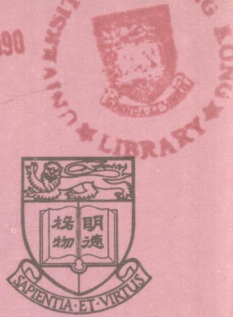


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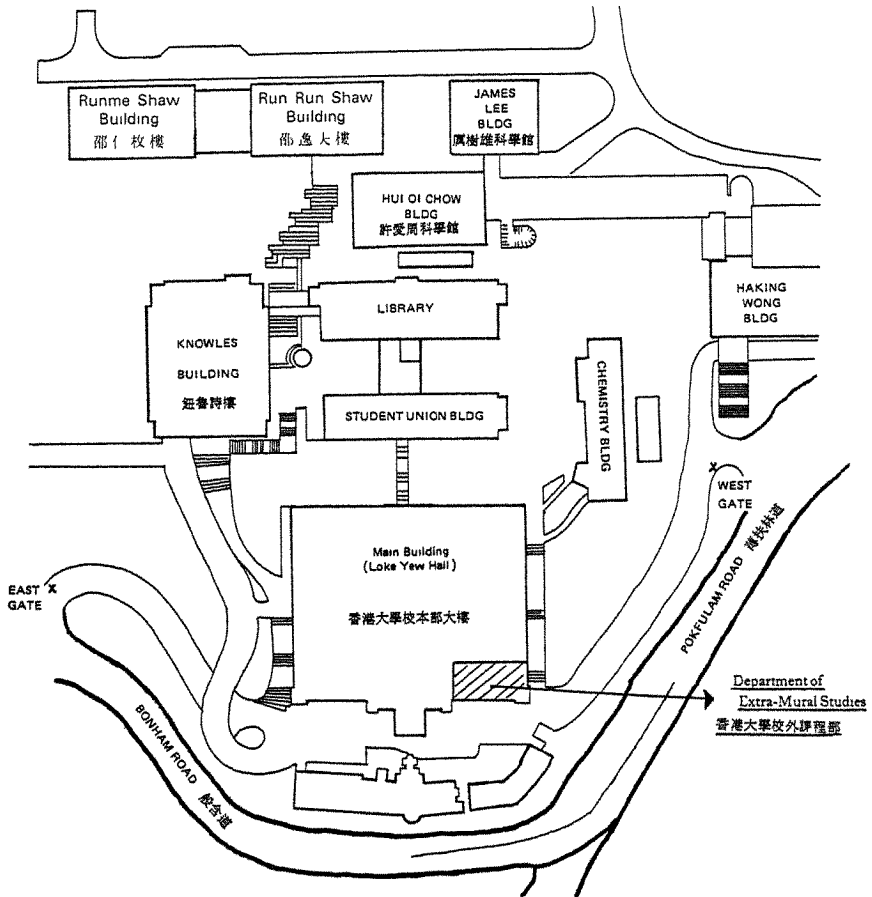
一九八六年春季

香港大學校外課程手冊

Extra Mural Studies

University of Hong Kong

UNIVERSITY OF HONG KONG GENERAL LAYOUT



Staff List

DIRECTOR

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

SENIOR STAFF TUTORS

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

Duncan Macintosh, *M.A. (Cantab.), P.G.C.E. (Lond.),*

F.R.S.A., F.R.A.S., F.I.L.

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

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

SENIOR ASSISTANT TO THE DIRECTOR

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

STAFF TUTORS

Miss L. C. Bauer, *B.Ed. (Cantab.), D.B.A. (Aston)*

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

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

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

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

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

Ma Shiu-ming, *B.B.A. (C.U.H.K.), M.B.A. (British Columbia)*

Stephen W. N. Wu, *B.Sc., Ph.D. (H.K.)*

K. K. T. Ho, *B.A. (C.U.H.K.), A.M. (Illinois) [Temporary]*

ASSISTANT STAFF TUTOR

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

ADMINISTRATIVE ASSISTANT

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

DEMONSTRATORS

Ho Hing-kay, *B.F.A., Adv. Cert. (Sask.), M.F.A. (U.C., Davis)*

Miss Rosa S. F. Suen, *B.Sc. (H.K.)*

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

SECRETARY

Mrs. Yvonne Wong

GENERAL INFORMATION

1. There are normally no entry requirements except that applicants should be over 18 years of age. Occasionally to have the full benefit of a course applicants must possess certain defined qualifications. Applicants are therefore advised to read the description of a course carefully. Professional courses usually have clearly defined entry requirements.
2. The Director may at his discretion refuse to admit an applicant.
3. No Extra-Mural activities will be held:
 - (a) on any public holidays.
 - (b) at a storm warning signal of No. 8 or above. (Nor will any class, or other activity, be held on the day on which a No. 8 signal is lowered.)
 - (c) during the following holiday period: 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：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。

598. Basic Watercolour Painting. Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Mondays, 8.00-10.00 p.m., starting February 24, 1986. 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.*

599. Experimental Drawing Projects. Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 6.00-8.00 p.m., starting February 25, 1986. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$260**

Having a broad base of drawing techniques and experience is only a beginning in the process of creative drawing. Through a series of experimental projects and exercises it is hoped that students of this project-based intermediate level course will discover links to their own creativity, and apply these to drawing: thus giving richer meaning to their work and expanding their concepts of drawing itself. Much of the class time will be spent in critiques and discussion relating directly to assignments completed at home. Reference will be made to historic and contemporary concepts in drawing. *Students should note that there will be a minimum of six hours homework each week and should plan their time accordingly. In the event of oversubscription an interview will be held on February 18, 1986.*

600. Life Drawing. Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Tuesdays, 8.00-10.00 p.m., starting February 25, 1986. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$380** including model fee

The human figure, with its infinite variety of shape, form and movement, is probably the most ideal subject for developing visual perception and correlation of hand and eye. The human figure will be studied through exercises in contour, gesture, weight and cross-contour drawings, leading to detailed and finished work. A variety of media, including pencil, conté crayon, charcoal etc. will be used. Reference to artists' work will be made. *Homework assignments will be given each week and students should plan their time accordingly.*

601. Life Drawing Workshop. Co-ordinator to be announced. *Thursdays, 6.00-8.00 p.m., starting February 20, 1986. 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 co-ordinator 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.*

602. 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：一九八六年二月二十六日起每星期三下午八時至十時。

乙班：一九八六年二月二十一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，務使學員認識綫條、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，啓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。

603. 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：一九八六年二月二十六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，實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。

604. 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：一九八六年二月廿六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。

605. 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：一九八六年二月廿六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景、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。

606. 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：一九八六年二月廿二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。

607. 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：一九八六年二月二十五日起每星期二下午六時至八時。

乙班：一九八六年二月二十一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。）

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。

608. 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：一九八六年二月二十五日起每星期二下午八時至十時。

乙班：一九八六年二月二十一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。）

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。

609. 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：一九八六年二月廿一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）。

610. Introduction to Photography. Robert Thomson. *Tuesdays, 7.35-9.50 p.m., starting February 25, 1986, 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.

611. Intermediate Black and White Photography. Robert Thomson. *Mondays, 7.35-9.50 p.m., starting February 24, 1986. 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 Monday, February 17, 1986.*

Enrolment is limited to 16.

613. Introduction to Colour Photography. Tutor to be announced. *Thursdays, 7.35–9.50 p.m., starting February 20, 1986. 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 Thursday, February 13, 1986.

ART HISTORY

614. Revolution and Rebellion: Post-Impressionism to Post-Modernism. Oscar Ho Hing Kay, B.F.A. (Saskatchewan), M.F.A. (Cal. Davis). *Mondays, 8.15–9.45 p.m., starting February 24, 1986. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 9 meetings. Fee: \$130*

Following drastic changes in the social, economic, and value systems towards the end of the 19th Century, these systems were again assaulted and changed by World War One. The rapidity of upheaval and change had a powerful effect on the art of the time. Characterized by a radicalism and rebellion, which aggressively challenged traditional definitions of art,

its effect continues to be felt today. This course will examine the diverse development of modernism, and its underlying influences. Among the influential movements to be discussed are: Cubism, Dadaism, Expressionism, Surrealism, Abstract Expressionism, and Pop Art. This will involve a consideration of the works of the following artists: Cezanne, Matisse, Picasso, Beckman, Pollock and Warhol, among others.

APPLIED DESIGN

615. Graphic Design for Hotels. Tommy Dy, Asia/Pacific Regional Art Director, Holiday Inn. *Mondays, 6.00-8.00 p.m., starting February 24, 1986. 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 February 17, 1986.*

616. 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 Wednesday, February 19, 1986.*

Fee, as a package: \$500.

617. 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 February 27, 1986. 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 Thursday, February 20, 1986.*

618. Introduction to Typographic Design. Alan Evans, B.A. (Liverpool Polytechnic), Senior Lecturer, H.K. Polytechnic. *Thursdays, 8.00-10.00 p.m., starting February 27, 1986. 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.*

619. Introduction to Architectural Drafting and Perspective Drawing. Steve Leung Chi-tien, B.A.(A.S.), B.Arch., H.K.I.A., R.I.B.A., A.R.A.I.A. *Wednesdays, 6.00-8.00 p.m., starting February 26, 1986. 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.*

620. Architectural Drafting Workshop. Derek Lai, B.A. (H.K.), M.H.K.I.A. *Wednesdays, 8.00-10.00 p.m., starting February 26, 1986. 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 February 19, 1986.*

DAYTIME COURSES

621. 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 February 26, 1986. 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 February 19, 1986.*

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.

622. Experimental Drawing Projects. Martha Lesser, B.S. (N.Y.U.) *Mondays, 10.00 a.m.–12.00 noon, starting February 24, 1986. Room 10, Extra-Mural Town Centre, 8/F., Wing On Centre. 12 meetings. Fee: \$260*

See entry for Course No. 599.

623. Life Drawing Workshop. Oscar Ho Hing Kay, B.F.A. (Saskatchewan), M.F.A. (Cal. Davis), Co-ordinator, *Fridays, 10.00 a.m.–12.00 noon, starting February 21, 1986. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$295*

See entry for Course No. 601.

See also:

705. 幼稚園美術創作活動教學(一)(第43頁)

707. 幼童的美術教學(第44頁)

855. 古今陶瓷欣賞(第103頁)

857. 中國山水畫(第103頁)

859. 山水國畫的基本寫法(第104頁)

863. 應用書法各類紙絹寫作技巧(第106頁)

Business Studies

Staff Tutor: S. M. Ma, Telephone 5-8592783

Courses Nos. 624 to 634 are designed to be of assistance to those preparing for the examinations of the Chartered 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.

624. Foundation Accounting. Norman W. Y. Ngai, B.A. (Sheff), F.C.M.A., A.H.K.S.A., M.B.I.M. *Mondays, 6.15–8.45 p.m., starting February 24, 1986. Room 142, University Main Building. 14 meetings. Fee: \$400*

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.

625. 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., A.T.I.H.K. *Thursdays, 7.15–9.30 p.m., starting March 6, 1986. 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.

627. 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 February 22, 1986. Room 121, University Main Building. 16 meetings. Fee: \$550*

This course is suitable for: A.C.C.A. students; those who have attained L.C.C. higher accounting or equivalent and who wish to advance their accounting knowledge; and those who have to prepare, interpret or audit company accounts and who wish to have a thorough 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 at the same time 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.

628. Auditing for Examinations: Part 2. Mrs. Wong Wu Wai-ye, A.C.C.A., A.H.K.S.A. *Tuesdays, 6.15-8.15 p.m., starting March 18, 1986. Room 142, University Main Building. 10 meetings. Fee: \$235*

Part 2 continues to work through the examination syllabus. Beginning with the verification of assets and liabilities, other topics to be studied are audit guidelines on client stocktaking, post balance sheet action, legal matters and liabilities, the audit report, computer system audit, law on distribution of profit and the audit committee.

629. A Revision course on Numerical Analysis and Data Processing. H. B. Yeung, B.Sc. *Saturdays, 3.45-5.15 p.m., starting February 22, 1986. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 13 meetings. Fee: \$225*

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.

630. Quantitative Analysis: Part 2. H. B. Yeung, B.Sc. *Saturdays, 2.00–3.30 p.m., starting February 22, 1986. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 13 meetings.* **Fee: \$230**

For students of ACCA/HKSA Paper 2.6. This course *continues* studies begun in the autumn. The main emphasis will be on parts C and D of the syllabus. New students may enrol but they should already have worked through parts A and B, as these sections of the syllabus will not be covered again.

631. General Principles of Law for Accountancy Students. Tsang Yu-hei, A.C.C.A., A.H.K.S.A., A.T.I.H.K., A.C.I.S., C.P.A. *Thursdays, 6.00–7.45 p.m., starting February 27, 1986. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings.* **Fee: \$280**

This course is intended for students taking paper 1.4 of the June 1986 ACCA/HKSA examinations. The course will cover: introduction to the English legal system, the methods of legal process, the general principles of law of contract, particular types of contract, and negotiable instruments.

632. Company Law for HKSA Accountancy Students: Part 2. 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 March 3, 1986. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 11 meetings.* **Fee: \$190**

This carries on from the autumn course to complete the study of the syllabus. Further aspects of the administration of the company will be considered including the holding and conducting of meetings, voting rights and shareholders rights; methods for reconstructions, mergers and take-overs; and liquidation and dissolution procedures.

633. Business Financial Management. Edwina Cheung, B.B.A., M.B.A. *Fridays, 6.30–8.30 p.m., starting February 21, 1986. Room 142, University Main Building. 15 meetings.* **Fee: \$395**

This course is suitable for students studying for paper 3.2 of the ACCA/HKSA examinations. Others who wish to have a thorough understanding of financial management in businesses, and already have a basic knowledge of accountancy, may also find it useful. The main focus will be on: capital structure, cost of capital, and dividend policies; capital expenditure and investment decisions, discounted cash flow, risk and uncertainty, capital rationing, project ranking, inflation, and lease versus buy decisions; management of cash, creditors and inventory. Other topics include portfolio theory and share price valuation.

634. General Principles of Law for Bankers. Chiu Chan-ha, A.I.B. *Tuesdays, 7.45-9.45 p.m., starting March 11, 1986. Room 21, 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 September 1986 examination.

635. Elementary Book-keeping and Accounts. Chan Kee-ming, A.C.I.S. *Mondays, 6.15-8.45 p.m., starting March 3, 1986. 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.

636. Costing: a managerial approach. Chan Chi-fook, A.C.M.A. *Tuesdays, 7.15-8.45 p.m., starting March 4, 1986. 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 a basic knowledge of accountancy.

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

637. Modern Needs in Business Accounting. Anita Kwan, B.A. *Thursdays, 6.00-7.30 p.m., starting March 6, 1986. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 13 meetings.* **Fee: \$225**

Primarily for executives 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.

638. 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 March 7, 1986. 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. Exercises and case studies will be presented. Applicants will be expected to have some knowledge of accounting/book-keeping.

639. Basic Auditing. C. C. Kwong, A.C.C.A., A.H.K.S.A., C.P.A. *Mondays, 6.15–7.45 p.m., starting March 3, 1986. 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.

640. International Trade. Ip Tsun-nin, B.Com. *Thursdays, 7.45–9.15 p.m., starting March 6, 1986. Room 30, 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.

641. 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 March 3, 1986. 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.

642. Financial Techniques for Marketing Executives. Ma Shiu-ming, B.B.A., M.B.A. *Wednesdays, 6.15-7.45 p.m., starting February 19, 1986. Room 103, University Main Building. 10 meetings. Fee: \$175*

The application of financial management techniques to marketing problem-solving can often produce improved profitability and efficiency of the marketing department. Marketing executives wishing to obtain an understanding of the financial techniques that are important in improving their contribution to organisational effectiveness will find this course useful. It will cover the financial considerations in the evaluation of products, channel assessment, sales-force compensation, marketing audits and control, service levels, credit policies, bases for allocating costs, and price determination. Applications of capital budgeting in marketing as well as marketing cost reduction will also be discussed.

643. Company Secretarial Practice. Lee Shu-yuen, David A.C.I.S. *Mondays, 8.00-9.30 p.m., starting February 24, 1986. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings. Fee: \$255*

The application of statutory provisions concerning the work of the company secretary will be dealt with in detail. In addition to normal duties and responsibilities, other aspects of the secretary's work such as raising/restructuring capital and office management will be covered. The course is suitable for those who have a basic knowledge of company secretarial work and preferably have one or two years' working experience in this field.

NOTE: Instruction will be in English and Chinese.

644. 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 March 7, 1986. 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.

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

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

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八六年三月五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。

646. 企業管理 (Management of Organizations)

主 講 人：鄭瑋青小姐，B.B.A.。

地 點：香港大學校本部大樓 103 室。

時 間：一九八六年三月五日起每星期三下午八時至九時三十分。

全期學費：二百六十五元。（共十五講）。

除講授企業管理之基本原則外，更深入探討商業機構在策劃、組織、人力計劃、領導及控制方法之主要功能，適合一般步入中層行政職級的人仕進修。

647. 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 121 室。

時 間：一九八六年三月七日起每星期五下午七時十五分至九時十五分。

全期學費：二百八十元。（共十二講）。

本課程旨在介紹實際和活動性的商業管理技巧，以便應用於一般性之小型企業。本課程共分爲四部份：（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:

906. Introduction to Data Processing. (Page 126)

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 154 頁 。

Economics, Banking & Statistics

Staff Tutor: W. F. Hau, Telephone 5-8592784

648. Hongkong Statistics for Business. *Fridays, 5.40–7.40 p.m., starting March 14, 1986. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 11 meetings. Fee: \$440 (including publications and reports)*

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

Closing date for application: February 18, 1986.

Population and household statistics	M. C. Leong, M.I.S. Senior Statistician
Labour: employment, unemployment, underemployment	H. K. Yip, B.Soc.Sc., M.Soc.Sc. Senior Statistician
External trade statistics: sources, methods and uses	H. W. Fung, B.Soc.Sc., M.Soc.Sc., F.I.S. Senior Statistician
Prices and wages	John Lee, B.A., M.Soc.Sc. Senior Statistician
Distributive trades and services	M. Y. Yeung, B.A. Senior Statistician
Manufacturing industries and the construction industry: operating characteristics, cost structure and inter-industry comparisons	Josephine Lau, B.Soc.Sc. Senior Statistician
National accounts statistics: estimates of Gross Domestic Product and its components	Frederick Ho, B.Sc., F.I.S. Assistant Commissioner
Monetary statistics: money supply, loans and advances, liquidity, interest rates, exchange rates	Glenda Chan, B.Soc.Sc. Economist (Economic Services Branch, Government Secretariat) Joseph Wong, B.Soc.Sc., M.Phil. Statistician

<p>Applications of statistics in economic analysis: macro-economic applications, structure of the Hong Kong economy, micro-economic applications</p>	<p>Elley Mao, B.Soc.Sc., M.Phil. Senior Economist (Economic Services Branch, Government Secretariat) Lily Ouyang, B.Soc.Sc., M.Soc.Sc., M.B.A. Senior Statistician</p>
<p>Applications of statistics in planning: government planning, business planning</p>	<p>Frank Yu, B.A., M.A. Senior Statistician</p>
<p>Panel discussion: overview of official statistics and their uses in business and administration</p>	<p>Esmond K. Y. Lee, B.Soc.Sc. Senior Economist (Economic Services Branch, Government Secretariat) Frederick Ho, B.Sc., F.I.S. Assistant Commissioner</p>

649. Microeconomic Theory. Wong Shek-man, B.Sc., M.Sc. (Econ.) (Lond.). *Tuesdays, 6.00–7.30 p.m., starting February 25, 1986. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings.*

Fee: \$225

This course is intended to cover the methodology of economics, the theories of consumer behaviour, producer behaviour, theory of the firm 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 ICSA) and others who have a keen interest in understanding economics.

650. Principles of Economics I: Microeconomics. Woo Kwai-hung, M.Econ. (N. Carolina State). *Wednesdays, 6.15–7.45 p.m., starting March 5, 1986. 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.

651. Principles of Economics II: Macroeconomics. Woo Kwai-hung, M.Econ. (N. Carolina State). *Wednesdays, 8.00–9.30 p.m., starting March 5, 1986. 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.

652. 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, 2.30–6.00 p.m., starting March 15, 1986. Room 141, University Main Building. 10 meetings.* **Fee: \$345**

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.

653. 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, 6.20–7.50 p.m., starting March 13, 1986. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 24 meetings.* **Fee: \$330**

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.

654. 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. *Thursdays, 8.00–9.30 p.m., starting March 13, 1986. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 24 meetings.* **Fee: \$330**

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.

655. Practice of Banking I. C. S. Chan, A.I.B. *Thursdays, 8.00–9.30 p.m., starting February 20, 1986. 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.

656. Practice of Banking I. B. Swaminathan, M.A. (Econ.), C.A.I.I.B., A.I.B. *Fridays, 7.45–9.15 p.m., starting March 14, 1986. Room 28, 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. Topics to be discussed include: general and special relationship between banker and customer, joint accounts, executives and administrators, trustees, solicitors, clubs, societies, partnerships, limited companies, steps to be taken on death and other contingencies, principles of lending, stocks and shares, life policies, goods, land and buildings, guarantees, debentures, and book debts. Candidates must have passed the Law Relating to Banking examination conducted by the Institute of Bankers.

657. Practice of Banking II. Lau Ying-chi, A.I.B. *Tuesdays, 5.35–7.35 p.m., starting March 25, 1986. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 18 meetings. Fee: \$395*

Topics to be discussed include: the principles of good lending, secured and unsecured advances to private and trading customers, the interpretation and criticism of accounting statements — balance sheets, profit and loss accounts, funds flow statements, cash flow projection, forecasted balance sheets, profit and loss accounts and funds flow statements, banking services — investment, trustee, factoring and leasing. Applicants must already have passed A.I.B. Stage 1, or possess a degree or other post secondary qualifications.

658. Foreign Exchange and Money Markets. Kong Hin-man, A.I.B., A.I.C.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 March 3, 1986. 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.

659. 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 March 13, 1986. 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.

Degree or diploma holders will be given preference.

660. Applications of Financial Futures/Options in Financial Services Industries. Kong Hin-man, A.I.B., A.I.C.B., A.C.I.S., C.Dip.A.F., Dip. M.A.Inst.M., M.B.I.M. *Fridays, 8.00-9.30 p.m., starting March 14, 1986. Room G5, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$180**

Financial markets globally have developed significantly in financial futures and options trading. Banks and financial institutions are using futures and options extensively in product development and treasury management. The program will illustrate the features of financial futures and options, together with their relationship with traditional treasury operations. Hedging program and internal control will be discussed.

661. 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 March 13, 1986. 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.

Applicants are expected to have 1½ years' banking experience.

662. Merchant Banking Services. Kong Hin-man, A.I.B., A.I.C.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 March 3, 1986. Room 14, 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.

663. International Banking Operations. 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. *Mondays, 8.05-9.35 p.m., starting March 10, 1986. Room 230, Knowles Building, University of Hong Kong. 18 meetings.* **Fee: \$310**

The course has been developed in line with the specialist paper of the International Banking Diploma awarded by the Institute of Bankers. The major study areas are: financial markets, sources of funds, banking supervision, internal cash management, principles of accounting and processing and interbank agency arrangements. Bank executives and corporate treasurers would benefit most from the course. Note: the International Banking Diploma examination will be held in Hong Kong in April 1986.

664. International Bank Marketing. 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. *Mondays, 6.30-8.00 p.m., starting March 10, 1986. Room 230, Knowles Building, University of Hong Kong. 18 meetings.* **Fee: \$310**

As competition in product range, pricing and services has become more vigorous, managers of international banking institutions must devote more attention and thinking to the marketing of financial services. The course will focus on the discussion of the needs, the methods and the technologies of a successful marketing program of an international bank. Case illustration will be employed wherever appropriate.

665. Finance of International Trade. Yip Hoi-hing, A.I.B., D.M.S. *Mondays, 8.00-9.30 p.m., starting March 17, 1986. Room 122, University Main Building. 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.

666. International Finance and Investment: an Introduction. Kong Hin-man, A.I.B., A.I.C.B., A.C.I.S., C.Dip.A.F., Dip.M.A.Inst.M., M.B.I.M. *Fridays, 6.15-7.45 p.m., starting March 14, 1986. Room G5, James Hsioung Lee Science Building, University of Hong Kong. 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 obligations, treasury management, investment banking products, tax haven and country risk assessment. Documentation is also highlighted. Candidates who are preparing for the International Banking Diploma of the Institute of Bankers can take this as a revision course.

667. Inward/Outward Bills: Principles and Practice. Yip Hoi-hing, A.I.B., D.M.S. *Mondays, 6.15-7.45 p.m., starting March 17, 1986. Room 122, University Main Building. 20 meetings.* **Fee: \$340**

This course gives a practical and comprehensive study on inward/outward bills operations in banking. Topics to be discussed will include methods of payment, standard shipping terms, bill of exchange, bill of lading, documentary credit operations, collections, bills negotiation, packing loan facilities, various forms of Letter of Credit, trust receipt facilities, shipping guarantee, bills retirement and foreign exchange. Case studies on various topics will be provided whenever appropriate.

668. Advanced Import-Export Banking. Robert S. C. Au, A.I.B. *Saturdays, 2.30-5.00 p.m., starting March 1, 1986. Room 103, University Main Building. 10 meetings.* **Fee: \$300**

This advanced level course is specially designed for banking officers and Import-Export corporations' supervisors to understand much better all international bills operations. The topics will include: theories and practical cases of all documentary credits and collection bills. China trade and foreign countries' business operations as well as modern banking services will be clearly explained.

669. Introduction to Credit Analysis. Lau Kam-kwan, B.Sc., M.B.A. *Tuesdays, 6.30-8.30 p.m., starting February 25, 1986. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$355**

Participants will be provided with a general introduction to the basic lending concepts and the various analytical tools, both qualitative and quantitative, used in the assessment of borrowers in a banking environment. The course is divided into two parts. Part A covers the common quantitative tools — spreading and analysis of financial statements, ratio

analysis, cashflow projections, liquidation analysis. Part B focuses on the qualitative aspects of a lending decision, and includes a discussion of the concepts of asset conversion cycle, the three common lending rationales (i.e. asset conversion, asset protection and cashflow lending), and the structuring of credit facilities.

Participants should have some basic accounting or book-keeping knowledge.

Medium of instruction: English and Cantonese.

670. Techniques of Credit Analysis. Choy Shu-kwan, B.B.A. (Western Ontario). *Mondays, 7.30-9.30 p.m., starting March 10, 1986. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 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.

671. Statistical Theory and Operational Research. Alice Ho Yuen-may, B.Sc. (Lond.). *Wednesdays, 7.45-9.45 p.m., starting February 26, 1986. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 19 meetings.* **Fee: \$350**

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 distribution (e.g. binomial, Poisson, normal), mathematical expectation (e.g. mean, variance); sampling distributions; estimation and hypothesis testing; regression and correlation; time series and forecasting. The tutor will also discuss basic operational research techniques, such as applied probability—queueing theory, inventory control, Markov chains; and linear programming—duality, simplex method, transportation, game theory and networks and dynamic programming.

672. 銀行實務概論 (Fundamentals of Banking Practice)

主 講 人：區文道先生，A.I.B., F.C.I.S., LL.B.。

地 點：星期四於香港大學校外課程部市區中心 20 室。

星期五於香港大學校外課程部市區中心 28 室。

時 間：一九八六年二月二十七日起每星期四及星期五下午六時至八時三十分。

全期學費：一百一十元。（共四講）。

本課程特為任職於銀行或財務機構人士而設。講授重點包括介紹本港財務或銀行業有關法例，各種存款處理，銀行與客戶之關係，票據及支票，信用證及出入口押匯，一般貸放常識。

See also:

634. General Principles of Law for Bankers. (Page 17)

716. Economics Education: the Development of Teaching Materials. (Page 49)

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Management Studies

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

673. An Introduction to Business Management. Auyeung Ying-fai, B.A. (Whitworth Coll.), M.B.A. (Portland State). *Wednesdays, 6.30-8.00 p.m., starting March 5, 1986. 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.

674. 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 February 18, 1986. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings. Fee: \$285*

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.

675. Management Concepts and Practices. Andy Ng, B.Admin., B.Comm., M.B.A. (Ottawa), M.B.I.M. *Saturdays, 2.00-3.30 p.m., starting February 15, 1986. Room 142, University Main Building. 12 meetings. Fee: \$215*

The focus of this course will be upon how a business organization operates and the inter-related functions which make it run effectively. Forms of business ownership, the principles, history and trends of management thinking will be examined, together with the facilitating requirements of communication, information systems and the structure of international trade. The four major specialist functions—production, marketing, finance and human resources—will also be considered and their interaction with each other. Case material will be incorporated in the more formal teaching mode, as well as the fullest participation by members of the class.

676. Starting a Small Business: a Marketing Approach. Dorothy Yun Wong, B.A. (N.Y. State-Albany), M.B.A. (Boston). *Mondays, 8.00-9.30 p.m., starting February 17, 1986. Room 23, 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.

677. Organization and Management Principles. Denis W. C. Ng, M.B.A. (Northeast Louisiana). *Mondays, 8.00-9.30 p.m., starting February 17, 1986. Room 141, University Main Building. 12 meetings.* **Fee: \$215**

The management of organizations is embraced by many of the ideas which have been developed in the field of organizational behaviour. The development of management thought in this respect, and its link with the practice of management, will be examined in this course, which is designed for junior supervisors and managers. Basic managerial functions will be analyzed, including planning, control, directing, staffing, organizing and communicating. The effect on managerial practice of other aspects will also be considered, including individual motivation, the phenomenon of power and leadership, group dynamics, decision-making, the management of change and conflict, and the interaction of organizations with their environments.

678. Organization and Methods. Samuel San, B.E. (N.S.W.) *Saturdays, 3.45-5.15 p.m., starting February 15, 1986. 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.

679. Management Information Systems. Leung Kit-wing, B.Sc. (Newcastle Poly), M.A. (Lancaster). *Mondays, 6.00-7.30 p.m., starting February 17, 1986. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 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.

680. Marketing Management: Analysis, Planning and Control. Paul Mak, B.Sc. (H.K.), M.B.A. (Sheffield). *Fridays, 6.00-7.30 p.m., starting March 7, 1986. 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.

681. Marketing: Theory and Practice. Ray Wong, B.A. (Lawrence), M.B.A. (C.U.H.K.) *Mondays 8.00-9.30 p.m., starting February 17, 1986. 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.

682. 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 February 15, 1986. 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.

683. Product Management: Principles and Practice. Y. Tsui, B.A., M.B.A. (C.U.H.K.). *Saturdays 2.00-3.30 p.m., starting February 15, 1986. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$215**

Product management is one of the most important skills in marketing, in that it enables a company to design the optimal product mix to maximise profitability in the company. The course will cover the areas of product portfolio analysis, product line extension, product life cycles, the design of product mix, generating new product ideas, the launch of new products, and the evaluation of market opportunities for new products. This course is designed specifically for individuals involved in the marketing, advertising, trading or service industries.

684. Advertising and Public Relations. Brian H. Leong, B.A. (Wisconsin). *Tuesdays, 6.00-7.30 p.m., starting February 25, 1986. Room 20, 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.

685. An Introduction to Business Finance. Ho Yiu-wah, B.A., M.Sc. (Manc.). *Mondays, 7.45–9.15 p.m., starting February 17, 1986. 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.

686. Techniques of Financial Management. Vincent Ng, B.S., M.B.A., M.S., D.B.A., Ph.D. (UCLA). *Tuesdays, 7.15–8.45 p.m., starting February 18, 1986. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.*

Fee: \$215

The application of financial procedures affects every manager in a business organization. Whilst a detailed knowledge of such procedures may not be necessary in the case of a non-finance manager, an awareness of the financial implications and of alternative methods of financial control can be invaluable to the operational manager. The speaker will examine the main features of business finance, such as source funding, ratios as a system of financial analysis, projection of business results through cash forecasting, operating budgets, budgetary control, and analysis of capital investment decisions. Case studies drawn from local and foreign sources will be used to illustrate the techniques in question.

Designed for practising managers in the non-financial area, this course will put the various techniques of financial control in the context of other organizational activities and examine the human implications of financial systems.

687. 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 February 18, 1986. Room 30, 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 commercial 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.

688. 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 February 15, 1986. 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.

689. 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 February 15, 1986, 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.

690. 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 February 15, 1986. 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.

691. Commerce and Financing. Andy Ng, B.Comm., M.B.A. (Ottawa), M.B.I.M. *Saturdays, 3.45-5.15 p.m., starting February 15, 1986. Room 142, University Main Building. 12 meetings.* **Fee: \$215**

In many respects financial decisions represent the cornerstone of activity in a commercial activity. This course therefore seeks to examine the basic principles of accounting, financial planning, managerial financing,

profit planning, forecasting and ratio analysis. Also to be considered will be the requirements of capital budgeting, investment analysis, the interpretation of financial statements, computerized financial systems and working capital management. Case studies and group discussion will be a feature of this course.

692. An Introduction to Factory Management. Malcolm Holmes, D.M.S. *Tuesdays, 7.45–9.15 p.m., starting February 18, 1986. Room 20, 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.

693. An Introduction to Operational Research. Dannie Leung, B.Sc. (Birm.), M.Sc. (Lancaster). *Tuesdays, 7.15–8.45 p.m., starting February 18, 1986. Room LG2, Hui Oi Chow 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.

694. Fundamentals of Shipping Practice. Stephen Ng, B.Soc.Sc. (H.K.). *Saturdays, 3.45–5.15 p.m., starting February 15, 1986. 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.

695. 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：一九八六年二月十四日起每星期五下午七時四十五分至九時十五分。

全期學費：一百八十元。 (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。

See also.

642. Financial Techniques for Marketing Executives. (Page 19)

647. 小型企業策劃和管理 (第 20 頁)

648. Hong Kong Statistics for Business. (Page 21)

895. Cost Effective Quality Control. (Page 121)

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.

Personnel Management

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

626. Certificate in Personnel Management.

In the context of rapid economic growth and industrialization, the personnel function in business and industry has received progressively increasing recognition in Hong Kong. More and more firms seek to employ well qualified and trained personnel officers to handle labour administration and human relations on scientific lines.

The Extra-Mural Certificate Course in Personnel Management seeks to meet the emerging and felt need of Hong Kong's firms for trained personnel officers. It aims to provide a local qualification in personnel management for persons already employed and for fresh graduates who wish to make a career in this field. The course content is a combination of the theory and practice of personnel management and is made relevant to the conditions in Hong Kong.

The course will benefit those persons who are currently employed at middle management/supervisory levels in industry/business/offices, and whose duties involve handling any aspect of human relations or labour administration in an enterprise.

The Personnel Management Club Prize, consisting of a cash award and a commemorative plaque, will be awarded to the outstanding student.

Duration October 1, 1986 to April 29, 1987.

Place Extra-Mural Town Centre.

Time 6.00-9.00 p.m., every Wednesday.

Fee \$1,250.

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

- submit project reports based on field investigation.
- attend at least 75% of the meetings scheduled.
- pass the examinations.

Admission Requirements

University graduates, or non-graduates, employed in personnel management in industry/business, with sufficient practical experience to enable them to benefit from the course. A good knowledge of written and spoken English is required.

Preference will be given to those sponsored by their employing organization.

Enrolment is limited to 40 students.

Period for application: 1 March–1 May 1986.

Application should be made on a *special* form available on request from the Department.

696. Training and Development in an Organizational Context. Francis Wong, B.A. (Salford). *Saturdays, 2.00–3.30 p.m., starting February 15, 1986. Room 22, Extra-Mural Town Centre, Wing On 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.

697. Managing People: an Introduction to Supervisory Management. Helen Price, B.Sc. (Queen's Belfast). *Saturdays, 1.30–3.30 p.m., starting February 15, 1986. 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.

698. 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. *Wednesdays, 7.50–9.20 p.m., starting February 19, 1986. Room, 722, Knowles 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.

699. Management Training in a South-East Asian Context. Neil Robinson, B.A., M.A. (Birmingham), M.B.A. (Bradford), P.G.C.E. *Mondays, 6.30–8.00 p.m., starting February 17, 1986. Room 722, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$215**

Management training is likely to play an increasingly important role in this region under the growing influences of new technology and the need for improved productivity. But all too often, training itself is misunderstood, conceived in too narrow a way, founded on dubious learning principles, or dominated by management theory that has little relevance to organisational realities. This workshop, intended for practising trainers, personnel managers, and executives involved in human resource development, asks the questions: What training can realistically be conducted in relation to such determining constraints as national and organisational models of development? What barriers to learning effectiveness come from the very employees for whom training is being contemplated? What strategies are available for the trainer himself in trying to do his job effectively? And what aspects of management can realistically be included in the training course? Having surveyed these key areas, the workshop focuses on the practical steps involved in actually designing effective learning material with these considerations in mind, constructing appropriate management training courses, selecting appropriate training techniques, and evaluating and improving trainer and course effectiveness.

700. 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：一九八六年三月五日起每星期三下午八時零五分至九時三十五分。

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。

Education

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

701. Learning Through Play. Mrs. Janet Smith and others. *Tuesdays, 7.45-9.45 p.m., starting January 14, 1986. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$400*

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

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

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

Enrolment is limited to 15.

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

主 講 人：王齊樂先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八六年二月十九日起每星期三下午七時四十五分至九時四十五分。

全期學費：二百八十五元。（共十八講）。

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。（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，須於二月十日前報名）。

703. 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：一九八六年二月十七日起每星期一上午九時至十一時。

乙班：一九八六年二月十七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，須於二月七日前報名。）

704. 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：一九八六年二月二十日起每星期四上午九時至十一時。

乙班：一九八六年二月二十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，須於二月十日前報名。）

705. 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 28 室。

時 間：甲班：一九八六年四月十五日起每星期二下午六時至七時三十分。

乙班：一九八六年四月十五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)。

(報名時請註明甲班或乙班)

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。(每班限收三十人)。

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，須於四月五日前報名)。

706. 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 22 室。

時 間：一九八六年三月二十一日起每星期五下午六時至七時三十分。

全期學費：一百五十元。 (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，須於三月四日前報名。)

707. 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 21 室。

時 間：一九八六年二月十九日起每星期三下午五時四十五分至七時十五分。

全期學費：一百四十元。（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，須於二月十一日前報名。）

708. 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：一九八六年二月二十六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，並介紹工作咭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，須於二月十五日前報名。）

709. 中國現代詩的詮釋及寫作 (The Interpretation and Writing of Modern Chinese Poetry)

主 講 人：丁平先生（國立中山大學文學士、教育碩士）。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八六年二月廿一日起每星期五下午七時四十五分至九時十五分。

全期學費：二百二十元。（共十六講）。

本課程自一九一八年起，至一九八四年止，在中國現代詩的發展過程中，選出若干在詩創作上已有成就的詩人底主要作品，作深入的詮釋；並輔導學員從事現

代詩的寫作，將按月選送有份量的純文學刊物及報紙副刊發表。（如台北的創世紀詩刊、藍星詩刊、葡萄園詩刊、幼獅文藝月刊、文壇月刊、以及聯合報副刊、中國時報副刊等）。

在選購現代詩時，先詮釋李金髮、聞一多、徐志摩、馮至、戴望舒、艾青、臧克家、卞之琳、田間、覃子豪、痲荳、紀荳、余光中、楊牧、周夢蝶、張默、洛夫、鄭愁予、胡品清、林冷、辛鬱等詩人的主要詩作。

本課程主要為香港中學中文教師而設；但對中國現代詩有興趣者，歡迎參加。

申請教署退還半費手續：凡政府、補助或私立學校之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十一日前報名）。

710. 中國現代文學史（四） (Chinese Modern Literature IV)

主 講 人：丁平先生（國立中山大學文學士、教育碩士）。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八六年二月廿一日起每星期五下午六時至七時三十分。

全期學費：二百元。（共十四講）。

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。分四階段講授，本課程為第四階段。講述五十年代至八十年代的文學發展。

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。

申請教署退還半費手續：凡政府、補助或私立學校之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十一日前報名）。

711. 中國現代文學作家論(九)

(An Introduction to Writers of Contemporary Chinese Literature IX)

主 講 人：丁平先生（國立中山大學文學士、教育碩士）。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八六年二月廿二日起每星期六下午二時至三時三十分。

全期學費：二百三十元。（共十四講）。

中國自一九一八年一月，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。本課程為第九階段，就下列作家中選講十二人：

朱自清、蘇雪林、思果、痲亞、馮至、余光中、魏子雲、于伶、鄭愁予、靳以、鄧文來、蕭乾、羅青、李季、白樺、顏元叔等。

申請教署退還半費手續：凡政府、補助或私立學校之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十一日前報名）。

712. 認識及服務弱智人士

(Understanding and Serving the Mentally Handicapped Person)

主 講 人：弱智人士服務協進會及本港對弱智人士服務有研究及直接工作經驗之專業人士擔任。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八六年二月廿五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、及直接為弱智人士工作之教師、護士、社會工作者、或訓導員對弱智人士有基本之了解，並在管理方面，有正確之認識。

課程內容包括緒論、社會對弱智人士之服務，弱智之成因及本質，弱智人士之需要及其在家庭、學校、社會及職業方面之適應、教育、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、討論及參觀弱智人士服務機構等。限收二十五名。在職專業者及兒童家長將獲優先取錄。

（本課程由香港弱智人士服務協進會贊助）。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十五日前報名）。

IN-SERVICE TEACHER EDUCATION PROGRAMME

The following courses are jointly offered by the Faculty of Education and the Department of Extra-Mural Studies of the University of Hong Kong. The purpose of the programme is to provide a diverse range of in-service courses which will help teachers to implement changes and develop solutions to the problems which they face in schools.

713. Techniques in Setting Good Biology Examination Question Papers.

K. C. Pang, M.Sc. (McGill), Cert.Ed., Adv.Dip.Ed. (H.K.), Lecturer in Education, University of Hong Kong and Mrs. Catherine Lau, B.Sc., M.Ed. (H.K.), Biology Subject Officer, Hong Kong Examinations Authority. *Saturdays, 9.00 a.m.-1.00 p.m. (March 22, 1986), 9.00 a.m.-5.00 p.m. (April 12 and 19, 1986). Room 141 and 142, University Main Building.*

Fee: \$200

This course aims at improving the skills and competence of participants in setting good biology examination question papers. Emphasis will be placed upon acquisition of techniques through practice and participants will go through a question setting simulation exercise involving a moderation component. Different types of questions will be covered, including multiple-choice questions. Participants will be provided with a chance to share their ideas through a presentation session at the end. Teachers of A-, H-, and O-levels should find this course relevant and helpful.

Enrolment is limited to 30.

Fee Refund: on being accepted for this course, teachers of Forms 4, 5, 6 and 7 will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. *(Closing date for applications: March 12, 1986.)*

714. Assessment of Practical Skills in A-Level Chemistry. J. B. Holbrook, B.Sc., Ph.D., Teacher's Cert. (Lond.), Lecturer in Education, University of Hong Kong and others. *June 23, 1986-June 27, 1986, 9.30 a.m.-4.00 p.m. Room 306, Runme Shaw Building, University of Hong Kong. 5 full days.*

Fee: \$270

The course is designed to update experienced teachers teaching A-Level Practical Chemistry in schools involved in the Teacher Assessment Scheme (TAS). The purpose is to explore the skill of assessing practical work, especially manipulative skills, as well as the whole concept of teacher assessment.

The course will concentrate on the following areas: assessment on practical skills; the use of project work as a means of assessment; integration between teaching and practical work; trying out new experiments. An attempt will also be made to develop solutions to the problems identified.

There will be lectures, discussions, video tape viewing, participant presentations, workshops and practical sessions.

Enrolment is limited to 25.

Fee Refund: on being accepted for this course, teachers of A-Level Practical Chemistry will be sent a full 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: June 13, 1986.*)

715. The Theory and Practice of Civic Education in Secondary Schools.

Leung Yat-ming, B.A., Cert.Ed. (H.K.), M.A. (Sussex), Lecturer in Education, University of Hong Kong, and Lee Siu-ming, B.Soc.Sc. (C.U.H.K.), M.Ed. (H.K.), Dip.Ed. (C.U.H.K.), Teaching Consultant in Education, University of Hong Kong. *Wednesdays, 6.00-7.30 p.m., starting February 26, 1986. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$190**

The course is designed to promote the implementation of the newly proposed "Guidelines on Civic Education in Schools" in Hong Kong secondary schools. It aims at elaborating the major theoretical and practical issues of civic education programmes and is intended for those teachers who co-ordinate the implementation of civic education in secondary schools.

Topics to be discussed include: the historical review of the concept of citizenship; rationales for civic education in contemporary societies; theoretical approaches to civic education; civic education versus political education; indoctrination and inculcation; formal, informal and hidden curriculum; approaches to value education; strategies for developing decision-making skills, critical thinking skills, political literacy, political competencies and open-mindedness. Strategies for implementing civic education in schools and methods of evaluating civic education programmes will also be considered.

Enrolment is limited to 30.

Cantonese and English will be used as the medium of instruction.

Fee Refund: on being accepted for this course, teachers of Civic Education in Secondary Schools will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 17, 1986.*)

716. Economics Education: the Development of Teaching Materials for CE Economics. K. R. J. Wood, B.Sc. (Wales), M.A., Cert.Ed. (Lond.), Lecturer in Education, University of Hong Kong, and W. Y. Pong, B.B.A. (C.U.H.K.), Cert.Ed., Adv.Dip.Ed. (H.K.), Teaching Consultant in Education, University of Hong Kong. *Mondays, 5.30–7.30 p.m., starting March 24, 1986. Room 207, Runme Shaw Building, University of Hong Kong. 9 meetings.* **Fee: \$190**

The aim is to bring together a group of interested teachers to design and produce a pack of curriculum materials for economics teaching and with a possible view to publication. The teaching pack produced will include materials for use in teaching CE Economics, guidelines for teachers and materials for students.

The course will be organised on a workshop basis.

Enrolment is limited to 25.

Fee Refund: on being accepted for this course, teachers of Economics will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: March 14, 1986.*)

717. Political Education in Schools: a course for teachers. F. Gillies, M.A. (Glas.), D.Phil. (Sussex), Lecturer in Education, University of Hong Kong. *Wednesdays, 6.15–7.45 p.m., starting January 8, 1986. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 8 meetings.* **Fee: \$130**

Teachers will be introduced to the different perspectives on the nature and purpose of Political Education in schools. The course will examine in particular the attempts to introduce Political Education to the school curriculum in Britain over the past ten years and consider the implications of this for Political Education in Hong Kong. Based on lectures and seminars, the course will use United Nations documents on Political Education as well as curriculum material produced by the Political Education Unit of the University of York in England.

Basic Reference: C. Wringle, *Democracy, Schooling and Political Education (1984).*

Fee Refund: on being accepted for this course, teachers will be sent a full 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: January 2, 1986.*)

718. The Teaching of Geography at A-Level. P. G. Stimpson, B.Sc., Cert.Ed. (Brist.), M.Sc. (Sheff), Lecturer in Geographical Education, University of Hong Kong. *Mondays, 6.00-7.30 p.m., starting May 5, 1986. Room 206, Runme Shaw Building, University of Hong Kong. 8 meetings.* **Fee: \$130**

The underlying principles implicit in the present curriculum will be examined in order to prepare exemplar materials in a series of workshops. The approach to the course is participatory and members must come prepared to design and produce course materials as a part of a small team.

Enrolment is limited to 25.

Fee Refund: on being accepted for this course, teachers of A-Level Geography will be sent a full 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: April 25, 1986.*)

719. The teaching of Computer Studies at Certificate of Education Level. C. T. Leung, B.Sc. (C.U.H.K.), M.Ed. (H.K.), Lecturer in Education, University of Hong Kong and W. W. Ki, B.Sc., M.Ed. (H.K.), Teaching Consultant in Education, University of Hong Kong. *Mondays, 6.00-7.30 p.m., starting May 5, 1986. Physics Laboratory, Runme Shaw Building, University of Hong Kong. 8 meetings.* **Fee: \$190**

The course is intended for teachers of Computers Studies in secondary schools. Topics to be discussed will include: teaching data processing; application of popular database packages; computer structure and operation; introduction to other computer languages such as Assembly Language, Prolog, Lisp, Logo, Pascal; introduction to the principle of Operating System; common difficulties in teaching computer studies.

Enrolment is limited to 25.

Fee Refund: on being accepted for this course, teachers of Computer Studies in Secondary Schools will be sent a full 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: April 25, 1986.*)

720. Examples of Alternative Curricula developed and used in Local Schools. Paul Morris, B.Ed. (Leeds), M.Sc. (C.N.N.A.), D.Phil. (Sussex), Cert.Ed. (Leeds), Senior Lecturer in Education, University of Hong Kong, and Pong Wing Yan, B.B.A. (C.U.H.K.), Cert. Ed., Adv.Dip.Ed. (H.K.), Teaching Consultant in Education, University of Hong Kong. *Saturday, June 21, 1986, 9.00 a.m.-12.30 p.m. Room 206, Runme Shaw Building, University of Hong Kong.* **Fee: \$50**

A seminar designed to examine how schools can attempt to provide their pupils with a relevant and appropriate secondary school curriculum.

This task will be undertaken by focusing on a number of examples of curricula which have been developed and used in Hong Kong schools. Speakers from these schools will describe the nature of the curricula they have developed, the reasons why it was developed and how it was developed. The focus will be on developments at the Junior Secondary level (Forms I-III).

This seminar is intended for principals and senior teachers in secondary schools.

Enrolment is limited to 40.

Fee Refund: on being accepted for this course, teachers will be sent a full 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: June 11, 1986.*)

721. Language Policy and the Medium of Instruction in Secondary Education in Hong Kong. Keith Johnson, B.A. (Cantab.), M.A., Ph.D. (Essex), Cert.Ed. (Lond.), Senior Lecturer in Education, University of Hong Kong; Peter Tung, B.S. (Rutgers), M.A., M.Ed. (H.K.), Lecturer in Education, University of Hong Kong; and Ora Kwo, B.A. (Hull), M.A. (Lond.), Lecturer in Education, University of Hong Kong. *Wednesday, March 26, 1986 and Thursday, March 27, 1986, 9.30 a.m.-12.30 p.m. and 2.00-5.00 p.m. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F. 2 days.* **Fee: \$230**

This seminar is concerned with the present situation in Anglo-Chinese secondary schools in relation to the medium of instruction and will consider the viability of the policy proposals put forward in the First Report of the Education Commission. Participants will receive background papers before and during the seminar but the emphasis will be upon an exchange of views and experiences. The objective will be to formulate proposals and guidelines for the alleviation of present difficulties and the implementation of effective measures in the future.

The seminar is intended for principals of secondary schools.

Enrolment is limited to 40.

Half Fee Refund available: closing date for application, March 12, 1986.

722. Workshop on using Chinese as the Medium of Instruction in Hong Kong Secondary Schools. Cheng Kai-ming, B.Sc. (Special), M.Ed. (H.K.), Lecturer in Education, University of Hong Kong, and Cheng Ngai-lun, Helen, B.A. (H.K.), M.Sc. (Salf.), M.A. (Lanc.), Senior Language Instructor in the Language Centre, University of Hong Kong. *Saturday, March 22, 1986, 9.30 a.m.-12.30 p.m., 2.00-4.00 p.m. Room 206, Runme Shaw Building, University of Hong Kong.* **Fee: \$60**

The workshop is a side product of a research programme where the policy on the medium of instruction was examined from a school

perspective. A number of typical attempts in secondary schools to transform the medium of instruction from English to Chinese was identified. School representatives who undertook these attempts will be asked to present their cases in a panel discussion followed by general discussion. The discussions will focus on the feasibility of their attempts, the difficulties encountered and the policy implications.

Fee Refund: on being accepted for this course, teachers in secondary schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications March 12, 1986.*)

723. The Use of the Overhead Projector in Teaching and Learning. William C. W. Pang, Dip.Ed.Tech. (Plymouth Poly). *Saturdays, 10.00-11.30 a.m., starting April 12, 1986. Room 301, Runme Shaw Building, University of Hong Kong. 8 meetings.* **Fee: \$165**

The Overhead Projector is among one of the most widely used instructional aids. The course is aimed at developing an appreciation of its true value in teaching and learning and to enable participants to develop skills in both the production and presentation of learning materials used on the overhead projector. It will cover the following: physical features of the projector; criteria for selection; care and maintenance; characteristics in its use in comparison with other audio-visual aids; production and presentation methods of projected materials; presentation techniques when using the projector; workshop on the production of overhead projector transparencies.

Enrolment is limited to 16.

724. Organising the Induction of Beginning Teachers into Secondary Schools. Professor B. L. Cooke, B.A., Ph.D., Dip.Ed. (Dur.), and Pang King-chee, M.Sc. (McGill), Cert.Ed. (H.K.), Adv.Dip.Ed. (H.K.), Lecturer in Education, University of Hong Kong. *Saturdays, 9.15-11.15 a.m., starting January 11, 1986. Room 206, Runme Shaw Building, University of Hong Kong. 6 meetings.* **Fee: \$130**

This course is intended for secondary school principals and senior teachers interested in or responsible for the induction of beginning teachers into their schools. It will be especially relevant to schools with a high proportion of new or inexperienced teachers.

The course will focus on arrangements to meet the needs of teachers in their first year of service in secondary schools (trained or un-trained); to assist principals and senior teachers interested in or responsible for induction and to encourage schools who do not do so to make provisions for induction of new staff. The course will help schools identify needs of their beginning teachers and ways of meeting them, but will also consider the roles of Government, sponsoring bodies, teacher education institutions and teachers' associations. It will draw on research studies and wide ranging patterns of teacher induction overseas and on examples in Hong Kong. Participants will work on developing strategies for the provision of induction appropriate for Hong Kong schools and teachers.

Enrolment is limited to 40.

Fee Refund: on being accepted for this course, principals and senior 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: January 2, 1986.*)

725. Function and Effectiveness of Education. Cheng Yin-cheong, B.Sc., Dip.Ed., M.A. (Ed.) (CUHK), Teaching Consultant in Education, University of Hong Kong. *Mondays, 6.15-7.45 p.m., starting January 6, 1986. Room 206, Runme Shaw Building, University of Hong Kong. 12 meetings.* **Fee: \$190**

The course is intended to provide an understanding of the function of education in a modern society and the theoretical framework for maximizing the effectiveness of education. It is designed for teachers, educational administrators, educators, and those who are interested in education. Topics to be considered will include (1) Function of education in a modern society: traditional theories and alternative views — controversies on the social, political, cultural and economic function of education; (2) School Effectiveness: basic theories and structure, related factors — principal effectiveness, teacher effectiveness, student effectiveness, context of teaching, context of learning, and organizational situation; and (3) Teaching effectiveness and teacher characteristics: basic theories and structure, related factors — pre-existing characteristics, teacher competence, teacher performance, professional maturity, teacher evaluation. Cantonese and English will be used as the medium of instruction.

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: January 2, 1986.*)

726. Teaching the Multiply and Profoundly Handicapped Child. Nick Crawford, B.A. (Open), M.Ed. (Birm.), Teacher's Cert. (Lond.), Dip. Sp.Ed. (Wales), Lecturer in Education, University of Hong Kong. *Tuesdays, 6.15-7.45 p.m., starting April 29, 1986. Room 103, University Main Building. 10 meetings. Fee: \$160*

This course is concerned with the education of multiply and profoundly handicapped children and is aimed at "hands on" staff: teachers and therapists, who are involved in the design and implementation of teaching programmes. It will look at assessment, programme writing, teaching and evaluation. It is essentially a practical course and will involve participants in carrying out work in their own schools and units for discussion and evaluation. Participants must ensure that they have such access to practical work. The sessions will consist mainly of workshops and will be behaviourally oriented.

Enrolment is limited to 21.

Fee Refund: on being accepted for this course, teachers will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications:: March 19, 1986.*)

727. 教育機構的行政管理 (Management of Educational Institutions)

主 講 人：香港教育行政學會會員。

策 劃 人：程介明先生。

地 點：香港大學校外課程部市區中心25室。

時 間：一九八六年一月九日起每星期四下午六時至七時三十分。

全期學費：一百八十元。（共十二講）。

本課程着重介紹教育行政的一般專業理論，並初步嘗試結合香港學校的現實環境進行探討。講題包括：一般組織理論，領導作風，組織氣氛，一般管理理論，規劃與決策，實施與控制，學校組織發展，校內人事管理，校內教師進修與職工發展，校內職工評鑑，學校行政涉及之法律問題，學校的責任承擔等。（限收25人）

除授課語言外，此課程與1985年秋季課程179 Management of Educational Institutions 基本一致。

申請教署退還半費手續：凡政府、補助或私立學校之校長及教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於一月二日前報名。）

728. 教育規劃與政策分析
(Educational Planning and Policy Analysis)

主 講 人：程介明先生， B.Sc., B.Sc.Sp., Cert.Ed., Adv.Dip.Ed., M.Ed.
黃錦樟先生， B.A., Cert.Ed., Adv.Dip.Ed.。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八六年四月十日起每星期四下午六時十五分至七時四十五分。

全期學費：一百八十元。 （共十二講）

本課程着重介紹教育機構的基本原理及方法，從而了解製訂教育政策所需要考慮的種種因素。課程將面向從事教育行政、教育評論、教育新聞、區議員及一般對教育政策分析有興趣人士。講題包括：一般政策分析原理，公平與效率，個人需求與經濟需求，教育的成本收益，課程與語言，工業教育與職業訓練，甄選與分配，強迫教育以後，終生教育，教育決策過程，諮詢與參與等。

除授課語言外，此課程與 1985 年秋季課程 178 Educational Policy and Planning 基本一致。（限收二十五人）。

See also:

750. New Orientations in English Language Teaching. (Page 63)

751. English through Drama. (Page 64)

753. 地圖判讀 (第 65 頁)

761. 中華民族之起源 (第 68 頁)

793. Modern Dance and Music Workshop. (Page 81)

794. Dance for the Musical Theatre. (Page 82)

824. 普通話教學法 (第 91 頁)

831. 中國語文講座：現代漢語詞匯和修辭 (第 95 頁)

840. 朗誦講座 (第 98 頁)

874. 當前教育問題的探討與回應 (第 110 頁)

875. 公民教育的社會及政治哲學基礎 (第 111 頁)

877. 引導兒童學習數學 (第 112 頁)

879. 瞭解青少年的生理和心理 (第 113 頁)

881. 青少年德性及羣性發展 (第 113 頁)

882. 學習理論在教學上的應用 (第 114 頁)

950. Laboratory Safety. (Page 119)

903. 微電腦之操作及教學應用 (第 125 頁)

- 921. **Introduction to Counselling Approaches.** (Page 135)
- 923. **Psychology and Management of the Mentally Handicapped.** (Page 135)
- 924. **School Deviance and Classroom Control.** (Page 136)
- 925. 兒童照顧與輔助方法 (第137頁)
- 926. 兒童遊戲作為治療用途之運用 (第137頁)
- 928. 行為更易法的理論及實踐 (第138頁)
- 929. 學生及青少年的危機介入 (第138頁)
- 930. 青年小組工作 (第139頁)
- 931. 青少年輔導工作技巧 (第139頁)
- 932. 青年輔導工作 (第140頁)
- 934. 實踐性成長小組遊戲 (第141頁)
- 935. 發展性小組工作 (第141頁)
- 936. 自我認識與人際關係 (第142頁)
- 937. 發展有效的人際溝通技能 (第142頁)
- 940. 精神健康與變態心理學導論 (第144頁)
- 941. 精神病患者的康復 (第144頁)
- 944. 學校道德教育之理論基礎——文憑課程 (第146頁)

預早報名之重要

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

Engineering

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

729. Introduction to Nuclear Power. R. M. K. Yeung, B.Sc. (Texas), M.Sc., Sc.D. (M.I.T.), M.A.N.S., Lecturer in Mechanical Engineering, University of Hong Kong and others. *Wednesdays, 7.45-9.15 p.m., starting February 26, 1986. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$180**

This course is designed for graduates or practising engineers in power generation or related industries who wish to acquire the basic concepts of nuclear power.

Syllabus: Fission process, nuclear cross-section, reaction rate, neutron diffusion, power shape and peaking factors, pressurized water reactor power plants, reactor transient behaviour, heat transfer in fuel rod and coolant channel, boiling regimes and departure from nucleate boiling, reactor design limits and selected topics in design method and safety.

Entry qualifications: Applicants are expected to have a degree in Engineering or Physical Science and to be engaged in an appropriate profession.

See also:

748. Report Writing for Engineers. (Page 62)

In order to receive the next issue of this Prospectus, please turn to page 154.

English Studies

Staff Tutor. Duncan Macintosh, Telephone 5-456443

ENGLISH LANGUAGE COURSES

The English Language courses offered in the Spring of 1986, are primarily intended for those who wish to prepare themselves before applying for a place in one of the Department's Certificate courses in the Use of English or in English for Business in the year 1986-87. The tuition provided will give them a better chance of passing the appropriate entrance examination that they will need to sit later in the year. Other applicants who do not have the time to attend a full course lasting one or two academic years may also be admitted to these short courses.

SPECIAL ENGLISH

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

Courses

A. In Hong Kong

At the Extra-Mural Town Centre, Wing On Centre, 8/F.
(Note that Course 730 will meet in the morning)

- 730.** Thursdays, 8.30-10.30 a.m., starting February 20, 1986.
15 meetings. **Fee: \$315**

At the University of Hong Kong.

- 731.** Tuesdays, 6.15-7.45 p.m., starting February 18, 1986.
20 meetings. **Fee: \$315**
- 732.** Tuesdays, 7.15-8.45 p.m., starting February 18, 1986.
20 meetings. **Fee: \$315**
- 733.** Fridays, 6.15-7.45 p.m., starting February 21, 1986.
20 meetings. **Fee: \$315**
- 734.** Fridays, 8.00-9.30 p.m., starting February 21, 1986.
20 meetings. **Fee: \$315**

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

- 735.** Mondays, 6.30–8.30 p.m., starting February 17, 1986.
15 meetings. **Fee: \$315**
- 736.** Tuesdays, 6.30–8.30 p.m., starting February 18, 1986.
15 meetings. **Fee: \$315**
- 737.** Thursdays, 6.30–8.30 p.m., starting February 20, 1986.
15 meetings. **Fee: \$315**

B. In Kowloon

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

- 738.** Tuesdays, 6.30–8.30 p.m., starting February 18, 1986.
15 meetings. **Fee: \$315**
- 739.** Thursdays, 6.30–8.30 p.m., starting February 20, 1986.
15 meetings. **Fee: \$315**

At Wah Yan College, 56 Waterloo Road
(*Note that Course 741 will meet in the afternoon*)

- 740.** Fridays, 6.30–8.30 p.m., starting February 21, 1986.
15 meetings. **Fee: \$315**
- 741.** Saturdays, 2.00–4.00 p.m., starting February 22, 1986.
15 meetings. **Fee: \$315**

BUSINESS CORRESPONDENCE

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

- Basic Principles:** lay-out of a business letter, conventional usage, style and the use and abuse of commercial jargon.
- Trade Enquiries:** how to make trade enquiries, how to negotiate for more favourable terms and how to place orders.
- Complaints:** how to write letters of complaint and to reply to them.
- Applications:** how to apply for employment and how to write references for applicants.
- Memoranda:** how to write memoranda to suit a variety of different situations.
- Notices:** how to draft notices to suit a variety of different situations.
- Correspondence Summaries:** how to summarise a series of letters so as to draw out the points raised in each letter or in the correspondence as a whole and how to make recommendations for further action.

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

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

Closing date for applications: (Courses 742 and 744) 7th February, 1986; (Course 743) 5th March, 1986.

Courses

A. In Hong Kong

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

742. Fridays, 6.15–7.45 p.m., starting February 21, 1986.
15 meetings. **Fee: \$250**

At the University of Hong Kong.

743. Wednesdays, 6.15–7.45 p.m., starting March 26, 1986.
15 meetings. **Fee: \$250**

B. In Kowloon

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

744. Fridays, 6.30–8.00 p.m., starting February 21, 1986.
15 meetings. **Fee: \$250**

INTRODUCTION TO CORRESPONDENCE

These courses are intended for those who have recently started working in an office. The tuition provided will also be of value of those who are proposing to apply for admission to one of the Department's Use of English courses or to one of the Department's English for Business courses in the year 1986-87.

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

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

Courses

In Hong Kong

At Wah Yan College, Queen's Road East.

- 745.** Thursdays, 7.00–8.30 p.m., starting February 20, 1986.
15 meetings. **Fee: \$235**
- 746.** Fridays, 6.30–8.00 p.m., starting February 21, 1986.
15 meetings. **Fee: \$235**

ENGLISH SPEECH

747. Intonation in Idiomatic English. Raymond Huang, B.A. (Lingnan), M.A. (Leeds), I.P.A.Cert.Phon., P.G.C.E. (London), L.R.A.M., L.T.C.L. (London). *Tuesdays, 6.30–8.30 p.m., starting February 18, 1986. Room 130, Wah Yan College, 1st Floor, Queen's Road East. 12 meetings.*
Fee: \$260

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

the tonal and rhythmic system of his mother tongue, and

how errors in his English speech arise from his native language habits.

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

Enrolment limited to 30 students.

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

ENGLISH FOR SPECIFIC PURPOSES

748. Report Writing for Engineers. P. T. Morris, B.A. (N.U.I.), M.A. (H.K.), L.Phil., S.T.L. (J.S.I.), Senior Lecturer in English, Hong Kong Polytechnic. *Fridays, 6.30–8.00 p.m., starting February 21, 1986. 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. 7th February, 1986.

749. 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 February 17, 1986. 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. Applicants should attach a statement to their application form describing their duties and saying which area of the law they are working in.

Closing date for applications: 7th February, 1986.

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

750. New Orientations in English Language Teaching. William Cheng, B.A., M.A. (Ed.) (H.K.), Dip. in App. Ling. (Edin.), Supervisor, English Language Unit, School of Education, Chinese University of Hon Kong. *Wednesdays, 6.15-7.45 p.m., starting February 19, 1986. Room 141, Main Building, University of Hong Kong. 12 meetings. Fee: \$190*

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

Topics to be considered will include the following:

- The rise and fall of methods;
- Innovative approaches to language teaching;
- Recent trends in syllabus design;
- Teaching listening comprehension — problems and principles;
- Information gap activities for oral/aural practice;
- Making grammar work more creative;
- Language teaching games — their place in the curriculum;
- Group activities for language learning;
- Humanistic awareness activities for language learning;
- The teaching of reading — past and present;
- Teaching reading comprehension in the ESL secondary class: the challenge of new materials and methods;
- Teaching writing in the context of the communicative approach.

Enrolment limited to 30 students.

Fee Refund: on being accepted for this course, teachers of English in Secondary Schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 10, 1986.*)

751. English through Drama. Eve Faber, B.A. (C.N.A.A.), Teachers' Cert. *Thursdays, 6.00–7.30 p.m. (first five sessions), 6.00–9.00 p.m. (second five sessions), starting February 20, 1986. Main Building, University of Hong Kong. 10 meetings.* **Fee: \$280**

Designed for secondary school teachers, this course will be in two parts; the first using drama techniques to teach English Language. Theatre games, situational improvisation and movement for the classroom will be employed to teach such components of language learning as sentence structure, building vocabulary, idiomatic usage of English and verb tenses.

Starting with ways to teach the elementary language learner, the course will go on to consider the requirements of learners at intermediate and advanced levels.

The second half of this course will look at play production. Using an English play of the course members choice, it will explore ways in which the play could be staged. Directing and acting techniques, voice production, pacing, costume design and setting scenery will be discussed as the course members enact the play themselves, working towards performance standard at the end of the course.

Enrolment limited to 20 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 application: February 11, 1986.*)

See also:

825. Introduction to Chinese Literature: the Classical Period. (Page 92)

827. 比較文學導論 (第93頁)

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 154 頁 。

Geography & Geology

Staff Tutor: Koon-ki T. Ho, Telephone 5-8592792

752. 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：香港大學許愛周科學館 LG 2 室。

時 間：一九八六年二月廿六日起每星期三下午六時三十分至七時四十五分。

全期學費：二百二十元。（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。）

753. 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 LG 3 室。

時 間：一九八六年三月七日起每星期五下午七時至八時三十分。

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，須於二月二十五日前報名）。

754. 近代中國及日本之社會及經濟地理的比較研究

(A Comparative Study of Contemporary Chinese and Japanese Social and Economical Geography)

主 講 人：黎祝輝先生，B.A. (Kent), M.A. (London)。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八六年三月十三日起每星期四下午八時零五分至九時三十五分。

全期學費：一百六十元。（共十二講）。

二千多年來，日本人活在中國高度的政治、經濟及文化制度的影響底下。但自明治維新以後，日本銳意圖強，多番變革，終而成爲現今世界上數一數二的經濟強國。放眼未來，中國和日本將會在東亞區展開一場經濟競賽，因此如能在現在檢視一下兩國的社會及經濟地理，肯定有助於我們對中國及日本發展路向的認識。

這課程首先提綱挈領地道出比較研究對認識近代中國及日本之社會及經濟地理的重要性。接著討論兩國社會及經濟地理的各個範疇。內容圍繞於城市化的歷史、農業、工業結構及佈局、工業及區域政策、經濟特區、房屋及城市問題等方面。最後嘗試作一總結，並指出中國和日本社會及經濟地理上的異同，從而推測未來的發展方向。

755. 寶石學入門 (Introduction to Gemology)

主 講 人：陳志強先生，F.G.A. (英國寶石學會院士)，
歐陽秋眉女士，F.G.A. (英國寶石學會院士)。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八六年三月六日起每星期四下午八時至十時。

全期學費：三百五十元。（共十講）。

本課程着重介紹寶石的基本知識和鑑別寶石的主要根據。講授範圍包括下列兩方面：(一) 常見的天然寶石 (如鑽石、紅寶石、藍寶石、祖母綠、閃山雲、水晶、翡翠、珍珠等) 的物理性質和鑑別特徵；(二) 各種人造寶石的製造方法，仿製品的形式，人工處理顏色的方法及其鑑別方法。(限收二十四人)。

756. 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：一九八六年三月一日起每星期六下午二時三十分至五時三十分。

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)。

See also:

718. The Teaching of Geography at A-Level. (Page 50)

History

Staff Tutor: Koon-ki T. Ho, Telephone 5-8592792

757. 中國古代婦女的生活面貌 (The Phases of Women's Life in Ancient China)

主 講 人：何冠彪博士，B.A., M.Phil., Ph.D(H.K.) (香港大學中文系講師)，
劉詠聰女士，B.A. (H.K.)。

地 點：香港大學邵逸夫樓 208 室。

時 間：一九八六年二月廿七日起每星期四下午六時三十分至八時。

全期學費：一百三十元。(共八講)。

本課程內容包括以下三方面：(一)「導論」：主要介紹中國歷代婦女地位之演變；(二)「她的一生」：探討中國古代婦女在一生中所經歷的「為人女」、「為人妻」與「為人母」三個階段的遭遇以及所要面對的問題，如重男輕女的待遇、三從四德的教育、男女大防的貫徹、纏足穿耳的執行等等；(三)「誰之過？」：從傳統思想、社會結構、女教書之發展及男性學人之態度等各方面探求中國古代婦女生活痛苦、地位低落的思想根源。例如孔子所謂「惟女子與小人為難養也」何解？程朱在提倡「餓死事小，失節事大」上扮演甚麼角色？《女四書》、《女兒經》一類讀物怎樣影響女性？較為同情女性之李贄、魏禧、袁枚、俞正燮、李汝珍等又發表過甚麼言論？凡此種種，俱在探討之列。

758. 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：一九八六年二月二十四日起每星期一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。有關新界五人家族(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。

759. 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：一九八六年四月二十八日起每星期一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。

760. 中華人民共和國三十五年概論 (Introduction to Contemporary China: the First 35 Years)

主 講 人：盧佳定先生，B.A (H.K.), M.Phil (H.K.), M.Sc. (London)。
地 點：香港大學校外課程部市區中心 18 室。
時 間：一九八六年三月十一日起每星期二下午八時零五分至九時三十五分。
全期學費：一百四十元。（共十講）。

本課程旨在勾畫出中華人民共和國過去卅五年發展的主線，並探討其間發生的重要政治運動，希望藉此使學員掌握這段時期的中國歷史，及能透過所學作為推測未來政治趨勢的根據。

課程內容包括：（一）中國共產黨的崛起；（二）蘇聯社會主義模式影響下的中國經濟與政治運動；（三）從「百花齊放」「百家爭鳴」運動到八十年代的民主運動之演變；（四）「大躍進」與「人民公社」的理論與實踐；（五）六十年代初期經濟調整政策；（六）無產階級文化大革命的成因與影響；（七）「林彪事件」所揭示的中國人民解放軍的角色演變；（八）「四人幫」的興起與滅亡；（九）從毛澤東思想到鄧小平路線探究中國共產黨在意識型態上之轉變；（十）四個現代化的困難及展望。

選修本課程學員無須具備任何事前學識，歡迎對現代中國有興趣人士報名參加。

761. 中華民族之起源 (The Origin of the Chinese Race)

主 講 人：馮炎華先生（羅富國教育學院首席講師），
區士麒先生（羅富國教育學院高級講師）。
地 點：香港大學校外課程部市區中心 18 室。
時 間：一九八六年五月二十日起每星期二下午七時至八時三十分。
全期學費：九十元。（共六講）。

本課程最先介紹運用活動教學方法處理此課題所應把握之方法及步驟，其後介紹教學資料之來源，最後將資料組織成一個教學套，方便實際教學上使用。學員將會被編成若干小組，每小組負責蒐集特定範圍內之資料，如北京人、仰韶文化、龍山文化等等，最後合作編成一個教學套，配合中學一年級實際教學之用。（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，須於五月十日前報名）。

See also:

826. Hong Kong: Cultural Background and Profile of the Past. (Page 92)

42. 中學文史教學新方法（第 93 頁）

Journalism & Communication

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

762. 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 June 2, 1986. Room 208, Run Run Shaw Building, 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.

763. 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：一九八六年二月廿八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，更是作家與廣大羣衆之間的橋樑；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。

764. 出版與廣告用之中文字體設計 (Chinese Typography for Advertising and Publications)

主 講 人：黃健康先生。

地 點：香港大學校本部大樓 122 室。

時 間：一九八六年三月廿六日起每星期三下午七時十五分至八時四十五分。

全期學費：一百三十五元。（共八講）。

中文美術字體設計應用範圍極廣，由獨具風格的個人標誌、日常活動的報導、團體刊物、以至於商業用的各類廣告宣傳，都需要不同的字款；創新而具有特色的字體設計，更能充份表現出個人或機構高質素的精神和活潑的形象，發揮出鮮明的視覺識別效果來。

課程內容包括透過不同設計意念引導學員創製新款字體，分析常用字體進而探求更完美的結構造形，介紹多款書寫字體的創製技巧及視覺造形，並與工具創製字體作多方面分析。

本課程適合一般廣告業人士、社會工作者、學校的美術教師，及其他對此類設計有興趣人士選修，而講授時則儘量深入探討，理論與實踐並重。

765. 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：香港大學邵逸夫樓 208 室。

時 間：一九八六年三月十日起每星期一下午六時三十分至八時三十分。

全期學費：一百七十五元。（共十講）。

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）。

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

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：一九八六年二月廿二日起每星期六下午二時十分至四時十分。

全期學費：二百二十五元。（共十二講）。

本課程利用講解及分組討論形式，將電影工業各環節逐一介紹，先從認識各類型攝影器材開始，繼而介紹非林類別，內容包括：（一）攝影機及鏡頭的運用；（二）電影語言；（三）拍攝技巧；（四）燈光效果；（五）音響控制；（六）劇本創作；（七）剪接功能；（八）製作預算。課程除講授外，並輔以影片示範，及實地拍攝工作，務求使理論與實際互相配合，歡迎對電影藝術及電影製作過程有興趣的人士參加。（限收廿四人）。

767. 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：一九八六年五月三十一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)。

768. 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：一九八六年三月七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)。

769. 自我辯護與人際溝通 (Intra- and Inter-Personal Relationships in Human Communication)

主 講 人：陳毓祥博士。

地 點：甲班：香港大學校外課程部市區中心 20 室。

乙班：香港大學校外課程部市區中心 24 室。

時 間：甲班：一九八六年一月廿九日起每星期三下午六時至十時。(共四次，共三十小時包括由二月廿二日星期六下午三時至二月廿三日星期日下午七時的兩日一夜的小組活動)。

乙班：一九八六年五月廿八日起每星期三下午六時至十時。(共四次，共三十小時包括由六月七日星期六下午三時至六月八日星期日下午七時的兩日一夜的小組活動)。

全期學費：二百九十元。(報名時請註明甲班或乙班)。

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）。

770. 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：甲班：一九八六年一月廿四日起每星期五下午六時至十時。（共四次，共三十小時包括由二月一日星期六下午三時至二月二日星期日下午七時的兩日一夜的小組活動）。

乙班：一九八六年六月六日起每星期五下午六時至十時。（共四次，共三十小時包括由六月廿一日星期六下午三時至六月廿二日星期日下午七時的兩日一夜的小組活動）。

全期學費：二百九十元。（報名時請註明甲班或乙班）。

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士，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）。

771. 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：一九八六年三月八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）。

772. 表達的技巧 (Public Speaking)

主 講 人：楊鳴章神父，M.A. (Syracuse)。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八六年三月六日起每星期四下午六時三十分至八時。

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）。

773. 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：一九八六年三月十一日起每星期二下午六時至七時三十分。

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）。

774. 市場傳播學：人衆傳媒之策畧及計劃 (Marketing Communications: Media Strategy and Planning)

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：一九八六年三月八日起每星期六下午四時卅分至六時。

全期學費：一百八十五元。（共十二講）。

本課程主要內容為討論傳播媒介在市場傳播學中所擔當之角色，特別是其運用之策畧及計劃。

課程內容包括傳媒之滲透程度及功能，受衆之分佈及其本質，媒體之特性及其在傳播訊息上之重覆，如何選擇適當之媒體，問卷調查在市場傳播之作用，如何預備有效之問卷及其功效之確定等，歡迎學員提出個案討論。

本課程適合一般從事傳播及商業工作之人士。（限收二十四人）。

775. 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：一九八六年三月六日起每星期四下午八時三十分至十時。

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）。

776. 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：一九八六年五月一日起每星期四下午八時三十分至十時。

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）。

777. 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 參影室 (Studio 3)。

時 間：甲班：一九八六年三月十三日起每星期四下午七時至八時三十分。

乙班：一九八六年三月十三日起每星期四下午八時四十五分至十時十五分。

丙班：一九八六年三月十四日起每星期五下午七時至八時三十分。

丁班：一九八六年三月十四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。但學員需自付消耗性材料如菲林、藥水等（約一百八十元）。（每班限收十二人）。

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

主 講 人：蔡克信先生。

地 點：香港太古城聖約翰成人教育中心 303 室。（小學部英皇道入口）。

時 間：一九八六年三月十日起每星期一下午七時三十分至九時十五分。

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，再傳達到廣大的羣眾，發揮最高度的效力。

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:

616. Introduction to Illustration and Typography. (Page 11)

684. Advertising and Public Relations. (Page 33)

781. 新聞從業員高級法律課程 (第 76 頁)

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 154 頁 。

Law

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

London University External LL.B. Degree Revision Courses.

Revision courses for candidates sitting the London University External LL.B. Intermediate, Final Part I and Part II Examinations will be offered in March/April 1986. They will be mainly taught by lecturers invited from the United Kingdom. Details are available on application.

Closing date for applications: February 15, 1986.

779. 市民與法律 (Law & the Citizen)

主 講 人：韓譚春先生。

地 點：香港大學校外課程部市區中心28室。

時 間：一九八六年一月廿八日起每星期二下午六時至七時三十分。

全期學費：一百四十元。（共十講）。

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

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

主 講 人：文世昌先生。

地 點：香港大學校外課程部市區中心25室。

時 間：一九八六年四月八日起每星期二下午六時至七時三十分。

全期學費：一百六十元。（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。

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

主 講 人：陳兆愷先生、廖國榮先生。

地 點：香港大學校外課程部市區中心25室。

時 間：一九八六年二月廿四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：三百五十元。（共十六講）。

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。

782. 契約法 (Law of Contract)

主 講 人：錢純武先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八六年三月六日起每星期四下午八時至九時三十分。

全期學費：一百三十元。（共八講）。

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

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

主 講 人：單錦帆先生、黃夏萍小姐。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八六年二月二十四日起每星期一下午六時十五分至七時四十五分。

全期學費：一百八十元。（共十講）。

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

See also:

749. Legal English. (Page 62)

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。

Music

Staff Tutors: Owen H. H. Wong, Telephone 5-8592788
Koon-ki T. Ho, Telephone 5-8592792

784. 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：一九八六年三月四日起每星期二下午六時至七時三十分。

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爲許多人的愛好。對於那些初入門的人仕，覺得古典音樂過於抽象，難以理解。本課程旨在爲這些音樂愛好者，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。

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

主 講 人：尤迪中先生，B.Mus. (McGill)。

地 點：香港大學校本部大樓 M7 室（陸佑堂入口處左便）。

時 間：一九八六年三月十一日起每星期二下午七時四十分至九時十分。

全期學費：一百四十五元。（共十一講）。

西洋音樂史的分期一向衆議紛紛。從一六〇〇年到一八〇〇年，大約可分爲兩個風格不同的樂派（即 Baroque Period 和 Classical Period），是後期光輝燦爛浪漫樂派的基石，是十九世紀歐洲音樂全盛時代的播種期。

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

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

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

786. 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：一九八六年三月十日起每星期一下午五時四十分至六時五十五分。

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）。

787. 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：一九八六年三月六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）。

788. 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：一九八六年三月六日起每星期四下午七時十分至八時二十五分。

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）。

789. 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：一九八六年五月十五日起每星期四下午七時十分至八時二十五分。

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）。

790. 音樂基本理論 (Basic Music Theory)

主 講 人：丘放淮先生，B.A. (Seward, Nebraska)。

地 點：香港太古城聖約翰成人教育中心209室（小學部英皇道入口）。

時 間：一九八六年三月五日起每星期三下午六時三十分至八時。

全期學費：一百六十五元。（共十二講）。

學會認識簡譜和五絃譜，對喜愛音樂的人們是一項頂有意義的樂趣。本課程包括學會數拍子，算音程，認調性，區別大調和小調，弄清楚基本音樂術語，記號。本課程將引導學員初步領畧和聲，復調，曲式，配器各科的概念。

791. 合唱指揮法初學 (Introduction to Choir Conducting)

主 講 人：丘放淮先生，B.A. (Seward, Nebraska)。

地 點：香港太古城聖約翰成人教育中心209室（小學部英皇道入口）。

時 間：一九八六年三月五日起每星期三下午八時至九時三十分。

全期學費：一百六十五元。（共十二講）。

本課程講解指揮法基本知識，內容包括二拍子，三拍子，四拍子及複合拍子的圖形，樂句的起拍和收束，連音和斷音，長音保持和不同節奏的表達，分拍和合拍，停止和延長音，以及力度變化，速度變化和表情變化等。

本課程以簡明動作示範，着重練習，使學員在短期內學會初步的音樂指揮。

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

主 講 人：洪漢寶先生（漢韻舞坊藝術總監及導師）。

地 點：香港藝術中心 L B 排練室。

時 間：一九八六年三月十三日起每星期四下午六時三十分至八時三十分。

全期學費：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）。

793. 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 March 8, 1986. 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: February 26, 1986.*)

794. Dance for the Musical Theatre. Miss Daryl Ries, Director of the Modern Dance Theatre of Hong Kong. *Wednesdays, 8.00-9.30 p.m., starting March 12, 1986. 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: March 2, 1986.*)

See also:

708. 活動教學 — 音樂 (第44頁)

太古城校外課程

778. 廣告設計實用技巧

790. 音樂基本理論

791. 合唱指揮法初學

862. 國畫梅蘭竹菊與蔬果寫作研習

863. 應用書法各類紙絹寫作技巧

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.

795. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Mondays and Thursdays, 8.15-9.30 a.m., starting March 3, 1986. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 36 meetings. Fee: \$750*

796. Ms. Chien Fu-tsay, B.A. (Nanking Normal) and Ms. Li Kei-ming, B.A. (Taiwan). *Tuesdays, 7.15-9.30 p.m., starting March 11, 1986. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings. Fee: \$750*

797. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Fridays, 7.15-9.30 p.m., starting February 28, 1986. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings. Fee: \$750*

798. Joseph Kung, B.A. (New York). *Mondays and Wednesdays, 6.00-7.30 p.m., starting March 3, 1986. 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.)

799. Mandarin for Business Conversation. Chan Pok, B.Sc. (Peking). *Fridays, 5.30-7.30 p.m., starting February 28, 1986. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings. Fee: \$680*

This course is designed for non-Chinese speaking people 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.

Intermediate Mandarin

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.

800. Jerry Law, B.A. (Peking Catholic University). *Wednesdays, 6.15-8.30 p.m., starting March 12, 1986. Room 206, Run Run Shaw Building, University of Hong Kong. 20 meetings. Fee: \$780*

801. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Thursdays, 7.15-9.30 p.m., starting March 6, 1986. Room 206, Run Run Shaw Building, University of Hong Kong. 20 meetings. Fee: \$780*

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.

802. Jerry Law, B.A. (Peking Catholic University), *Mondays, 7.30-9.45 p.m., starting March 10, 1986. Room 102, Runme Shaw Building, University of Hong Kong. 40 meetings. (No meetings from July 22 to August 31, 1986 during the summer vacation.)*

Fee: \$1,750 (includes all teaching material and examination fee, except textbook).

Enrolment: limited to 10.

CANTONESE

803. Introductory Cantonese for Business Conversation. Mr. Wu Ming-biu, B.A. (C.U.H.K.), M.A. (H.K.). *Tuesdays and Thursdays, 6.00-7.30 p.m., starting March 4, 1986. 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 20 per course. (To 18 for Course 804)

804. 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 March 4, 1986. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 33 meetings. Fee: \$780*

805. 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 March 5, 1986. Room 101, Runme Shaw Building, University of Hong Kong. 33 meetings. Fee: \$620*

806. Cantonese I. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Mondays and Thursdays, 2.00–4.00 p.m., starting March 3, 1986. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 25 meetings. Fee: \$620*

807. 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 March 6, 1986. 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 12 per course.

808. Cantonese II for Executives. K. C. Fung, B.A., Dip.M.S. (H.K.). *Wednesdays, 5.20–7.00 p.m., starting March 12, 1986. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F. 18 meetings. Fee: \$685*

809. Cantonese II. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Thursdays, 7.15–9.15 p.m., starting March 13, 1986. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings. Fee: \$650*

810. Cantonese II. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Tuesdays and Fridays, 2.00–4.00 p.m., starting March 7, 1986. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$650**

811. Cantonese II. Miss Cheng Yan-kuen, B.A. (C.U.H.K.). *Tuesdays, 6.15–8.15 p.m., starting March 11, 1986. Room 39, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue). 15 meetings.* **Fee: \$650**

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).

812. Cantonese III. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays, 7.15–9.15 p.m., starting March 11, 1986. 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.

Priority will be given to students who have completed Cantonese I and II, but those who are doing Cantonese II or who can prove that they have adequate knowledge of Cantonese are also welcome to join.

Textbook: John DeFrancis, *Beginning Chinese Reader, Part I* (Yale University Press).

813. Chinese Characters I. Mrs. Caroline Law, B.A. (U.C.). *Fridays, 6.15–8.15 p.m., starting March 7, 1986. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$580**

814. Chinese Characters I. Mrs. Caroline Law, B.A. (U.C.). *Wednesdays, 2.00–4.00 p.m., starting March 5, 1986. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$580**

JAPANESE

815. 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 March 10, 1986. 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).

816. Intermediate Japanese. Miss Leung On-yuk, B.A. (H.K.), M.A. (University of Tsukuba). *Fridays, 6.15-8.30 p.m., starting March 14, 1986. Room 206, Run Run Shaw Building, 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。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：現代日語（中國圖書刊行社）。
（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)

817. 李玉笑小姐主講。（共四十講）。

地 點：香港大學厲樹雄科學館105室。

時 間：一九八六年一月廿四日起每星期五下午七時十五分至九時三十分。
（四月二日起另加每星期三下午七時十五分至九時三十分，星期三之上課地點為香港大學校本部大樓121室）。

818. 日語補習班 (Special Japanese Course)

主 講 人：陳志成先生。

地 點：香港大學校外課程部市區中心24室。

時 間：一九八六年三月十日起每星期一下午七時四十五分至九時四十五分。

全期學費：三百九十元。（共二十講）。

本課程專為基本日語班考試不合格者而設，以期於半年內，能通過今夏之補考合格，升入高級班。

外界人仕若能證明已修畢五十小時以上之日語課程者，亦可申請，惟本部學生將獲優先取錄機會。

外界人仕報名時，請附有關日語課程之個人學歷證件副本。（限收二十人）。

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，外界人士曾修讀日文二百小時以上者亦可參加，每班限收二十人，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。

819. 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：一九八六年三月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）。

820. 日語文法輔導課程 (Japanese Grammar)

主 講 人：黃健雄先生。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室（金巴利道入口）。

時 間：一九八六年三月六日起每星期四下午六時卅分至八時卅分。

全期學費：一百八十五元。（共十二講）。

此課程為已修畢高級日語學員而設，內容論及各學員在過去兩年間極常碰到而又較難理解的幾個文法重點，其中包括：（一）日語助詞的用法；（二）動詞分類法，從而介紹動詞的時與態；（三）敬語的使用意識。

每講均用常見的誤用例作為分析的基礎，務使學員能對文法基礎有進一步的理解，並能作更正確的使用。

此課程將依「日本國際交流基金」所編的「文法工——助詞の諸問題I」內容作教學大綱。

821. 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：一九八六年三月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，有進一步提昇的需要，故本部將陸續擴充普通話班，並由本部兼任導師重編教材，以適應日前香港的需要，使普通話的教學，更趨系統化，更容易為各界人士接受。普通話合格證明書只頒發給高級普通話班畢業學員。

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草的選讀。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。

822. 徐麗燕女士主講。（共三十六講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室。（金巴利道入口）。

時間：一九八六年一月十七日起每星期五下午六時十五分至八時四十五分。

（四月三十日起另加每期三下午六時十五分至八時四十五分，星期三之上課地點為24室）。

823. 普通話補習班 (Special Putonghua Course)

主講人：張丹女士。

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：一九八六年二月十三日起每星期四下午四時零五分至六時廿分。

全期學費：四百二十五元。（共二十五講）。

凡會修讀普通話三十小時以上者，均可報名，報名時請附有關普通話之學歷證件副本。若考試合格，可升入高級班。（限收三十人）。

824. 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：一九八六年三月三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。申請時，請附有關學歷證件副本，及曾修讀普通話之證明。在職普通話教師持學校推薦書優先取錄。(限收二十五人)。

截止報名日期：二月三日。

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。

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 154 頁 。

Oriental Studies

Staff Tutors: Owen H. H. Wong, *Telephone* 5-8592788

Koon-ki T. Ho, *Telephone* 5-8592792

825. Introduction to Chinese Literature: the Classical Period. Koon-ki T. Ho, B.A. (C.U.H.K.), A.M. (Illinois), Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong. *Thursdays, 6.30-8.00 p.m., starting April 24, 1986. Room 208, Run Run Shaw Building, University of Hong Kong. 8 meetings. Fee: \$120*

For centuries, people have been fascinated by Chinese cultural artifacts, but the gems of the culture — literature — remain opaque and impermeable for many literary connoisseurs. Like the symbol of China, the Great Wall, Chinese characters build up an insurmountable barrier frustrating many curious readers' exploration of the literature.

This course is mainly designed for those who have little or no knowledge of Chinese, but are interested in Chinese literature. The aim is to provide students with a general and basic background of various aspects of Chinese literature. The areas to be covered include the following: the concept of literature in China; a brief outline of the history of Chinese literature; and the main characteristics of Chinese drama, fiction and poetry. As the title suggests, the syllabus will be confined to the pre-twentieth century literary works.

826. Hong Kong: Cultural Background and Profile of the Past. Kwan Lai-hung, M.A., Ph.D. (London), M.B.I.M., A.M.I.T.D. *Wednesdays, 6.15-7.45 p.m., starting March 5, 1986. Room 24, St. Mary's Canossian College, 162 Austin Road, Kowloon. (Entrance at the junction of Kimberley Road and Austin Avenue). 8 meetings plus 1 field trip. Fee: \$175*

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

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

Enrolment is limited to 25.

LITERATURE

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

- 時 間：一九八六年六月十四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）：
從七七事變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）：
淪陷前香港文藝期刊風格與內容的轉變。

42. 中學文史教學新方法 (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：一九八六年一月十一日及二月一日下午二時四十五分至六時(星期六)。
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）（一月十一日）
- (二) 中國當代史的外文資料（香港大學黃康顯博士）（一月十一日）
- (三) 讀文教學的有機連繫（香港大學陳耀南博士）（二月一日）
- (四) 文字學與中學語文教學（香港大學單周堯先生）（二月一日）

827. 比較文學導論 (Introduction to Comparative Literature)

- 主 講 人：何冠驥先生，B.A. (C.U.H.K.), A.M. (Illinois)（香港大學校外課程部講師）。
地 點：香港大學厲樹雄科學館 101 室。
時 間：一九八六年四月四日起每星期五下午六時三十分至八時。
全期學費：一百二十元。（共九講）。

當我們閱讀外國文學時，必會發現它們在內容及表達手法上，與中國文學有很多相同和相異的地方。其次文學與藝術或其他學科也有密切的關係。怎樣透過從不同國家文學的異同，或藉著文學與其他學科的關係，來達到認識文學本質的目的，就是比較文學的宗旨。

本課程介紹比較文學的基本概念。分別講述比較文學的定義，歷史和最近的發展方向；比較文學的五個範疇，即（一）影響和接受；（二）分期和文學運動；（三）文體；（四）主題；（五）文學與藝術或其他學科的關係，也在講授之列。

本課程教授方法力求深入淺出，修讀者不需具備比較文學知識，歡迎所有愛好文學者參加。

828. 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：一九八六年三月三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，自然更能體念「文章千古事，寸心我自知」的感情。

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

本課程目的除提高學員的欣賞和創作能力外，並為大家提供一個集體學習的環境，希望透過不斷的討論和練習，使學員之間可以互相交流寫作經驗，以達共同進步的目標。（限收十八人）。

829. 日本現代女作家 (Modern Japanese Women Writers)

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：一九八六年三月一日起每星期六下午四時至五時三十分。

全期學費：九十元。（共七講）。

日本的「源氏物語」被譽為是世界第一部長篇小說，作者紫式部是一位女性，而日本現在文學史上，亦有不少傑出的女作家。

十九世紀中葉，明治維新之後，日本女性的社會地位有了改變，女作家漸露頭角，以她們獨特的觸覺，創作出多姿多彩的作品。

本課程主要會集中介紹日本現代文學史上重要的女作家與及她們作品的特色。討論女作家包括以社會百態為題材的吉佐和子，十二年前，削髮為尼，至今仍孜孜不倦地創作戀愛故事的瀨戶內晴美，把「源氏物語」譯為現代語的丹地女子，虔誠教徒的會野綾子，擅長於描摹日常生活中、平凡婦女形象的田辺聖子，以各式各樣女性為對象的平岩弓枝等。

830. 香港文學三十年初探：八十年代初期 (Introduction to Hong Kong Literature: the Early Eighties)

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：一九八六年五月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）。

八十年代中國政局起關鍵性變化，香港一躍而為舉足輕重的經濟文化重心，在左右派文學勢力均告式微之際，文藝觀趨於國際化，但本土意識發展却在九七問題的困擾下陷入矛盾，反映前途焦慮的作品陸續出現。

前輩作家創作力銳減，大多轉向學術（香港文學研究漸漸普遍），但仍有余光中、劉以鬯、西西等經常發表作品。

自七五年以來，由余光中為首所推展的現代詩運動開始進入收穫期。年青作家表現可人，計有胡燕青、鍾偉民、鍾曉陽、陳德錦、葉妮娜、王良和等，組成了強大的生力軍。「青年作者協會」的成立，更標示了新發展的組織形態。

雜誌出版方面，《詩風》《大拇指》《素葉文學》等仍繼續穩定發展，新辦的有宗教季刊《文藝》，加上官方的「中文文學獎」，文學呈多角度發展，至八五年劉以鬯主編的《香港文藝》出版，似有統一全局的趨勢。

831. 中國語文構虛：現代漢語詞匯和修辭 (Contemporary Chinese Vocabulary and Rhetoric)

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：一九八六年三月十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）。

我們說話和作文，不但要求說得正確，還要講求說得好。要達到這個目的就要充分掌握詞的意義和使用，及語言的各種表達技巧了，換句話說，就是要學習詞匯和修辭。

本課程的詞匯部分包括有現代漢語詞匯的構成，詞的意義，多義詞，同義詞、近義、成語、慣用語、諺語的認識和使用，使用詞語的原則，詞語的規範等。修辭部分包括有修辭的意義，詞語的選用，句子的錘煉，篇章的組織，和修辭方式的使用等。（限收三十五人）。

申請教署退還半費手續：凡政府、補助或私立學校之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月廿八日前報名）。

832. 現代散文選講 (Selected Modern Chinese Prose)

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：一九八六年三月六日起每星期四下午七時至九時。

全期學費：一百三十元。（共八講）。

散文是一種多樣、最靈活、影響最廣泛的文學體裁。本課程由語文、節奏、結構、風格與功能各個角度分別討論各種散文樣式，包括抒情、敘事、寫景、壯物、雜記、雜感、論辯、說理、序跋、書信、小品、隨筆，及報告文學等項目，介紹散文名家梁遇春、徐志摩、朱自清、聞一多、魯迅、冰心、何其芳、李廣田、秦牧、劉白羽、楊朔等人的作品，並分析各派各人的背景、寫作方法、及作品的藝術價值。（限收三十五人）。

833. 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：一九八六年五月一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，也都會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）。

834. 對聯的品味與創作 (Chinese Couplets: Appreciation & Practice)

主 講 人：陳耀南博士。

地 點：香港大學紐魯詩樓 722 室。

時 間：一九八六年三月六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）。

對聯為中國文學之特有藝術，基於漢語單音綴、孤立、有聲調之本質而發展，精巧靈活，雅俗共賞，自宋元以來，代有佳作，至道咸之際而全盛，今世猶有作者。本課程就對聯之源起、流變、體制、作法，詳舉佳例，並鼓勵習作，以求深入了解，又有歷代書法名迹，配合幻燈教學，用助欣賞。

835. 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：一九八六年三月三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。前六家為曹子建、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，共為八家；宋則東坡、山谷、放翁、而殿以金之元遺山，共為四家，此皆歷代詩壇之巨擘。而所彙鈔計為六千餘首，精金美玉，粲然前陳。但卷帙浩繁，祇能摘尤選介，上期介紹一部份，本期續講，俾與有興趣於詩學者共同欣賞。至於未選修上期課程者，仍可參加今期課程，因每期內容均有獨立性。

836. 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：一九八六年三月三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。

837. 詩經國風本義淺解 (Book of Poetry: Folk Songs)

主 講 人：何叔惠先生。

地 點：香港大會堂八樓南會議室。

時 間：一九八六年三月三日起每星期一下午八時至九時。

全期學費：一百元。（共十二講）。

詩經為詩學之祖，是我國最古之民間文學。在五經中最有其真實性，在我國文學史上具有重要之價值。內容分為風雅頌。雅頌之篇、皆成周之世，朝廷郊廟燕饗樂歌之辭，不足以言文藝。而天機活潑、真情流露、最優美又最普通之文學作品、乃在於十五國風。朱子謂「凡詩之所謂風者，乃出於里巷歌謠之作。所謂男女相與詠歌，各言其情者也」。惟歷來之說詩者，不是失之自我作古之隔靴搔癢。便是過於泥古之愈鑽愈深。與國風之本意大相逕庭。至清代經學家崔東壁、方友石兩先生出，乃一掃二者之病，轉向經文主旨上下工夫。崔氏云：「惟知體會經文、即詞以求其意。不敢以前人附會之說為必然」。方氏云：「務求得古人作詩本意為止、不顧序，不顧傳，亦不顧論。唯其是者從，而非者正。蓋欲原詩人始意也」。此是何等獨立之精神，與明確之見解。胡適之云：「詩經本身是歌謠，歌謠決不會深的。並且不會有深的意義在裏面的」。吾人讀書，原是要明白作者著書之本意，不是要知道後人注書之偏見。明乎此，則後世一切猜謎式，骨董式之解經方法，都可以不必理會之矣。

838. 實用文體及撰作 (Practical Chinese)

主 講 人：譚達先先生，（前中山大學講師）（現任澳門東亞大學兼職教授）。

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：一九八六年三月十五日起每星期六下午四時十五分至五時四十五分。

全期學費：一百三十五元。（共十講）。

實用文體，範圍甚廣，且寫作方法，與一般文體有異，為適應一般青年及各機構行政人員進修，內容將包括：寫作的基礎；題材、主題、佈局、表現方法；常用新聞體裁；短評；公函與商業信札；訪問紀要與會議紀錄；文評、影評與電影廣告；總結報告與調查報告；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。

839. 中國文學簡史 (History of Chinese Literature)

主 講 人：譚達先先生，（前中山大學講師），（現任澳門東亞大學兼職教授）。

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：一九八六年六月七日起每星期六下午四時十五分至五時四十五分。

全期學費：一百元。（共八講）。

以最扼要及濃縮的方式，講解二千年來中國文學的發展，諸如詩經、楚辭、諸子、漢賦、六朝駢文、唐詩、宋詞、元曲、唐代傳奇、明清小說、及唐宋八大家、明清小品等，分析其源流、體裁、特點，並舉各家及代表作為例，深入淺出，提供材料，方便更深入的進修。

840. 朗誦講座 (Verse and Prose Speaking)

主 講 人：何家松先生，（香港朗誦節中文朗誦委員會主席）。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院24室（金巴利道入口）。

時 間：一九八六年二月二十日起每星期四下午六時三十分至八時三十分。

全期學費：一百六十五元。（共十講）。

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

本課程着重理論與實際經驗的結合，並有示範及錄音以輔助教師於訓練時有所參攷。（限收三十二人）。

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，須於二月六日前報名）。

841. 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：一九八六年五月八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

842. 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：一九八六年三月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，對於佛家的修行證果，作深入探討。

（一）佛陀小傳；（二）菩薩精神；（三）波羅密（到彼岸）；（四）轉識成智；（五）佛土與淨土；（六）禪。

843. 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：一九八六年三月十二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：「小止觀」為藍本，以理論為主，畧作「靜坐」指導，止觀為佛家修心的方法，本課程將作深入淺出的介紹。（限收二十二人）。

844. 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：一九八六年三月三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啓發有助。講解深入淺出，寓高深於趣味，初學易懂，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，龐仲舒，王充，劉劭，劉勰，韓愈，柳宗元；周張劭，二程，朱熹，陸九淵，王陽明；王船山，顏習齋，戴震，章實齋，康有爲，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。

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

主 講 人：鄭焯堅碩士。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八六年三月三日起每星期一下午八時三十分至十時。

全期學費：一百四十五元。（共十二講）。

哲學一向被譽爲「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爲畏途之枯燥艱澀，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

848. 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：一九八六年二月二十八日起每星期五下午七時至八時三十分。

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，習慣以及詞藻均迥然不同，更增加了翻譯工作的困難。本課程旨在介紹翻譯的基本觀念，也探討各種翻譯的技巧。課程內容包括「信、達、雅」之翻譯原則，意譯與直譯，成語及慣用語之翻譯等。講授時會列舉譯例加以闡釋並作討論。（限收二十五人）。

849. 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：一九八六年三月四日起每星期二下午六時十五分至七時三十分。

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）。

850. 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：一九八六年三月四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）。

851. 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 G1 室。

時 間：一九八六年三月五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）。

852. 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：一九八六年三月七日起每星期五下午八時三十分至十時。

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)。

853. 口譯的理論與實踐 (Oral Translation: Theory and Practice)

主 講 人：王宏志先生，B.A., M.Phil. (H.K.)。

地 點：香港大學邵仁枚樓 101 室。

時 間：甲班：一九八六年二月廿四日起每星期一下午七時十五分至九時四十五分。(共十講)。

乙班：一九八六年五月十二日起每星期一下午七時十五分至九時四十五分。(共十講)。

全期學費：三百二十五元。(報名時請註明甲班或乙班)。

近年來，由於中國對外實施開放政策，中港兩地的交往日益頻繁，因而對翻譯，特別是口譯人材的需求，也日益增加。

本課程的設立，主要是配合這新的發展及需要，課堂上除講解基本的口譯理論及技巧，更以中、英語口譯練習為主。上課時採取小組形式，每位學員均有充裕的實習機會，使他們在實際的口譯練習中，體會口譯的困難，以及找出解決的辦法。至於練習涉及的範圍相當廣泛，包括時事、經濟、政治、法律、以至日常生活等，且特別重視與本港及中國有關的問題。(每班限收十五人)。

854. 翻譯技巧中級研討班

(Seminar in Translation: Intermediate Level)

主 講 人：黃邦傑先生，(前北京師範學院英文系副教授)。

地 點：香港大學本部大樓 122 室。

時 間：一九八六年三月十一日起每星期二下午七時十五分至八時四十五分。

全期學費：一百八十五元。(共十五講)。

具備一定的中英文水平和翻譯經驗或會修讀本部翻譯班的人士，可通過本課程採取之講授與研討、練習與評論相結合的方法，逐步掌握各種翻譯技巧，達到進一步提高翻譯水平的目的。講授和練習中所舉實例，引自商業、新聞、文學歷史、石油科技等方面，逐一剖析、研討，以收舉一反三之效。(限收二十二)。

ART & CULTURE

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

855. 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：一九八六年三月七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。

856. 仿古陶塑 (Imitation in Chinese Ceramics)

主 講 人：何秉聰先生。

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

時 間：一九八六年六月七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：一九八六年五月三十日。

857. 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：一九八六年二月二十四日起每星期一下午六時三十分至八時。

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圖畫，作日後深入研究之初階。（限收二十五人）。

858. 中國山水畫技法 (Methods of 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：一九八六年五月廿六日起每星期一下午六時三十分至八時三十分。

全期學費：一百六十五元。（共八講）。

本課程專供修業完畢初級山水國畫班之學員作深入山水國畫之技法研究，除簡畧重溫習基本畫法外，更進一步研究山水國畫之技法如構圖，皴擦，運筆，用墨，染墨，染色，乾筆之蒼茫，濕筆之潤厚及乾濕筆之並用，點綫之美化等技巧及其效果，並示範如何達氣韻生動及氣勢磅礴之境界，更進一步研究瀑布及雲海之繪寫過程及技巧，亦根據學員之成績調節課程漸進入較高深之技法研討，更為愛好繪寫雲海及瀑布之學員作深入之講解及研究，理論與即席示範兼施。（限收二十人）。

859. 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：一九八六年二月二十一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）畫雲煙法；（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。

860. 山水畫構圖與水墨設色技法 (Composition & Colouring in Chinese Landscape Painting)

主 講 人：徐達之先生。

地 點：香港大學紐魯詩樓 229 室。

時 間：一九八六年三月八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）。

山水畫是中國繪畫的綜合藝術，包涵多種國畫技法，尤其講求構圖意境與水墨設色技法。本課程為適應到山水畫稍有寫作基礎而有意深入研習山水畫構圖意

境，發揮水墨設色各項技法者而設。內容包括：（一）中國山水畫的源流；（二）山水畫工具的選擇與運用；（三）山水畫的內涵；（四）歷代山水畫名家作品選習；（五）山水畫臨摹法；（六）山水畫寫生法；（七）山水畫構圖意境研習；（八）水墨山水畫技法；（九）山水畫設色技法；（十）山水畫題字與用印；（十一）每課編發講義，附習作樣稿；（十二）每課即堂示範並批改習作。（限收二十五人）。

861. 書法藝術的水墨調配與運筆 (Water & Ink in Chinese Calligraphy)

主 講 人：徐達之先生。

地 點：香港大學鈕魯詩樓 229 室。

時 間：一九八六年三月八日起每星期六下午四時廿分至五時五十分。

全期學費：二百八十五元。（共二十講）。

中國書法藝術，龍飛鳳舞，千變萬化，倘能掌握運筆技巧，又善於調配水墨，則萬變不離其宗。只要熟練某一種字體之後，便能極變化之妙，盡書法藝術之能事。本課程即以研習水墨調配與運筆。內容包括：（一）書法藝術各體碑刻名帖介紹；（二）各體碑帖應用筆墨紙張之選擇；（三）在唐碑、魏碑或其他碑帖中選定主要研習之版本；（四）唐碑：顏，柳，歐，虞，褚各體碑刻之欣賞；（五）魏碑：石門銘、瘞鶴銘，鄭文公碑刻之欣賞；（六）漢隸八分碑刻之欣賞；（七）各種碑刻名帖用筆之選擇；（八）水墨調配與運筆之研習。每課分發講義並附字範樣本。（限收二十五人）。

862. 國畫梅蘭竹菊與蔬果寫作研習 (Plumflowers, Orchids, Bamboos, Chrysanthemums, Vegetables & Fruits in Chinese Painting)

主 講 人：徐達之先生。

地 點：香港太古城聖約翰成人教育中心 302 室（小學部英皇道入口）。

時 間：一九八六年三月十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）。

本課程為適應到國畫有研習興趣，特別對梅蘭竹菊與蔬果寫作有寫作心得者而設。內容包括：（一）梅花水墨與設色畫法；（二）蘭花運筆與構圖；（三）竹分風晴雨露雪的寫作；（四）菊花鈎描點染研習；（五）梅蘭竹菊配合構圖；（六）蔬菜瓜果鈎描寫作；（七）蔬果配合構圖；（八）各類畫面題款用印；（九）每課印發講義並附習作樣稿；（十）每課隨堂示範寫作技法，包括：構圖、調色、運筆輕重緩急、起伏頓挫、用墨、用色的乾濕濃淡，用水漬點渲染及各類紙絹不同性質效果的寫作方法，並即堂批改習作。

本課程共講授三十小時，梅蘭竹菊佔十八小時，蔬菜瓜果及題款用印佔十二小時。

凡曾選習四君子畫及花卉畫課或未曾選習者，均可參加研習。（限收二十五人）。

863. 應用書法各類款詞寫作技巧 (Practical Calligraphy and Writing Materials)

主 講 人：徐達之先生。

地 點：香港太古城聖約翰成人教育中心 302 室（小學部英皇道入口）。

時 間：一九八六年三月十二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）。

本課程為適應中文工作者繕寫文稿，函件，抄錄詩文，大字對聯，條幅、招牌，匾額等應用書法而設。內容包括：（一）中文字體的結構與筆法分解；（二）硬筆小字與原子筆、自來水筆之運用；（三）毛筆小楷書法之研習法；（四）毛筆大字楷、行、草、書、研習法；（五）對聯條幅書寫法；（六）招牌、匾額、書法之研習；（七）白宣紙、染色紙與洋紙書寫法；（八）白絹與染色絹書寫法；（九）王羲之王獻之小楷書法研習；（十）顏魯公大楷書法研習。每課分發講義及習作樣本。（限收二十五人）。

864. 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：一九八六年二月廿八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）。

865. 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：一九八六年五月三十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）。

866. 篆刻藝術 (The Art of Seal Engraving)

主 講 人：盧人俊先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八六年三月八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）。

951. Ancient Chinese Ceramics. Miss C. M. Ho, B.A. (H.K.), Ph.D. (London). *Wednesdays, 6.15-8.15 p.m., starting February 19, 1986. Room 230, Knowles Building, University of Hong Kong. 6 meetings. Fee: \$135*

The process of producing ancient ceramics in South China, including the development of kiln structure and furniture as based on archeological evidence unearthed in recent years, will be discussed. Lectures will be illustrated by slides.

See also:

- 604. 基本傳統山水畫（第 7 頁）
- 605. 基礎水墨畫（第 7 頁）
- 607. 基本書道（第 8 頁）
- 608. 中級書道（第 8 頁）
- 703. 書法講座（一）教師班（第 42 頁）
- 709. 中國現代詩的詮釋及寫作（第 44 頁）
- 710. 中國現代文學史（四）（第 45 頁）
- 757. 中國古代婦女的生活面貌（第 67 頁）
- 760. 中華人民共和國三十五年概論（第 68 頁）
- 761. 中華民族之起源（第 68 頁）
- 786. 中國民歌（第 79 頁）
- 792. 中國現代舞蹈與音樂（第 81 頁）
- 870. 中國宗教之旅（第 109 頁）

Philosophy & Psychology

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

867. Clear Thinking. Laurence Goldstein, B.A. (Liv.), Ph.D. (St. Andrews), Senior Lecturer in Philosophy, University of Hong Kong. *Wednesdays, 6.15-7.45 p.m., starting March 5, 1986. Room 237, University Main Building. 8 meetings.* **Fee: \$130**

The object of this course is to deepen discussion on a number of philosophical subjects about which most people already have opinions (for example, death, morality, intelligence). It will also introduce for discussion a few other topics that philosophers have examined, but which are of clear general interest when presented in an accessible way. The course will emphasize rational means for changing one's beliefs.

868. 哲學導論 (Introduction to Philosophy)

主 講 人：吳甦先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八六年二月十八日起每星期二下午七時四十五分至九時十五分。

全期學費：一百六十五元。（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。內容包括下列三部分：（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。

869. 人與機器 (Mind and Machine)

主 講 人：陳浩文先生。

地 點：香港大學邵逸夫樓 208 室。

時 間：一九八六年三月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：一百四十元。（共十講）。

人是甚麼？人究竟是不是由肉體 (body) 和心靈 (mind) 組合而成？科技的發展和轉變影响着我們對這問題的看法。不同時代的人都嘗試把人看作一部純由物質組成的複雜機器，認為科技能提供用以解釋人是甚麼的模式；有人把人比擬作時鐘、內燃機、電腦等。這些模式的背後多假設心理現象可還原為物理現象，及靈魂與肉體之間並無分別。這些假設是否合理呢？

本課程將就下列課題來討論人是甚麼：(一)科技發展如何影响人對「人是甚麼？」的看法；(二)簡介常見用以解釋人是否機械這問題的哲學理論——二元論(dualism)、行爲主義(behaviourism)、物質主義(materialism)、及功能主義(functionalism)；(三)究竟心理現象可否還原爲物理現象？(四)介紹與上述問題有關的科學哲學常識；(五)電腦的發明是否證明「機器能思維」，從而更令人相信人只是一部機械？

870. 中國宗教之旅 (History of Religions in China)

主 講 人：吳宗文牧師。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八六年三月六日起每星期四下午七時四十五分至九時十五分。

全期學費：一百五十元。（共十講）。

中國文化源遠流長，在這塊大地上的歷史有着千變萬化的演進，其中宗教信仰一環更顯得多姿多采。中國原始宗教的形態是怎樣的呢？它們在歷代如何演變及流傳下來？特別在中西文化交通發達期，各種異域宗教又如何通過陸上絲綢之路及海上陶瓷之路東來呢？它們是如何本色化的？又如何豐富了中國傳統的宗教觀念呢？這一切都是本課程將會涉獵的。別以爲這只是封建迷信時代的問題，實質上，現代華人雖仍生活在科技文明的世界中，但不少的傳統宗教觀念，仍是牢牢地牽繫着我們的心靈。歡迎學員來一起探索這種宗教的心路歷程。

871. 現代倫理學概論 (An Introduction to Contemporary Ethics)

主 講 人：黃慧英博士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八六年五月十五日起每星期四下午六時至八時。

全期學費：一百七十五元。（共九講）。

道德判斷是相對的，還是絕對的呢？它只是判斷者情緒的表達嗎？甚麼才是對確的道德推理？我們可否從一些客觀事實推論出道德的結論？在日常生活中，如遇到道德判斷衝突的事件，怎樣解決？

本課程乃針對上述倫理學的問題，展示近代各大倫理學派如相對主義、情緒論、指令論等學說，並對有關道德語言的性質、利己主義、實然與應然的關係等問題，逐一討論，以求覓得一可取的解答。

872. 美學初探 (Introduction to Aesthetics)

主 講 人：唐碧華小姐。

地 點：香港大學校外課程部市區中心 13 室。

時 間：一九八六年三月一日起每星期六下午二時十五分至三時四十五分。

全期學費：一百五十元。（共十講）。

單從字面看來，我們很容易以爲「美學」主要是探討「美」這個比較抽象的概念的。其實「美學」也擁有其實用的一面，一般與藝術活動有關連的問題都可以列入美學家的研究範圍。本課程嘗試以一般人熟悉的藝術活動，如攝影、繪畫、音樂、文學、戲劇等等，作爲實例去探討一些富有趣味性的美學問題。

課程內容包括（一）甚麼是藝術？怎樣的作品才算稱得上是件藝術作品？（二）究竟是甚麼推動藝術家們窮畢生精力和時間從事藝術活動呢？（三）藝術作品如繪畫的「真實性」和「代表性」在美學有甚麼價值？（四）在表情達意這方面，人與音樂有甚麼關係？在美學家眼中，「感情泛濫」有甚麼不恰當之處？（五）到底美學家認為欣賞藝術作品應抱甚麼態度？是個人品味、是共通的原則和標準、還是一些心理狀況呢？

873. 教育哲學（一） (Philosophy of Education)

主 講 人：張燦輝博士。

地 點：香港大學校本部大樓 237 室。

時 間：一九八六年四月三十日起每星期三下午六時三十分至八時三十分。

全期學費：一百六十元。（共八講）。

本課程是由香港哲學社及本部合辦，着重以哲學方法，討論兩項課題，希望透過闡述及討論，學員可以建立理論基礎，進而探討香港的教育問題。課題包括：（一）中西傳統最重要之教育思想，如中國之儒家、西方之柏拉圖、盧梭、杜威等之思想，並分析其影響。（二）反省當代教育之哲學立場，討論教育及社會科學、政治、及意識形態之關係。

874. 當前教育問題的探討與回應 (An Exploration of Current Issues in Education)

主 講 人：許志榮先生、何國沛先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八六年四月廿五日起每星期五下午六時至七時三十分。

全期學費：一百五十元。（共十講）。

政府每年花在教育方面的開支相當龐大，而近三十年來教育事工的發展亦經歷許多重要的變遷，對教育問題的評析亦眾說紛紜。本課程將從數個哲學觀點去探討當前的一些教育問題，目的是提高學員對這些問題的分析能力，加強理解。

本課程將會簡介一些思考方法和教育哲學的概念，並就這些概念去探討下列問題：（一）學生的偏差行為及校規的制訂與執行；（二）在現在階段推行普通話、簡體字的得失及教學媒介的有關問題；（三）「教育公平」的界定與反省；（四）「民主教育」與「教育民主」的相關性與可行性；（五）教師社會角色的回顧與前瞻；（六）德育與公民教育真可以教嗎？（七）學生程度與課程進度之間的矛盾與調節等。除講授外，將討論與上述各問題有關的評論文章。

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，須於四月十二日前報名）。

875. 公民教育的社會及政治哲學基礎 (Topical Study in Social & Political Philosophy in relation to Civic Education)

主 講 人：文思慧博士、葉保強博士、李瑞全博士。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八六年四月二十六日起每星期六上午九時三十分至十二時三十分。

全期學費：一百三十元。（共三講）。

公民教育在香港已是倡議多時，現在隨着教育署《公民教育指引》面世，更像是勢在必行的了。接着下來似乎就是執行問題。但事實上「公民教育」之為教育，並不單指一大堆香港／中國歷史與現狀的資料輸入，更不等同一些特定意識型態（如某種主義或「繁榮安定」的意識，之灌輸。然而，它所理應包含的成份——對政治、社會問題的反省和分析能力的培養，以目前學校的情況，是否有足夠的學理與心理背景去好好推行？

基於上述情況，這課程可被視作一塊敲門磚。它主要是提出一些作社會、政治性思考時所不能逃避的基礎問題，希望對這方面有興趣的人士如教育及社工同工能參與研究和討論。這些重要的問題和觀念，未必可以在這短短的課程中得到百份之百的釐清，但起碼會是打好根基的起點。

本課程顯然不會涉及公民教育的課程設計及教學法，它只是集中介紹及討論下列三組觀念：（一）人權、公義、平等；（二）民族主義、愛國主義；（三）自由、民主。唯有經過對理論的涉獵階段，接着而作出的課程設計及教學法研究，才可儘量避免流於徒具形式。

第一、二講利用兩個星期六早上簡介公平、權益、平等、自由、民主等社會及政治哲學中的主要概念、讓學員在第三講時具充份的材料和思考方法去作研討。第三講以作坊形式進行、將邀請嘉賓帶出多元的探討角度。這將包括（一）從法律觀點去討論人權、公義、平等；（二）從歷史及文化觀點去討論民族主義、愛國主義；（三）從制度及程序觀點去討論自由、民主。首兩講與第三講是相輔相成的。三講均歡迎學員積極參與討論。

註：第一、二講分別在四月廿六日及五月三日上午九時半至十二時半舉行，第三講將在五月十日上午九時至下午五時舉行。

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，須於四月十四日前報名）。

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

主 講 人：黃世強碩士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八六年二月二十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）。

此課程乃心理學導論（一）之延續，其目的為使學員對普通心理學有進一步的認識，而其內容則着重社會及文化對個體行為之影響。

課程綱要：自然環境，文化背景及社會結構對心理發展及思想的影響；觀念之形成和改變；羣體的結構和成員的行為，羣體力學；領袖和領導；偏見之形成；現代都市生活及稠密之人口對行為之影響等。

會修讀心理學導論（一）者得優先取錄。

877. 引導兒童學習數學 (Learning Mathematics)

主 講 人：楊雪貞小姐。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八六年二月十七日起每星期一下午六時至七時三十分。

全期學費：九十元。（共六講）。

在八十年代，計算機的使用已非常普及，那麼兒童還需要學習數學嗎？究竟學習數學有什麼目的？學習數學與兒童的發展有什麼關係？本課程將就數學的概念和技能訓練來對上述兩個問題作答，目的是協助教師和家長去提高三至八歲兒童對數學的興趣，增強兒童對數學的理解。

課程內容包括：數學的範圍；認識兒童思維能力的發展；學習數學和兒童智力發展的關係；如何協助兒童了解數學的概念，例如形狀、數量、大小等，和掌握數學的技巧，例如組合、統計、運算等。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月三日前報名）。

878. 現代父母之道入門 (Effective Parenthood)

主 講 人：江任燕琮女士、李昆生女士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八六年五月十三日起每星期二下午七時四十五分至九時十五分。

全期學費：一百二十元。（共八講）。

一貫以來，我們都抱着教養子女是一件天職的態度，然而在香港這極度商業化及東西文化交匯的社會，教養子女不再是件容易的事；加以社會的基本結構已從大家庭演變為小家庭，而欠缺經驗也常令養兒育女成為難事，所以去探討如何有效地表達愛的訊息是非常重要的，而這問題又常牽涉到青年父母本身的言行修養，以致養兒育女的神聖工作不再是生而知之，而進而為學而知之。

本課程除介紹兒童身心成長的過程外，特別着重一般青年父母比較少留意的實際問題，例如：個人自我認識及接受；夫婦協調對教育孩子的重要性；在職父母對孩子功課處理方法及態度；如何培養孩子的潛力、興趣及嗜好；並建立他們的自信心和克制力；環境對孩子的影響。

除講授外更有小組討論，使學員有機會分享經驗。此課程特別歡迎夫婦同時參與。

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

主 講 人：洪傑美女士、余若星醫生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八六年四月廿一日起每星期一下午五時四十五分至七時四十五分。

全期學費：一百八十元。（共十講）。

青少年在短短數年青春期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而設，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，須於四月九日前報名）。

881. 青少年德性及群性發展 (Moral & Social Development)

主 講 人：侯傑泰先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八六年二月廿一日起每星期五下午五時四十五分至七時四十五分。

全期學費：一百六十元。（共八講）。

本課程主要從發展心理學角度討論兒童及青少年之德性和羣性發展，適合教師、學校社工、或其他青少年中心工作者。

課程內容包括：道德判斷，道德發展之層次與階段，道德行為，道德氣氛，自制能力，德育方法及其研究，羣性發展學說，羣體動力現象，影响性格發展之因素，家庭及父母行為模式之影响，德性與智性，羣性等關係。課程除講授外，亦採用討論及小組活動形式。

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

882. 學習理論在教學上的應用 (Theories of Learning Applied to Teaching)

主講人：李漢榮博士。

地點：香港大學校外課程部市區中心16室。

時間：一九八六年二月十八日起每星期二下午五時三十分至七時三十分。

全期學費：二百二十元。（共十二講）。

本課程的目的有三：（一）幫助學員認識較重要的學習理論；（二）鼓勵學員分析這些理論的異同，以便對學習這一概念有更透澈的理解和對一些與學習有關而具爭論性的問題獲得自感滿意的答案；（三）鼓勵學員探究可在課室裡實踐這些理論的途徑。

課程內容包括：（一）學習的定義和分類；（二）行爲論心理學對學習的解釋；（三）認知心理學對學習的解釋；（四）人本心理學對學習的解釋；（五）折衷主義者對學習的解釋；（六）一些影响學習的因素。

課程將涉及的理論家有：巴甫洛夫 (Pavlov)，吉隨易 (Guthrie)，桑代克 (Thorndike)，斯金納 (Skinner)，格式塔心理學家 (Gestalt Psychologists)，雷因 (Lewin)，布倫納 (Bruner)，柯恩沛 (Ausubel)，皮雅齊 (Piaget)，羅哲思 (Rogers)，和姬宜野 (Gagne) 等。

除講授外將有小組討論及個案研究，歡迎學員提出實例去探討如何應用這些理論。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月四日前報名）。

883. Short Term Research Projects in the Classroom. Mrs. Martha L. de Clarke, M.Sc. (Lond.). Starting February 22, 1986. Room 141, University Main Building. 3 meetings. Fee: \$200

The aim of the course is to introduce teachers to the design and execution of short-term experimental projects as a means of increasing the level of classroom achievement and solving some educational problems. The course will be conducted in the form of a 2½ day workshop in which participants will learn some basic principles and techniques of experimental research applied to educational problems, and the Model of Mastery Learning (Carroll & Bloom) will be introduced.

The initial stages of an experimental project, and some quasi-experimental design most suitable for the classroom situation will be examined on Day 1 of the Workshop (February 22, 9.30 a.m.-4.30 p.m.). The Model of Mastery Learning will also be introduced.

Following the first session, participants are expected to plan their short term research projects which will be discussed and analysed on Day 2 (March 1, 9.30 a.m.-4.30 p.m.). Suggestions for their implementation and some elementary statistical analysis and tests will also be studied.

Participants will present the results of their studies on Day 3 (March 22, 9.30 a.m.-12.30 p.m.). Using these as examples, the content of the course will be amplified.

No previous knowledge in research or statistics is necessary, while active participation is vital.

Enrolment is limited to 15.

884. 單親家庭面面觀 (Working with the Single Parent Family)

主 講 人：簡子杰先生、吳國棟小姐。

地 點：香港大學邵逸夫樓 208 室。

時 間：一九八六年四月廿二日起每星期二下午六時四十五分至八時三十分。

全期學費：一百八十元。（共十講）

香港單親家庭的數目與日俱增，他們所引起的個人及社會問題，雖未有明確的報導和大規模研究，但實際上今日的青少年問題、家庭慘劇，虐待兒童等案件所牽涉的人大多數來自破碎家庭。要改善這些社會問題，便要着實探討單親家庭的情況和影響。本課程目的是介紹香港單親家庭的一般狀況和影響，增進關心這問題的人士對單親家庭的瞭解，並發掘怎樣有效地協助有需要的單親家庭和推行一些預防性的服務。

課程內容包括：（一）探討現今香港單親家庭的概況；（二）從心理學研究所得去瞭解單親與子女的關係，他們的發展及需要；單親家庭如何影響父/母與子女間之溝通及人際關係；（三）對單親家庭提供服務之人士應具備的條件、知識、技巧、程序並所碰到的困難；（四）預防性工作的方向及內容；（五）本港現存對這問題的研究結果及研究工作的重要性。

885. 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：一九八六年三月七日起每星期五下午七時五十分至九時二十分。

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（person 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）的初期模式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。

886. Personal Development for Young Women. Rosann Santora Kao, Ph.D. (N.Y.U.). *Saturdays, 2.00-4.00 p.m., starting April 12, 1986, Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings. Fee: \$150*

Personal development goes beyond graduation from school, getting married or starting one's career. It is a continuous process which aims at enriching one's life by developing a deeper understanding and appreciation of oneself and other people. This course explores the life situation of young women, how they identify themselves as they relate to other people, and their spouses. Their feelings about motherhood, and their concern for careers options will also be discussed.

Stages of personal growth and development will be identified and evaluated in terms of ideals and realistic needs. Participants will be encouraged to review and explore alternatives in a creative and responsible manner, as they face themselves, people around them and their work.

Enrolment is limited to 20.

887. 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, Master Practitioner in the Art of Neuro-Linguistic Programming (NLP). *Saturdays, 2.30-6.00 p.m., starting February 22, 1986. Audio-visual Room, Wah Yan College, 56, Waterloo Road, Kowloon. 5 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.

See also:

- 842.** 佛學要義 (第99頁)
- 844.** 中國哲學 (第100頁)
- 845.** 西洋哲學與中國 (第100頁)

Political Science

Staff Tutor: Koon-ki T. Ho, *Telephone* 5-8592792

888. 政治科學導論 (Introduction to Political Science)

主 講 人：林德民先生，B.A. (Western Ontario), M.A. (Manitoba)。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八六年三月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）。

本課程目的在介紹政治科學的基本概念及分析方法，使發員更能對政治有較深入的了解。又爲了配合今日香港的環境，本課程會著重講解香港與中國的社會、政治及行政結構，同時亦會對現今的時事動態進行分析及討論。

課程內容分爲下列四部份：（一）政治科學的基本概念；（二）政治理論；（三）比較政治；（四）國際政治。

889. 香港政制之現狀及未來

(Political Institutions in Hong Kong: the Present and the Future)

主 講 人：王惠梅女士，M.A. (Warwick)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八六年二月廿六日起每星期三下午八時至九時三十分。

全期學費：一百三十元。（共八講）。

本課程旨在引導本港居民認識香港政制的現況及未來發展，以便明瞭現在及將來香港社會出現的變革。內容包括：（一）香港政治架構；（二）地方行政和區議會；（三）從政制轉變看兩局功能的前景；（四）代議政制與民主；（五）基本法的起草基礎；（六）從壓力團體的轉變看政黨發展的可能性及市民參與政制改革的途徑。

890. 香港過渡期的政制和政治原則初探 (Hong Kong in the Transitional Period: Political Institutions and Principles)

主 講 人：張楚勇先生，B.A. (H.K.)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八六年四月廿三日起每星期三下午八時至九時三十分。

全期學費：一百三十元。（共八講）。

本課程嘗試從政治理論的角度，探討香港在過渡時期應採行的政制和政治原則。探討的重點在分析各種可能的發展及其優點和缺點，讓學員從理論上了解到香港在過渡期施行的政制所面臨的問題。

講授內容包括：（一）分析中英聯合聲明中的政治原則和對香港未來政制的規範；（二）介紹憲政主義和法治的理論；（三）比較內閣部長制和總統制；（四）分析代議政制的問題；（五）簡述政黨在香港發展的可能或可取性。

本課程不要求學員對政治理論有認識，歡迎各界人仕選修。

891. 現代政治理論中的國家與個人關係 (The State and the Individual in Modern Political Theory)

主 講 人：余雲楚先生，B.Sc. (London), M.Phil. (CUHK)。

地 點：香港大學校外課程部市區中心18室。

時 間：一九八六年三月十一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）。

在現在的社會裏，能夠多了解一點政治理論，尤其明白在不同制度下，個人在社會裏的權力與自由，對我們參與政治活動及判斷國家或政府的決策有很大的幫助。

本課程旨在提高學員對政治理論的認識和興趣，從而幫助他們建立獨立的政治觀。課程內容除了介紹政治哲學與政治科學的基本概念外，將集中討論自由主義、社會民主（費邊主義）及馬克思主義三大政治思想傳統裏的國家及個人觀念。討論的範圍以政府權力與個人自由為中心，輔以日常生活事例作具體說明。

本課程不要求學員具備政治學的專門知識，歡迎一切有興趣人仕參加。

See also:

715. The Theory and Practice of Civic Education in Secondary Schools.
(Page 48)

717. Political Education in Schools: a course for teachers. (Page 49)

875. 公民教育的社會及政治哲學基礎（第111頁）

Science

Staff Tutor: Stephen W. N. Wu, Telephone 5-8592789
Daniel H. S. Lee, Telephone 5-8592793

950. Laboratory Safety. *Thursdays, 7.15–8.45 p.m., starting February 20, 1986. Room 101, Runme Shaw Building, University of Hong Kong. 10 meetings.* **Fee: \$170**

Tutors: K. W. Fung, B.Sc. (C.U.H.K.); B.Sc. (Special), Ph.D. (H.K.); M.Sc. (Aston); M.I.O.S.H.; C.Chem.; F.R.S.C., Safety Officer, University of Hong Kong.

Sarah S. T. Liao, B.Sc. (H.K.); M.Sc. (Birm.); M.Phil. (H.K.); C.Chem.; M.R.S.C., Assistant Safety Officer, University of Hong Kong.

Every individual working in a laboratory should be aware of the hazards involved and be consciously taking precautions against accidents. Staff in a supervisory capacity such as secondary school teachers or laboratory superintendents have also the responsibility of organizing laboratory sessions in such a way that hazards can be minimized. The importance of the recognition of potential hazards, adequate planning in laboratory safety management techniques and the education/training of staff and users will be emphasized. When applicable, lectures will be illustrated by laboratory demonstration. Topics to be covered include:

Recognition of potential hazards. Chemical toxicity; equipment safety; physical safety.

Planning of a laboratory. Layout design, furniture/equipment; electrical safety; fire/explosion protection; ventilation/fume cupboards.

Safety management/training. Accident reporting system; accident investigation and analysis; programme review; safety training; safety promotion.

Enrolment is limited to 40.

Fee Refund: on being accepted for this course, teachers of Science will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 13, 1986.*)

892. Techniques in Biochemical Research. *Thursdays, 6.15–7.45 p.m., starting March 6, 1986. Upper Lecture Theatre, Li Shu Fan Building, Sassoon Road, Hong Kong. 8 meetings.* **Fee: \$180**

Tutors: S. K. Lee, B.Sc. (Hull), Ph.D. (H.K.), Scientific Officer, Kwong Wah Hospital.

J. S. Tam, M.Sc. (Toronto).

S. W. N. Wu, B.Sc., Ph.D. (H.K.), Staff Tutor, Department of Extra Mural Studies, University of Hong Kong.

Y. G. Yeung, B.Sc., M.Phil., Ph.D. (H.K.), Lecturer, Department of Biochemistry, University of Hong Kong.

This course aims to provide those working in the technical and analytical fields with a knowledge of some commonly used techniques in biochemical research. Topics to be discussed include: centrifugation and ultracentrifugation; atomic absorption spectrophotometry; gas-liquid chromatography; and cell culture. In addition to the principles and applications of the above techniques, special emphasis will be paid to the discussion of some practical aspects in each technique such as optimization, maintenance of instruments, trouble-shooting, interpretation of results and some economic considerations which may be of interest to those at the supervisory level. Lectures will be supplemented by demonstrations where applicable.

893. Selected Topics in Biochemistry. *Mondays, 6.15–7.45 p.m., starting February 17, 1986. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$180**

Tutors: S. D. H. Chan, B.Sc., Ph.D. (H.K.)

D. H. S. Lee, B.Sc. (H.K.), Assistant Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong.

K. S. Lee, B.Sc. (Hull), Ph.D. (H.K.), Scientific Officer, Hong Kong Red Cross Blood Transfusion Service.

P. C. L. Wong, B.Sc. (N.E.), Ph.D. (Flinders), Senior Lecturer, Department of Biochemistry, University of Hong Kong.

S. W. N. Wu, B.Sc., Ph.D. (H.K.), Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong.

K. M. Yao, B.Sc. (H.K.).

This course is designed to be of assistance to candidates preparing for the Scheme 'O' Biochemistry paper of the Institute of Medical Laboratory Science (IMLS) Examination. It may also be of interest to those who

wish to have an up-dated knowledge of some rapidly advancing areas of biochemistry. Topics to be discussed include: mechanisms of enzyme action; lipid metabolism; nucleic acids; protein synthesis, a brief introduction of genetic engineering; metabolic control; and membrane biochemistry.

894. Biochemical Aspects of Haematology. *Thursdays, 6.30–8.00 p.m., starting April 24, 1986. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F., 6 meetings.* **Fee: \$150**

Tutors: K. S. Lee, B.Sc. (Hull), Ph.D. (H.K.), Scientific Officer, Blood Transfusion Service, Hong Kong Red Cross.

B. L. Chan, M.Phil. (H.K.), F.I.M.L.S., C.Biol., M.I.Biol.

J. Lee, B.Sc. (Hull), Ph.D. (H.K.), C.Biol., M.I.Biol., Scientific Officer (Medical), Tung Wah Group of Hospitals.

This course aims to discuss the biochemical considerations in some aspects of haematology. Laboratory workers in biochemistry and haematology laboratories will find it useful and informative. Candidates taking M.I.Biol. or I.M.L.S. examinations will also find it a valuable supplement to the HTC clinical biochemistry and haematology courses. Topics include: biochemistry of human erythrocytes and leucocytes metabolisms, iron metabolism, biochemical basis and advanced instrumentation for probing red cell membrane and platelet disorders, the use of recombinant DNA technology in the investigation of haemoglobinopathies and lymphomas, and laboratory investigation of acquired immunodeficiency syndrome (AIDS).

Enrolment is limited to 30.

895. Cost Effective Quality Control Methods. *Thursdays, 6.30–8.00 p.m., starting June 5, 1986. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F., 4 meetings.* **Fee: \$120**

Tutors: J. D. Robinson, M.Phil. (H.K.), C.Biol., M.I.Biol., Hospital Biochemist, Clinical Biochemistry Unit, University of Hong Kong.

J. Lee, B.Sc. (Hull), Ph.D. (H.K.), C.Biol. M.I.Biol., Scientific Officer (Medical), Tung Wah Group of Hospitals.

The aim of quality control is to provide quality that is safe, adequate, dependable and economical. This course is designed to give the essential strategies for optimising the quality of manufactured products and laboratory tests in a cost efficient way. Aspects such as product

specification; design of the product/service to meet quality requirements; inspection of products and tactics to review product specification will be discussed.

This course is intended for medical technologists, laboratory management staff and scientific officers. Quality controllers from the industrial, chemical and pharmaceutical sectors will also find it useful.

Enrolment is limited to 30.

896. 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：香港大學鈕魯詩樓 722 室。

時間：一九八六年三月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：一百五十元。（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。

897. 天文學入門 (Introduction to Astronomy)

主講人：李偉才先生，B.Sc.(H.K.)，梁榮武先生，B.Sc.(H.K.)，黃衍藩先生。

地點：香港薄扶林沙宣道五號李樹芬大樓三號講室。

時間：一九八六年三月六日起每星期四下午七時十五分至九時十五分。

全期學費：一百六十元。（共八講）。

天文學可說是一門古老，但亦是最尖端的科學之一。近年由於太空科技的急速發展，很多宇宙的奧秘亦逐漸被揭開，當然還有部份爭論性的問題依然懸疑未決。

鑑於自香港太空館於四年多前成立以來，香港市民對天上的日、月、星辰漸感興趣，本課程藉此向愛好天文學的人士提供一個較系統性的系列專題講座。

本課程適合具有中學程度人士參加。內容包括：天文學的發展歷程、太陽、月球、行星世界、恆星、星雲、星團、銀河系等的概括認識。此外，還會對恆星演化、黑洞、外太空生命、宇宙起源等有趣問題加以探討。同時亦會介紹如何認識星空及使用望遠鏡觀察等實用技術。如天色許可，還會安排一次實地觀星活動。

898. 天文攝影技術
(An Introduction to Astrophotographic Techniques)

主 講 人：黃衍藩先生、李偉才先生，B.Sc. (H.K.)。

地 點：香港薄扶林沙宣道五號李樹芬大樓三號講室。

時 間：一九八六年二月廿八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）。

一般人對於一些難得一見的天象，在欣賞之餘都極想把它們拍攝下來，但他們錯覺上，認為這些技術祇是擁有專業設備的天文學家的專利而已。事實上，天文攝影亦有其簡易的一面，技術方面不難掌握，祇要具備普通的攝影器材，便可拍攝任何肉眼可見的天象。

本課程將由淺入深，介紹攝影的過程，天文攝影的發展史，器材與底片的選擇；固定、追蹤、與放大等三種天文攝影基本技術原理與進行方法；星座、星野、太陽、月球、行星、彗星、日蝕、月蝕、星雲及星團的攝影技巧；底片的沖晒與放大；超增感處理等技術。

本課程適合愛好攝影的人士參加。如可能的話，還會安排一次宿營活動（另費），進行實習。

See also:

713. Techniques in Setting Good Biology Examination Question Papers.
(Page 47)

714. Assessment of Practical Skills in A-Level Chemistry. (Page 47)

**In order to receive the next issue of this
Prospectus, please turn to page 154.**

Computer Science

Miss Wong Wai Sum, Telephone 5-8592793

900. 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：香港大學鈕魯詩樓 230 室。

時 間：一九八六年三月十三日起每星期四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。

901. 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 March 3, 1986. 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 March 11 to April 15, 1986*
- (b) *Wednesdays, 6.30–8.30 p.m., starting March 12 to April 16, 1986*
- (c) *Thursdays, 6.30–8.30 p.m., starting March 13 to April 17, 1986*
- (d) *Fridays, 6.30–8.30 p.m., starting March 14 to April 25, 1986*

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.

902. 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 May 12, 1986. Lectures in Room 104, James Hsiung 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 May 20 to June 24, 1986
- (b) Wednesdays, 6.30–8.30 p.m., starting May 21 to July 2, 1986
- (c) Thursdays, 6.30–8.30 p.m., starting May 22 to June 26, 1986
- (d) Fridays, 6.30–8.30 p.m., starting May 23 to June 27, 1986

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.

903. 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：一九八六年二月十五日起每星期六下午二時卅分至五時卅分。

乙班：一九八六年二月十五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欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月五日前報名）。

904. 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 February 24, 1986. 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.

905. 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 February 22, 1986. Room 230, Knowles Building, University of Hong Kong. 12 meetings. Fee: \$290*

See entry for Course No. 904, but please note that all discussions will be conducted in Cantonese. 討論語言：粵語（輔以英語）。

906. Introduction to Data Processing. C. W. Liu, B.Sc. (H.K.). *Mondays, 6.30-8.30 p.m., starting March 3, 1986. Room G3, James Hsioung Lee Science 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.

907. Introduction to Computer Organisation. Lai Chee-yan, B.Sc. (H.K.), Cert. Ed., M.Sc. (Tech.) (Manc.), M.I.E.E.E., A.M.B.C.S. *Mondays, 7.00–9.00 p.m., starting March 10, 1986. Room 103, Main Building, University of Hong Kong. 20 meetings.* **Fee: \$355**

This course is intended for those people whose work involves frequent contacts with computers or who are taking programming courses. Its aim is to give new comers to the computing field a broad perspective and understanding of computers and their applications so that they can cope with the changes arising from computerisation in their professions. It follows part of the syllabus of Part I of the British Computer Society Examinations.

Topics will include:

- Concept of a stored-program computer. Input and output.
- Binary, octal and hexadecimal notations. Truth tables.
- Sequential logic.
- Storage and transmission of data.
- Database, computer networks.
- Principles and implementation of instruction codes.
 - Microprogramming.
- High and low level programming languages.
- Methods of addressing the memory.
- Operating system and multiprogramming.
- Characteristics and performance of contemporary computer equipment.
- Computer security and reliability.
- Future development trends.

Minimum Entry Qualifications: No previous knowledge of computers is necessary but applicants should have passes in Physics, Mathematics, and English in the Hong Kong Certificate of Education Examination or equivalent.

908. Principles of Computer Hardware. C. W. Liu, B.Sc. (H.K.). *Fridays, 6.30–8.30 p.m., starting March 7, 1986. Room 734, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$270**

In this course, the general features of a modern computer system will be introduced and the principles of its hardware components will be discussed. Attention will also be paid to the interactions between computer hardware and the operating systems. This will provide computer users with a better understanding of computer capabilities. Topics will include: hardware organization of a computer system; central processing units (CPU); internal memory; mass storage devices; common input, output and communication devices; control of computer hardware activities and trends of development.

Minimum Entry Requirements: Participants should have a basic knowledge of binary arithmetic and computer programming. Knowledge of logic circuits and working experience in a computing environment is desirable but not essential.

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

Certificate Course in Digital Computer Programming.

909. Lectures on Tuesdays, 6.30–9.00 p.m., starting March 11, 1986; Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Wednesdays, 6.00–10.00 p.m., starting April 9, 1986; Room 230, Knowles Building, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.

910. Lectures on Tuesdays, 6.30–9.00 p.m., starting March 11, 1986; Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Thursdays, 6.00–10.00 p.m., starting April 10, 1986; Room 207, Run Run Shaw Building, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.

911. Lectures on Tuesdays, 6.30–9.00 p.m., starting March 11, 1986; Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Fridays, 6.00–10.00 p.m., starting April 11, 1986; Room G3, James Hsioung Lee Science Building, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.

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

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

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

Fee: \$1,750 (including computer time).

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

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

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

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

Syllabus:

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

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

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

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

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

Closing date for application: February 12, 1986.

Enrolment for each course is limited to 54 students.

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

912. Advanced Certificate Course in Digital Computer Programming. Lectures on Fridays, 6.30-9.00 p.m., starting March 14, 1986; Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Computer Workshops on Tuesdays, 6.00-10.00 p.m., starting April 15, 1986; Room 207, Run Run Shaw Building, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.

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

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

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

P. F. Tse, B.Sc. (H.K.), Computer Officer, University of Hong Kong.

Fee: \$2,000 (including computer time).

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

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

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

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

Syllabus:

PASCAL.

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

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

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

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

Assignments.

Ample computer time will be provided for exercises and assignments.

Closing date for application: February 12, 1986.

Enrolment is limited to 54 students.

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

See also:

719. The teaching of Computer Studies at Certificate of Education Level.
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PRIOR ENROLMENT IS ESSENTIAL

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

Biomedical & Health Science

Staff Tutor: Sarah S. C. Hui, Telephone 5-8592793

Daniel H. S. Lee, Telephone 5-8592793

913. Dialysis and Renal Transplantation. C. P. Ho, M.B.B.S. (H.K.), M.R.C.P. (U.K.), Y. T. Chan, M.B.B.S. (H.K.), F.R.C.S. (Ed.), F.R.A.C.E., *Mondays, 8.00–9.30 p.m., starting March 3, 1986. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 5 meetings.* **Fee: \$130**

The treatment of patients suffering from end-stage renal diseases includes haemodialysis, peritoneal dialysis and kidney transplantation. This course will cover common causes of kidney failure in Hong Kong, haemodialysis & C.A.P.D. and medical and surgical aspects of renal transplantation. It is intended to be an introductory course for people interested in dialysis and transplantation, and will be conducted in Cantonese, supplemented by slides in English. Intending students should have basic knowledge of biology.

914. Biochemical Aspects of Pharmacology. Ivy S. Y. Wong, B.Pharm. (Wales), M.P.S. *Tuesdays, 6.15–7.15 p.m., starting February 25, 1986. Room 208, Run Run Shaw Building, University of Hong Kong, 8 meetings.* **Fee: \$150**

This course aims to provide an introduction to the understanding of the actions and metabolisms of some common drugs. Topics include pharmacodynamics and pharmacokinetics of drugs in different formulations (tablets, liquid, suspension, suppository, injection, cream etc.), their absorption, distribution and elimination processes in the human body, side effects and contraindication of drugs. New drugs for cancer therapy will also be discussed.

This course is primarily intended for dispensers, medical sales representatives and medical technicians, however the general public should also find it informative and interesting. Candidates sitting for M.I.Biol. examinations (biochemistry and clinical biochemistry papers) would especially find it of great relevance.

Enrolment is limited to 35.

915. Current Drug Therapy. John Y. F. Lee, B.Sc. Pharm., M.Sc. (Strath), M.P.S. *Wednesdays, 6.15–7.45 p.m., starting February 26, 1986. Room G5, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$180**

With the advent of more effective and relatively safe drugs, doctors today are better equipped in the treatment of diseases. The object of this course is to introduce the current use of drugs in the prevention and

treatment of human diseases. This series of talks will include drug therapy on disorders of the cardiovascular, respiratory, gastrointestinal, central and peripheral nervous systems. The use of antibiotics, anti-cancer drugs, steroids, hormones and vitamins will also be discussed.

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 it interesting and beneficial.

916. 常見疾病之生理現象及藥物療理 (Physiological Changes in Common Diseases and their Drug Treatment)

主 講 人：何美美，（倫敦大學理學士），古永亮，（倫敦大學藥劑學士）。

地 點：香港大學鈕魯詩樓 722 室。

時 間：一九八六年三月六日起每星期四下午六時三十分至七時三十分。

全期學費：一百三十元。（共八講）。

本課程將簡淺地介紹一些常見的疾病，其症狀、成因、病理反應和藥物治療的基本原理。內容包括發燒、失眠、高血壓、腎病、哮喘、肺結核、胃潰瘍及糖尿病等疾病。

這課程適合一般對生理和藥物療理有興趣的人仕修讀。（限收三十人）。

917. 生育須知 (Understanding Fertility and Sterility)

主 講 人：余若星醫生。

地 點：香港大學邵逸夫樓 208 室。

時 間：一九八六年二月廿五日起每星期二下午七時三十分至九時三十分。

全期學費：一百八十元。（共八講）。

本課程旨在增加一般市民對成孕及生育的知識，以深入淺出的形式介紹人工受孕的科學和矯正不育現象的方法。內容包括避孕及生育須知，選擇嬰兒的性別，人工受孕及試管嬰兒，妊娠期的變化及應付方法等。

本課程特別適合計劃生育的男女選修。

918. 精神健康簡介 (An Introduction to Mental Health)

主 講 人：香港心理衛生會會員。

地 點：香港大學邵逸夫樓 207 室。

時 間：一九八六年三月三日起每星期一下午八時至九時三十分。

全期學費：一百五十元。（共十講）。

本課程旨在介紹有關精神健康對個人及社會的問題。內容包括精神健康的維持、精神病態的成因及認識、弱智兒童的精神健康、本港精神健康設施等等。適宜醫療輔助及社會工作人員和有興趣各界人仕參加。

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

主 講 人：香港兒科醫學會會員。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八六年三月七日起每星期五下午八時至九時三十分。

全期學費：一百五十元。（共十講）。

本課程旨在向家長及兒童護理工作者介紹幼兒的一般衛生醫學常識。內容包括兩歲以下兒童的生長、發育、營養和疾病的預防護理等問題。

920. 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.P. Pharm.M.。

講授語言：粵語（輔以英語）

地 點：香港大學邵逸夫樓 206 室。

時 間：一九八六年三月三日起每星期一下午六時十五分至七時三十分。

全期學費：一百四十元。（共十講）。

本課程將會介紹皮膚及頭髮護理之基本原理與及化粧品之用途，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。（限收三十人）。

See also.

945. Certificate in Nursing Behaviourial Sciences. (Page 148)

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 154 頁 。

Social Work & Sociology

Enquiries: Telephone 5-8592790

921. 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 February 19, 1986. 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: February 9, 1986.*)

922. Understanding Human Temperament. 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 February 19, 1986. Lecture Room No. 3, 2/F., The Boys' & Girls' Clubs Association, 3, Lockhart Road, Wanchai, Hong Kong. 12 meetings. Fee: \$200*

Initially the students will be introduced to the concept of temperament and its utility in counselling and teaching. The student will understand the goal-directedness of behaviour. Temperament types will be presented and the students will learn the basic needs and style of the different temperament types. Emphasis will be placed on those areas in which the person encounters stress. Behaviour is studied under non-stress situations as well.

923. Psychology and Management of the Mentally Handicapped. Clare McNally, B.A., M.Sc. (Clin. Psy.) (Manchester). *Mondays, 6.15-7.45 p.m., starting February 17, 1986. Room 207, Run Run Shaw Building, University of Hong Kong. 10 meetings. Fee: \$170*

An overview of Mental Handicap will be presented, looking at specific problems from a developmental standpoint. There will be a discussion of assessment techniques and a consideration of how these can be

effectively related to management procedures. There will be an emphasis on a behavioural approach, examining the use of reinforcement contingencies in determining behaviour.

It is hoped that teachers, social workers, nurses, other caring professionals and parents will participate. Informal discussion will be an important adjunct to lectures, leading to greater communication and interaction between the relevant parties.

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application: February 7, 1986.*)

924. School Deviance and Classroom Control. Augustus Yeung, B.A., Dip.Ed., M.A. (Toronto). *Mondays, 7.00–9.00 p.m., starting February 17, 1986. Room 42, Mansfield College, 4, Knutsford Terrace, Kimberly Road, Kowloon. 12 meetings.* **Fee: \$240**

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: February 7, 1986.*)

925. 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：香港大學鈕魯詩樓 503 室。

時 間：一九八六年二月二十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介紹。內容包括兒童發展導論；兒童問題之預防及發現；遊戲、繪畫及故事對兒童的功用；輔導及行為治療簡介；教師與家長的角色和責任等；授課形式包括短講，小組討論及角色扮演等。

申請教署退還半費手續：凡政府、補助或私立學校之幼稚園或小學教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十日前報名）。

926. 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：一九八六年二月十七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、性格及智識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，須於二月七日前報名）。

927. 兒童院家長之工作 (Houseparent and Institutional Care for Children)

主 講 人：林君一先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八六年二月廿一日起每星期五上午十時三十分至下午十二時十五分

全期學費：一百六十元。（共十講）。

兒童院長久以來是社會工作從業員中工作壓力比較重的一羣——長時間地面對來自不同問題家庭的孩子。既要是親人、又是教師，也是朋友，很易就會產生失落、徬徨、孤單，直接間接地將服務質素拉下來。

本課程之目標旨在為兒童院的工作提供精簡的有關工作訓練，務使學員能更深入地了解自己工作的意義及目的，特別在易產生爭力的地方及社會工作者與住院工作人員彼此間所應互有之關係。

本課程有異於尋常之講課，而更着重於日常工作之實踐，因為住院工作者很多時是提供服務的第一手，面對不同的工作挑戰，純理論之提供不能解決問題，反之然應提供的是社會工作員在實際生活經驗及注意角度，使住院服務同工亦能從社工的角度去看自己的工作。為求工作成效之保證，參加者需儘量提供本身之經歷及問題，藉着學員與同儕間之雙方面之諮詢而找出可行的辦法，從而達致生活化了的社會工作實踐。

本課程特別為居住兒童院之工作者而設，經驗年資不拘，不同的經驗更能刺激長佳的討論。而有興趣從事兒童院服務者亦歡迎參加，借此而對此行業有一較佳之認識。（限收二十人）。

（本課程由聖基道兒童院資助）。

928. 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：香港大學銜魯詩樓734室。

時 間：一九八六年二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：二百五十元。（共十五講）。

行為更易法是心理治療其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。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十日前報名）。

929. 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：一九八六年二月二十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，須於二月十日前報名）。

930. 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(上午課程)及16室(下午課程)。

時 間：一九八六年二月十五日起連續四個星期六及四月十九日起連續四個星期六上午九時三十分至十二時三十分；又於三月十五日及二十二日與四月十二日之三個星期六由上午九時三十分至下午五時正。

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，社會工作人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，須於二月五日前報名）。

931. 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。

時 間：一九八六年二月十七日起連續三個星期一及二月十九日起連續四個星期三下午六時十五分至九時四十五分；又於二月二十二日起連續三個星期六下午二時十五分至五時四十五分。

全期學費：四百四十元。（共十講）。

隨着社會的急劇轉變，墨守繩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，並要求學員繳交少量功課。各學員之收益，將與其參予之積極性，開放之態度及出席率有極大之關係。（限收十六人）。

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。（如欲教育署退還半費者，須於二月十日前報名）。

932. 青年輔導工作 (Youth Counselling)

主 講 人：劉家祖先生（臨床心理學碩士）；劉關莉施女士（臨床心理學碩士）。

地 點：香港大學邵逸夫樓 207 室。

時 間：一九八六年二月十九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。課程以講長，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，須於二月九日前報名）。

933. 青少年訓練之設計與實施 (The Design and Implementation of Youth Training)

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：一九八六年二月二十一日起每星期五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、設計練習及運用「微觀教學法」以啓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）。

934. 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合格致書院 42 室。

時 間：一九八六年二月十九日起每星期三下午六時至八時。

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，須於二月九日前報名）。

935. 發展性小組工作 (Developmental Group Work)

主 講 人：李安先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八六年二月十五日上午至十六日下午六時為週末研習營；及二月二十二日起連續五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二月十五日上午九時正於本都市區中心。

全期學費：四百元（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)首七講將在週末研習營內上課，藉以給各學員一個連續而深入之探討，並以實習型式舉行，使學員能親自體驗從策劃，執行至檢討之歷程。(2)最後五講以長課型式舉行，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教教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。(如欲教育署退還半費者，須於二月五日前報名)。

936. 自我認識與人際關係 (Self Understanding and Interpersonal Relations)

主 講 人：江任燕琼女士。

地 點：香港大學校本部大樓 122 室。

時 間：一九八六年二月二十二日起每星期六上午十時至下午十二時三十分。

全期學費：二百五十元。(共十講)。

每一個人都需要在家庭、友儕及社會裏與他人接觸和建立關係，在這個人際交往的過程中，我們更可進一步了解自己；邁向成長。

此課程試圖介紹一些認識自己的方法和人際溝通上的概念，提高學員的自覺性，以預防人際間問題的產生。課程以模擬練習、小組討論、角色扮演、心理劇、短講及個案研究等形式進行，學員須主動參與，互相分享及交流經驗。內容大致包括自我了解的模式；溝通的原則和技巧；聆聽、自我了解的模式；溝通的原則和技巧；聆聽、自我表白和回應的概念；信任；表達的能力和技巧；合作與競爭；人際間的衝突；工作關係等。(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教教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。(如欲教育署退還半費者，須於二月十二日前報名。)

937. 發展有效的人際溝通技能 (Developing Effective Communication)

主 講 人：江任燕琼女士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八六年二月二十日起每星期四下午七時四十分至九時五十五分。

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，促進更佳的輔導功能和和諧的人際關係。

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向教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十日前報名）。

938. 社會工作導論 (Introduction to Social Work)

主 講 人：陳偉道先生。

地 點：香港大學厲樹雄科學館 G 3 室。

時 間：一九八六年二月二十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。

939. 義務工作管理學 (Volunteer Service Management)

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 14 室。

時 間：一九八六年二月廿二日起每星期六上午九時卅分至中午十二時卅分。

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。「義務工作管理學」就是研究如何在機構內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。本課程前名為「義工計劃管理」。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）。

940. 精神健康與變態心理學導論

(Introduction to Mental Health and Abnormal Psychology)

主 講 人：沈啓明先生。(臨床心理學碩士)。

地 點：香港大學校外課程部市區中心 22 室。

時 間：一九八六年二月十七日起每星期一下午六時十五分至八時。

全期學費：二百二十元。(共十二講)。

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喧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症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)，精神症 (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。

本課程共分十二講，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，須於二月七日前報名)。

941. 精神病患者的康復 (Rehabilitation of the Mentally Ill)

主 講 人：新生精神康復會代表，包括精神科醫生，社會工作者及臨床心理學家。

地 點：香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 201 室。

時 間：一九八六年二月十七日起每星期一下午六時十五分至七時四十五分。

全期學費：二百元。(共十講)。

在都市化的香港，愈來愈多人士患有精神病，作為精神病者的親屬，朋友，老師都感到十分困擾，一方面不了解他們發病原因，不懂得如何與他們相處，亦不知如何協助他們康復。

本課程特為精神病患者的親屬、朋友、老師、義工及對這方面有興趣人士而設。內容包括講解精神病的成因，病患者的處理方法，康復的目標，康復服務，與康復者相處的方法。

授課方式除了講授並有視聽教材及探訪康復服務，使參加者更深入了解精神病患者的康復。探訪康復服務設施之日期為一九八六年三月廿三日星期日，時間約為上午十一時至傍晚。

本課程由新生精神康復會贊助。

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

942. 對精神病患者的專業幫助 (Professional Help to People with Mental Problems)

主 講 人：陳袁美玉女士。（精神科社工碩士）。

地 點：香港大學鈕魯詩樓 230 室。

時 間：一九八六年二月十八日起每星期二下午七時至九時。

全期學費：二百元。（共十一講）。

精神病為現今社會一個非常值得關注的問題。它直接或間接地引致很多個人，家庭及社會問題的產生。作為專業工作者，我們每天都有機會和精神病患者，康復中的精神病人及其家人鄰舍等接觸。我們應怎樣協助他們面對與人相處及其他的問題呢？我們應該以甚麼態度去面對精神病這個問題呢？

本課程特為有機會接觸精神病患者的專業工作者或對這方面有興趣而又有基本理論認識的人士而設。內容包括深入探討各種對精神病的解釋，如何在個人，家庭及社會層面上幫助各種精神病患如精神分裂症、情感失常、嚴重自殺傾向、兒童自閉症等，分享各種主要工作方法與技巧；研討現今對精神病的社會政策，及如何推行社區精神健康等。課程目的主要為令參與者對精神病及精神健康有更清楚的了解及正確的看法，令他們在幫助精神病患者及其家人的過程中更有信心，及更積極的推行精神健康教育。

本課程共分十一講，形式主要包括講座，小組討論及個案分析等，授課以中文為主。

943. 幼兒中心管理文憑課程 (Certificate Course in Child Care Centre Management)

主 講 人：莊明蓮女士，B.S.Sc. (Social Work), M.Sc. (Econ.)，
鄧惠雄先生，B.S.Sc. (Social Work)，
梁達光先生，B.S.Sc., M.S.W.。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八六年三月十九日至七月十六日及一九八六年九月三日至十二月十七日逢星期三下午六時三十分至九時三十分。

講授語言：粵語（輔以英語）。

全期學費：八百元。

名 額：三十至三十五名。

課程主旨：香港的幼兒服務工作發展十分迅速，每年均有多間新的幼兒中心成立。負責幼兒中心的行政和管理工作是由中心主任和副主任所担任，她們絕大部份是沒有接受較有系統化的管理訓練，以致督導中心員工或中心行

政管理方面，均出現不少困難；而且由於每年均有新中心成立，新升任中心主任的幼兒工作人員普遍缺乏行政管理經驗。有見及此，本部特別開辦此項課程，對行政管理作全面而有系統地講授，務使學員完成課程後能將現代最新的管理知識應用於實際的日常管理工作方面。

課程內容：本課程為期十個月，着重將最新的管理知識和「實際的管理技巧」(Practical Management Skills)灌輸給各學員。課程內容主要包括：(一)組織與管理之原則；(二)系統和有效的策劃；(三)職員督導之目標、功能、形式、方法與安排；(四)職員培訓和組織發展；(五)動機理論；(六)各種主管及人員之「行政風格」(Administrative Styles)；(七)控制方法和財政的控制體系設立；(八)實際的管理技巧介紹，主要包括：時間管理，小組方法進行課程策劃，處理問題員工之實際技巧，「解決衝突方法」(Conflict-resolution Methods)，如何主持有建設性的會議，服務評估方法，計劃性的更變，最新管理工具、計劃草擬方法、服務策劃和發展……等。

講授方法：除講課形式外，其他講授方法包括：小組討論、個案學習、小組習作、角色扮演、模擬練習、及實地放影等。

入學資格：中學會考合格及擁有幼兒服務文憑(理工或社會福利署頒授)之在職幼兒中心(包括幼兒園和育嬰所)主任或副主任任管理人員；或具有五年幼兒工作經驗而將升任幼兒中心管理及之工作人員。

畢業文憑：課程結束後，學員若能符合下列條件者，將獲頒發「幼兒中心主任管理和實踐文憑」；(一)上課次數超過八成；(二)完成課程中的作業；(三)「小組計劃工作報告」(Group Project)；(四)期終考試(一九八七年一月十四日舉行)。

報名手續：申請者須於二月十六日前，將(一)申請表格、(二)八百元支票、(三)半身近照二張及(四)學歷證件副本寄回香港大學校外課程部「幼兒中心管理和實踐文憑課程」主任收。各申請人並應於申請表格上寫上中心名稱及其本人職位。各申請人有可能被安排由課程導師接見，以決定取錄與否。

944. 學校道德教育之理論基礎——文憑課程 (Certificate Course in the Theoretical Foundations of Moral Education)

主 講 人：張燦輝博士、周兆祥博士、李瑞全博士。

客座講師：葉保強博士、文思慧博士等。

地 點：香港大學鈕魯詩樓 843 室。

時 間：一九八六年三月三日起至七月十日止，逢星期一及星期四下午六時三十分至八時三十分。又於一九八六年九月六日、十三日及二十七日；十月四日、十八日及二十五日共六個星期六上午九時三十分至下午五時三十分。

全期學費：一千二百元。(共五十八講)。

名 額：三十人。

課程對象：此課程主要為中學教職員而設。

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）出席率超過百份之八十；（二）經評核合格，評核將包括：（甲）研習（佔百份之三十）；（乙）參與日常討論之質素（佔百份之三十）；（丙）試卷作業（佔百份之四十）。

報名手續：申請者須於二月十五日前將下列文件寄回香港大學校外課程部：（一）申請表格；（二）劃線支票；（三）半身近照二張；（四）附頁以約一百字寫述申請者在學校於德育中所擔任之職責及其對本課程之期望。

前 言：

一九八二年中文大學教育學院校友會主辦之德育研討會的「總結與建議」有以下的評述：「除了教育工作者的質素，大會中最具爭論性的問題是德育的內涵與師資訓練課程，當我與小組組長座談時，發覺小組中有一個共通的現象，就是每當話題接觸到德育的內涵時，組員往往是避重就輕，或甚至避而不談。這現象是否證實了我們在這問題上的混淆和欠缺立足點？……我們不能祇是大談推銷術，却不知推銷品的內容，倘若事實真正如此，我真害怕會有「瞎子領瞎子」的危險」。

這文憑課程為針對此重要問題而設。

課程簡介：

德育為全面教育中不可忽畧之環節，近期在香港之漸獲重視是一可喜趨勢。唯道德教育到底與德目教條之灌輸有異，前者著重培養學生在各牽涉倫理考慮的場合中發揮判斷能力，後者則著重營塑有某套特定價值信念的人。

我們深以為在當今香港這類瞬息萬變的社會裏，無論向學生輸入多少具體的道德條目，終亦不能提供他們在未來歲月中作一個負責任、明是非的現代人之所需。再者，道德教育中的「自主性」這基本精神之培訓，亦與灌輸性、單向性、不批判、不懷疑的教導方法互不相容。基此，我們希望在這課程中，提出道德教育不離道德概念與原則的基本反省。更希望在教師協助同學建立這個基礎之後，同學乃可隨時隨地應用這些理論於現實處境上，亦可就現實問題而回頭檢討所持觀念之可信性，成為既不獨斷亦具道德敏感性的現代人。

另一方面，我們亦會在這課程中，提及作為道德教育的工作者，教學時所面臨的一些原則性考慮，如怎樣處理個人堅信的價值觀念等等。

最後，因為道德判斷難免關係著對當世問題的認識與反省，我們亦將提供一些現代社會中值得深刻探究的倫理課題。希望透過對這些棘手問題的共同探討，大家可以逐步體味到一元式灌輸式道德教育之不足，並為日後更文明，更合理的道德教育課程奠下基礎。

大 綱：

I 理論問題：

1. 道德性質與道德思辯：
基本倫理學觀念介紹；
倫理信念原則及其證立；
合理與不合理之道德論證；
倫理理論簡介。

2. 道德發展與道德教育：
爲什麼要發展道德？
佛洛伊德、行爲主義、認知主義的道德發展觀點評介；
道德教育中的灌輸、習慣形成、權威等問題研究。
3. 道德教育中的「人」的觀念：
社會科學中的「人」的理念；
自由與命定；
人作爲踐德者。
4. 中國之德育思想：
人性論；
傳統理想人格；
道德功夫論。
5. 非正統制度教育與道德教育：
廢校論；
自家教育；
未來主義之課程；
未來主義教育思想；
在當前制度之應用。
6. 公民教育的基礎概念：
人權、公義、自由平等在現代。
7. 客席講座。

II 香港道德教育課題選講及研習：

1. 傳統價值問題研究；
2. 人際關係問題研究；
3. 科技社會中的道德問題研究；
4. 校內道德教育中之原則實踐問題；
5. 學員論文報告。

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。

945. Certificate in Nursing Behavioural Sciences.

The need for continuing nursing education in Hong Kong has been well established. Increasing sophistication in health care delivery demands a corresponding expansion of present nursing roles, both to assist the nurse in keeping his/her practice up to date and to develop his/her specific expertise. To this end, a course of study in the

behavioural sciences and their application to nursing has been developed by staff of the Behavioural Sciences Unit in association with the Extra-Mural Department, University of Hong Kong.

Course Aims and Objectives

The general aim is to provide the professional nurse with an opportunity to study the behavioural sciences and their application to health care in Hong Kong. It is envisaged that the course will benefit all grades of nursing staff including those engaged in the direct giving of care, first line, middle and top level management and those involved with the education of the nurse at both basic and post-basic levels.

On completion of this course the student will have increased her or his ability to:

- develop an awareness of how psycho-social factors influence disease development and the clients' responses to disease, including the perceived care needs of these clients;
- apply knowledge gained from the course to the care of individual patients;
- communicate more effectively with both their clients, health professionals and peer groups;
- develop a methodological and constructively critical approach to the planning of nursing care; and
- discuss different strategies for change in health care delivery and how these could be implemented in Hong Kong.

Course Content

The course will consist of an integrated presentation of nursing, general and medical sociology and psychology. Topics to be covered will include: psycho-social factors in disease, human development, concepts of health and illness, social and cultural responses to health and illness, communications theory and skills, organizational theory and roles, health care organizations, nurse-patient relationships, concepts of care of self and others, the family, concepts of health and illness, health care delivery, adjustment to change and loss, dying and bereavement and other life crises. In addition to the theoretical inputs, students will participate in supervised projects and/or case work. Additional details will be given to course participants at the beginning of the course.

Assessment and Award

Successful completion will be dependent upon a minimum attendance to 75% of the lectures. Students will be expected to achieve a minimum pass mark of 50% in all course work and examinations. Successful candidates will be awarded a Certificate by the Department of Extra-Mural Studies, University of Hong Kong.

Course Tutors

R. Fielding, Ph.D., Dip.Clin.Psych. — Course Director.
Y. H. Cheng, M.Sc.
D. F. Nestel, B.A., R.N.
V. Wong, R.N., D.H.C.E.

Course duration: over 120 contact hours

Lectures: Saturdays, 9.30 a.m. — 12.45 p.m. and 1.45 p.m. — 4.00 p.m., April — June, 1986 and September — December, 1986

Starting date: April 19, 1986

Project Work: July — December, 1986

Examination: January, 1987

Place of Meeting: Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F., 111, Connaught Road Central.

Course Fee: HK\$1,300

Admission Requirements

Applications will be considered from registered nurses who have a minimum of 1 year post basic experience in clinical, managerial or teaching practice. Both sponsored and private students will be considered. The course will be limited to a maximum of 40 students, with preference being given to those sponsored by their employer. To this end, a letter of sponsorship should be attached to the application form. As the course will be conducted mainly in English, participants are expected to have a good command of the language.

For enquiries and for *special enrolment forms*, phone Miss H. Chan, 5-8592787.

Closing Date for Applications: March 26, 1986.

946. 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16室。

時 間：一九八六年三月十日起每星期一下午七時四十五分至九時三十分。

全期學費：一百五十元。（共八講）。

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。

947. 犯罪學：中級課程 (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：一九八六年三月十日起每星期一下午六時至七時三十分。

全期學費：一百四十元。（共九講）。

此課程將對以下課題作較為深入的討論：暴力問題；性犯罪事件；犯罪心理學。

討論範圍將包括此等之成因、現況、法律、執行、及防範措施等；並選用個案以闡釋各事項。除講授外，並配合幻燈片及講義以說明課題。

參加學員應具有中學以上程度及對社會學或心理學或犯罪學有基本認識；此課程尤其適合社會工作者，教師，警察，監獄事務人員，及感化工作者。

948. A-Level Sociology: Part II. Augustus Yeung, B.A., Dip.Ed., M.A. (Toronto). *Fridays, 7.00-9.00 p.m., starting February 21, 1986. Room 42, Mansfield College, 4, Knutsford Terrace, Kimberly Road, Kowloon. 12 meetings.* **Fee: \$240**

The aim of this course is to provide participants with an opportunity of scrutinizing social phenomena and social processes from the theoretical perspectives they have previously acquired. Topics to be discussed will include immigration and race relations, obedience to authority, the mass media, religion, social policy, theories of development and trends in sociology.

The thrust of this course will primarily centre around analysis, application and research. In practical terms, participants will be provided with assistance in conducting research project(s) of their own choice — which is an integral part of the A.E.B./H.K.U. A-Level examination papers. Furthermore, students will be expected to develop their techniques/styles in answering long essay questions. There will also be a thorough study of questions set in previous examinations.

In essence, this foundation course in sociology is designed to facilitate private candidates who will be sitting for the above public examinations. Technically, it is an extension of the one offered in the Fall Term. However, private candidates who have previously studied sociology may also apply.

Enrolment is limited to 25.

免費公開講座

(一)「如何察覺及處理中學生的精神健康問題」

主 講 人：社會工作者，精神科醫生及臨床心理學家。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八六年五月二十四日及六月七日下午三時至五時（兩次的內容均相同）。

對 象：對精神病或精神健康有興趣的中學教師。

內 容：如何及早發覺學生的精神病狀（其中包括有一般青少年成長的特徵及精神病徵）？如何分別行爲問題及精神病？如何處理學生精神健康問題？一般的精神病及精神康復服務的情況及如何轉介予有關部門？如何預防學生精神問題？如何建立支持系統？

參加辦法：有興趣者可親到本部或來信及附回郵信封索取入場券。

（並請註明想參加那一天的講座）。

(二)「家人如何協助精神病患者康復」

主 講 人：新生精神康復會社會工作者。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八六年五月三十一日下午三時至五時。

對 象：一般精神病患者的家人及有興趣人士。（假若你的親友現正接受精神科日間醫院或門診服務或暫居於中途宿舍，或現正在精神康復者庇護工場工作，又或你懷疑家人有精神病患均可參加）。

內 容：家人面對病患者應有的態度。如何防止精神病復發？如何及早發現復發的跡象？如何處理特別的情況？如病人不肯吃藥，不肯覆診，有暴躁的行爲，如何處理？

參加辦法：有興趣者可親到本部或來信及附回郵信封索取入場券。

以上三次講座皆由新生精神康復會與本部合辦。

Housing Studies

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

Miss N.P. Lee, *Telephone* 5-8592787

949. Introduction to Property Development and Management. A. A. Bunting, M.Arch., Ph.D. (H.K.), D.P.A. (Glasgow). *Mondays, 6.15-8.30 p.m., starting February 24, 1986. Room LG1, Hui Oi Chow Science Building, University of Hong Kong, 10 meetings.* **Fee: \$175**

This course is intended for persons working in the field of property development or management. It will provide a general theoretical background to real estate development. Topics to be discussed include the economy, financing, and evaluation of development projects, the procurement of new buildings, the economics and management of property maintenance.

See also:

780. 香港地產物業法例 (第 76 頁)

UNIVERSITY ENTRANCE

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

“A mature person 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”.

1986/87 Extra Mural Prospectus

The next issue of the Extra Mural Prospectus will be available in mid-August 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 August, 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".

一九八六至八七年度校外課程手冊

本部將於一九八六年八月中印發一九八六／八七年度校外課程手冊。有意索取者請填妥下列表格，並附郵票一元二角，逕寄「香港大學校外課程部主任」。信封請註明「課程手冊」字樣。

I enclose a \$1.20 postal stamp, please send me a copy of the 1986/87 Prospectus.

茲附上郵票一元二角，請惠寄一九八六／八七年度校外課程手冊乙本。

Name	姓名

Full Postal Address	地址

(1986/87 P)	

附註：請於一九八六年七月十五日以前寄回上列表格。

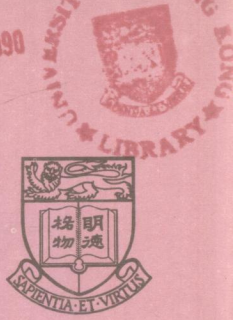
Note: Please return the above coupon before July 15, 1986.

ENQUIRY TELEPHONES 詢問電話

- | | | |
|----|---|-------------------------------------|
| 1. | Art & Design
English Studies
European Languages | 5-450021
5-456443 |
| 2. | Archaeology
Business Studies
Economics, Banking & Statistics
Education
Engineering
Management Studies
Personnel Management
Librarianship | 5-8592783
5-8592785
5-8592791 |
| 3. | Geography & Geology
History
Journalism & Communication
Music
Political Science
Oriental Languages
Oriental Studies | 5-8592788
5-8592792 |
| 4. | Law
Philosophy & Psychology
Social Work & Sociology | 5-8592786
5-8592787 |
| 5. | Science/Mathematics
Computer Science
Biomedical & Health Science
Medical Laboratory Science | 5-8592793
5-8592789 |
| 6. | Housing Studies
Housing Management | 5-8592790 |

General Enquiries: 5-8592791, 5-8592787, 5-8592783
and 5-450021

11 JUN 1990



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1986

一九八六年春季

香港大學校外課程手冊

Extra Mural Studies

University of Hong Kong