interior Design: As an introduction to the profession of interior design, this course will cover the basic analysis, conceptualisation, and communication of ideas through space planning and analysis, colour, materials, finishes, furnishings and accessories, as explored through a series of small domestic and commercial projects.

Architectural and Presentation Drawing: Architectural and presentation drawings are the fundamental and vital means of communication with architects, builders, and perhaps most important, with clients. Among the topics to be covered in this basic course are: dimensional floor plans, elevations, simple perspective and working drawings, layout, rendering, effective presentation, and others as applied to basic space planning, furniture, and architectural furnishings.

91. Intermediate Interior Design. Anne Sixt, B.A. (Concordia), Dip. Interior Design (Museum School, Montreal). *Wednesdays, 10.00 a.m.-3.00 p.m. (lunch break 12.00 noon-1.00 p.m.), starting September 25, 1985. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$500**

Aimed at those who have completed "Introduction to Interior Design" or the equivalent, this course will further develop the skills and concepts learned in the basic course. The focus will be on the completion of several interior design projects. As this course is aimed at those with a serious interest in the subject, students will be assigned a minimum of six hours homework for *each* section of the course. *In the event of oversubscription an interview will be held on September 18, 1985.*

Interior Design II: Students will be expected to produce portfolio quality designs for a variety of interior spaces, including private and residential, and public and semi-public such as office, restaurant, lobbies, etc. Students will engage in the full design process including presentation boards and working drawings. Class time will be spent on demonstrations, discussions, critiques, and individual consultation.

Architectural and Presentation Drawing II: Emphasis will be placed on pictorial drawing, rendering, and presentation techniques, with special attention to one-point and two-point perspective. Floor plans, sectional elevations and isometric views will also be covered. Slide talks and demonstrations will be given as required.

92. Introduction to Illustration and Typography. Peter Jones, B.A. (Manchester Polytechnic), M.A. (Central School of Art & Design), Lecturer, H.K. Polytechnic, and Alan Evans, B.A. (Liverpool Polytechnic), Senior Lecturer, H.K. Polytechnic. *Tuesdays and Thursdays, 10.00 a.m.-12.00 noon, starting September 24, 1985. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 24 meetings.* **Fee: \$500**

See entry for Course No. 83, except that enrolment will be limited to those taking the whole package. In the event of oversubscription an interview will be held on September 17, 1985.

93. Life Drawing. Martha Lesser, B.S. (N.Y.U.). *Thursdays, 10.00 a.m.-12.00 noon, starting September 26, 1985. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$380** including model fee

See entry for Course No. 60.

94. Life Drawing Workshop. Irene Miller, Co-ordinator. *Fridays, 10.00 a.m.-12.00 noon, starting September 27, 1985. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$295**

See entry for Course No. 62.

95. Introduction to Ukiyo-E: Japanese Woodblock Prints. Joan Hall Scott, M.A. (Univ. of Penna.). *Wednesdays, 10.00-11.30 a.m., starting October 16, 1985. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings. Fee: \$100*

In the hands of the Japanese the medium of the woodblock print was raised to a higher technical and aesthetic level than anywhere else in the world. In this series of introductory lectures these prints will be seen in the social and historical context of 17th-19th Century Japan. The technical evolution of the art form and its aesthetic conventions will be discussed, and the work of major schools and artists will be analysed. Also included in this illustrated course will be practical pointers about collecting, authenticating, and conserving prints.

See also:

- 187. 幼童的美術教學 (第52頁)
- 188. 幼稚園美勞創作活動教學(一) (第52頁)
- 455. 古今陶瓷欣賞 (第133頁)
- 456. 仿古陶塑 (第134頁)
- 457. 中國山水畫 (第134頁)
- 462. 實用書法藝術寫作技法 (第136頁)
- 465. 篆刻藝術 (第137頁)

In order to receive the next issue of this Prospectus, please turn to page 178.

Business Studies

Enquiries, Telephone 5-8592785

Courses Nos. 96 to 105 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.

96. Foundation Accounting. Norman W. Y. Ngai, B.A. (Sheff), F.C.M.A., A.H.K.S.A., M.B.I.M. Mondays, 6.15–8.15 p.m., starting September 16, 1985. Room 142, University Main Building. 18 meetings. **Fee: \$420**

This course covers most of the topics in the syllabus for level 1 of the ACCA/HKSA examinations. The main areas of study will be: introductory topics in accounting and the accounting equation; books of prime entry and book-keeping; manufacturing, trading and profit and loss accounts, balance sheets and related adjustments and provisions; bank reconciliation statements; final accounts for sole trader and partnerships; incomplete records; accounting for non-profit-making organizations; introductions to the financial framework of limited companies including the issues of shares and debentures, increase and reduction in capital, mergers and acquisitions, and final accounts for internal and external uses.

97. Higher Accounting. Chan Siu-pang, A.C.C.A., A.H.K.S.A., F.A.I.A., M.B.I.M., F.A.A.I. Thursdays, 7.15–9.30 p.m., starting September 26, 1985. Room 121, University Main Building. 16 meetings. **Fee: \$410**

This course will cover many of the topics in the syllabus of the L.C.C. Higher Accounting examination. In particular it will cover relevant U.K. Companies Acts, SSAPs and procedures for branch accounts, hire purchase and group accounts, cash budgeting and related statements, interpretation of accounts and statements of changes in financial position. The course will also be useful to those at the intermediate level of the professional accountants examinations.

NOTE: Instruction will be in *English and Chinese*.

98. Advanced Accounting Practice and the Regulatory Framework of Accounting. To Pak-lam, A.C.C.A., A.H.K.S.A. *Saturdays, 2.00–5.15 p.m., including a break period of 15 minutes, starting September 21, 1985. Room 103, University Main Building. 16 meetings.* **Fee: \$550**

This course is suitable for: (1) A.C.C.A. students; (2) those who have attained L.C.C. higher accounting or equivalent and who wish to advance their accounting knowledge; and (3) those who have to prepare, interpret or audit company accounts and who wish to have a thorough understanding of company accounts.

The A.C.C.A. syllabus of Level 2 papers 8 and 9 will be followed. Because of the considerable overlap between the two subjects, it is not useful to separate their study. Students are advised to take both subjects in the same diet and this course covers selected topics of both subjects. The topics selected for discussion in detail at an advanced level are: the accounts of limited companies including group accounts and the accounting treatment of associated companies, requirements of Companies Acts and Companies Ordinance, all statements of standard accounting practice in H.K. and U.K., current cost accounting, earnings per share, leasing and hire purchase, mergers and acquisitions, deferred taxation, 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.

Appropriate textbooks and practice manuals will be recommended to reduce the need for note taking to a minimum.

99. Auditing for Examinations. Part 1. Mrs. Wong Wu Wai-ye, A.C.C.A., A.H.K.S.A. *Tuesdays, 6.15–7.45 p.m., starting September 17, 1985. Room 142, University Main Building. 14 meetings.* **Fee: \$245**

This course is intended for those with little experience who are aiming for the June 1986 ACCA/HKSA examinations, paper 2.1. Part 1 will cover the nature, purpose and general principles of auditing, the concept of the internal control and the system base audit approach, audit planning control and documentation, audit of transactions, audit evidence and audit working papers. Other aspects will be covered in Part 2 which will be offered in Spring 1986.

100. A Revision Course in Numerical Analysis and Data Processing. H. B. Yeung, B.Sc. *Saturdays, 3.45–5.15 p.m., starting September 28, 1985. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 11 meetings.* **Fee: \$190**

Please note this is a revision course for the ACCA/HKSA Paper 1.5. It will be assumed that students will have, already, made a study of the subject matter. Particular emphasis will be placed on the mathematical and statistical parts of the syllabus, although guidelines for dealing with examination questions on the remainder of the syllabus will also be given.

101. Quantitative Analysis: Part 1. H. B. Yeung, B.Sc. *Saturdays, 2.00–3.30 p.m., starting September 21, 1985. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 13 meetings.* **Fee: \$230**

This course is for those taking Paper 2.6 of the ACCA/HKSA examinations. *PART A* of the syllabus, Statistical Concepts and Practices, will be covered in this first part of the course. The remaining sections of the syllabus will be covered in Part 2 which will be offered in Spring 1986.

102. Company Law for HKSA Accountancy Students. Part I. Tsang Yu-hei, A.C.C.A., A.H.K.S.A., A.T.I.H.K., A.C.I.S., C.P.A. *Mondays, 6.00–7.30 p.m., starting September 23, 1985. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$210**

The course is intended for students preparing for the *June 1986 ACCA/AHKSA* examination paper 2.2. Part I will cover the general principles of incorporating a company limited by shares, classes of shares and loan capital, creation of debenture and powers of trustees for debenture holders, rights and liabilities of officers of the company and general provisions applicable to the appointment and removal of directors and auditors. Other topics in the syllabus will be covered in Part II which will take place in the Spring 1986 programme.

103. Financial Management for Decision-making. Elmen Li Pak-kee, A.C.C.A., A.C.M.A., A.H.K.S.A., A.C.I.S., M.B.I.M. *Fridays, 7.15–9.15 p.m., starting October 4, 1985. Room 121, University Main Building. 14 meetings.* **Fee: \$330**

Using a step-by-step problem-solving approach, a basic framework of financial management for decision-making will be introduced. Areas for discussion will include: overview of financial management; financial analysis for decision-making; profit planning and budgeting; cash management; management of receivables; management of inventory; capital budgeting; weighted-average cost of capital; capital asset pricing model; capital structure management; long and short term financing decisions; dividend policies; lease v buy decisions; valuation of firms. Students who are taking the Financial Management paper in professional examinations may also find this course helpful to them as a revision aid.

104. A revision course on U.K. Taxation. J. Young, A.C.C.A., M.B.I.M. *Mondays, 6.00–7.30 p.m., starting September 16, 1985. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$210**

The course is suitable for students taking the U.K. Tax option in the professional accountants' examinations and for those whose work requires a knowledge of the U.K. Tax System. The course will look at the general fiscal system but concentrate on income tax, corporation tax, allowances and taxes on capital.

Please note the early enrolment date which is to fit in with the examinations.

105. General Principles of Law for Bankers. Chiu Chan-ha, A.I.B. Tuesdays, 7.45-9.45 p.m., starting September 24, 1985. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings. **Fee: \$350**

Especially designed for those studying the Local IOB Stage I. 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 April 1986 examination.

106. Elementary Book-keeping and Accounts. Chan Kee-ming, A.C.I.S. Mondays, 6.15-8.45 p.m., starting October 7, 1985. Room 121, University Main Building. 15 meetings. **Fee: \$430**

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.

107. Computer Auditing: a basic appreciation. George Leung, A.C.I.S. Wednesdays, 6.15-7.45 p.m., starting October 2, 1985. Room 103, University Main Building. 11 meetings. **Fee: \$200**

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.

108. Costing: a practical approach. Chan Chi-fook, A.C.M.A. Tuesdays, 7.15-8.45 p.m., starting October 8, 1985. Room 121, University Main Building. 10 meetings. **Fee: \$175**

The aim of the course is to present the principles and techniques of costing as a management aid for daily control of the company. Elements and classification of cost, costing methods and techniques, standard costing, budgetary control, marginal costing and management information systems

will be discussed, so that students will be enabled to analyse costs and see in perspective the impact of costs on profitability and decision making. Participants should have knowledge of accountancy.

NOTE: Handouts and illustrations will be in English but Cantonese will be used in the classroom.

109. Modern Needs in Business Accounting. Anita Kwan, B.A. *Thursdays, 6.00–7.30 p.m., starting September 26, 1985. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 13 meetings.* **Fee: \$225**

Primarily for those working adults who have no knowledge of accounting but who need to understand its function, the programme is designed to meet practical work needs. Topics to be covered include the principles of accounting, the techniques in keeping books and records and the objectives and usefulness of internal/external (published) financial statements.

110. Understanding Company Financial Statements. Mak Kam-kie, B.Sc., M.B.A., M.B.I.M., C.Dip.A.F. *Fridays, 7.45–9.15 p.m., starting September 27, 1985. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$210**

The objective of the course is to provide basic knowledge in interpreting financial statements and analysing the financial position of trading/manufacturing concerns and banks. Various techniques of financial analysis will be introduced: ratio analysis in profitability, liquidity, gearing and efficiency, fund flow analysis. Exercise and case study will be presented. Applicants will be expected to have some knowledge of accounting/book-keeping.

111. Basic Auditing. C. C. Kwong, A.C.C.A., A.H.K.S.A., C.P.A. *Mondays, 7.45–9.15 p.m., starting October 7, 1985. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 11 meetings.* **Fee: \$190**

This is an introductory course for those with *no* knowledge of auditing. It is suitable for those just starting work in this field and particularly for businessmen who need to liaise with auditors. Beginning with principles of auditing the course will survey existing traditional auditing techniques as well as take a brief look at recent developments such as computer auditing. International standards and guidelines of practice will be covered as well as the professional duties of the auditor.

112. International Trade. Ip Tsun-nin, B.Com. *Thursdays, 6.00–7.30 p.m., starting October 3, 1985. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$265**

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.

113. Import and Export Practice. Joseph K. H. Tam, M.I.Ex., M.Inst.A.M. (Dip), A.I.B.A. (Melbourne), Dip.B.A. *Mondays, 7.45-9.45 p.m., starting October 7, 1985. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$350**

The primary objective of the course is to provide students with an overview of import and export practice and to enable those presently working in the I/E field to grasp the principles needed to process their daily routines efficiently and correctly. Students should already have a basic knowledge of i/e practices. Topics include: elements of export law, forms of payment, cargo insurance, credit insurance, types of documentary credits and principles of operations, import and export financing, uniform customs on documentary credits (ICC 400) and collections (ICC 322) will be discussed.

114. Hong Kong Profits and Salaries Tax. Tam Tak-ding, F.C.C.A., A.C.I.S., A.H.K.S.A., C.P.A. *Fridays, 6.00-7.30 p.m., starting October 4, 1985. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$210**

This course will discuss the charge, the assessable income or profit, the allowable deductions and the calculation of Salaries Tax and Profits Tax. It will also cover the implications of personal assessments. It is particularly suitable for audit staff and accountants working in the tax field.

115. 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 28 室。

時 間：一九八五年十月二日起每星期三下午六時零五分至七時三十五分。

全期學費：二百四十元。（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、物業稅與利息稅，亦涉及有關個人之估稅問題。除作簡易之原理講述外，主講人亦與學員討論實際之應用問題、與如何填寫各種報稅表格及如何向稅局追討發還超額繳納之稅款，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。

116. 商業管理 (Management in Business)

主 講 人：黃偉雄先生，B.B.A.

地 點：九龍尖沙咀諾士佛台 4-5 號格致英文書院。

時 間：一九八五年十月七日起每星期一下午六時三十分至八時。

全期學費：二百六十五元。（共十五講）。

本課程是由「工商管理導論」課程發展過來。講授時將更深入探討行政上的策劃、組織、管理、聘用及操縱方法之主要功能，適合一般步入中層行政職級的人仕進修。

117. 黃金及股票投資理論 (Principles of Share & Gold Investment)

主 講 人：廖建章先生，M.A., A.C.I.S., A.I.B.。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八五年十月十日起每星期四下午七時四十五分至九時十五分。

全期學費：一百七十五元。（共十講）。

本課程旨在介紹股票及黃金投資的基本理論，使入門者有一概括的認識，以鞏固日後投資策畧之實踐。內容主要以香港股票及黃金市場之運作為舉例，說明基本投資理論，並介紹多種基本性及技術性之分析工具，務求與實況相結合。學員最好能具備一般商業及金融知識、數年工作經驗、與及良好之英語基礎，以便易於明瞭有關之名詞。

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

主 講 人：區啓昌先生，B.A.。

地 點：香港大學校本部大樓 142 室。

時 間：一九八五年九月二十七日起每星期五下午六時十五分至七時四十五分。

全期學費：二百八十元。（共十六講）。

本課程旨在介紹實用的商業管理技巧，以便應用於一般性之小型企業。本課程共分為四部份：（甲）小型企業之創辦：論及如何審查、選擇及投資小型企業之準備工作。（乙）小型企業之財務策劃：介紹會計紀錄、損益兩平分析、毛利分析、現金流轉折現分析、基本預算法、現金管理及借貸、租與買的分別。（丙）小型企業之法律常識：合夥經營、有限公司、契約法、貨物買賣、代理、可轉讓票據、僱傭條例、保險、海上運輸、法律文件的闡釋。（丁）小型辦公室之效率：辦公室管理、工作程序及人力計劃。

See also:

122. Basic Economics for Professional Examinations. (Page 29)

151. Management Information Systems. (Page 38)

294. General Principles of English Law. (Page 95)

295. Commercial and Company Law. (Page 95)

496. Microcomputers for Beginners. (Page 152)

501. Introduction to Data Processing. (Page 154)

Economics, Banking & Statistics

Staff Tutor. W. F. Hau, Telephone 5-8592783

119. Microeconomic Theory. Wong Shek-man, B.Sc., M.Sc. (Econ.) (Lond.). *Mondays, 7.15–8.45 p.m., starting September 16, 1985. Room 101, Building B, University of Hong Kong. 18 meetings.* **Fee: \$290**

This course is intended to cover the theories of consumer behaviour, producer behaviour and welfare economics at pre-university/first-year undergraduate level. It is suitable for those who intend to sit for professional examinations (e.g. ACCA, AIB and ICOSA) and others who have a keen interest in understanding economics.

120. Principle of Economics I: Microeconomics. Woo Kwai-hung, M.Econ. (N. Carolina State). *Wednesdays, 6.15–7.45 p.m., starting September 18, 1985. Room 503, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$320**

This course is suitable for those who wish to understand the basic principle of microeconomics (price theory). Topics covering utility and value, prices and costs, markets and firms, property rights and information costs will be examined in relation to the Hong Kong economy. Good mathematics is not required but ability to interpret graphical presentation is essential.

This course is suitable for those who intend to sit for a professional examination requiring a paper in economics.

121. Principle of Economics II: Macroeconomics. Woo Kwai-hung, M.Econ. (N. Carolina State). *Wednesdays, 8.00–9.30 p.m., starting September 18, 1985. Room 503, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$320**

Students will be provided with some basic economic knowledge to understand and analyze current economic issues. It consists of four parts. Part I introduces the basic structure of a simple macro-economy, showing how the various sectors interact. Part II focuses on the factors affecting the decisions of consumption, investment and government expenditure. Part III introduces the theories and the roles of fiscal and monetary policies in an economy to shed light on the problems of inflation and unemployment. The last part will extend the simple macro-economy to include the foreign sector. In particular, the balance of payments and the rate of exchange will be discussed.

This course is suitable for those who intend to sit for a professional examination requiring a paper in economics.

122. Basic Economics for Professional Examinations. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B., A.C.I.S., C.Dip.A.F., M.M.S. *Saturdays, 2.30-5.30 p.m., starting November 23, 1985. Room 141, University Main Building. 14 meetings.* **Fee: \$410**

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.

123. Monetary Economics. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B., A.C.I.S., C.Dip.A.F., M.M.S. *Thursdays, 6.30-9.00 p.m., starting November 21, 1985. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 14 meetings.* **Fee: \$320**

This 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, the money supply, aspects of monetary theory, interest rates, monetary policy, balance of payments and exchange rates. A.I.B. candidates are preferred.

124. 國際金融的經濟理論 (The Economics of International Finance)

主 講 人：侯運輝先生。

地 點：香港大學厲樹雄科學館 G 5 室。

時 間：一九八五年十月七日起每星期一下午六時十五分至七時四十五分。

全期學費：一百六十元。（共十講）。

香港是個國際商業中心。要理解香港金融經濟的運作，便必要掌握基本的分析工具。本課程着重介紹國際收支的概念，可兌換貨幣的經濟問題，滙率制度，利率等價定理，購買力等價定理，歐洲美元市場等課題，學員宜具備基本經濟學知識。

125. Elements of Banking. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B., A.C.I.S., C.Dip.A.F., M.M.S. *Fridays, 6.30-9.00 p.m., starting November 22, 1985. Room G5, James Hsioung Lee Science Building, University of Hong Kong. 14 meetings.* **Fee: \$320**

This 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.

126. Practice of Banking I. Yip Hoi-hing, A.I.B., D.M.S. *Mondays, 6.15–7.45 p.m., starting September 16, 1985. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$330**

This course will adopt an examination-oriented approach covering the whole syllabus of Practice of Banking I of the A.I.B. Stage 2 examination. Throughout the course, students will be taught how to analyse examination questions, acquire banking knowledge and present answers in a systematic manner. Applicants must already have passed the Law Relating to Banking of the A.I.B. Stage 2 examination.

127. Practice of Banking I. B. Swaminathan, M.A. (Econ.), C.A.I.I.B., A.I.B. *Tuesdays, 6.00–7.30 p.m., starting September 24, 1985. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$265**

The aim is to prepare students for Practice of Banking I examination of Stage 2 Banking Diploma of the Institute of Bankers. The course content will follow the syllabus as required by the A.I.B. examinations. Candidates must have passed the Law Relating to Banking examination conducted by the Institute of Bankers.

128. Practice of Banking I. C. S. Chan, A.I.B. *Thursdays, 8.00–9.30 p.m., starting September 26, 1985. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$265**

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.

129. Practice of Banking II. Lau Ying-chi, A.I.B., Higher Cert. in Business Management Studies (H.K. Polytechnic). *Tuesdays, 5.40–7.40 p.m., starting September 17, 1985. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.* **Fee: \$440**

Topics to be discussed include: the principles of good lending, secured and unsecured advances to personal and corporate customers, the preparation and interpretation of statements of accounts, budgeting, cash flow projection, the interpretation of bank account performance, overtrading. Banking services — investment, insurance, trusteeship, import and export finance, leasing and factoring. Applicants must already have passed A.I.B. Stage 1, or possess a degree or other post secondary qualifications.

130. Application of Internal Consultancy and Auditing in the Banking Industry. H. K. Kong, A.F.I.B.A. (Aust.), A.I.B., M.I.C.M. (Grad.), C.Dip. A.F., M.M.S., M.Inst.A.M. (Dip. in O&M), M.B.I.M., A.C.I.Arb. *Fridays, 8.05-9.35 p.m., starting September 27, 1985. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 24 meetings.* **Fee: \$365**

With the continuing development of the management services function in the banking industry there is a growing need for business executives to master internal consultancy and auditing skills in order to handle complex projects effectively. Discussion areas include internal consultant, audit specialist and the management team, organization theory and development, principles of problem solving, project management and control, business technology, operational audit, management control, oral presentation and report writing, training and development of specialist staff and selection of external consultants. Group projects will be organized and participants are expected to contribute to these projects. Banking executives with corporate management responsibilities would benefit most from this programme.

131. Corporate Planning in the Financial Services Industry. H. K. Kong, A.F.I.B.A. (Aust.), A.I.B., M.I.C.M. (Grad.), C.Dip A.F., M.M.S., M.Inst. A.M. (Dip. in O&M), M.B.I.M., A.C.I.Arb. *Fridays, 6.30-8.00 p.m., starting September 27, 1985. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 24 meetings.* **Fee: \$365**

Financial services have undergone radical changes — but this is a continuing process and financial institutions are competing by providing better services in product range, market segmentation, global service centres, staff skills and technology application. Understanding and implementation of the corporate planning function will enable the financial institution to survive. The course will cover: company goals and objective setting, corporate planning cycle, strategic plan and management accounting, asset and liability management, profitability analysis of customer groups, financial product development, use of technology and its impact on customer and staff, industry standards and legislation. Banking executives with staff or product management responsibilities would benefit most from this course.

132. Foreign Exchange and Money Markets. Kong Hin-man, A.I.B., A.C.I.S., C.Dip.A.F., Dip.M.A.Inst.M., M.B.I.M. *Mondays, 7.45-9.15 p.m., starting September 16, 1985. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings.* **Fee: \$275**

Exchange rates and interest rate movements can affect every corporate treasurer and individual investor. Various approaches can be adopted to hedge the risk. Activities in spot, forward, swaps, financial futures and options markets are discussed. Internal control procedures are also included.

133. Foreign Exchange and Treasury Management for Company Executives. H. K. Kong, A.F.I.B.A. (Aust.), A.I.B., M.I.C.M. (Grad.), C.Dip.A.F., M.M.S., M.Inst.A.M. (Dip. in O&M), M.B.I.M., A.C.I.Arb. *Thursdays, 6.30-8.00 p.m., starting September 26, 1985. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.* **Fee: \$330**

Effective management of the foreign exchange and treasury functions are vital to profit contribution in industrial, commercial and public organizations. A company executive is expected to have a good understanding of market practice and related techniques. The main topics covered are: business needs and foreign exchange services, foreign exchange markets and practices, functions and staffing of treasury department, understanding of market information, euromarket, corporate approach to currency management, hedging techniques, financial futures and currency options, management control and technology-based treasury services from banks. Case studies will be arranged as group assignments in the class. Executives of public companies and multi-national corporations would benefit most from the course.

134. Introduction to Foreign Exchange and Money Markets. Yeung Kwok-chu, B.Sc. *Fridays, 7.40-9.40 p.m., starting November 15, 1985. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$275**

This course aims at introducing the topics of foreign exchange and money market dealings. The focus will be mainly on the practical side, although major theories will also be discussed.

The history, basic concepts and terminology of the foreign exchange and money markets will be introduced. Then, the major factors affecting foreign exchange and interest rates will be discussed. The mechanisms of the present Hong Kong Dollar 'Link' system will also be analysed. Finally, methods and examples of how to calculate cross spot rates and forward rates will be shown.

Participants are expected to have a basic knowledge of mathematics (O-level mathematics will be adequate), and economics.

Medium of instruction: English and Cantonese.

135. Finance of International Trade. Yip Hoi-hing, A.I.B., D.M.S. *Mondays, 8.00-9.30 p.m., starting September 16, 1985. Room 101, James Hsiung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$340**

This course will adopt an examination-oriented approach covering the whole syllabus of Finance of International Trade of the A.I.B. Stage 2 examination. Students will be taught how to analyse examination questions, acquire knowledge and present answers in a systematic manner. Besides, practical examples in International Trade will be used for illustration whenever possible. Applicants must already have passed the A.I.B. Stage 1 examination or have a degree or post-secondary qualification.

136. Finance of International Trade. Robert S. C. Au, A.I.B. *Wednesdays, 8.00–9.30 p.m., starting September 25, 1985. Room 141, University Main Building. 15 meetings.* **Fee: \$285**

This course is specially designed for those who will take the Stage 2 Part B examination of the Institute of Bankers. It covers topics including various types and functions of documentary credits according to updated uniform customs and practice, banking services for bills operations, different countries' exchange controls regulations, forward exchange rates, Euro-currency markets, factoring, import and export finance. Former examination papers will be discussed in the class.

Applicants are expected to have passed the Stage 1 (A.I.B.) examinations.

137. Merchant Banking Services. Kong Hin-man, A.I.B., A.C.I.S., C.Dip. A.F., Dip.M.A.Inst.M., M.B.I.M. *Fridays, 6.00–7.30 p.m., starting September 20, 1985. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings.* **Fee: \$275**

Course participants will be introduced to up-to-date knowledge about merchant banking activities. Discussion topics will include syndication of lendings and facilities, interest rate and currency swap, treasury services, portfolio management, acquisition and merger, unit trust, factoring etc.

138. International Finance and Investment: an Introduction. Kong Hin-man, A.I.B., A.C.I.S., C.Dip.A.F., Dip.M.A.Inst.M., M.B.I.M. *Mondays, 6.00–7.30 p.m., starting September 16, 1985. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings.* **Fee: \$275**

The course is prepared with the objective of elaborating the various means of international finance and investment. Topics will include international bank lending facilities, euro debt instruments, international equity financings, commodity markets, governmental obligations, treasury management, investment banking products, tax haven and country risk assessment. Documentation is also highlighted.

139. Investment Banking. H. K. Kong, A.F.I.B.A.(Aust.), A.I.B., M.I.C.M. (Grad.), C.Dip.A.F., M.M.S., M.Inst.A.M. (Dip. in O&M), M.B.I.M., A.C.I. Arb. *Thursdays, 8.05–9.35 p.m., starting September 26, 1985. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings.* **Fee: \$275**

Investment banking has gradually evolved out of merchant banks and securities firms around the world. This change takes place as most financial institutions aim at integration of their international networks. Topics to be discussed: U.S. credit market and international banking system, euro-currency markets and offshore banking facilities, corporate treasury

management, capital market instrument, commercial papers, Euronotes, floating rate notes, Eurobonds, transferable loan certificates, origination, under-writing and distribution of instruments, credit rating, swap, mergers and acquisitions, placement of instruments and institutional/individual investors. Executives working in capital market and private banking areas would benefit most from the course.

140. Import-Export Banking. Robert S. C. Au, A.I.B. *Saturdays, 2.30–5.00 p.m., starting September 21, 1985. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$300**

This course is designed for banking staff and Import-Export firms' supervisors and clerks to understand better all bills operations. Topics will include: the theories and practice of all documentary credits, different sections of bills department services, computer data entries as well as explanations of shipping documents related to foreign trade business. Practical case studies and definitions will be provided.

141. Techniques of Credit Analysis. Choy Shu-kwan, B.B.A. (Western Ontario). *Wednesdays, 7.45–9.45 p.m., starting September 18, 1985. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings.* **Fee: \$335**

This course is intended as an introduction to the principles and procedures necessary for sound credit analysis. It is designed for credit analysts who need to further develop their analytical skills and for those non-practitioners trying to understand the subject better. Comprehensive coverage will be given to the characteristics and analysis of both long term and short term loans. Considerable attention will be given to quantitative methods that are frequently used by credit analysts. A few sessions will be devoted to the analysis of special industries including real estate, shipping and financial institutions.

Medium of instruction: English and Cantonese.

142. Elementary Statistical Theory. Lo Chi-ning, M.Sc. (London), F.S.S. *Mondays, 6.30–9.00 p.m., starting September 16, 1985. Room 122, University Main Building. 12 meetings.* **Fee: \$275**

The course intends to introduce students to a basic range of statistical ideas and techniques, and is also suitable for candidates taking professional examinations. The syllabus consists of frequency distributions, measures of central tendency and dispersion; elementary probability theory, conditional probability independence, Bayes' rule; discrete and continuous probability distributions (e.g. binomial, Poisson, normal), mathematical expectation (e.g. mean, variance); sampling ideas; estimation and hypothesis testing; regression and correlation; time series and forecasting.

143. 金融期貨交易 (Introduction to Financial Futures Trading)

主講人：由香港期貨交易所有限公司安排期貨業人士主講。

地點：香港大學校外課程部市區中心 28 室。

時間：一九八五年九月二十日起每星期五下午七時四十分至九時四十分。

全期學費：二百元。（共八講）。

本課程由香港期貨交易所安排業內人士主持。內容包括期貨交易的基礎概念，買賣和交收的程序，利率與貨幣期貨合約，期貨合約與有效經營的關係，股票指數合約，市場分析與測市技巧等等。

144. 銀行實務與法律 (Law Relating to Banking)

主講人：徐志輝先生，A.I.B.。

地點：香港大學校外課程部市區中心 14 室。

時間：一九八五年十月八日起每星期二下午七時三十五分至九時零五分。

全期學費：五百七十五元。（共三十五講）。

本課程為準備投考 A.I.B. Stage 2 科目 Law Relating to Banking 之人仕而設。內容依照學會的指定範圍，包括銀行與客戶的關係，委託人與代理人，合夥及有限公司組織，破產程序，支票及票據，各類抵押品的認識，（包括房地產、擔保、證券及保單等）。

資歷及錄取條件：服務於銀行界，對各種業務有基本認識；中學畢業以上而 A.I.B. Stage 1 及格者。（包括公開試合格或已認可豁免者）。報名時申請人必須填上 A.I.B. 會員編號、現職銀行名稱及附上 A.I.B. Stage 1 合格證書副本或豁免證明。無合格或豁免證明者，將不予考慮。

本課程限收四十六人。如報名人數超額，將由講者甄選資格適合之學員。

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 178 頁 。

Management Studies

Staff Tutor: T. W. Casey, Telephone 5-8592785

145. 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 September 25, 1985. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$215**

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 and prevailing motivation theories will be examined, together with the design of structures necessary to accomplish organizational objectives, and 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. 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.

146. Management Principles and Policy. Benjamin Fung, B.Comm. (Concordia), Grad.Dip.Mgt. (McGill), A.C.I.S., Dip.M., M.Inst.M. *Tuesdays, 7.45–9.15 p.m., starting September 24, 1985. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$215**

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; organizational careers and individual development.

147. Credit and Loan Administration. Benjamin Fung, B.Comm. (Concordia), Grad.Dip.Mgt. (McGill), A.C.I.S., Dip.M., M.Inst.M. *Tuesdays, 6.00–7.30 p.m., starting September 24, 1985. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 18 meetings.* **Fee: \$330**

The success of any loan depends on how closely it is monitored, regardless of how skilfully and judiciously it is assessed at the sanction stage. The course has specifically been designed for loan officers who want to gain a better insight into the concepts, methodology and techniques to monitor credit and post loan administration. Coverage will be given to both commer-

cial and corporate credits. Topics to be covered will include: credit origination; target customer criteria; lending rationales; basic lending facilities; structuring the credit; procedures for preparing credit proposals; credit approval; the concept of securities and collaterals; loan documentation; the credit control and monitoring system; loan reviews; loan classification; legal procedures for default payment; management of import and export financing; accounting management of loan and credit.

148. Starting a Small Business: a Marketing Approach. Dorothy Yun Wong, B.A.(N.Y. State-Albany), M.B.A.(Boston). *Saturdays, 2.00-3.30 p.m., starting September 28, 1985. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$215**

The business climate in Hong Kong is most conducive to the establishment of small business. However, success is in no way guaranteed, especially if the parties investing do not understand the market place and their target customers. The application of well-formulated marketing concepts will do a great deal to help entrepreneurs to see what product or service is needed in society, how to distribute it, the price to be charged, and ways in which the customer will be made aware of the product or service. The course has been designed to help those who wish to establish a small business or to expand the base of an already established concern. Specialist areas will be covered by speakers with knowledge and experience in the field and students will be encouraged to develop a business development plan in terms of a project.

149. Decision-making: the Art of Practical Management Science. Neil Honeyman, B.Sc. (London), M.Sc. (Strathclyde). *Tuesdays, 6.00-7.30 p.m., starting September 24, 1985. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$215**

Effective decision-making and problem solving are essential to success in management. To assist this effectiveness, a scientific approach to management, supported by a wide variety of techniques, is often advocated. Yet, for various reasons, implementation of these techniques in practice has been limited. The purpose of this course is to study and demonstrate management science techniques from a practical point of view. The application of these techniques will be considered in the context of solving problems in the manufacturing, financial, commercial and the public sectors. The relationship between management science algorithms and the planning, design and development of computerised information systems will be considered. The course is aimed towards the executive, whose work is concerned with linking data, information and decision-making. Participation will be encouraged and members of the group are welcome to bring their own examples of decision-making problems.

150. Organization and Methods. Samuel San, B.E. (N.S.W.). *Saturdays, 3.45-5.15 p.m., starting September 28, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$215**

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.

151. Management Information Systems. Leung Kit-wing, B.Sc. (Newcastle Poly), M.A. (Lancaster). *Mondays, 8.10-9.40 p.m., starting September 23, 1985. Room 141, University Main Building. 12 meetings.* **Fee: \$215**

The modern entrepreneur is faced with increasing complexity in the conduct of business. Management Information Systems (MIS) is a discipline which has been developed to address complexity and problem-solving in the area of managerial responsibility. In this course a systematic approach will be adopted to the identification of problems in an organizational setting and the pursuit of alternative methods of solution. The development of MIS will be analyzed and illustrated by means of case studies. Part of this course is relevant to the A.C.C.A. Level 2 examinations.

152. The Uses of History for Analysis and Management. Melanie Billings-Yun, B.S. (Portland State), M.Sc. (London), Ph.D. (Harvard). *Mondays, 6.00-7.40 p.m., starting September 23, 1985. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 7 meetings.* **Fee: \$145**

Administrators and managers are constantly drawing upon assumed "lessons" of history to help inform their decisions. Since many of them do so unwittingly, the decisions may turn out badly, even disastrously, if history is misinterpreted at the most senior levels of government and business organization. This course was pioneered by the tutor in conjunction with Richard Neustadt and Ernest May at the Public Policy School of Harvard for introducing tools for using history more explicitly and thoughtfully to improve analysis, decision-making, and advocacy. It deals not with history as such, but rather with the uses to which certain historical techniques can be put. The course aims to further understanding of current issues, co-workers and institutions; to help avoiding decisions based on flawed analogies; to pinpoint and analyze trends, and to gain perspectives. The class, which is suitable for young or mid-level administrators in business or the public sector, will use actual case studies to focus on specific techniques.

153. Marketing Management: Analysis, Planning and Control. Paul Mak, B.Sc. (H.K.), M.B.A. (Sheffield). *Fridays, 6.00-7.30 p.m., starting September 27, 1985. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$215**

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.

154. Marketing: Theory and Practice. Ray Wong, B.A. (Lawrence), M.B.A. (C.U.H.K.). *Mondays, 8.00-9.30 p.m., starting September 23, 1985. Room G5, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$215**

The course is designed to lead those new to marketing and those already involved but without formal marketing training to a level that will enable them adequately to perform their marketing functions. The concepts, terms and techniques of marketing will be reviewed and analyzed to provide students with an opportunity to acquire abilities and skills in approaching marketing problem solving. The course will include several Hong Kong marketing cases. Emphasis will be placed on the application of marketing knowledge to the solution of marketing problems and decision making.

155. Advanced Marketing Practice: the Case Study Approach. David Y. Chu, B.S., M.S. (Northeastern), M.B.A. (Harvard), M.Inst.M. *Tuesdays, 7.15-8.45 p.m., starting September 24, 1985. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$215**

Practice at the highest level of the marketing function is built upon a knowledge of the various functions involved and the way they inter-relate. However, skill at this level demands an ability to assess how the complex factors in the marketing environment may involve either conventional or non-standard responses to situations as they arise. This course, which will take the form of the analysis of case material and a market research project, is designed for practitioners who already possess a good working knowledge of the theory and practice of marketing and who wish to involve themselves in the consideration of advanced marketing demands and the skills required to meet them. Preparatory work will be required of students prior to most of the classes.

156. The Marketing of Industrial Products. Tam Shiu-wing, B.Soc.Sc (C.U.H.K.), M.Sc. (Bath). *Saturdays, 3.45-5.15 p.m., starting September 28, 1985. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$215**

The attention which is given to the marketing of consumer goods often draws attention away from the fact that a large and growing area of marketing activity is devoted to the sale and distribution of products from one business enterprise to another. The purpose of this course is to analyse the special problems that the marketing of industrial products can create. The speaker will trace the development of marketing policies in this field from the basis of product planning, pricing, sales techniques, distribution, marketing research, advertising, and promotional strategies, to the continuance of customer loyalty through after-sales service. Case material will be used to illustrate the policies outlined in principle. The course will benefit managers both in the marketing area and those who work in other areas but who wish to extend their knowledge of marketing techniques.

157. Advertising and Public Relations. Brian H Leong, B.A. (Wisconsin). *Mondays, 6.00-7.30 p.m., starting September 23, 1985. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$215**

The activities of Advertising and Public Relations have developed as important communication channels in support of the marketing function and are complementary to one another. Their role will be discussed within the broader definition of marketing objectives and strategies, with particular emphasis on how to position a product and the importance of research in determining market strategies. Certain case studies will be used to illustrate ways of communicating a message through advertising and public relations, especially in the field of consumer products. The course will be suitable for executives who are, or intend to be, involved in the fields of marketing, advertising or public relations.

158. Market Research and Consumer Behaviour. Lilian Donleavy, B.Sc. (C.N.A.A.), P.G.C.E., Dip.Psychotherapy, Dip. Occupational Testing. *Saturdays, 2.00-3.30 p.m., starting September 28, 1985. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$215**

A knowledge of consumer behaviour by means of market research is one of the most important aspects of marketing today. This course will focus on the techniques developed in the area for those executives who are involved in marketing, market research or advertising. Topics to be covered will include both qualitative and quantitative research, with special emphasis on sampling, questionnaire design, analysis, preparation and the use of findings. Some projective questioning techniques for qualitative research will also be considered together with case study material to illustrate different types of consumer behaviour.

159. The Management of Marketing Overseas. Andy Poon, B.Sc. (Central London Poly), M.B.A. (City). *Saturdays, 3.45-5.15 p.m., starting September 28, 1985. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$215**

Marketing overseas presents challenges in management and control beyond those in the domestic market. Designed for executives in marketing and related areas, the course will deal with the major areas of consideration, such as the social and cultural aspects of regional marketing, financial frameworks, marketing information systems and their analysis. The marketing process itself will be reviewed, notably strategy for entry and expansion, product and pricing decisions, selection of the appropriate channels and related communication decisions, importing and exporting. A major theme of this course will be the development of an overall system of planning and control relating to international markets.

160. An Introduction to Business Finance. Ho Yiu-wah, B.A., M.Sc.(Manc.). *Mondays, 7.45-9.15 p.m., starting September 23, 1985. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$215**

Financial management is concerned with the raising and using of money by individuals, businesses or governments. This course will introduce the fundamental principles and practices of business finance. The major subjects to be covered include: the workings of the financial system; basic financial mathematics and valuation concept; investment decision and management; sources of finance and financing policy; and the impact of inflation and taxation on financial decisions.

161. Financial Management: Cases and Practice. Lam Kwong-yuen, M.B.A. (San Francisco), F.C.M.A., A.H.K.S.A. *Saturdays, 3.45-5.15 p.m., starting September 28, 1985. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$215**

A sound knowledge of financial considerations is an essential part of business decision-making. The purpose of this course is to sharpen the perceptions and skills of executives by means of the case study method. Areas to be considered include: the scope of treasury management, balance sheet ratios, inventory, receivables and fixed assets management: short and long-term financing, and the mix of security issues for long-term capital structure.

162. An Introduction to Basic Finance. Peter Sen, B.Sc. (Dalhousie), B.Eng. (McGill), M.B.A. (Toronto). *Saturdays, 2.00-3.30 p.m., starting September 28, 1985. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$215**

It is becoming increasingly important for managers and professionals of whatever specialization to appreciate the financial criteria behind business decisions. This course has been designed to cover the basic concepts in business

finance such as the financial statement, financial ratios, capital budgeting techniques and investment decisions under uncertainty. Other topics to be considered include: the cost of capital and valuation, elements of project financing, financial projection, and the application of the personal computer in financial analysis.

163. An Introduction to Project Financing. Peter Sen, B.Sc. (Dalhousie), B.Eng. (McGill), M.B.A. (Toronto). *Saturdays, 3.45–5.15 p.m., starting September 28, 1985. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$215**

Project financing involves the raising of funds for a clearly-definable business or activity. The Asian region is currently witnessing a growth in such project funding, especially in the People's Republic of China. The object of this course is to introduce managers, developers, investors and other professionals to the basic concepts of project financing. Topics to be discussed include: feasibility studies leading to information memoranda, business finance theory, the analysis of financial statements, sources and usage of funds, financial ratios and criteria for investment decisions.

164. An Introduction to Futures Trading. Steve H. W. Chan, B.Sc., M.B.A. (H.K.). *Wednesdays, 8.00–9.30 p.m., starting September 25, 1985. Room 722, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$215**

Commodity futures trading has in recent decades provided a regulated basis for managers to conduct their own and their organizations investments. The range of commodities so covered has extended in many parts of the world and in Hong Kong this will in time include a financial futures market. Methods of trading will be examined, including the role of ordinances, mechanisms, contract specifications and the organization of an Exchange and Clearing House. Financial futures trading will be the subject of special consideration in view of its imminent establishment here.

165. An Introduction to Financial Management. Elmen Li Pak-kee, A.C.C.A., A.C.M.A., A.H.K.S.A., A.C.I.S., M.B.I.M. *Saturdays, 3.45–5.15 p.m., starting October 5, 1985. Room 201, University Main Building. 14 meetings.* **Fee: \$250**

Geared to those who have no formal training in the finance functions, this course will introduce the fundamental principles and practices of financial management with particular emphasis on real-life applications. Topics to be covered will include: an overview of financial management; financial statement analysis for management control; profit planning and budgeting; working capital management—cash, receivables and cost of capital theories; capital structure management; evaluation of optimal short-term and long-term financing decisions; basic foreign exchange management.

166. An Introduction to Factory Management. Malcolm Holmes, D.M.S. *Tuesdays, 7.45–9.15 p.m., starting September 24, 1985. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$215**

The management of a production facility is arguably at the heart of Hong Kong's economic success. Designed as a foundation for those about to enter or recently involved in factory management or supervision, this course will give an appreciation of the disciplines involved in factory management and their interrelationship. Some of the techniques to be covered include production planning and its execution, work study, costing, inventory control, quality assurance, and the recruitment of labour. Consideration will also be given to the responsibility of the production function relating to the financial and marketing aspects of company policy and to the development of a systematic approach to all aspects of factory management.

167. An Introduction to Operational Research. Dannie Leung, B.Sc.(Birm.), M.Sc.(Lancaster). *Fridays, 7.15–8.45 p.m., starting September 27, 1985. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$215**

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.

168. The Management of Air Freight Operations. Alan Miu, M.I.Ex., A.M.I.P.M., A.M.I.T.D. *Tuesdays, 6.45–8.45 p.m., starting September 24, 1985. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings.* **Fee: \$275**

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, dangerous goods, 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.

169. Fundamentals of Shipping Practice. Stephen Ng, B.Soc.Sc. (H.K.).
Saturdays, 3.45-5.15 p.m., starting September 28, 1985. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. **Fee: \$215** ;

This course is designed for those who wish to acquire a basic knowledge of export/import shipping practice. Topics to be discussed include: containerization; different kinds of shipping companies and their functions; general structure and ship types; freight rate structure; conference and non-conference carriers; the relationship between ship owners and merchants; shipping documents and working procedure of a shipping company; loading and stowage of cargo; how to choose the most appropriate carrier. Current issues concerning the shipping industry will also be discussed.

170. 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：一九八五年九月二十七日起每星期五下午七時四十五分至九時十五分。

全期學費：一百八十元。（共十講）。

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。

171. 商業管理學概念與實務 (Management Concepts and Practices)

主 講 人：吳奕敏先生。

地 點：香港大學校本部大樓 142 室。

時 間：一九八五年九月二十八日起每星期六下午二時至三時三十分。

全期學費：二百一十五元。（共十二講）。

本課程以系統的方法，介紹商業組織與管理學的基本概念，使學員易於了解商業組織的結構和功能。內容包括商業的功能、商業組織的形成、管理學原理、營銷、生產、財務、人事和資訊系統的管理、國際貿易的原理和運作等重點。上課除講授基本原理以外，並輔以個案討論，務求學員能掌握理論工具，解決業務上碰到的管理問題。

172. 商業與財務 (Commerce and Financing)

主 講 人：吳奕敏先生。

地 點：香港大學校本部大樓 142 室。

時 間：一九八五年九月二十八日起每星期六下午三時四十五分至五時十五分。

全期學費：二百一十五元。（共十二講）。

本課程旨在闡述財務管理之概念，基本原理與方法。內容包括：財務組織及其功能、利率之決定、資金運用、資產管理、財務系數之分析、投資決策、股息分派決策及財務報告表之分析等。上課除講授外，並有個案研究，實例討論，務使理論與實踐互相聯繫，促進對財務及商業之關係有深切的認識。

See also:

- 118. 小型企業策劃和管理 (第 27 頁)
- 303. **An Introduction to Chinese Law for Businessmen.** (Page 97)
- 304. 商人及其法律概論 (第 98 頁)
- 325. **Mandarin for Business Conversation.** (Page 107)
- 328. **Cantonese for Business Conversation.** (Page 108)
- 386. 商業日語 (第 117 頁)
- 426. 商業普通話 (第 122 頁)
- 479. **Stress Relief for Executives.** (Page 144)
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太古城校外課程

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| 293. 廣告設計實用技巧 | 402. 基本普通話 |
| 316. 高級音樂理論 | 403. 基本普通話 |
| 317. 和聲入門 | 404. 基本普通話 |
| 355. 基本日語 | 405. 基本普通話 |
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| 462. 實用書法藝術寫作技法 | |

Personnel Management

Staff Tutor: T. W. Casey, Telephone 5-8592785

173. Training and Development in an Organizational Context. Francis Wong, B.A. (Salford). *Saturdays, 2.00–3.30 p.m., starting October 19, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$215*

The object of human resource management is to ensure organizational effectiveness through the development of individual potential and satisfaction at work. The focus of this course will be the role which training and development play in modern management. Systematic approaches to training will be examined together with the situation of introducing new training methods. The relationship of manpower planning to the development of human resources will also be considered, as well as ways in which training and development may improve the individual quality of working life. The course will be of most value to specialists in the personnel and human resource functions.

174. Manpower Management and Industrial Relations. Gloria S. Wong, B.A. (Toronto), B.Comm. (Windsor), M.B.A. (Br. Columbia). *Mondays, 7.00–8.30 p.m., starting September 23, 1985. Room 722, Knowles Building, University of Hong Kong. 12 meetings. Fee: \$215*

The 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.

175. Managing People: an Introduction to Supervisory Management. Helen Price, B.Sc. (Queen's, Belfast). *Saturdays, 1.30–3.30 p.m., starting September 28, 1985. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$260*

Supervisors and managers in modern organizations are ever more required to develop an understanding of their personnel and human relations skills. The factors influencing the behaviour of individuals and groups at work will be examined, together with the practical steps that can be taken in areas such as leadership, interpersonal relations, problem-solving and performance

improvement. Other areas to be considered include selection interviewing, on-job training, disciplinary action, and performance appraisal. The course is designed for those who are actively involved in the direction of others and who wish to gain an insight into modern management techniques in dealing with people. Participants will be given the opportunity to contribute and identify those areas of skill and knowledge which they need to develop further.

176. Practical Personnel Management. S. K. Law, B.B.A. (C.U.H.K.), A.I.P.M., A.C.I.S., M.B.I.M. *Thursdays, 7.15-8.45 p.m., starting September 26, 1985. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings.* **Fee: \$215**

The role of the personnel manager is concerned with attracting, retaining and helping people to adjust to the work situation in an organization. Specifically, the role embraces recruitment and selection, manpower planning, training and development, wages and salaries administration, performance appraisal, employee services and communication with employees. These functions will be considered, together with those aspects of industrial relations important in Hong Kong, such as the Employment Ordinance, management and labour relations, grievance/disciplinary procedures, joint consultation, and labour tribunals. The course will be attractive to supervisory staff from different industries who wish to broaden their knowledge of personnel matters, as well as specialists in the area.

177. 人事管理學 (Personnel Management and Office Administration)

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：一九八五年九月二十五日起每星期三下午七時四十五至九時十五分。

全期學費：二百一十五元。（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。

See also:

480. The Use of Occupational Tests in Personnel Management. (Page 144)

Education

Staff Tutor: Mrs. Priscilla Tso, Telephone 5-8592782

178. Educational Policy and Planning. Cheng Kai-ming, B.Sc., B.Sc.Sp., Cert.Ed., Adv.Dip.Ed., M.Ed., Lecturer in Education, University of Hong Kong; Wong Kam-cheung, Andrew, B.A., Cert.Ed., Adv.Dip.Ed., and Yip Hak-kwong, B.Sc., M.Soc.Sc. *Wednesdays, 6.15-7.45 p.m., starting September 18, 1985. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings.* **Fee: \$180**

The course is designed to provide an understanding of the basic rationale underlying educational planning and policy-making. It is intended for members of the growing group of educational policy analysts, administrators, educators, newspaper reporters and editors who find themselves in need of the tools for policy appraisals, and others who require background knowledge for educational policy discussions. Topics to be considered will include a general introduction to educational planning and policy-making; planning of the education system: basic considerations and techniques; basic principles of the economics of education; manpower forecasting and education policy; costing and financing of education; technical education and vocational training; selection and allocation: basic issues; the concepts of equity in educational planning; higher education and adult education; rational and political aspects of education policy-making; education research and education policy; participation in education policy-making; policy, planning and administration of education.

This course is organized in co-operation with the Hong Kong Council for Educational Administration.

Basic references.

Open University *ED322 Economics and education policy* (Blocks I-V)
Milton Keynes: Open University, 1976.

Fagering, I. and Saha, H. *Education and development: an international perspective.* Oxford: Pergamon, 1984.

179. Management of Educational Institutions. Members of Hong Kong Council for Educational Administration. *Fridays, 6.15-7.45 p.m., starting September 13, 1985. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings.* **Fee: \$180**

The course is designed to provide a basic professional training for educational administrators. An introduction to basic professional training will be provided for educational administrators, particularly principals, potential school administrators and administrators of other educational institutions.

Topics to be discussed will include organisation theories, personnel management in schools, decision-making, leadership style and school climate, time-management, managing changes in schools, school-based staff development, and school accountability.

Basic reference: Owens, R. G. Organizational behaviour in schools (2nd ed.) Eaglewood Cliffs: Prentice-Hall, 1982.

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 applications: September 3, 1985.*)

180. Television and Children: a course for teachers. Barbara Kolucki, M.A.(Columbia) and Lauren Richman, M.Ed.(Harvard), M.B.A.(Columbia). *Tuesdays, 6.30-8.00 p.m., starting September 17, 1985. Room 207, Building A, University of Hong Kong. 6 meetings.* **Fee: \$100**

The course will introduce teachers to some of the research on television's influence on children and will suggest ways that programmes may be used to enhance classroom education.

Topics to be discussed will include current research on television's impact on children, children's responses to television violence and commercials and television's potential to present educational content and models of pro-social behaviour.

The course will also review ways in which both ETV and general audience programmes can be used in schools to supplement specific curriculum areas.

Video segments from a variety of television programmes will be viewed and discussed.

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 applications: September 7, 1985.*)

181. New Approaches to the Teaching of Social Subjects at the Junior Secondary Level. Chow Yiu-wing, B.Soc.Sc. (C.U.H.K.), Dip.Ed. (H.K.). *Fridays, 6.15-7.45 p.m., starting September 13, 1985. Room 167, University Main Building. 12 meetings.* **Fee: \$170**

This course is designed for junior secondary school teachers of social subjects, such as E.P.A., History, Social Studies and Geography with emphasis being placed on the syllabus and new activity methods. Cantonese and English will be used as the medium of instruction.

Enrolment is limited to 40.

Fee Refund: on being accepted for this course, teachers of Social Studies 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: September 3, 1985.*)

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

主 講 人：王齊樂先生。

地 點：甲班：香港大學校外課程部市區中心 14 室。

乙班：香港大學校外課程部市區中心 23 室。

時 間：甲班：一九八五年九月十八日起每星期三上午九時至十一時。

乙班：一九八五年九月十八日起每星期三下午三時至五時。

全期學費：二百八十五元。（共十八講）

（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、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、教職員間的分工、教務工作的處理、班主任的工作、學校與家庭的聯繫和文書事務的處理等。本課程除授課十八講外，並將安排適當學校，作實地觀察與學習。（每班限收四十人）

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，須於九月八日前報名。）

183. 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 16 室。

時 間：一九八五年九月二十日起每星期五下午三時至五時。

全期學費：二百八十元。（共十八講）。

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，將着重問題的討論與意見的交流和歸納。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。（限收三十人）。

申請教署退還半費手續：凡政府、補助或私立小學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，須於九月十日前報名。）

184. 書法講座(一)教師班

(The Learning & Teaching of Chinese Calligraphy I)

主 講 人：王齊樂先生。

地 點：香港大學校外課程部市區中心 22 室。

時 間：甲班：一九八五年九月十六日起每星期一上午九時至十一時。

乙班：一九八五年九月十六日起每星期一下午三時至五時。

全期學費：三百八十元。（共十八講）

（報名時請註明甲班或乙班）

本課程專為初學書法的教師而設，講授書法基礎知識。目標有二：（一）引起教師們對書法藝術的興趣，進而學習傳統書法的基本理論和實踐，以建立書學研習的基礎。（二）教師們在研習中，掌握了書法藝術學習上循序漸進的基本理論與方法，便可在學校教學中指導學生們進行學習。凡對書法藝術有興趣，而能撥出時間進行練習者，歡迎參加研習。（每班限收二十人）

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，須於九月六日前報名。）

185. 書法講座（二）教師班 (The Learning & Teaching of Chinese Calligraphy II)

主 講 人：王齊樂先生。

地 點：香港大學校外課程部市區中心 22 室。

時 間：甲班：一九八五年九月十九日起每星期四上午九時至十一時。

乙班：一九八五年九月十九日起每星期四下午三時至五時。

全期學費：三百八十元。（共十八講）

（報名時請註明甲班或乙班）

本課程是「書法講座（一）」的延續，目標相同，而研習方面，則範圍較廣，要求較高。歡迎已完成「書法講座（一）」之學員，或對書法藝術的理論與實踐已稍有基礎的教師參加。（每班限收二十人）

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，須於九月九日前報名。）

186. 活動教學——音樂 (Teaching Music in Activity-Approach Classes)

主 講 人：林陳仕豐女士，L.R.A.M., A.R.C.M., L.R.S.M., L.T.C.L., A.Mus.T.C.L.

地 點：香港薄扶林道聖保羅男校音樂室。

時 間：一九八五年九月二十五日起每星期三下午六時至七時三十分。

全期學費：一百八十元。（共十二講）。

活動教學是讓學生透過各種不同形式的教學活動（音樂、舞蹈、遊戲、設計教學等）達到學習的目的。

本課程的重點在鼓勵學生積極參與音樂活動從中不斷探索及研討，使學習活動化。內容包括歌唱、節奏樂器、律動、音樂聆聽和讀譜練習，並介紹工作設計及旋律創作等各項教學技巧，是一個演繹與創作並音樂與學科結合的均衡課程。內容盡量誘發學生的學習興趣和鼓勵他們嘗試通過音樂表達自己的情緒，加深他們對音樂的感受和領悟力。（限收三十人。）

申請教署退還半費手續：凡政府、補助或私立學校之音樂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，須於九月十五日前報名。）

187. 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：一九八五年九月二十日起每星期五下午五時四十五分至七時十五分。

全期學費：一百四十元。（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。內容包括對美術教學的基本認識、繪畫對幼童心態發展的影響、兒童的繪畫特徵、兒童的美術觀、美術工作的材料及過程、美術教師的角色和教學法。美術與環境的活動計劃也在探討之列。（限收四十人）

申請教署退還半費手續：凡政府、補助或私立小學及幼稚園之美術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，須於九月十日前報名。）

188. 幼稚園美勞創作活動教學(一) (Teaching Creative 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：一九八五年九月十七日起每星期二下午七時四十五分至九時十五分。

全期學費：一百四十元。（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。（限收三十人）。

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，須於九月七日前報名）。

189. 幼稚園美勞創作活動教學(二) (Teaching Creative Art Activities in Kindergartens) (II)

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 28 室。

時 間：一九八五年九月十七日起每星期二下午六時至七時三十分。

全期學費：一百四十元。（共十二講）。

此課程乃幼稚園美勞活動教學（一）的延續，透過深入介紹瞭解美勞活動的功能在兒童成長發展過程中的重要性，與其他學科的相輔教學——美勞與語文發展、識數活動、自然環境觀察、音樂律動、扮演及遊戲等的實際關係，並作現時香港幼稚園教學環境下的美勞活動創作嘗試，課題實踐活動等。輔以幻燈片介紹。實習材料由學員自備。

本課程適合幼稚園教師及幼兒工作人士就讀，參加者必須完成幼稚園美勞活動教學（一）課程，方可選修。（限收三十人。）

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，須於九月十日前報名。）

190. 兒童圖書與閱讀指導 (Choosing Children's Literature)

主 講 人：香港閱讀學會成員及其他文學專業人士。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八五年九月十六日起每星期一下午六時至七時三十分。

全期學費：二百三十元。（共十六講）。

本課程專為中小學教員而設，提供學童課外閱讀種類的資料及閱讀指導的方法。內容包括兒童閱讀心理、各類閱讀的題材、兒童雜誌及工具書等。（限收 35 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，須於九月六日前報名。）

191. 課室心理學 (Psychology in the Classroom)

主 講 人：陳永昌博士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八五年九月廿七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：二百二十元。（共十二講）。

本課程旨在促進中小學教師對課室兒童心理問題的認識，以增加教學效率和成果，符合現代教育趨勢。內容包括學生智力及個性的發展和學習的過程；教師的個別差異，心理狀況和教學方法；教師與學生的關係；課室物質與心理的環境和問題學生的處理。（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，須於九月十五日前報名。）

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

主 講 人：弱智人士服務協進會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：一九八五年九月廿四日起每星期二下午七時四十五分至九時十五分。

全期學費：二百元。（共十四講）。

本課程之目的為使社會人士、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，須於九月十四日前報名。）

193. 中國現代文學史（一） (Chinese Modern Literature I)

主 講 人：丁平先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八五年九月二十日起每星期五下午七時四十五分至九時十五分。

全期學費：一百八十五元。（共十六講）。

自一九一七年一月，胡適以《文學改良芻議》一文，發動「文學革命」之後，中國文學又走出了一條新的道路——用語體文表達人類的思想、情感與智慧。

中國文學的發展，自《詩經》到現在，已有二千多年的歷史了，這是我們祖先留下的無數文化遺產中，一批豐碩的果實。

在中國現代文學的過去六十年中，詩歌、散文、小說及劇本等四種形式，雖然不能說是平衡發展，但每一種形式，都各自有其可觀的收穫，這是鐵一般的事實。

本課程自一九一七年起，至一九八三年底止，以年代為「經」，以文學的四種形式為「緯」，將六十年來文學的發展，劃分為若干時期，對每一時期各種文學形式的主要作家及其主要作品，將作有系統的敘述、分析與研究。分三階段講授，本課程為第一階段。

本課程主要為香港中學中文教師而設，但對中國現代文學史的發展有興趣者，歡迎參加。（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，須於九月十日前報名。）

194. 中國文學史（二）（Chinese Literature Through the Ages II）

主 講 人：丁平先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八五年九月十八日起每星期三下午八時十五分至九時四十五分。

全期學費：一百八十五元。（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」前夜文學等八篇，共三十五章，分兩個階段講授。本課程為第二階段。

本課程主要為香港中學中文教師而設；但對中國文學史的發展有興趣的人士，歡迎參加。（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，須於九月九日前報名。）

195. 中國現代文學史（三）（Chinese Modern Literature III）

主 講 人：丁平先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八五年九月二十日起每星期五下午六時至七時三十分。

全期學費：一百八十五元。（共十六講）。

自一九一七年一月，胡適以《文學改良芻議》一文，發動「文學革命」之後，中國文學又走出了一條新的道路——用語體文表達人類的思想、情感與智慧。

中國文學的發展，自《詩經》到現在，已有二千多年的歷史了，這是我們祖先留下的無數文化遺產中，一批豐碩的果實。

在中國現代文學的過去六十年中，詩歌、散文、小說及劇本等四種形式，雖然不能說是平衡發展，但每一種形式，都各自有其可觀的收穫，這是鐵一般的事實。

本課程自一九一七年起，至一九八三年底止，以年代為「經」，以文學的四種形式為「緯」，將六十年來文學的發展，劃分為若干時期，對每一時期各種文學形式的主要作家及其主要作品，將作有系統的敘述、分析與研究。分三階段講授，本課程為第三階段。

本課程主要為香港中學中文教師而設，但對中國現代文學史的發展有興趣者，歡迎參加。（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，須於九月十日以前報名。）

196. 中國現代文學作家論（八） (An Introduction to Writers of Contemporary Chinese Literature VIII)

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：一九八五年九月廿一日起每星期六下午二時至三時三十分。

全期學費：二百二十元。（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文學的愛好者而設，共分若干階段講授。本課程為第八階段，就下列作家中選講十二人：

巴金、謝冰瑩、艾青、洪深、胡品清、戴望舒、郁達夫、白先勇、司馬中原、楊牧、張默、姚雪垠、琦君、陳之藩、田原、陳白塵等。（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，須於九月十一日前報名。）

See also:

253. **Creative Language Teaching: Techniques for Enlivening the English Lesson.** (Page 75)

254. **Teaching Verse Speaking to Children.** (Page 76)

255. **Comparative Phonetics of English and Cantonese.** (Page 76)

263. 新初中地理課程簡介（第 80 頁）

264. 地圖判讀（第 81 頁）

268. **Hong Kong: the Archaeological and Historical Scene.** (Page 83)
320. **Modern Dance and Music Workshop.** (Page 105)
321. **Dance for the Musical Theatre.** (Page 106)
428. 普通話教學法(第122頁)
436. 中國語文講座：現代漢語語法(第126頁)
437. 五四以來的文學團體，文學流派與文學爭論(第127頁)
443. 朗誦講座(第129頁)
473. 瞭解青少年的生理和心理(第141頁)
474. 學習心理學(第141頁)
475. 心理及教育測驗概論(第142頁)
476. 引導兒童觀察和學習自然科學(第142頁)
486. **Selected Topics in Cell Biology.** (Page 148)
489. **Chemistry of Plastics, Fuels and Pollution.** (Page 149)
490. **Electricity and Electronics for Teachers of Integrated Science.** (Page 150)
498. 微電腦之操作及教學應用(第153頁)
518. **Children with Behaviour Problems.** (Page 163)
519. **Introduction to Counselling Approaches.** (Page 163)
520. **Explorations in Counselling.** (Page 164)
521. **School Deviance and Classroom Control.** (Page 164)
523. 兒童照顧與輔助方法(第165頁)
524. 兒童遊戲作為治療用途之運用(第166頁)
525. 防止虐待兒童—幼兒工作者的角色(第166頁)
526. 學生及青少年的危機介入(第167頁)
527. 青年小組工作(第167頁)
528. 青年輔導工作(第168頁)
529. 青少年輔導工作技巧(第168頁)
531. 發展性小組工作(第169頁)
532. 實踐性成長小組遊戲(第170頁)
533. 人際關係及輔導技巧於教學工作上的應用(第170頁)
534. 發展有效的人際溝通技能(第171頁)
536. 精神健康與變態心理學導論(第171頁)

Engineering

Staff Tutor: Mrs. Priscilla Tso, Telephone 5-8592782

Course Nos. 197 and 198 lead to the award of *University Certificates*. They have clearly defined entry requirements and applicants are advised to read the description carefully before applying. Special application forms are available on request from the Department. Applicants must enclose certified photostat copies of the appropriate certificates along with their application forms. Applicants should note that they are not allowed to attend any other course or sit any other examination during the year.

Course fees and caution money (\$200) will be collected after the selection process, but applicants should send, with their application form, a non-refundable fee of \$50.

197. Certificate Course in Fundamentals of Digital Computers. *Wednesdays, 6.30–8.30 p.m., starting October 9, 1985. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 30 lecture periods plus 12 laboratory instruction periods. Each period will consist of 2 hours.*

Tutors: P. Y. S. Cheung, B.Sc., Ph.D.(Lond.), D.I.C., A.C.G.I.,
M.I.E.E.E. (Tutor-in-charge)

C. C. Lau, M.Phil., Ph.D.(H.K.), M.I.E.E.E., Lecturers in
Electrical Engineering, University of Hong Kong.

Fee: \$1,100

Entry Qualifications: Applicants with a Physics or Electrical Engineering background up to Bachelor's degree level or a qualification accepted by one of the major international institutions of a relevant profession. In exceptional cases, consideration for admission will be given to applicants without professional or graduate qualifications provided that they are over 25 and have had at least two years of related industrial experience in responsible positions.

Enrolment is limited to 40 persons.

An examination will be conducted at the end of the course and the award of a certificate is subject to passing the written examination and on satisfactory completion of course-work. Candidates should have attended not less than 75% of the lectures. The written examination will be assessed by both University and External Examiners.

Closing date for applications: September 10, 1985. A special application form is available on request from the Department.

Applicants must enclose certified photostat copies of the appropriate certificates along with their application forms. Applications which are not accompanied by the relevant documents will not be considered. Preference will be given to applicants sponsored by their employers.

Outline of Syllabus:

1. Numbers and Codes
2. Boolean Algebra
3. Logic Circuits
4. Computer Circuits
5. Counter and Shift Registers
6. Arithmetic Operation
7. Timing and Control
8. Memory Elements
9. D/A and A/D conversion
10. Computer Organisation.

A course designed for graduates in Electrical Engineering or Physics who wish to enter the field of Digital Computer design.

198. Certificate Course in Advanced Electric Machines and 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. *Thursdays, 7.15-9.15 p.m., starting October 10, 1985. Room G5, James Hsioung Lee Science Building, University of Hong Kong. 30 meetings.* **Fee: \$975**

This course provides practising engineers with the opportunity to deepen their knowledge in the theory of electric machines, and to broaden their knowledge in the field of special machines, thyristor drives and the recent developments of machines and drives.

Syllabus: Steady-state and dynamic behaviour of d.c. and a.c. machines. Machines in power systems. Practical transient problems. Unbalanced operation of machines. Design principles of rotating machines. Miniature machines including servomotors and stepping motors. Power electronic control of machines. Electric drives with emphasis on their applications in local industry.

Entry qualifications: Applicants with a Bachelor's degree, Polytechnic Associateship, Polytechnic Higher Diploma with more than 1 year working experience or Higher Certificate with more than 2 years working experience in Electrical Engineering or equivalent and engaged in an appropriate profession, will be considered for admission. In exceptional cases, consideration for admission will be given to applicants without professional or graduate qualifications provided that they are over 25 and have had at least two years of related industrial experience in responsible positions.

Enrolment is limited to 40 persons.

An examination will be conducted at the end of the course and a University Certificate will be awarded to candidates on condition that they pass the written examination and have attended not less than 75% of the lectures. The written examination will be assessed by both University and External Examiners.

Closing date for applications: September 10, 1985. A special application form is available on request from the Department.

Applicants must enclose certified photostat copies of the appropriate certificates along with their application forms. Applications which are not accompanied by the relevant documents will not be considered. Preference will be given to applicants sponsored by their employers.

199. 中央冷氣系統用水處理 (Treatment of Water for Centralised Air-Conditioning Systems)

主 講 人：楊伯倫先生、廖繼強先生。

地 點：香港大學校本部大樓 167 室。

時 間：一九八五年十月廿一日起每星期一下午六時三十分至八時三十分。

全期學費：三百七十元。（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:

170. 生產管理（第 44 頁）

250. Report Writing for Engineers. (Page 73)

267. Geotechnical Methods. (Page 82)

504. Introduction to Microcomputer Architecture (Page 156)

505. Basic Electronics for Digital Computers. (Page 156)

507. Digital Computer Organization, Design and Engineering. (Page 157)

508. Introduction to Software Engineering. (Page 158)

English Studies

Staff Tutor: Duncan Macintosh, Telephone 5-456443

CERTIFICATE COURSES IN THE USE OF ENGLISH

A sound working knowledge of English is one of the greatest needs in Hong Kong life today. To meet this need the Department offers a carefully devised two-year programme in the use of English that will provide the student with practical tuition in the following skills:

- the ability to speak fluently and carry on conversations in English;
- the ability to understand accurately what is said by other speakers;
- the ability to write English well to meet a number of different situations;
- the ability to read easily and understand written English.

The tutors for the courses offered each year are drawn from a panel of University graduates and experienced teachers of English. They set assignments for the students to complete at home and in class, and these are then corrected and discussed in class. In addition to the textbooks that are prescribed, a large number of articles on topical subjects and short stories are available for comprehension and appreciation. The students are also provided with plenty of opportunity for oral practice and to express their own ideas.

Students are advised to apply for a place in a First Year course, but those who consider themselves adequately qualified and who pass the Entrance Examination sufficiently well may enrol in a Second Year course.

On completion of the First Year, all students will sit an examination, which if they pass sufficiently well, will qualify them to enrol in a Second Year course in the following year. Those who pass this examination, but not sufficiently well to qualify them for a place in a Second Year course, will be awarded a Statement of Proficiency.

On completion of the Second Year, all students will sit an examination that leads to the award of the Extra-Mural Certificate in the Use of English.

As these courses are intended for working adults, those attending any class in a secondary school will not be admitted.

ENTRANCE REQUIREMENTS: Those who have completed a First Year course sufficiently well in the year 1984-85 or who possess a Departmental Certificate in English for Business awarded in 1985 may enrol in a Second Year course without any further test.

Applicants who do not possess these qualifications must

- a) have gained a Grade D in English Language in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus 'A', Grade B, or the equivalent in an approved examination and *be able to produce evidence of further study at post-secondary level.*
- b) have passed the Cambridge University Local Examination Syndicate First Certificate in English Examination and *be able to produce evidence of further study at post-secondary level.*
- c) have obtained a Grade 'C' Pass in English at G.C.E. 'O' level or Grade 'E' or above in the Hong Kong Advanced Level Examination.

Applicants possessing any of the qualifications (a), (b) or (c) above should *attach copies of their certificates to their application forms, and sit the Use of English Entrance Examinations.*

They should therefore state on their application form the time, date and the centre at which they wish to sit this Examination.

ENTRANCE EXAMINATIONS: It is essential to arrive punctually for the Entrance Examination selected.

(A) Loke Yew Hall, University of Hong Kong, Main Building.

6.30 p.m. on 30th August, 1985

10.00 a.m. on 31st August, 1985

4.30 p.m. on 31st August, 1985

6.30 p.m. on 6th September, 1985

12 Noon on 7th September, 1985

4.30 p.m. on 7th September, 1985

(B) Wah Yan College, 56 Waterloo Road, Kowloon.

6.30 p.m. on 30th August, 1985

6.30 p.m. on 6th September, 1985

**EARLY APPLICATION STRONGLY ADVISED
LIMITED NUMBER OF ENTRANCE
EXAMINATION PLACES AVAILABLE**

COURSES—First Year

A. In Hong Kong

Course No. At the Extra-Mural Town Centre, Wing On Centre, 8/F.
(*Note: these courses will be held in the morning.*)

200. Mondays and Wednesdays, 8.30–10.00 a.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**

201. Tuesdays and Thursdays, 8.30–10.00 a.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**

At the University of Hong Kong.

202. Tuesdays and Thursdays, 7.15–8.45 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**

203. Tuesdays and Thursdays, 8.00–9.30 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**

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

204. Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**

205. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**

206. Wednesdays and Fridays, 6.30–8.00 p.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**

At Wah Yan College, Queen's Road East.

207. Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**

208. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**

3. *In Kowloon*

Course No. At St. Mary's Canossian College, 162 Austin Road
(entrance from Kimberley Road, Tsimshatsui).

209. Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**

210. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**

At Mansfield College, Knutsford Terrace (adjacent to
Kimberley Road and behind the Miramar Hotel).

211. Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**

212. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**

At Wah Yan College, 56 Waterloo Road.

213. Mondays and Wednesdays, 7.00–8.30 p.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**

214. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**

Second Year

A. In Hong Kong

Course No. At the Extra-Mural Town Centre, Wing On Centre, 8/F.
(Note: Course 215 is held in the morning).

215. Mondays and Wednesdays, 8.30–10.00 a.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**

216. Tuesdays and Thursdays, 8.00–9.30 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**

At the University of Hong Kong.

217. Mondays and Wednesdays, 6.15–7.45 p.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**

218. Tuesdays and Thursdays, 6.15–7.45 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**

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

219. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**

At Wah Yan College, Queen's Road East.

220. Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**

221. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**

B. In Kowloon

Course No. At St. Mary's Canossian College, 162 Austin Road
(entrance from Kimberley Road, Tsimshatsui).

222. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**

223. Wednesdays and Fridays, 6.30–8.00 p.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**

At Wah Yan College, 56 Waterloo Road.

224. Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**

225. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**

ENROLMENT

Closing Date: 3rd September, 1985, unless all the places in the Entrance Examination have been allocated before that date.

Applicants wishing to apply at the same time for a Use of English course and an English for Business course should in the first instance pay both fees, i.e. \$650 for the Use of English *and* \$800 for English for Business. The fee for the course that they are accepted for will be retained and the fee for the course that they are not accepted for will be refunded. If they are not accepted for either course, both fees will be refunded. No applicant may attend both courses at the same time.

Fee payment must be made by means of a crossed cheque made payable to the "University of Hong Kong".

CERTIFICATE COURSES IN ENGLISH FOR BUSINESS

The ability to express himself clearly in English is something that every business executive needs to pay very considerable attention to if he is going to be able to communicate effectively with his clients not only in Hong Kong, but also in many of those countries that Hong Kong does business with. Within his company, too, the executive needs to understand what his colleagues have to say and to communicate with them. Here again, a good command of English is often of the utmost importance.

The Extra-Mural courses in English for Business are specifically designed to help those engaged in commerce and industry and the appropriate areas of Government Service, and provide intensive tuition in those applied varieties of English that they are most likely to require. They are therefore ideally suited for those who have to handle correspondence independently for their organisations and need to communicate with others within them.

SYLLABUS

General English	remedial tuition will be provided with a view to eradicating the most common errors the students make.
Oral English	the students will be given tuition in conversational English.
Business Correspondence:	
<i>basic principles</i>	format and convention;
<i>commercial jargon</i>	the students will be shown how to avoid outmoded jargon and redundancy;

<i>letters of application</i>	tuition will be given in how to write letters of application for employment and references;
<i>letters of enquiry and replies to them</i>	tuition will be given in how to write letters making trade enquiries, how to reply to them, how to place orders and how to acknowledge them;
<i>letters of complaint and adjustment</i>	tuition will be given in how to write letters of complaint and how to reply to them appropriately;
<i>collection letters</i>	tuition will be given in how to write the first and second letters of reminder and the final demand letter when payment of an account is overdue;
<i>sales letters</i>	tuition will be given in how to write sales letters to suit particular situations;
<i>correspondence summaries</i>	tuition will be given in how to summarise a series of letters.
Other Forms of Written Communication	memoranda; notices; forms.
Report-writing	tuition will be given in how to write full reports with recommendations, short reports and 'mixed-form' reports.
Reporting Meetings	tuition will be given in how to prepare agenda and write minutes.
Reading and comprehension	practice will be given in the comprehension of commercial and general texts.
Note-writing	tuition will be given in the making of tabulated notes on written material and the taking of notes on spoken material.

Note: Course tutors will set a number of mandatory assignments during the course which the students will be required to complete under examination conditions, and these will then be taken into consideration when students are assessed on completion of the course. All those applying for admission should therefore realise that they will need to complete these assignments and also attend their course regularly if they wish to be admitted to the Final Examinations.

ADMISSION REQUIREMENTS:

- A. The following applicants are exempted from sitting the Entrance Examination:
 - i. *University Graduates:* they should be employed on a full-time basis in relevant occupations and should attach copies of their degree certificates to their application forms. They should then attend a

special interview as follows: between 3.00 and 8.30 p.m. at the Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, on 28th August, 2nd September, 5th September or 9th September. Applicants should therefore state on their application form the date and the approximate time they wish to attend for interview. They will then be interviewed on a "first come, first served" basis on the dates indicated above. Waiting time will be reduced as far as possible, but some delays are inevitable.

ii. *Holders of the Departmental Certificate in the Use of English with a Writing Skills Grade 'C' and Oral Grade 'B' or above awarded in 1985; they should attach a copy of their Certificate with a full statement stating why they wish to be enrolled to their application forms which should be submitted before 27th August, 1985.*

B. Applicants holding any of the following qualifications should sit the Entrance Examination on any of the scheduled dates indicated below and state on their application forms the date and place they wish to do so:

a Departmental Certificate in the Use of English in Grade D;

a 'Good Pass' at Departmental Use of English, First Year level;

Grade 'D' Pass or above in the Use of English Paper of the Hong Kong Advanced Level Examination;

a Grade 'C' Pass or above in English at G.C.E. 'O' level, *plus evidence of further study at post-secondary level.*

a Grade 'D' Pass in English Language in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus 'A', Grade 'B', *plus evidence of full-time study at post-secondary level.*

Copies of all certificates awarded must be attached to application forms.

ENTRANCE EXAMINATIONS: It is essential to arrive punctually for the Entrance Examination selected. (*State on the application form when and where you wish to sit the Entrance Examination.*)

(A) Loke Yew Hall, University of Hong Kong, Main Building.

6.30 p.m. on 30th August, 1985

2.30 p.m. on 31st August, 1985

6.30 p.m. on 6th September, 1985

2.30 p.m. on 7th September, 1985

(B) Extra-Mural Town Centre, Wing On Centre, 8/F.

6.30 p.m. on 27th August, 1985

(C) Wah Yan College, 56 Waterloo Road, Kowloon.

6.30 p.m. on 29th August, 1985

6.30 p.m. on 5th September, 1985

N.B. All Entrance Examinations continue for 1½ hours.

Note: Applicants will be informed of the result of the Entrance Examination very shortly after the last examination on 9th September; the fees of those who have failed to gain admission will then be refunded.

AWARD: Students will be awarded an Extra-Mural Certificate provided they:

- pass the examination;
- complete the assignments set during the course of tuition satisfactorily;
- attend at least 75% of the meetings scheduled.

**EARLY APPLICATION IS STRONGLY ADVISED
LIMITED NUMBER OF ENTRANCE
EXAMINATION PLACES AVAILABLE**

COURSES

A. In Hong Kong

Course No. At the Extra-Mural Town Centre, Wing On Centre, 8/F.

226. Mondays and Wednesdays, 6.15–7.45 p.m., starting
October 7, 1985. 60 meetings. **Fee: \$800**

At the University of Hong Kong.

227. Wednesdays and Fridays, 6.15–7.45 p.m., starting
October 2, 1985. 60 meetings. **Fee: \$800**

At Wah Yan College, Queen's Road East.

228. Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 2, 1985. 60 meetings. **Fee: \$800**

229. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1985. 60 meetings. **Fee: \$800**

B. In Kowloon

Course No. At St. Mary's Canossian College, 162 Austin Road
(entrance from Kimberley Road, Tsimshatsui).

230. Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 2, 1985. 60 meetings. **Fee: \$800**

231. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1985. 60 meetings. **Fee: \$800**
- At Wah Yan College, 56 Waterloo Road.
232. Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 2, 1985. 60 meetings. **Fee: \$800**
233. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1985. 60 meetings. **Fee: \$800**

ENROLMENT

Closing Date: September 6, 1985, unless all the places in the Entrance Examination have been allocated before that date.

Applicants wishing to apply at the same time for an English for Business course and a Use of English course should, in the first instance, pay both fees, i.e. \$800 for English for Business and \$650 for Use of English. The fee for the course that they are accepted for will be retained and the fee for the course they are not accepted for will be refunded. If they are not accepted for either course, both fees will be refunded. No applicant may attend both courses at the same time.

Applicants wishing to apply for a place in a Use of English course and an English for Business course should apply to sit the English for Business Entrance Examination by 29th August and the Use of English Entrance Examination on 6th or 7th September. If they pass the English for Business Entrance Examination they will be informed accordingly, and should not then sit the Use of English Entrance Examination.

Fee payment must be made by means of a crossed cheque made payable to the "University of Hong Kong".

SPECIAL ENGLISH

Intensive tuition will be provided in the following English Language skills:

- speaking, and the ability to carry on a conversation;
- understanding what is said without difficulty;
- writing skills;
- reading and the ability to understand written English rapidly and without difficulty.

These courses are intended for working adults who are unable to apply for a place in one of the Department's Use of English courses because they do not possess the basic entrance qualifications. If, however, they complete the 'Special English' course they have been attending satisfactorily, they will be allowed to apply for a place in one of the Use of English courses in the year 1986-87 and, provided they pass the Entrance Examination satisfactorily, their application will be accepted.

ENTRANCE QUALIFICATIONS: Grade 'E' in the Hong Kong Certificate of Education. *Enrolment of students may be by selection of those most qualified to benefit from the course of tuition.*

- N.B. i. *All applicants must attach a copy of their Certificate of Education to their application form.*
- ii. *Applicants are advised to indicate the course of their second choice so that if their first choice is full, they can be placed in their second choice.*
- iii. *These courses are not open to students at secondary level.*

COURSES

A. In Hong Kong

Course No. At the Extra Mural Town Centre, Wing On Centre, 8/F.
(Note. Courses 234, 236 and 237 will be held in the morning)

- 234.** Mondays and Wednesdays, 8.30–10.00 a.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**
- 235.** Mondays and Wednesdays, 8.00–9.30 p.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**
- 236.** Tuesdays and Thursdays, 8.30–10.00 a.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**
- 237.** Wednesdays and Fridays, 8.30–10.00 a.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**

At the University of Hong Kong.

- 238.** Mondays and Wednesdays, 8.00–9.30 p.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**
- 239.** Tuesdays and Thursdays, 7.15–8.45 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**

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

- 240.** Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**
- 241.** Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**

At Wah Yan College, Queen's Road East.

- 242.** Wednesdays and Fridays, 6.30–8.00 p.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**

B. *In Kowloon*

- Course No. At St. Mary's Canossian College, 162 Austin Road
(entrance from Kimberley Road, Tsimshatsui)
243. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**
- At Mansfield College, Knutsford Terrace (adjacent to
Kimberley Road and behind the Miramar Hotel).
244. Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**
245. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1985. 50 meetings. **Fee: \$650**
- At Wah Yan College, 56 Waterloo Road.
246. Wednesdays and Fridays, 6.30–8.00 p.m., starting
October 2, 1985. 50 meetings. **Fee: \$650**

SPOKEN ENGLISH

Certificate Courses in English Speech.

These are intensive courses of study in which it is intended to provide tuition in Spoken English to an advanced level for suitably qualified working adults who have *a positive and urgent need* to achieve a very high standard of proficiency in a wide variety of social situations.

Tuition will be provided in the pronunciation and intonation of English, and practical work will include role-playing in addition to guided conversation, and general oral practice. Even though these are Spoken English courses, satisfactory progress can only be made if students, as well as attending regularly and participating actively, are prepared to consolidate *at home* what they have practised in the sessions.

Applicants should bear in mind that these are *not* general English courses and *grammatical and lexical competence will be assumed*. At the same time these are not courses in rhetoric or the art of persuasive or impressive speaking.

As these courses are intended for working adults, those studying in school, college or university will not be admitted.

Syllabus: Pronunciation; Stress; Intonation; Advanced Oral Communication.

Entrance Requirements: All applicants should

1. have gained Grade D or above in English Language in the Hong Kong Certificate of Education Examination, or the equivalent in an approved examination, *and* be able to produce evidence of further study at post-secondary level.
2. attach photocopies of their certificates to their application form.
3. sit the English Speech Entrance Test.

The Entrance Test will consist of a Listening Test and an Interview. Listening Tests will be held in the Extra-Mural Town Centre, Wing On Centre, 8th floor, 111 Connaught Road Central, on 3rd and 4th September, at 6.00 p.m. Applicants should indicate on their application forms on which evening they wish to be tested.

Applicants who perform sufficiently well in the Listening Test will be required to attend an Interview.

Closing Date for Applications: 31st August, 1985.

Enrolment up to 40 students in each course.

Fee: \$850, inclusive of examination.

Duration: 60 1½ hour sessions, inclusive of examination.

Place: Extra-Mural Town Centre, Wing On Centre, 8/F.

Award: Students will be awarded an Extra-Mural Certificate provided they:

- pass the examination;
- participate fully, attend regularly, and perform adequately during the course of tuition.

COURSES

247. Mondays and Wednesdays, 6.15–7.45 p.m., starting September 23, 1985.

248. Tuesdays and Thursdays, 6.15–7.45 p.m., starting September 24, 1985.

Fee payment must be made by means of a crossed cheque made payable to the “University of Hong Kong”.

ENGLISH FOR SPECIFIC PURPOSES

249. Creative Writing Workshop. Penelope Jaffé Wacks, B.A. (London), M.A., M.Phil.(Reading). *Wednesdays, 10.15 a.m.–12.15 p.m., starting October 9, 1985. Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$250**

A growing number of people are turning towards writing as a challenging means of self-discovery and self-expression. This course offers aspiring writers an opportunity to submit themselves to the discipline of a 'workshop' atmosphere in which writing skills will be investigated and practised and critical methods applied.

The structured nature of the workshop will, it is hoped, encourage members to experiment with style and genre. In addition, there will be ample opportunity to submit work to the group for critical evaluation.

Although writing is an essentially individualistic art form, considerable emphasis will be placed upon the experiential and participatory nature of the group as a means of developing the creative imagination.

This course is designed for those interested in writing of a literary rather than journalistic nature.

Enrolment will be limited to 15 students. All applicants should outline their reasons for wishing to join the course on the back of their application forms. They may also be required to attend an interview.

Closing date for applications: 1st October, 1985.

250. 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 October 11, 1985. Wah Yan College, 56 Waterloo Road, Kowloon. 10 meetings.* **Fee: \$160**

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.

Closing date for applications: 1st October, 1985.

251. Basic Medical English. Mrs Anita Chang, B.A.(H.K.). *Wednesdays, 8.00-9.30 p.m., starting September 11, 1985. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 25 meetings.* **Fee: \$450**

This course is intended for those medical doctors who qualified outside Hong Kong and who now wish to apply for registration to practice in Hong Kong. Such doctors frequently experience difficulties in expressing themselves fluently in English, and so the course is designed to meet their needs by providing them with tuition in conversational English, with particular reference to the types of conversation that are likely to occur in clinical settings, current English usage and the application of the language to medical purposes. Attention will therefore be paid to the following: medical terms and vocabulary; how to complete statutory forms; how to write simple notes and memoranda and the reading and comprehension of medical texts.

Enrolment. Enrolment will be limited to 35 students and will be by selection of those most capable of benefitting from the course of tuition.

252. Legal English. Michelle C. Ainsworth, LL.B., M.Jur. (Auckland), Barrister and Solicitor, Supreme Court of New Zealand. *Mondays, 6.15-7.45 p.m., starting October 7, 1985. University of Hong Kong. 10 meetings.* **Fee: \$160**

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: 28th September, 1985.

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).

ENGLISH FOR TEACHERS

253. Creative Language Teaching: Techniques for Enlivening the English Lesson. William Cheng, B.A., M.A. (Ed.) (H.K.), Dip. in Appl.Ling. (Edin.), Senior Lecturer, School of Education, Chinese University of Hong Kong. *Wednesdays, 6.15-7.45 p.m., starting October 9, 1985. Room 141, University Main Building. 10 meetings.* **Fee: \$160**

The new English syllabus stresses the importance of paying attention to the learner's needs and interests. The course aims to introduce techniques for developing language skills through the use of interesting activities. Topics include:

Variety in listening comprehension activities;

Playing and working with words—designing creative vocabulary expansion techniques;

Grammar without tears—creative drills, grammar games and awareness exercises for teaching structure;

Drama techniques for teaching EFL skills;

Exploiting the information gap—a technique for encouraging communicative use of English in class;

Problem solving in EFL;

Discussions that work;

Developing reading strategies.

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 fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: October 1, 1985.*)

254. Teaching Verse Speaking to Children. Mrs. Esma Wright, L.R.A.M., (Teacher's Diploma). *Wednesdays, 6.15-7.45 p.m., starting October 2, 1985. Room 722, Knowles Building, University of Hong Kong. 10 meetings.*
Fee: \$160

A course for teachers in primary and secondary schools which will cover poetry for the solo speaker as well as choral work, beginning with simple poems for the very young through to more advanced verse. The course will include voice production, with an emphasis on clarity of speech, poetry with mime and poetry with dramatic interpretation.

Teachers will be encouraged to submit ideas which will be discussed, and it is also hoped that they will be able to put into practice each part of the course as it is covered.

Enrolment limited to 25 students.

Fee Refund: on being accepted for this course, teachers of English 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: September 23, 1985.*)

255. Comparative Phonetics of English and Cantonese. 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 October 1, 1985. Room 130, Wah Yan College, 1st Floor, Queen's Road East 12 meetings.*
Fee: \$260

The course is designed for teachers of English; other advanced learners will also find it useful. By showing the contrast in stress, intonation and articulation between English and Cantonese the teacher will help the student to grasp:

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

Methods of correcting errors and forming the right English speech habits will be suggested. Methods and devices include the use of (a) lip-reading and games in ear-training and speech exercises, (b) popular songs by well known singers for illustration of articulation, (c) musical devices such as tonic sol-fa and Chinese tones for comparison of intonation in English and Cantonese. To arouse the interest of the student the violin will be used to compare the differences in stress, rhythm, tonal ranges, glides and intonation patterns in English and Cantonese.

Enrolment will be limited to 30 persons and may be by selection of those most qualified to benefit from the course of tuition. Preference will be given to teachers of English.

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.

Fee Reund: on being accepted for this course, teachers of English 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. September 23, 1985.*)

ENGLISH FOR APPRECIATION

256. Poetry Reading and Appreciation. Mrs. D. H. Shroff, B.A. (Bombay). *Tuesdays, 6.15-7.45 p.m., starting October 8, 1985. Room 503, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$135**

This course is designed to help students read, understand and appreciate poetry. It will help to enrich their use of English language and open a new world of sound, rhythm and imagery.

Poetry covering a wide spectrum dating from early Elizabethan times right up to the 20th Century will be considered and particular attention will be paid to recitation, construction and appreciation.

The course is both for enjoyment of poetry reading as well as a study in critical appreciation. Those participating will not only get a chance to read and study different types of poems, but will also hear poems read on tapes. This course will therefore help them to develop their appreciation of this particular aspect of English literature and thus enable them to improve their English.

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 and some background in English Literature will be preferred.

257. The Art and Appreciation of Short Story Writing. Mrs. D. H. Shroff, B.A. (Bombay). *Fridays, 6.15-7.45 p.m., starting October 11, 1985. Room 141, University Main Building. 10 meetings.* **Fee: \$135**

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 and some background in English Literature 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).

258. The Political Novel. Penelope Jaffé Wacks, B.A. (London), M.A., M.Phil. (Reading). *Thursdays, 10.15 a.m.–11.45 a.m., starting October 10, 1985. Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.*
Fee: \$135

All literature is, to a greater or lesser extent, 'political'. Novels, in particular, reflect the conscious or unconscious political convictions of the novelist. Certain of these, however, set out explicitly to explore beliefs, values and ideologies which are profoundly political.

The course will focus upon the more overtly political novel and will seek to examine not only the genre itself, and the ideas, ideologies and structures which it generates, but also the stylistic manner in which these are expressed.

The novels to be studied cover a wide geographical and political spectrum. The course will be discussion-based and participants will be encouraged to develop their analytical skills and powers of self-expression.

Reading List

Koestler: *Darkness at Noon* (Penguin)

Sartre: *The Age of Reason* (Penguin)

Silone: *Fontamara* (The Journeyman Press)

Zamyatin: *We* (Penguin)

These books may be obtained from the Hong Kong Book Centre, On Lok Yuen Building, 25 Des Voeux Road Central.

See also:

449. Contrastive Linguistics for Translators. (Page 131)

451. 英漢翻譯初階 (第132頁)

European Languages

Staff Tutor: Duncan Macintosh, Telephone 5-456443

Courses in Spanish Language

Tutor: Rev. Father Francisco Lopez Mendoza, O.P., Licentiate in Theology/Philosophy (Rome), Th.D. (Philippines).

Days for all courses: Tuesdays and Thursdays.

Starting date for all courses: 1st October, 1985.

Place: Room 17, Extra-Mural Town Centre, Wing On Centre, 8/F.

First Year

Course No. **259.** 5.30–6.30 p.m. 60 meetings. **Fee: \$600**

Course No. **260.** 7.40–8.40 p.m. 60 meetings. **Fee: \$600**

Those who have no previous knowledge of Spanish will find these courses for complete beginners in the language particularly useful. The tutor will teach the classes to a level where they can understand elementary texts in Spanish and carry on simple conversations.

Enrolment limited to 34 persons per course.

Textbook: El Espanol Al Dia, Book 1, obtainable from the Hong Kong Book Centre, Des Voeux Road Central.

Second Year

Course No. **261.** 6.35–7.35 p.m. 60 meetings. **Fee: \$650**

This is primarily a continuation course intended for those who have previously completed Spanish I, but those others who have a basic knowledge of the language or who have been studying it elsewhere for about a year will also find it of considerable value. Tuition will be given in vocabulary building, the comprehension of simple Spanish texts and in writing and speaking skills.

Enrolment limited to 34 persons.

N.B. Priority will be given to applicants who have completed one of the Department's First Year courses in the year 1984–85. Other applicants will be enrolled only if vacancies are still available after 24th September, 1985, and on the basis of their previous study of the Spanish language.

Textbook: El Espanol Al Dia, Book II, obtainable from the Hong Kong Book Centre, Des Voeux Road Central.

In view of the very keen competition for enrolment in these courses, all applicants are requested to try to ensure that they can attend regularly if they are accepted.

Geography & Geology

Enquiries: Telephone 5-8592787

262. 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、鄧玉瓊小姐。

地 點：(甲) 香港大學許愛周科學館 L G 2 室 (日期請參閱時間甲項)。

(乙) 香港大學許愛周科學館 G 1 室 (日期請參閱時間乙項)。

時 間：(甲) 由一九八五年九月廿五日起每星期三下午六時三十分至七時四十分。(七講)。

(乙) 由一九八五年十一月十三日起每星期三下午七時至八時十五分。(四講)。

全期學費：二百二十元 (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。)

263. 新初中地理課程簡介 (The New Junior Secondary Geography Curriculum for School Teachers)

主 講 人：香港地理學會會員。

時 間 及 地 點：(甲) 由一九八五年九月廿七日起每星期五下午六時至七時三十分在香港大學校外課程部市區中心 21 室上課。(共五講)。

(乙) 由一九八五年十一月二日起每星期六上午十一時至下午一時在香港大學許愛周科學館 G 1 室上課。(共四講)。

全期學費：一百三十元。(全課程共九講)。

本港中一至中三之地理科將於一九八六年九月開始採用新課程，為促進初中地理科教師對新課程的認識，及掌握新課程的概念和施教方法，香港地理學會與本部特別合辦這個課程，利用講授及研習，對下列題目作一簡介：從人與土地的關係去研究景觀；科技和社會價值觀對改變自然環境的影響；人類決策與環境中社會、經濟、及政治因素變化之關係；空間相互作用；如何利用模擬遊戲及角色扮演於教學；從比對不同功能的地圖中解釋不同地理現象的相互關係等。

本課程限收四十位地理教師，每間學校可推薦一位。

申請教署退還半費手續：凡政府、補助或私立學校之地理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，須於九月十六日前報名。)

264. 地圖判讀 (Map Analysis & Interpretation)

主 講 人：袁貞偉先生。

地 點：香港大學許愛周科學館 G 1 室。

時 間：一九八五年十月十八日起每星期五下午七時至八時卅分。

全期學費：一百四十五元 (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，須於十月七日前報名。)

265. 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 G 1 室。

時 間：一九八五年十月十九日起每星期六下午二時卅分至五時卅分。

全期學費：七百二十元(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。(限收十七人。)

266. 戶外康樂設施的籌劃與設計 (Countryside Recreation: Planning and Management Principles)

主 講 人：鄧玉瓊小姐。

地 點：香港大學校本部 142 室。

時 間：一九八五年十月廿四日起每星期四下午六時十五分至七時四十五分。

全期學費：一百九十元。(共八講及二次戶外考察)。

近年來市民對戶外康樂活動的興趣越來越濃厚，而可供戶外康樂活動的場地設施也不斷增加，故此若能對本港一般郊野戶外康樂活動場地的設計和設備有更多認識，便有助於叫這些活動更多姿多采。

課程內容包括簡介本港各類野外活動設施的特色，並當中的分佈原理；康樂場所的設計和綠化技巧；以及場所的保養和管理方法等。在課程完結前，將有一次戶外考察，以便學員能對課程所提供的資料加以應用。(限收二十人。)

267. Geotechnical Methods: Recent Developments & their Applications 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 October 5, 1985. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings.* **Fee: \$275**

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 stereonet, 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.

In order to receive the next issue of this Prospectus, please turn to page 178.

History & Archaeology

Staff Tutor: Mrs. Priscilla Tso, *Telephone* 5-8592782

268. Hong Kong: the Archaeological & Historical Scene. S. M. Bard, O.B.E., E.D., M.B., B.S., Hon.D.Litt(H.K.), J.P. *Wednesdays, 6.00–8.00 p.m., starting October 2, 1985. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings plus 1 field trip.* **Fee: \$230**

This course is designed for interested laymen as well as for junior secondary school teachers of History and Social Studies. It will cover the general outline of pre-history and the archaeological and historical features of Hong Kong including early settlements in the New Territories. It will also deal with the social organization of local village life, customs and traditions. The talks will be illustrated by slides and by specimens which can be handled by the students. There will be a field trip to sites of archaeological and historical interest to see temples, ancestral halls, traditional study-libraries and walled villages. The cost of the field trip is included in the fee.

Fee Refund: on being accepted for this course, teachers of history and social studies 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: September 25, 1985.*)

269. An Introduction to South East Asian Cultural History. Mrs. Rajeshwari Ghose, B.A. (Calcutta), M.A. (H.K.), Ph.D. (Lond.). *Fridays, 6.00–7.30 p.m., starting October 11, 1985. Room 17, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings.* **Fee: \$200**

This course will introduce the major historical, ethnological, social and religious patterns that emerge as characteristic of the countries of this region. It will study the Indic and Sinic influences on the traditional societies and trace the impact of Hindu, Buddhist and Islamic concepts in shaping the value system and world view of the peoples of this region. The rise and growth of major empires in this region will be traced. A brief account of the Colonial period will also be given, and its social and cultural consequences analysed. The course will conclude by tracing the major protest movements in South East Asia which became largely interlinked with nationalist movements. Lectures will be illustrated with slides, wherever called for.

270. 香港古物與古蹟 (Hong Kong Antiquities and Monuments)

主 講 人：盧金球先生。(香港考古學會執行委員)。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八五年九月十八日起每星期三下午六時至七時三十分。

全期學費：一百五十五元。(共八講及二次實地考察)。

本課程介紹有關考古學對香港古物與古蹟的研究，如史前和歷史時代遺物方面知識；內容包括：石刻、古堡及炮台、古廟、宗祠及公祠、書室及書齋、圍村及民房、風水塔及風水牆、功名牌匾、及古建築物等。有關新界五大家族(鄧、廖、文、彭、侯)等的拓殖史及背景，封建考試制度如鄉試、會試及殿試等。農村風俗及生活習慣等作深入淺出的講授。

271. 香港考古與出土文物欣賞 (Hong Kong Relics)

主 講 人：盧金球先生(香港考古學會執行委員)。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八五年十一月十三日起每星期三下午六時至七時三十分。

全期學費：一百五十五元。(共八講及二次野外考察)。

本課程介紹有關考古學對香港古代文物的研究，如史前和歷史時代遺物，以往及最近發掘出土文物等方面知識，內容包括：陶器、石器、青銅器、貝類、陪葬物、古墓、摩崖、石刻、古廟、古跡、灰窖、陶窖及考古遺址等。並參觀考古學會發掘過程，及安排參與實習。

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.

Journalism & Communication

Staff Tutor: Owen H. H. Wong, Telephone 5-8592788

272. Modern Journalism. Clare Hollingworth, O.B.E., and other guest speakers. *Tuesdays, 10.15 a.m.-12.15 p.m., starting October 8, 1985. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$250*

The presentation of news, analysis, features and editorial views through all forms of the media will be considered by a variety of experts in their respective fields. They will include visiting correspondents together with Derek Davies, Editor of the Far Eastern Economic Review, Sarah Monks, Executive Editor of the South China Morning Post, Chris Hilton, TV anchor man and commentator and Hugh Gibb, documentary film-maker.

The topics for discussion will cover the work of foreign correspondents, opportunities for free-lance writing as well as the daily activities of major news agencies and ways of entering the media. Currently, there are openings in economic and technical journals for those with some general experience. Consideration will also be given to such questions as, what is news, can journalists be trained, and, if so, how can this best be done. Lecturers will also give their views on what type of word processor or portable computer is the most practicable for the wide variety of tasks some journalists face.

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 the former BBC Far Eastern Correspondent, 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: September 28.

273. Communication in Business. Mrs. Ellen Wu, M.Ed. (Hawaii). *Wednesdays, 7.15-9.15 p.m., starting October 9, 1985. Room 122, University Main Building. 11 meetings. Fee: \$200*

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 when necessary.

Enrolment is limited to 25.

274. What a Print Buyer Should Know About Printing. Members of the Graphic Arts Association of Hong Kong. *Mondays, 6.45 p.m.-8.45 p.m., starting January 6, 1986. Room 208, Building A, University of Hong Kong. 5 meetings.* **Fee: \$100**

This course is designed for graphic artists, designers, reporters, editors, and other employees in the publishing, journalism and communication fields who, as print buyers, must have a basic understanding of printing production processes. Emphasis will be on costing evaluation and quality control. Topics will include: placing a printing order, appreciation of printing processes and production, printing materials: standards and suitability, costing and standards in printing, as well as quality control in printing.

Participants are expected to pay \$100 each for materials and tools.

Medium of Instruction: Cantonese and English.

Enrolment is limited to 20.

275. 電視編劇文憑課程 (與電視廣播有限公司合辦)
(Certificate Course in Television Script-Writing)

主 講 人：劉天賜先生 (電視廣播有限公司製作總監) ——主任主講人

鄧偉雄先生 (電視廣播有限公司副製作總監)

梁建璋先生 (電視廣播有限公司創作主任)

吳 昊先生 (電視廣播有限公司助理節目發展經理)

吳 雨先生 (電視廣播有限公司製作主任)

甘國亮先生 (電視廣播有限公司助理節目經理)

(其他主講人包括電視廣播有限公司資深之行政與編導人員, 如招振強先生、馮志強先生、李添勝先生、陳方女士、彭濟材先生、李沛權先生、羅卡先生、黃孝廉先生、林麗真女士、趙崇文先生、關悅強先生、曾勵珍女士)。

地 點：電視廣播有限公司訓練中心(九龍對街道五號A及廣播道嘉柏園二樓)。

時 間：一九八五年十月廿七日起每星期日上午十時至正午十二時。
(共三十講, 另三十小時以上實習)。

學 費：八百八十五元。

名 額：限收二十人。

課程主旨：用體驗、講授與實習方式，培養配合香港社會需要與生活節奏、有深度而富創作力之電視編劇人材，以期日後的電視編劇技巧與內容，更具突破性。

課程內容：（一）各類劇本的編寫、製作與欣賞（包括中篇劇、長篇劇、單元劇、武俠劇、趣事、處境喜劇等）；（二）各類節目編寫（包括兒童節目，紀錄片旁白、訪問、綜合節目等）；（三）現場體驗與觀察；（四）節目的分析、調查與策劃；（五）劇本寫作實習。

入學資格：（一）大專程度或相等資歷；
（二）具社會工作經驗；
（三）具相當之文學與寫作修養；
（四）富創作力、觀察力、想像力、頭腦靈活，生活體驗豐富。

畢業文憑：課程結束後，學員若能符合下列條件，則可領得本部頒發之文憑：
（一）所有測驗成績美滿；
（二）上課次數超過百分之八十；
（三）完成所有課程指定之作業與實習。

申請手續：申請者須於九月廿六日以前，將（一）申請表格，（二）劃綫支票，（三）二吋半身近照二張，（四）學歷證件副本，（五）回郵信封，（六）個人履歷表，包括工作經驗與興趣，（七）另附一份二千字以內之諷刺幽默短劇習作；寄回香港大學校外課程部電視編劇文憑班課程主任收。

276. 新聞學文憑班 (Certificate in Journalism)

顧問：胡仙女士，O.B.E., J.P.（星島報業有限公司董事長）
岑維休先生，C.B.E., J.P.（華僑日報社長）。

主 講 人：唐碧川先生，M.B.E.（星島晚報總編輯）（首席主講人）
劉惠卿女士（遠東經濟評論香港區特約記者）
梁業昌先生（電視企業國際有限公司出版經理）
周融先生（英文虎報總經理）
丁紹源先生（前中大新聞翻譯文憑課程講師）
李彭基先生（快報國際新聞編輯）
趙潤桓先生（香港電台高級新聞時事節目主任）
梁天偉先生（香港商業電台新聞經理）。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八五年十月十六日起每星期三下午七時十分至九時四十分。

學 費：八百八十五元。（共三十八講，另加兩個星期六的實習與參觀）。

名 額：三十二人。

課程主旨：本課程專為有志從事新聞事業，及對新聞事業有興趣或日常工作與新聞事業，新聞寫作有密切關係之人士而設，提供專業的訓練。更通過各項的參觀與實習，使彼等對新聞事業，有全面性的認識，而目下的新聞工作從業員，又可藉此種課程，得到進修的機會，以提高工作的效能。

課程內容：香港報業概況；新聞學導論；大眾傳播媒介與傳達學；新聞採訪與新聞寫作；新聞翻譯；編輯學；廣播與電視；有關新聞學專題講座；及實習與參觀。

入學資格：申請人須至少具下列任何一項資格：

（甲）持有大專畢業證書。

（乙）大學入學試合格，若不能達到此程度，則中英文中學會考須五科合格，而中英文成績良好。

（丙）在各大報館、電台、電視台或出版機構從事記者或行政工作三年以上。

結業文憑：課程結束後，學員若能符合下列三項條件，則可領得本部頒發之文憑。

（一）畢業考試合格；

（二）上課次數超過百份之八十；

（三）完成所有課程中的作業。

申請手續：申請者須於九月廿八日以前，將申請表格及函件寄回本部，函內須附回郵信封，原服務機構推薦信，二吋半身近照二張，學歷及工作經驗之證件副本及詳情。報名時請用支票交款。

277. 新聞及特稿寫作 (News and Feature Writing)

主 講 人：梁業昌先生，M.A. (Missouri) (電視企業國際有限公司出版經理)。

地 點：香港大學紐魯詩樓 734 室。

時 間：一九八五年十月七日起每星期一下午六時十五分至八時。

全期學費：一百二十五元。（共八講）。

新聞媒介（報章、雜誌、特刊）要求不同類型、不同體裁文章。本課程將討論新聞稿、特稿、訪問稿、深入報導等稿件寫作要求及技巧。並提供撰稿人資料利用、數據運用及調查方法等專業性知識。適合新聞行業及自由撰稿人修讀。課程除講授及討論外，並着重寫作實習。（限收二十二人）。

278. 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：香港大學鈕魯詩樓 503 室。

時 間：一九八五年十月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，更是作家與廣大羣眾之間的橋樑；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。

279. 雜誌設計排版入門 (Introduction to Magazine Design)

主 講 人：何折光先生，M.A. (Missouri)。

地 點：香港大學A座大樓 208 室。

時 間：一九八五年十月七日起每星期一下午六時卅分至八時卅分。

全期學費：一百七十五元。（共十講）。

本課程是為雜誌出版及工作人仕介紹版面設計及編排的基本概念。內容包括字體及字體選用、圖片處理及編裁、版面處理及設計（例如單頁、跨頁及目錄頁等）、彩色及雙色印刷之運用、選紙、釘裝及版面編排的新趨向。本課程亦包括一或兩次堂上練習，務求令學員對這門學科有實際體驗。講授時將會側重英文刊物。（限收三十二人）。

280. 電影藝術及欣賞：理論研討 (Film Art and Film Appreciation)

主 講 人：宋燦熙先生，B.A. (Canterbury)，

黎秋華先生，B.A. (H.K.)（香港電台教育電視署理節目主任）。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八五年九月廿一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。（共十講）。

本課程着重以不同的角度去探討一部電影的各個層面，內容包括：（一）電影歷史與技術演變的關係；（二）敘事形式與非敘事形式；（三）時空交錯的場面調度；（四）語言，映像與聲音的表達；（五）電影與文學。課程除講授外，並輔以影片及電視錄影作參考觀賞，適合一般對電影有普遍程度認識的人仕參加。（限收卅四人）。

281. 電影藝術及欣賞：理論與作者風格 (Film Art and Film Appreciation II)

主 講 人：宋燦熙先生，B.A. (Canterbury)，
黎秋華先生，B.A. (H.K.) (香港電台教育電視署理節目主任)。
地 點：香港大學校外課程部市區中心 18 室。
時 間：一九八五年十一月卅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。(共十講)。

本課程試從不同類型的電影去比較作者風格，例如愛森斯坦的蒙太奇理論，巴士的寫實主義，尚盧高達的新浪潮等等。學員如能對歐洲、亞洲或美國方面的電影導演有普遍認識，更能增加學習興趣。課程輔以影片或電視錄影帶作觀賞討論。會選修本部電影課程者將獲優先取錄機會。(限收卅四人)。

282. 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：一九八五年十月十一日起每星期五下午八時十分至九時五十五分。
全期學費：一百六十五元。(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)。

283. 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：香港大學校外課程部市區中心 18 室。
時 間：一九八五年九月十八日起每星期三下午六時至十時。(共四次)。
全期學費：二百九十元。(共三十小時包括由九月廿一日星期六下午三時至九月廿二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，均會有很大的專業上的幫助。(限收二十四人)。

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

主 講 人：陳毓祥博士。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八五年九月二十日起每星期五下午六時至十時。（共四次）。

全期學費：二百九十元。（共三十小時包括由十月五日星期六下午三時至十月六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，幫助學員去領畧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仕，幫助尤大。報名者宜先選修本部之「自我辨認與人際溝通」課程。（限收二十人）。

285. 聲藝與口才 (The Art of Expression)

主 講 人：彭永才先生（亞洲電視藝員訓練中心主任）。

地 點：香港大學鈕魯詩樓 722 室。

時 間：一九八五年十月五日起每星期六下午三時至五時。

全期學費：一百八十五元。（共十二講）。

我們生活在這個蓬勃多姿的羣體社會裏，隨時隨地都需要有談吐應對，或發表言論，或現身說法，或肩負司儀，或以聲音作為一種訴諸聽覺藝術的機會。但是話語怎樣才能說得得體，聲調運用得優美，情感的灌注又具感染力，而達到悅耳傳神，聲情並暢的境地，那就有賴於口才的訓練，運聲技巧的掌握，語調情感的控送，以至將聲藝應用諸不同聽覺藝術底範疇時的不同表達方法去作一個較深入的認識與探討，這個課程所提供的，也就是環繞着聲音藝術的有關研究和學習機會。課程內容包括：聲調控送的技巧；粵音九聲的變化；常用語音的分類；粵音口語的特質；演說技巧及練習；司儀方法及練習；唸詞方法及練習與播音及配音的基本認識。（限收二十六人）。

286. 表達的技巧 (Public Speaking)

主 講 人：彭永才先生（亞洲電視藝員訓練中心主任）。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八五年九月廿六日起每星期四下午六時卅分至八時。

全期學費：一百六十五元。（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仕有幫助外，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）。

287. 理辯學 (Persuasion)

主 講 人：周文海先生（人人出版社編輯主任）。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八五年十月八日起每星期二下午六時至七時卅分。

全期學費：一百六十五元。（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」。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為，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。範圍旁及大眾傳播羣衆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）。

288. 市場傳播學概念與實務 (Marketing Communication: concepts and practices)

主 講 人：顧明仁先生，M.S.Ed.(USC), M.A.(Journalism)(Wisc.), Dip.Comm.

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八五年十月五日起每星期六下午四時十五分至六時。

全期學費：一百八十五元。（共十二講）。

以系統的方法介紹市場傳播學的基本概念，並配合個案討論。歡迎學員提供實例公開討論。內容包括市場傳播學在商業社會之功能，商品形象之確立，大眾傳播媒介之適當運用，市場傳播及人際傳播在商品推銷上之不同功能，消費者心理與市場傳播目標，如何組織有效的市場傳播策畧，廣告與市場傳播及如何評估市場傳播策畧的功效等。

本課程適合一般從事大眾傳播，廣告及市場推銷，公共關係等人士參加。（限收二十四人）。

289. 廣告創作 (Creative Advertising)

主 講 人：潘啓迪先生，B.A. (H.K.), M.B.A. (C.U.H.K.)

（李奧貝納廣告公司創作主任）。

地 點：香港大學校本部大樓 122 室。

時 間：一九八五年十月八日起每星期二下午七時十五分至九時十五分。

全期學費：二百元。（共十二講）。

廣告創作是廣告學中最講究思考與經驗的部份，本課程就如下各點作十二次專題討論：廣告創作與消費者行爲；本港廣告創作發展概況；廣告創作評鑑標準；廣告創作人材的培養；廣告創作人材應具條件；廣告創作過程介紹；客戶對廣告創作要求；廣告創作的各家風格；廣告創作手法概覽；廣告創作提案的預備；本港廣告創作實例研究（一）；及本港廣告創作實例研究（二）。

290. 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：一九八五年九月廿六日起每星期四下午八時卅分至十時。

全期學費：一百二十元。（共八講）。

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。

本課程學員最適宜同時選修隨後之廣告研習班。（限收四十人）。

291. 廣告研習班 (Advertising Workshop)

主 講 人：張林森先生（另邀請資深廣告從業員為客座主講人）。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八五年十一月廿一日起每星期四下午八時卅分至十時。

全期學費：一百八十五元。（共十二講）。

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）。

292. 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 號福昌樓三樓 B4 叁影室 (Studio 3)。

時 間：甲班：一九八五年十月三日起每星期四下午七時至八時三十分。

乙班：一九八五年十月三日起每星期四下午八時四十五分至十時十五分。

丙班：一九八五年十月四日起每星期五下午七時至八時三十分。

丁班：一九八五年十月四日起每星期五下午八時四十五分至十時十五分。

全期學費：每班五百八十五元。（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、設計及攝影人士而設。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。但學員需自備消耗性材料如菲林、藥水等。（每班限收十二人）。

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

主 講 人：蔡克信先生。

地 點：香港太古城聖約翰男女書院 303 室。（小學部英皇道入口）。

時 間：一九八五年十月十四日起每星期一下午七時卅分至九時十五分。

全期學費：一百八十五元。（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，再傳達到廣大的羣象，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）。

See also:

157. Advertising and Public Relations. (Page 40)

305. 新聞從業員初級法律課程（第 98 頁）

Law

Staff Tutor: Mrs. Priscilla Tso, Telephone 5-8592782

The courses in this section are designed to be of assistance to those preparing for such professional examinations as the Institute of Chartered Secretaries and Administrators, the Association of International Accountants and the Chartered Institute of Arbitrators, but are not intended to serve as a substitute for correspondence courses. Those intending to sit these examinations should make their own arrangements.

294. General Principles of English Law. Gerard McCoy, B.A., LL.B. (Well.), M.Sc. (Canter), M.C.I.T., A.M.R.S.H., A.N.Z.I.M., A.N.Z.I.A.S., Crown Counsel, Attorney General's Chambers. *Mondays, 6.15-7.15 p.m.; 7.45-9.15 p.m., starting September 23, 1985. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 16 meetings.* **Fee: \$400**

A course designed to be of assistance to candidates preparing for the Part I Examination of the Institute of Chartered Secretaries and Administrators. The course covers the nature and sources of English Law; administration of the law; associations; general principles of the law of Property, Trusts, Contract and Torts.

295. Commercial and Company Law. Jerry H. L. Szeto, B.Com (Acc.) (Birm.), Solicitor, and Lena Chi, LL.B. (H.K.). *Thursdays, 7.45-9.45 p.m., starting October 17, 1985. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.* **Fee: \$400**

This course is intended for people in managerial positions as well as an aid for those preparing for professional examinations. The course will deal with general principles of the law of contract, including agency, sale of goods, hire purchase, negotiable instruments with particular reference to cheques and bankers' credits; relationship of banker and customer, legal aspects of the distinctions between various kinds of business organization including forms of incorporated and unincorporated associations; law of bankruptcy; formation of company, memorandum and articles and alterations thereto; prospectuses; contracts and dealings with companies; share capital; allotment and transfer of shares; dividends; debentures; directors, officers and members; meetings; private companies; winding up.

In the area of Company Law, the Hong Kong Companies Ordinance will form the basis of discussion, though occasional reference will be made to its U.K. counterpart.

296. Law and Practice of Arbitration.

The course is intended for people sitting the Part I Examination of the Chartered Institute of Arbitrators and for members of the Institute who

wish to improve their knowledge. Applicants may opt to take only Part A or Part B, but those intending to sit for the Part I Examination are advised to join the full course.

The course is organized in co-operation with the Hong Kong Branch of the Chartered Institute of Arbitrators and the Hong Kong Law Journal.

Part A. Elements of the Law of Contract, Tort & Evidence. *Thursdays, 6.15–8.30 p.m., starting September 26, 1985. Room 103, University Main Building. 21 meetings.* **Fee: \$640**

Tutors: Andrew Bruce, B.A. (A.N.U.), LL.B. (A.N.U.), Barrister and Solicitor of the Supreme Court of South Australia, Crown Counsel.

Harry MacLeod, LL.B., P.C.LL. (H.K.), Barrister-at-law, Crown Counsel, Legal Department.

Gerard McCoy, B.A., LL.B. (Well.), M.Sc. (Canter.), M.C.I.T., A.M.R.S.H., A.N.Z.I.M., A.N.Z.I.A.S., Crown Counsel, Attorney General's Chambers.

Part B. Arbitration Law, Practice and Procedure. *Thursdays, 6.15–8.30 p.m., starting March 6, 1986. Room 103, University Main Building. 11 meetings.* **Fee: \$340**

Tutor: A. Hamilton, M.A. (Cantab.), F.I.C.E., F.C.I.Arb., F.H.K.I.E.

Further details are available on application.

Composite fee: \$880

London University External LL.B. Degree Courses

The following courses will be offered to help candidates prepare for the London University External LL.B. Examinations.

Intermediate Examination

297. Elements of Contract. Carole Pedley, Lecturer in Law, University of Hong Kong. *Monday and Wednesday evenings, and Saturday afternoons starting September 2, 1985. 40 hours.* **Fee: \$620**

Closing date: August 20, 1985.

298. Criminal Law. Andrew Bruce, B.A. (A.N.U.), LL.B. (A.N.U.), Barrister and Solicitor of the Supreme Court of South Australia, Crown Counsel. *Wednesdays, 6.15–7.15 p.m.; 7.45–9.15 p.m., starting October 9, 1985. Room 167, University Main Building. 16 meetings.* **Fee: \$620**

299. English Legal System. Philip Baker, Lecturer in Law, School of Oriental and African Studies, University of London. Intensive course offered from mid-December, 1985 to mid-January, 1986.

300. Constitutional Law. David N. Clarke, Lecturer in Law, University of Bristol. Intensive course offered from mid-January to mid-February, 1986.

Final Part I Examination

Law of Tort, Principles of the Law of Evidence, English Land Law and Law of Trusts.

Final Part II Examination

Jurisprudence and Legal Theory (See Course No. 301), Company Law (See Course No. 302), Succession, Family Law and Conflict of Laws.

Further details are available on application.

301. Jurisprudence and Legal Theory. A. M. Dugdale, Senior Lecturer in Law, University of Bristol. *September, 1985. 40 hours.* **Fee: \$750**

An intensive course intended for students sitting the London University LL.B. Final Part II examination but will be open to others interested in the subject.

Details are available on application.

302. Company Law. John H. Farrar, LL.M. (Lond.), Ph.D. (Bristol), Professor of Law, University of Canterbury (N.Z.). *Mid-January to early February, 1986. 40 hours.* **Fee: \$750**

An intensive course following the syllabus of the London University LL.B. Degree "Company Law" course but will be useful for others intending to sit a professional examination on the same subject requiring knowledge of United Kingdom law.

Details are available on application.

LAW FOR LAYMEN

303. An Introduction to Chinese Law for Businessmen. Frankie Leung, B.A. (H.K.), M.Sc. (Birm.), M.A. (Oxon), Barrister-at-law (Gray's Inn). *Fridays, 8.00-10.00 p.m., starting September 20, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings.* **Fee: \$220**

The course is intended to give businessmen an introductory knowledge of the law of the People's Republic of China. It will discuss the development of Chinese law, joint-venture legislation and practice, law of intellectual and industrial property, shipping law and practice, banking law and practice, insurance, economic contract law, labour legislation, foreign trade law and practice, conciliation, mediation and arbitration, China's practice of international law relating to trade, laws of the Special Economic Zones, the legal profession, notaries and future trends.

304. 商人及其法律概論 (An Introduction to Law for Businessmen)

主 講 人：單錦帆先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八五年十一月廿二日起每星期五下午八時至九時三十分。

全期學費：一百九十元。（共十二講）。

本課程旨在介紹在香港經商者對有關法律應有之基本認識。內容包括公司法、合夥法、契約法、僱傭案例，勞工賠償條例及小額錢債案件之處理等。

305. 新聞從業員初級法律課程 (An Introduction to Law for Journalists)

主 講 人：廖國榮先生、何蔭庭先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八五年九月廿三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：二百八十元。（共十四講）。

詳細資料可向香港灣仔港灣道二十五號，海港中心 14 字樓，職業訓練局（5-8932341 內綫 283）或本部索取。

306. 社會工作者法律須知 (Law for Social Workers)

主 講 人：黃夏萍小姐。

地 點：香港大學校外課程部市區中心 22 室。

時 間：一九八五年十一月十五日起每星期五下午八時至九時三十分。

全期學費：一百九十元。（共十五講）。

本課程旨在向社會工作者提供與專業相關的法律上基本知識，內容包括法律的性質及功能，法院、法庭的結構、組織及權力，香港市民的基本權利和義務，並着重討論社會工作者日常接觸的問題，如保護婦孺條例，家庭法，兒童監護權，感化服務，社會保障，法律援助，勞工法，居屋法，精神病人，移民，墮胎，意外賠償等。

307. 住客與業主 (Landlord & Tenant)

主 講 人：文世昌先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八五年十一月十三日起每星期三下午六時十五分至七時四十五分。

全期學費：一百一十元。（共八講）。

本課程目的在使市民認識香港現行法律對業主及住客的保障，着重說明土地支配權及樓宇的買賣手續。

308. 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 22 室。

時 間：一九八六年一月三日起每星期五下午六時十五分至七時四十五分。

全期學費：一百五十元。 (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:

102. Company Law for HKSA Accountancy Students. (Page 23)

105. General Principles of Law for Bankers. (Page 24)

144. 銀行實務與法律 (第 35 頁)

252. Legal English. (Page 74)

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 with 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 October preceding the academic year in which admission is sought”.

Librarianship

Staff Tutor: Mrs. Priscilla Tso, *Telephone* 5-8592782

309. Certificate Course for Library Assistants. *Mondays & Thursdays, 6.15-7.45 p.m., starting September 23, 1985. Room 237, University Main Building.* **Fee: \$920**

Tutors: Miss L. B. Kan, B.Sc.(H.K.), M.A., M.L.S.(Calif.), Ph.D.(H.K.), Librarian, University of Hong Kong (Director of Studies).

Chow Ki, B.A., A.L.A., Librarian, Municipal Services Branch, Government Secretariat.

Chu, P. S. Y., B.A. (Calif. State), M.L.S. (Hawaii), Assistant Librarian, Chinese University of Hong Kong.

Kwong, C. H., A.L.A., M.B.I.M., Librarian, Education Department.

Lee, C. F., M.A. (H.K.), M.L.S. (Columbia), Sub-Librarian, Chinese University of Hong Kong.

Mrs. Eleanor K. Y. Ng, B.A. (H.K.), A.L.A., Librarian, Lingnan College.

Quinn, Malcolm, LL.B. (Lond.), M.A. (Sheff), A.K.C., A.L.A., Deputy Librarian, University of Hong Kong.

Tse Woon-tin, A.L.A., Assistant Librarian, Regional Services Department.

Mrs. Wong, Rita, B.A. (H.K.), M.Sc. (City Lond.), A.L.A., Assistant Librarian, Chinese University of Hong Kong.

Mrs. Wong, Nancy, B.A., M.A.(H.K.), Dip.Lib.(CCA), A.L.A.A., Senior Assistant Librarian, Hong Kong Polytechnic.

The course consists of four sections:

Part 1: Library Routines & Methods
No. of Meetings: 34

Part 2: General Library Principles & Practice
No. of Meetings: 15

Part 3: Children's & School Libraries
No. of Meetings: 10

Part 4: Practical Work & Visits to Libraries

Time: March 25, 26, 27, April 1, 2, 3, 1986 (9 a.m.-12 noon;
2-5 p.m.)

April 12, 26, 1986 (2.30-5.30 p.m.)

The course is planned in co-operation with the Hong Kong Library Association and the Department of Extra-Mural Studies of the Chinese University of Hong Kong and is designed to provide a non-professional training for Library Assistants and those working in children's libraries. It is basically the same as the course (conducted in Chinese) offered by the Department of Extra-Mural Studies of the Chinese University of Hong Kong and students of both courses sit the same examination.

Minimum Entry Qualifications: Five subjects, including English, at Grade E or above in the Hong Kong Certificate of Education or equivalent.

Enrolment is limited to 30 persons. Priority will be given to those working in libraries. Those who are able to enclose a letter from their employers are advised to do so.

Applicants must enclose photostat copies of the appropriate certificates along with their application forms.

Closing date for applications: September 10, 1985.

An examination will be conducted at the end of the course. Candidates should have attended not less than 75% of the lectures. Practical work and visits are compulsory.

Date of Examination: June 7 & 21, 1986.

If successful, candidates will be awarded a certificate issued jointly by the Hong Kong Library Association and the Department of Extra-Mural Studies.

Applicants are advised not to take any other public examination in the same year.

See also:

190. 兒童圖書與閱讀指導 (第 53 頁)

Music

Staff Tutor: Owen H. H. Wong, Telephone 5-8592788

310. 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：一九八五年十月一日起每星期二下午六時至七時卅分。

全期學費：一百六十五元。（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。

311. 西洋音樂史：從浪漫派到現代樂派 (History of Western Music: From Romanticism to Modernism)

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：一九八五年十月八日起每星期二下午七時四十分至九時十分。

全期學費：一百四十五元。（共十一講）。

從 1800 年到現在，可分為兩個風格截然不同的樂派（即 Romantic Period 和 20th Century Music）。浪漫派在十九世紀初葉開始孕育萌芽，到中葉形成一股巨大的洪流，以雷霆萬鈞之勢，衝擊整個歐洲大陸。迄今為止，仍是音樂史上最輝煌的時代。到二十世紀初，音樂史開始了一場大革命，從熱情奔放的浪漫派進入了抽象及不協調和聲的現代樂派。

本課程將討論這個時期的時代背景，樂器之組合，及欣賞各傑出作曲家之代表作品。

講授將輔以唱片，錄音帶及圖片。

312. 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：一九八五年十月十四日起每星期一下午五時四十分至六時五十分。

全期學費：一百五十五元。（共十四講）。

中國幅員廣大，有近三十個省和自治區等，五十多個民族，故民族語言和地方方言繁複，因此民歌特別豐富多彩。

本課程將每課選唱各省或地區之民歌一首，講解該地之民族簡況和風土人情，民歌特點，輔以錄音帶欣賞，並講授歌曲讀譜及歌唱發聲法常識，每個學員均有機會被個別指導和個人之聲音鑑別。（限收二十五人）。

313. 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：一九八五年十月十日起每星期四下午五時四十五分至七時。

全期學費：一百七十五元。（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）。

314. 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：一九八五年十月十日起每星期四下午七時十分至八時廿五分。

全期學費：一百五十五元。（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）。

315. 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：一九八五年十二月十九日起每星期四下午七時十分至八時廿五分。

全期學費：一百五十五元。（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）。

316. 高級音樂理論 (Advanced Music Theory)

主 講 人：丘放淮先生，B.A. (Seward, Nebraska)。

地 點：香港太古城聖約翰男女書院 209 室（小學部英皇道入口）。

時 間：一九八五年十月二日起每星期三下午六時卅分至八時。

全期學費：一百六十五元。（共十二講）。

本課程專為已修習中級以上樂理班或已有四至五級樂理認識之人士而設。課程內容與英國皇家音樂學院 (The Royal Schools of Music) 六至八級程度相若，包括：樂句及終止式類別、簡易四部和聲、旋律寫作、二部對位法、樂曲分析、音樂簡史、音樂記號及術語等。報名學員須具中級樂理程度。

317. 和聲入門 (Introduction to Harmony)

主 講 人：丘放淮先生，B.A. (Seward, Nebraska)。

地 點：香港太古城聖約翰男女書院 209 室（小學部英皇道入口）。

時 間：一九八五年十月二日起每星期三下午八時至九時卅分。

全期學費：一百六十五元。（共十二講）。

和聲 (Harmony) 乃音樂三大要素之一，在浩瀚如海的古今音樂名作裏，若少了和聲在其中所起的作用，不單會令人聽來單調乏味，更會大大減少這些音樂所予人的感染力。

今日音樂人士寫作樂曲所應用的和聲法則，絕大部份是 1600-1900 年代各音樂大師如巴哈 (Bach)、貝多芬 (Beethoven)、柴可夫斯基 (Tchaikovsky) 等所發現，所完成並加以應用的調性和聲 (Tonal harmony)，對音樂編寫的影響可謂既深且遠。

本課程即為引導學員對和聲有初步的認識，並就此基礎上可以作基本的運用，以豐富對音樂的體驗。報名學員須具初級樂理程度。

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

主 講 人：洪漢實先生（漢韶舞坊藝術總監及導師）。

地 點：香港藝術中心 L B 排練室。

時 間：一九八五年十月十日起每星期四下午六時卅分至八時卅分。

全期學費：二百二十元。（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）。

319. 中國現代舞蹈創作研習班 (Chinese Modern Dance: Creative Workshop)

主 講 人：洪漢實先生（漢韶舞坊藝術總監及導師）。

地 點：九龍彌敦道 176 號收成樓三樓 A 座漢韶舞坊。

時 間：一九八五年十月十九日起每星期六下午三時卅分至五時卅分。

全期學費：二百七十五元。（共八講）。

在現今中國舞蹈藝術的演化期間，創作已是習舞一項不可或缺的能力表現，隨着現代舞的興起，中國舞蹈的創作也混合了現代舞創意念與形式的運用，但舞者在創作中國現代舞蹈的過程中，除必須具備了基本現代舞蹈之技巧與觀念外，對中國舞蹈一般明顯的故事性，在表達創作時，也必需瞭解怎樣儘可能避免存在之「意識的模式」而令作品具有其個人之創作性與獨特的風格。本課程內容包括：現代舞之基本技巧，中國舞與現代舞動作之組合，以及現代舞技巧在中國創作舞蹈中之運用等訓練。

適合對中國舞或現代舞有基本認識者，參加者需穿赤腳舞蹈緊身衣。（限收十二人）。

320. Modern Dance and Music Workshop. Miss Daryl Ries, Director of the Modern Dance Theatre of Hong Kong. Saturdays, 2.00-4.00 p.m., starting October 5, 1985. Redgrave Room, 16/F., Hong Kong Arts Centre. 10 meetings. Fee: \$275

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: September 25, 1985.*)

321. 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 October 9, 1985. Redgrave Room, 16/F., Hong Kong Arts Centre. 12 meetings.*
Fee: \$265

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: September 28, 1985.*)

See also:

186. 活動教學——音樂(第51頁)

Oriental Languages

Staff Tutor: Owen H. H. Wong, Telephone 5-8592788

Courses advertised in English or Chinese will be taught through the same medium.

MANDARIN

Intensive Introductory Mandarin

This is an experimental course for non-Chinese speaking people who wish to learn to speak Mandarin in a relatively short period of time. The emphasis will be on the more practical aspects of the language, stressing daily usages. Participants should be prepared to engage in drilling sessions which can be demanding.

322. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Tuesdays, 7.15–9.30 p.m., starting September 24, 1985. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$750**

323. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Fridays, 7.15–9.30 p.m., starting September 27, 1985. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$750**

324. Joseph Kung, B.A. (New York). *Mondays and Wednesdays, 6.00–7.30 p.m., starting October 9, 1985. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 30 meetings.* **Fee: \$750**

Enrolment: limited to 20 per course.

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

325. Mandarin for Business Conversation. Chan Pok, B.Sc. (Peking). *Fridays, 5.30–7.30 p.m., starting September 27, 1985. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.* **Fee: \$680**

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.

326. Intermediate Mandarin. Jerry Law, B.A. (Peking Catholic University). *Wednesdays, 6.15–8.30 p.m., starting October 2, 1985. Room 206, Building A, University of Hong Kong. 20 meetings.* **Fee: \$780**

This course is intended for students who have completed Introductory Mandarin or who can prove that they have done 50 hours of Mandarin in the past. Some idiomatic expressions will be introduced and students will be taught to read simple passages. Also, an effort will be made to give students practice in writing characters and in finding characters in Chinese dictionaries.

Certificate Course in Mandarin

Participation is limited to students who have completed Mandarin courses of at least one hundred hours duration in the past. The emphasis here will be on pronunciation and fluency, but students will also be introduced to written characters and should be able to read simple passages by the completion of the course. Students will be awarded an Extra Mural Certificate in Mandarin provided that they pass the final examination, and have attended at least 75% of the meetings.

327. Fu-tsay Chien, B.A. (Nanking Normal), *Tuesdays and Thursdays, 7.15–8.45 p.m., starting October 15, 1985. Room 206, Building A, University of Hong Kong. 66 meetings.*

Fee: \$1,550 (includes all teaching material and examination fee, except textbook).

Enrolment: limited to 12.

CANTONESE

328. Introductory Cantonese for Business Conversation. Mrs. Caroline Law, B.A. (U.C.). *Tuesdays and Thursdays, 6.00–7.30 p.m., starting October 8, 1985. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 33 meetings.* **Fee: \$780**

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 329)

329. Cantonese I for Executives. L. T. Tan, B.A. (Chi-nan), formerly Language Instructor, University of Hong Kong. *Tuesdays and Fridays, 5.45–7.15 p.m., starting October 4, 1985. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 33 meetings.* **Fee: \$780**

330. Cantonese I. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Wednesdays and Fridays, 7.15–8.45 p.m., starting October 9, 1985. Room 101, Building B, University of Hong Kong. 33 meetings.* **Fee: \$620**

331. Cantonese I. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Mondays and Thursdays, 2.00–4.00 p.m., starting October 7, 1985. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 25 meetings.* **Fee: \$620**

332. Cantonese I. K. K. Chan, B.A. (C.U.H.K.) and Miss Cheng Yan-kuen, B.A. (C.U.H.K.). *Mondays and Thursdays, 6.00–7.15 p.m., starting September 26, 1985. Room 37, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue). 40 meetings.* **Fee: \$620**

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.

333. Cantonese II for Executives. K. C. Fung, B.A., Dip.M.S. (H.K.). *Wednesdays, 5.20–7.00 p.m., starting October 16, 1985. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F. 18 meetings.* **Fee: \$680**

334. Cantonese II. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Thursdays, 7.15–9.15 p.m., starting October 10, 1985. Room 105, James Hsioung Lee Science Building, University of Hong Kong, 15 meetings.* **Fee: \$630**

335. Cantonese II. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Tuesdays and Fridays, 2.00–4.00 p.m., starting October 8, 1985. Room 15, Extra-Mural Town Centre, Wing On Centre 8/F. 15 meetings.* **Fee: \$630**

336. Cantonese II. K. K. Chan, B.A.(C.U.H.K.) and Miss Cheng Yan-kuen, B.A.(C.U.H.K.). *Tuesdays, 6.15–8.15 p.m., starting October 8, 1985. Room 39, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue). 15 meetings. Fee: \$630*

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).

337. Cantonese III. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays, 7.15–9.15 p.m., starting October 15, 1985. Room 106, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings. Fee: \$685*

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.

338. Chinese Characters I. Mrs. Caroline Law, B.A. (U.C.). *Fridays, 6.15–8.15 p.m., starting October 18, 1985. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings. Fee: \$580*

339. Chinese Characters I. Mrs. Caroline Law, B.A. (U.C.). *Wednesdays, 2.00–4.00 p.m., starting October 16, 1985. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings. Fee: \$580*

JAPANESE

340. Introductory Japanese. Yuko Miyazoe, B.A. (Tokyo Women's University), M.A. (EIU), Certificate in TJFL (National Language Research Institute of Japan). *Mondays, 6.15-8.30 p.m., starting September 23, 1985. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$785**

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 14.

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

341. Intermediate Japanese. Yuko Miyazoe, B.A. (Tokyo Women's University), M.A. (EIU), Certificate in TJFL (National Language Research Institute of Japan). *Fridays, 6.15-8.30 p.m., starting October 4, 1985. Room 206, Building A, University of Hong Kong. 16 meetings.* **Fee: \$840**

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' and 'An Introduction to Modern Japanese' (Japan Times) (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憑的機會, 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。為提高被取錄機會，申請者須將其第二或第三選擇之班別編號列明在表格上。高級班結業學員若符合下列三種條件，將獲頒發文憑：（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：一九八六年八月一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：常用初級日語（香港大學校外課程部編），附錄音帶。
（總經銷：香港中環域多利皇后街三聯書店。電話：5-250102-7
九龍彌敦道中華書局。電話：3-857238）

高級日語班課本：現代日本語（中國圖書發行社）
（總經銷：香港中環域多利皇后街三聯書店。電話：5-250102-7）

學費：基本班全期六百三十五元。高級班全期六百八十五元。

基本日語 (Basic Japanese)

- 342.** 張瑞麒先生主講。（共四十講）。
地點：香港大學校本部大樓122室。
時間：一九八五年九月十九日起每星期四下午七時十五分至九時卅分。
- 343.** 鍾娜瑚小姐主講。（共四十講）。
地點：香港大學鈕魯詩樓722室。
時間：一九八五年九月二十日起每星期五下午七時十五分至九時卅分。
- 344.** 周品晶小姐主講。（共四十講）。
地點：香港大學鈕魯詩樓734室。
時間：一九八五年九月十八日起每星期三下午六時十五分至八時卅分。
- 345.** 張民衍先生主講。（共七十二講）。
地點：香港大學厲樹雄科學館101室。
時間：一九八五年十月一日起每星期二及四下午六時十五分至七時卅分。
- 346.** 張民衍先生主講。（共七十二講）。
地點：香港大學厲樹雄科學館101室。
時間：一九八五年十月一日起每星期二及四下午七時四十五分至九時。

- 347.** 董翠樺小姐主講。(共四十講)。
地點：香港大學厲樹雄科學館101室。
時間：一九八五年九月十八日起每星期三下午七時十五分至九時卅分。
- 348.** 李家寶小姐主講。(共四十講)。
地點：香港大學厲樹雄科學館106室。
時間：一九八五年九月十九日起每星期四下午七時十五分至九時卅分。
- 349.** 陳効贊先生(香港大學語言中心兼任導師)主講。(共四十講)。
講授語言：國語及粵語。
地點：香港大學校外課程部市區中心18室。
時間：一九八五年九月十六日起每星期一上午九時卅分至十一時四十五分。
- 350.** 陳効贊先生(香港大學語言中心兼任導師)主講。(共四十講)。
講授語言：國語及粵語。
地點：香港大學校外課程部市區中心18室。
時間：一九八五年九月十七日起每星期二上午九時卅分至十一時四十五分。
- 351.** 黃少佳先生主講。(共七十二講)。
地點：香港大學校外課程部市區中心24室。
時間：一九八五年十月一日起每星期二及五下午七時廿分至八時卅五分。
- 352.** 黃少佳先生主講。(共七十二講)。
地點：香港大學校外課程部市區中心24室。
時間：一九八五年十月一日起每星期二及五下午八時四十五分至十時。
- 353.** 梁安玉小姐主講。(共四十講)。
地點：香港醫院道26號育才中學二樓105室。
時間：一九八五年九月十七日起每星期二下午六時四十五分至九時。
- 354.** 梁安玉小姐主講。(共四十講)。
地點：香港醫院道26號育才中學二樓105室。
時間：一九八五年九月十九日起每星期四下午六時四十五分至九時。
- 355.** 伍錦源先生主講。(共七十二講)。
地點：香港太古城聖約翰男女書院301室。(小學部英皇道入口)。
時間：一九八五年十月二日起每星期一及三下午六時四十五分至八時。
- 356.** 伍錦源先生主講。(共七十二講)。
地點：香港太古城聖約翰男女書院301室。
時間：一九八五年十月二日起每星期一及三下午八時零五分至九時二十分。

- 357.** 鄭熙先生主講。(共四十講)。
 地點：香港太古城聖約翰男女書院 301 室。
 時間：一九八五年九月十九日起每星期四下午六時四十五分至九時。
- 358.** 鄭熙先生主講。(共四十講)。
 地點：香港太古城聖約翰男女書院 301 室。
 時間：一九八五年九月二十日起每星期五下午六時四十五分至九時。
- 359.** 葉貴英小姐主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 23 室。(金巴利道入口)
 時間：一九八五年九月十七日起每星期二下午六時十五分至八時卅分。
- 360.** 黃健雄先生主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 23 室。
 時間：一九八五年九月二十日起每星期五下午六時卅分至八時四十五分。
- 361.** 鄧國權先生主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 25 室。
 時間：一九八五年九月十六日起每星期一下午六時十五分至八時卅分。
- 362.** 葉貴英小姐主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 25 室。
 時間：一九八五年九月十八日起每星期三下午六時十五分至八時卅分。
- 363.** 譚林通先生主講。(共七十二講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 37 室。
 時間：一九八五年十月三日起每星期一及四下午七時十五分至八時卅分。
- 364.** 王永年先生主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 38 室。
 時間：一九八五年九月十七日起每星期二下午六時十五分至八時卅分。
- 365.** 李小達先生主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 38 室。
 時間：一九八五年九月十八日起每星期三下午六時十五分至八時卅分。
- 366.** 李小達先生主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 38 室。
 時間：一九八五年九月十九日起每星期四下午六時十五分至八時卅分。

- 367.** 陳耀德先生主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室。
時間：一九八五年九月十六日起每星期一下午六時十五分至八時卅分。
- 368.** 曹永強先生主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室。
時間：一九八五年九月十八日起每星期三下午六時十五分至八時卅分。
- 369.** 蔡明雅小姐主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室。
時間：一九八五年九月二十日起每星期五下午六時十五分至八時卅分。
- 370.** 黃鳳屏小姐主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室。
時間：一九八五年九月二十日起每星期五下午六時十五分至八時卅分。

高級日語 (Advanced Japanese)

- 371.** 陳錫明先生主講。(共四十講)。
地點：香港大學厲樹雄科學館G1室。
時間：一九八五年九月廿六日起每星期四下午七時十五分至九時卅分。
- 372.** 守川邦明先生主講。(講授語言：國語及日語)。(共四十講)。
地點：香港大學厲樹雄科學館106室。
時間：一九八五年九月廿七日起每星期五下午七時十五分至九時卅分。
- 373.** 西牧義江先生(香港大學語言中心兼任導師)主講。(共四十講)。
講授語言：國語及日語。
地點：香港大學鈕魯詩樓722室。
時間：一九八五年九月廿四日起每星期二下午六時十五分至八時卅分。
- 374.** 西牧義江先生(香港大學語言中心兼任導師)主講。(共四十講)。
講授語言：國語及日語。
地點：香港大學A座大樓208室。
時間：一九八五年九月廿五日起每星期三下午六時十五分至八時卅分。
- 375.** 周品晶小姐主講。(共四十講)。
地點：香港大學B座大樓101室。
時間：一九八五年九月廿四日起每星期二下午七時十五分至九時卅分。

- 376.** 陳効贊先生（香港大學語言中心兼任導師）主講。（共四十講）。
講授語言：國語及日語。
地 點：香港大學校外課程部市區中心18室。
時 間：一九八五年十月三日起每星期四上午九時卅分至十一時四十五分。
- 377.** 梁安玉小姐主講。（共四十講）。
地 點：香港醫院道26號育才中學二樓105室。
時 間：一九八五年九月十六日起每星期一下午六時四十五分至九時。
- 378.** 伍錦源先生主講。（共四十講）。
地 點：香港太古城聖約翰男女書院301室。（小學部英皇道入口）。
時 間：一九八五年九月廿四日起每星期二下午七時至九時十五分。
- 379.** 林秀華先生主講。（共四十講）。
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室。（金巴利道入口）。
時 間：一九八五年九月廿五日起每星期三下午六時卅分至八時四十五分。
- 380.** 王永年先生主講。（共四十講）。
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室。
時 間：一九八五年九月廿六日起每星期四下午六時十五分至八時卅分。
- 381.** 孔惠儀小姐主講。（共四十講）。
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室。
時 間：一九八五年九月廿四日起每星期二下午六時十五分至八時卅分。
- 382.** 杜振邦先生主講。（共四十講）。
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室。
時 間：一九八五年九月十六日起每星期一下午六時卅分至八時四十五分。
- 383.** 曹永強先生主講。（共四十講）。
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室。
時 間：一九八五年九月廿六日起每星期四下午六時十五分至八時卅分。

日語深造班課程 (Follow-up Japanese Courses)

本部開辦下列日文課程，給予高級班學員結業後進修，外界人士會修讀日文二百小時以上者亦可參加，每班限收十八人，以便各學員得以小組研討方式學習日文寫作與會話，每人均可同時報讀下列兩個課程，名額有限。請儘快報名。

外界人士報名時，請附有關日文課程之個人學歷證件副本。

384. 高級日語會話 (Advanced Japanese Conversation)

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106室。

時 間：一九八五年九月廿五日起每星期三下午七時十五分至九時十五分。

全期學費：三百九十元。（共二十講）。

385. 日文閱讀與寫作 (Practice of Reading & Writing Japanese)

主 講 人：楊慎豪先生。

地 點：香港大學校外課程部市區中心24室。

時 間：一九八五年九月廿三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：三百九十元。（共二十講）。

386. 商業日語 (Business Japanese)

主 講 人：林秀華學士（前南京師範大學日語講師）。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室。（金巴利道入口）。

時 間：一九八五年九月廿七日起每星期五下午六時三十分至八時四十五分。

全期學費：三百九十元。（共二十講）。

本課程專為有日文基礎之學員而設，內容包括商業應酬用語；出入口貿易、推銷、保險、財經、運輸、旅遊等行業之專用語；及商業函件之寫作，每一課的內容將包括語句、詞匯、課文、語法、會話及練習。

申請人須具進修日文二百小時左右之程度，或會修畢本部主辦之高級日語，申請者請於上課前十天報名，並於表格「資歷」部份填寫本身之日語程度，本部有權拒絕不合程度或遲來之申請。（限收二十四人）。

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。

為提高被取錄機會，申請者須將其第二或第三選擇之班別編號列明在表格上。

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），（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：六百三十五元。

- 387.** 譚惠霞女士主講。（共四十講）。
地點：香港大學校本部大樓122室。
時間：一九八五年九月二十日起每星期五下午七時十五分至九時卅分。
- 388.** 羅孝慈先生主講。（共四十講）。
地點：香港大學厲樹雄科學館G5室。
時間：一九八五年九月十七日起每星期二下午七時十五分至九時卅分。
- 389.** 熊繼周女士主講。（共四十講）。
地點：香港大學厲樹雄科學館106室。
時間：一九八五年九月十六日起每星期一一下午七時十五分至九時卅分。
- 390.** 張莘女士主講。（共四十講）。
地點：香港大學B座大樓102室。
時間：一九八五年九月十七日起每星期二下午七時十五分至九時卅分。
- 391.** 張孝先生主講。（共四十講）。
地點：香港大學B座大樓102室。
時間：一九八五年九月十九日起每星期四下午七時十五分至九時卅分。
- 392.** 丁國玲女士主講。（共四十講）。
地點：香港大學校外課程部市區中心18室。
時間：一九八五年九月二十日起每星期五上午九時至十一時十五分。
- 393.** 張丹女士及張莘女士主講。（共七十二講）。
地點：香港大學校外課程部市區中心18室。
時間：一九八五年十月一日起每星期二及五下午三時四十五分至五時。
- 394.** 張丹女士及張莘女士主講。（共七十二講）。
地點：香港大學校外課程部市區中心18室。
時間：一九八五年十月一日起每星期二及五下午五時十分至六時廿五分。
- 395.** 譚惠霞女士主講。（共四十講）。
地點：香港般含道聖保羅書院音樂室。
時間：一九八五年九月十九日起每星期四下午六時四十五分至九時。

- 396.** 李雅琴女士主講。(共四十講)。
 地點：香港醫院道 26 號育才中學二樓 104 室。
 時間：一九八五年九月十八日起每星期三下午六時四十五分至九時。
- 397.** 李雅琴女士主講。(共四十講)。
 地點：香港醫院道 26 號育才中學二樓 104 室。
 時間：一九八五年九月二十日起每星期五下午六時四十五分至九時。
- 398.** 陳萬里女士主講。(共四十講)。
 地點：香港醫院道 26 號育才中學二樓 104 室。
 時間：一九八五年九月十六日起每星期一下午六時四十五分至九時。
- 399.** 陳萬里女士主講。(共四十講)。
 地點：香港醫院道 26 號育才中學二樓 104 室。
 時間：一九八五年九月十九日起每星期四下午六時四十五分至九時。
- 400.** 黎萍女士主講。(共四十講)。
 地點：香港醫院道 26 號育才中學二樓 105 室。
 時間：一九八五年九月十八日起每星期三下午六時四十五分至九時。
- 401.** 丁國玲女士主講。(共四十講)。
 地點：香港醫院道 26 號育才中學二樓 105 室。
 時間：一九八五年九月二十日起每星期五下午六時四十五分至九時。
- 402.** 胡維堯女士主講。(共四十講)。
 地點：香港太古城聖約翰男女書院 304 室(小學部英皇道入口)。
 時間：一九八五年九月十六日起每星期一下午六時四十五分至九時。
- 403.** 胡維堯女士主講。(共四十講)。
 地點：香港太古城聖約翰男女書院 304 室。
 時間：一九八五年九月十八日起每星期三下午六時四十五分至九時。
- 404.** 張開齡女士主講。(共四十講)。
 地點：香港太古城聖約翰男女書院 304 室。
 時間：一九八五年九月十七日起每星期二下午六時四十五分至九時。
- 405.** 張開齡女士主講。(共四十講)。
 地點：香港太古城聖約翰男女書院 304 室。
 時間：一九八五年九月十九日起每星期四下午六時四十五分至九時。
- 406.** 蔣治中先生主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 23 室。(金巴利道入口)。
 時間：一九八五年九月十六日起每星期一下午六時十五分至八時卅分。

- 407.** 黃麗生女士主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院24室。
時間：一九八五年九月十七日起每星期二下午六時十五分至八時卅分。
- 408.** 黃麗生女士主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室。
時間：一九八五年九月十九日起每星期四下午六時十五分至八時卅分。
- 409.** 黃麗生女士主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室。
時間：一九八五年九月二十日起每星期五下午六時十五分至八時卅分。
- 410.** 伍少梅女士主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室。
時間：一九八五年九月十八日起每星期三下午六時十五分至八時卅分。
- 411.** 黎宣女士主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室。
時間：一九八五年九月二十日起每星期五下午六時十五分至八時卅分。
- 412.** 黎萃女士主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室。
時間：一九八五年九月十六日起每星期一下午六時十五分至八時卅分。
- 413.** 黎萃女士主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室。
時間：一九八五年九月十七日起每星期二下午六時十五分至八時卅分。
- 414.** 支宇濤先生主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室。
時間：一九八五年九月十八日起每星期三下午六時十五分至八時卅分。

高級普通話 (Advanced Putonghua)

以文章選讀、會話、拼讀拼音文章為主，並掌握按詞連寫拼音文章。同時加入較高深的助語詞、感嘆詞、同字異音、同音異字、歇後語、及部分北京地地方話語彙的講授。學員結業考試合格，上課次數超過百分之八十，可獲普通話合格證明書。

高級班基本上錄取修畢本部基本班之學員，外界申請入學者，可作後補生，並附有關學歷證件副本。

每班為期一年，限收廿四至廿六人。全期學費：六百六十五元。

- 415.** 張丹女士主講。(共卅八講)。
 地點：香港大學B座大樓102室。
 時間：一九八五年九月廿五日起每星期三下午七時十五分至九時卅分。
- 416.** 張丹女士主講。(共卅八講)。
 地點：香港大學B座大樓102室。
 時間：一九八五年九月廿七日起每星期五下午七時十五分至九時卅分。
- 417.** 黎萃女士主講。(共卅八講)。
 地點：香港大學校外課程部市區中心18室。
 時間：一九八五年九月廿五日起每星期三上午九時至十一時十五分。
- 418.** 張丹女士及張萃女士主講。(共卅八講)。
 地點：香港大學校外課程部市區中心18室。
 時間：一九八五年九月廿三日起每星期一一下午四時十五分至六時三十分。
- 419.** 黎萃女士主講。(共卅八講)。
 地點：香港大學校外課程部市區中心24室。
 時間：一九八五年九月廿六日起每星期四下午五時卅分至七時四十五分。
- 420.** 李雅琴女士主講。(共卅八講)。
 地點：香港醫院道26號育才中學二樓104室。
 時間：一九八五年九月廿四日起每星期二下午六時四十五分至九時。
- 421.** 丁國玲女士主講。(共四十三講)。
 地點：香港般含道聖保羅書院音樂室。
 時間：一九八五年九月十七日起每星期二下午六時四十五分至八時四十五分。
- 422.** 胡維堯女士主講。(共卅八講)。
 地點：香港太古城聖約翰男女書院304室(小學部英皇道入口)。
 時間：一九八五年九月廿七日起每星期五下午六時四十五分至九時。
- 423.** 張蘊麗女士主講。(共卅八講)。
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)。
 時間：一九八五年九月廿四日起每星期二下午六時十五分至八時卅分。
- 424.** 黎萃女士主講。(共卅八講)。
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室。
 時間：一九八五年九月廿七日起每星期五下午六時十五分至八時卅分。
- 425.** 丁國玲女士主講。(共卅八講)。
 地點：香港中區太古大廈1507室。(由一九八六年五月一日起在香港大學校外課程部市區中心14室上課)。
 時間：一九八五年九月廿六日起每星期四下午七時四十五分至十時。

商業普通話 (Commercial Putonghua)

本課程專為有普通話基礎之學員而設，內容包括應酬用語；出入口貿易、推銷、保險、財經、工業、運輸、旅遊等行業之專用語及會議上之常用辭彙。學員將有充份練習機會。

申請人須附學歷證件副本，證明曾修讀普通話超過五十小時，本部有權挑選學員入學。每班限收二十四人。

426. 張丹女士主講。

講授語言：普通話。

地點：香港大學校外課程部市區中心16室。

時間：一九八五年九月廿五日起每星期三下午四時十分至六時十分。

全期學費：三百六十五元。（共二十講）。

427. 張丹女士主講。

講授語言：普通話。

地點：香港大學校外課程部市區中心18室。

時間：一九八五年九月廿六日起每星期四下午四時二十分至六時二十分。

全期學費：三百六十五元。（共二十講）。

428. 普通話教學法 (Teaching Putonghua)

主講人：張丹女士。

講授語言：普通話。

地點：香港般含道聖保羅書院音樂室。

時間：一九八五年九月十六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：四百元。（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，取錄與否，由本部決定）。（限收廿五人）。

截止報名日期：九月二日。

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。

Oriental Studies

Staff Tutor: Owen H. H. Wong, Telephone 5-8592788

429. China and Asia towards the 1990's: changing patterns of the strategic environment. Brian C. J. Shaw, B.A. (Wellington), Ph.D. (ANU), Lecturer in Political Science, University of Hong Kong and member, International Institute for Strategic Studies (London). *Tuesdays, 7.30–9.00 p.m., starting October 15, 1985. Room 237, University Main Building. 7 meetings.*
Fee: \$115

To some people, China is Asia by virtue of its size and population. But the Chinese polity is as much affected by its neighbours as it has effect on them. This short series of lectures sketches some of the highlights of the political developments in the region — from Japan to Iran, and from Korea to Indonesia — in the past forty years, in an attempt to identify changing perceptions of national security, and of regional order and identity. Topics reviewed will include the lessons from the Korean war, the Indochina wars, the invasions of Cambodia and Afghanistan, the evolving relations among the South Asian states, and the circumstances of Inner Asia. Important non-military aspects of security such as Japan's precarious economic supremacy; the apparent contradictions between China's surge to technical modernisation and the limitations imposed by the present weak extra-Party institutional framework; and the linkage between national autonomy policy, Hong Kong after 1997, and "the Taiwan issue" will also be assessed. Major trends of political change within the region over the next decade are tentatively suggested for further analysis and discussion.

430. Hong Kong: Historical and Cultural Legacies. 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 October 16, 1985. 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: \$185

While the historical and cultural legacies in Hong Kong are legion, this course attempts to pin-point several topics of interest which high-light life in Hong Kong from the early days to this century. These topics include: ancient Tuen Mun and other naval strategic points in the waters of Hong Kong; the legend and relics of Sung Dynasty in Hong Kong; the cult of Tin Hau (Queen of Heaven) and temples of traditional religion; early Christian activities and historic buildings; the moulding of a British Colony and the evolution of the city.

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

Enrolment is limited to 25.

LITERATURE

「戰前的香港文藝期刊」免費公開講座 (Public Lectures on Hong Kong Literary Periodicals before the War)

- 時 間：一九八五年九月七日星期六下午二時四十五分至六時。
地 點：香港大學校外課程部市區中心25室。（上環永安中心八樓）。
講 題：楊國雄先生（香港大學孔安道紀念圖書館主任）：
從清末至淪陷前香港文藝期刊的出版。
黃康顯博士（香港大學校外課程部高級講師）：
戰前香港文藝期刊風格與內容的轉變。

431. 中學文史教學新方法〔由偉文出版社（香港）有限公司贊助〕 (Chinese Literature and History in Secondary Schools: New Approaches)

- 主 講 人：陳耀南博士、單周堯先生、馮炎華先生、黃康顯博士。
地 點：香港大學校外課程部市區中心25室。
時 間：一九八五年九月十四日起每星期六下午二時四十五分至六時。
全期學費：二十五元。（共二講）。

中學中國文史科目的教學成功與否，有賴於資料的搜集豐富，教材的靈活運用，方法的不斷改進，與學養的逐漸提高。本課程就各項教學上之有關問題，作如下各類的深入探討：

- (一) 中國歷史的活動教學（羅富國教育學院馮炎華先生）（九月十四日）
- (二) 中國當代史的外文資料（香港大學黃康顯博士）（九月十四日）
- (三) 讀文教學的有機連繫（香港大學陳耀南博士）（九月廿一日）
- (四) 文字學與中學語文教學（香港大學單周堯先生）（九月廿一日）

432. 中國作家的外國題材 (Chinese Writers on Alien Countries)

- 主 講 人：李韋玲女士、王仁芸先生、黃康顯博士。
地 點：香港大會堂八樓南會議室。
時 間：一九八五年十月七日起每星期一下午七時至八時。
全期學費：一百元。（共十二講）。

近世中國作家寓居海外、或與海外交往漸多，他們的作品因而漸富海外情調、或描繪外國的生活，進而影響作品的風格，這可說是東西文化的真正匯流。

本課程的重點，亦就此主題，分為下列各部份：白先勇、於梨華、張錯、聶華玲、陳若曦、鄭愁予、馮婷婷的美國題材，柏楊筆下的金三角，盧隱的東京小品，郁達夫、許地山、艾蕪等所描寫的南洋社會。

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

主 講 人：李韓玲女士。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八五年十一月十八日起每星期一下午八時二十分至九時五十分。

全期學費：一百五十五元。（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，自然更能體會「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）。

434. 日本小說中的日本精神——美與醜

(The Japanese Mind as shown in Japanese Novels —
The Beauty and the Beast)

主 講 人：梁安玉小姐，B.A. (H.K.), M.A. (Tsukuba)。

地 點：香港大學校外課程部市區中心 17 室。

時 間：一九八五年十月五日起每星期六下午四時至五時卅分。

全期學費：九十元。（共七講）。

本課程主要是透過探討日本兩位膾炙人口，國際知名的小說家——川端康成和三島由紀夫的作品，從而探索日本精神的所在，其中的美與醜。

川端康成是兩位亞洲曾經獲得諾貝爾文學獎的作者之中的一人。他以登峯造極的文筆和高度的感性去描繪出日本精神的精髓；他的作品，無論是形式、內容以至所表現的感情都是很「日本」的。

三島由紀夫被譽為是一位擁有稀世之才的作家；他的作品，雖然多少有受到西方的影响，但主要仍是以寫日本精神為中心；就是他的死，也被形容是日本式的。

本課程會集中討論川端和三島的小說在表達形式及內容上獨特之處。討論作品包括川端康成的『雪國』、『千羽鶴』、『山之音』、『古都』及『睡美人』；三島由紀夫的『假面的自白』、『金閣寺』、『春之雪』、『奔馬』、『曉之寺』及『天人五衰』等。

435. 香港文學三十年初探 (Introduction to Hong Kong Literature)

主 講 人：陳錦昌先生。

地 點：香港大學校外課程部市區中心 17 室。

時 間：一九八五年十一月廿三日起每星期六下午四時至五時卅分。

全期學費：九十元。（共七講）。

七十年代香港的本土文學發展更趨成熟，在《中國學生周報》和文社潮培育出來的第二代作家，如戴天、也斯、蔡炎培、西西、小思、綠騎士等，組成了強大的少壯派，先後創辦《四季》《文林》，並以《大拇指》來繼承學生文藝的傳統。

在七二年創刊的《海洋文藝》，幾乎囊括了當時所有的左翼作家，像舒巷城、阮朗、金依、何達、海辛、韓牧等，陣容相當龐大。與之相對峙的，是基礎深厚的《當代文藝》，所提倡的文藝觀，仍以「真善美」為綱要。

這十年內學運由興入衰，自「保釣」、「中文運動」到「金禧事件」，學生政治興趣驟減，文學上的寫實主義也大為褪色，從《學生哥》到《新一代》，或從「青年文學獎」前後十年的發展，都可見一斑。七零年代末期，青年文壇活躍，小圈子刊物此起彼伏，文藝觀漸呈分化，不再受左右二元論所制統。

另外，香港經濟發展進入起飛階段，傳媒與普及文化盛行，「框框文學」和流行小說大行其道，使嚴肅文學陷於尷尬地位。

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

主 講 人：朱國能先生，M.A. (H.K.)。

地 點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 27 室（金巴利道入口）。

時 間：一九八五年十月七日起每星期一下午六時十五分至八時十五分。

全期學費：一百八十元。（共十一講）。

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，須於九月廿三日報名）。

437. 五四以來的文學團體、文學流派與文學論爭 (Literary bodies, schools & controversy since the May Fourth Movement).

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：一九八五年十月三日起每星期四下午七時至九時。

全期學費：一百四十元。（共八講）。

五四新文學運動開展之後，數年間文學刊物有幾百種，文學社團有一百多個，比較重要的有“文學研究會”、“創造社”、“語絲派”、“新月派”、“論語派”等。數十年來，各種見解不同的人士分別進行對中國新文學道路之探討與實踐，並多次發生比較廣泛的文學論爭，如有關於“民族主義文學”、“革命文學”、“國際文學”、“民族形式”、“主觀論”、“寫中間人物論”等等之論爭。本課程根據新文學發展的歷史分析各種文學社團、文學流派、文學論爭所發生的影響與作用，使學員對中國現代文學史，有一更全面之認識。

申請教育署退還半費手續：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，須於九月廿三日前報名。）

438. 寫作的思路與修辭 (How to Improve Chinese Writing)

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：一九八五年十一月廿八日起每星期四下午七時至九時。

全期學費：一百元。（共六講）。

無論中外，修辭學都是一門古老的學問，也都曾陷入繁瑣虛飾與做作的歧途。本課程採取自內至外，以動帶靜的方法，從開拓思路着手引入修辭的作用，分為六個專題：從觀察到紀錄；分析、比較與選擇；怎樣整理大批的材料；怎樣加強說服力；怎樣加強感染力；及怎樣發展創造力。本課程適合中學程度以上之青年參加。（限收二十四人）。

439. 六朝美文 (Prose of the Six Dynasties)

主 講 人：陳耀南博士。

地 點：香港大學鈕魯詩樓 722 室。

時 間：一九八五年十月三日起每星期四下午八時至九時卅分。

全期學費：一百二十五元。（共十講）。

六代尚華，美文斯盛，後世稱爲“選體”，與唐宋古文，風格迥異。然韓柳諸賢，蓋莫不得力於此，入而能出，故新變而代雄耳；是則古文駢體，理有互通，正不必偏廢，同爲我國古典文學之瑰寶也。本講就昭明文選及六朝文絮等本之中，陶（潛）鮑（照）江（淹）丘（遲）徐（陵）庾（信）諸家，各選代表作品，賞析研習，以爲中國文學修養之一助。

440. 十八家詩鈔選介 (Poems of the Eighteen Leading Poets)

主 講 人：潘小磐先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八五年十月七日起每星期一下午六時四十分至八時十分。

全期學費：一百六十五元。（共十四講）。

十八家詩鈔，乃清賢會國藩所纂。十八家起自漢魏，歷唐而迄於宋。前六家爲曹子建、阮嗣宗、陶淵明、謝靈運、鮑照、謝朓；唐於李、杜、韓、白之外，輔以王、孟、小杜、玉溪，共爲八家；宋則東坡、山谷、放翁、而殿以金之元遺山，共爲四家，此皆歷代詩壇之巨擘。而所彙鈔計爲六千餘首，精金美玉，粲然前陳。但卷帙浩繁，祇能摘尤選介，賞奇析義，美不勝收，萬頃味於寸蠶，一斑涉夫全豹矣。

441. 宋詩選講 (Selected Sung Poetry)

主 講 人：陳本先生。

地 點：香港大會堂八樓南會議室。

時 間：一九八五年十月七日起每星期一下午八時至九時。

全期學費：一百元。（共十二講）。

近百年來，世人多趨重宋詩，以其造句平易自然，能深入淺出，耐人尋味，頗有古詩「一唱三嘆」之遺音，極富理趣、感染力強。本期首先選講北宋名家：蘇（東坡）、黃（山谷）、王（安石）、陳（后山）各家名作，畧示規範，詳釋作法，便於初學。並編發講義，可資學習。

442. 實用文體及撰作 (Practical Chinese)

主 講 人：譚達先先生（前中山大學講師）。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：一九八五年十月十二日起每星期六下午四時十五分至五時四十五分。

全期學費：一百三十元。（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；知識性小品文；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。

443. 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：甲班：九龍柯士甸道162號聖瑪利嘉諾撒女書院24室。
（金巴利道入口）。

乙班：香港大學B座大樓102室。

時 間：甲班：一九八五年九月十九日起每星期四下午六時卅分至八時卅分。
（共十講）。

乙班：一九八五年九月十六日起每星期一一下午七時卅分至九時卅分。
（共十講）。

全期學費：一百六十五元。（報名時請註明甲班或乙班）。

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。（每班限收三十二人）。

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，須於該班開課前十天報名）。

444. 朗誦深究班 (Advanced Speech Training)

主 講 人：何家松先生（香港朗誦節中文朗誦委員會主席）。

彭永才先生（亞洲電視藝員訓練中心主任）。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院24室（金巴利道入口）。

時 間：一九八五年十二月十九日起每星期四下午六時卅分至八時卅分。

全期學費：一百元。（共六講）。

本課程目的在提供較深入的朗誦理論與實際經驗給教師作為訓練朗誦時參攷。從「朗誦講座」班完結基本課程後，再深入專題探討朗誦於聲情藝術方面的各種變化技巧，對個人及教學，都有所裨益。課程內容包括：集體朗誦的和聲變化及技巧運用；想像力的營造及訓練方法；詩詞朗誦所運用的粵音九聲；語氣的變化技巧及停連處理；戲劇台詞的誦唸方法；如何組織及編排朗誦比賽；咬字、聲調及表情的深究；及不同體裁作品的朗誦訓練。（限收二十八人）。

PHILOSOPHY

445. 佛學要義 (Outline of Buddhist Philosophy)

主 講 人：葉文意女士。

地 點：香港大學校外課程部市區中心15室。

時 間：一九八五年九月廿五日起每星期三下午六時十五分至七時四十五分。

全期學費：一百四十五元。（共十二講）。

本期根據下列主題，講授佛家思想要點：（一）五蘊，（二）心王與心所，（三）業與因果，（四）福慧雙修，（五）空、假、中，（六）菩提。

446. 佛經選講：佛教的止觀學 (Selected Buddhist Text)

主 講 人：葉文意女士。

地 點：香港大學校外課程部市區中心24室。

時 間：一九八五年十月二日起每星期三下午八時至九時卅分。

全期學費：一百四十五元。（共十一講）。

內容根據：「六門教授習定論」為藍本，介紹佛教止觀學。本課程只作理論介紹，而不作「靜坐」指導。故只適宜一般曾經修習靜坐之人士研究。（限收二十二人）。

447. 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：一九八五年十月七日起每星期一下午七時至八時十五分。

全期學費：一百二十元。（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

觀，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。

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

主 講 人：鄭炯堅碩士。

地 點：香港大學校外課程部市區中心15室。

時 間：一九八五年十月七日起每星期一下午八時卅分至十時。

全期學費：一百四十五元。（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。

TRANSLATION

449. Contrastive Linguistics for Translators. R. S. W. Hsu, M.A., Ph.D. (Cantab.), F.I.L., Senior Lecturer in Chinese, University of Sydney. *Fridays, 6.15-7.45 p.m., starting October 11, 1985. Room 734, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$200**

This course is intended for professional translators or those with some experience in translation. It aims at giving them insights into the problem of translation through a contrastive study of the two languages involved — Chinese and English.

It examines the various aspects of both languages including phonology, monophonology, syntax and semantics. In addition to the theoretical discussions, it also gives hints on how to solve practical problems such as the transcription of Chinese names and words and the transliteration of English proper names. Exercises and practical work will be stressed.

Lectures will be mainly given in English, but with some Chinese explanations.

Enrolment is limited to 20.

450. 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，B.A. (H.K.)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八五年十月十八日起每星期五下午七時至八時卅分。

全期學費：一百七十五元。（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，習慣以及詞彙均迥然不同，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）。

451. 英漢翻譯初階 (Translation: From English to Chinese)

主 講 人：王翊佳先生，B.A. (H.K.)。

地 點：香港大學鈕魯詩樓 734 室。

時 間：一九八五年十月一日起每星期二下午六時十五分至七時卅分。

全期學費：一百三十五元。（共十二講）。

由於中文取得和英文同等的法律地位，加上近年來香港與中國的商業及其他活動轉趨頻密，因而翻譯的人材供不應求，本課程將講授翻譯的基本理論，漢英語法的比較，翻譯的標準、原則、與技巧上的困難，特別着重各種實例的解釋。（限收二十五人）。

452. 英漢翻譯研習班 (Seminar in Translation: From English to Chinese)

主 講 人：王翊佳先生，B.A. (H.K.)。

地 點：香港大學鈕魯詩樓 734 室。

時 間：一九八五年十月一日起每星期二下午七時四十分至九時十分。

全期學費：一百七十五元。（共十二講）。

本課程為一深造課程，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，逐步提高參與者的翻譯水平，進而協助其應付一般公開試。申請人須具預科程度。（限收二十五人）。

453. 實用翻譯 (Practical Translation)

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

地 點：香港大學厲樹雄科學館 G 1 室。

時 間：一九八五年十月十六日起每星期三下午七時十五分至八時四十五分。

全期學費：一百七十五元。(共十二講)。

翻譯是一種工具，作為一個東西文化交匯與世界工商金融中心的香港，這種工具更顯得重要。本課程就翻譯的實際用途，分作如下各類講授的項目：新聞時事，會議程序及紀錄，議案，商業信札，演講辭，科技用字，及公事文件的翻譯。(限收二十五人)。

454. 英譯中技巧研討班 (Seminar on Translation Techniques)

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：一九八五年十月十八日起每星期五下午八時卅分至十時。

全期學費：一百七十五元。(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)。

ART & CULTURE

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

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

主 講 人：何秉聰先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八五年十月十八日起每星期五下午五時四十分至六時五十五分。

全期學費：一百三十元。(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。

456. 仿古陶塑 (Imitation in Chinese Ceramics)

主 講 人：何秉聰先生。

地 點：新界沙田火炭約坳背灣街14至24號金豪工業大廈第二座十樓J座（電梯按10字）。

時 間：一九八六年一月十一日起每星期六下午三時至六時。

全期學費：一百六十五元。（共六講）。

集文獻所得，配合陶塑技法以仿製歷代陶瓷，從而加強對欣賞古器之興味與辨真知識。對不可能擁有的古陶瓷器加以仿製，非以混珠，實珍魚目，聊供一粲，亦可消閒云爾！（限收二十四人）。

截止報名日期：一九八六年一月四日。

457. 中國山水畫 (Chinese Landscape Painting)

主 講 人：吳祖蔭先生。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院24室（金巴利道入口）。

時 間：一九八五年十月七日起每星期一下午六時卅分至八時。

全期學費：一百七十五元。（共十二講）。

分階段以理論及示範同時施教，在十二講之課程中，由淺入深，使學員明白山水畫樹石，構圖要訣，基本皴法及種類，對畫面皴法之統一，點苔之要義及作用，用筆及用墨之要點及變化，控制水份，粗筆及幼筆之作用，畫面之深淺遠近，透視比例，最後能達至墨韻之要義，並兼教繪雲海及瀑布之畫法及山水畫之設色技巧，如何將真實風景經過美化後套入中國畫法，構成一幅圖畫，並講解兼示範各種畫法應避忌之處，逐一指出，使初學山水畫之學員於短期內亦能自繪簡單之山水國畫，作日後深入研究之初階。（限收二十五人）。

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

主 講 人：陶濤先生（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：一九八五年十月十一日起每星期五下午六時三十分至八時。

全期學費：二百二十元。（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。

459. 國畫人物與走獸寫作技法 (Figures & Animals in Chinese Paintings)

主 講 人：徐達之先生。

地 點：香港大學鈕魯詩樓229室。

時 間：一九八五年十月五日起每星期六下午二時四十分至四時十分。

全期學費：二百八十五元。（共二十講）。

本課程為適應有意研習中國古今人物畫，以及馬牛羊虎貓等走獸畫繪寫興趣者而設。內容包括：(一)白描人物畫；(二)潑墨人物畫；(三)古代美人畫；(四)現代仕女畫；(五)古今名家人物畫寫作欣賞；(六)古今名家走獸畫寫作欣賞；(七)馬牛羊虎貓的寫作技法；(八)各類走獸畫的構圖技法；(九)題畫款識與用印技法；(十)隨堂示範並批改習作；(十一)每課編發講義及習作樣稿。(限收二十五人)。

460. 千字文六體書法的寫作藝術 (The Six Styles in the Book of One Thousand Characters)

主 講 人：徐達之先生。

地 點：香港大學鈕魯詩樓229室。

時 間：一九八五年十月五日起每星期六下午四時二十分至五時五十分。

全期學費：二百八十五元。（共二十講）。

本課程為適應對於書法藝術寫作已有楷書基礎，而有意進一步研習行書、草書、章草、隸書、篆書各體書法藝術興趣者而設。以千字文一千個不同的中文字為各體書法寫作對象，並運用以集成對聯文句之應用。內容包括：(一)楷書千字文寫作法；(二)行書千字文寫作法；(三)草書千字文寫作法；(四)章草千字文寫作法；(五)隸書千字文寫作法；(六)篆書千字文寫作法；(七)各體千字文集句研習；(八)各體千字文集聯寫作藝術；(九)每課印發講義與習作樣本；(十)每課隨堂示範寫作技法，包括：執筆使轉、用墨、運水、並批改習作。本課程共講授三十小時。楷、行、草、章草、隸書、篆書寫作佔十八小時，各體千字文集聯佔六小時，對聯應用寫作法佔六小時。

凡曾選習書法課程，或稍有書法基礎者均可參加研習。(限收二十五人)。

461. 國畫花鳥蟲魚構圖技法 (Composition of Flowers, Birds, Insects & Animals in Chinese Paintings)

主 講 人：徐達之先生。

地 點：香港太古城聖約翰男女書院 302 室（小學部英皇道入口）。

時 間：一九八五年十月七日起每星期一下午七時至九時。

全期學費：二百八十五元。（共十五講）。

本課程為適應對花鳥蟲魚國畫藝術有研習興趣者而設。講授內容包括：（一）春夏秋冬四季花卉的寫作；（二）飛禽翎毛的構圖；（三）蜂蝶各類草蟲的描繪；（四）魚蝦水族之寫作；（五）花鳥配合構圖；（六）蟲魚配合構圖；（七）花鳥蟲魚聯合構圖；（八）各類畫面題字用印寫作技法；（九）運筆、用墨、用水及各類紙絹寫作技法；（十）每課編發講義及習作樣稿；（十一）隨堂示範並批改習作。（限收二十五人）。

462. 實用書法藝術寫作技法 (Practical Calligraphy)

主 講 人：徐達之先生。

地 點：香港太古城聖約翰男女書院 302 室（小學部英皇道入口）。

時 間：一九八五年十月九日起每星期三下午七時至九時。

全期學費：二百八十五元。（共十五講）。

本課程為適應各界人士有意研習書法藝術實際應用寫作者而設。講授內容包括：（一）正楷書法的選帖研習；（二）行書選帖研習；（三）草書選帖研習；（四）隸書選帖研習；（五）草草選帖研習；（六）小篆選碑研習；（七）大篆石鼓文研習；（八）金文鐘鼎書法集聯實研習；（九）每課編發講義並附發研習樣稿；（十）隨堂示範，並批改習作。（限收二十五人）。

463. 篆刻與印章 (Seal Engraving)

主 講 人：盧人俊先生。

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

時 間：一九八五年九月廿七日起每星期五下午六時十五分至七時四十五分。

全期學費：一百六十元。（共十二講）。

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。（限收二十八人）。

464. 篆刻深造班 (Advanced Seal Engraving)

主 講 人：盧人俊先生。

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

時 間：一九八五年十二月廿日起每星期五下午六時十五分至七時四十五分。

全期學費：一百一十元。（共八講）。

深造班專為已完成篆刻初級班人士或有篆刻基礎和興趣繼續深造者而設。此深造班課程全面以篆刻示範，治印技巧。學員作業，導師改印，教與學均以實踐為主。復以刀法，手法，佈白等等為輔。務令學員刻印盡量領畧方寸之間的篆刻藝術，讓學印者多嘗治印的樂趣。（限收二十二人）。

465. 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：一九八五年十月五日起每星期六下午四時十五分至五時四十五分。

全期學費：一百七十五元。（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。（限收二十八人）。

See also:

- 69. 基礎水墨畫（第 10 頁）
- 70. 基本傳統山水畫（第 11 頁）
- 71. 現代山水畫入門（第 11 頁）
- 73. 基本書道（第 12 頁）
- 74. 中級書道（第 12 頁）
- 95. **Introduction to Ukiyo-E: Japanese Woodblock Prints.** (Page 20)
- 184. 書法講座（一）教師班（第 50 頁）
- 193. 中國現代文學史（一）（第 54 頁）
- 268. **Hong Kong: the Archaeological and Historical Scene.** (Page 83)
- 271. 香港考古與出土文物欣賞（第 84 頁）
- 312. 中國民歌（第 103 頁）
- 318. 中國現代舞蹈與音樂（第 105 頁）
- 483. 今日中國研究文憑課程（第 146 頁）
- 484. 中華人民共和國三十六年——導論（第 147 頁）

Philosophy & Psychology

Staff Tutor: Miss N. P. Lee, Telephone 5-8592787

466. Buddhism in Asia. Mrs. Rajeshwari Ghose, B.A. (Calcutta), M.A. (H.K.), Ph.D. (Lond.). *Tuesdays, 6.00-7.30 p.m., starting October 8, 1985. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings.*
Fee: \$220

The important features of Buddhism will be introduced, and then the spread of this faith will be traced through South East Asia and the Far East. Topics to be covered include: the philosophical and religious climate of India at the time of the Buddha; the life and teachings of the Buddha; the evolution, tenets and iconography of Mahayana Buddhism; the development of Tantric Buddhism in India, Nepal and Tibet; the contributions of Ceylon to Buddhism; the role of Buddhism in Burma, Thailand and Cambodia; the nature of Buddhism in ancient Java and present day Bali; the major schools of Chinese and Japanese Buddhism, e.g. Pure Land and Zen. The lectures will be extensively illustrated with slides where applicable.

467. 哲學文憑課程 (Certificate Course in Philosophy)

主 講 人：陶國璋先生、李偉傑先生、吳明先生、張燦輝博士。

地 點：(甲)香港大學校外課程部市區中心 25 室。

(乙)香港大學校外課程部市區中心 15 室。

時 間：每星期三及星期六上課：

(甲)一九八五年十月二日起至一九八六年七月九日每星期三下午八時至九時三十分。

(乙)一九八五年十月五日起每星期六下午二時十分至四時十分。

課程將在一九八六年七月十二日完結。

全期學費：一千二百元。

本課程的目的旨在有系統地介紹中國和西方哲學的主要內容，從而提高學員的思辨推理能力，以便能自覺地建立健全的人生觀。基本課題及其內容詳列如後：

(甲)基本科目

(一)思想方法與邏輯——介紹思考的方法與原則，其中包括語理分析，思想謬誤分析，科學方法及基本形式邏輯。

(二)西方哲學導論——以哲學名家為中心，輔以原典選讀，使學員瞭解西方哲學的精神面貌。

(三)中國哲學導論——引介中國哲學之特質，及其真理領域，通過儒、道、墨法之比較研究，確定各家之思想性格及現代意義。

(乙) 哲學專題

- (一) 倫理學——介紹中西倫理學說的各種形態，促進對價值問題之瞭解，對現存社會的道德問題作深入的基層反省。
- (二) 知識論——知識的結構與成素；知覺、感覺及語言等能力之作用；可能知識之界域等。
- (三) 形上學——形上學的意義與其可能性；形上學之思維方式；形上學的觀念，形上學之諸形態。

各課題中將加插小組導修，使學員在討論過程中，能應用所學到的哲學知識。

名 額：限收三十人。

入學資格：大學入學試合格或以上程度。

結業文憑：課程結束後，學員若能符合下列條件，則可得本部頒發之文憑：(一) 出席率超過百分之八十；(二) 完成所有課程中的作業，(三) 考試合格。

報名手續：申請者須於九月十七日前將(一)申請表格，(二)劃綫支票，(三)半身近照乙張；(四)學歷證件副本寄回香港大學校外課程部。

468. 哲學導論 (Introduction to Philosophy)

主 講 人：吳明先生。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八五年十月五日起每星期六下午二時三十分至四時。

全期學費：一百六十五元。(共十二講)。

現代人類一方面知識膨脹，另一方面却因為觀念的混亂，價值的失落而陷入迷茫。哲學，是每一時代的智者所點燃的理性燈塔。哲學不僅不神秘，而正是要克服神秘，以照亮人類生命的航道。

本課程既屬導論性質，將注重啟發批判性之思維模式，以問題為中心，培養哲學思辨。內容包括下列四部份：(一)知識論——甚麼是知識，知識成立之根據，知識之成素與結構、知識之極限等問題。(二)形上學——形上學之意義與可能性、本體論、宇宙論等問題。(三)價值論——價值之根源、價值之相對性與絕對性、自由與道德等問題。(四)文化哲學——語意學、歷史哲學、美學之簡介。

469. 完人之尋索——基督教與東西思潮對理想人格建構的探討 (Ways to Self-realization)

主 講 人：溫偉耀博士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八五年十月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：一百四十元 (共十講)。

「人是人！」這是一句莊嚴的宣告。但今天的悲劇是在這現代化、都市化的社會，人往往生存在一種「非人」的狀態中。人被降格為一件物品，或只是一具被物慾所支配的形軀。究竟如何才可以真真正正地做個人？

本課程將選取一些具有代表性的思潮和它們所提議的途徑，綜合地探索如何可以完成理想人格的問題。其中包括海德格存在主義的「真人觀」；人文主義心理學及心理治療理論對人性的診斷；前期馬克斯主義論在共產社會裏人的自我創造；中國儒家思想論道德自我的確立；及佛教禪宗的自我超越觀等。最後將從基督教的角度，對以上各說作一總結及綜合的評論。

470. An Appreciation of Psychology. Miss Roshni Jal Karani, B.Sc. (Psychology) (Lond). *Tuesdays, 8.00-9.30 p.m., starting October 8, 1985. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.*
Fee: \$150

The course will provide a general introduction to the field of Psychology. It will trace the roots of this subject from its philosophical beginnings to its present day scientific standing. Special attention will also be given to Psychologists who have had a major influence in the growth of this subject. Gestalt Psychologists such as Jung and their work on perception and visual illusions will be discussed. Lectures will also cover Freud's work on the unconscious mind and the structure of personality. The Behaviorists' contribution to psychology will also be reviewed with special attention to conditioning and learning techniques. There will be an overview of the different approaches to Psychology and their different methods of study. In conclusion, recent trends and areas of growing interest in the field of Psychology will be touched on.

471. Psycho-social Perspectives on Women's Health. Imogen Sharp, B.Sc. (Sussex), Demonstrator in Behavioural Sciences, University of Hong Kong. *Tuesdays, 8.00-9.30 p.m., starting October 8, 1985. Room 503, Knowles Building, University of Hong Kong. 10 meetings.*
Fee: \$160

Health statistics in industrialised countries today lead to the conclusion that it is men who die, but women who get sick. This course looks at the reasons behind women's higher rates of sickness and at the social, psychological and political influences affecting women's health and illness. After an introduction to basic concepts, topics will include women's role in the health-care system as patients and providers; sexism in medicine; discussion of stress and how women's roles may lead to ill-health; issues relating to reproductive health including pregnancy and childbirth; women and mental illness; anorexia nervosa; and an overview of the women's health movement.

472. 心理學導論（一） (Introductory Psychology I)

主 講 人：黃世強碩士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八五年十月三日起每星期四下午六時至七時三十分。

全期學費：一百五十元。（共十二講）。

在過去數十年來，一般人對心理學的興趣都不斷加增，為使學員對心理學有基本認識，特別提供心理學導論課程；整個課程將分為兩部份，第一部份在本季介紹普通心理學的綱要，第二部份在明年春季上課，集中研讀社會心理學。

心理學導論（一）內容包括：心理學之概念，源流及派別；學習的理論和歷程，記憶與遺忘；動機的性質，生理及心理的動機；感覺與知覺等。

473. 瞭解青少年的生理和心理 (Understanding Adolescence)

主 講 人：洪傑美女士、及醫務工作人員。

地 點：香港大學校本部大樓 237 室。

時 間：一九八五年十月十六日起每星期三下午六時三十分至八時三十分。

全期學費：一百八十元。（共十講）。

青少年在短短數年青春期中所經歷的各種生理現象及身體改變，比其他年齡的人所經歷的都來得急劇和多，因此本課程將分析這些現象和改變對青少年心理的影響，讓我們可以對青少年有更深切的瞭解。

本課程特別為家長、中學教師及社會工作者面設，內容包括：青少年期的特質；次生性特徵（secondary sexual characteristics）的出現；生殖系統之長成（包括月經初潮、夢遺等現象）；生理異常及性角色的認同；性行為及有關問題（包括自瀆、懷孕、墮胎等）；性知識及性教育；身體成長及自我形象；青少年期的疾病及情緒問題等。上課形式包括講授及小組交流，歡迎學員提出實例、個案以作研討。

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，須於十月四日前報名）。

474. 學習心理學 (Psychology of Learning)

主 講 人：梁浩榮先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八五年十月三日起每星期四下午七時四十五分至九時十五分。

全期學費：一百六十五元。（共十二講）。

學習是一個我們每天都經歷的過程，而並非是在學或受訓練的人所獨享的；分別是學生和受訓的學員花較多時間和精力在各種型式，有範圍的學習活動上，而其他人把大部份時間用於應付工作上，而自覺或不自覺地學習週圍的事物，因此，若能明白學習的過程和各種影響學習的因素，便提高學習的興趣，收更大的果效。

本課程的目的是促進學員們對學習的了解，特別歡迎在職教師及家長來參與。課程內容包括：學習的生理基礎；學習的原動力；學習的能力；學習的理論；學習的分類；學習過程的分析與指導（一）：學習曲綫；學習過程的分析與指導（二）：記憶與遺忘；影響學習的內在因素與學習指導（一）；影響學習的外在因素與學習指導（二）；年齡與學習。

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，須於九月二十日前報名）。

475. 心理及教育測驗概論 (An Introduction to Psychological and Educational Testing)

主 講 人：侯傑泰先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八五年十月一日起每星期二下午六時至七時三十分。

全期學費：一百五十五元。（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，須於九月十八日前報名）。

476. 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 21 室。

時 間：一九八五年十一月一日起每星期五下午六時至七時三十分。

全期學費：一百二十元。（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啓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，須於十月十九日前報名）。

477. 社會心理學淺論：知覺與人際傳通 (Perception and Interpersonal Communication)

主 講 人：顧明仁先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八五年十月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：一百七十元。（共十二講）。

本課程主要是藉著社會心理學方面有關知覺（perception）的概念去探討人際傳通時所涉及的態度及行為之變遷。討論範圍包括何謂知覺、民衆知覺（people perception）及自我知覺（self-perception）；知覺在人際傳通上所產生的影響；從知覺到共同定向（co-orientation）模式之發展，其中包括紐甘（Newcomb）的初期及後期的威斯康辛模式（Wisconsin Model）等；如何運用此等模式去解決日常生活中人際傳通所碰到之種種問題。此外，亦會比較歸因（Attribution）與共同定向在解釋人際傳通之困難的貢獻。

本課程適合一般教師，公關從業員及社會工作者參加，參加者須具中學或以上程度。

478. Family and Systems: an Interactional Approach to Change. Miss Benedicte Caeymaex, M.Psych. (Universite Catholique de Louvain). Thursdays, 6.15-7.45 p.m., starting October 3, 1985. Room 208, Building A, University of Hong Kong. 8 meetings. Fee: \$130

The family can be seen as a system and any individual's behaviour can be understood as a result from the interactions between the family members. The family itself is part of a larger context including school, work, institutions, etc. From there, change in the individual is related to change in the whole system. This course will introduce some basic concepts of family therapy such as systems theory, verbal and non-verbal communication, scape-goating process, differentiation, family myths and loyalties. The way changes are introduced in the family as practiced by several family therapists such as Minuchin, Bowen, Whitaker, Selvini, and others will be examined.

This course will be based as much as possible on concrete examples and current practice of the participants.

479. Stress Relief for Executives. Mrs. Lilian M. Donleavy, B.Sc. (C.N.A.A.), P.G.C.E., Dip. Psychotherapy, Dip. Occupational Testing. *Mondays, 6.00-7.30 p.m., starting September 16, 1985. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings.* **Fee: \$130**

A certain amount of stress is necessary to produce energy, but too much stress can be disastrous or at least incapacitate by causing illnesses and accidents.

This course outlines some of the common causes of stress and course members will be given the opportunity to complete a questionnaire which measures their own stress rating, based on individual lifestyles and events over the past year or so. Techniques for controlling and combating stress will be taught including the effective use of time, progressive relaxation, self hypnosis, and creative visualization.

480. The Use of Occupational Tests in Personnel Management. Mrs. Lilian M. Donleavy, B.Sc. (C.N.A.A.), P.G.C.E., Dip. Psychotherapy, Dip. Occupational Testing. *Mondays, 6.00-7.30 p.m., starting November 18, 1985. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$160**

Over the past few years large numbers of tests designed to measure different types of skills have been developed. Occupational tests are now used regularly for many levels of job selection, from unskilled factory workers to senior management positions. This course will demonstrate examples of the different types of tests available.

The course's main objectives are:— to give course members exposure to some of the wide range of attainment, ability and aptitude tests available today; to gain a general appreciation of the basic concepts and statistics of psychological measurement; and to enable course members to evaluate the effectiveness of selection tests in their employing organisations.

Case studies will be used, and course members will be asked to select hypothetical candidates for occupations, based on test scores.

481. 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 October 5, 1985 to November 16, 1985 (No meeting on October 26). Audio-visual Room, Wah Yan College, 56 Waterloo Road, Kowloon. 6 meetings.* **Fee: \$200**

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.

482. Personality Psychology. Augustus K. Yeung, B.A., Dip.Ed., M.A. (Toronto). *Thursdays, 8.00-9.30 p.m., starting October 3, 1985. Room 142, University Main Building. 12 meetings.* **Fee: \$200**

For centuries, human nature has been a subject of serious and heated debate. The central theme of this course revolves around the basic assumptions concerning human nature put forth by the world's leading personality psychologists.

A common framework will be presented as a means to enable course participants to understand human behaviour and to comprehend, compare and contrast the different theories. They will also be stimulated to look beyond the immediate details of a particular theory towards the basic implications of each theory for understanding their own selves and those around them.

Consistent with this theme, the theories of such diverse figures as Sigmund Freud, Alfred Adler, Erik Erikson, Henry Murray, B. F. Skinner, Alfred Bandura, Gordon Allport, George Kelly, Abraham Maslow, and Carl Rogers will be examined.

No prior knowledge of psychology is necessary.

See also:

- 445. 佛學要義 (第130頁)
- 447. 中國哲學 (第130頁)
- 448. 西洋哲學與中國 (第131頁)

Political Science

Enquiries: Telephone 5-8592787

483. 今日中國研究文憑課程 (Certificate Course in Contemporary China Studies)

宗旨：中國的動向，素為國人所關懷；特別是在今天香港前途已決的時候，當更具切身關係。而中國目前實行開放政策，歡迎外國、港澳投資與貿易，從事於此方面的工作者，就必需具備這方面的專業知識。有見及此，本部特別開辦此項課程，作全面而系統地講授。歡迎業務上與中國有密切聯繫之人士參加。

內容：思想、理論、政治、經濟、貿易、社會的政策和變革。除由專業及客座講師講授外，並以小組討論形式增強理解。

課程主持：金思愷先生（香港大學亞洲研究中心高級研究員）
陳文鴻博士（香港大學亞洲研究中心研究員）
梁君國先生（香港大學政治系導師）

講授語言：粵語（輔以國語及英語）

地點：香港大學校外課程部市區中心 15 室。

時間：一九八五年十月十五日至一九八六年六月十日每星期二下午七時四十五分至九時五十五分。

全期學費：一千一百元。

名額：限收廿五人。

入學資格：大專程度，如從事中國貿易投資之人士，將會優先考慮；學員最宜有經濟學或同類課程知識。

畢業文憑：課程結束後，學員若能符合下列條件，則可領得本部頒發之文憑：
（一）上課次數超過八成；（二）完成所有課程中的作業；（三）提交一份學期報告而得滿意成績。

報名手續：申請者須於九月二十八日前，將（一）申請表格，（二）一千一百元支票，（三）半身近照二張及（四）其他學歷證件副本寄回香港大學校外課程部「今日中國研究文憑課程」主任收。

484. 中華人民共和國三十六年——導論 (The First 36 years of the PRC)

主 講 人：陳文鴻博士。

地 點：香港大學 A 座大樓 208 室。

時 間：一九八五年十月八日起每星期二下午六時十五分至七時四十五分。

全期學費：一百四十元。（共八講）。

本課程將從政治、經濟、社會三方面簡述中華人民共和國三十六年（一九四九年至一九八五年）來的發展。除了通過歷史事實勾畫出發展的大概情況外，特着重討論中國社會在這三十六年裏經歷的政治、經濟和社會三方面的結構性變化，例如黨和政府部門的組織及其運作的關係，經濟計劃制度在生產、分配、工資等方面的演變；意識形態在不同時期對社會組織的影響。此外亦討論政、經、社三方面變化的相互影響和中國社會的歷史發展的趨勢。討論中特簡略地帶入一九四九年以前中國社會的情況中，一九四九年解放的歷史意義，以及借用蘇聯、東歐社會主義國家的一些歷史經驗與中國的發展情況作比較和參考。

本課程並不要求學員對中華人民共和國三十六年歷史有深入的了解，歡迎教師及具大專程度的學員參加。（限收三十人）。

485. 民主理論與香港政制 (Democratic Theories & Political Institutions of Hong Kong)

主 講 人：張楚勇先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八五年十月八日起每星期二下午六時三十分至八時。

全期學費：一百四十元。（共十講）。

本課程為有興趣了解香港政治和政治理論人士而設。學員毋須具備政治學上的認識。

課程內容包括：（一）民主理論簡介，（二）主要的民主制度的實踐與問題，（三）香港的代議政制的發展，（四）有關香港政治民主化的討論，（五）有關香港政治民主化的問題，（六）外國的民主理論和實踐對香港政治民主化的問題的相關作用等。

本課程旨在使學員掌握民主理論的主要內容、了解香港政治民主化在理論上和實踐上可能產生的問題。

See also:

522. Public Opinion & the Development of Democracy. (Page 165)

Science

Staff Tutor: Stephen W. N. Wu, Telephone 5-8592789

486. Selected Topics in Cell Biology. *Mondays, 6.15–7.45 p.m., starting October 7, 1985. Upper Lecture Theatre, Li Shu Fan Building, Sassoon Road. 8 meetings.* **Fee: \$160**

Tutors: D. H. S. Lee, B.Sc. (H.K.), Assistant Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong.

K. S. Lee, B.Sc. (Hull), Ph.D. (H.K.).

J. S. Tam, M.Sc. (Toronto).

S. W. Tsang, M.Med.Sci. (H.K.), Clinical Bacteriologist, Department of Microbiology, University of Hong Kong.

This is a modification of the course "A-Level Biology for School Teachers" which was offered in Spring, 1985. The present course aims to provide school teachers with a deeper and up-dated understanding of some selected topics in cell biology. Topics include: cytochemistry and ultrastructure; cell division and cell cycle; membrane biochemistry, transport of substances across membranes; basic immunology; genes and chromosomes, and a brief introduction to genetic engineering. Time will be reserved during each session for questions and discussion.

Enrolment is limited to 50.

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: September 28, 1985.*)

487. Elementary Statistical Methods for Biomedical Research. *Tuesdays, 6.30–8.00 p.m., starting October 15, 1985. Middle Lecture Theatre, Li Shu Fan Building, Sassoon Road. 8 meetings.* **Fee: \$150**

Tutors: C. M. Wong, B.Sc. (Manchester).

T. H. Lam, M.B.B.S. (H.K.), M.Sc., M.Sc.Occ.Med (London), M.F.O.M. (R.C.P.) (London), M.R.S.H., F.A.C.O.M.

This course is designed to help research workers engaged in biomedical studies to understand and appreciate the role of statistics in medical practice and biological research so as to improve their ability to make sound inductions from numerical data and to enable them to assess critically articles published in medical journals.

No previous knowledge of statistics is assumed. On completion of the course students should know and understand the following: the principles of presenting and interpreting data graphically; the concept of variation in medical data; the appropriate use of simple statistical measures, and the basic principles involved in the design, conduct and interpretation of medical statistics.

488. Safety in Clinical Laboratories. *Fridays, 6.30-8.00 p.m., starting October 18, 1985. Middle Lecture Theatre, Li Shu Fan Building, Sassoon Road. 8 meetings.* **Fee: \$150**

Tutors: E. J. Fox, B.Sc. (Sussex), Cert.Ed. (Leeds).

J. D. Robinson, M.Phil. (H.K.), C.Biol., M.I.Biol.

R. Y. S. Wan, B.Sc. (C.U.H.K.), B.Sc. (Special), M.Phil. (H.K.).

Any work environment has potential hazards, and lack of knowledge and understanding of them leads to considerable anxiety. This is especially so in medical laboratories and laboratory staff need to be fully cognizant with current safety practice in this fast changing scene. This course is designed to teach methods of risk assessment and practical approaches to hazard minimization in both established and new technologies in medical laboratories.

The contents of this course include: recognition of potential laboratory hazards; different kinds of hazards including physical, chemical, fire, pathological and radiation; handling and storage of toxic chemicals and radioisotopes; equipment safety; laboratory planning; safety management; and some elementary first aid procedures. In order that participants can appreciate the practical problems encountered in a routine laboratory, a visit to different sections of a set of clinical laboratories will be arranged.

489. Chemistry of Plastics, Fuels and Pollution. R. M. Letcher, Ph.D. (London), Senior Lecturer in Chemistry, University of Hong Kong. *Wednesdays, 6.30-8.00 p.m., starting October 16, 1985. Ground Floor Lecture Theatre, Chemistry Building, University of Hong Kong. 8 meetings.* **Fee: \$260**

A thorough and up-dated coverage of some newly introduced topics to the Hong Kong Schools Chemistry syllabus will be given. Topics will include the chemistry of: fuels, the petrochemical industry, the internal combustion engine, detergents, natural and synthetic polymers, and pollution. Special attention will be paid to the discussion of the everyday application of the above and to the associated pollution problems with particular reference to Hong Kong. Appropriate laboratory experiments will also be included to illustrate lecture material. Safety in organic chemistry laboratories will also form part of the course. This course is intended to be of particular value to chemistry teachers in secondary schools in furthering their appreciation of the social and economic consequences of developments in chemistry.

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 applications: October 1, 1985.*)

490. Electricity and Electronics for Teachers of Integrated Science. *Thursdays, 5.30-7.30 p.m., starting October 3, 1985. Science Teaching Centre, 3/F., 4 Pak Fuk Road, North Point, Hong Kong. 12 meetings. Fee: \$300*

Tutors: K. T. Kwan, B.Sc. (London), Dip.Ed. (C.U.H.K.), Adv.Dip.Ed., M.Ed (H.K.).

S. K. Leung, B.Sc. (H.K.), Cert.Ed. (H.K.), Cert. Fundamentals Digital Computers (H.K.).

This course is intended for teachers of Integrated Science in secondary schools and should be of particular interest to non-physics teachers. Special emphasis will be paid to topics under Unit 8 (Making Use of Electricity) and Unit 15 (Electricity and Electronics) of the Curriculum Development Committee (C.D.C.) Junior Secondary Science syllabus. The content of the course includes: simple circuitry, conductors and insulators, heating effect, at home with electricity, electromagnet and motor effect, more about electromagnetism, chemical effect, electrostatics, series circuits, pushing charges, dynamo effect, transmitting electrical energy, current in gas, current in vacuum, some useful electronic components, switches and electronic logic. Lectures will be supplemented by practicals. Discussion of common misconceptions concerning electricity, assessment techniques and the construction of simple apparatus will also be included.

Lectures will be conducted in English supplemented with Cantonese.

Enrolment is limited to 30.

Fee Refund: on being accepted for this course, Science 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 applications: September 27, 1985.*)

491. The Basics of Brewing and Related Industrial Microbial Applications. Alex Tse, B.Sc. (Nebraska), M.Sc. (Birmingham). *Fridays, 7.00-8.15 p.m., starting October 4, 1985. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 8 meetings. Fee: \$150*

The art of brewing is one of the oldest crafts known to man, even though brewing is a complex biochemical and microbiological process. In order to better understand the basic elements involved, the following topics will be considered: fermentation; different raw materials required for brewing; yeast; storage and maturation; quality control and other related microbial applications. A visit to a brewery will be arranged but the cost is not included in the course fee.

492. The Basics of Pet Care. Derek C. M. A. Chow, B.A. (California), B.V.Sc. (Sydney). *Wednesdays, 6.30-7.30 p.m., starting October 2, 1985. Middle Lecture Theatre, Li Shu Fan Building, Sassoon Road, 6 meetings.*
Fee: \$120

This course is designed specially for novice pet-owners and aims to provide some basic knowledge on the various aspects of pet care. Emphasis will be paid to the environmental, nutritional and physiological requirements of various species of pet animals, in particular, dogs and cats. Other less popular pet animals such as rabbits, birds, reptiles and fishes will also be briefly discussed. Special attention will be given to the care of young, pregnant, debilitated and geriatric animals.

493. 天文觀測技術 (Observational Techniques in Astronomy)

主 講 人：黃衍蕃先生、李偉才先生，B.Sc. (H.K.)。

地 點：香港大學許愛周科學館 L G 2 室。

時 間：一九八五年十月四日起每星期五下午七時十五分至九時十五分。

全期學費：二百元。（共十二講）。

闊別了七十多年的哈雷彗星，將於年底接近地球，很多人都希望能一睹其風采。事實上，宇宙間有很多有趣的天象，如月蝕、日蝕的發生，流星雨的出現，新星的爆發等都十分值得我們欣賞。在欣賞之餘，我們還可以對這些天象或天體進行觀測研究。

本課程將由淺入深，從怎樣使用星圖及望遠鏡開始，介紹觀測太陽、月球、日蝕、月蝕、行星、流星、掩星、彗星、雙星、變星、新星、星雲、星團及星系等天體及天象的方法與技術，並着重介紹十月底的月全蝕及 85-86 年哈雷彗星的觀測方法。

本課程除講座外，在天氣許可之下，還會安排一次郊外宿營實習（自費）。歡迎有中學程度及對天文學已有初步認識的人士參加。（限收五十人）。

494. 視軸矯正學 (Basic Orthoptics in Ocular Motility Defects)

主 講 人：陳誕華先生，B.Sc., Dip.App.Sc. (Orthoptics), D.A.O.。

地 點：香港大學厲樹雄科學館 G 4 室。

時 間：一九八五年十月七日起每星期一下午六時十五分至七時四十五分。

全期學費：一百四十元。（共八講）。

香港環境稠密，兒童視力的發育及眼睛健康已成為保健中重要的一環，父母及教師若能具備普遍的眼睛常識，便能適當地預防及避免一些先天性或後天性弱視的成因。

本課程將扼要地闡述眼球及眼肌的構造，正常視力發展過程，雙眼共視能力的成長與加強弱視成因及矯正方法，成人因隱性斜視或不強健眼肌造成的不適及其視軸運動與光學的補救，常見的眼疾及其認識等。

本課程適合任何對視軸矯正及兒童視力保健有興趣的人士參加。

Computer Science

Enquiries, Telephone 5-8592793

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

主 講 人：陳俊光先生，B.Sc.(Eng.)(H.K.)，M.B.A.(C.U.H.K.)，M.I.E.E.E.，
A.M.I.E.E.。

講授語言：粵語（輔以英語）。

地 點：香港大學A座大樓208室。

時 間：一九八五年十月十八日起每星期五下午六時十五分至八時十五分。

全期學費：一百八十五元。（共八講）。

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。

496. Microcomputers for Beginners. W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., Computer Officer, University of Hong Kong. *Lectures on Mondays, 6.30–8.30 p.m., starting October 7, 1985. Lectures in Room 104, James Hsioung Lee Science Building, University of Hong Kong, and workshops in Room 136, Knowles Building, University of Hong Kong. 8 lecture meetings and 6 workshops.*

All students will attend the same lectures, and select one terminal workshop from the following:

- (a) *Tuesdays, 6.30–8.30 p.m., starting October 15, 1985.*
- (b) *Wednesdays, 6.30–8.30 p.m., starting October 16, 1985.*
- (c) *Thursdays, 6.30–8.30 p.m., starting October 17, 1985.*
- (d) *Fridays, 6.30–8.30 p.m., starting October 18, 1985.*

Fee: \$1,050 (Please indicate preferred workshop on enrolment form)

This course will give a basic introduction to microcomputers and programming for microcomputers. As BASIC is the popular language of communication for small machines, the syllabus will include BASIC as the focal point for the discussion on programming. Assuming no prior knowledge of computers, the main objective is to provide students with confidence in the art of micro-computer use.

Enrolment is limited to 32 students.

497. Microcomputers for Beginners. W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., Computer Officer, University of Hong Kong. *Lectures on Mondays, 6.30–8.30 p.m., starting December 2, 1985. Lectures in Room 104, James Hsioung Lee Science Building, University of Hong Kong, and workshops in Room 136, Knowles Building, University of Hong Kong. 8 lecture meetings and 6 workshops.*

All students will attend the same lectures, and select one terminal workshop from the following:

- (a) *Tuesdays, 6.30–8.30 p.m., starting December 10, 1985.*
- (b) *Wednesdays, 6.30–8.30 p.m., starting December 11, 1985.*
- (c) *Thursdays, 6.30–8.30 p.m., starting December 12, 1985.*
- (d) *Fridays, 6.30–8.30 p.m., starting December 13, 1985.*

Fee: \$1,050 (Please indicate preferred workshop on enrolment form)

This course will give a basic introduction to microcomputers and programming for microcomputers. As BASIC is the popular language of communication for small machines, the syllabus will include BASIC as the focal point for the discussion on programming. Assuming no prior knowledge of computers, the main objective is to provide students with confidence in the art of microcomputer use.

Enrolment is limited to 32 students.

498. 微電腦之操作及教學應用 (Microcomputers for Teachers)

主 講 人：侯傑泰碩士。

地 點：香港灣仔軒尼詩道 22 號循道衛理中心三樓電腦室。

時 間：甲班：一九八五年九月廿八日起每星期六下午二時卅分至五時卅分。

乙班：一九八五年九月廿八日起每星期六下午六時至九時。

全期學費：每班九百元。（共十二講）。

（報名時請註明甲班或乙班）

本課程特為初學電腦之教師而設，學員毋須具有使用電腦之知識及經驗。課程包括基本電腦常識及各種與教學有關之軟件操作介紹。主要內容：（一）電腦基本概念，微電腦系統組織；（二）微電腦機械部份及其附件之操作，簡單維修技巧；（三）磁碟操作系統；（四）各類高級電腦語言、資料系統，文字處理（如：BASIC, LOGO 等）之學習；（五）簡介各類現成與教育有關之軟件。

本課程對使用微電腦（尤其是蘋果 II 型相容之類型）作一全面之介紹。課室備有多部電腦，學員可分二人小組即時練習。

本課程因電腦設施所限，每班只收 20 名。學費包括上課時所用之磁碟費用。

本課程與循道衛理中心「專業及成人教育服務」合辦。

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教署退還半費，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，須於九月十八日前報名。）

499. Basic Principles of Computer Systems. P. F. Tse, B.Sc. (H.K.), Computer Officer, University of Hong Kong. *Mondays, 6.15–8.30 p.m., starting September 23, 1985. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings.* **Fee: \$290**

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.

500. Basic Principles of Computer Systems. P. F. Tse, B.Sc. (H.K.), Computer Officer, University of Hong Kong. *Saturdays, 2.30–4.45 p.m., starting September 28, 1985. Room 230, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$290**

See entry for Course No. 499, but please note that all discussions will be conducted in Cantonese. 討論語言：粵語（輔以英語）。

501. Introduction to Data Processing. C. W. Liu, B.Sc. (H.K.). *Wednesdays, 6.30–8.30 p.m., starting October 9, 1985. Room 230, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$290**

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 EDP, 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.

502. Fundamentals of Computer Systems and Data Processing. Miranda Chung, B.Sc. (H.K.), C. W. Liu, B.Sc. (H.K.) and M. C. Chu. *Mondays and Thursdays, 6.30–8.30 p.m., starting October 3, 1985. Room 230, Knowles Building, University of Hong Kong. 37 meetings.* **Fee: \$490**

The syllabus will include: basic components of a computer; stored-programme computer; systems software; logic operators; hardware concepts; concepts of input/output device control; concepts of files; data structures; data processing concepts; life cycle of a project, including feasibility study, systems analysis, design, specification, development, documentation, turn-over and project control; sorting techniques; appreciation of programming languages; numerical methods, simple statistics; modelling and simulation.

It will be very helpful to those who are preparing to sit for the Part I examination of the British Computer Society, as this course covers most of the syllabus of the Part I General Papers. Applicants must have knowledge of at least one high level programming language such as FORTRAN, COBOL etc. They should have passed 5 subjects including English and Mathematics in the Hong Kong Certificate of Education Examination or equivalent.

Enrolment is limited to 35 persons. Applicants must enclose photostat copies of appropriate certificates along with their application forms.

503. Introduction to Structured Analysis. C. S. Lo, B.Sc. (Brown). *Tuesdays, 6.45–8.45 p.m., starting October 8, 1985. Room 230, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$260**

This course is an introduction to the modern tools of conducting requirement studies for computer end users. Stress will be placed on how to minimise the arbitrariness of the traditional way of analysis. Examples will be used whenever possible to illustrate the way of using the tools of structured analysis. This course is intended for programmers who wish to venture into analysis and for management personnel who wish to investigate the way of automating their business.

Topics to be discussed will include: meaning & terminology of structured analysis; guidelines for drawing data flow diagrams; levelled data flow diagrams with case study; the use of data dictionary; the implementation of data dictionary; structured English and alternatives; modelling & packaging the structured specification.

It is preferable that applicants should have completed the Extra-Mural Certificate Course in Digital Computer Programming, or equivalent.

Applicants must enclose photostat copies of appropriate certificates along with their application forms.

504. Introduction to Microcomputer Architecture. F. W. Lam, B.Sc. (Saskatchewan). *Mondays, 6.30-8.30 p.m., starting October 14, 1985. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$260**

Students will be provided with an intelligent appreciation of computer hardware systems from both the user's and the programmer's viewpoint. The course is intended for those who already have a basic knowledge of microcomputers and would like to pursue the following topics in detail:

Review of computer general concept.

Review of binary logic and binary arithmetics.

Sequential Circuits, Flip-Flops and Registers.

Semiconductor, machine language and programming, assembly language, instruction set, addressing mode, memory management with illustrations from 8085 and 8088.

Operating System (MSDOS on HP150/IBMPC).

Applications: Wordstar, Lotus 1-2-3, PC Instruments and CAD/CAM.

Applicants should have preferably completed an introductory course in fundamental computer principles or have had experience in operating microcomputers. They should have passes in Mathematics and English in the Hong Kong Certificate of Education Examination or equivalent.

Applicants must enclose photostat copies of appropriate certificates along with their application forms.

505. Basic Electronics for Digital Computers. K. K. Yeung, B.A.Sc. (Elec. Engg.) (Ottawa). *Thursdays, 6.30-8.30 p.m., starting October 10, 1985. Room 207, Building A, University of Hong Kong. 14 meetings.* **Fee: \$260**

This course aims to present an analytical description of the basic logic elements in integrated-circuit building blocks from which digital computers and systems are assembled. Current information on new integrated-circuit products will be provided to illustrate how these circuit elements may be applied in practice.

Topics to be discussed will include: a review of Boolean algebra and combinational logic design. Logic circuit families: TTL and CMOS logic gate characteristics and interfacing techniques. Flip Flops, Decoders, Counters and Registers; Digital Comparators, Half and Full Adders, Parity Checkers. ROMs: MOS and Bipolar ROM structure and general applications. RAMs: Static RAM, Dynamic RAM and interfacing techniques. A/D Conversion: different A/D-D/A conversion methods and applications. Microprocessors: internal architecture, peripheral interfacing and applications, Assembly and Machine language programming.

Minimum Entry Requirements: applicants should have a basic knowledge of computers and electronics, in particular semiconductor devices and circuits.

506. Fundamentals of Data Communications. K. K. Leung, B.Sc. (Eng.), (Surrey), A.M.I.E.E. *Tuesdays, 7.15–9.15 p.m., starting October 1, 1985. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 10 meetings.* **Fee: \$250**

This course discusses different aspects of data communication from the point of view of a user. It starts with elementary concepts in data communication and then works through the more complicated part of communication network design. It is designed for those who are involved in the design of large or small scale teleprocessing networks and in computer operations. Course content will include:

- Data communication terms and definitions;
- Transmission codes and transmission modes;
- Communication lines characteristics and the line conditioning;
- Modems and communication interfaces;
- Multiplexers and concentrators;
- Error detection principle and recovery procedures;
- Network protocol and line control procedures;
- Digital transmission system;
- Data switching principles: Packet switching, Circuit switching, etc.;
- System design considerations in Data network.

Preference will be given to those with a knowledge of computer operations and electronics. Applicants must enclose photostat copies of appropriate certificates along with their application forms.

507. Digital Computer Organization, Design and Engineering. Lai Chee-yan, B.Sc. (H.K.), Cert.Ed., M.Sc. (Tech.) (Manc.), M.I.E.E.E., A.M.B.C.S. *Thursdays, 6.25–8.25 p.m., starting October 10, 1985. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 25 meetings.* **Fee: \$370**

This course follows part of the syllabus of the British Computer Society Examinations, and will be of special help to those who are already working in the computer field, or intend to sit for professional examinations. Topics include:

- Logic: Gates, combinational logic techniques and minimization methods.
- A/D and D/A conversion.
- System technology: information theory, error correcting codes, memory management, ROM; interrupt; interfacing.
- Real-time, time-sharing, on-line and multiprocessing systems.
- Peripheral technology: computer communications, V.D.U., data-transmissions, satellite communications, multiple-access techniques, earth-station.
- Computer architecture, security problems, simulation, minicomputers.

Minimum Entry Qualifications. applicants should have some basic knowledge of electronics and computers and preferably have completed an introductory course in computer programming and fundamental computer principles, for example, the Extra-Mural course entitled "Basic Principles of Computer Systems", and/or "Fundamentals of Computer Systems and Data Processing". In addition, applicants should have passes in Physics, Mathematics and English in the Hong Kong Certificate of Education Examination or equivalent.

Applicants must enclose photostat copies of appropriate certificates along with their application forms.

508. Introduction to Software Engineering. Peter P. K. Chiu, B.Sc. (Lond.), B.Sc. (Eng.) (H.K.), A.M.B.C.S., A.M.I.E.E. Demonstrator, Department of Electrical Engineering, University of Hong Kong. *Thursdays, 6.15-8.15 p.m., starting October 17, 1985. Room 503, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$260**

This course discusses the fundamental concepts of software engineering which may be defined as the establishment and use of sound engineering principles to obtain economical software that is reliable and works on real machines. The course is designed for those whose work involves computer system development and software project management. The aim is to improve software development and software management techniques. Knowledge of basic mathematics and probability theory is expected. Topics include: what is software engineering? program design tools and techniques; complexity, storage, processing-time analyses; program testing; software reliability; and management techniques.

Enrolment is limited to 34 students.

Certificate/Advanced Certificate Courses in Digital Computer Programming

The Department of Extra-Mural Studies will offer the Certificate/Advanced Certificate Courses in Digital Computer Programming in February, 1986. These courses aim to provide a thorough training in computer programming. They will benefit those persons whose duties involve knowledge of programming languages.

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

See also:

107. Computer Auditing: a basic appreciation. (Page 24)

197. Fundamentals of Digital Computers. (Page 58)

Biomedical & Health Science

Staff Tutor: Sarah S. C. Hui, Telephone 5-8592793

509. Principles of Drug Actions. John Y. F. Lee, B.Sc. Pharm., M.Sc., (Strath), M.P.S. *Thursdays, 6.15-7.45 p.m., starting October 17, 1985. Room 722, Knowles Building, University of Hong Kong. 8 meetings. Fee: \$150*

The understanding of how drugs work in the human body in achieving their therapeutic effects provides the fundamental knowledge of current drug therapy. Topics on elementary pharmacodynamics and pharmacokinetics will cover mechanisms of drug actions, receptor theory, the absorption, distribution, biotransformation and excretion of drugs. The effects of pharmaceutical dosage forms (e.g. long-acting preparations, enteric-coated tablets) and the routes of drug administration on clinical response will be discussed. The significance of drug interactions with other drugs or with food will also be outlined.

This course is intended for nurses, dispensers, sale representatives or executives and technicians engaged in the pharmaceutical industry and retail pharmacy. Others, such as other paramedical workers and graduate science teachers may also find this course interesting and beneficial.

Enrolment is limited to 30.

510. A Short Course On Cardiovascular Drugs. Michael H. M. Ling, B.Pharm. (Lond), M.S. (Pharm.) (Iowa.), M.P.S. *Wednesdays, 6.15-7.45 p.m., starting October 16, 1985. Room 142, University Main Building. 6 meetings. Fee: \$130*

This is a specialised course on the action and clinical usage of cardiovascular drugs available in Hong Kong. The course is intended for practising nurses, dispensers and medical representatives who already have a background knowledge of basic pharmacology.

The topics covered include: diuretics, anti-hypertensive drugs, vasodilators, cardiac glycosides and inotropic agents, anti-arrhythmic drugs, anti-coagulants and anti-platelet drugs.

511. 糖尿病——病人教育 (Diabetes Mellitus: Patient Education)

主 講 人：徐業成醫生。

地 點：香港大學厲樹雄科學館 G 5 室。

時 間：一九八五年十月十六日起每星期三下午六時十五分至七時四十五分。

全期學費：一百五十元。（共八講）。

糖尿病的治療需要病人的合作及積極參與：祇有適當的病人教育才能幫助病人了解及正確地推行醫生定下的醫療計劃，達到治療的目的。

本課程特為對糖尿病病人教育有興趣的護理人員，營養師及其他人仕而設。

內容包括糖尿病概要，糖尿病人的教育及方法，糖尿病人的心理，糖尿病的飲食治療，運動治療及藥物治療，家居檢驗，足部護理，併發症的預防及香港糖尿病人常見的誤解等。

512. 臨床生物化學概談

(An Introduction to the Laboratory Aspects of Clinical Chemistry)

主 講 人：辛耀和先生，B.S., M.T. (A.S.C.P.), A.I.M.L.S.。

地 點：香港大學校本部 142 室。

時 間：一九八五年十月十六日起每星期三下午八時至九時。

全期學費：一百一十元。（共八講）。

本課程共分八講，每講一小時。主旨是對生化學檢驗作趣味性簡介，圖文並茂。內容包括：體液的功能及成份；肝，腎及胰功能方面的檢驗；體內毒物及藥物的化驗方法；介紹先進電腦化檢驗儀器；並淺論以下檢驗的結果：肝炎，糖尿病，肝癌，肝硬變及鉛毒等。

本課程適合護理或病理檢驗技術從業員及對臨床生物化學有興趣之人仕參加。

513. 常用藥物簡介 (Drugs in Common Use)

主 講 人：古永亮（倫敦大學藥劑學士）；

李克楷（利物浦大學藥理學學士）；

何美美（倫敦大學藥理學學士）。

地 點：香港大學 A 座大樓 206 室。

時 間：一九八五年十月十四日起每星期一下午六時十五分至七時三十分。

全期學費：一百五十元。（共十講）。

隨着文明的進步，藥物已成為我們生活的一部份；不但在生病時會服藥，就是在日常生活中亦不知不覺地服用了相當數量的藥物，如吸烟，飲酒，喝茶或咖啡等。此外，有些藥物更被大眾所廣用，如止痛丸，退燒丸，胃藥，避孕丸及鎮靜劑等，往往為家中常備。因此我們應具備這些普通藥物的知識，使能適當地應用它們及避免其所引起的副作用。

本課程將扼要地闡述一般常用藥物之作用，副作用，施用方法，及這些藥物在人體內吸收化學變化及排泄等程序。本課程適合任何對藥物有興趣之人仕參加。（限收三十人）。

514. 兒童的疾病及健康 (Common Diseases and Health Care in Childhood)

主 講 人：香港兒科醫學會會員。

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25室。

時 間：一九八五年九月二十日起每星期五下午八時至九時三十分。

全期學費：一百四十元。（共九講）。

本課程的目的是幫助各學員認識童年時期的各種傳染病，如麻疹，水痘，腮腺炎，德國麻疹等，以及怎樣正確處理發熱，痙攣，肚瀉，哮喘，跌傷，疳積等。課程亦包括兒童的正常發展過程及常見的行爲問題，及討論體智傷殘兒童的起因。課程由本港八位兒科專家用中文講解，並放幻燈圖片輔助學員瞭解各專題。

本課程適合一般家長、護士、教師、兒童護理工作者及與兒童有密切接觸的各界人士選讀。

515. 婦女與健康護理 (Health Care for Women)

主 講 人：由香港婦產科醫學會會員擔任。

地 點：香港大學校外課程部市區中心25室。

時 間：一九八五年十月十日起每星期四下午六時至七時三十分。

全期學費：一百四十元。（共十講）。

本課程旨在為婦女提供有關她們身體機能之基本認識，對婦女不同年齡應注意之健康問題及各類普通疾病的料理作深入淺出之討論。課程內容包括：婦女生理剖析，青春期及更年期，妊娠前後及母乳哺育，節育與不孕，整容、健美、減肥、受心理影響的疾病，白帶與性病，癌症及其預防，在職婦女問題及吸烟的害處。

516. 營養與健康 (Nutrition and Health)

主 講 人：盧素梅女士。

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：一九八五年九月廿五日起每星期三下午六時至七時三十分。

全期學費：一百四十元。（共十講）。

本課程將多方面講解營養的知識。內容包括：不同年齡之營養與健康問題，由嬰兒至老年；餐膳之設計；日常食物（包括補品）所見的偏嗜與誤解；現代食物療法，如糖尿病，胃病，肥胖，腎病等問題。

本課程適合一般家長，護士，與營養健康有經常接觸的工作者及一般對營養學有興趣之人士選讀。

517. 保護皮膚與頭髮之藥品製劑 (Skin and Hair Care: the Use of Cosmetics)

主 講 人：蒙豪堅先生，B.Sc.Pharm.(Leicester), M.P.S., M.R.S.H., M.I.Pharm.M.

講授語言：粵語（輔以英語）。

地 點：香港大學校本部大樓 237 室。

時 間：一九八五年十月三日起每星期四下午八時至九時。

全期學費：一百三十元。（共十講）。

本課程將會介紹皮膚及頭髮護理之基本原現與及化粧品之用途，內容包括皮膚與頭髮的生理結構，各類化粧品，如潤膚露，胭脂、粉、香水、辟味劑及其他各樣護膚物品，肥皂，洗頭水及護髮素等的成份，皮膚敏感及美容外科手術等項目。

本課程內容將適合一般在職美容師，髮型師及任何對化粧品有興趣的人仕進修。

Certificate courses in Medical Laboratory Science

The Department of Extra-Mural Studies offers a Higher Level course annually and an Ordinary level course every other year for, respectively, technicians and technicians-in-training already employed in medical laboratories. The next intake for the Higher course will be in September, 1986 and for the Ordinary-level course in January, 1987: in each case the closing dates for application will be some months earlier. Applicants must be sponsored by their employers. Further details are available on request.

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。

Social Work & Sociology

Staff Tutor: H. K. Wong, Telephone 5-8592790

518. Children with Behaviour Problems: Diagnosis and Treatment. Shirley W. Fozzard, B.Sc., Dip.Soc., A.I.M.S.W., Director (Foster Care), Save the Children Fund. *Thursdays, 5.15-7.45 p.m., starting October 10, 1985. Save the Children Fund Office, Room 1102, Tung Sun Commercial Building, 11/F., 194-200, Lockhart Road, Wanchai. 8 meetings. Fee: \$300*

Teachers, social workers and counsellors working with children with behavioural problems either individually or in groups will find this course helpful.

Topics to be discussed will include a developmental approach to the origins of difficult behaviour, such as acting out, bizarre and disruptive behaviour, withdrawal and bullying; specific problems of the emerging adolescent, such as delinquency, alcoholism, drug abuse and sexual problems; the ABC of behaviour management; the use of behaviour approach in the family, the school and the club group; formulating, monitoring and evaluating treatment plans and effectiveness of intervention.

It is expected that by the end of the course, participants will be able to: identify children with specific problems in their care; assess the child's needs, formulate a treatment plan, carry out the plan, monitor and evaluate their intervention; identify those children whose problem behaviour requires treatment beyond their expertise and make an appropriate referral; and transfer the knowledge and skills gained during the course to a variety of situations and settings.

Enrolment is limited to 14.

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: September 30, 1985.*)

519. Introduction to Counselling Approaches. David McCormick, B.Soc.Sc. (U.C.L.B.), M.Div., M.S. Counselling (C.S.U.F.), Ph.D. (Southwestern Theological Seminary). *Wednesdays, 6.00-7.25 p.m., starting October 2, 1985. Lecture Room No. 3, 2/F., The Boys' & Girls' Clubs Association, 3, Lockhart Road, Wanchai, Hong Kong. 12 meetings. Fee: \$200*

The course is designed to assist the student recognize and identify two approaches to counselling. It will briefly introduce rational-emotive therapy and client-centered therapy. Students will examine the two approaches and spend time in using the relevant methods in the classroom. Approximately 60% of the classroom time is lecture and 40% given to classroom practice. Students are expected to participate in the practice sessions. Regular attendance is mandatory.

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: September 22, 1985.*)

520. Explorations in Counselling. David McCormick, B.Soc.Sc. (U.C.L.B.), M.Div., M.S. Counselling (C.S.U.F.), Ph.D. (Southwestern Theological Seminary). *Wednesdays, 7.35–9.00 p.m., starting October 2, 1985. Lecture Room No. 3, 2/F., The Boys' & Girls' Clubs Association, 3, Lockhart Road, Wanchai, Hong Kong. 12 meetings.* **Fee: \$200**

This is a foundation course aimed at those who may wish or must by nature of their job do counselling. The course will be in three parts. The first part deals with the person as counsellor. Topics will include the attributes of a good counsellor, authenticity, and responsibility in varying forms. The second part deals with the counsellee and the goals of counselling in general. The third part deals with the context of counselling. It will examine what happens within the counselling situation and matters such as initiating counselling, creative listening, listening as dialogue, catharsis and growth. The course does not cover specific counselling techniques as such.

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: September 22, 1985.*)

521. School Deviance and Classroom Control. Augustus Yeung, B.A., Dip.Ed., M.A. (Toronto). *Mondays, 7.00–9.15 p.m., starting October 7, 1985. Room 207, Building A, University of Hong Kong. 11 meetings.* **Fee: \$200**

The problem of school deviance is an important issue in the Sociology of Education, and the question of classroom control often baffles practising teachers and school administrators. This course aims at understanding classroom life and controlling deviance with the aid of sociological perspectives such as the Control Theory, Conflict Theory, Functional Theory and Symbolic Interactionism. To mobilize classroom resources, the psychological theory of group dynamics will also be employed.

The topics to be covered necessarily include the identification of structural constraints, the study of social organization of the school, the adolescent sub-culture, the structure of interpersonal relations in classroom interaction, the authority structure of the teacher, differential effects of punitive and non-punitive teachers on the outcome of classroom deviance,

the applications of rewards and punishments, ways of analyzing the deviant per se and a detailed examination of the institution of the family. In addition, attempts will also be made to unravel recent empirical studies on school deviance.

This course is designed for teachers, school administrators, parents and persons concerned with the phenomenon of school deviance. No prior sociological knowledge is necessary.

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: September 27, 1985.*)

522. Public Opinion & the Development of Democracy: a Sociological Perspective. Charles Koo, M.Sc. (Ed.) (U.S.C.), M.A. (Journalism) (Wisc.), Dip.Comm. *Mondays, 7.45-9.30 p.m., starting October 7, 1985. Room 206, Building A, University of Hong Kong. 11 meetings.* **Fee: \$170**

The relationship between public opinion and the development of democracy in developing countries in general and in Hong Kong in particular will be examined. Topics to be discussed will include the formation of public opinion, pressure groups, political organizations and parties, the mass media and the impact of public opinion on the level of political participation. The pre-requisites of democracy, such as the political aspirations of the people, their general educational attainment, the existence of a free press and freedom of speech, will also be considered.

523. 兒童照顧與輔助方法 (Helping Methods in Childcare)

主講人：曾潔雯女士（臨床心理學碩士）。

地點：香港大學A座大樓207室。

時間：一九八五年十月十一日起每星期五下午六時十五分至七時四十五分。

全期學費：一百七十元。（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，須於十月一日前報名）。

524. 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：一九八五年十月七日起每星期一下午六時十五分至八時正。

全期學費：二百元。（共十一講）。

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。本課程著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為。

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，須於九月廿七日前報名）。

525. 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：防止虐待兒童會代表。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八五年十月七日起每星期一下午六時十分至七時四十分。

全期學費：一百六十元。（共八講）。

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士參加，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，須於九月廿八日前報名）。

526. 學生及青少年的危機介入 (Crisis Intervention in Schools)

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：一九八五年十月三日起每星期四下午六時至七時三十分。

全期學費：一百五十元。(共八講)。

本課程以小組學習型式，介紹危機介入的技巧。內容包括心理危機的定義及研究，介入危機的專門技巧和減輕一般學生的心理壓力的方法。

此課程適合於在職教師，學校社工人士及學生輔導員。在完成此課程之後，參與者應可以準確及迅速地認辨危機的存在而及時運用適當的技巧以介入，使學生可以在短時間內得以康復和回復正常的生活。

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，須於九月廿三日前報名)。

527. 青年小組工作 (Use of Groups in Working with Youth)

主 講 人：黎國雄先生等。

地 點：香港大學校外課程部市區中心23室。

時 間：一九八五年十月五日起每星期六上午九時三十分至十二時三十分。

全期學費：四百二十元(共十四講)。

在青年全面發展和成長的過程中，小組的功能無可置疑，從小組生活中，社會工作員可透過不同形式的小組程序去讓年青人體驗人生的意義，認識自我，學習與人相處的技巧，認識社會問題和結構，培養組織能力和領導才能，處理日常生活中的困擾等，令生活過得更充實及有價值。

本課程特為在職的青年工作者及教師而設，旨在介紹小組工作的基本理論和方法，課程除描述小組方法在青年工作中的應用和發展，青年人的心態和需要等概念外，更藉着經驗性的學習方式，令學員親身體驗小組的互動模式及發展過程，了解小組的溝通情況，動力和常見問題，學員更有機會在實習中分享帶領青年小組的經驗和技巧。

本課程採用綜合的多元化方式授課，其中包括討論、模擬活動、角色扮演、個案研究、短講等，上述形式要求學員的踴躍出席及參與。(限收二十五人)。

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，須於九月二十五日前報名)。

528. 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 A 座大樓 207 室。

時 間：一九八五年十月二日起每星期三下午七時至九時三十分。

全期學費：三百二十元。（共十二講）。

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。

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，須於九月廿二日前報名）。

529. 青少年輔導工作技巧 (Youth 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（星期二及四）；24 室（星期六）。

時 間：一九八五年九月七日起連續四個星期六下午二時十五分至五時四十五分；又於九月十日起連續三個星期二及九月十二日起連續三個星期四下午六時十五分至九時四十五分。

全期學費：四百四十元。（共十講）。

隨着社會的急劇轉變，墨守成規及被動性的青少年輔導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輔導訓練，已被採用於青少年輔導工作、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，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，並要求學員繳交小量功課。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。（限收十六人）。

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。

530. 青少年訓練之設計與實施 (Designing and Implementing Youth Training Schemes)

主講人：陳建基先生。

地點：香港大學校外課程部市區中心16室。

時間：一九八五年十一月廿八日起每星期四下午六時三十分至九時四十五分。

全期學費：三百元。（共九講）。

一項有果效的訓練工作是必須經過嚴謹的策劃與安排；內裏各項程序的設計以至實際施行時的技巧，其過程均充滿着許多值得研究與探求的學問。

近年來，訓練活動已逐漸成為青少年服務機構的重點工作之一。無論是舉辦一次過的研討會，週末訓練營，或是長期的兒童培訓計劃，領袖才能訓練以及各方面的義工訓練等，相信這些工作在推動整體的青少年服務的歷程中，實已立下不少功勞。

課程內容特別針對在設計及施行青少年訓練事工時的概念、知識、原則、步驟與方法作為重點介紹。並透過實際的訓練程序介紹、分析、設計練習及實驗性的技巧探討以啟發參加者對青少年訓練工作的掌握與應用。

本課程適合在工作上會與青少年訓練工作有關的人士參加；例如：青少年中心的工作員，負責課外活動的教師，制服團體及青少年組織的領袖，義務導師等。上課形式著重討論、研習、經驗交流及實驗性的活動。（限收廿五人）。

531. 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14室。

時間：一九八五年十月五日上午至六日下午為週末研習營；及十月十二起連續七個星期六上午十時正至中午十二時正。週末營集合時間及地點為十月五日上午準九時十五分於本部市區中心。

全期學費：三百七十元（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；緊張情緒之鬆馳及自我之描述；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；角色扮演；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，第七及第八課以實習型式舉行，學員能親自體驗從策劃，執行至檢討之歷程。(3)最後四講以授課型式舉行，給予重要基本理論，並與從實驗小組得來之經驗互相呼應。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，須於九月二十五日前報名)。

532. 實踐性成長小組遊戲 (Experimental Growth Group Games)

主 講 人：梁麗珍女士。

地 點：九龍尖沙咀金巴利道諾士佛台格致書院 42 室。

時 間：一九八五年十月三日起每星期四下午六時至八時。

全期學費：一百七十元。(共八講)。

成長小組是在學校及青少年中心很流行的工作方法，目的是以小組遊戲及練習，幫助青少年了解自己，包括認識自我的形象，價值觀和個人的理想等等，從而加強其人際關係及與人相處的技巧。

本課程旨在介紹和實習適用於成長小組的遊戲和練習，並輔以講述有關成長小組的基本理論。適合青少年工作者，學校輔導人員，義工，小組領袖，或有興趣思考和分析小組過程之人士參加。(限收二十五人)。

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，須於九月廿四日前報名)。

533. 人際關係及輔導技巧於教學工作上的應用 (Counselling in the classroom: an expanded role for teachers)

主 講 人：鄭偉文先生。

地 點：香港大學 A 座大樓 206 室。

時 間：一九八五年九月廿八日起每星期六下午二時至五時。

全期學費：四百四十元。(共十三講)。

教學工作除涉及知識及學能的傳授外，亦担负輔導學生的任務，現存教育制度存在的種種問題，形成學生的學習及情緒上的壓力加重教師於教學過程中負起的輔導工作。

此課程專為中學教師而設，旨在訓練教師於教學中應用人際關係及輔導的基本概念與技巧，以協助學生解決學習及成長上的困難，課程內容分理論與概念和技巧訓練兩部分，尤重後者，授課形式以學員的學習經驗為主導，並側重技巧訓練的學習活動。(限收二十人)。

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，須於九月十八日前報名)。

534. 發展有效的人際溝通技能 (Developing Effective Communication)

主 講 人：江任燕琮女士。

地 點：香港大學校本部大樓 122 室。

時 間：一九八五年十月五日起每星期六上午十時至下午十二時十五分。

全期學費：二百二十元。（共十講）。

一個以分享溝通理論以及著重親身體驗為主的課程。內容包括溝通目的，溝通模式，溝通障礙，語言及非語言的溝通，溝通與成長的關係。並研討有關運用於個別面談及小組形式的溝通技巧，以達致有效溝通，促進更佳輔導功能與和諧的人際關係。

本課程適合教師，社會工作人員，輔導員，人事科及管理階層人員等。

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，須於九月廿五日前報名）。

535. 行為更易法的理論及實踐 (Behaviour Modification: Theoretical Foundation and Practice Skills)

主 講 人：陳穩誠先生。（臨床心理學碩士）。

地 點：香港大學鈕魯詩樓 734 室。

時 間：一九八五年十月三日起每星期四下午六時三十分至八時三十分。

全期學費：二百五十元。（共十五講）。

行為更易法是心理治療中的一種極為普遍的方法。它可被應用的對象十分廣泛，其中比較常見的有：精神病人，弱智人仕，問題兒童等等。

本課程會將整套行為更易法的理論及技術作一有系統的介紹及分析。而課程內容主要包括有行為更易法的理論基礎；行為的觀察，界定及量度；增強行為，減弱行為及製造新行為的步驟；行為更易法的設計及實際應用。除講授外，每一主要內容均輔以個案討論及習作。於課程完結時，每一學員亦需獨立完成一個個人的習作計劃。

536. 精神健康與變態心理學導論 (Introduction to Mental Health and Abnormal Psychology)

主 講 人：劉家祖先生。（臨床心理學碩士）。

地 點：香港大學厲樹雄科學館 105 室。

時 間：一九八五年十月七日起每星期一下午七時十五分至九時十五分。

全期學費：二百二十元。（共十一講）。

近年來由於社會對精神健康教育的關注增加，大眾傳播媒介對心理問題的渲染和偶爾一些不盡實的報導，生活壓力增加以及社會急劇的轉變，使許多人對個人或所認識的親友的精神健康更加關心。我們不時聽到有人問：「我是否心理不平衡？」或「某某這些時候舉止怪異是否心理變態？」

本課程是為一般市民以及有機會接觸心理有問題的人仕的專業工作者，例如社工，護士，教師等等而設，內容主要是分析何謂變態心理，介紹常見的變態心理癥狀成因和處理有此等問題的人仕的方法。範圍涉及：「正常」和「變態」的概念，神經官能症（Neuroses），精神病（Psychoses），情感失常（Affective Disorders），異態性心理（Sexual Deviations），青少年及兒童期的心理問題，性格失常（Personality Disorders）與及維持心理健康的因素等等。課程的目的主要是減少對這些問題存有的誤解及因而引起不必要的焦慮，其次是幫助預防這些問題的出現。最後一旦問題出現，可以及早辨認及提供適當的治療服務。

本課程共分十一講，形式主要包括講座，個案分析和小組討論，授課以中文為主，參加者應具有中五或以上程度。

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，須於九月廿七日前報名）。

537. 人事管理在社會服務機構 (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14室。

時 間：一九八五年十一月卅日起每星期六上午十時正至中午十二時三十分。

全期學費：二百二十元。（共八講）。

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）工業關係；（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）。

538. 老人中心的管理 (Management of Centres for the Elderly)

主 講 人：朱丹娜女士。

地 點：香港洛克道三號小童羣益會總部三樓講室。

時 間：一九八五年十月十日起每星期四下午六時三十分至八時三十分。

全期學費：一百七十元。（共八講）。

本課程特別為老人中心的管理人員而設；旨在將理論及香港老人中心實際工作經驗結合，並透過講座、小組討論及習作，藉以提高管理的效率。

課程內容包括：(一)老人中心的角色及功能；(二)老人福利服務之行政概論；(三)服務機構之組織與分工；(四)機構內部協調與溝通；(五)人事管理與策劃；(六)程序設計及評估；(七)領袖訓練與授權方式；(八)檔案資料及物料之處理；(九)財務管理及預算；及(十)時間分配與運用形式。

539. 義工計劃管理 (The Management of Volunteer Programmes)

主 講 人：義務工作發展局訓練及教育部幹事。

地 點：香港大學校外課程部市區中心24室。

時 間：一九八五年十月五日起每星期六上午九時三十分至中午十二時三十分。

全期學費：二百一十元。(共七講)。

義務工作人員是社會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)。

540. 社會工作導論 (Introduction to Social Work)

主 講 人：陳偉道先生、李源雄先生。

地 點：香港大學厲樹雄科學館 G 3 室。

時 間：一九八五年十月三日起每星期四下午七時十五分至九時十五分。

全期學費：二百四十元。(共十二講)。

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；社會工作教育之模式和訓練方法；社會工作之挑戰和趨勢等。

541. 社會現實之詮釋 (Understanding Social Reality)

主 講 人：張燦輝博士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八五年十月四日起每星期五下午六時至七時三十分。

全期學費：一百九十元。 （共十二講）。

本課程旨在透過當代現象學 (Phenomenology) 及詮釋學 (Hermeneutics) 之理論反省我們及社會之關係。日常世界之現實問題，「客觀世界」及「主觀世界」之對立問題，除了理論之討論外，本課程更注重如何應用現象學之理論來了解香港當前之社會現象。

學員參加時應對社會科學已有基本之認識。

542. 愛情之哲學反省 (Philosophic Reflections on Love)

主 講 人：張燦輝博士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八五年十月二日起每星期三下午七時四十五分至九時十五分。

全期學費：一百九十元。 （共十二講）。

「問世間，情為何物？」本課程旨在從西方文化，尤其是其哲學傳統中討論愛情的現象，了解及分析愛情及人生之意義。內容包括：古希臘哲學及文學對愛情之理論，基督教的愛義，近代之浪漫愛情觀，精神分析學派對愛及性之理論，最後嘗試以現象學方法建構一愛情現象學。

543. 犯罪學專題研討：罪證科學 (Topical Studies in Criminology)

主 講 人：葉永茂博士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八五年十月三日起每星期四下午七時四十五分至九時三十分。

全期學費：一百五十元。 （共八講）。

本課程從社會科學角度介紹罪證科學，內容包括罪證科學之歷史與發展，及當代社會背景之關係，在刑事司法系統所扮演之角色，及科學證據在下列各情形下之運用：死因、謀殺、接觸證物、指紋、假筆跡、交通意外、行劫、炸彈及其他罪案，並介紹美國聯邦密探隊及蘇格蘭場之設施。除講授及討論外，並附有幻燈片及照片說明。

544. 現代青年黑幫動態 (Modern Triad Gang Dynamics)

主 講 人：盧鐵榮先生。(犯罪學及社工碩士，外展社會工作者)。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八五年十月七日起每星期一下午七時四十五分至九時三十分。

全期學費：一百九十元。(共十一講)。

青少年犯罪率不斷上昇，問題日益嚴重，有關當局申稱青少年犯罪與黑社會無關，只是一些零散的幫團，平日在球場、屋邨、快餐店等地方聚集，犯一些輕微罪案。但實際上問題是否就是這樣簡單？青少年幫團與黑社會關係又是怎樣呢？

本課程主要為青少年及兒童工作者、教師、義工、感化工作者及有興趣研究青少年問題者而設，以犯罪學理論為基礎，並以講者於香港數個公共屋邨及地區所進行的研究來配合，其目的在探討本地青年黑幫的結構及次文化，內容深入淺出，並避免艱澀的學究詞論，提高參加者興趣以作深入了解。

內容包括傳統黑社會簡介，香港黑幫的組成、結構、成員及領袖，幫內的規則及控制方式，黑幫的團結力及次文化，邊緣青年類別，黑幫與學校及外展社會工作的關係。

545. Law Enforcement Administration. Gordon Yapp, M.Sc., Ph.D. (California State). *Mondays, 7.50-9.20 p.m., starting October 7, 1985. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$160*

This course deals with the history of the police and other law enforcement agencies. Emphasis will be placed on the administrative process, recruitment, training, job allocation, manpower and financial management.

546. A-Level Sociology. Augustus K. Yeung, B.A., Dip.Ed., M.A.(Toronto). *Wednesdays, 6.30-8.30 p.m., starting October 2, 1985. Room 42, Mansfield College, 4, Knutsford Terrace, Kimberly Road, Kowloon. 12 meetings. Fee: \$240*

The main objectives of this course are: (a) to present sociology as a perspective for understanding social phenomena and human behaviour in group life; (b) to acquire a comparative knowledge and understanding of particular concrete societies, including Chinese societies; and, (c) to develop the students' abilities in sociological argumentation, logical thinking and the use of evidence. Students will be introduced to sociological concepts and theories with reference to concrete examples.

Topics to be covered will include: the sociological perspective; the distribution and diversity of peoples and societies; social life; social changes and development; and, methods of social inquiry.

This foundation course in sociology is specially designed to facilitate private candidates who will be sitting for the Hong Kong Advanced Level Examination and/or G.C.E. Those sitting for "Introductory Sociology" in external degree examinations will also find this course, together with a planned extension course in the Spring Term, useful.

**547. 醫療心理學及以病者為中心之護理方法——文憑課程
(Certificate Course in Medical Psychology and Patient-oriented
Approaches in Nursing Care)**

主 講 人：李永浩先生（香港大學精神治療學系心理學講師）；
余洪傑女士（香港大學社會醫學系行為科學導師）；
及客座講師。

地 點：香港大學鈕魯詩樓 230 室。

時 間：一九八五年十月四日起至一九八六年五月底每星期五下午六時三十分至九時三十分。又一九八五年十月二十六日、十二月十四日，一九八六年一月四日、二月二十二日及四月二十六日共五個星期六上午九時至下午五時。

講 授 語 言：粵語（輔以英語）。

全 期 學 費：一千三百元。

結 業 文 憑：課程結束後，學員若能符合下列條件，則可得本部頒發之文憑：
（一）出席率超過百分之八十五；（二）經評核合格，評核將包括：（甲）個人論文 / 小組習作（佔百分之三十）；（乙）指定題目之文章（佔百分之三十）；（丙）期終考試（佔百分之四十，於一九八六年六月十三日舉行）。

截止報名日期：一九八五年九月二十日。

前 言：研究不斷指出，一個人的心理狀況對身體健康有極大的影响。因此在護理病人時，要達到最佳之效果，全面性之身心關注實至為重要。

現今之醫療護理，偏重於身體之照料，而心理及身心之相互影响，常被忽畧；單靠先進之儀器是不足夠的，護理人員必須掌握了解病人及與病人溝通之技巧。

另一方面，對病人之心理照顧，實為一專門學問。了解個別病者對其疾病之反應，需從其生理，心理及環境三方面入手，真正全面的護理絕不能忽視任何一方面。由於每個病人有不同的背景及需要，因此護理人員對於病者的心理及不同疾病對他們的影響，一定要有基本的認識。

課 程 目 標：本着以上的宗旨，本課程為護士及其他醫療護理人員而設，希望學員能夠：（一）增加認識心理，社會及環境因素對疾病之產生及過程之影响；（二）增加對不同類別之病者之心理需要的認識；（三）更加有效地全面護理病人因生病或住院所引起的恐懼，焦慮及不安；（四）更加明白自己的動機、信念、偏見、弱點及特長，使到在護理病人時，能夠得到更大的功效及滿足；（五）通過以上的得益，使到負責行政工作的學員，能夠令到下屬在照顧病人時，得到更大的功效及滿足。

課程內容：(甲)實習部份(六十一小時)：(一)模擬及研習(四十小時)：(a)自我認識；(b)基本心理治療方法；(c)與病者之溝通；(d)痛楚之處理；(e)垂死及死亡之護理；(二)個人論文/小組習作(二十一小時)：(a)導修；(b)研討。(乙)講授部份(八十一小時)：(一)基本心理學(十八小時)：認識種種心理現象及行為的關係；(二)心理，疾病與健康(二十七小時)：明白心理對健康之影響，生病，住院及治療所引起的心理反應，護理人員與病者的關係等等；(三)生病的兒童(九小時)：了解兒童對於生病的概念，住院及治療所引起的驚惶及恐慌，護理方法等等；(四)婦女病人(九小時)：認識疾病及治療對婦女的影響，懷孕，生產及有關問題；(五)精神病人(九小時)：認識心理健康之概念，精神病之常見病例及處理方法；(六)年老病人(九小時)：年老病者對身心轉變之適應，對老弱之臨床護理治療法。

See also:

306. 社會工作者法律須知(第98頁)

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.

1986 Spring Extra Mural Prospectus

The next issue of the Extra Mural Prospectus will be available early in January 1986. As there are now over 28,000 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 January, 1986, kindly complete and return the name and address slip below, together with a \$1.20 stamp, to the Department of Extra-Mural Studies, University of Hong Kong, Hong Kong. The envelope should be marked "Prospectus".

一九八六年春季校外課程手冊

本部將於一九八六年一月初印發一九八六年春季校外課程手冊。有意索取者請填妥下列表格，並附郵票一元二角，逕寄「香港大學校外課程部主任」。信封請註明「春季手冊」字樣。

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