

香港大學校外課程手冊

一九八七年春季

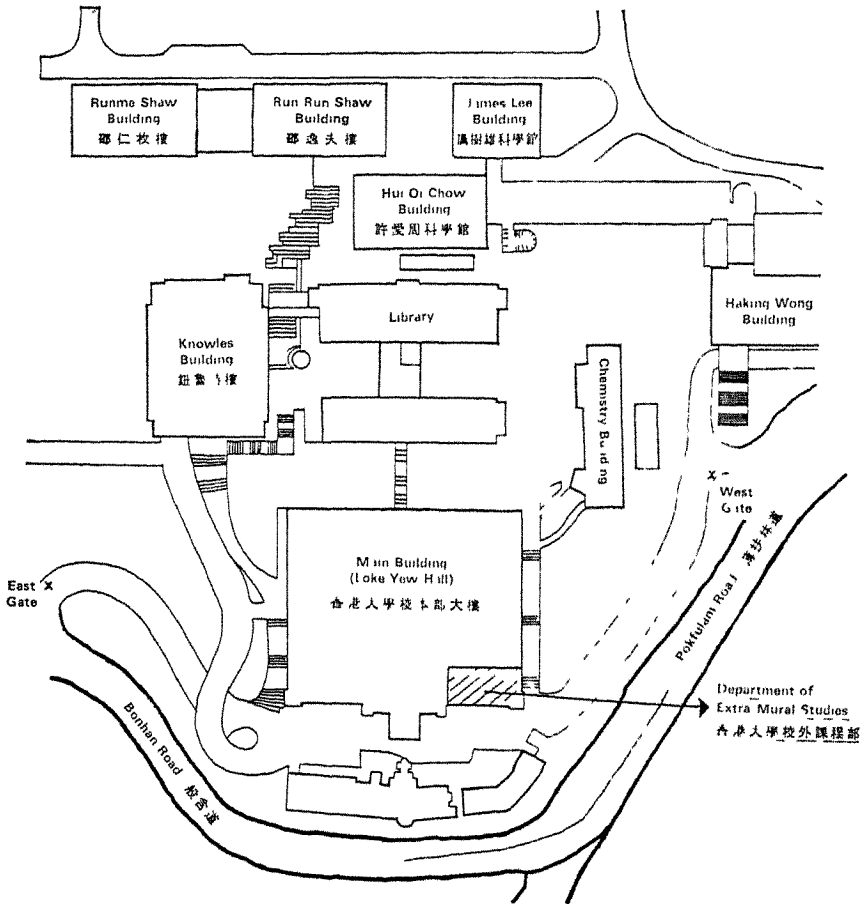
SPRING PROSPECTUS  
1987

**Extra Mural Studies**

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**University of Hong Kong**

# UNIVERSITY OF HONG KONG GENERAL LAYOUT



# Staff List

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

Timothy Yip Tak-chun, *B.Sc. (Lond.)*

## 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. 1
2. The Director may at his discretion refuse to admit an applicant. 2
3. No Extra-Mural activities will be held: 3
  - (a) on any public holidays.
  - (b) at a storm warning signal of No. 8 or above. (Nor will any class, or other activity, be held on the day on which a No. 8 signal is lowered.)
  - (c) during the following holiday period: January 28 to February 1, 1987 inclusive (Lunar New Year).
4. *Fees are not refundable*, except in the event of a course being over-subscribed or cancelled. 4
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. 5
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. 6

## HOW TO ENROL

1. 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. 1
2. 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. 2
3. 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.** 3
4. 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: 4
  - (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 5-8592790 or 5-8592783.
  - (ii) Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F., 200, Connaught Road Central, Hong Kong. (Access via lifts on the 2/F of the Shopping Arcade). (Weekdays: 9 a.m. to 5.45 p.m., Saturdays: 9 a.m. to 12.30 p.m.) Telephone 5-472225.

## 入 學 須 知

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。

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。

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：一九八七年一月廿八日至二月一日。

除課程額滿或取消外，已繳學費，概不退還。

除非特別註明，所有中文課程將以粵語講授。

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。

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

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」。

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。

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。

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 5-8592790 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

香港干諾道中二百號信德中心西翼⑨字樓。（由②字樓商場電梯上）。

電話：5-472225。

（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 5-472225*

*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.*

此類視覺藝術書室實習課程，著重藝術技巧訓練及個人創作力的栽培。為了使學員能夠全面地從課程中受益，學員必須利用課外時間從事練習實踐，在報名前學員應該對此先作考慮。

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。

**580. Life Drawing.** Martha Lesser, B.S. (N.Y.U.). *Wednesdays, 6.00–8.00 p.m., starting February 18, 1987. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$420** including model fee

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

**581. Use of the Figure in Compositions.** Karen Wilson, B.A. (Edinburgh). *Wednesdays, 8.00–10.00 p.m., starting February 18, 1987. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$420**

How to take that step from “Life Drawing” to using the figure in full, finished, expressive compositions has often puzzled students. An important, traditional

approach is systematic preparatory planning. While keeping in mind that the aim of every artist is to develop an intuitive and individual approach, there are many theories and guidelines that can be studied and explored with a view to achieving that aim. Included in this intermediate course are consideration of picture size, shape and proportion, selection of materials, use of developmental sketches, and concepts of the figure-in-a-setting. Reference will be made to historic and stylistic use of the figure.

**582. Life Drawing Workshop.** Karen Wilson, B.A. (Edinburgh). *Thursdays, 8.00–10.00 p.m., starting February 19, 1987. Studio 26, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$325**

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.*

**583. Basic Freehand Drawing II.** Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Tuesdays, 8.00–10.00 p.m., starting February 17, 1987. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$320 including model fee**

Planned as a continuation of Basic Freehand Drawing, this course will explore in greater depth the basic drawing elements of line, tone, mass, texture, etc. and how to apply them in more expressive and finished drawings. The process through which basic ideas are developed into visual statements will be emphasized and critiques and slide lectures will be given to facilitate this process. In addition, deeper exploration in the use and application of drawing materials will be ongoing. At least two of the twelve meetings will be Sunday field trips. *Students should note that weekly homework assignments will be given, and should plan their time accordingly.*

**584. Exploring Water Based Media.** Martha Lesser, B.S. (N.Y.U.). *Wednesdays, 8.00–10.00 p.m., starting February 18, 1987. Studio 25, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$310**

If you can mix it with water, and it leaves a mark on paper, it may qualify as an "art" material. Aimed at those with a basic background in watercolour painting or basic drawing, this intermediate course will explore the aesthetic, expressive, and technical aspects of water based media; both individually and in combination. Water colour, gouache, acrylic, inks, felt pens, pencils, crayons, and other materials are among those to be used in this experimentally-based course. Instruction will be given on both an individual and group basis. *Homework assignments will be given each week and students should plan their time accordingly. In the event of oversubscription an interview will be held on February 11, 1987.*



**585. A Guide to the Basic of Photography.** Thomas Prutisto, B.Sc. (Rochester). *Tuesdays, 6.00–8.00 p.m., starting February 17, 1987 or March 31, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.*

**Fee: \$150**

Aimed at amateur photographers who would like to improve their picture taking ability, this course will familiarize students with basic equipment and techniques. Topics will include cameras, lenses, flash photography, light meters, natural and artificial light, film types, photographic composition, simple special effects, and care of equipment. Class sessions will take place both at the Extra-Mural Town Centre and various other locations for on-the-spot guidance in shooting. By the end of the course students should be familiar with the basic techniques and equipment necessary for most situations they are likely to encounter. Assignments will be set in the medium of colour slides and critiques and discussions will be held on the results of these. Students must provide their own equipment and film.

**586. Basic Photography II.** Thomas Prutisto, B.Sc. (Rochester). *Wednesdays, 8.00–10.00 p.m., starting February 18, 1987 or April 1, 1987. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.*

**Fee: \$150**

Satisfying photography is more than just developing technical expertise; “eye and attitude” must also be developed. Aimed at those photography enthusiasts who are already familiar with the basics of photography (see description for Course No. 585), this course will explore the aesthetics of visual expression through the medium of colour slides. Among the topics to be covered will be an introduction to aesthetic principles, styles and approaches in famous photographers’ work, and reference to changing “popular” styles in photography. Students will be encouraged to explore various possibilities and to find their own directions in photography. Assignments will be set. Students must provide their own equipment and film.

### **587. 攝影入門 (A Guide to Better Photography)**

主 講 人：王季麟先生。

地 點：香港大學校外課程部市區中心29室（信德中心西翼九樓）。

時 間：甲班：一九八七年二月十六日起每星期一下午八時至十時。

乙班：一九八七年四月廿七日起每星期一下午八時至十時。

全期學費：一百五十元。（共六講）。

·（報名時請註明甲班或乙班）。

本課程為對攝影有興趣而希望較深入地了解探討攝影技巧，以祈得到更佳效果的人士而設。課程完畢之際，學員應對一般業餘攝影常遇的較複雜情況如混合光綫、曝光時間、動景等，開始有所了解及控制。課程內容包括：攝影機的類型及運作，鏡頭、濾光鏡、測光錶的使用、菲林的選擇、自然光綫和人為光綫、攝影構圖基礎及名家作品風格分析討論等。課程將包括一堂戶外攝影練習，此外，學員需要以幻燈片做功課，在課室中進行評論研習。學員必須自備相機菲林。

### 588. 平面設計入門 (Introduction to Two-Dimensional Design)

主 講 人：陳志玲女士。

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）。

時 間：一九八七年二月十六日起每星期一下午八時至十時。

全期學費：二百七十五元。（共十二講）。

平面設計是所有視覺藝術的基本語言，本課程之目的，是幫助學員了解平面設計的基本結構，鼓勵學員以實驗性及創作性的態度，探討綫條、形狀、色彩、構圖、平衡等設計上的基本觀念，透過不同形式的練習，培養學員在日常生活的觀察力，與及將設計應用於任何一種視覺表現形式的的能力。除堂課練習外，學員必須以課外時間做習作。

### 589. 基本素描 (Basic Freehand Drawing)

主 講 人：容後公佈。

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）。

時 間：一九八七年二月十六日起每星期一下午八時至十時。

全期學費：三百二十元。（共十二講）。

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，啟發其對環境之觀察能力及對藝術內涵和靈感之領悟。

本課程將着重堂課練習。學員並須每週預備四至六小時做課外習作。

### 590. 素描入門 (Introduction to the Basics of Freehand Drawing)

主 講 人：陳志玲女士。

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）。

時 間：一九八七年二月十九日起每星期四下午六時至八時。

全期學費：三百元。（包括模特兒費）。（共十二講）。

素描是了解及記錄視覺世界的最直接媒介，而這視覺世界，亦隨着素描技巧的發展及成熟，繼而進入個人性演繹的層面，成為基本而重要的藝術表現形式。由於素描的基本元素和平面設計關係密切，因此課程上半段將集中實驗綫、形、肌理、光暗度、旋律、大小比例等「基本」元素，用以了解熟習平面視覺語言。本課程將研習傳統及非傳統的材料，很多時候採取輕鬆的「遊戲創作」形式。除課堂練習外，學員必需於課外時間做習作。

### 591. 人體素描 (Life Drawing)

主 講 人：容後公佈。

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）。

時 間：一九八七年二月十六日起每星期一下午六時至八時。

全期學費：四百二十元。（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。

### 593. 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25室（信德中心西翼九樓）。

時 間：甲班：一九八七年二月十七日起每星期二下午八時至十時。

乙班：一九八七年二月十九日起每星期四下午六時至八時。

全期學費：二百七十五元。（共十二講）。 （報名時請註明甲班或乙班）。

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

課程將著重於書寫之實習。除堂課練習外，學員必須以課外時間做習作。

### 594. 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25室（信德中心西翼九樓）。

時 間：甲班：一九八七年二月十七日起每星期二下午六時至八時。

乙班：一九八七年二月十九日起每星期四下午八時至十時。

全期學費：二百七十五元。（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。

### 595. 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25室（信德中心西翼九樓）。

時 間：一九八七年二月二十日起每星期五下午八時至十時。

全期學費：二百七十五元。（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，包括用筆、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，並介紹工筆及寫筆的寫法。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。

### 596. 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25室（信德中心西翼九樓）。

時 間：一九八七年二月二十日起每星期五下午六時至八時。

全期學費：二百七十五元。（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。

### 597. 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25室（信德中心西翼九樓）。

時 間：一九八七年二月廿一日起每星期六下午二時卅分至四時卅分。

全期學費：二百七十五元。（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。

## APPLIED DESIGN

**598. Introduction to Architectural Drafting and Perspective Drawing.** Nelson Chu Nai-fun, B.A., B. Arch. (H.K.), M. Sc. (London). *Wednesdays, 8.00–10.00 p.m., starting February 18, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$275**

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 drawings, perspective and presentation techniques. *It is essential that students are prepared to complete weekly homework assignments. (Tuition will be given in both English and Cantonese as required.)*

**599. Introduction to Architectural Drafting and Perspective Drawing.** Shum Yuen Wah, B.A. (H.K.), B. Arch. (H.K.). *Fridays, 6.00–8.00 p.m., starting February 20, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$275**

*See entry for Course No. 598.*

**600. Intermediate Perspective and Presentation Drawing.** Kusol Im-Erbsin, B. Arch. (Silpakorn), A.S.A., B. Arch. (H.K.), H.K.I.A. *Wednesdays, 6.00–8.00 p.m., starting February 18, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$275**

Aimed at those who have completed Introduction to Architectural Drafting and Perspective Drawing or the equivalent (see entry for Course No. 598), this course will provide students with the opportunity to expand their knowledge and skill in the subject through a series of assigned projects. Two and Three-point perspective will be stressed in the first part of the course, followed by an introduction to aesthetic and technical considerations of basic design as applied in presentation drawing. In the latter part of the course these skills and techniques will be united in the expression of spatial conceptualization and visualization of both architectural and interior design situations. *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 materials. In the event of oversubscription an interview will be held on February 11, 1987.*

## 601. 酒店平面商業設計 (Graphic Design for Hotels)

主 講 人：李仁仁先生。

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）。

時 間：一九八七年二月十六日起每星期一、下午六時至八時。

全期學費：二百七十五元。（共十二講）。

酒店所需之平面設計，種類及形式廣泛而繁多，用以維持酒店形象與及提高設計的特色。本課程為對基本設計觀念熟識的學員而設，於課程內完成八至十項設計習作，研習題材包括標誌及印刷品設計；公關文件、新聞資料及小冊子設計；房間與餐廳印刷品設計；廣告、裝飾及酒店內部物件之設計等項目。學員請留意每星期必須做課外習作。若申請人太多，面試將於二月九日舉行。

## ART EDUCATION

### 602. 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（信德中心西翼九樓）。

時 間：一九八七年三月三十一日起每星期二下午五時四十五分至七時十五分。

全期學費：一百六十元。（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、資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，須於三月廿一日前報名）。

### 603. 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24室（信德中心西翼九樓）。

時 間：甲班：一九八七年四月十六日起每星期四下午六時至七時三十分。

乙班：一九八七年四月十六日起每星期四下午七時四十五分至九時十五分。

全期學費：一百六十元。（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、美術鑑賞和學習

環境佈置等問題。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。（每班限收三十五人）。

申請教育署退還半費手續：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，須於四月六日前報名）。

#### **604. 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21室（信德中心西翼九樓）。

時 間：甲班：一九八七年二月十八日起每星期三下午六時至七時三十分。

乙班：一九八七年二月十八日起每星期三下午七時四十五分至九時十五分。

全期學費：一百七十元。（共十二講）。

（報名時請註明甲班或乙班）

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、扮演及遊戲等對幼兒成長的關係，成人對幼兒美勞創作活動持有的態度和認識，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。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。（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，須於二月八日前報名）。

## **ART APPRECIATION**

#### **605. 西方藝術欣賞——結構分析及觀賞 (Looking at Western Art: Structural Analysis and Appreciation)**

主 講 人：何慶基先生。

地 點：香港大學校外課程部市區中心24室。（信德中心西翼九樓）。

時 間：一九八七年二月十七日起每星期二下午八時十五分至九時四十五分。

全期學費：二百一十元。（共十二講）。

藝術時常被視為神秘莫測而又主觀性甚強，因而令人覺得艱深難解，這種態度的產生，基本上源自文化上的誤解及對藝術基本「語法」缺乏認識所致。本課程之目的為幫助學員了解藝術的性質及內涵，以提高理性分析及欣賞能力。課程以講授及討論為主，輔以幻燈片作進一步分析。研習內容包括藝術基本元素如形象、色彩、空間、構圖等，西方藝術發展大綱，藝術欣賞過程，藝術的社會意義，與及個別中西藝術作品分析等。學員需要做簡單習作，以加強對藝術品的感應和分析能力，與及增加對美學的了解。

**606. 西洋美術史導論：後印象主義至後現代主義**  
**(Revolution and Rebellion: Post-Impressionism to Post-Modernism.)**

主 講 人：何慶基先生。

地 點：香港大學校外課程部市巴中心294（信德中心西翼九樓）。

時 間：一九八七年一月二十日起每星期五下午八時十五分至九時四十五分。

全期學費：一百元。（共十講）。

十九世紀末西方社會經濟、科技及價值觀的急劇轉變，傳統制度受到嚴重挑戰，為二十世紀作出多姿多采的序幕，再加上第一次世界大戰的沖激，現代藝術充斥着極端主義及革命熱潮，對傳統藝術觀作出猛烈的攻擊，它們的影響，至今仍未消散。本課程將介紹現代主義的複雜發展，與及探討其深遠影響，內容將包括現代藝術中各主要流派如野獸派、立體派、達達、蘇聯前衛藝術、超現實主義、抽象表現主義、普普藝術，與及六十年代以後的藝術等。

**607. Introduction to Modern Architecture in Hong Kong.** Richard Rees, B.A., Dip. Arch., M.A. (Sheffield), R.I.B.A., H.K.I.A., A.S.A.I. *Wednesdays, 6.15-7.45 p.m., starting February 18, 1987. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings. Fee: \$120*

Hong Kong's architecture, from its beginnings as a small colony through its growth into a modern International City, is unique. Among the topics to be discussed is comparison with trends in Western architecture from the 19th Century to the present, with particular emphasis on tall buildings and the influence of America. Students should emerge from this course with a basic knowledge of local architecture as well as an approach to studying and enjoying aspects of the architectural scene.

**608. Picasso and Duchamp; Response in the 20th Century.** Hugh Chiverton, B.A. (Sussex). *Wednesdays, 6.15-7.45 p.m., starting April 1, 1987. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings. Fee: \$120*

Pablo Picasso, and Marcel Duchamp played key roles in developing many



movements, styles and attitudes in Modern art. Each has been called the most important artist of the Twentieth Century, yet their individual contributions, and the ways in which they responded to the events of the period were very different. This course will examine the basic differences in their work and the role of "personality" in shaping these artists' careers. In addition, responses of other artists including Braque, Picabia, de Chirico, Dali, Pollock and Jasper Johns will be examined. General consideration will be given to the visual and literary forms of Cubism, Dada, and Surrealism.

## DAYTIME COURSES

**609. Life Drawing.** Martha Lesser, B.S. (N.Y.U.). *Thursdays, 10.00 a.m.-12.00 noon, starting February 19, 1987. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$420**

*See entry for Course No. 580.*

**610. 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 20, 1987. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$325**

*See entry for Course No. 582.*

**611. A Guide to the Basic of Photography.** Thomas Prutisto, B.Sc. (Rochester). *Thursdays, 10.00 a.m.-12.00 noon, starting February 19, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$150**

*See entry for Course No. 585.*

**612. Basic Photography II.** Thomas Prutisto, B.Sc. (Rochester). *Thursdays, 10.00 a.m.-12.00 noon, starting April 2, 1987. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$150**

*See entry for Course No. 586.*

### **613. 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25室（信德中心西翼九樓）。

時 間：一九八七年二月十七日起每星期二上午十時至中午十二時。

全期學費：二百七十五元。（共十二講）。

請參閱課程編號595。

#### 614. 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25室（信德中心西翼九樓）。

時 間：一九八七年二月十八日起每星期三上午十時至中午十二時。

全期學費：二百七十五元。（共十二講）。

請參閱課程編號596。

#### 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”.

**In order to receive the next issue of this Prospectus, please turn to page 170.**

# Arts Policy & Administration

*Staff Tutor : Linda Bauer, Telephone 5-8592780*

**103. Music and the 1987 Hong Kong Arts Festival.** Basil Deane, Ph.D. (Glasgow), Director, Hong Kong Academy For Performing Arts and other guest speakers. *Tuesdays and Thursdays, 8.00–9.30 p.m., starting January 6, 1987. Venue : Hong Kong Academy For Performing Arts, 1, Gloucester Road, Wanchai, Hong Kong. (Times of sessions vary. Full details on request). 8 sessions. Fee: \$120*

This intensive course aims to provide the background to major events in the field of Music which will take place in the 1987 Hong Kong Arts Festival during the period January 18–February 14, 1987.

Each course comprises a series of lectures and practical demonstrations related to the Festival. The artistic content of the programmes and the historical background will be some of the areas covered.

Speakers will include leading local experts as well as artists taking part in the Arts Festival (Dr. Basil Deane, Professor David Gwilt, Dr. Ann Boyd, Carlos Bonell, Larry Schipull etc.).

This course is aimed at members of the general public who have a genuine interest in Music. No previous specialist knowledge is required. This course is organised in conjunction with the Hong Kong Academy for Performing Arts and the Hong Kong Arts Festival Society.

**104. Drama and the 1987 Hong Kong Arts Festival.** Chung King-fai, M.F.A. (Yale), Dean, School of Drama, Hong Kong Academy for Performing Arts and other guest speakers. *Tuesdays and Thursdays, 8.00–9.30 p.m., starting January 6, 1987. Venue : Hong Kong Academy For Performing Arts, 1, Gloucester Road, Wanchai, Hong Kong. (Times of sessions vary. Full details on request). 8 sessions. Fee: \$120*

This intensive course aims to provide the background to major events in the field of Drama which will take place in the 1987 Hong Kong Arts Festival during the period January 18–February 14, 1987.

Each course comprises a series of lectures and practical demonstrations related to the Festival. The artistic content of the programmes and the historical background will be some of the areas covered.

Speakers will include leading local experts as well as artists taking part in the Arts Festival (Dr. Joanna Chan, Bernard Goss, Brian Blomfield, Ralph Koltai, Nola Rae etc.).

This course is aimed at members of the general public who have a genuine interest in Drama. No previous specialist knowledge is required. This course is organised in conjunction with the Hong Kong Academy for Performing Arts and the Hong Kong Arts Festival Society.

**105. Dance & the 1987 Hong Kong Arts Festival.** Carl Wolz, M.A. (Hawaii), Dean, School of Dance, Hong Kong Academy for Performing Arts and other guest speakers. *Tuesdays and Thursdays, 8.00–9.30 p.m., starting January 6, 1987. Venue: Hong Kong Academy For Performing Arts, 1, Gloucester Road, Wanchai, Hong Kong. (Times of sessions vary. Full details on request). 8 sessions. Fee: \$120*

This intensive course aims to provide the background to major events in the field of Dance which will take place in the 1987 Hong Kong Arts Festival during the period January 18–February 14, 1987.

Each course comprises a series of lectures and practical demonstrations related to the Festival. The artistic content of the programmes and the historical background will be some of the areas covered.

Speakers will include leading local experts as well as visiting artists taking part in the Arts Festival (Carl Wolz, Gary Trinder, Hong Kong Ballet, ballet mistress from Ballets Jazz etc.)

This course is aimed at members of the general public who have a genuine interest in Dance. No previous specialist knowledge is required. This course is organised in conjunction with the Hong Kong Academy For Performing Arts and the Hong Kong Arts Festival Society.

**615. Workshop on Finance & the Arts (1-day Seminar).** Robin Smith, B.Sc., M.Sc.(Lond.), Director, Masters Programmes (Arts Management), Durham University Business School. *Thursday, February 19, 1987, 9.30 a.m.–12.45 p.m., and 2.00–5.15 p.m., Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Fee: \$220*

The survival of any arts organisation is dependent upon a fine balance between expenditure and income. Expenditure can be controlled, but income is subject to a degree of variation that can reach quite alarming proportions.

This 1-day workshop is particularly designed for people concerned with the efficient handling of financial matters, in the small and medium-sized organisation. It aims to cover basic financial procedures and to address common problems encountered by those in the field. A practical approach will be used.

**616. An Introduction to Arts Marketing.** Miss Linda Bauer, B.Ed. (Cantab.), M.A. (City), Dip. B.A. (Aston), Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong. *Tuesdays, 6.00–7.30 p.m., starting April 21, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings. Fee: \$110*

The 1980's have seen the emergence of marketing as a primary concern for cultural organisations. During a time when finance is harder to come by, marketing is achieving a greater significance. New sources of revenue are being sought—through sponsorships, through special events, through ticket sales.

This course is designed for those involved in “putting on shows”—events, exhibitions, performances. It is aimed at both the amateur and the professional and those wishing to develop new skills. This course covers the basic techniques—public relations and promotion, gathering information and surveying, direct mail, graphics and design—and is useful as a starting point for all those engaged in arts promotion.

**617. Practical Law for the Entertainer.** Tim Stocks, LL.B. (Liverpool), Solicitor. *Wednesdays, 7.45–9.15 p.m., starting February 4, 1987. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.*

**Fee: \$110**

This course is aimed at those involved in the fields of dance, theatre, music and entertainment, whether in an amateur or professional capacity. It will provide practical guidance on issues of concern to managements, producers and performers. Examples and case studies will be used to illustrate the main legal principles. Areas covered include the hiring of performers, venues and directors, the elements of copyright, licenses, safety, the use and hiring of premises and equipment, and dealing with the public.

**618. Practical Law and the Media.** Tim Stocks, LL.B. (Liverpool), Solicitor. *Wednesdays, 7.45–9.15 p.m., starting March 25, 1987. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.*

**Fee: \$110**

This course is particularly designed for those working in film, video, television, radio and journalism, whether in an amateur or professional capacity. It is intended as a practical guide on Hong Kong legislation as it affects the media. Emphasis is placed on case studies both local and overseas to illustrate key legal issues and students' interests will be incorporated in the course orientation. Topics include legislation following the Broadcasting Review Board Report, the future in Hong Kong of cable television, satellite broadcasting and receiving, defamation, contracts and performers' rights.

**619. Production Planning and Realisation: An Introduction to the Technical Arts.** Richard C. Berry, F.G.S.M., Dean of Technical Arts, Academy for Performing Arts, and other speakers. *Wednesdays, 6.00–7.30 p.m., starting February 25, 1987 at School of Technical Arts, Hong Kong Academy for Performing Arts, 1, Gloucester Road, Wanchai. 10 meetings.*

**Fee: \$290**

Mounting any stage production is a complex exercise. Springing from the inspiration given by the author to the work, many people of widely differing skills are required to bring the production to the stage. The technical arts have always played an important, but frequently unrecognised, part in the development of the performing arts and the aims of the course will be to introduce the participants to the role of the technical artist in the creative process of theatre. The course will assess the development of the technical arts and analyse the process of mounting productions from inception to realisation.

Participants will be able to gain direct experience of aspects of production and will be introduced to the separate but integrated disciplines undertaken as part of the technical process.

This course is organised in association with the Hong Kong Academy For Performing Arts.

**620. Sponsorship in the Arts: An Introduction.** John Duffus, M.A. (Aberdeen), Arts Director, and other guest speakers. *Tuesdays, 6.00–7.30 p.m., starting March 10, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$165**

Commercial sponsorship and joint promotions present exciting new opportunities to arts organisations of all kinds—and despite the fact that the large local and multi-national companies prefer to work with the established arts organisations, there is still scope for others with initiative to obtain support for what they are doing.

The aim of this course is to show how this 'new' source of money can be tapped by arts organisations and to identify benefits to be gained by this form of fund raising if and where appropriate. It is particularly suitable for those now addressing themselves to this problem and it will look at the potential and some of the techniques that can be used.

The dangers of sponsorship are also studied, as is the need for a basic philosophy which places artistic quality and values above all else.

Emphasis is placed on case studies both local and overseas to illustrate the topic and an important consideration will be the students' own interests.

**621. Applied Computer Graphics for the Arts & Media: An Introduction.** John Bradford, B.Arch. (V.P.I.); M.Arch. (V.P.I. & State), Lecturer in Architecture, University of Hong Kong. *Mondays, 6.00–7.30 p.m., starting February 2, 1987. Room 427, Knowles Building, University of Hong Kong. 8 meetings.* **Fee: \$370**

Although many applications are still considered experimental, computer graphics is an established communication medium for designers and illustrators in many fields.

Through a series of seminars and workshops, students in the course will be able to explore 2-dimensional and 3-dimensional computer graphics. The emphasis will be on the production of computer generated images rather than the technical aspects of graphic representation via computer.

Prospective students are expected to have a prior knowledge of conventional graphic techniques and terminology, and enrolment will be strictly limited to ensure that all participants have adequate access to necessary equipment.

A small fee for materials may also be charged.

*Enrolment will be limited to 6.*

**622. The Restoration and Preservation of Art Collections.** Bobby C.P. Ng, Museum Curator (Conservation), Urban Services Department. *Tuesdays, 7.45–9.15 p.m., starting March 3, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$220**

The private and professional collector in Hong Kong is daily confronted by a major problem: the need to preserve his objects in difficult environmental conditions. Not only are the majority of works of art inherently unstable, but the effects of humidity, air pollution and bright light accelerate the deterioration process.

The aim of this course is to develop an understanding of the nature of materials and art objects of all kinds. It will discuss the causes of their deterioration and study methods of preservation, repair and restoration. The handling and care of objects during transportation and storage will also be included.

Various collections will be studied: ceramics, painting and prints, textiles, furniture and jewellery. This course will also be of relevance to artists and craftsmen concerned with preserving their works.

**623. Dance Production & Appreciation: An Introduction.** Carl Wolz, M.A. (Hawaii), Dean, School of Dance and other Academy Dance Staff. *Tuesdays, 6.00-7.30 p.m., starting February 24, 1987. Dance School, Hong Kong Academy for Performing Arts, 1, Gloucester Road, Wanchai. 10 meetings, including 4 practical sessions.* **Fee: \$290**

Open to all, with or without previous dance training, this course is designed for all those generally interested in dance and who would like to know more—about dance history, the production processes, the professionals involved.

The course aims to develop skills in discrimination and judgement and to develop an ability to interpret feelings, thoughts and images on stage.

Active participation will be encouraged and live demonstrations, the viewing of films and video tapes are planned as key elements, in the programme.

This course is organised in association with the Hong Kong Academy For Performing Arts.

### 太 古 城 校 外 課 程

- 801. 廣告設計實用技巧
- 816. 高級音樂理論
- 817. 和聲入門
- 893. 山水畫構圖與水墨設色技法
- 894. 歷代名家書法藝術研習

如 欲 收 到 下 期 課 程 手 冊 ，  
請 翻 閱 第 170 頁 。

# Business Studies

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

**Courses Nos. 624 to 625 & 627 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 9, 1987. Room 142, University Main Building. 14 meetings. **Fee: \$430**

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; introduction to the financial framework of limited companies including the issues of shares and debentures, increase and reduction in capital, 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. Saturdays, 3.45-6.00 p.m., starting February 7, 1987. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings. **Fee: \$440**

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 given in Cantonese supplemented with English where appropriate.*

**627. Advanced Accounting Practice and the Regulatory Framework of Accounting.** To Pak-lam, F.C.C.A., A.H.K.S.A. Saturdays, 2.00-5.15 p.m., starting February 7, 1987. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings. **Fee: \$590**

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 Act 1985 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 reorganisation 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-yee, F.C.C.A., A.H.K.S.A. *Tuesdays, 6.00-7.30 p.m., starting February 10, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 13 meetings.*

**Fee: \$240**

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. 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. *Tuesdays, 6.30-8.15 p.m., starting February 17, 1987. Room 142, University Main Building. 14 meetings.*

**Fee: \$295**

This course is intended for students taking paper 1.4 of the June 1987 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.

**630. 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 February 9, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 11 meetings.*

**Fee: \$210**

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 takeovers; and liquidation and dissolution procedures.

**631. Costing.** Chan Chi-fook, A.C.M.A. *Wednesdays, 7.15–8.45 p.m., starting February 11, 1987. Room 121, University Main Building. 10 meetings. Fee: \$185*

This course is designed as a revision for students taking Paper 1.2 Costing at the June 1987 ACCA/HKSA examinations. It will cover most of the syllabus of the relevant examination. Topics include: elements of costs; cost determination, classification and their behaviour patterns; cost accounting systems and design; methods and techniques of cost book-keeping; budgeting and standards; and costing for decision making. Appropriate study materials will be recommended to reduce the need for note taking to a minimum.

*NOTE: Cantonese will be used in the classroom supplemented with English where appropriate.*

**632. Business Financial Management.** Elmen Li Pak-kee, F.C.C.A., F.C.M.A., A.H.K.S.A., F.C.I.S., A.T.I.H.K., Dip. (CS), M.B.I.M. *Saturdays, 3.45–5.45 p.m., starting February 14, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 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.

**633. Quantitative Analysis: Part 2.** H. B. Yeung, B.Sc. (Thames Poly.). *Saturdays, 2.00–3.30 p.m., starting February 21, 1987. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 13 meetings. Fee: \$240*

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.

**634. General Principles of Law for Bankers.** Chiu Chan-ha, A.I.B. *Tuesdays, 7.45–9.45 p.m., starting February 24, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings. Fee: \$410*

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 1987 examination.

**635. Elementary Book-keeping and Accounts.** Chan Kee-ming, A.C.I.S. *Thursdays, 7.15–9.45 p.m., starting February 19, 1987. 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 especially designed for those who need to be able to understand accounting principles and practices and to operate a set of financial books of records.

**636. Costing: a managerial approach.** Chan Chi-fook, A.C.M.A. *Mondays, 7.15–8.45 p.m., starting February 16, 1987. Room 122, University Main Building. 10 meetings.* **Fee: \$190**

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 cost on profitability and decision making. Participants should have a basic knowledge of accountancy.

*NOTE: Handouts and illustrations will be in English. Cantonese will be used in the classroom supplemented with English where appropriate.*

**637. Basic Auditing.** C. C. Kwong, A.C.C.A., A.H.K.S.A., C.P.A. *Thursdays, 6.15–7.45 p.m., starting February 12, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$220**

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.

**638. Understanding Company Financial Statements.** Mak Kam-kie, B.Sc. (H.K.), M.B.A. (Sheff), M.B.I.M., C.Dip.A.F. *Fridays, 7.45–9.15 p.m., starting February 20, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$220**

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. 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 February 20, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

**Fee: \$220**

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.

**640. 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12室（信德中心西翼九樓）。

時 間：一九八七年二月十一日起每星期三下午六時零五分至七時三十五分。

全期學費：二百六十元。（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。

**641. Principles of Foreign Exchange Management.** Samuel C. S. Chiu, A.I.B., A.C.I.S. *Wednesdays, 6.00–7.45 p.m., starting February 18, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

**Fee: \$260**

This course is intended for managers and investors who have to make foreign exchange decisions from time to time, but lack a systematic understanding of the subject. Its aim is to provide students with a basic knowledge of the mechanism and dynamics in foreign exchange trading. Topics to be covered: foreign exchange market operation, spot/forward/swap transactions, fundamental and technical analyses, and charting techniques.

**642. 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 February 9, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.*

**Fee: \$370**

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 (ICC400) and collections (ICC 322) will be discussed.

**643. International Trade.** Ip Tsun-nin, B.Com. (St. Mary's). *Thursdays, 7.50-9.20 p.m., starting February 12, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$275**

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.

**644. Office Administration and Practice.** M. Z. Amir, F.C.M.A., F.H.K.S.A., F.I.A.A., M.B.I.M. *Thursdays, 8.00-9.30 p.m., starting February 19, 1987. Room 141, University Main Building. 11 meetings.* **Fee: \$205**

Topics to be considered will include location, physical layout, organizational structure, planning and control system, risk management, filing systems, planning and implementation of EDP systems, purchasing policies, elements of personnel management, store and inventory control, and control of quality of work in the office. This course is designed for practising or aspiring administration managers and executives who wish to broaden their professional knowledge. The objective is to provide participants with better insights into office administration in the present-day context.

#### **645. 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：一九八七年二月二十日起每星期五下午七時十五分至九時十五分。

全期學費：二百九十五元。（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。

## 646. 社團會計 (Accounting for Non-Trading Organisations)

主 講 人 熊炳先生, A.C.I.S., A.A.I.A.

地 點 香港大學校外課程部市區中心21室(信德中心西翼九樓)。

時 間: 一九八七年一月廿一日起每星期六下午一時四十五分至五時四十五分。

全期學費: 一百四十九元。(共十講)。

本課程適合一般社團包括商會、專業團體、宗親會、街坊會及勞工團體等之財務負責人或擔任有關職位者修讀。課程內容包括社團業務;複式記帳原理,會計方程式之基本概念;現金簿、專用現金簿、日記帳及分類帳之記帳方法;銀行調節表;試算表之編製及錯誤改正;損益表及資產負債表之編製以及結帳前之帳項調整。授課方式包括講解、例題解答及討論。

Courses Nos. 647 and 648 are offered in cooperation with the Society of Hong Kong Real Estate Administrators. The aim is to provide course training for staff of real estate development firms and estate management companies to enhance their systematic understanding of selected aspects of real estate administration. The courses would also be of value to staff members of financial institutions and public corporations who are involved in one or more aspects of real estate administration. Applicants are expected to have at least one year's working experience in real estate or in a related field.

*Enrolment is limited to 30 students on each course and will be by selection of those most qualified to benefit from the course. Applicants should attach a statement to their application forms in which they should state their education and experience, their employer, and their current occupation.*

*Closing date for applications: February 24, 1987.*

**647. Legal Aspects of Real Estate Administration.** Chan Ping leung, Tommy, LL.B. (East Anglia). *Wednesdays, 6.30-8.30 p.m., starting March 4, 1987. Room 103, University Main Building. 10 meetings. Fee: \$260*

A general introductory course aiming to give an overall insight into the practical and legal aspects of property transactions. This course will cover, among other things, legal instruments relating to sale, purchase and mortgage of properties, tenancy agreements, stamp duty and discussion of basic legal principles where relevant. It is hoped that participants will gain a better understanding of the process involved in a typical conveyance transaction. Participants will also be introduced to the terminologies commonly used in the above legal instruments and if time permits, other miscellaneous matters ancillary to the above will also be discussed.

*NOTE: Instruction will be given in Cantonese supplemented with English where appropriate.*

**648. Property Management Practice.** Justin K. H. Chiu, B.A., B.S.Sc., M.S.H.R.E.A.; Stephen C. B. Yuen, F.I.H., M.S.H.R.E.A. *Fridays, 8.00-10.00 p.m., starting March 20, 1987. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$295**

The recent recovery of the property market creates an increasing demand for better qualified property management personnel to look after the interests of end-users. This short course is developed to provide a better understanding to those engaged in this field as supervisors who wish to acquire knowledge of property management practice in Hong Kong. Topics include: the role of a management agent; principles of budgetary and cost control; elements of a tender document; essentials of the Deed of Mutual Covenant, tenancy agreements and various maintenance contracts, as well as functions of owners' representative bodies. Case Studies will be a special feature of this course, enabling students to formulate feasible strategic plans and solutions for operation problems.

*NOTE: Instruction will be given in Cantonese supplemented with English where appropriate.*

### **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.

# Economics, Banking & Statistics

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

**649. Hongkong Statistics for Business.** *Fridays, 5.45-7.45 p.m., starting March 20, 1987. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 11 meetings. Fee: \$475*

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 28, 1987.*

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: moneys supply, loans and advances, liquidity, interest rates, exchange rates	K. C. Kwok, B. Soc. Sc. M. Phil., M. Soc. Sc. Economist (Monetary Affairs Branch, Government Secretariat) Joseph Wong, B. Soc. Sc. M. Phil. Statistician



Applications of statistics in economic analysis: macro-economic applications, structure of the Hong Kong economy, micro-economic applications

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

Applications of statistics in planning: government planning, business planning

Frank Yu, B.A., M.A.  
Senior Statistician

Panel discussion: overview of official statistics and their uses in business and administration

Esmond K. Y. Lee,  
B.Soc.Sc.  
Senior Economist  
(Economic Services Branch,  
Government Secretariat)  
Frederick Ho, B. Sc.,  
F.I.S.  
Assistant Commissioner

**650. Principle of Economics I: Microeconomics.** Woo Kwai-hung, M.Econ. (N. Carolina State). *Wednesdays, 6.15-7.45 p.m., starting March 11, 1987. Room 843, Knowles Building, University of Hong Kong. 20 meetings. Fee: \$340*

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.

*Medium of instruction: English and Cantonese.*

**651. Principle of Economics II: Macroeconomics.** Woo Kwai-hung, M.Econ. (N. Carolina State). *Wednesdays, 8.00-9.30 p.m., starting March 11, 1987. Room 843, Knowles Building, University of Hong Kong. 20 meetings. Fee: \$340*

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.

*Medium of instruction: English and Cantonese.*

**652. Economics.** Gina M. K. Tang, B.A., M.B.A. (H.K.). *Saturdays, 2.15–4.15 p.m., starting February 28, 1987. Room 142, University Main Building. 20 meetings.*  
**Fee: \$420**

This course is designed with a view to help students prepare for the A.I.B. Stage I paper on Economics. The fundamental principles will be presented through the course. Relevant local examples will be illustrated so that students can relate theories to the local environment.

**653. 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. *Thursdays, 6.30–9.00 p.m., starting March 19, 1987. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 14 meetings.*  
**Fee: \$370**

This course is intended for those who are preparing for the first Economics paper of professional examinations (e.g. HKSA/ACCA/ICSA/ICMA/IOB). The syllabus includes such topics as the scope of economics, the theory of demand, supply, costs, market structures, distribution, national income accounting, money and banking and international finance.

**654. Monetary Economics.** Woo Kwai-hung, M.Econ. (N. Carolina State). *Saturdays, 2.15–4.15 p.m., starting February 28, 1987. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.*  
**Fee: \$390**

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.

*Medium of instruction: English and Cantonese.*

**655. Elements of Banking.** Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B., A.C.I.S., C.Dip.A.F., M.M.S. *Fridays, 6.30–9.00 p.m., starting March 20, 1987. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 14 meetings.*  
**Fee: \$340**

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.

**656. General Principles of Law.** Terence Fan, A.C.I.S. *Tuesdays, 6.00–7.30 p.m., starting March 10, 1987. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 28 meetings.*  
**Fee: \$435**

The aim of the course is to give a sound knowledge of the general principles

of law to students preparing to sit for the A.I.B. Stage I examinations. The course content strictly follows the syllabus as required by the Institute of Bankers. Topics will include: the nature and sources of Hong Kong Law, corporations and unincorporated associations, torts, contract, trusts, succession, land laws and negotiable instruments. A few sessions will be devoted to solving the problems from past examination papers.

**657. Practice of Banking I.** C. S. Chan, A.I.B. *Thursdays, 8.00-9.30 p.m., starting April 16, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$285**

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 (e.g. relationship of banker and customer, banking operations, types of account holder and securities for advances.) Candidates must have passed the Law Relating to Banking examination conducted by the Institute of Bankers.

**658. Practice of Banking 2.** H. K. Kong, F.I.B.A. (Aust.), A.I.B., Dip.F.S., M.I.C.M. (Grad.), A.A.I.A., M.I.D.P.M., M.I.Inf.Sc., A.C.I.Arb. *Mondays, 7.45-9.45 p.m., starting June 22, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$280**

This REVISION COURSE assists those who sit for the subject examination conducted by the Institute of Bankers. Six sessions will be focused on advances to customers while the remaining sessions will be devoted to bank services, the U.K. financial market updated and the various products of banking service.

**659. Foreign Exchange and Money Markets.** Kong Hin-man, A.I.B., A.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.), M.I.Ex., M.B.I.M. *Fridays, 6.15-7.45 p.m., starting February 27, 1987. Room 103, University Main Building. 16 meetings.* **Fee: \$290**

Exchange rates and interest rates 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.

**660. Foreign Exchange and Treasury Management for Company Executives.** H. K. Kong, F.I.B.A. (Aust.), A.I.B., Dip.F.S., M.I.C.M. (Grad.), A.A.I.A., M.I.D.P.M., M.I.Inf.Sc., A.C.I.Arb. *Thursdays, 7.45-9.45 p.m., starting March 5, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower 9/F. 15 meetings.* **Fee: \$350**

Effective management of foreign exchange and treasury function is vital to profit contribution in industrial, commercial and public organisations. 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 options, management control and technology-based treasury services from banks. Discussion will also cover ECU and composite currency.

Degree or professional qualification holders are preferred.

**661. Investment Banking.** H. K. Kong, F.I.B.A. (Aust.), A.I.B., Dip.F.S., M.I.C.M. (Grad.), A.A.I.A., M.I.D.P.M., M.I.Inf.Sc., A.C.I.Arb. *Mondays, 7.45-9.45 p.m., starting February 16, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$340**

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, eurocurrency markets and offshore banking facilities, corporate treasury management, capital market instrument, commercial papers, Euronotes, floating rate notes, Eurobonds, transferable loan certificates, origination, underwriting and distribution of instruments, credit rating, swaps, mergers and acquisitions, placement of instruments and institutional and individual investors. Discussion will also cover international equity, ADR and recommendation of International Primary Market Association.

Participants should preferably have two years' financial services experience.

**662. Merchant Banking Services.** Kong Hin-man, A.I.B., A.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.), M.I.Ex., M.B.I.M. *Fridays, 8.00-9.30 p.m., starting February 27, 1987. Room 103, University Main Building. 16 meetings.* **Fee: \$290**

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 and Finance.** Kong Hin-man, A.I.B., A.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.), M.I.Ex., M.B.I.M. *Mondays, 6.00-7.30 p.m., starting March 23, 1987. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings.* **Fee: \$290**

The course is designed for those who would like to understand the mechanism of the international financial markets. Topics will include: the international financial environment, the international capital markets, financial management of multinational corporations and international banking.

**664. Applications of Financial Futures and Options in Financial Services Industries.** Kong Hin-man, A.I.B., A.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.), M.I.Ex., M.B.I.M. *Mondays, 7.45-9.15 p.m., starting March 23, 1987. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$190**

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.

**665. Use of Warrants as Capital Markets Instruments.** H. K. Kong, F.I.B.A. (Aust.), A.I.B., Dip.F.S., M.I.C.M. (Grad.), A.A.I.A., M.I.D.P.M., M.I.Inf.Sc., A.C.I.Arb. *Thursdays 7.45-9.45 p.m., starting June 18, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.* **Fee: \$120**

Warrants are issued by some corporations in Hong Kong. They are one form of capital market instruments traded in the market place. The tutor will explain the features of equity, eurobond and CD warrants. The pricing method and the risk element involved in such trade will also be discussed.

Participants should preferably have two years' financial services experience.

**666. Swap Financing Techniques.** H. K. Kong, F.I.B.A. (Aust.), A.I.B., Dip.F.S., M.I.C.M. (Grad.), A.A.I.A., M.I.D.P.M., M.I.Inf.Sc., A.C.I.Arb. *Thursdays, 7.45-9.45 p.m., starting July 23, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 7 meetings.* **Fee: \$170**

Currency swaps have become more important as a means of finance to companies. Corporate officials who understand the operation of swap transactions would benefit the financial position of their companies. Topics to be discussed include the following: use of swaps in corporate financial management, types of swap transactions, pricing and quotation, credit risk and exposure management. Swap standards of British Bankers' Association and International Swap Dealers' Association will also be discussed.

**667. Advanced Import & Export Banking.** Robert S. C. Au, A.I.B. *Saturdays, 2.30-5.30 p.m., starting March 7, 1987. Room 121, University Main Building. 12 meetings.* **Fee: \$460**

This is an advanced course in import and export operations. It is designed to widen the scope of knowledge of bills officers and import-export companies' supervisors. Topics include: modern banking services, foreign exchange management and China trade. Applicants are expected to have some bills knowledge background. University graduates are also welcome to join this course. Actual cases will be discussed to illustrate various topics of the course.

**668. Techniques of Credit Analysis.** Choy Shu-kwan, B.B.A. (Western Ontario). *Wednesdays, 7.45-9.45 p.m., starting March 25, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$355**

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.*

### 669. 押匯信用狀實務操作 (Documentary Credits Operations)

主 講 人：葉海興先生，A. I. B., D. M. S.

地 點：香港大學校外課程部市區中心22室（信德中心西翼九樓）。

時 間：一九八七年二月十九日起行星期四下午六時十五分至九時十五分。

全期學費：一百四十五元。（共四講）。

本課程為任職於出入口貿易公司及銀行押匯部從業員而設。內容包括押匯信用狀的用途及操作過程；信用狀須附的單據，信用狀之開立，修改及通知；審核押匯信用狀的依附文件；信用狀的償款方法及特殊信用狀的操作過程等。

### 670. 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., L. L. B.

地 點：星期四於香港大學校外課程部市區中心22室（信德中心西翼九樓）。

星期五於香港大學校外課程部市區中心23室（信德中心西翼九樓）。

時 間：一九八七年二月五日起行星期四及星期五下午六時十分至九時。

全期學費：一百一十五元。（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，包括海外存款，存款證，商業票據，銀行與客戶之關係，流通票據及支票，信用證及出入口押匯，一般貸放常識。

### 671. Applied Statistics for Business. Tim S. C. Chan, B.Sc., M.A., Ph.D. (Washington). Saturdays, 2.30-4.30 p.m., starting February 28, 1987. Room 141, University Main Building. 20 meetings. Fee: \$390

This is a first course in statistics which aims to introduce to students a range of basic statistical concepts and techniques commonly applied in the business and behavioural fields. Topics covered in the course include measures of central tendency and variability, elementary probability theory, probability distributions for discrete and continuous random variables, mathematical expectation, normal distribution, sampling distributions, the central limit theorem, estimation and hypothesis testing, inference from small samples, linear regression and correlation, nonparametric methods, analysis of variance, time series and forecasting. In addition to the traditional statistical methods, some contemporary tools of data analysis such as the exploratory methods will also be discussed. Although the emphasis of this course will be on the business-related applications, examples from other behavioural sciences will be drawn and those who intend to take professional examinations will find this course profitable as well.

# Management Studies

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

**672. An Introduction to Business Management.** Vincent Ng, B.S., M.B.A., M.S., D.B.A., Ph.D. (Calif.) *Wednesdays, 6.00–7.30 p.m., starting February 4, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$230**

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.

**673. Management Principles and Policy.** Benjamin Fung, B.Comm. (Concordia). Grad.Dip. Mgt. (McGill), A.C.I.S., Dip.M., M.H.K.I.M., M.Inst.M. *Tuesdays, 8.05–9.35 p.m., starting February 10, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings.* **Fee: \$300**

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 definitions of management; the identification of management functions and responsibilities; management levels and managerial skills; the formulation and execution of policy; the setting of objectives; the exercise of delegation; authority and responsibility; the structure and theories of organization; forms of organization for general and functional management: problem solving and decision making; leadership styles and direction; management by objectives and performance appraisal; motivation and incentives; training needs and design; management development programmes; time management; organizational careers; individual development and career strategies.

**674. Organisation and Management Principles.** Denis W. C. Ng, M.B.A. (Northeast Louisiana). *Mondays, 8.00–9.30 p.m., starting February 9, 1987. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$230**

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.

**675. Understanding Managerial Work.** Chow Man-chu, M.B.A. (Miami), M.Inst.A.M., Cert.Dip.A.F. *Saturdays, 3.45–5.15 p.m., starting February 7, 1987. Room 208, Run Run Shaw Building, University of Hong Kong. 12 meetings.*

**Fee: \$230**

The functions of managerial work are traditionally described in terms of planning, control, co-ordination, staffing and directing. How does this relate to what managers actually do? This course is designed for managers and supervisors who wish to review the roles and functions which managers perform and how they utilise their time. Drawing on insights from the growing research in this area, the group will examine the pressures, conflicts and risks associated with managerial activity in the organization. The sharing of individual, personal experiences will be encouraged.

**676. Management Concepts and Practices.** Andy Ng, B.Admin., B.Comm., M.B.A. (Ottawa), M.B.I.M. *Mondays, 8.00–9.30 p.m., starting February 9, 1987. Room 141, University Main Building. 12 meetings.*

**Fee: \$230**

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.

**677. Women in Management: A Practical Approach.** Dr. Linda Semlitz, B.S., M.D. (Brown). Visiting Lecturer, Chinese University of Hong Kong. *Thursdays, 6.00–7.30 p.m., starting February 26, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.*

**Fee: \$170**

In order for women to be able to take advantage of opportunities for them at work, it is necessary for them to have an understanding of the critically different beliefs and assumptions which they hold about themselves and each other, about organisations and about a management career. This course will help all those concerned understand fundamental differences in perception which can leave women trapped in supervisory positions and unable to progress towards middle and upper management levels. We will examine patterns of difference that can cause women difficulty in adjusting to the organisation system as well as to the more difficult to enter, informal network that exists for men. Finally, we will address the particular stresses imposed on women who are called upon to balance family and career responsibilities and to adapt to the qualities important in management, i.e. being assertive and confident, decisive and delegatory.



**678. Starting a Small Business: a Marketing Approach.** Philip C. L. Lok, B.Sc., M.B.A. (C.U.H.K.) *Saturdays, 2.00-3.30 p.m., starting February 7, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$160**

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.

**679. Organisation and Methods.** Samuel San, B.E. (N.S.W.). *Saturdays, 3.45-5.15 p.m., starting February 14, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$230**

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.

**680. Management Information Systems.** Chow Man-chu, M.B.A. (Miami), Cert.Dip.A.F., M.Inst.A.M. *Saturdays, 2.00-3.30 p.m., starting February 7, 1987. Room 208, Run Run Shaw Building, University of Hong Kong. 12 meetings.* **Fee: \$230**

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 improve the problem-solving and effective decision-making capabilities of decision-makers involved in different functions and levels. In this course, the characteristics of effective information systems will be systematically analysed and illustrated by case studies as well as the process of developing MIS. Part of this course is relevant to the A.C.A. level 2 and I.A.M. examinations.

**681. Marketing: A Practical Introduction.** Roger S. K. Wong, B.B.A. (C.U.H.K.) *Saturdays, 2.00-3.30 p.m., starting February 7, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$230**

Marketing has been described as the performance of those activities that direct the flow of goods and services from producer to consumer or user. This concept

will be considered from its base to the modern practice of marketing management. The course has been designed for those who have no previous experience of the implications of marketing techniques and who wish to equip themselves for work in this field. Special attention will be paid to the organization of various marketing activities in order to ensure that they are properly co-ordinated.

**682. Marketing Management: Analysis, Planning and Control.** Paul Mak, B.Sc. (H.K.), M.B.A. (Sheffield). *Fridays, 6.00–7.30 p.m., starting February 6, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$230**

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.

**683. The Management of Sales Promotion.** Norman M. O. Ho, B.Soc.Sc., M.B.A. (C.U.H.K.), M.Inst.M. *Saturdays, 2.00–3.30 p.m., starting February 7, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$230**

This course focuses a broad perspective on sales promotion and merchandising, covering both techniques and administration. It aims to provide marketing specialists with both theoretical and practical knowledge on the sales promotion campaign and how to maximise with existing resources. Use will be made of lectures, the case study, and guest speakers from related promotional fields, notably advertising and marketing. This course will be suitable for executives who are involved in sales promotion planning, marketing or brand management, advertising or public relations, and the small businessman who can devise sales promotion ideas himself but requires help in their implementation.

**684. Market Planning and the use of effective Marketing Strategies.** Norman M. O. Ho, B.Soc.Sc., M.B.A. (C.U.H.K.), M.Inst.M. *Saturdays, 3.45–5.15 p.m., starting February 7, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$230**

In today's competitive business environment, unless a management team has a systematic plan of action, it may lose effective control of activities which generate profits. This course aims at introducing a systematic approach to marketing planning and setting successful marketing strategies. It covers the areas of planning process and principles, setting marketing goals and sales forecasting, marketing mix strategies, and the evaluation and control of the marketing plan. This course is designed specifically for individuals involved in the marketing, advertising, sales, public relations or trading business.

**685. Marketing Communication and Selling Skills.** Benjamin Fung,, B.Comm. (Concordia), Grad.Dip. Mgt. (McGill), A.C.I.S., Dip.M., M.H.K.I.M. M.Inst.M. *Saturdays, 1.30–3.30 p.m., starting February 7, 1987. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$305**

Effectiveness in communication is a necessary tool for those involved in marketing in the quest for securing and maintaining customers. Such skills in communication are particularly important in the field of selling, whether it be consumer goods, industrial products, or services. This course has been designed for those involved in marketing and public relations, who are concerned with business communication and its evaluation. The blend of systems in marketing will be considered—advertising, sales promotion, publicity and personal selling. Active participation will be sought from the group in analyzing and discussing these skills in marketing.

**686. The Marketing of Tourism in an International Context.** Tam Shu-wing, B.Soc.Sc. (C.U.H.K.), M.Sc. (Bath). *Tuesdays, 6.00–7.30 p.m., starting February 10, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$230**

The phenomenon of tourism remains a part of contemporary life and continues to affect the economic and social well-being of most nations, with the development of modern tourist industry here and in Mainland China having reached a crucial stage. The continuous rapid expansion of mass tourism poses significant impacts on our socio-economic environment, while different needs of the tourists seem to diversify to a greater variety. The long term survival of the Tourist Industry will require better management and monitoring in addition to development. This course is designed to provide an overview of the management of the Tourist Industry in both private and public sectors, with particular emphasis on the local scene.

**687. Export Marketing Management.** Stanley Sum Yiu-cho, D.M.S., Dip.B.A. (Aston), M.B.I.M., A.M.I.T.D. *Saturdays, 2.00–3.30 p.m., starting February 21, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$230**

Hong Kong is an export-oriented economy. It is therefore vital to make the right choices about what to produce, and to back up the product with the supporting services—information, packaging, selling, distribution—which leads to customer interest and satisfaction. The course deals with export marketing from the practical viewpoint of a manager faced with the task of developing or expanding his company's export potential. Export marketing is particularly subject to risk and uncertainty; it is beset with problems which are not necessarily soluble in terms of local market experience. Topics for discussion include: export marketing strategies; world markets; channels of distribution; promotion in export markets; organising for export; the export product; export intelligence; segmentation of export markets; export pricing strategy. Certain case studies will be used for class discussion.

**688. The Marketing of Industrial Products.** Tam Shu-wing, B.Soc.Sc. (C.U.H.K.), M.Sc. (Bath). *Mondays, 6.00-7.30 p.m., starting February 9, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$230**

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.

### **689. 市場學與市場研究 (Marketing and Marketing Research)**

主 講 人：吳佩萃碩士。

地 點：香港大學校外課程部市區中心20室（信德中心西翼九樓）。

時 間：一九八七年二月七日起每星期六下午二時至三時三十分。

全期學費：二百七十元。（共十四講）。

市場學乃商業經營的重要一環。故本課程旨在訂定及衡量市場學的功能包括市場策略、產品計劃、價格決定、銷售技巧、分配路線及國際市場所產生之問題，並將用較多的時間探討市場研究。內容包括市場研究之範圍、目的及組織；資料搜集及分析；調查表的形式；抽樣原理及消費者行爲的分析。

**690. Introduction to Hotel Management.** Yuen Fook-min, Constant, M.I.T.T., M.Inst.M., M.B.I.M. *Wednesdays, 8.00-9.30 p.m., starting February 18, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$260**

This introductory course is offered to hotel frontline managers or supervisors who wish to have an overall understanding of the managerial aspects of hotel operation. Others who wish to acquire a basic knowledge of hotel management would also find it useful. The course will outline the process of operation and administration in various functional areas of a hotel, with focus on decision and control techniques. Functional areas to be covered: food and beverage; front office; sales and marketing; public relations; personnel and training; housekeeping and sanitation; accounting and control; purchasing, receiving and inventory control.

**691. Hotel and Catering Management.** Stanley Sum Yiu-cho, D.M.S., Dip.B.A. (Aston), M.B.I.M., A.M.I.T.D. *Saturdays, 4.00–5.30 p.m., starting February 21, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$230**

This is the second of two courses to be offered on the managerial aspects of the hotel and catering industry. Topics to be discussed include: the growth and development of modern hotel and catering management; appropriate techniques of business management in the field; the characteristics of chain operation and resort hotels; the nature and organization of hotel work, including the front of the house, the room department, security, engineering, food and beverage, restaurants, personnel accounting, sales and service promotions. Discussions will also embrace career opportunities in the hotel and catering field and the role of tourism generally. The course is designed for young supervisors in the hotel and catering industry, as well as those considering a career in the field.

**692. An Introduction to Financial Management.** Simon C. W. Ho, B.A., M.B.A. (Washington State). *Saturdays, 3.45–5.15 p.m., starting February 7, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$230**

Geared to those who have no formal training in the finance functions, this course will introduce the fundamental principles and practices of financial management with particular emphasis on real-life applications. Topics to be covered will include: an overview of financial management; financial statement analysis for management control; profit planning and budgeting; working capital management—cash receivables and cost of capital theories; interest factors in financial decisions; financial forecasting; capital budgeting techniques; investment and security analysis.

**693. An Introduction to Financial Planning, Analysis, and Control.** Andy Ng, B.Admin., B.Comm., M.B.A. (Ottawa), M.B.I.M. *Saturdays, 2.30–4.00 p.m., starting February 7, 1987. Room 103, University Main Building. 12 meetings.* **Fee: \$230**

The establishment of the means of financial planning and control are the cornerstone of the business organization in the modern world. Its application takes on distinctive meanings in the two institutions which feature prominently in business—the financial institution and manufacturing industry. The course will cover the analysis of financial statements, planning and budgets, ratio and profit analysis, variance control, strategic plans, management accounting, and computer-based accounting information systems.

**694. Business Finance for Commercial and Industrial Executives.** B. K. F. Ma, B.B.A. (C.U.H.K.). *Mondays, 8.00–9.30 p.m., starting February 9, 1987. Room 843, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$230**

The success of any business depends upon the strength of its staff, especially in their grasp of the financial implications of their decisions. This course is

addressed to managers in the commercial and industrial sectors of business who wish to improve their understanding of the financial techniques which contribute to the success of an enterprise. Topics to be discussed include: the different sources of capital in long, medium, and short term financing; the cost of capital in differing methods of financing; the control of funds and cash budgets; capital expenditure budgets and control; techniques of investment appraisal; business evaluation through financial ratios. Also to be considered are the different ways of business valuation, investment portfolio management, business growth, acquisitions and mergers and business management in conditions of inflation.

**695. Financial Techniques for Marketing Executives.** Ma Shiu-ming, B.B.A. (C.U.H.K.), M.B.A. (British Columbia). *Thursdays, 8.00-9.30 p.m., starting February 12, 1987. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$185**

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, service levels, credit policies, and price determination. Applications of capital budgeting in marketing, sales forecasting, and marketing cost reduction will also be discussed.

**696. Credit and Loan Administration.** Benjamin Fung, B.Comm. (Concordia), Grad.Dip.Mgt. (McGill), A.C.I.S., Dip.M., M.Inst.M., M.H.K.I.M. *Tuesdays, 6.30-8.00 p.m., starting February 10, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 18 meetings.* **Fee: \$350**

The success of any bank loan depends on how closely it is monitored, regardless of how skilfully and judiciously it is assessed at the sanction stage. The course is designed for lending officers and corporate financial executives who wish to gain a good insight into the concepts, methodology and techniques to monitor credit and post loan administration. Topics to be discussed include: mechanisms of commercial, corporate, syndicated and project lending; general principles of bank lending; basic lending facilities; structuring credit; credit analysis techniques and write-up; loan documentation; securities and collaterals; loan reviews and classifications; problem loans and legal procedures for default payment; import and export financing instruments; banking services for personal and business customers.

**697. An Introduction to Operational Research.** Dannie Leung, B.Sc. (Birm.), M.Sc. (Lancaster). *Tuesdays, 7.15-8.45 p.m., starting February 10, 1987. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$230**

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.

### 698. 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12室（信德中心西翼九樓）。

時 間：一九八七年二月六日起每星期五下午七時四十五分至九時十五分。

全期學費：一百九十元（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。

### 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。

# Personnel Management

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

## 10. 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* September 1987–April 1988.

*Place* Extra-Mural Town Centre.

*Time* 6.00–9.00 p.m., every Wednesday.

*Fee* \$1,400

*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 1987.

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



**699. 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. *Tuesdays, 7.45-9.15 p.m., starting February 10, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$230**

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.

**700. Personnel Management.** Vincent Luk, B.Sc. (H.K.), A.C.I.S. *Saturdays, 2.00-3.30 p.m., starting February 14, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$230**

Unlike financial or material resources in an organization, people who are employed within it will not react mechanically or even predictably to their conditions of employment. The functions and responsibilities of personnel management will be examined critically. They include: recruitment and selection; manpower planning; training and development; job analysis and evaluation; wages and salaries administration; performance appraisal; conditions of employment; employee relations; and personnel services. The course will be of value to supervisors who have responsibility for people as well as those with more specialist personnel tasks.

**701. The Principles and Practice of Personnel Management.** Pinkie Leung, M.Sc. (Heriot-Watt). *Saturdays, 3.45-5.15 p.m., starting February 7, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$270**

Personnel management in its modern role is the acknowledgement of the importance of the human factor at work in all organizations. The history and development of specialisms in this area will be discussed. The range of general and specific functions will also be reviewed, with particular emphasis on recruitment and interview techniques, job analysis, appraisal systems and staff development. The context within which the function is practised will also be considered, embracing the sociology of work, aspects of industrial psychology, meeting human needs, theories of motivation and leadership styles. A case study will be considered and group participation encouraged.

**702. Career Management: An Approach to Personal Planning.** Louisa Lui, B.Soc.Sc. (H.K.), Appointments & Careers Counsellor, University of Hong Kong. *Mondays, 7.45-9.15 p.m., starting February 2, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$150**

Trying to manage a career, deciding whether to move up or on is a question being asked by many people in the workplace today. Would staying in one's

present job ultimately be more comfortable and satisfying? Or would it be more desirable to step forth and try for a higher-level position? The choice is not easy.

This course is designed to help course members plan their future in an organised way. It focusses on practical self-help, and consists of eight personal projects which require course members to answer, for themselves, questions about their own career behaviour and career aspirations. The projects are designed to help members take stock of what they have, assess what they wish to do with their careers and arrive at personal action plans. At each session, project assignments will be discussed and analysed, drawing on vocational development theories.

**703. Management & Trade Unionism: The Hong Kong Context.** Anastasis Mitchell Pallaras, B.A. (Western Australia), M. Comm. (Melbourne), Dip.Ed. *Fridays, 7.45–9.15 p.m., starting February 20, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$185**

Trade unionism in Hong Kong has often been linked to political developments on the mainland. In view of the current transition period to 1997 when China resumes sovereignty over Hong Kong, important implications exist for the activities of the trade unions during this time. The course highlights aspects of trade unionism in Hong Kong which suggest that the trade union movement should not be dismissed by senior management and policy-makers, but rather that it should be regarded as a significant force in the community.

Designed to provide a broader understanding of Hong Kong trade unionism for senior practitioners and policy makers, the course covers such issues as the history and development of trade unionism in Hong Kong, recent developments in the trade union movement, strike activity, and future directions of the trade unions.

#### **704. 人事管理及勞資關係 (Personnel Management & Labour Relations)**

主 講 人：趙志光先生。

地 點：香港大學銜魯詩樓 722 室。

時 間：一九八七年二月二十三日起每星期一下午六時三十分至八時。

全期學費：二百三十元。（共十二講）。

本課程首先介紹人事管理之基本知識、如人力計劃、工作分析、薪工管理、考績評估、員工訓練及發展等。隨着本課程會作選擇地討論及研究下述一般人事管理人員工作上面對之問題及處理方法，如勞資關係與溝通、勞資協商、員工之投訴及紀律處理，及香港勞工法例等。

本課程特別適合現職基層及中層人事管理人員或有意從事這行業的人士修讀。

## 705. 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22室（信德中心西翼九樓）。

時 間：一九八七年二月四日起每星期三下午七時四十五分至九時十五分。

全期學費：二百三十元。（共十二講）。

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

本課程乃為現職人事管理人員或有志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。

### **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.

**In order to receive the next issue of this Prospectus,  
please turn to page 170.**

# Education

*Staff Tutor* : Miss N. P. Lee, Telephone 5-8592785

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

主 講 人：丁齊樂先生。

地 點：香港大學校外課程部市區中心11室（信德中心西翼九樓）。

時 間：一九八七年一月十一日起行星期四下午一時至五時。

全期學費：三百元。（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、訓導工作的實施、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。（限收二十人）。

申請教署退還半費手續：凡政府、資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，須於二月十日前提名）。

**707. Government and Public Affairs for Form 4-5 Teachers.** E. V. Roberts, M.Sc. (Econ.), Dip.Ed. (Wales), Lecturer in Political Science, University of Hong Kong and others. *Thursdays, 6.00-8.00 p.m., starting April 23, 1987. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$200**

This course introduces the new syllabus for Government and Public Affairs (GPA) at Form 4-5 level, and serves as an in-service training programme for secondary school teachers who have been teaching Economic and Public Affairs or who will be teaching GPA at Certificate of Education Level. The course content will follow the new GPA Syllabus and emphasize the introduction of various approaches in the teaching of GPA with reference to: how Hong Kong is governed; Government and the people; law and justice; Government and the economy; major social issues and policies and Hong Kong and China.

*English and Cantonese will be used as the media of instruction.*

*Enrolment is limited to 40.*

**Fee Refund:** on being accepted for this course, teachers 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 13, 1987.*)

**708. Museums, Schools and Educational Resource Material.** Richard Irving, Ph.D., Lecturer in Geography, University of Hong Kong. *Thursdays, 7.45-9.15 p.m., starting February 5, 1987, with visits in June. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings. Fee: \$200*

The Course is intended to provide teachers with assistance in creating educational packs using local resources in Hong Kong.

It is particularly aimed at those teaching geography, history, environmental and social sciences at Form 4 and 5 level in these areas.

Hong Kong's museums, educational centres and other public institutions will be highlighted to demonstrate how they can be easily and effectively harnessed for educational purposes. Visits and field trips to appropriate Museums and centres will be included as far as possible to provide practical experience.

The lecturer is widely experienced in this field, having been involved in the establishment of the Resource Centre at Mai Po Marshes and at Island House, Tai Po, as well as similar centres in the U.K.

**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: January 24, 1987.*)

## IN-SERVICE TEACHER EDUCATION PROGRAMME (INSTEP)

*The following courses are offered by the Faculty of Education in conjunction with 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 solution to the problems which they face in schools.*

### 709. 中國語文科教學語法系統專題 (Special Topics on the Teaching of Chinese Grammar)

主 講 人：黎歐陽汝穎女士；賴蘭香女士；田小琳女士。

講授語言：普通話及粵語。

地 點：香港人學許愛周科學館 LG1 室。

時 間：一九八七年二月二十日起每星期五下午六時十五分至七時四十五分。

全期學費：二百元。（共十二講）。

語法教學是中國語文科教學重點之一。語法反映漢語內部的結構規律，教學得法，必然有助於提高學生的中文程度。本課程介紹兩次全國教學語法系統的制定情況，介紹新教學語法系統的特點，並結合本港中文課本內容詳細舉例說明語素教學、詞類教學、短語教學、句子教學、句群教學，以及語法教學和寫作教學、閱讀教學的緊密關係。（限收三十人）。

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

## 710. 語文知識教學法 (Knowledge of Chinese Language—a Methodology Approach)

主 講 人：黎歐陽汝穎女士；賴蘭香女士；田小琳女士。

講授語言：普通話及粵語。

地 點：香港大學鋸魯詩樓 734 室。

時 間：一九八七年二月九日起每星期一、下午六時十五分至七時四十五分。

全期學費：二百二十元。（共十三講）。

中學中國語文科內包括的語文知識有文字、語音、詞匯、語法、修辭等各個方面，它們是語文教學內容中不可分割的一部份。教學時應滲透在閱讀、作文教學中，同時又有自己的一定系統性的完整性。本課程講授中學中文科教學中的文字知識教學、語音知識教學、詞匯知識教學、語法知識教學、修辭知識教學，以及各類語文知識的教學，結合本港中文教材實例講授。（限收三十人）。

申請教署退還半費手續：凡政府、資助或私立中學之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月二日前報名）。

## 711. **Composition Skills: a Course Designed to Help Teachers Who Are Attempting to Develop their Pupils' Ability to Communicate Clearly.** H. O. Brown, B.A. (Col.), M.A. (Chic.), M.A., Ph.D. (Stan.), Senior Lecturer in Education, University of Hong Kong. *Mondays, 6.00–7.30 p.m., starting February 16, 1987. Room 208, Runme Shaw Building, University of Hong Kong. 12 meetings.* **Fee: \$235**

This course is designed to develop the art of constructing plausible, persuasive arguments in writing. Course content comprises an orderly sequence of activities, appropriate for use at the secondary level, to help students develop skills in the selection, organization, and presentation of their ideas and points of view in writing. The course is suitable for teachers who must teach composition either directly as in language classes, or indirectly as in history or the social sciences. It may also be helpful to teachers themselves who wish to brush up their own writing skills. Course materials include texts in writing and practical logic, and computer aided instruction software.

*Enrolment is limited to 20.*

**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: February 6, 1987.*)

**712. English Language Materials Development for Forms 6 and 7.** I. Johnson, B.A. (Lond.), M.Ed. (Exon.), Dip.Ed. (Lond.), Lecturer in Education, University of Hong Kong. *Tuesdays, 6.15–7.45 p.m., starting May 5, 1987. Room 103, University Main Building. 8 meetings.* **Fee: \$160**

The proposed 6th Form English Language Examination is expected to replace the present Use of English examination in 1989. Consequently, teachers will have to start teaching for this new examination in 1987. The new 6th Form examination differs from the Use of English paper in several respects, particularly in the Listening Comprehension and the Study Skills sections, and will require very different teaching strategies from those usually employed in Form 6 and 7 classes at present.

This course will consist mainly of workshops, the various components of the new examination will be examined, and particular skill involved will be picked out. It will be a very practical course and will be mainly concerned with developing packages of teaching material which will be tried out in schools. At the same time, it is hoped that the teachers on the course will have a better idea of the various teaching techniques, and suitable materials, which they will need for the new examination.

*Enrolment is limited to 20.*

**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: April 21, 1987.*)

**713. The Use of Investigations in Mathematics Teaching.** M. D. Linton, B.Sc. (Lond.), Ph.D. (Durh.), Lecturer in Education, University of Hong Kong. *Monday, June 8, 1987—Friday, June 12, 1987, 3.00–6.30 p.m. Room 201, Runme Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$225**

Amongst other things, it is agreed that school students of mathematics should have the opportunity for some investigational work. This *workshop* will consider how such work can be organized and fitted into the existing curriculum. Ideas and starting points for investigations will be pooled and evaluated with the intention of generating a collection of teachers' notes that will be of use across a wide range of ages and abilities.

*Enrolment is limited to 20.*

**Fee Refund:** on being accepted for this course, teachers of mathematics 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: May 29, 1987.*)

**714. The Teaching of Music at A-Level.** A. E. Boyd, B.A. (Syd.), D.Phil. (York), Reader in Music, University of Hong Kong; and members of the Music Subject Committee. *Mondays, 6.00–7.30 p.m., starting February 9, 1987. Room 123, University Main Building. 8 meetings.* **Fee: \$190**

Teaching Music as an examination subject at Advanced Level is a new development in Hong Kong. The course will approach in a series of lectures given by

local experts many of the fields covered in the new syllabus. It will also attempt to establish some guiding criteria which can be used by teachers preparing students for the examination. Two sessions will be devoted to each of the following topics: An Approach to Aural Training using Western and Chinese Music; Encouraging the School Age Composer—a disciplined approach to creativity in young musicians; Teaching Western and Chinese Music History in the Senior Forms; Preparing for Performance Examinations on Western and Chinese Instruments.

*English and Cantonese will be used as the media of instruction.*

*Enrolment is limited to 35.*

**Fee Refund:** on being accepted for this course, teachers of music 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 2, 1987.*)

**715. Teaching the New C.E. Music Syllabus.** Nicholas Cook, B.A. (Ston.), M.A., Ph.D. (Cantab.), Lecturer in Music, University of Hong Kong and others. *Tuesday, April 21, 1987—Saturday, April 25, 1987, 9.30 a.m.—12.30 p.m., and Wednesdays, November 25 & December 2, 1987, 6.00—7.30 p.m. Room 123, University Main Building. 7 meetings.* **Fee: \$230**

The new Certificate of Education syllabus in Music introduces a new philosophy of music teaching to Hong Kong schools, one based on active participation in musical activities rather than the acquisition of knowledge detached from the actual experience of music. While allowing for traditional styles to continue, the new syllabus encourages new methods of teaching, especially in the areas of critical listening, composition and Chinese music. This course is designed to introduce music teachers to these methods, so enabling them to make the most of the teaching opportunities afforded by the new syllabus.

*Enrolment is limited to 35.*

**Fee Refund:** on being accepted for this course, teachers of music 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 11, 1987.*)

**716. Music Classes Can Be Fun.** A. E. Boyd, B.A. (Syd.), D.Phil. (York), Reader in Music, University of Hong Kong. *Saturdays, 10.00 a.m.—12 noon, starting February 7, 1987. Room 123, University Main Building. 6 meetings.* **Fee: \$150**

With the main objectives of stimulating aural awareness and musical creativity, this course will explore in several workshop sessions new musical techniques evolved for classroom use in junior secondary schools.

Music teachers and non-Music teachers with minimal music literacy around grade 3 standard (ABRSM or equivalent) are welcome.

*Enrolment is limited to 35.*



**Fee Refund:** on being accepted for this course, teachers of music 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: January 26, 1987.*)

**717. Educational Planning and Policy Making.** Mark Bray, B.A., M.Sc., Ph.D.; Wong Kam-cheung, Andrew, B.A. (C.U.H.K.), Cert.Ed., Adv.Dip.Ed. (H.K.); and Cheng Kai-ming, B.Sc.Sp., Cert.Ed., Adv.Dip.Ed., M.Ed. (H.K.), Lecturer in Education, University of Hong Kong. *Fridays, 6.15-7.45 p.m. starting February 27, 1987. Room 208, Run Run Shaw Building, University of Hong Kong. 12 meetings.* **Fee: \$210**

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

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

*Basic references:*

Fägerlind, I. and Saha, L.J. *Education and development: an international perspective.* Oxford: Pergamon, 1984.

Psacharopoulos, G. and Woodhall, M. *Education for development: An Analysis of Investment Choices.* New York, Oxford University Press, 1985.

**Fee Refund:** on being accepted for this course, principals and teachers of 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 17, 1987.*)

**718. Workshop on Developing Computer Software to assist School Administration.** C. T. Leung, B.Sc. (C.U.H.K.), M.Ed. (H.K.), Lecturer in Education, University of Hong Kong; Y. M. Kwan, B.Sc. (C.U.H.K.), Cert.Ed. (H.K.); and S. K. Chan, B.Sc. (H.K.). *Tuesdays & Thursdays, 6.30-8.00 p.m., starting May 5, 1987. (For Tuesdays) Physics Laboratory, Runme Shaw Building, 3/F., University of Hong Kong; (For Thursdays) Microcomputer Laboratory, Run Run Shaw Building, University of Hong Kong. 16 meetings.* **Fee: \$500**

Using dBASEIII programming language on IBM-PC compatible computer,

the course aims to develop useful software for school administration. Topics to be covered will include: introduction to database, how to create database for the management of students' examination results, student personal data; how to retrieve useful information from the database (creating all sorts of reports such as students age distribution, student name list, JSEA reports . . . ); keeping stocks, inventories, library books . . . etc. Emphasis will be placed upon how to write tailor-made software to assist school administration.

*Cantonese will be used as the medium of instruction.*

*Enrolment is limited to 30.*

### 719. 教育機構之行政管理 (Management of Educational Institutions)

主 講 人：香港教育行政學會會員。

地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）。

時 間：一九八七年五月十三日起每星期三下午六時至七時三十分。

全期學費：一百七十元。（共十講）。

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。

本課程由香港教育行政學會與香港大學校外課程部合辦。（限收三十人）。

申請教署退還半費手續：凡政府、資助或私立中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，須於五月二日前報名）。

### 720. 中學科主任行政課程 (Management Course for Secondary School Department Heads)

主 講 人：程介明先生；杜秉祺先生及關錦波先生。

地 點：香港大學校本部大樓 237 室（由一九八七年五月六日起分別在 237 室及 167 室分組上課）。

時 間：一九八七年四月八日起每星期三下午六時十五分至七時四十五分。

全期學費：二百七十元。（共十二講）。

本課程分為兩部。第一部着重介紹行政管理及教育行政的一般理論；第二部分文、理兩組，分別介紹理科及非理科科組之行政管理方法及技巧。

本課程由香港教育行政學會與香港大學校外課程部合辦。（限收四十人）。

申請教署退還半費手續：凡政府、資助或私立中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與申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於三月二十八日前報名）。

**721. Implementing In-service Education for Teachers within the School through School-based INSET.** K. C. Pang, M.Sc. (McGill), Cert.Ed., Adv.Dip. Ed. (H.K.), Lecturer in Education, University of Hong Kong; K. M. Cheng, B.Sc.Sp., Cert.Ed., Adv.Dip.Ed., M.Ed. (H.K.), Lecturer in Education, University of Hong Kong, Mrs. Chan Hsu Show-chee, M.Sc. (C.U.H.K.), Cert.Ed. (H.K.), Mrs. Fung Lo Mun-ling, B.Sc., Cert.Ed., Adv.Dip.Ed., M.Ed. (H.K.); and Pang I-wah, B.Sc. (Taiwan), M.Sc. (York), PGCE (Lond.), Adv.Dip.Ed., M.Ed. (H.K.). *Mondays, 5.30-7.30 p.m., starting May 4, 1987. Room 206, Runme Shaw Building, University of Hong Kong. 11 meetings. (7 in May and June, 1987, 4 in December 1987).* **Fee: \$370**

School-based INSET is becoming more and more popular among Hong Kong schools nowadays for many reasons. First, it is a good means of providing in-service education for teachers within the school to improve their quality and competence for achieving professional development. Second, it provides a framework for the identification and effective solution of school-specific problems. Third, it facilitates the development and implementation of school-based innovations like a new Civic Education curriculum or an Extensive Reading Scheme for pupils. Pilot studies of the INSET Working Party of HKASME also reveal other benefits like improving the professionalism and co-operativeness of teachers, school climate, refreshing a school and enhancing the enthusiasm of teachers.

This course is intended for teachers, department heads, administrators and principals who are interested in organizing school-based activities. It is a *practical course* which focuses on assisting course members to *implement* school-based INSET within their schools. For this reason members are expected to take an active role in the course, including designing school-based INSET activities, presentations of ideas, implementation of school-based INSET in their schools and reporting results to the group.

The course is divided into four phases. In the "Introductory phase (I)" (May 1987) course participants will be introduced to the concepts of school-based INSET, local and overseas practices and experiences, case studies, implementation strategies and evaluation models. In the "Planning phase (II)" (June 1987) members will be asked to plan and design school-based INSET activities to be organized in the 87-88 academic year within their schools and share experience through presentations and workshops. In the "Implementation phase (III)" in the fall of 1987 members will organize their school-based INSET activities and in the "Experience sharing phase (IV)" in December 1987 they will report on and share their experience. Teachers and educators are encouraged to apply to the course in pairs so that they can then mutually support each other both during the activities of the course as well as inside school.

It is hoped that the course can benefit both the participants as well as their schools in implementing innovations. Getting the people and schools interested in school-based INSET together and providing a channel for them to be familiar with one another and foster future links may also be an important asset of the course.

*Cantonese and English will be used as the media of instruction.*

*Enrolment is limited to 20.*

**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: April 24, 1987.*)

**722. Developing Appropriate Teaching and Learning Styles for Non-Academic Pupils.** B. L. Cooke, B.A., Ph.D., Dip.Ed. (Dur.), Professor & Head, Department of Professional Studies in Education, University of Hong Kong; Paul Morris, B.Ed. (Leeds), M.Sc. (C.N.N.A.), D.Phil. (Sussex), Cert.Ed. (Leeds), Senior Lecturer & Dean, Faculty of Education, University of Hong Kong; K. C. Pang, M.Sc. (McGill), Cert.Ed., Adv.Dip.Ed. (H.K.), Lecturer in Education, University of Hong Kong; N. B. Crawford, B.A. (Open), M.Ed. (Birm.), Teacher's Cert. (Lond.), Dip.Sp.Ed. (Wales), Lecturer in Education, University of Hong Kong; W. W. Ki, B.Sc., Adv.Dip.Ed., M.Ed. (H.K.), Teaching Consultant in Education, University of Hong Kong; Mrs. Lo Chang Yuke-ling, B.Ed. (Br.Col.) and others. *Saturdays, 9.30 a.m.-12.30 p.m., starting May 9, 1987. Room 206, Runme Shaw Building, University of Hong Kong. 5 meetings. Fee: \$170*

The development of a curriculum appropriate for Hong Kong pupils, especially those who are not academically inclined, necessitates that consideration be given to the use of teaching and learning strategies which have the potential to maximise pupils' interest, motivation and learning.

This course will focus on introducing a number of teaching and learning strategies which should be considered by teachers who have developed, or who wish to develop a relevant curriculum for junior secondary pupils. These are:

1. (a) The nature and use of project work, (b) The assessment of practical work;
2. The nature and use of games and simulations;
3. The nature and use of group work;
4. The nature and use of remedial teaching;
5. Teaching Problem Solving skills.

The sessions will each contain three parts: an analysis of the rationale for and characteristics of the strategy, a description of how the strategy can be used, lastly, participants, will be asked to discuss the feasibility of using such a strategy.

The course will be of interest and value to all teachers who are attempting to develop or implement a worthwhile curriculum for pupils at the Junior Secondary level.

*Enrolment is limited to 40.*

**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: May 1, 1987.*)

### **723. 教育機構之公共關係 (Public Relations for Educational Institutions)**

主 講 人：梁佩玲小姐；程介明先生。

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17室（信德中心西翼九樓）。

時 間：一九八七年五月七日起每星期四下午六時至七時三十分。

全期學費：一百四十元。（共八講）。

本課程首先介紹一般機構之公共關係，然後介紹及探討教育機構之公共關係，包括教育機構之對外關係，對外形象及新聞事務等等。

本課程由香港教育行政學會與香港人學校外課程部合辦。（限收二十五人）。

## 724. 教育經濟學 (Introduction to the Economics of Education)

主 講 人：黃錦樞先生；鍾子平先生，程介明先生。

地 點：香港人學校外課程部市區中心21室（信德中心西翼九樓）。

時 間：一九八七年四月二十一起行星期二下午七時三十分至九時。

全期學費：一百九十九元。（共十講）。

本課程介紹教育經濟學之基本原理，其歷史發展及反應，並介紹其在教育政策各個領域中之應用及影響。

此課程由香港教育行政學會與香港人學校外課程部合辦。（限收二十五人）。

**725. Theory and Assessment of Teacher Effectiveness.** Cheng Yin-cheong, B.Sc., Dip.Ed., M.A. (Ed.) (C.U.H.K.), Teaching Consultant in Education, University of Hong Kong and Cheung Kwok-cheung, B.Sc., M.Ed. (H.K.), Asst. Lecturer in Education, University of Hong Kong. *Fridays, 6.00–7.30 p.m. starting April 24, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$160**

This course is intended to provide an understanding of teacher effectiveness and explore some ways to assess and maximize it. Topics to be considered will include (1) characteristics of teacher effectiveness: teacher pre-existing characteristics, teacher competence, teacher performance, professional maturity and context of teaching; (2) Issues in the assessment of teacher effectiveness; and (3) Methodologies of teacher evaluation.

*Cantonese and English will be used as the media of instruction.*

*Enrolment is limited to 25.*

**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: April 14, 1987.*)

## 726. 學校的生長——學校過程的新探索與改進 (School Growth: New Exploration and Improvement of School Process)

主 講 人：鄭燕祥先生。

地 點：香港大學厲樹雄科學館 G 4 室。

時 間：一九八七年四月二日起每星期四下午六時十五分至七時四十五分。

全期學費：一百六十元。（共八講）。

本課程將介紹學校生活過程的基本原理及最新發展的觀念，並嘗試以「生長」的觀點重新探索及檢討香港學校內的各種活動。主要內容包括：（一）學校過程的原理：教育哲學、教育社會學、教育心理學、教育生態學及組織理論等不同的觀點；（二）學校生長的理念：組織生長、校長生長、教師生長及學生生長；及（三）學校過程的探討：例如早會、小息、典禮、課室過程、課外活動、運動會、教職員會議等各種活動的可能含義與效能。適合教師、學校行政人員及對教育有興趣的人士參加。（限收二十五人）。

申請教署退還半費手續：凡政府、資助或私立中學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，須於三月二十三日前提名）。

**727. Recent Developments of the Society Outside Schools: the Commercial Sector.** K. C. Pang, M.Sc. (McGill), Cert.Ed., Adv.Dip.Ed. (H.K.), Lecturer in Education, University of Hong Kong; Dominic K. M. Lai, M.B.A. (McGill); and Mabel Chan, B.Sc. (Wisconsin), Cert.Ed. (H.K.). *Saturdays, June 20 & 27, 1987, 2.00-5.00 p.m. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 2 afternoons.* **Fee: \$60**

In this rapidly changing society, a teacher will easily become outdated in contemporary developments of the society and isolated from the world outside school if he restricts himself to the educational circle and does not consciously reach out to the other sectors of the society. This issue of teacher's isolation has also been noted and raised by the overseas panel of experts examining the Hong Kong educational system in 1982 (Section III.8.43 of the Llewellyn Report, Nov., 1982). This course is organized to keep teachers up-to-date with recent developments in the commercial sectors of the society. It is hoped that this will widen teachers' perspective and decrease their isolation from the world outside school. In the end this will also benefit students in schools as teachers acquire adequate background for giving well-informed advice to them in lessons and in processes like counselling.

In this course, experts in the field will address on four major areas of the society, namely (1) banking, (2) trade, (3) industry and (4) real estate/properly development in Hong Kong. The talks and discussions of each area will cover contents such as (a) a general introduction to the current situation of the area, (b) prominent features like names and information of important organizations and persons and (c) issues and trends like the Jenkin's Bill and its effects on Hong Kong.

The course, lasting for two consecutive Saturday afternoons in June, 1987, should provide a good opportunity for teachers to be quickly exposed to a variety of contexts outside schooling in a short, compact and intensive way. The importance of and means for maintaining links with the world outside school will also be emphasized.

This course is open to all teachers and educators. Teachers whose work in school necessitate contacts with the outside world like career counsellors, form masters of graduating classes, teachers of commerce may find the course of special practical value. (*Enrolment is limited to 50.*)

*Cantonese will be used as the medium of instruction.*

**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 : June 10, 1987.*)

**728. Education in China Since 1949.** Katherine York-bing Yao, Ph.D. (Columbia). *Tuesdays, 6.15–8.15 p.m., starting May 19, 1987. Room 237, University Main Building. 6 meetings.* **Fee: \$170**

This course examines the distinct periods of development in Chinese education since 1949. It analyzes the political and economical forces that shape the distinctive features of the contrasting educational models—including organization, administration, curricular contents, instructional methods and materials, selection of students and others that have been adopted in each of these educational periods. Comparisons of these models are made in the context of the goals of revolution and development. It discusses the issues and problems facing education in China to-day.

*Cantonese will be used as the medium of instruction.*

**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 : May 2, 1987.*)

**729. Introductory Classroom Research.** S. Y. Coleman, B.Sc., Ph.D. (New Castle Upon Tyne), PGCE (Leeds), Demonstrator in Education, University of Hong Kong. *Wednesdays, 7.00–8.30 p.m., starting April 1, 1987. Room 206, Runme Shaw Building, University of Hong Kong. 10 meetings.* **Fee: \$200**

The course considers the purposes and uses of data collection in the classroom. Methods of data collection, presentation, analysis and interpretation will be examined. Participants will be encouraged to undertake some research in their own classrooms during the length of the course, with the aim of improving teaching methods and assessment.

*Enrolment is limited to 20.*

**730. Maximising the Use of Visual Aids.** William C. W. Pang, Dip.Ed.Tech. (Plymouth Poly). *Saturdays, 10.00–11.30 a.m., starting April 25, 1987. Room 301, Runme Shaw Building, University of Hong Kong. 10 meetings.* **Fee: \$225**

The course is aimed at developing an appreciation of the true value of visual media in teaching and learning with an in-depth look at the use of the overhead projector. Participants can acquire skill in both the production and presentation technique of learning materials used on the overhead projector. Included will be a workshop on the actual production of overhead projector transparencies.

*English and Cantonese will be used as the media of instruction.*

*Enrolment is limited to 16.*

**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: April 15, 1987.*)

**731. Teaching Principles of Accounts at H.K.C.E.E. Level.** Chow Pat-kan, B.B.A. (C.U.H.K.), Cert.Ed. (H.K.); Chau Wai-kau, B.Sc. (Econ.) (Lond.), Post Grad.Dip. in Accounting and Finance (L.S.E.), Cert.Ed. (H.K.); Ho Chui-lan, B.Soc.Sc. (H.K.) and Choi Cho-cheong, B.Soc.Sc., Cert.Ed. (H.K.). *Thursdays, 6.15-7.45 p.m., starting May 7, 1987. Room 103, University Main Building. 8 meetings.* **Fee: \$140**

This course is designed for those teachers who are teaching PAC at Certificate level and who have not majored in Accounting themselves. The course will focus on those aspects of the syllabus which pupils find difficult and an attempt will be made to analyse and discuss both the subject matter and to identify appropriate teaching methods.

*Cantonese and English will be used as the media of instruction.*

*Enrolment is limited to 40.*

**Fee Refund:** on being accepted for this course, teachers of accounts 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: April 27, 1987.*)

**732. Philosophy of Moral Education.** Laurence Goldstein, B.A. (Liv.), Ph.D. (Oxon.), Senior Lecturer in Philosophy, University of Hong Kong. *Mondays, 6.15-7.45 p.m., starting March 2, 1987. Room 102, James Hsiung Lee Science Building, University of Hong Kong. 4 meetings.* **Fee: \$75**

A view which seems to be obtaining wide currency is that school children now require moral or civic education to prepare them for their future fully fledged membership of society. Certain influential suggestions have been made as to the shape that such education should take, and the thinking behind these suggestions seems to be that we can mould model citizens by promoting a set of virtues, standards and forms of behaviour for the child to adopt.

I share with Kant the view that a person acquires a decent moral code not through instruction, coercion, or indoctrination, but by addressing himself seriously to moral issues and freely thinking them through. Of course, a teacher can offer some assistance in this process. In this course I shall give examples of reasoning about certain moral and social issues. The conclusions I reach may be somewhat non-standard. My aim, however, is not to provide a different set of principles to force upon children, but to provide illustrations of how the discussion of such issues may be fruitfully pursued.

**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: February 26, 1987.*)



**733. Civic Education Activities in Secondary Schools.** S. M. Lee, B.S.Sc. (C.U.H.K.), M.Ed. (H.K.), Dip.Ed. (C.U.H.K.), Teaching Consultant in Education, University of Hong Kong and others. *Fridays, 6.00-7.30 p.m., starting March 27, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$160**

School activities have been widely recognised as an effective tool contributing to civic education. The 'School Civic Education Guideline' also identified this as an important and essential channel of civic education.

The main objective of this course is to provide an opportunity for teachers from those schools where large-scale and well organised civic education activities have been provided, to share their experience and ideas with course participants.

The theoretical aspect of school civic education activities will be introduced at the beginning of the course. This will be followed by a series of presentation by pioneers in this field. Suggestions and recommendation will be made at the round up session. Emphasis will be given to the practical side of school civic education activities.

*Cantonese will be used as the medium of instruction.*

*Enrolment is limited to 35.*

**Fee Refund:** on being accepted for this course, teachers 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: March 17, 1987.*)

**734. Teaching Civic and Moral Values through Social Science Subjects.** Leung Yat-ming, B.A. (H.K.), M.A. (Sussex), Cert.Ed. (H.K.), Lecturer in Education, University of Hong Kong; Lam Chi-chung, B.A. (H.K.), M.A. (Lond.), Cert.Ed. (H.K.), Teaching Consultant in Education, University of Hong Kong and Lee Siu-ming, B.S.Sc. (C.U.H.K.), M.Ed. (H.K.), Dip.Ed. (C.U.H.K.), Teaching Consultant in Education, University of Hong Kong. *Fridays, 7.15-8.45 p.m., starting February 13, 1987. Room 206, Runme Shaw Building, University of Hong Kong. 10 meetings.* **Fee: \$160**

The Education Department recommends an interdisciplinary approach in implementing moral and civic education, both of which include strong value elements. This course highlights WHY, WHAT and HOW social science subjects (namely ECONOMICS/E.P.A., Geography, History and Social Studies) can play a part in teaching values. The aims of the course are threefold: (a) to identify common value areas in these social science subjects, (b) to discuss various teaching strategies in values education, and (c) to develop teaching materials for teaching values in various subject areas. It is hoped that the course will enable practising teachers to grasp basic theories and methodologies of implementing moral and civic education through existing social science subjects in Hong Kong secondary schools.

*Cantonese will be used as the medium of instruction.*

*Enrolment is limited to 40.*

**Fee Refund:** on being accepted for this course, teachers 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 3, 1987.*)

**735. Introduction to Case Counselling of Students for Secondary School Teachers.** Agnes Wong, B.A., Dip.Ed., M.Ed., Cert.Psych. (H.K.). *Tuesday, April 14—Thursday April 16, 1987, and Tuesday & Wednesday, April 21 & 22, 1987, 9.30 a.m.—4.30 p.m. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 days.* **Fee: \$480**

This introductory course is for secondary school teachers who teach a full-load and at the same time wish to help their students by facilitating their growth through counselling. Participants will be guided to look at how individual counselling can be given to students on a more structured basis than is normally offered by form teachers. Working on a realistic level, this course aims at developing a heightened awareness of the degree and nature of help teachers can offer within their present working environment.

The course will include: (a) talks and discussions of the role of the teacher-cum-counsellor, the practical and administrative realities, the ethics and responsibilities, and the personal characteristics needed for optimal functioning, (b) a brief general introduction to counselling theories and principles and a construction of the teacher's personal theory of helpfulness, (c) an introduction to the interviewing and communicating skills and a practising of these skills in micro-counselling sessions, (d) a study of popular culture and common problems which beset local secondary school students.

*Applicants will be short listed and interviewed. Deadline for applications: March 20, 1987.*

*Cantonese and English will be used as the media of instruction.*

*Enrolment is limited to 16.*

**Fee Refund:** on being accepted for this course, teachers 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.

**736. LOGO Programming and Computer Literacy Programme for Teachers.** Ki Wing-wah, B.Sc., M.Ed. (H.K.), Teaching Consultant in Education, University of Hong Kong. *Mondays, 6.00–7.30 p.m., starting February 9, 1987. Physics Laboratory, Runme Shaw Building, 3/F. University of Hong Kong. 4 meetings.* **Fee: \$140**

LOGO is a programming language derived from the work in artificial intelligence. Although it is simple to start with, its full power and beauty is not often well-known. The course will aim at bringing teachers an understanding of the full capability of the language and how it can be used for computer education at elementary and junior secondary levels. Teaching strategies and useful learning resources for the computer literacy program at junior secondary levels will also be introduced.

*Cantonese will be used as the medium of instruction.*

*Enrolment is limited to 25.*

**Fee Refund:** on being accepted for this course, teachers 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: January 27, 1987.*)

**737. The Teaching of Computer Studies at Certificate of Education Level.**

Nancy Law, B.Sc., M.Phil., Cert.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 March 23, 1987. Physics Laboratory, Runme Shaw Building, 3/F., University of Hong Kong. 8 meetings.* **Fee: \$210**

The course is intended for teachers of Computer Studies in secondary schools. Topics to be discussed will include: teaching computer structure and operation; operation system, control technology; data processing; application of popular database packages; introduction to other computer language such as Assembly Language, Lisp, Logo, Prolog; and common difficulties in teaching Computer Studies.

*Cantonese will be used as the medium of instruction.*

*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: March 13, 1987.*)

**738. Microelectronics for Secondary School Teachers.**

C. T. Leung, B.Sc. (C.U.H.K.), M.Ed. (H.K.), Lecturer in Education, University of Hong Kong; Fu Tak-wah, B.Sc. (Eng.), Cert.Ed., Ad.Dip.Ed. (H.K.); and Ng Sui-kou, B.Sc. (Eng.), Cert.Ed. (H.K.). *Thursdays, 6.00-7.30 p.m., starting April 9, 1987. Physics Laboratory, Runme Shaw Building, 3/F., University of Hong Kong. 8 meetings.* **Fee: \$210**

The course is intended for teachers of Science/Computer Studies in secondary schools. Topics to be discussed will include: basic switches, logic gates, bistable circuits, drivers, cooling, pulser, astable and clock bistable, counting circuit, memory, and simple interesting projects such as burglar alarm, quiz master . . . etc

This course is organized in co-operation with the Hong Kong Association of Science & Maths Education.

*Cantonese will be used as the medium of instruction.*

*Enrolment is limited to 25.*

**Fee Refund:** on being accepted for this course, teachers of science/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: March 31, 1987.*)

**739. PASCAL Programming for Secondary School Teachers.** Look Yue-cheun, B.Sc., Dip.Ed. (C.U.H.K.). *Wednesdays & Fridays, 6.00–7.30 p.m., starting May 6, 1987. (For Wednesdays) Physics Laboratory, Runme Shaw Building, 3/F., University of Hong Kong; (For Fridays) Microcomputer Laboratory, Computer Centre, Run Run Shaw Building, University of Hong Kong. 20 meetings. Fee: \$600*

The course is designed to introduce PASCAL programming techniques for teachers teaching Computer Studies at A-level. Topics to be considered will include: (1) Data types and its applications; (2) Repetitive and Conditional Statements: while . . . do, Repeat . . . Until, For . . . do, if . . . then, case . . . etc.; (3) Procedures and Functions: similar and different points between them, their scope and recursion; (4) Dynamic Pointers: applied in the simple data structure such as queue, list and stack. Relevant case study or examples will be introduced.

*Cantonese will be used as the medium of instruction.*

*Enrolment is limited to 30.*

**Fee Refund:** on being accepted for this course, teachers of Computer Studies at A-Level 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, 1987.*)

**740. Improving Science Students' Information Skills.** Mrs. Rose Chan, B.S.Sc. (C.U.H.K.), Cert.Ed. (H.K.), Grad.Dip., T.E.S.L. (Adel.), M.Ed. (H.K.), Teaching Consultant in Education, University of Hong Kong. *Mondays, 4.30–6.00 p.m., starting February 9, 1987. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings. Fee: \$120*

Many science students find it difficult to cope with their textbooks, especially when they are written in English. This course is designed to help science teachers improve their students' information processing skills by familiarizing teachers with a practical framework for analysing the INFORMATION STRUCTURE of science texts written in either English or in Chinese. Such an analysis will enable the teacher to: (i) thoroughly comprehend the science text; (ii) devise appropriate exercises which in turn will highlight the information structure of the science texts to his/her students.

*English, supplemented with Cantonese, will be used as the media of instruction.*

*Enrolment is limited to 20.*

**Fee Refund:** on being accepted for this course, teachers of science 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 2, 1987.*)

**741. Techniques in Making Biological Specimens.** S. Y. Lau, B.Sc., Cert.Ed. (H.K.), Teaching Consultant in Education, University of Hong Kong and others. *Thursdays, 5.00–7.00 p.m., on May 28, June 11 & 25, 1987; and Saturdays, 9.00 a.m.–1.00 p.m., on June 6, 20 & July 4, 1987. Room 308, Runme Shaw Building, University of Hong Kong. 6 meetings. Fee: \$270*

The teaching and study of Biology involve constant reference to preserved

specimens of organisms. This course is designed to present some of the techniques employed in the preparation of such specimens and provide hands-on experience in preparing some of them.

Techniques to be discussed and practised include: wet and dry preparations of plants and animals; taxidermy (making stuffed vertebrates) and histological techniques.

The course consists of lectures, demonstrations and practical sessions. Teachers will have the opportunity of preparing their own specimens during the practical sessions. Chemicals and most of the specimens required during the practical sessions will be provided.

*Cantonese will be used as the medium of instruction.*

*Enrolment is limited to 20.*

**Fee Refund:** on being accepted for this course, teachers of biology in secondary schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: May 18, 1987.*)

**742. Interfacing Chemical Experiments with Microcomputers.** R. S. M. Tse, B.A.Sc. (Tor.), M.Sc., Ph.D. (Br.Col.), Senior Lecturer in Chemistry, University of Hong Kong. *Saturdays, June 6 & 20, 1987, 9.30 a.m.–12.30 p.m.; Monday, June 22, 1987 & Tuesday, June 23, 1987, 2.30–4.30 p.m. Room 305, Runme Shaw Building, University of Hong Kong. 4 meetings. Fee: \$230*

The course attempts to introduce the use and applicability of linking microcomputers with chemical experiments with the help of a practical workshop. This interfacing aspect of CAL in chemistry is being developed at school level by repeated workshops offered to teachers in countries like the U.S.A. There is a need for Hong Kong chemistry teachers to be equipped with this skill so as to enhance their teaching ability, especially in experimental work.

The course is divided into two parts: the first part caters for the basic knowledge in interfacing microcomputers while the second part will be devoted to the construction of the interface card by actual assembling of electronic components.

*Participants are expected to spend in the region of \$200 on the cost of constructing the interface card and other accessories.*

*English will be used as the medium of instruction, supplemented with Cantonese.*

*Enrolment is limited to 20.*

**Fee Refund:** on being accepted for this course, teachers of science 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: May 26, 1987.*)

**743. Assessment of Practical Skills in A-Level Chemistry.** J. B. Holbrook, B.Sc., Ph.D., Teacher's Cert. (Lond.), Senior Lecturer in Education, University of Hong Kong; Chan Kwok-man, B.Sc. (Sp.), Cert.Ed., Adv.Dip.Ed. (H.K.), Teaching Consultant in Education, University of Hong Kong; Mrs. Fan Luk Chiu-kam, B.Sc., Cert.Ed.; Mrs. Fung Lo Mun-ling, B.Sc., Cert.Ed., Adv.Dip.

Ed., M.Ed.; and Carole Lee, B.Sc., Cert.Ed. (H.K.). *Monday, June 22, 1987—Friday, June 26, 1987, 9.30 a.m.—4.00 p.m. Room 306, Runme Shaw Building, University of Hong Kong. 5 full days.* **Fee: \$330**

The course is particularly designed for teachers already experienced in the Teacher Assessment Scheme (TAS) to explore the links between teaching and assessing and the assessment of practical skills, particularly manipulative techniques. It will highlight the difference between marking of practical books and the assessment of practical skills and what is meant by an attitude mark.

The course will concentrate on the following areas: assessment of 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, videotape viewing, participant presentations workshops and practical sessions.

*Enrolment is limited to 25.*

**Fee Refund:** on being accepted for this course, teachers of chemistry 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: June 16, 1987.*)

## 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。

如欲收到下期課程手冊，  
請翻閱第 170 頁。

# Engineering

Miss Wong Wai-sum, Telephone 6-8592786

## 744. 核能入門 (Introduction to Nuclear Power)

主講人：楊文傑博士。B. Sc., M. Sc., Ph. D. (現任港大機械工程系講師)。

講授語言：粵語(輔以英語)。

地點：香港人學校本部大樓 237 室。

時間：一九八七年二月四日起每星期三下午七時五十分至九時二十分。

全期學費：一百八十九元。(共十講)。

本課程的目的在以淺明的方法，向在職的科學教師解釋核能基本知識及安全問題。

內容包括：基本概念、核裂變及其能量，核截面，核反應率、核燃料、反應堆、核電廠設計、輻射及輻射對人體影響，核意外事故，核安全及發牌程序及緊急應變。

歡迎任何在職教師參加。

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

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

主講人：楊伯倫先生。

地點：香港人學校本部大樓 103 室。

時間：一九八七年三月五日起每星期四下午六時三十分至八時三十分。

全期學費：三百二十九元。(共八講)。

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

# English Studies

Staff Tutor : Duncan Macintosh, Telephone 5-472225

## ENGLISH LANGUAGE COURSES

The English Language courses offered in the Spring of 1987, 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 1987-88. 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 year 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 oversubscribed, 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

Course No. At the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. (adjacent to the Sheung Wan M.T.R. Station).  
(*N.B. Course 746 will be held in the morning*).

- |      |  |            |
|------|--|------------|
| 746. | Tuesdays, 8.30-10.30 a.m., starting February 10, 1987.<br>15 meetings. | Fee: \$345 |
| 747. | Wednesdays, 8.00-9.30 p.m., starting February 4, 1987.<br>20 meetings. | Fee: \$345 |

At the University of Hong Kong.

- |      |  |            |
|------|--|------------|
| 748. | Mondays, 6.15-7.45 p.m., starting February 9, 1987.<br>20 meetings.    | Fee: \$345 |
| 749. | Wednesdays, 6.15-7.45 p.m., starting February 4, 1987.<br>20 meetings. | Fee: \$345 |
| 750. | Wednesdays, 8.00-9.30 p.m., starting February 4, 1987.<br>20 meetings. | Fee: \$345 |



751. Thursdays, 6.15–7.45 p.m., starting February 5, 1987.  
20 meetings. **Fee: \$345**
752. Fridays, 6.15–7.45 p.m., starting February 6, 1987.  
20 meetings. **Fee: \$345**
753. Fridays, 8.00–9.30 p.m., starting February 6, 1987.  
20 meetings. **Fee: \$345**
- At St. Joseph's College, 7 Kennedy Road.
754. Mondays, 6.30–8.30 p.m., starting February 9, 1987.  
15 meetings. **Fee: \$345**
755. Thursdays, 6.30–8.30 p.m., starting February 5, 1987.  
15 meetings. **Fee: \$345**
756. Fridays, 6.30–8.30 p.m., starting February 6, 1987.  
15 meetings. **Fee: \$345**
- At Wah Yan College, Queen's Road East.
757. Fridays, 6.30–8.30 p.m., starting February 6, 1987.  
15 meetings. **Fee: \$345**

**B. In Kowloon**

- Course No. At St. Mary's Canossian College, 162 Austin Road  
(entrance from Kimberley Road, Tsimshatsui).
758. Mondays, 6.30–8.30 p.m., starting February 9, 1987.  
15 meetings. **Fee: \$345**
759. Fridays, 6.30–8.30 p.m., starting February 6, 1987.  
15 meetings. **Fee: \$345**
- At Wah Yan College, 56 Waterloo Road.
760. Fridays, 6.30–8.30 p.m., starting February 6, 1987.  
15 meetings. **Fee: \$345**
761. Fridays, 6.30–8.30 p.m., starting March 6, 1987.  
15 meetings. **Fee: \$345**
762. Saturdays, 2.00–4.00 p.m., starting February 7, 1987.  
15 meetings. **Fee: \$345**

**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.*

## Courses

### A. In Hong Kong

Course No. At the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. (adjacent to the Sheung Wan M.T.R. Station).

- 763.** Fridays, 6.15–7.45 p.m., starting February 13, 1987.  
15 meetings. **Fee: \$275**  
(Closing date for applications: February 5, 1987).

At the University of Hong Kong.

- 764.** Wednesdays, 6.15–7.45 p.m., starting February 18, 1987.  
15 meetings. **Fee: \$275**  
(Closing date for applications: February 11, 1987).

At Wah Yan College, Queen's Road East.

- 765.** Mondays, 6.30–8.00 p.m., starting February 9, 1987.  
15 meetings. **Fee: \$275**  
(Closing date for applications: February 4, 1987).

### B. In Kowloon

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

- 766.** Wednesdays, 6.30–8.00 p.m., starting February 11, 1987.  
15 meetings. **Fee: \$275**  
(Closing date for applications: February 5, 1987).

## INTRODUCTION TO CORRESPONDENCE

These courses are intended for those who have recently started working in an

The tuition provided will also be of value to those who are proposing to  
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 1987-88.

The syllabus will cover the lay-out and convention of correspondence, letters to  
be written 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  
those with English Language Syllabus A, Grade 'B' or above, or the equivalent in an approved  
education system, 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*  
*choice.*

### **courses**

#### *In Hong Kong*

Course No. At Wah Yan College, Queen's Road East.

**767.** Tuesdays, 7.00-8.30 p.m., starting February 10, 1987.  
15 meetings.

**Fee: \$260**

#### *In Kowloon*

Course No. At Wah Yan College, 56 Waterloo Road.

**768.** Fridays, 6.30-8.00 p.m., starting February 6, 1987.  
15 meetings.

**Fee: \$260**

## ENGLISH SPEECH

1. **Intonation in Idiomatic English.** Raymond Huang, B.A. (Lingnan),  
A. (Leeds), I.P.A.Cert.Phon., P.G.C.E., L.R.A.M., L.T.C.L. (London).  
Tuesdays, 7.30-9.30 p.m., starting February 10, 1987. Room 843, Knowles Building,  
University of Hong Kong. 12 meetings. **Fee: \$280**

By showing the contrast in stress and intonation between English and Chinese  
(Mandarin and Cantonese) 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

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 TEACHERS

**770. New Orientations in English Language Teaching.** William Cheng B.A., M.A. (Ed.) (H.K.), Dip. in App. Ling. (Edin.), Supervisor, English Language Unit, School of Education, Chinese University of Hong Kong *Wednesdays, 6.15-7.45 p.m., starting February 11, 1987. Room 141, University Main Building. 12 meetings.* **Fee: \$200**

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 1, 1987.*)

**In order to receive the next issue of this Prospectus,  
please turn to page 170.**

# Geography & Geology

*Staff Tutor* : John D. Young, *Telephone* 5-8592792

**771. Tourism: Principles and Practices.** Stanley Y. C. Sum, D.M.S., Postgrad.Dip. B.A. (Aston), M.B.I.M., A.M.I.T.D., Course Tutor of Tourism Management, University of East Asia, Macau. *Mondays, 7.15-9.15 p.m., starting February 16, 1987. Room 101, Runme Shaw Building, University of Hong Kong. 12 meetings.* **Fee: \$280**

Tourism can be defined as the science, art, and business of attracting and transporting visitors, accommodating them and graciously catering to their needs and wants. This course will discuss the major concepts in tourism: what makes tourism, what makes tourism possible, and how tourism can become an important source of revenue of any nations. Topics to be discussed: the nature of tourism; how tourism is organized; cultural tourism for life's enrichment; sociology of tourism; tourism: psychology and motivation, demand and supply, marketing and research, planning and development, social consideration; some economics of tourism; airline deregulation and consumerism in the travel industry; and tourism's future.

This course is suitable for anyone who is practising or interested in works related to tourism promotion and development organization, travel agency, hotels, airlines, passenger transportation companies, and other business involved in the movement of persons from their home to vacation or business destination areas.

Short cases will be considered in order to enrich the learning process.

## **772. 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：香港大學邵逸夫樓208室。

時 間：一九八七年二月十七日起每星期二下午六時三十分至七時四十五分。

全期學費：二百五十元。（共十講及四次野外考察）。

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）。

## **773. 香港地理 (Geography of Hong Kong)**

主 講 人：袁貞偉先生、鈕柏榮先生、鄒小萃先生。

地 點：香港大學厲樹雄科學館101室。

時 間：一九八七年三月六日起每星期五下午七時三十分至九時。

全期學費：二百二十元。（共十講及二次野外考察）。

本課程將全面介紹有關香港的各種地理知識。內容包括：香港的地質和地貌、天氣、植物、土壤、土地用途、人口分佈、房屋問題、交通運輸、城市建設、香港的經濟地理、香港和中國的地理關係等。

曾修讀本部「香港地理野外考察」課程將獲優先取錄。

#### **774. 高中地理教學 (Teaching Senior Forms Geography at Secondary School)**

主 講 人：香港地理學會會員。

講授語言：粵語及英語。

地 點：香港大學校外課程部市區中心28室（信德中心西翼九樓）。

時 間：一九八七年三月五日起每星期四下午六時至七時卅分。

全期學費：一百八十元。（共八講）。

本港中學四、五、六、七年級的地理科相繼在1986及1987年採用新課程。其中內容多涉及自然系統及人與這些系統的相互關係。為使高中地理教師能掌握及了解新課程的內容，香港地理學會及本部特別合辦「高中地理教學」課程，提供進修機會。

本課程的範圍包括：地形系統、大氣系統、生態系統、人與地的相互關係所產生的問題（包括自然災害、污染等）。（限收三十五人）。

申請教署退還半費手續：凡政府、資助或私立學校之地理科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月廿四日前報名）。

#### **775. 寶石學入門 (Introduction to Gemmology)**

主 講 人：陳志强先生，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18室（信德中心西翼九樓）。

時 間：一九八七年三月五日起每星期四下午八時至十時。

全期學費：三百八十元。（共十講）。

本課程著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。（限收廿二人）。

## 776. 中級寶石學 — 科學鑑定 (Intermediate Gemmology)

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：一九八七年二月二十八日起每星期六下午二時三十分至五時三十分。

全期學費：八百元 (包括實驗材料)。(共十四講)。

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

本課程理論與實踐並重，使學員有機會操作鑑別寶石。曾選本部「寶石學入門」課程可獲優先取錄。(限收十七人)。

### 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。

### 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.

# History & Archaeology

Staff Tutor : John D. Young, Telephone 5-8592792

**777. Hong Kong: the Archaeological & Historical Scene.** S. M. Bard, O.B.E., E.D., M.B.,B.S., Hon.D.Litt. (H.K.), J.P. *Tuesdays, 6.00-8.00 p.m., starting February 17, 1987. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings plus 2 field trips.* **Fee: \$290**

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

*Enrolment is limited to 35.*

**778. A Survey of American History: New World to New Wave.** Peter Pigott, B.Ed., B.A. (Montreal), M.A. (Vermont), Dip.History (Oxford). *Tuesdays, 8.05-9.35 p.m., starting March 10, 1987. Room 16, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$160**

A simplified survey of the history of America since its discovery by Europeans to the space shuttle. Using appropriate readings and audio visual aids this course will cover basic politics, diplomacy, culture and society of the United States from the 1450s to the 20th century.

This course is particularly suitable for students and teachers of American history, and people going to emigrate to America.

## **779. 香港近百年歷史的回顧 (The Past Hundred Years of Hong Kong)**

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18室（信德中心西翼九樓）。

時 間：一九八七年三月二日起每星期一下午六時至七時卅分。

全期學費：一百六十五元。（共八講及一次實地考察）。

本課程由中英第一次鴉片戰爭說起，回顧本港一百年來的滄桑史。內容介紹早期香港的面貌、地理環境、傳統生活習慣與風俗、及民間信仰等，並與今日的香港作一個全面的比較。其中對在日治時期港人的生活實況，更有詳細的闡述。講者生於斯長於斯，親身體會淪陷三年零八個月時期的情況，可說是歷史的見證人。本課程對未經第二次世界大戰洗禮人的青年人，有提供教育與警惕的作用。四十歲以上的人士，亦可藉本課程重溫舊夢，與講者共同回味過去的甘苦。（限收二十人）。



## **780. 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16室(信德中心西翼九樓)。

時 間：一九八七年五月五日起每星期二下午六時三十分至八時。

全期學費：一百八十元。(共九講及二次實地考察)。

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

## **781. 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16室(信德中心西翼九樓)。

時 間：一九八七年三月三日起每星期二下午六時三十分至八時。

全期學費：一百八十元。(共九講及二次野外考察)。

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、灰窰、陶窰及考古遺址等。並參觀考古學會發掘過程，及安排參與實習。

## **277. 中國古文物鑑賞 (Appreciation of Chinese 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14室(信德中心西翼九樓)。

時 間：一九八七年七月六日起每星期一下午六時卅分至八時。

全期學費：一百六十五元。(共八講及一次現場參觀)。

本課程講授的重點，在於介紹鑑賞中國藝術物品的技巧和怎樣鑑別它們的真偽；同時也涉及品評、維修及補養古文物方面的知識。內容包括：(一)國畫、(二)陶瓷、(三)銅器、(四)玉器、(五)「考古」：國內最新發掘出土文物的分析及其提供的歷史價值和意義。(限收二十五人)。

# Journalism & Communication

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

**782. What a Print Buyer Should Know About Printing.** Members of the Graphic Arts Association of Hong Kong. *Mondays, 6.45-8.45 p.m., starting May 25, 1987. Room 208, Run Run Shaw Building, University of Hong Kong. 5 meetings.*  
**Fee: \$110**

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.*

## **783. 廣播劇寫作訓練班 (Script-writing for Broadcasting)**

主 講 人：羅山先生（商業電台中文節目部），

容若愚先生（天主教教區視聽中心總監）。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八七年二月二日起每星期一下午六時四十五分至十時。

全期學費：一百一十元。（共四講）。

本課程主要為一些對廣播劇寫作有興趣的人士而設。講授內容包括：介紹廣播劇的歷史、廣播制度及一般的廣播常識；講解一個廣播劇的產生過程，由構思、搜集資料、分幕至寫成劇本，並示範配合音樂及錄音室的效果。

四次課程中，學員除接受理論方面的知識，兼有寫作實習，學員更需依時繳交三篇習作。課程完畢後，可安排實地錄音試播。高水準的創作將有機會在電台播出。

## **784. 雜誌編輯 (Magazine Editing)**

主 講 人：鄭宜迅先生（雜誌編輯與出版專業人士）。

地 點：香港大學鈕魯詩樓843室。

時 間：一九八七年二月二十日起每星期五下午七時十五分至八時四十五分。

全期學費：一百三十五元。（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，資料選輯和節奏感的分析（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。

### **785. 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：香港大學校外課程部市區中心23室（信德中心西翼九樓）。

時 間：一九八七年三月七日起每星期六下午四時三十分至六時。

全期學費：一百三十五元。（共七講）。

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，而講授時則盡量深入探討，理論與實踐並重。

### **786. 雜誌設計排版入門 (Introduction to Magazine Design)**

主 講 人：何圻光先生，M.A. (Missouri)。

地 點：香港大學邵逸夫樓208室。

時 間：一九八七年二月二十三日起每星期一、下午六時三十分至八時三十分。

全期學費：一百八十五元。（共十講）。

本課程是為雜誌出版及工作人士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）。

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

主 講 人：黎秋華先生，B. A. ( H. K. ) ( 香港電台教育電視署理節目主任 ) ，  
李小新先生，M. A. ( Michigan ) 。

地 點：香港大學校外課程部市區中心16室 ( 信德中心西翼九樓 ) 。

時 間：一九八七年三月十四日起每星期六下午二時十分至四時十分。

全期學費：一百九十元。 ( 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)。

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

主 講 人：黎秋華先生，B. A. ( H. K. ) ( 香港電台教育電視署理節目主任 ) ，  
李小新先生，M. A. ( Michigan ) 。

地 點：香港大學校外課程部市區中心16室 ( 信德中心西翼九樓 ) 。

時 間：一九八七年五月三十日起每星期六下午二時十分至四時十分。

全期學費：一百九十元。 ( 共十講 ) 。

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

### **789. 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16室 ( 信德中心西翼九樓 ) 。

時 間：一九八七年二月二十七日起每星期五下午八時十分至九時五十五分。

全期學費：一百七十五元。 ( 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。(限收卅八人)。

## 790. 自我辨認與人際溝通 (Intra-Personal Relationships in Human Communication)

主 講 人：陳毓祥博士。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：甲班：一九八七年二月四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七日星期六下午三時至二月八日星期日下午七時的兩日一夜的小組活動）。

乙班：一九八七年五月二十七日起每星期三下午六時至十時。（共四次，共三十小時包括由五月三十日星期六下午三時至五月三十一日星期日下午七時的兩日一夜的小組活動）。

全期學費：三百元。（報名時請註明甲班或乙班）。

除了導引出人際關係的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，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，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。（每班限收二十八人）。

## 791. 人際關係與人際溝通 (Inter-Personal Relationships in Human Communication)

主 講 人：陳毓祥博士。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八七年六月廿四日起每星期三下午六時至十時。（共四次）。

全期學費：三百元。（共三十小時包括由七月十一日星期六下午三時至七月十二日星期日下午七時的兩日一夜的小組活動）。

本課程將以「互相觀察與糾正小組」的方式學習人際關係的理論。內容包括：人際溝通技巧與理論；人際間的隔膜；家庭成員的二十種溝通技巧；面談的理論及技巧等等。

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。（限收二十八人）。

## 792. 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10室（信德中心西翼九樓）。

時 間：甲班：一九八七年二月六日起每星期五下午六時至十時。（共四次，共

三十小時包括由二月二十一日星期六下午三時至二月二十二日星期日下午七時的兩日一夜的小組活動)。

乙班：一九八七年六月十二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二十七日星期六下午三時至六月二十八日星期日下午七時的兩日一夜的小組活動)。

全期學費：三百元。(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，幫助學員去領略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(Transactional Analysis)；人際溝通的領導問題；人性理解；人際溝通的人體語言；勸誘的傳播技巧與宣傳方法；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。(每班限收二十人)。

### **793. 表達與理辯 (Public Speaking & Persuasion)**

主 講 人：楊鳴章神父，M. A. (Syracuse)。

地 點：香港大學校外課程部市區中心10室(信德中心西翼九樓)。

時 間：一九八七年二月二十四日起每星期二下午六時至七時三十分。

全期學費：二百三十五元。(共十六講)。

從心理學分析思想意見傳達的技巧與實際運用，涉及人類行為、理辯與社會關係，影響意見的表達等等因素，並就修辭觀點研究批評。課程內容理論與實際並重，語言與文字兼顧，與工商教育傳播等均有密切關係，重點配合職業上實際的需求。(限收三十五人)。

### **794. 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：香港大學校本部大樓201室。

時 間：一九八七年三月七日起每星期六下午四時至六時。

全期學費：一百九十元。(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；念詞方法及練習與播音及配音的基本認識。（限收二十六人）。

### 795. 處事的技巧 (Decision-Making)

主 講 人：周文海先生（人人出版社行政經理兼編輯主任）。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八七年三月五日起每星期四下午六時三十分至八時。

全期學費：一百七十五元。（共十二講）。

本課程將透過七次專題講述，五次分組實例研究，探討有關做事技巧的問題，其綱要如下：怎樣對所處理的事情，進行思考和分析？怎樣明瞭團體與我、他人與我的關係？以求適應變化，破除阻力，達成任務。怎樣取得資料、儲存資料、有效的使用資料？怎樣連貫理論與實踐，訂下切實可行的計劃？怎樣檢討得失成敗？（限收三十八人）。

### 796. 公共關係與市場管理研討班 (Public Relations for Marketing Management II)

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

地 點：香港大學校外課程部市區中心28室（信德中心西翼九樓）。

時 間：一九八七年三月三日起每星期二下午七時卅五分至九時卅五分。

全期學費：一百八十五元。（共九講）。

本課程是討論市場管理人士怎樣充分有效地使用公共關係，以達成市場推廣的目標。參予的學員將須提交各項習作及參加角色扮演 ( Role Play ) 。

課程內容包括怎樣組織有效的記者招待會，高層管理人員怎樣應付傳播媒介不友善的專訪。公共事務 ( Public Affairs ) 在市場推廣的重要性，及特寫 ( Feature Articles ) 在建立產品及公司形象的功能等。

適合一般中層市場管理及公關人士參加，對曾修讀導論的學員，幫助尤大。（限收二十四人）。

### **797. 公共關係與市場管理導論 (Public Relations for Marketing Management: an Introduction)**

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

地 點：香港大學校外課程部市區中心28室（信德中心西翼九樓）。

時 間：一九八七年五月十二日起每星期二下午七時三十五分至九時三十五分。

全期學費：一百八十五元。（共九講）。

本課程主要是討論公共關係與市場推銷及傳播的關係，目的是讓市場管理人士了解到公共關係所給予的支持及功能。

課程內容包括：何謂企業公關（CORPORATE PR）及財經公關（FINANCIAL PR），公關與企業在市場形象之關係，公關給予市場推銷及產品廣告之支持，公關在國際市場擴展的功能等，歡迎學員提出個案討論。

適合一般從事公關，市場管理從業員參加。（限收二十四人）。

### **798. 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10室（信德中心西翼九樓）。

時 間：一九八七年三月十二日起每星期四下午八時三十分至十時。

全期學費：一百三十元。（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。（限收三十六人）。

### **799. 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10室（信德中心西翼九樓）。

時 間：一九八七年五月七日起每星期四下午八時三十分至十時。

全期學費：一百九十元。（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）。

### **800. 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 B 4 叁影室 ( Studio 3 )。

時 間：甲班：一九八七年三月四日起每星期三下午七時卅分至九時卅分。

乙班：一九八七年三月五日起每星期四下午七時卅分至九時卅分。

丙班：一九八七年三月六日起每星期五下午七時卅分至九時卅分。

丁班：一九八七年三月七日起每星期六下午四時卅分至六時卅分。

全期學費：每班五百八十五元。（共十五講）。

（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（約一百三十元）。（每班限收十二人）。

### **801. 廣告設計實用技巧 (Advertising: Practical Techniques)**

主 講 人：蔡克信先生。

地 點：香港太古城地利亞修女紀念中學303室（小學部英皇道入口）。

[由一九八七年四月二十七日起改在香港英皇道1044號福昌樓三樓 B 4 叁影室 ( Studio 3 ) 上課]

時 間：一九八七年三月二日起每星期一下午七時三十分至九時十五分。

全期學費：一百九十元。（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，將設計者的概念表達出來，再傳達到廣大的羣衆，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士、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士選修，而講授時則盡量深入淺出，使部份初學者易於入手。（限收三十人）。

## 太古城校外課程

- 801. 廣告設計實用技巧
- 816. 高級音樂理論
- 817. 和聲入門
- 893. 山水畫構圖與水墨設色技法
- 894. 歷代名家書法藝術研習

如欲收到下期課程手冊，  
請翻閱第 170 頁。

# Law

Enquiries, Telephone 5-8592790

## 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 1987. They will be mainly taught by lecturers invited from the United Kingdom.

*Please write in for details enclosing a stamped self-addressed envelope.*

## LAW FOR LAYMEN

**802. International Human Rights Law.** N. M. S. Jayawickrama, LL.B. (Ceylon); Ph.D. (Lond.), Lecturer in Law, University of Hong Kong. *Mondays, 6.00-7.30 p.m., starting February 2, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$220**

There is now a detailed code of international law laying down the rights and freedoms of individuals which states exercising authority over them are required to respect and observe. This course is intended to serve as an introduction to international human rights law. It will examine the development and content of, and the obligations under, international human rights law, and the relevance of such law to Hong Kong now and after 1997.

### 803. 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17室（信德中心西翼九樓）。

時 間：一九八七年三月三日起每星期二下午六時至七時三十分。

全期學費：一百八十元。（共十講）。

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

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

主 講 人：莊重慶先生。

地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）。

時 間：一九八七年四月二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。（共十講）。

本課程旨在對地產界及相關行業之人士，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。

**805. International Aspects of Revenue Law for Individuals.** Charles William Cairns Barr, LL.B. (London), Solicitor. *Thursdays, 8.00–9.30 p.m., starting April 30, 1987. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$170**

Those who have or anticipate having financial interests in certain foreign countries will find this course useful. The lecturer will highlight the tax laws affecting persons connected with various countries such as the U.S.A., Canada, Australia, New Zealand and the U.K. Cases will be discussed to illustrate the tax consequences when an individual and family move their assets from one country to another. This is a practical course and no prior knowledge in law is required.

### **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.

# Music

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

**806. Mime Workshop.** Ms. Cheng Pik-ye, B.A. (C.U.H.K.), Diploma, Ecole Jacques Lecoq du Mime, Mouvement et Theatre (Paris). *Tuesdays & Thursdays, 6.30-8.30 p.m., starting February 3, 1987. Room 16 (on Tuesdays) & Room 28 (on Thursdays), Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$240**

Open to all, with or without previous training in theatre. This is an introduction to the basic techniques in mime and acting. Course materials include basic techniques in illusion mime and pantomime, analysis of physical actions and study of the dynamics in elements, colours, lights, animals, people etc. Improvisation, both verbal and non-verbal, aims at exploring and enlarging students' possibilities in acting. Emphasis is placed on developing students' stage presence and their spatial awareness during acting. Leotards and stretch pants (or practice clothes) are required.

*Medium of Instruction : Cantonese and English.*

*Enrolment is limited to 20.*

**807. Masks as Basis of Training in Mime, Dance and Theatre.** Ms. Cheng Pik-ye, B.A. (C.U.H.K.), Diploma, Ecole Jacques Lecoq du Mime, Mouvement et Theatre (Paris). *Five consecutive days, 10.00 a.m.-12.00 noon, from July 27, 1987 to July 31, 1987 inclusive. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.* **Fee: \$200**

An intensive training course for teachers of dance and drama and for those interested to increase their skill in acting. Contrarily to the interpretation of masks in rituals or in traditional theatre, the masks employed in this training course are used as tools for training body expression, hence without preconditioned expressions or reference to the past. Classes include improvisation and analysis of movement. The focus of analysis will be on the relationship between physical attitude and the internal attitude of the mind. Materials of the workshop are based on the training programme of L'école Jacques Lecoq. Leotards and stretch pants (or practice, clothes) are required.

*Medium of Instruction : Cantonese and English.*

*Enrolment is limited to 20.*

**808. Dance for the Musical Theatre.** Miss Daryl Ries, Director of the Dance Communications Centre. *Wednesdays, 8.00-9.30 p.m., starting March 4, 1987. Redgrave Room, 16/F., Hong Kong Arts Centre. 12 meetings.* **Fee: \$280**

Open to all, with or without previous dance training. For students and teachers with special interest in dance and drama, this course is designed to introduce the

vital and vigorous jazz and musical comedy idiom, a contemporary dance form used in many TV productions, Broadway shows and the musical theatre. Jazz and musical comedy as well as primary fundamentals of related dance forms (e.g., character, social, tap, modern, ballet, etc.) are covered. Classes include limbering and strengthening exercises, stretches and body isolations, followed by free-style movement and dance combinations to jazz and related jazz-rock-pop-disco music. Emphasis is on rhythmic awareness through the dynamics of movement phrasing and expression, and the development of combinations and routines. Leotards and footless tights/stretch pants (or practice clothes) are required. Students work barefoot, or in jazz sandals or acrobatic slippers.

*Enrolment is limited to 20.*

**Fee Refund:** on being accepted for this course, teachers of music and dance will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 23, 1987.*)

**809. Modern Dance and Music Workshop.** Miss Daryl Ries, Director of the Dance Communications Centre. *Saturdays, 2.00–4.00 p.m., starting March 7, 1987. Redgrave Room, 16/F., Hong Kong Arts Centre. 10 meetings. Fee: \$290*

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 25, 1987.*)

### **810. 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：香港大學史羅斯樓206室。

時 間：一九八七年二月十七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）。

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士，覺得古典音樂過於抽

象，難以理解。本課程旨在為這些音樂愛好者，中、小學教師及有意參加各種音樂考試人士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。

### **811. 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：香港大學史羅斯樓206室。

時 間：一九八七年二月二十四日起每星期二下午六時至七時三十分。

全期學費：一百五十五元。（共十一講）。

西洋音樂史的分期一向眾議紛紛。從一六〇〇年到一八〇〇年，大約可分為兩個風格不同的樂派（即 Baroque Period 和 Classical Period），是後期光輝燦爛浪漫樂派的基石，是十九世紀歐洲音樂全盛時代的播種期。

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

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

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

### **812. 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10室（信德中心西翼九樓）。

時 間：一九八七年三月二日起每星期一下午五時四十分至六時五十五分。

全期學費：一百六十五元。（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）。

### **813. 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10室（信德中心西翼九樓）。  
時 間：一九八七年三月五日起每星期四下午五時四十五分至七時。  
全期學費：一百八十五元。（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）。

### **814. 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10室（信德中心西翼九樓）。  
時 間：一九八七年三月五日起每星期四下午七時十分至八時二十五分。  
全期學費：一百六十五元。（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）。

### **815. 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10室（信德中心西翼九樓）。  
時 間：一九八七年五月十四日起每星期四下午七時十分至八時廿五分。  
全期學費：一百六十五元。（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）。



### **816. 高級音樂理論 (Advanced Music Theory)**

主 講 人：丘放淮先生，B. A. (Seward, Nebraska)。

地 點：香港太古城地利亞修女紀念中學209室(小學部英皇道入口)。

時 間：一九八七年三月四日起每星期三下午六時三十分至八時。

全期學費：一百八十五元。(共十二講)。

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

### **817. 和聲入門 (Introduction to Harmony)**

主 講 人：丘放淮先生，B. A. (Seward, Nebraska)。

地 點：香港太古城地利亞修女紀念中學209室(小學部英皇道入口)。

時 間：一九八七年三月四日起每星期三下午八時至九時三十分。

全期學費：一百八十五元。(共十二講)。

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

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

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

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

主 講 人：洪漢寶先生(漢韶舞坊藝術總監及導師)。

地 點：香港藝術中心LB排練室。

時 間：一九八七年三月十二日起每星期四下午六時三十分至八時三十分。

全期學費：二百三十五元。(共十講)。

隨着現代舞之發展，影響了各種古典舞之變化與趨向，其中也包括了中國舞蹈。

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

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

# Oriental Languages

*Staff Tutors* : Owen H. H. Wong (Japanese & Putonghua), Telephone 5-8592788  
John D. Young (Mandarin & Cantonese), Telephone 5-8592792

*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.

**819.** Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Mondays and Thursdays, 8.15-9.30 a.m., starting February 26, 1987. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 36 meetings.* **Fee: \$785**

**820.** Jerry Law, B.A. (Peking Catholic University). *Tuesdays, 7.15-9.30 p.m., starting March 10, 1987. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$785**

**821.** Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Fridays, 7.15-9.30 p.m., starting March 13, 1987. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$785**

**822.** Joseph Kung, B.A. (New York). *Mondays and Wednesdays, 6.00-7.30 p.m., starting February 25, 1987. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 30 meetings.* **Fee: \$785**

*Enrolment* : limited to 20 per course.

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

**823. Mandarin for Business Conversation.** Mrs. Alice Chang, B.A. (National Chung-Hsin). *Fridays, 5.20-7.30 p.m., starting March 13, 1987. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$785**

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* : 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.

**824.** Jerry Law, B.A. (Peking Catholic University). *Wednesdays, 6.15–8.30 p.m., starting March 18, 1987. Room 206, Run Run Shaw Building, University of Hong Kong. 20 meetings.* **Fee: \$835**

**825.** Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Thursdays, 7.15–9.30 p.m., starting March 19, 1987. Room 206, Run Run Shaw Building, University of Hong Kong. 20 meetings.* **Fee: \$835**

### **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.

**826.** Jerry Law, B.A. (Peking Catholic University). *Mondays, 7.30–9.45 p.m., starting March 23, 1987. Room 102, Runme Shaw Building, University of Hong Kong. 40 meetings.* (No meetings from July 27 to August 31, 1987 during the summer vacation.)

**Fee: \$1,850** (includes all teaching material and examination fee, except textbook).  
*Enrolment: limited to 12.*

## **CANTONESE**

**827. Introductory Cantonese for Business Conversation.** Mr. Geoffrey M. B. Wu, B.A. (C.U.H.K.), M.A. (H.K.). *Tuesdays and Thursdays, 6.00–7.30 p.m., starting March 10, 1987. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.* **Fee: \$835**

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 16 for Course 828)*

**828. Cantonese I for Executives.** K. K. Chan, B.A. (C.U.H.K.). *Tuesdays and Fridays, 5.45–7.15 p.m., starting March 3, 1987. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.* **Fee: \$835**

**829. 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 4, 1987, Room 101, Runme Shaw Building, University of Hong Kong. 33 meetings.* **Fee: 665**

**830. 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 2, 1987. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 25 meetings.* **Fee: \$665**

**831. Cantonese I.** Co Ching-po, M.A. (Wesleyan University). *Mondays and Thursdays, 6.00–7.15 p.m., starting March 12, 1987. Room 37, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue). 40 meetings.* **Fee: \$665**

## *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.*

**832. Cantonese II for Executives.** K. C. Fung, B.A., Dip.M.S. (H.K.). *Wednesdays, 5.20–7.00 p.m., starting March 18, 1987. Room 16, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 18 meetings.* **Fee: \$735**

**833. Cantonese II.** C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Thursdays, 7.15–9.15 p.m., starting March 19, 1987. Room 105, James Hsiung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$690**

**834. 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 3, 1987. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$690**

**835. Cantonese II.** Co Ching-po, M.A. (Wesleyan University). *Tuesdays, 6.15–8.15 p.m., starting March 17, 1987. Room 39, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue). 15 meetings.* **Fee: \$690**

*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).

**836. Cantonese III.** C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays, 7.15-9.15 p.m., starting March 17, 1987. Room 106, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$735**

### *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).

**837. Chinese Characters I.** Mrs. Caroline Law, B.A. (U.C.). *Fridays, 6.15-8.15 p.m., starting March 13, 1987. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$835**

**838. Chinese Characters I.** Mrs. Caroline Law, B.A. (U.C.). *Wednesdays, 2.00-4.00 p.m., starting March 11, 1987. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$835**

## JAPANESE

**839. Introductory Japanese.** Miss Leung On-yuk, B.A. (H.K.), M.A. (University of Tsukuba). *Mondays, 6.15-8.30 p.m., starting March 9, 1987. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$835**

Mainly designed for non-Chinese speaking people who wish to acquire the basis 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 (Gakken Co. Ltd.).

**840. Intermediate Japanese.** Miss Leung On-yuk, B.A. (H.K.), M.A. (University of Tsukuba). *Fridays, 6.15–8.30 p.m., starting March 6, 1987. Room 206, Run Run Shaw Building, University of Hong Kong. 16 meetings. Fee: \$885*

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、文教等各業人士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：**一九八七年八月廿一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：**基本班全期六百七十五元。高級班全期七百三十五元。

## 基本日語 (Basic Japanese)

841. 詹史芳女士主講。(共三十六講)。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)。

時間：一九八七年一月十九日起每星期一下午六時十五分至八時四十五分。  
(五月十三日起另加每星期三下午六時十五分至八時四十五分，星期三之上課地點為24室)。

## 842. 日語補習班 (Special Japanese Course)

主講人：詹史芳女士。

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：一九八七年一月廿二日起每星期四下午六時十五分至八時三十分。

全期學費：二百九十元。(共十五講)。

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六十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。每班均有限額，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三個課程，名額有限，請盡快報名。

外界人士報名時，請附有關日文課程之個人學歷證件副本。

## 843. 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：一九八七年三月十八日起每星期三下午七時十五分至九時十五分。

全期學費：四百二十五元。(共二十講，限收十八人)。

## 844. 日語文法輔導課程 (Japanese Grammar)

主講人：黃健雄先生。

地點：香港大學校外課程部市區中心18室(信德中心西翼九樓)。

時間：一九八七年四月十三日起每星期一下午七時三十五分至九時三十五分。

全期學費：二百六十五元。(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。（限收十六人）。

### **845. 商業日語 (Business Japanese)**

主 講 人：林秀華先生（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：一九八七年三月十三日起每星期五下午六時三十分至八時四十五分。

全期學費：四百二十五元。（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，或曾修畢本部主辦之高級日語，申請者請於上課前十天報名，並於表格「資歷」部份填寫本身之日語程度，本部有權拒絕不合程度或遲來之申請。（限收二十四人）。

### **普通話（國語）(Putonghua)**

普通話課程，已有過萬學員參加，據初步的調查與統計，香港人士對普通話的學習，興趣日益濃厚，有進一步提倡的需要，故本部將陸續擴充普通話班，並由本部兼任導師重編教材，以適應目前香港的需要，使普通話的教學，更趨系統化，更容易為各界人士接受。普通話合格證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店購買）。高級班則由各導師加插輔導教材。

### **基本普通話（國語）(Basic Putonghua)**

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

全期學費：六百七十五元。



**846. 蘇翼孫先生主講。**（共四十講）。

地點：香港醫院道26號育才中學二樓105室。

時間：一九八七年一月十四日起每星期三下午六時四十五分至九時。

（四月二十七日起另加每星期一下午六時四十五分至九時，星期一之上課地點為香港大學校本部大樓121室）。

#### **847. 普通話補習班 (Special Putonghua Course)**

主講人：陳萬里女士。 講授語言：普通話。

地點：香港醫院道26號育才中學二樓104室。

時間：一九八七年二月十六日起每星期一下午六時四十五分至九時。

全期學費：四百三十五元。（共十六講）。

本課程專為未能報名高級普通話班之外界人仕而設。凡能證明已完成五十小時之初班或中班者，均可申請，申請時請附證明文件副本。考試合格後，才升讀本部辦之高級普通話班。（限收二十五人）。

#### **848. 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：一九八七年三月二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：四百二十五元。（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：二月九日。

申請教署退還學費手續：凡政府、資助或私立學校之普通話科教師進修以上課程而欲教育署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。

# Oriental Studies

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

**849. What a Good Story Can Tell You: Introduction to Traditional Chinese Narrative.** Tam King-fai, B.A., M.Phil. (C.U.H.K.), M.A. (Princeton). *Thursdays, 7.45–9.15 p.m., starting March 12, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$150**

A work of imaginative literature can often tell you more about a culture and its people than a pedantic treatise in sociology or politics. By examining the representative works of traditional Chinese narratives made available in English by the impressive efforts of recent translators, this course will reveal some long-lasting Chinese values and beliefs in the process of analyzing the aesthetics of these narratives. The period covered will be extensive, with emphasis on the development of late Ming and the whole of Ch'ing (i.e. from the late 16th century to the turn of this century), demonstrated in world-famous novels such as *Romance of the Three Kingdoms*, *The Water Margin*, *Journey to the West*, *Dream of the Red Chamber*, etc. Attention will be given, for the first time in a course of this nature, to the persistence of traditional narrative forms in the 1920s and 1930s, an anachronistic but important literary and cultural phenomenon that has long been overlooked.

**850. Introduction to Chinese Folklore.** Koon-ki T. Ho, B.A. (C.U.H.K.), A.M., Ph.D. (Illinois). *Thursdays, 6.15–7.45 p.m., starting April 23, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$150**

Folklore is a study of the unrecorded traditions of people as they appear in popular fiction, custom and belief, magic and ritual. The function of folklore is to reconstruct the spiritual history of man from a study of ways and sayings of the folk as contrasted with sophisticated thinkers and writers. This course aims to provide an opportunity to look at the vast panorama of Chinese folk culture with a special reference to Hong Kong. Topics to be discussed include myths, legends, medical concepts, spells, charms, festivals, superstitions, household pantheon, and customs dealing with initiation, marriage, death, and amusements. The lectures will be illustrated with slides and films.

**851. Hong Kong: Historical Development & Cultural Background since 1842.** Kwan Lai-hung, M.A., Ph.D. (London), M.B.I.M., A.M.I.T.D. *Wednesdays, 8.00–9.30 p.m., starting March 11, 1987. Room 141, University Main Building. 7 meetings plus 1 field trip.* **Fee: \$175**

The remoulding of Hong Kong as the meeting point between the East and the West is significant, especially after the coming of the British in 1842. At the same time Chinese political, social and cultural influences are still dominating. To

understand the background, the following topics will be dealt with: 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.*

**852. Buddhism: Its Origin and Development.** Helena Baroness von Hoyningen-Huene, M.D. (Free University). *Tuesdays, 7.15–8.45 p.m., starting March 3, 1987. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 7 meetings.* **Fee: \$145**

Buddhism has developed in continuous contact and interrelationship not only with Hinduism, but also with other religious and philosophical systems, like Brahmanism, Yoga, the teachings of Zoroaster, the Greek Pantheon, Christianity, Taoism, Confucianism, Shintoism etc. All such influences have resulted in the formation of different sects or “departments” with different philosophical approaches, ethical codes and ritual behaviour. Participants will be given personal guidance and supervision in exploring the basic content of Buddhism. As this is only an introductory course, no previous knowledge in this field is required. Of course, those who have completed the course on Buddhism in Central Asia will be given priority for enrolment.

## LITERATURE

### 853. 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16室（信德中心西翼九樓）。

時 間：一九八七年三月二日起每星期一下午八時二十分至九時五十分。

全期學費：一百六十五元。（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）。

### **854. 文學家及其遺迹 (Chinese Scholars and their Travels)**

主 講 人：吳汝寧先生。

地 點：香港大學校外課程部市區中心28室（信德中心西翼九樓）。

時 間：一九八七年四月廿八日起每星期二下午六時至七時卅分。

全期學費：一百一十元。（共八講）。

閱讀文學作品，當然要了解文學家之生平，甚至遺迹。本課程選擇我國古代傑出之文學家，介紹其生平、作品特色，甚至遺迹、紀念地。後者乃講者之旅遊經歷，並以彩色幻燈片展示，以加深學員對文學家之認識，增加閱讀文學作品之興趣；甚至引發思古之幽情、旅遊之意念。

內容包括：屈原（秭歸、宜昌、武昌、桃江、汨羅）、杜甫（成都）、白居易（杭州、廬山、宜昌、龍門）、韓愈（潮州）、柳宗元（柳州）、蘇軾（宜昌、黃岡、杭州、惠州）、李清照（濟南）、辛棄疾（濟南、上饒、鉛山）、李白（濟寧）、蒲松齡（淄博）、曹植（東阿）、孔尚任（曲阜）。本期以屈原、曹植、李清照及辛棄疾為主。

### **855. 現代日本的認識 (Understanding Contemporary Japan)**

主 講 人：梁國豪先生。

地 點：香港大學校外課程部市區中心15室（信德中心西翼九樓）。

時 間：一九八七年二月二十八日起每星期六下午四時至五時三十分。

全期學費：一百元。（共七講）。

從以下七個不同角度，幫助社會人士了解今日日本及日本人的真面貌：（一）日本人和經濟：向被稱為經濟動物的日本人，是不是世界第一？日本人經濟成功的秘訣何在？（二）日本人的管理方法：介紹日本公司和工廠的特殊管理方法。（三）日本人的性格：日本民族的來源、日本人和中國人是否同文同種？日本人和中國人性格的差異、如何和日本人打交道？（四）日本人的性觀念：日本社會的男女地位、日本的奇風異俗。（五）日本人的娛樂：介紹日本的流行歌曲、電影、電視、彈子機、棒球、哥爾夫球、摔角（相撲）、圍棋、花道、茶道、書道等。（六）大和魂和武士道：日本軍國主義是否已復興？（七）由仇日、反日而知日：中日近代的不友好歷史、日本侵略中國（包括現代的經濟侵略）、留日學生為什麼反日？香港中國人應有的立場。

## 856. 日本文學簡介 (Introduction to Japanese Literature)

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15室（信德中心西翼九樓）。  
時 間：一九八七年四月廿五日起每星期六下午四時至五時三十分。  
全期學費：一百元。（共七講）。

五四以來的中國作家，留日的相當多，著名的如魯迅、郁達夫等人，中國文學自易受到日本文學的影響，因此研究中國文學，亦當注意到日本文學的發展，講授時，主要依時間的次序，勾列出各代表性的體裁、作品及作者，從最古老的「萬葉集」、中外知名的「源氏物語」，日本獨特的「能」、「歌舞伎」、「俳句」，以至近代詩及夏目漱石、芥川龍之介、川端康成、三島由紀夫、阿部公房等小說，從而對日本文學的發展取得一簡括而有系統的認識，並嘗試淺探日本文學與中西文學的關係。

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

主 講 人：朱國能先生，M. A. (H. K.)。  
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室（金巴利道入口）。  
時 間：一九八七年三月二日起每星期一下午六時十五分至八時十五分。  
全期學費：一百九十元。（共十一講）。

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

本課程介紹現代漢語語法的基本知識，包括詞和詞的構造，句子和句子成分，詞類和詞組，單句和複句，語氣，標點符號等。務使學員在聽課後，對語文學習和語文教學都有幫助。（限收二十八人）。

申請教署退還半費手續：凡政府、補助或私立學校之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十九日前報名）。

## 858. 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：一九八七年三月五日起每星期四下午七時至九時。  
全期學費：一百五十元。（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）。

申請教署退還半費手續：凡政府、資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，須於二月廿四日前報名）。

### **859. 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：一九八七年四月三十日起每星期四下午七時至九時。

全期學費：一百一十元。（共六講）。

無論中外，修辭學都是一門古老的學問，也都曾陷入繁瑣虛飾與做作的歧途。本課程探取自內至外，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）。

### **860. 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13室（信德中心西翼九樓）。

時 間：一九八七年二月二十八日起每星期六下午二時至三時三十分。

全期學費：二百五十元。（共十六講）。

本課程自一九一八年起，至一九八六年止，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、秋水詩刊、文壇月刊，以及聯合報副刊、中國時報副刊。香港的文學天地周刊、世界中國詩刊、香港文學月刊等。）

在選講現代詩時，先詮釋：蓉子、夏虹、趙天儀、夏菁、林亨泰、舒蘭、向明、文曉村、王憲陽、黃雍廉、喬禽、大荒、喬略、管管、楊喚、涂靜怡、雁翼、余玉書、阮囊、傅天虹、流沙河、邵燕祥等的詩作。

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、資助或私立中學之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十八日前報名）。

### 361. 中國文學史的教材與教法（傳統部份） (History of Chinese Literature: Teaching Materials and Methodology)

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13室（信德中心西翼九樓）。

時間：一九八七年二月二十七日起每星期五下午六時至七時三十分。

全期學費：二百六十元。（共十六講）。

中國文學的發展，自《詩經》至八十年代的今日，已有數千年的歷史了。中間曾經出現過無數的文學類型，也產生過不少流派，要數中國文壇上有成就、有貢獻的作家和他們的主要作品，真可說是恒河沙數，根本難於作出一項正確的統計。

可是，在中國文學史上，文學家的出現，以及他們的作品底流傳，的確或多或少地影響過中國每一朝代的社會變遷的。

歷史，是人類生存與延續的軌跡、因而，認識、瞭解、分析、研究中國文學史，是發展與創新中國文學的一項最基本要素。

香港每年舉行的「中學會考」、「高等程度會考」和「高級程度會考」等三項公開試，在「中國語文」、「中國文學」，以及「中國語言及文學」的試卷中，都要涉及「中國文學史」的；因此，中學及預科的各級中文課程，都涵蓋了中國文學的全部發展過程。

至於在「中四」至「中七」各級的中文課程中，要怎樣選擇中國文學史上的教材，然後又用什麼方法運用史料來配合課文，教好「中文」呢？這就要我們的中文教師多做點工夫了。

本課程分「傳統」（自《詩經》至一九一六年）與「現代」（自一九一七年「文學革命」至一九八五年）兩部份講授，主要為香港中學中文教師而設，但對中國文學史的發展有興趣者，歡迎參加。

申請教署退還半費手續：凡政府、資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，須於二月十七日前報名）。

### 362. 中國現代文學作家論（十一） (An Introduction to Writers of Contemporary Chinese Literature XI)

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13室（信德中心西翼九樓）。

時間：一九八七年二月二十七日起每星期五下午七時四十五分至九時十五分。

全期學費：二百五十元。（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、分析與評論。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。本課程為第十一階段，就下列作家中選講十四人：

張健、羅門、司馬中原、痲弦、陳紀滢、田原、白先勇、上官予、張默、羊令野、姜貴、戴望舒、干祿松、張拓蕪、黃維樑、蕭乾、梁錫華、藍海文、巴金、艾雯、隱地、蔡文甫等。

申請教署退還半費手續：凡政府、資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，須於二月十七日前報名）。

### 863. 字源講解 (Chinese Etymology)

主 講 人：單周堯博士（香港大學中文系講師）。

地 點：香港大學鈕魯詩樓 843 室。

時 間：一九八七年三月五日起每星期四下午七時十五分至八時四十五分。

全期學費：一百一十元。（共八講）。

我國文字，歷史久遠，經過了數千年的發展，無論形、音、義三方面，都有很大的變化。本課程根據《說文解字》和甲骨文、金文等材料，探討文字的本形本義，希望增加學員對文字的理解，並加強他們閱讀古籍的能力。

### 864. 漢字基礎知識 (Basic Chinese Etymology)

主 講 人：田小琳女士。

講授語言：國語。

地 點：香港大學鈕魯詩樓 843 室。

時 間：一九八七年四月卅日起每星期四下午七時十五分至八時四十五分。

全期學費：一百一十元。（共八講）。

漢字是世界上歷史最悠久的文字之一，它作為意音體制的文字能夠在幾千年裏使用下來，沒有發生根本變化，這個事實說明漢字基本上是和漢語相適應的。

這門課程側重介紹漢字的形成和發展的簡要過程，漢字的特點，現代漢字的狀況。主要包括以下內容：漢字是一種獨特的文字系統，漢字是形音義的結合體，漢字的形體變化，漢字的六書理論，漢字與漢語的關係，漢字的歷史功績，漢字的整理，漢字的數量，漢字的前景等。



課程內容既注重漢字理論上的探討，又注重漢字實際的應用。（限收二十四人）。

申請教署退還半費手續：凡政府、資助或私立學校之中文科教師進修以下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，須於四月廿日前報名）。

### 865. 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16室（信德中心西翼九樓）。

時 間：一九八七年三月二日起每星期一下午六時四十分至八時十分。

全期學費：一百七十五元。（共十四講）。

十八家詩鈔，乃清賢曾國藩所纂。十八家起自漢魏，歷唐而迄於宋。前六家為曹子健、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。

### 866. 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：一九八七年三月二日起每星期一下午七時至八時。

全期學費：一百一十元。（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、感染力强。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，略示規範，詳釋作法，便於初學。並編發講義，可資學習。

### 867. 清代駢文八大家作品選講 (Selected Prose of the Ch'ing Period)

主 講 人：何叔惠先生。

地 點：香港大會堂八樓南會議室。

時 間：一九八七年三月二日起每星期一下午八時至九時。

全期學費：一百一十元。（共十二講）。

唐以前，文無駢散之分，自韓愈氏出，起衰八代，號為古文，乃區六朝文為

駢文。清朝文治昌明，曠越前代，駢體之文，跨徐庾而追潘陸。以駢文名家者，指不勝屈。全椒吳鼎有八家駢文之選、萃一代之雋雄，滙斯文之淵海，牢籠百態，藻繪羣倫。八家者：袁枚、吳錫麒、劉星煒、邵齊燾、孔廣森、孫星衍、洪亮吉、曾燠是也。禮堂法器，正始元音，郁郁彬彬，各盡所長，偶體於焉大備。夫道炳而有文章，辭立而生奇偶。今雖時移世易，此道寔絕。而一息尚存，學子仍有志於此者，斯文不墮，意在是乎？

### 868. 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10室（信德中心西翼九樓）。

時 間：一九八七年三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：一百一十元。（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。

### 869. 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10室（信德中心西翼九樓）。

時 間：一九八七年五月九日起每星期六下午四時十五分至五時四十五分。

全期學費：一百四十五元。（共十講）。

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。

### 870. 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：一九八七年二月廿六日起每星期四下午六時卅分至八時卅分。

全期學費：一百七十五元。（共十講）。

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

### **871. 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：一九八七年五月七日起每星期四下午六時卅分至八時卅分。

全期學費：一百一十元。（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；戲劇台詞的誦念方法；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）。

申請教署退還半費手續：凡政府、資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，須於四月廿七日前報名）。

## **PHILOSOPHY**

### **872. 中國歷代烏托邦思想**

#### **(History of Utopian Thoughts in China)**

主 講 人：何冠驥博士。

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。

時 間：一九八七年二月廿五日起每星期三下午六時十五分至七時四十五分。

全期學費：一百二十元。（共八講）。

在悠長的中國歷史上，無論那一個朝代，不少帝王將相、哲人賢士、或販夫走卒都渴望在有生之年，能夠看到天下太平和人民安居樂業的日子。有些人以天

下爲己任，希望用政治及哲學思想學說推動社會改革，實現他們的大同世界；有些人從個人出發，進行煉丹採藥，冀求長生不老，超升仙界。

本課程以烏托邦思想爲理論根據，探討幾千年來的智識份子、哲學家、宗教及民間信仰所提出的烏托邦理想。內容包括：中國烏托邦思想的特色；中國歷代烏托邦的理論與實踐；文學及神話中的仙鄉及遊仙思想；各種宗教信仰的救世主思想等。最後更從烏托邦思想的角度，討論現在草擬中的一國兩制、基本法、和香港在九七年後五十年不變所包含的烏托邦意義。

### **873. 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10室（信德中心西翼九樓）。

時 間：一九八七年三月四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）佛教的中心思想；（二）三世觀；（三）修心與解脫；（四）六波羅密；（五）佛家的禪定；（六）唐代的真言密教。

### **874. 佛經選講：天台宗的小止觀 (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18室（信德中心西翼九樓）。

時 間：一九八七年三月十一日起每星期三下午八時至九時卅分。

全期學費：一百五十五元。（共十一講）。

內容根據：「小止觀」爲藍本，以理論爲主，略作「靜坐」指導。止觀爲佛家修心的方法，本課程將作深入淺出的介紹。（限收二十人）。

### **875. 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10室（信德中心西翼九樓）。

時 間：一九八七年三月二日起每星期一下午七時至八時十五分。

全期學費：一百三十元。（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，初學可懂，選講範圍：周易，孔孟荀，老莊，墨子，列子，惠施，公孫龍子，韓非子，呂不韋，董仲舒，王充，劉劭，劉勰，韓愈，柳宗元；周張劭，二程，朱熹，陸九淵，王陽明；王船山，顏習齋，戴

震，章實齋，康有為，梁啟超，陳獨秀，李大釗，魯迅，胡適；及專題：先秦邏輯批判，中哲天命觀，批孔與儒法之爭，雜家與西方哲學折衷主義，先秦諸子比較，玄學，道教，佛學，陰陽五行，中國無神論，中國各期各派思想與中外文化交流。

## 876. 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10室（信德中心西翼九樓）。

時 間：一九八七年三月二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）。

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

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

## TRANSLATION

### 877. 翻譯的基本概念和技巧

#### (Basic Concepts and Techniques of Translation)

主 講 人：莫志剛先生，B. A. (H. K.)。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八七年三月六日起每星期五下午七時至八時三十分。

全期學費：一百八十五元。（共十二講）。

翻譯是一種藝術，也是一門重要的工具學問。然而翻譯不是一件簡單的工作，也不如想像中的容易。單就中英文翻譯而言，翻譯工作者起碼要掌握這兩種語文，而東西方語文的結構、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概念，探討各種翻譯的技巧。課程內容包括翻譯原則、意譯與直譯、中英文語法詞匯的比較、翻譯的一些具體方法和常用技巧等。講授時會列舉譯例加以闡釋和討論，並通過翻譯練習以達到理論與實踐相結合的目的。（限收二十五人）。

### **878. 英漢翻譯初階 (Translation: From English to Chinese)**

主 講 人：E翊佳先生，B. A. (H.K.)。

地 點：香港大學紐魯詩樓734室。

時 間：一九八七年二月廿四日起每星期二下午六時十五分至七時三十分。

全期學費：一百四十五元。（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）。

### **879. 英漢翻譯研習班**

#### **(Seminar in Translation: From English to Chinese)**

主 講 人：E翊佳先生，B. A. (H.K.)。

地 點：香港大學紐魯詩樓734室。

時 間：一九八七年二月廿四日起每星期二下午七時四十分至九時十分。

全期學費：一百八十五元。（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）。

### **880. 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：一九八七年三月四日起每星期三下午七時十五分至八時四十五分。

全期學費：一百八十五元。（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）。

### **881. 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10室（信德中心西翼九樓）。

時 間：一九八七年三月六日起每星期五下午八時三十分至十時。

二期學費：一百八十五元。（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）。

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

主 講 人：F 宏志先生，B. A., M. Phil. (H. K.), Ph. D. (London)。

地 點：香港大學邵逸夫樓208室。

時 間：甲班：一九八七年二月廿六日起每星期四下午六時卅分至九時。  
（共十講）。

乙班：一九八七年五月七日起每星期四下午六時卅分至九時。  
（共十講）。

全期學費：每班三百六十元。（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）。

## 883. 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：香港大學校本部大樓122室。

時 間：一九八七年三月三日起每星期二下午七時十五分至八時四十五分。

全期學費：一百九十元。（共十五講）。

具備一定的中英文水平和翻譯經驗或曾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。（限收二十二人）。

## ART & CULTURE

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

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

主 講 人：何秉聰先生。

地 點：甲班：香港大學校外課程部市區中心28室（信德中心西翼九樓）。

乙班：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：甲班：一九八七年二月廿四日起每星期二下午五時四十分至七時卅分。  
（共八講）。

乙班：一九八七年三月六日起每星期五下午五時四十分至六時五十五分。  
（共十二講）。

全期學費：每班一百四十元。（報名時請註明甲班或乙班）。

近日各地仿古陶瓷，製作精巧迫肖，直可亂真。本課程着重古今陶瓷之比較，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。

### 885. 仿古陶塑 (Imitation in Chinese Ceramics)

主 講 人：何秉聰先生。

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

時 間：一九八七年六月六日起每星期六下午三時至六時。

全期學費：一百七十五元。（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趣味與辨真知識。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：一九八七年五月廿六日。

### 886. 人物與山水畫 (Figures and Landscape in Chinese Painting)

主 講 人：鄧昶立先生。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院53室（金巴利道入口）。

時 間：一九八七年三月六日起每星期五下午六時卅分至八時。

全期學費：一百八十五元。（共十二講）。



自古以來人物與山水畫有很密切的連繫，而山水畫是由人物畫的背景演變而成，兩者兼備能千變萬化，可令畫面更為豐富。課程包括仕女（美人），高士，仙童、聖賢等等……而山水以樹枝（鹿角、蟹爪），點葉、夾葉、松、竹、柳、梧桐、芭蕉、山石、雲烟、瀑布等等……講授對運筆，用墨，用紙（生熟）絹，設色爭技法，並以畫史、畫理、寫生，輔助學員領會人物與山水的結合精華，臨場示範，欣賞及派發畫稿。（限收二十五人）。

### **387. 人物山水畫深造班 (Figure and Landscape in Chinese Painting: Advanced Approach)**

主 講 人：鄧昶立先生。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院53室（金巴利道入口）。

時 間：一九八七年六月五日起每星期五下午六時卅分至八時。

全期學費：一百四十五元。（共七講）。

是人物與山水畫課程的延續，為相等程度及有興趣人士而設，加強內容，深入研究。人物有四大美人（西施、貂蟬、王昭君、楊玉環），配以春、夏、秋、冬四季景色，著重造形、神韻、構圖、意境等，設色以春晃、夏蒼、秋淨、冬黯，技法以吳裝、曹衣、唐仇、淡彩、重彩為主，能使學員在短期內完成作品，發揮人物山水畫進一步的長處，令至學員達到創作的階段。每講均有示範，臨堂實習，及派發畫稿。（限收二十人）。

### **388. 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：一九八七年三月九日起每星期一下午六時卅分至八時卅分。

全期學費：一百八十五元。（共九講）。

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

### **389. 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：一九八七年五月廿五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，除簡略重溫習基本畫法外，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）。

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

主講人：陶法先生，（國立中山大學法學士）。

地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時間：一九八七年二月廿七日起每星期五下午六時三十分至八時。

全期學費：二百四十元。（共十五講）。

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

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

### 891. 國畫人物與走獸構圖 (Composition of Humans & Animals in Chinese Painting)

主講人：徐達之先生。

地點：香港大學鈕魯詩樓 229 室。

時間：一九八七年三月十四日起每星期六下午二時四十分至四時十分。

全期學費：三百元。（共二十講）。

本課程為適應對中國古代人物畫和現代人物畫，以及馬牛羊虎兔等走獸的描繪有研習興趣而設。內容包括：（一）白描人物畫；（二）潑墨人物畫；（三）古代美人畫；（四）現代仕女畫；（五）馬牛羊虎兔算走獸的古畫欣賞；（六）馬牛羊虎兔等個別描繪技法；（七）各類走獸畫的構圖；（八）即席示範批改習作；（九）每課編發講義並附習作樣稿。

附記：本課程以人物畫為重點，佔十二講，走獸畫佔八講。（限收二十五人）。

## 92. 中國歷代各體書法結合寫作研習 (Different Styles of Calligraphy in Different Periods)

主 講 人：徐達之先生。

地 點：香港大學鈕魯詩樓 229 室。

時 間：一九八七年三月十四日起每星期六下午四時廿分至五時五十分。

全期學費：三百元。（共二十講）。

本課程為適應對中國書法有研習興趣，而稍有書法基礎，為進一步研習歷代各體書法及其結合寫作技法者而設。內容包括：（一）甲骨文書法風格；（二）隸書鍾書法風格；（三）毛公鼎書法風格；（四）石鼓文書法風格；（五）繹山碑小篆書法風格；（六）天發神識書法風格；（七）石門頌與石門銘書法風格；（八）垂鶴銘書法風格；（九）禮器、史晨、乙瑛、張遷漢碑書法風格；（十）龍門二十品書法風格；（十一）魏晉鍾繇、王羲之書法風格；（十二）唐宋：歐、虞、褚、顏、柳、蘇、黃、米、蔡等書法風格；（十三）欣賞各體書法之神韻；（十四）結合各體書法之寫作。欣賞與研習同時並進。（十五）每課編發講義，並附習作樣稿；（十六）隨堂示範並批改習作。（限收二十五人）。

## 893. 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：香港太古城地利亞修女紀念中學302室（小學部英皇道入口）。

時 間：一九八七年三月九日起每星期一下午七時至九時。

全期學費：三百元。（共十五講）。

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。本課程為適應對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）。

## 894. 歷代名家書法藝術研習 (The Art of Eminent Calligraphers)

主 講 人：徐達之先生。

地 點：香港太古城地利亞修女紀念中學302室（小學部英皇道入口）。

時 間：一九八七年三月十一日起每星期三下午七時至九時。

全期學費：三百元。（共十五講）。

中國書法具有高度的藝術性，不但國人愛好，且為國際人士所欣賞，歷代書寫名家輩出，更有不少書法藝術學蹟流傳於世，成為不朽的藝術傑作，並為後世研習書法藝術的典範。

本課程特為有志研習歷代名家書法藝術者而設，內容包括：（一）大篆石鼓文書法藝術；（二）小篆繆山碑書法藝術；（三）古隸書法藝術；（四）八分書法藝術；（五）魏碑書法藝術；（六）晉代名家書法藝術；（七）唐代名家書法藝術；（八）宋代名家書法藝術；（九）元代名家書法藝術；（十）明清名家書法藝術；（十一）每課印發講義與習作樣本；（十二）每課隨堂示範寫作技法，包括執筆、運筆、輕重緩急、起伏頓挫，用墨之濃淡乾濕，用水之多少份量，各類紙絹性能與寫作方法等，並批改習作。

本課程共講授三十小時，大篆、小篆，佔六小時，古隸、八分，佔六小時，魏晉名家六小時，唐宋名家六小時，元、明、清名家六小時。

凡曾選習書法課程、或有書法寫作興趣者，均可參加研習。（限收二十五人）。

### **895. 從六法繪寫山水 (Chinese Landscape Painting: the Six Approaches of Hsieh Ke)**

主 講 人：李撫虹先生。

地 點：香港銅鑼灣糖街1至5號銅鑼灣商業大廈503室。

時 間：一九八七年三月十五日起每星期日下午三時至五時。

全期學費：三百元。（共十五講）。

自南北朝時代，南齊的畫家謝赫（約公元四九〇年前後）創為六法，一般學者多認其足為評畫與畫法的準則。惟只是標題未為解說，因此引起後之學者揣測紛紜，莫衷一是。抑在實際習作上，容有未盡之處。

本課主講對山水寫法，認為面對大自然的現象，與人為的附着品類（如亭台樓宇舟楫車騎橋樑或其他器物）各種描寫，亦屬諸謝氏的“傳移摹寫”之範圍。而筆墨線點、着色與水份之關係，尤為要著。至於生熟紙絹，款識題詠，氣候時序，風雨陰晴等之處理，莫不須要加以體會。此於六法之外所宜補充。本課對此，均有闡發及示範，是又足為有志學習或任教者所當注意者也。（限收二十五人）。

### **896. 書法講座（一）教師班 (The Learning and 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29室（信德中心西翼九樓）。

時 間：甲班：一九八七年二月二十日起每星期五上午九時至十一時。

乙班：一九八七年二月二十日起每星期五下午三時至五時。

全期學費：四百元。（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，以建立書學研究的基礎。（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、資助或私立學校之教師進修以上課程而欲向教育署退還半費，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）。

### 897. 書法講座(二)教師班 (The Learning and 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29室（信德中心西翼九樓）。

時間：甲班：一九八七年二月十六日起每星期一上午九時至十一時。

乙班：一九八七年二月十六日起每星期一下午三時至五時。

全期學費：四百元。（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，歡迎已完成「書法講座(一)」的學員，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20人）。

### 898. 書法講座(三)教師班 (The Learning and Teaching of Chinese Calligraphy III)

主講人：王齊樂先生。

地點：香港大學校外課程部市區中心29室（信德中心西翼九樓）。

時間：甲班：一九八七年二月十八日起每星期三上午九時至十一時。

乙班：一九八七年二月十八日起每星期三下午三時至五時。

全期學費：四百二十元。（共十八講）。（報名時請註明甲班或乙班）

本課程是「書法講座(二)」的延續，目標相同，而研習方面，除對理論與實踐作深入研討外，更利用集體切磋，以提高認識。同時，並將根據個別學員的興趣愛好而發展所長。歡迎已完成「書法講座(二)」的學員或相當程度的教師參加研習。（每班限收18人）。

### **899. 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：一九八七年三月十三日起每星期五下午六時十五分至七時四十五分。

全期學費：一百七十元。（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）。

### **900. 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：一九八七年六月十二日起每星期五下午六時十五分至七時四十五分。

全期學費：一百二十元。（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略方寸之間的篆刻藝術，讓學印者多嘗治印的樂趣。（限收二十二二人）。

### **901. 篆刻技巧與印石 (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16室（信德中心西翼九樓）。

時間：一九八七年三月十四日起每星期六下午四時十五分至五時四十五分。

全期學費：一百七十元。（共十二講）。

篆刻乃由文學、美術及雕刻三者結合而成的一種藝術，本課程對理論、篆刻技巧、印石種類等詳為講解，示範，印石實物介紹和說明。全期課程均以實踐為主，務使學印者在短期之內，深切領略篆刻方法，體驗自刻印章的樂趣。（限收二十八人）。

# Philosophy & Psychology

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

**902. Moral Problems and Moral Philosophy.** Mark Fisher, M.A. (Oxon.), Lecturer in Philosophy, University of Hong Kong. *Mondays, 8.00–9.30 p.m., starting February 23, 1987. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$170**

The course will be based on class discussion. Each week the students will be given a short handout introducing some philosophical question or problem area, and asked to study it at home and think about the questions raised. They will be invited to bring their own life experience, and reports from newspapers and TV, to bear upon the issues under discussion. In the class session various methods will be used to stimulate discussion, including debates and role-playing. These are some of the questions that may be discussed: Has human life a meaning or purpose? How can we find out the best way to live? Can religion guide us? Can faith dispense with reason? Can the traditions of our community guide us? Can human nature be a guide? Can evolution show us which kinds of human life are best for us? Could unselfishness pay? “I just *know* I’m right”—can our intuitions be a reliable guide to duty? Would a fair voting system solve our moral problems? The Golden Rule (Do to others only what you are prepared to have them do to you)—can we rely on reason to guide us? Are we free to choose and act, or are all our choices determined in advance?

## **903. 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17室（信德中心西翼九樓）。

時 間：一九八七年二月十八日起每星期三下午八時至九時三十分。

全期學費：一百七十元。（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，將注重啓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。

## **904. 哲學思維方法 (Methods of Philosophizing)**

主 講 人：陶國璋先生。

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。

時 間：一九八七年五月十二日起每星期二下午六時至七時十五分。

全期學費：一百六十元。（共十講）。

我們通常將任何觀點或看法，都半認真半玩笑地稱之為「哲學」，以至哲學一詞過於空泛或披上不當的色彩。哲學其實是一門嚴謹的學問，有其特定的範圍、課題及特性。哲學思維着重以理性的態度，作精確的思考分析，探索人生價值、真理標準，宇宙本體等終極性的問題，從而冀求洞悉生命存在的奧秘。本課程將論列中西哲學的思維方法：如語理分析、超越分析、存在思維及形上思維等；藉以培養學員獨立思辨推理的能力。本課程適合初學哲學的學員。

### **905. 希臘神話、悲劇與哲學 (Myth, Tragedy and Philosophy in Ancient Greece)**

主 講 人：蔡淑芳小姐。

地 點：香港大學校外課程部市區中心24室（信德中心西翼九樓）。

時 間：一九八七年二月廿三日起每星期一下午七時四十五分至九時十五分。

全期學費：一百六十元。（共十講）。

西方的文化根源自希臘，但希臘人的思想投射在神話、悲劇和哲學上，卻分別產生了很特殊的思維型態，而與西方現代人的思維模式殊異，然而古希臘的文化卻仍然吸引無數西方學者的注意力而成為研究目標。

本課程一方面透過不同時代所產生的個別理論，例如功能主義、象徵主義和結構主義的研究成果幫助了解和認識希臘的神話、悲劇和哲學。另一方面，由於不同的理論研究各有利弊，因此本課程更希望從另一個研究方向，具體地分析神話與悲劇中的思想，例如從普羅米修士與潘多娜神話故事的內容中，可以得知神話與人類的誕生、原始的罪及生存的掙扎等問題有密切的關係。而蘇福克里斯的悲劇《伊底帕斯王》，更探討人類存在的實況及命運帶給人的教訓。這些問題反映在哲學的發展上，產生了很大的轉變；為什麼希臘人在生命力最旺盛的時候出現悲劇，而在哲學最巔峯的時候排斥悲劇呢？這些問題都將會在課程中探討。

### **906. 福柯與結構主義 (Foucault and Structuralism)**

主 講 人：關少棠先生。

地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）。

時 間：一九八七年三月六日起每星期五下午七時四十五分至九時十五分。

全期學費：一百六十元。（共十講）。

結構主義是本世紀六十年代在法國興起的哲學思潮，它很快便取代了現象學和存在主義。結構主義的研究重點是現象之間的關係，從而對社會、經濟、政治與文化生活模式作探索。其中的主要代表人物是專注人類學的列維勞斯（Levi-Strauss），心理分析的拉康（Lacau），文學理論的巴哈（Barthes），馬克思理論的阿爾杜塞（Althusser），形上學的德利達（Derrida），及歷史文化的福柯（Foucault）。



本課程挑選其中一代表人物福柯為探討對象，集中討論他的結構主義方法論對社會科學的影響。

福柯對社會科學的出現及其瞭解性有很詳細的說明。他反對傳統上認為社會科學是從哲學脫穎出來從而建立自己成爲一種經驗科學。在他早期著作裏他詳述了社會科學如何經過緩慢的規律呈現出來，從而統治着十九世紀的思想。在他後期作品中，他又建立了新的論點。從結構論點轉移到權力運作的層面上去解釋和探討社會文化及知識的呈現問題。

課程分兩部份，首部份簡略介紹結構主義的起源和背景，及其中一些代表人物的主要論點，第二部份集中探討福柯的方法論與社會科學的關係和影響。

### **907. 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17室（信德中心西翼九樓）。

時 間：一九八七年二月十二日起每星期四下午六時至七時三十分。

全期學費：一百六十五元。（共十二講）。

此課程乃心理學導論（一）之延續，其目的爲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爲之影響。

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爲，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爲之影響等。

曾修讀心理學導論（一）者得優先取錄。

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

主 講 人：馮育儀小姐。

地 點：香港大學校外課程部市區中心20室（信德中心西翼九樓）。

時 間：一九八七年二月十三日起每星期五下午六時至七時卅分。

全期學費：一百三十元。（共八講）。

兒童對周圍的事物都具有好奇心，家長和老師都可以藉此啓發他們對自然科學的興趣和吸收一些科學知識，本課程是特別爲家長，幼兒工作者及小學教師而設，透過下列分題，介紹一些基本理論和方法給予學員參考，從而幫助三至十二歲的兒童去掌握科學概念。

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

申請教署退還半費手續：凡政府、資助或私立小學及幼稚園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，須於二月二日前報名）。

### 909. 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28室（信德中心西翼九樓）。

時 間：一九八七年二月十三日起每星期五下午六時至七時三十分。

全期學費：一百元。（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、資助或私立小學及幼稚園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，須於二月二日前報名）。

### 910. 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：香港大學厲樹雄科學館101室。

時 間：一九八七年二月二十三日起每星期一下午七時十五分至九時。

全期學費：二百二十元。（共十二講）。

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。

申請教署退還半費手續：凡政府、資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，須於二月十一日前報名）。

### 911. 現代父母之道入門 (Effective Parenthood)

主講人：江任燕琮女士。

地點：香港大學校外課程部市區中心28室（信德中心西翼九樓）。

時間：一九八七年二月二十日起每星期五下午七時四十五分至九時十五分。

全期學費：一百三十元。（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。

### 912. 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14室（信德中心西翼九樓）。

時間：一九八七年二月十七日起每星期二下午五時三十分至七時三十分。

全期學費：二百四十五元。（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裏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）行為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）一些影響學習的因素。

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），

布倫納 (Bruner)，柯思沛 (Ausubel)，皮雅齊 (Piaget)，羅哲思 (Rogers)，和姬宜野 (Gagné) 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，須於二月五日前報名）。

### 913. 工業及組織心理學導論 (Introduction to Industrial and Organizational Psychology)

主 講 人：許志超博士。

地 點：香港大學校本部大樓 237 室。

時 間：一九八七年二月十七日起每星期二下午六時三十分至八時。

全期學費：二百元。（共十二講）。

本課程討論心理學在「商業機構之研究及應用。內容包括人員遴選及升遷（性格測驗、能力測驗、面試）、工作績效及表現之評估、員工訓練方法、工作動機及壓力問題、工作滿足感、工作及工作環境之設計、意外及工效學、人際（同儕、從屬）關係、跨國公司的文化差異問題等。

本課程對象包括工商機構中之高、中級行政人員及其他管理人員。高、中級行政人員能在此課中得知一些基本概念及心理學可以作出的貢獻，以督導專掌人事管理的下屬，問題發生時亦知道應向何類專門人士聽取意見。至於其他管理人員，則可藉此課程，理解如何借助心理學知識，處理日常工作的實務問題。

### 914. Principles and Practice of Occupational Interviews—A Person-centred Approach. Randy Chiu, B.A. (Pacific Union College), M.A. (Andrews University), M.I.T.D. Mondays, 8.00–9.30 p.m., starting February 16, 1987. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$200

Very often a practitioner in Human Resources Development needs to deal with individuals in interview or counselling sessions in order to get certain tasks done in the areas of recruitment selection, placement and promotion, performance evaluation, implementing disciplinary action, motivating employees, handling grievances and training and development.

This course will enable practitioners to be more familiar with the general principles, code of ethics and skills of counselling interviews. Practical emphasis will be placed on the actual technicalities of conducting selection interviews, appraisal reviews, grievance administration and understanding group dynamics. The course will be of most value to executives and personnel practitioners, especially those who are staff-oriented in management style.

Those engaged in personnel management work or are working as supervisors, and have some basic knowledge of psychology will benefit from the course.

*Enrolment is limited to 26.*

**915. Personal Development of Contemporary Women.** Rosann Santora Kao, Ph.D. (N.Y.U.). *Wednesdays, 10.00 a.m.-12 noon, starting March 4, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$150**

Just a generation ago, motherhood was considered a proper career for women. Now, regardless of cultural background, women feel that motherhood is not enough. This course surveys the life development patterns among women in Hong Kong today and explores the options open to women at mid-life. Life development patterns are the paths women follow as they progress from one life stage to the next. The daily life routine of a woman aged 40 is quite different from the routine that she followed at a younger age. Age sets new patterns into motion. To compare several different life styles, case studies will be drawn from the diverse cultural mix of modern Hong Kong. Women after the age of 35 or 40 often look beyond the family in search of a job, a community project, or an artistic endeavour. Examples are given of the options now open to women in modern Hong Kong.

This course will also deal with the psychosomatic difficulties of women at mid-life, the changes in self-image and other implications of aging.

**916. Personal Development for Young Women.** Rosann Santora Kao, Ph.D. (N.Y.U.). *Saturdays, 2.30-4.30 p.m., starting March 7, 1987. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$160**

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 career 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.*

**917. 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, 2.15-5.45 p.m., starting March 7, 1987. Audio-visual Room, Wah Yan College, 56 Waterloo Road, Kowloon. 5 meetings.* **Fee: \$215**

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.*

# Political Science

*Staff Tutor* : John D. Young, *Telephone* 5-8592792

**918. Hong Kong: the Government and Politics of 1997.** Peter Harris, B.A. (Wales), B.Sc., Ph.D. (London), D.Litt. (Natal), Professor and Head, Department of Political Science, University of Hong Kong. *Mondays, 6.15-7.45 p.m., starting February 2, 1987. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 5 meetings.* **Fee: \$100**

This course is designed for adult Hong Kong citizens who are concerned about the future of Hong Kong before and after 1997. From a perspective of political science, the course will critically review major themes centred on the government and politics of Hong Kong in relation to the 1997 issue. Classes will be conducted in lecture form as well as class discussions and will cover the following topics: definition of Hong Kong in relation to Britain and China; the political culture of Hong Kong; the Sino-British Agreement 1984; Evolution: Analysis: Evaluation; the Notion of Sovereignty (China's willingness to concede rights to Hong Kong, issues of nationality, politics and communist theory). One Country, Two Systems: Myth or Miracle? Internal Autonomy: White Paper on Representative Government, and its contradictions where applicable to the concept of a 'Basic Law'.

*Note* : Participants are expected to obtain beforehand:

1. Sino-British Joint Agreement (September 1984).
2. White Paper on Representative Government.

Please notice also that this course is *not* appropriate for secondary school or university students as a supplement to school work.

*Enrolment is limited to 35.*

## **919. 比較政治導論 (Introduction to Comparative Politics)**

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10室 (信德中心西翼九樓)。  
時 間：一九八七年三月四日起每星期三下午八時至九時卅分。  
全期學費：一百六十五元。(共十講)。

本課程的目的是使學員能了解比較政治的基本概念和分析方法。除講授基本的理論外，亦介紹不同政治體系的個案研究，使學員能對比較政治有深入和實際的認識。

課程內容分為三部份：(一)比較政治的分析法；(二)西方民主、獨裁及極權政治體系的特點；(三)個案研究。

曾習本部「政治科學導論」者可獲優先取錄。

## 120. 東風壓倒西風？——日本政治經濟學導論 (Introduction to Japanese Economics and Politics)

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10室（信德中心西翼九樓）。

時 間：一九八七年五月五日起每星期二下午八時至九時卅分。

全期學費：一百四十五元。（共七講）。

第二次世界大戰以來，短短四十年間，日本從頹垣敗瓦和滿目瘡痕的社會，一躍而成爲今日世界上舉足輕重的經濟強國。日本的驚人的成就，令到許多西力大國刮目相看。

本課程從日本的政治及經濟制度，探討日本如何從一個閉關自守的東方小國蛻變成爲今日的強國。內容包括：（一）明治維新與現代日本國家的形成；（二）二次大戰前日本的政治與企業的關係；（三）戰後日本的崛起；（四）戰後日本政府所扮演的經濟角色；（五）日本官僚系統的剖析；（六）日本政黨政治的特色與經濟發展的關係；（七）如何看待“日本奇跡”？

## 921. 中國政治制度 (Political Institutions in the People's Republic of China)

主 講 人：葉貴寶女士，B. Soc. Sci. (East Asia), M.Phil. (C.U.H.K.)

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。

時 間：一九八七年四月廿二日起每星期三下午六時十五分至七時四十五分。

全期學費：一百七十元。（共十講）。

本課程從傳統政治制度看現代政治制度，分析中國悠久的政治傳統對於現代政治制度的影響。課程的重點在於介紹黨、政、軍的組織和三者的關係。

課程內容分爲五部份：（一）傳統政治制度與現代政治制度的關係；（二）一黨政府與政黨組織；（三）國家機構；（四）軍隊的組織和結構；（五）政策變遷的趨勢（包括〈甲〉政治體制改革，〈乙〉經濟體制改革）。

歡迎有興趣人士參加。曾選修本部「中華人民共和國三十五年概論」者可獲優先取錄。（限收廿二人）。

## 922. 現代美國在亞洲的對外政策 (Contemporary American Foreign Policies in Asia)

主 講 人：黃守敬先生，M.A. (Seton Hall)。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八七年三月十二日起每星期四下午八時零五分至九時三十五分。

全期學費：一百六十五元。（共十講）。

今日的美國在國際政壇上舉足輕重，她的對外政策，對全世界都有莫大的影響。本課程從美國對外政策的演變和發展來探討美國與亞洲的關係，分析她如何從十九世紀的孤立主義（門羅主義）而躋身於今日亞洲的政治舞台，並會着重她對中國和日本的影響。講授內容包括十九世紀的美國與中日兩國的政治關係、美西戰爭與菲律賓獨立、美國與中國的門戶開放政策、華盛頓會議、美國與國內戰、美國與韓國和越南、中美建交與未來政策探索、美國和香港的九七問題、曾健士法案對亞洲的影響、美國與當代菲律賓等等。歡迎一切有興趣人士參加。

## 923. 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.，M. Phil. (H.K.)，M. Sc. (London)。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八七年二月廿四日起每星期二下午七時四十五分至九時十五分。

全期學費：一百七十元。（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。

如 欲 收 到 下 期 課 程 手 冊 ，  
請 翻 閱 第 170 頁 。



# Science & Mathematics

*Staff Tutor* : Stephen W. N. Wu, Telephone 5-8592789

**924. Social Aspects of Nuclear Energy for Science Teachers.** *Mondays, 6.15-7.45 p.m., starting February 23, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$130**

*Tutors* : W. C. Ip, B.Sc., Cert.Ed. (H.K.).  
H. Y. Lee, B.Sc., Cert. Ed. (H.K.).  
K. P. Leung, B.Sc., Dip. Ed., M.A. (Ed.) (H.K.).  
Nancy Luk, B.Sc., M.Phil., Cert. Ed. (H.K.).  
S. K. Ng, B.Sc. (Eng.), Cert. Ed. (H.K.).  
P. L. Sze, B.Sc., Cert. Ed. (H.K.).  
T. M. Wong, B.Sc., Cert. Ed. (H.K.).

This course offers a teaching package on the social aspects of nuclear energy which is part of the Physics syllabus in the H.K.C.E. Topics to be discussed include: use of nuclear energy in weapons of war, industry and medicine; nuclear power plant, biological effects of radiation, and social issues related to the use of nuclear energy. Methodology of teaching will also be discussed. Lectures will be illustrated with slides wherever possible and participants are encouraged to take an active role in class discussions.

**Fee Refund:** on being accepted for this course, teachers of Physics 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 16, 1987.*)

## **925. 視軸矯正學 (Basic Orthoptics in Ocular Motility Defects)**

主講人：陳誕華先生，B. Sc., Dip. App. Sc. ( Orthoptics ), D. A. O. 。  
地點：香港大學厲樹雄科學館 G 4 室。  
時間：一九八七年三月九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。

## 926. 視覺健康簡介 (An Introduction to Ophthalmology)

主講人：麥湘醫生。

地點：香港大學校外課程部市區中心11室（信德中心西翼九樓）。

時間：一九八七年四月廿七日起每星期一下午六時廿分至七時五十分。

全期學費：九十元。（共五講）。

隨着社會的變化和日常工作量之日益增加，我們的視覺系統經常會受到重大的壓力，間接地影響了我們的視覺健康。本課程將會向學員撮要地解釋眼睛的結構；認識各種常見的眼疾，例如青光眼，白內障，視網膜脫落等；眼疾的成因，預防及其正確的治理方法。

本課程適合一般關心眼睛健康及其護理方法的人仕選修。

## 927. 天文觀測技術 (Observational Techniques in Astronomy)

主講人：黃衍藩先生、李偉才先生，B. Sc. (H. K.)。

地點：香港大學許愛周科學館LG2室。

時間：一九八七年三月六日起每星期五下午八時十五分至九時四十五分。

全期學費：二百元。（共十二講）。

自然宇宙間有很多有趣的天象，如月蝕、日蝕的發生，流星雨的出現，新星的爆發等都十分值得我們欣賞。在欣賞之餘，我們還可以對這些天象或天體進行觀測研究。

本課程將由淺入深，從怎樣使用星圖及望遠鏡開始，介紹觀測太陽，月球，日蝕，月蝕，行星，流星，掩星、彗星，雙星，變星，新星，星雲，星團及星系等天體及天象的方法與技術。

本課程除講座外，在天氣許可之下，還會安排一次郊外宿營實習（自費）。歡迎有中學程度及對天文學已有初步認識的人士參加。（限收五十人）。

## 928. 趣味氣象學 (Understanding Meteorology)

主講人：梁榮武先生、呂友樂先生、羅國維博士。

地點：香港大學校外課程部市區中心11室（信德中心西翼九樓）。

時間：一九八七年三月二日起每星期一下午八時至九時四十五分。

全期學費：一百八十元。（共十講）。

人類的衣食住行都有極大程度上受天氣或氣候變化的影響，本課程將着重介紹多年來氣象學的發展；大氣層的結構；各種天氣現象；及災害性天氣的成因，亦會同時提及觀天識氣及應用氣象學等。通過這個課程，大家不單只會對於氣象學加深認識，同時亦會進一步瞭解本港在天氣預報方面所提供的服務，從而可以充份利用香港天文台所發出的天氣預測及警告，來幫助大家對戶外活動或家居安全作出適當的安排。除了課室講授外，本課程還會安排參觀香港天文台，以便各學員有更深入的瞭解。

**929. Basic Radiation Protection.** *Wednesdays, 7.00–9.00 p.m., starting March 11, 1987. Room 726, Knowles Building, University of Hong Kong. 6 meetings.*

**Fee: \$150**

*Tutors:* M. Y. Tso-Wong, B.Sc. (C.U.H.K.), M.Sc. (Miami), Ph.D. (Wisc.), C.Chem., F.R.S.C., Acting Director, Radioisotope Unit, University of Hong Kong.

W. W. Tso, M.Sc. (Miami), Ph.D. (Wisc.), C.Chem., F.R.S.C., Senior Lecturer, Department of Biochemistry, Chinese University of Hong Kong.

L. P. Su, B.Sc. (Nat. Taiwan), M.Sc. (H.K.).

Y. S. Wan, B.Sc. (C.U.H.K.), B.Sc. (Special), M.Phil. (H.K.).

This course is not only suitable for paramedical and industrial workers dealing with x-rays and radioactive materials but also will be of interest to those who wish to have a general knowledge in radiation protection. Topics to be covered include: physical aspects of radiation, biological effects of radiation, radiation dosimetry, basic standards of protection, external and internal radiation hazards, radiation survey and personnel monitoring, practical aspects of the use of radioactive material, and the use of radiation technology in Hong Kong.

*Lectures will be conducted in Cantonese and supplemented with English where appropriate.*

*Enrolment is limited to 50. Although no qualification criteria are necessary for enrolment, it is preferable that students have some science background at least up to H.K. Certificate of Education level or its equivalent.*

#### **54. 科幻縱橫談 (The Fascination of Science Fictions)**

主 講 人：李偉才先生，李文健先生，潘昭強先生。

地 點：香港大學校外課程部市區中心28室（信德中心西翼九樓）。

時 間：一九八七年五月七日起每星期四下午八時至九時三十分。

全期學費：一百五十元。（共八講）。

從太空探險到星際殖民、從星球大戰到銀河帝國、從隱形人到超人到外星人、從電腦到人工智能到機械人、從天氣控制到行為控制、從死光到力場、從超光速到時間旅程、從基因工程到長生不老、從心靈感應到念力……上述種種，甚麼是科學？甚麼是幻想？科幻縱橫談會向各位學員一一介紹。

**930. Foundation Mathematics I: Calculus of one variable and vector quantities.** E. Herbert Li, B.Sc., M.Sc. (Wash.), C.Phys., M.Inst.P., M.I.E.E.E., M.I.S.T., F.S.S., A.F.I.M.A., M.Inst.B.T.M. (Dip.B.T.M.), F.I.M.S., F.B.S.C., F.S.B.T., M.F.T.Com. *Fridays, 8.00–9.30 p.m., starting February 27, 1987. Room 722, Knowles Building, University of Hong Kong. 10 meetings. Fee: \$220*

This course introduces the concept and methods of calculus and can be regarded as a preparatory foundation course for the study of other higher level mathematics and science courses. The course is expected to be of use to candidates preparing for public examinations in mathematics. Topics to be discussed include: limits;

differential calculus; integral calculus; vector calculus; and application of the above mentioned. Participants are expected to have mathematical knowledge at Form 5 level. Lectures will be conducted in English and supplemented with Cantonese.

*Closing date for applications : February 20, 1987.*

**931. Foundation Mathematics II: Calculus of several variables and Matrix.** E. Herbert Li, B.Sc., M.Sc. (Wash.), C.Phys., M.Inst.P., M.I.E.E.E., M.I.S.T., F.S.S., A.F.I.M.A., M.Inst.B.T.M. (Dip.B.T.M.), F.I.M.S., F.B.S.C., F.S.B.T., M.F.T.Com. *Fridays, 8.00-9.30 p.m., starting May 22, 1987. Room 722, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$250**

This course is a continuation of Foundation Mathematics I, and provides a discussion of mathematical techniques that are requisites for higher level mathematical and science courses. Topics to be discussed include: matrix, partial differentiation of several variables, gradient, curl, multiple integrals, line integrals, surface integrals, divergence theorem, Stokes' theorem, and application of all of the above. Private candidates who are preparing for examinations may find this course useful. Lectures will be conducted in English and supplemented with Cantonese.

*Closing date for applications : May 15, 1987.*

**932. Foundation Pure Mathematics.** Cary F. C. Lee, B.Sc. (H.K.). *Thursdays, 6.15-7.45 p.m., starting February 26, 1987. Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F., Hong Kong. 12 meetings.* **Fee: \$280**

This course presents a broad range of mathematical topics, from algebra to topology in a more abstract approach. Topics to be discussed include: logic, sets, relations and functions; vectors, matrices, abstract linear spaces, linear transformations, eigenvalues, eigenvectors and their applications; abstract groups, homomorphisms, Lagrange's theorem, cosets of a subgroup, group actions, orbits and their applications, basic isomorphism theorems, definition and elementary properties of rings; co-ordinate geometry in the plane, affine geometry, quadratic forms and their applications in special relativity, projective geometry, non-euclidean geometries, hyperbolic and elliptic geometries; real numbers, sequences, continuity of functions, differentiation, differential equations, integrations, mean value theorems, fundamental theorem of calculus; topology, open sets in euclidean space, concepts of topological spaces, homeomorphisms, separation and connectivity, the fundamental group, homotopy, and its application to algebra. This course is useful to private candidates studying mathematics at the tertiary level, and participants are expected to have mathematical knowledge at A-level. Lectures will be conducted in English and supplemented with Cantonese.

*Closing date for applications : February 19, 1987.*

**933. Methods of Mathematical Models.** E. Herbert Li, B.Sc., M.Sc. (Wash.), C.Phys., M.Inst.P., M.I.E.E.E., M.I.S.T., F.S.S., A.F.I.M.A., M.Inst.B.T.M. (Dip.B.T.M.), F.I.M.S., F.B.S.C., F.S.B.T., M.F.T.Com. *Wednesdays, 7.00-9.00*

*p.m., starting February 25, 1987. Middle Lecture Theatre, Li Shu Fan Building, Sassoon Road, Hong Kong. 10 meetings. Fee: \$400*

Mathematics has its roots in numerology, geometry and science. Since the time of Newton, the search for "mathematical models" for scientific phenomena has been a source of mathematical problems. Nowadays, these models have in fact extended to the field of social sciences and many others. The aim of this course is to introduce the usefulness of applied mathematics in solving real world problems. It is designed for workers and students in the field of science, technology, social science and teaching. Topics to be discussed include: mathematical methods including ordinary differential equation, partial differential equation, three-dimensional problems, advanced linear algebra, numerical methods; mathematical models including laws of motion, vibrations, systems of particles, fields of force and orbits, motion of rigid bodies, population, linear programming, heat transfer, and forecasting. Participants are expected to have a working knowledge of one variable calculus or A-level applied mathematics. Lectures will be conducted in English and supplemented with Cantonese.

*Closing date for applications : February 18, 1987.*

**934. Applied Statistical Techniques.** C. K. Liu, B.Sc., M.Phil. (C.N.A.A.), M.I.S., F.S.S. *Thursdays, 7.00–9.00 p.m., starting March 5, 1987. Middle Lecture Theatre, Li Shu Fan Building, Sassoon Road, Hong Kong. 15 meetings. Fee: \$480*

This course is designed for students who wish to have a knowledge of statistical techniques for application usage. It is also suitable for researchers in science, social science and business. Candidates preparing for various professional examinations will find this course relevant to their studies. Topics to be discussed include: hypothesis testing (one and two populations), known and unknown  $\chi^2$ , goodness of fit test,  $2 \times 2$  contingency table, non-parametric tests; regression analysis including linear regression, tests of hypotheses of  $b_0 = 0$  and  $b_1 = 0$  for the general model  $y = b_0 + b_1x + \epsilon$ , polynomial and multiple regression, randomized block design, complete and randomized design, latin square design, split-plot design, factorial design, principle of confounding, and analysis of covariance. Participants with a knowledge of elementary statistics are preferred. Lectures will be conducted in English and supplemented with Cantonese.

*Closing date for applications : February 26, 1987.*

**935. Catastrophe (The Theory of Sudden Change).** E. Herbert Li, B.Sc., M.Sc. (Wash.), C.Phys., M.Inst.P., M.I.E.E.E., M.I.S.T., F.S.S., A.F.I.M.A., M.Inst.B.T.M. (Dip.B.T.M.), F.I.M.S., F.B.S.C., F.S.B.T., M.F.T.Com. *Fridays, 6.15–7.45 p.m., starting February 27, 1987. Room 722, Knowles Building, University of Hong Kong. 12 meetings. Fee: \$280*

Catastrophe is a new mathematical method for describing the evolution of forms in nature. It is particularly applicable where gradually changing forces produce "sudden effects." The theory finds many applications in physical science such as primary and secondary waves in tissue differentiation, embryology; in social science such as stock market collapse, human emotional collapse; and many others. The aim of this course is to present the lectures in such a way that participants

with a working knowledge of calculus can appreciate the beauty and applicability of this apparently difficult topic. Lectures will be conducted in English and supplemented with Cantonese.

*Closing date for applications : February 20, 1987.*

**936. Topology for the Layman.** Cary F. C. Lee, B.Sc. (H.K.). *Thursdays, 6.15-7.45 p.m., starting May 21, 1987. Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$190**

Nowadays topology is a fundamental branch of mathematics and is one of the most rapidly expanding areas of mathematical thought. It has strong interactions with other branches of mathematics, and in particular with modern algebra, algebraic geometry, functional analysis and the theory of partial differential equations. Unfortunately many texts or courses in topology plunge immediately into a formalized and entirely abstract presentation of topological concepts, it is thus difficult for a student to appreciate the beauty of the subject. This course will adopt a more intuitive and leisurely approach, thus making it easier for non-mathematicians to grasp the essence of the subject.

The subject will be treated geometrically as far as possible and the practical aspects will always be emphasized. In fact, participants will eventually find that many of the ideas are beautiful, interesting and relevant to everyday life.

Participants are expected to have a knowledge of mathematics of Form 5-6 level. Lectures will be conducted in English and supplemented with Cantonese.

*Closing date for applications : May 14, 1987.*

## 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。

# Computer Science

Staff Tutor : Daniel H. S. Lee, Telephone 5-8592793

## 937. 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：一九八七年二月九日起每星期一下午六時至九時。

乙班：一九八七年二月十四日起每星期六下午二時至五時。

全期學費：每班一千一百元。（報名時請註明甲班或乙班）。（共十二講）

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）各類文字處理、資料系統軟件之使用（利用電腦編印筆記、儲存整理學生個人資料及考試成績）；（四）簡介各類現成與教育有關之軟件。

本課程適合IBM或蘋果II型相容之使用者。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、資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，甲班須於一月二十七日前報名，乙班須於二月四日前報名）。

**938. 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 Fridays, 6.30-9.00 p.m., starting February 27, 1987. Lectures in Room 230, Knowles Building, University of Hong Kong, and workshops in Room 136, Knowles Building, University of Hong Kong. 6 lecture meetings and 6 workshop meetings.*

All students will attend the same lectures, and select one terminal workshop from the following:

- (a) *Mondays, 6.30-8.30 p.m., March 2, 9, 23, 30, April 13, 27.*
- (b) *Tuesdays, 6.30-8.30 p.m., March 3, 10, 17, 24, 31, April 7.*
- (c) *Wednesdays, 6.30-8.30 p.m., March 4, 11, 18, 25, April 1, 8.*
- (d) *Thursdays, 6.30-8.30 p.m., March 5, 12, 19, 26, April 2, 9.*

**Fee: \$1,100** (Please indicate preferred workshop on enrolment form).

This course will give a basic introduction to microcomputers and programming for microcomputers. As BASIC is the popular language of communication for small machines, the syllabus will include BASIC as the focal point for the discussion on programming. Assuming no prior knowledge of computers, the main objective is to provide students with confidence in the art of microcomputer use.

*Enrolment is limited to 32 students.*

**939. 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 Fridays, 6.30–8.30 p.m., starting May 1, 1987. Lectures in Room 734, Knowles 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) *Mondays, 6.30–8.30 p.m., May 4, 11, 18, 25, June 8, 22.*
- (b) *Tuesdays, 6.30–8.30 p.m., May 5; 12, 19, 26, June 2, 9.*
- (c) *Wednesdays, 6.30–8.30 p.m., May 6, 13, 20, 27, June 3, 10.*
- (d) *Thursdays, 6.30–8.30 p.m., May 7, 14, 21, 28, June 4, 11.*

**Fee: \$1,100** (Please indicate preferred workshop on enrolment form).

This course will give a basic introduction to microcomputers and programming for microcomputers. As BASIC is the popular language of communication for small machines, the syllabus will include BASIC as the focal point for the discussion on programming. Assuming no prior knowledge of computers, the main objective is to provide students with confidence in the art of microcomputer use.

*Enrolment is limited to 28 students.*

**940. Applications of Personal Computer in Finance and Investment.** Li Yiu Wing, B.A., M.B.A. (Toronto). *Lectures on Mondays and Tuesdays, 6.15–7.30 p.m., starting February 2, 1987 in Room 230, Knowles Building, University of Hong Kong. Workshops on Wednesdays, 6.15–7.30 p.m., starting March 4, 1987 in Room 104, Run Run Shaw Building, University of Hong Kong. 17 lecture meetings and 4 workshops.* **Fee: \$450**

This course introduces the use of personal computers in finance and investment. It is most suitable for those working in the financial field who intend to use personal computers for investment project evaluation. Topics include a brief review of elementary statistics and financial theory, use of spreadsheet, database and graphics for investment feasibility study, portfolio analysis and preparation of CAMP model. Case studies and hand-on exercise will be given where appropriate. No prior knowledge of computer is necessary but students are expected to have a Pass in Mathematics in the Hong Kong Certificate of Education examination or equivalent.

*Enrolment is limited to 42 persons.*







serves as a good preliminary course for those who are interested in interfacing techniques and microprocessor control. Topics include, Boolean algebra, logic gatings, cpu, memory, PIO, assembly language and introduction to interfacing. Applicants are expected to have some basic knowledge of computers.

**948. Microprocessor control and Interfacing Techniques in Engineering.**

Barry C. Y. Chin, Dip.Mechan. (S.A.I.T.), B.Sc. (Elect.Eng.) (Sask.), Project Manager, Industrial Automation. *Mondays and Fridays, 8.00-9.30 p.m., starting February 16, 1987. Monday lectures in Room G3, and Friday lectures in Room 105 James Hsioung Lee Science Building, University of Hong Kong. 26 meetings.*

**Fee: \$480**

This course is designed for engineers and technicians who are engaged in the engineering field and involved in the use of microprocessors for process automation, control engineering, product design and development purposes. Topics include review of basic microprocessor architecture, peripheral interfacing techniques, polling and interrupt handling, analogue to digital and digital to analogue conversion, mechanical actuators, microprocessor-controlled engineering system (design procedures), assembly control chips available in the market and use of logic development system.

*Entry Qualification:* Applicants should have an ordinary certificate/diploma in Electronics or relevant engineering educations or a degree in Science. Photostat copies of the appropriate documents should be submitted with the application form.

**949. Business and Personal Applications of Microcomputer.**

Leo S. M. Mak, B.Sc. (H.K.), Dip. M.S. (H.K.). *Lectures on Fridays, 6.45-7.45 p.m., starting February 13, 1987. Room 734, Knowles Building, University of Hong Kong. Workshops in The Computer Room, The Methodist Centre, 22 Hennessy Road, Hong Kong. Ten lecture meetings and two workshops.*

**Fee: \$330**

This course introduces an integrated set of utility programmes for easy and flexible handling of analytical calculations, documents, business graphs, information management and communications for office or personal purposes. It is especially suitable for managers, secretaries, teachers and business analysts who have no or little knowledge of computers but wish to extend their intellectual productivity by using some user-friendly software. Major topics include the way a microcomputer works, potential application areas, concepts and functions of each of the five functional areas namely word processing, spread sheet, graphics, database and communication, examples of typical business applications, hand-on exercise and speculations for advanced applications.

*Enrolment is limited to 24 persons.*

**950. Business and Personal Applications of Microcomputer.**

Leo S. M. Mak, B.Sc. (H.K.), Dip. M.S. (H.K.). *Lectures on Fridays, 8.00-9.00 p.m., starting February 13, 1987. Room 734, Knowles Building, University of Hong Kong. Workshops in The Computer Room, The Methodist Centre, 22 Hennessy Road, Hong Kong. Ten lecture meetings and two workshops.*

**Fee: \$330**

*See entry for Course No. 949.*

*Enrolment is limited to 24 persons.*

**951. Information Processing Through COBOL.** T. Y. Chen, B.Sc., M.Phil. (H.K.), M.Sc. (Lond.), Ph.D. (Melbourne), D.I.C., M.B.C.S., Lecturer in Computer Studies, University of Hong Kong. *Lectures on Mondays, 6.30–9.00 p.m., starting June 8, 1987, Room 104, James Hsioung Lee Science Building, University of Hong Kong. Computer workshops on Fridays, 6.00–10.00 p.m., starting June 12, 1987, Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 15 lecture meetings and 16 workshop meetings, twice weekly.*

**Fee: \$1,500** (including computer time)

This course aims to provide a thorough training in COBOL, the most commonly used language in commercial applications, to study methods of organizing information on secondary storage devices, and to learn the techniques of accessing this information in an efficient manner. Applicants should have at least completed secondary school education. Students are expected to do a certain amount of home work in their own time.

The syllabus will include basic concepts of computer system, problem solving and programming techniques, COBOL features, COBOL programming, secondary storage devices and their characteristics, file structures, file processing concepts and techniques.

*Enrolment is limited to 54 students.*

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

### **Certificate Course in Digital Computer Programming.**

**952.** *Lectures on Wednesdays, 6.30–9.00 p.m., starting March 18, 1987. Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Fridays, 6.00–10.00 p.m., starting April 10, 1987. Room 230, Knowles Building, University of Hong Kong. 20 Lecture meetings and 25 workshop meetings.*

**953.** *Lectures on Wednesdays, 6.30–9.00 p.m., starting March 18, 1987. Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Mondays, 6.00–10.00 p.m., starting April 13, 1987. Room 230, Knowles Building, University of Hong Kong. 20 Lecture meetings and 25 workshop meetings.*

**954.** *Lectures on Thursdays, 6.30–9.00 p.m., starting March 19, 1987. Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Tuesdays, 6.00–10.00 p.m., starting April 14, 1987. Room 230, Knowles Building, University of Hong Kong. 20 Lecture meetings and 25 workshop meetings.*

**955.** *Lectures on Thursdays, 6.30–9.00 p.m., starting March 19, 1987. Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Wednesdays, 6.00–10.00 p.m., starting April 15, 1987. Room 230, Knowles Building, University of Hong Kong. 20 Lecture meetings and 25 workshop meetings.*

*Tutors:* T. Y. Chen, B.Sc., M.Phil. (H.K.), M.Sc. (Lond.), Ph.D. (Melbourne), D.I.C., M.B.C.S., Lecturer in Computer Studies, 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.,  
Chief Programmer in the Dental Data Processing Unit, University  
of Hong Kong.

**Fee: \$1,900** (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 : January 17, 1987.*

*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. Applications which are not accompanied by relevant documents will not be considered.*

### **Advanced Certificate Course in Digital Computer Programming.**

**956.** Lectures on Fridays, 6.30–9.00 p.m., starting March 20, 1987. Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Mondays, 6.00–10.00 p.m., starting April 13, 1987. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 20 Lecture meetings and 25 workshop meetings.

**957.** Lectures on Fridays, 6.30–9.00 p.m., starting March 20, 1987. Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Thursdays, 6.00–10.00 p.m., starting April 16, 1987. Room 230, Knowles Building, University of Hong Kong. 20 Lecture meetings and 25 workshop meetings.

*Tutors:* T. Y. Chen, B.Sc., M.Phil. (H.K.), M.Sc. (Lond.), Ph.D. (Melbourne), D.I.C., M.B.C.S., Lecturer in Computer Studies, University of Hong Kong. (Tutor-in-charge)  
F. T. Chan, B.Sc., M.Phil. (H.K.), M.B.C.S., M.H.K.C.S., 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.  
W. H. Tang, B.Sc. (H.K.), M.Sc. (Lond.), Senior Computer Officer, University of Hong Kong.

**Fee: \$2,200** (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: January 17, 1987.*

*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. Applications which are not accompanied by relevant documents will not be considered.*

**958. Certificate Course in Software Engineering.** *Tuesdays, 6.30–8.45 p.m., Room 209, Run Run Shaw Building, University of Hong Kong, and Thursdays, 7.15–9.30 p.m., Room LG1, Hui Oi Chow Science Building, University of Hong Kong, starting February 17, 1987. 36 lecture meetings. Fee: \$1250*

*Tutor-in-charge: P. C. Chui, B.Sc. (H.K.), M.S. (C.S.U.), M.I.E.E.E., Senior Engineer/Software Manager, Litton, CitiCorp, Teledyne, U.S.A., Lecturer, Department of Electrical and Electronics Engineering, University of Hong Kong.*

This course presents software engineering methodologies for the development of quality, cost-effective, schedule-meeting, maintainable computer software. Software is dealt with as an engineered product that requires planning, analysis, design, implementation, testing and maintenance. The goal is to provide a concise presentation of each step in the software engineering process. This is not a computer programming language course. This course is designed for practising managers, software engineers, analysts, digital system engineers and individuals who are responsible for software project development in the industry.

*Syllabus:* Software engineering methodologies; software system life cycle; computer software organization; software design techniques; design representation; design and coding standards; structured programming. Quantitative measures; program complexity; size and processing time estimation; program testing; software development systems; software engineering management; software planning; requirement analysis; software development cycle; software test/acceptance; software documentation, configuration management, production and support.

*Entry Qualifications:* Applicants should have a Bachelor's degree or Polytechnic Higher Diploma in Electrical Engineering or Computer Science or equivalent and be engaged in an appropriate profession. In exceptional cases, consideration for admission will be given to applicants without professional or graduate qualifications provide that they are over 25 and have had at least two years of relevant experience in responsible positions.

*Enrolment is limited to 32 persons.*

An examination will be conducted at the end of the course and the award of a certificate is subject to passing the written examination and on satisfactory completion of course-work. Candidates should have attended at least 75% of the lectures. The written examination will be assessed by both University and External examiners.

*Closing date for applications: February 2, 1987.* A special application form is available on request from the Department of Extra-Mural Studies.

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

# Biomedical & Health Science

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

**959. Current Drug Therapy.** Stephen W. C. Tang, B.Sc. Pharm. (Oregon U.S.A.). *Wednesdays, 6.15-7.45 p.m., starting February 25, 1987. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings. Fee: \$200*

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.

**960. Fundamentals of Applied Pharmacology.** S. Dai, M.B. (Taiwan), Ph.D. (H.K.), Senior Lecturer in Pharmacology, University of Hong Kong. *Wednesdays, 7.30-9.00 p.m., starting March 4, 1987. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings. Fee: \$180*

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

## **961. 病理化驗之管理入門**

### **(Management in the Clinical Pathology Laboratory Setting)**

主 講 人：辛耀和先生，B.S., MT(ASCP), AIMLS.

地 點：香港大學厲樹雄科學館 102 室。

時 間：一九八七年三月四日起每星期三下午六時十五分至七時十五分。

全期學費：一百三十元。（共八講）。

本課程主旨是討論及提供病理化驗室管理之功能；計劃、組織、人力、指揮及控制；化驗室之財務管理；化驗資料處理電腦化；市場管理；人事管理及品質管制等。

本課程適合一般病理化驗從業人仕及任何對化驗所管理有興趣之人仕參加。



## 962. 人體呼吸系統的生理與疾病

### (Physiology and disorders of Human Respiratory Systems)

主 講 人：王紀慶醫生，（香港大學醫學院生理系高級講師）。

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11室（信德中心西翼九樓）。

時 間：一九八七年三月六日起每星期五下午八時至九時三十分。

全期學費：一百八十元。（共十講）。

人可以缺少食物達數星期之久而不至死亡，如果缺少水份只能維持數天的生命，但停止呼吸最多只能支持數分鐘，可見呼吸對生命的重要。在工作中或日常生活裏氣體中毒主要是指呼吸系統中毒，嚴重時在毫無預感之下突然失去知覺而進入死亡陷阱，這類意外時有發生，皆因對呼吸認識不足所致。在都市生活中，人口密度高，空氣污染嚴重以及吸煙對肺的刺激與危害往往引起不少各類不同呼吸道疾病，損害健康甚至危及生命。本課程主要講解人體呼吸系統的解剖，生理，病理，藥理以及呼吸疾病方面的知識由淺入深做一個全面而概括的介紹，使參加者對呼吸系統有整體的認識。

本課程為大專程度，特別對中學生物學教師，衛生工作及護理人員將有更大的幫助，歡迎各階層人士參加。

## 963. 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：古永亮，（倫敦大學藥劑學士）。

地 點：香港大學厲樹雄科學館 G4 室。

時 間：一九八七年三月九日起每星期一下午八時至九時。

全期學費：一百四十元。（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、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士修讀。

## 964. 營養食療初階 (Introduction to Dietotherapy)

主 講 人：許惠卿小姐，B.Sc., Dip. in Diet, M. T. S.

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11室（信德中心西翼九樓）。

時 間：一九八七年三月六日起每星期五下午六時至七時四十五分。

全期學費：一百三十元。（共六講）。

本課程結合營養與病理知識，指導學員掌握如何照顧患上高血壓，心臟病，腎病，糖尿病，腸胃病和體形過胖或過份消瘦者的日常飲食。

課程內容包括：高血壓及飲食控制；低脂餐，低膽固醇餐和心臟保健飲食須知；腎病和高、低蛋白質的用途；糖尿病飲食須知；有效增肥和減肥法和一般腸胃病的病因及食療等問題。

本課程適合醫護人員，社區健教工作者和一般對病理和營養有特別興趣之人仕選讀。參加者如能有基本營養學知識，例曾修讀「營養與健康」或類同的課程者更佳。（本課程由港大校外課程及楊震社會服務中心合辦）。

### **965. 美容及化粧品學 (Skin Care & Cosmetic Science)**

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209室。

時間：一九八七年三月二日起每星期一下午八時至九時十五分。

全期學費：一百五十元。（共十講）。

本課程旨在介紹美容護膚之要訣及化粧品對皮膚結構與功能之影響。內容包括化粧品的歷史與近代的發展；皮膚結構，功能及各類化粧品對比二者所引起之影響；頭髮與皮膚之護理；常見之皮膚不正常現象及其處理方法，香水之合成與選擇；指甲，牙齒與足部護理之用品，化粧品引起之皮膚敏感；電子美容儀器之介紹及其效果；整容手術及其他美容新科技等等。本課程適合美容及髮型師或對化粧品有興趣之人仕參加。

### **966. 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17室（信德中心西翼九樓）。

時間：一九八七年三月六日起每星期五下午八時至九時三十分。

全期學費：一百八十元。（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。

### **967. 生育須知 (Understanding Fertility and Sterility)**

主講人：余若星醫生，M.B., B.S. (H.K.), M.R.C.O.G. (Lond.)

地點：香港大學校外課程部市區中心28室（信德中心西翼九樓）。

時間：一九八七年二月十六日起每星期一下午七時十五分至九時十五分。

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。

### 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。

如欲收到下期課程手冊，  
請翻閱第 170 頁。

# Medical Laboratory Science

*Staff Tutor* : Daniel H. S. Lee, Telephone 5-8592793

**968. RFLPs and Diagnosis of Inherited Disorders.** K. C. Tan-Un, B.Sc. (Bath), M.Sc. (London). *Lectures on Mondays, 7.15–8.15 p.m., starting May 4, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Demonstration sessions will be held in Department of Biochemistry, University of Hong Kong, Sassoon Road. 6 lecture meetings and 2 demonstration sessions. Fee: \$160*

In inherited diseases where the functional deficit is known, the availability of restriction fragment length polymorphisms (RFLPs) as genetic markers has opened the door to genetic linkage investigations. This course introduces the theoretical aspects of RFLPs and their practical applications especially in prenatal diagnoses of thalassaemia, sickle cell anaemia, growth hormone deficiency and phenylketonuria. Demonstrations of the molecular techniques involved will be provided where appropriate. This course is designed to help appreciation of the relevance of recombinant DNA technology in clinical diagnosis. It is most suitable for postgraduates, clinicians and para-medical workers, but 'A' level biology teachers will also find it informative.

**969. What is Laboratory Medicine? An Introduction for laymen.** *Mondays, 6.00–7.00 p.m., starting March 23, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings. Fee: \$160*

*Tutors* : B. L. Chan, M.Phil. (H.K.), FIMLS, C.Biol., M.I.Biol.

K. P. Fok, M.B.,B.S. (H.K.), M.R.C.P. (U.K.), Pathologist (Haematology Laboratory), Kwong Wah Hospital.

H. C. Ho, M.B.,B.S. (H.K.), M.R.C.Path. (U.K.), Consultant Pathologist, Kwong Wah Hospitals.

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

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

K. Y. Ng, B.Sc. (Edin.), Scientific Officer (Medical), Public Health Laboratory, Institute of Pathology, Medical and Health Department.

The public are often requested to perform blood check or sputum culture without knowing what was being looked for and why there should be a need for such analyses. This course provides a general insight into the use of clinical pathology service in the diagnoses and management of diseases. A general introduction to the main services offered by the four pathology disciplines: haematology, chemical pathology, microbiology and histopathology will be given. It will be suitable for any interested individual who has at least 'O' level biology knowledge but is not engaged in the medical field.

**970. Nucleic Acids Hybridization.** H. J. Lin, B.A. (Col.), M.Sc., D.Sc. (Harv.), Senior Consultant and Head of Unit, Clinical Biochemistry Unit, University of Hong Kong. *Mondays, 6.30–8.00 p.m., starting February 9, 1987. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 3 lecture meetings including demonstration sessions.* **Fee: \$120**

Nucleic acid hybridization is a versatile technique that has wide applications ranging from scientific research in molecular biology to clinical diagnosis of human diseases. This course aims to provide an understanding of the fundamental principles involved in hybridization. Clinicians, scientists and laboratory workers who intend to use the technique should find this course useful. Topics include: theory of hybridization, hybridization systems, nucleic acid probes, oligonucleotide probes and practical hints. Demonstrations showing part of actual procedures will be given.

**971. The Biochemistry of Tumours.** *Mondays, 6.00–7.00 p.m., starting February 9, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 4 meetings.* **Fee: \$100**

*Tutors:* S. K. Lee, Ph.D. (H.K.), B.Sc. (Hull), C.Biol., M.I.Biol., Scientific Officer (Medical), Tung Wah Group of Hospitals.  
C. P. Lui, B.Sc. (Birmingham), M.Phil. (H.K.).

This short course is designed for those who are interested in the molecular aetiology and modifications of tumour cause and growth. Topics include: basic concepts of carcinogenesis, carcinogens, chemical carcinogenesis and nutritional modifications of chemical carcinogens. It is suitable for dietitians, secondary school biology teachers, and para-medical workers.

**In order to receive the next issue of this Prospectus,  
please turn to page 170.**

# Social Work & Sociology

*Enquiries : Telephone 5-8592790*

**972. Introduction to Reality Therapy.** David McCormick, B.Soc.Sc. (U.C.L.B.), M.Div., M.S. Counselling (C.S.U.F.), Ph.D. (Southwestern Theological Seminary). *Wednesdays, 6.00-7.30 p.m., starting February 11, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$230**

Reality therapy is a widely used method in counselling and psychotherapy. The therapist, counselor or teacher engages the client or student in accomplishing three major tasks: (1) assisting the client in clarifying his/her goals, (2) developing a plan to lead to the client's evaluation of his behaviour in light of his/her goals and (3) the initiation of the plan.

Participants will be taught the basic concepts and skills related to this approach. They will also learn the essence of the therapeutic relationship and the techniques of helping the client or student evaluate his/her goals and life directions. Approximately 40% of the course will be devoted to lectures and 60% to classroom practice. Participants are expected to take an active part in role-playing, practising the procedures, and group discussions. Regular attendance is most important.

*Enrolment is limited to 12.*

**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 1, 1987.*)

**973. 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, 7.45-9.15 p.m., starting February 11, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$190**

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.

**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 1, 1987.*)

#### 974. 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24室（信德中心西翼九樓）。

時 間：一九八七年二月九日起每星期一下午六時至七時三十分。

全期學費：二百四十五元。（共十五講）。

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。限收三十名。在職專業者及弱智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、資助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於一月卅一日前報名）。

#### 975. 兒童行為問題的認識及處理 (Understanding and Handling Child Behaviour Problems)

主 講 人：曾潔雯女士（臨床心理學碩士）。

地 點：香港大學校本部大樓141室。

時 間：一九八七年二月九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）。

本課程特為直接參與兒童培育工作的小學教師、學生輔導主任、社會工作者及家長而設，旨在通過短講、個案研討及實習等多項上課形式，協助學員了解兒童行為問題的成因及處理方法，促使兒童：（一）減少不良行為：如過份活躍、粗野衝動、說謊、偷竊、反叛行為等；（二）克服畏縮行為：如對物件及情況之恐懼或逃避心理、及因焦慮而引致之行為或生理問題；（三）建立良好行為：如有效的學習態度及行為、社交技巧、適應能力等。

本課程以兒童心智發展及行為處理法為主要理論基礎，並輔以其他有關之兒童工作技巧，曾修讀「兒童照顧與輔助方法」課程之學員，亦歡迎參加，以作為該課程之延續。（限收三十人）。

申請教署退還半費手續：凡政府、資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，須於一月卅一日前報名）。

## 976. 兒童德育之理論、方法與技巧 (Moral Education for Children: Theories, Methods and Skills)

主 講 人：徐明心先生（社會工作碩士）及客座講師。

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。

時 間：一九八七年二月十二日起每星期四下午七時五十五分至九時二十五分。

全期學費：二百二十元。（共十二講）。

要向在學之兒童推行德育，現已成不爭之論。但大家對於德育之理論、方法與技巧仍在摸索階段。這課程目標在於協助教師、社工及幼兒工作人員了解各種德育之理論及方法；並且掌握策劃、組織及推行兒童德育活動之技巧。

課程內容包括：德育之基本概念、兒童期之道德發展；認知發展理論、價值清晰法、為他人着想法、理則建立法等之運用；帶領兒童德育小組之技巧，本港現時推行德育之方式及資源。課程除講授外，並有小組討論、小組遊戲及模擬練習。（限收二十五人）。

申請教署退還半費手續：凡政府、資助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於一月卅一日前報名）。

## 977. 防止虐待兒童——教師的角色 (Child Abuse and Neglect: the Role of Teachers)

主 講 人：防止虐待兒童會代表。

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。

時 間：一九八七年二月十六日起每星期一下午七時三十五分至九時零五分。

全期學費：一百七十元。（共八講）。

虐待兒童問題現今已深受很多國家及社會的關注，在香港，不少專業人士亦已開始對此問題作出研究。而兒童工作者，尤其是小學教師、幼師等在防止虐待兒童方面所擔當的職位尤其重要，透過他們日常工作上的接觸，能預早發現被虐兒童及了解其家庭狀況，協助解決他們的問題。

本課程特為小學教師及幼師而設。主要介紹一些虐兒基本概念及理論，其成因及影響，並會探討本港虐兒情況，指導如何發掘虐兒個案，解釋被虐兒童的特徵及處理方法等。課程將着重實際行動方面，以教師在整個探索及應付虐兒事件過程中所扮演的角色為中心。（限收二十五人）。

本課程由防止虐待兒童會贊助。

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



## 978. 行爲更易法的理論及實踐 (Behaviour Modification: Theoretical Foundation and Practice Skills)

主 講 人：陳穩誠先生（臨床心理學碩士）。

地 點：香港大學鈕魯詩樓734室。

時 間：一九八七年二月十一日起每星期三下午六時三十分至九時三十分。

全期學費：三百四十元。（共十三講）。

行爲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，弱智人士，問題兒童等等。

本課程會將整套行爲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爲更易法的理論基礎；行爲的觀察，界定及量度；增強行爲，減弱行爲及製造新行爲的報驟；行爲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。（限收廿八人）。

申請教署退還半費手續：凡政府、資助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月一日前報名）。

## 979. 青少年輔導工作技巧 (Youth Counselling Techniques)

主 講 人：曾慶寧先生。

地 點：香港大學邵逸夫樓209室。

時 間：一九八七年二月十三日起每星期五下午六時十五分至九時四十五分。

全期學費：四百六十元。（共十講）。

隨着社會的急劇轉變，墨守成規及被動性的青少年輔導工作程序及訓練方式，已不再適用於八零年代的青少年工作；而經過嘗試而證明有顯著成效的輔導訓練，已被採用於青少年輔導工作、小組輔導工作以至教學工作中，以協助青少年的全面發展及成長。

本課程是特別為具有興趣於青少年工作之在學、在職以至教學工作者而設，目的是幫助學員認識及活用輔導技巧。希望於課程完畢後，學員能對其工作環境及對象有進一步了解，進而能獨立思考，並幫助青少年認識及發揮其內在潛能。

此課程以實驗性小組形式上課，並要求學員繳交小量功課。各學員之收益，將與其參予之積極性，開放之態度及出席率有極大之關係。（限收十六人）。

申請教署退還半費手續：凡政府、資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）。

## 980. 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：香港大學厲樹雄科學館105室。  
時 間：一九八七年二月十一日起每星期三下午七時十五分至九時四十五分。  
全期學費：三百五十元。（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，要面對著種種衝擊和適應的困難。這是每一個接觸青年的工作者都知悉的。近年來青年輔導越來越被重視，被認為是協助青少年成長重要的一環。

本課程是特別為青年工作者，學校社會工作者及教師而設。課程以講授，小組討論，角色扮演，及個案分析等形式，剖析青少年的成長心理，介紹基本輔導的原則和策略，青年輔導的特色與及分析在本港特殊的社會、經濟、政治及教育體系下青少年面對的獨特問題。目的是幫助參予者對青年問題及輔導方法的認識，辨別自己與青年工作時可能遇到的困難，從而增進與青少年的溝通和協助他們解決問題的能力。（限收二十人）。

申請教署退還半費手續：凡政府、資助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月一日前報名）。

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

主 講 人：江任燕瓊女士（社會工作碩士）。  
地 點：香港大學邵逸夫樓209室。  
時 間：一九八七年二月十六日起每星期一下午六時十五分至七時四十五分。  
全期學費：一百九十元。（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與和諧的人際關係。

本課程適合教師，社會工作人員，輔導員，人事科及管理階層人員等。

申請教署退還半費手續：凡政府、資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）。

## 982. 心理健康與你 (Mental Health and You)

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：香港大學校外課程部市區中心14室（信德中心西翼九樓）。  
時 間：一九八七年二月十三日起每星期五下午六時十五分至七時四十五分。

全期學費：二百五十元。（共十二講）。

生活在香港這個繁忙，緊張及充滿競爭性的大都市，往往會對人構成精神壓力，而患精神病的人士亦愈來愈多，但一般人仕都不知如何促進心理健康及應付壓力，對不幸患上精神病的親人，朋友或學生更存有偏見及歧視。

本課程特為對這方面有興趣的人仕而設，希望參加者能透過課程，學習促進心理健康之道及應付壓力的方法，消除對精神病的誤解，諱疾忌醫的心理，認識精神病發的原因，治療過程，康復服務及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。探訪康復服務設施會於一九八七年三月下旬舉行，詳情將在課堂上宣佈。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、資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）。

### 983. 自我鬆弛及應付壓力的技巧 (Relaxation and Stress Management Skills)

主講人：鄧漢忠先生（臨床心理學碩士）。

地點：香港大學邵逸夫樓209室。

時間：一九八七年二月十一日起每星期三下午六時十五分至七時四十五分。

全期學費：一百七十元。（共八講）。

在都市化的香港，壓力尤為普遍，面對及應付壓力往往成爲一般人生活裏重要的一環。本課程以體驗性學習小組形式，介紹自我鬆弛及應付壓力的技巧。內容包括壓力的成因及產生、應付方法、自我鬆弛技巧、及如何建立良好心理健康等，由於課程着重實際做法，故此參加者的親身體驗及參與等極爲重要。

此課程適合於一般市民、與輔導工作有關的行業如社工、教師、學生輔導員等更可學以致用於他們日常工作中。（限收三十人）。

申請教署退還半費手續：凡政府、資助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月一日前報名）。

### 984. 利用活動方法推行公民教育 (Civic Education Through An Activity Approach)

主講人：黎國雄先生（社會工作者及區議員）。

地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八七年二月十四日起每星期六上午十時至中午十二時。

全期學費：一百九十元。（共八講）。

面對代議政制的進一步發展，政府亦承認須要更有效地教育民衆。一九八五年八月，教育署已發表了「學校公民教育指引」，務求透過更有系統的課程去加強學生的社會意識；此外，很多志願機構亦在公民教育工作上積極推廣，在青少年及社區中心內成立關社小組，並透過訓練和社區服務，促使區內人士參與社會、培養公民意識。

其實，公民教育不單只是知識上的灌輸，最重要的目的是態度和行爲上的轉變。本課程特爲教師、社會工作者及基層工作的人士而設，內容大致分兩部份：（一）就公民教育的知識範圍作簡單的介紹，其中包括個人的公民責任和權利、自由和平等的概念、香港的行政、立法與司法的關係、地方行政的發展、香港政府的架構和運作、中英聯合聲明和基本法的制定問題等；（二）就公民教育的推行方法作綜合的探討，課程着重介紹如何運用經驗學習理論（Experiential Learning Theory）及其他小組學習方法，其中包括模擬活動、角色扮演、個案研究、小組討論等方式。

課程採用小組學習形式，因此，需要學員的積極參與和投入，同時，更要求部份學員在課堂中帶領公民教育活動，以增加學員的實際經驗，從中增進技巧。

申請教署退還半費手續：凡政府、資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）。

## **985. 私人樓宇社區發展工作 (Community Development in Private Housing)**

主 講 人：香港屋宇事務促進會代表、律師及社會工作者。

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。

時 間：一九八七年三月六日起每星期五下午七時五十分至九時五十分。

全期學費：二百三十元。（共十講）。

本港有超過百分之五十人口居住於私人樓宇，該等樓宇之環境、管理、契約、居民組織及社區工作等都引起政府及大眾之關注。現時已有部份志願機構及民間組織介入提供適當之服務。

本課程特爲社會工作者、居民組織領袖及關心私人樓宇問題之人士而設。課程內容包括：私人樓宇發展、樓宇契約、樓宇管理、居民組織、居民參與、社區工作技巧、社區研究、政府角色、實例研究等。

課程將由香港屋宇事務促進會之顧問、執委、法律界人士及社工等主講，形式包括講座、小組討論及個案研究，更鼓勵學員能提出實例，共同切磋。（限收二十人）。（本課程由香港屋宇事務促進會贊助，並由該會主席李安先生作課程統籌）

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

主講人：陳偉道先生、李源雄先生。

地點：香港大學校外課程部市區中心13室（信德中心西翼九樓）。

時間：一九八七年二月十六日起每星期一下午六時至七時四十五分。

全期學費：二百八十元。（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。

## 987. 學前教育服務機構行政管理文憑課程 (Certificate in the Administration and Management of Pre-school Education Institutions)

主講人：梁偉康先生，B. S. Sc., PQSW., D. T. M., MITD.,

梁達光先生，B. S. Sc., M. S. W., Dip. M. E. D., Cert. T. D., Cert. R. M.

吳克儉先生，B. S. Sc., M. P. A., Cert. P. M.

黃香生先生，Dip. M. S., Higher Dip. B. S., C. S.

及客座講師。

地點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。

時間：一九八七年三月四日起每星期三至七月十五日及九月二日至十二月十六日逢星期三下午六時三十分至九時三十分。

全期學費：一千元。

課程主旨：本課程專為擔任幼兒中心及幼稚園督導工作之人士而設，目的在為學員提供一套有效的管理方法，以改善學前教育服務機構之行政管理，進而改善服務的質素。本課程已舉辦了兩屆，着重理論和實踐；除一般理論講授外，並透過小組研習及「計劃習作」(Project Work)，使學員更有效地掌握一套較有系統和可行的管理方法，應用於學前教育服務機構日常的管理工作上。

課程內容：主要包括：(一)管理模型之演進；(二)決策之方法；(三)設計課程之小組方法；(四)職員培訓與發展；(五)員工督導之形式、方法與安排；(六)員工評核方法；(七)領導之風格；(八)解決員工衝突之方法；(九)財政預算與控制；(十)課程評估；(十一)大型活動之策劃方法；(十二)處理問題員工之技巧及(十三)如何主持會議等。

此外，學員將被編配到研習小組進行「計劃習作」，每一小組由一位導師負責指導習作。

入學資格：（一）中學會考合格及擁有幼兒服務文憑或幼稚園教師文憑之在職幼兒中心或幼稚園主任或副主任；或（二）曾在幼兒中心或幼稚園任教五年或以上幼師。

畢業文憑：課程結束後，學員若能符合下列條件者，將獲頒發文憑；（一）上堂出席率不少過八成；（二）完成「計劃習作」，並獲得六十分合格分數；及（三）考試合格。

報名手續：申請者須於二月十三日前，將（一）申請表格，（二）一千元支票及（三）學歷證件副本寄回香港大學校外課程部「學前教育服務機構行政管理文憑課程」主任收。各申請人並應於申請表格上寫上幼兒中心或幼稚園名稱及其本人職位。各申請人有可能被安排由課程導師接見，以決定取錄與否。

### **988. 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：李瑞全博士、曾榮光先生。

客座講師：葉保強博士、文思慧博士、張燦輝博士等。

地 點：香港大學鈕魯詩樓502室。

時 間：一九八七年三月二日起至七月二十日止，再由九月七日起至十一月底止，逢星期一及星期四下午六時三十分至八時三十分。

全期學費：一千四百元。（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）半身近照乙張；（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略之環節，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定基礎。

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；評估道德論據；倫理理論簡介。
2. 道德發展與道德教育：為什麼要發展道德？佛洛伊德、行為主義、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；人作為踐德者。
4. 中國之德育思想：人性論；傳統理想人格；道德功夫論。
5. 道德教育的社會基礎：道德教育作為社會化的工具——功能學派的分析；道德教育作為社會控制的機制——衝突學派的分析；學校組織與道德教育；隱蔽課程與道德教育。
6. 公民教育的基礎概念：人權、公義、自由平等的現代。
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. 社會組織原則；
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。

### 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17室（信德中心西翼九樓）。

時 間：一九八七年六月六日下午三時至五時。

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）？如何分別行為問題及精神病？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：有興趣者請填妥報名表格，親到本部或郵寄（附回郵信封）索取入場券。

#### (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17室（信德中心西翼九樓）。

時 間：一九八七年七月四日下午三時至五時。

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，有暴躁的行為，如何處理？

參加辦法：有興趣者請填妥報名表格，親到本部或郵寄（附回郵信封）索取入場券。

以上兩次講座皆由新生精神康復會與本部合辦。



## 989. 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. 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 areas of assessment. 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, 1987 and September—December, 1987

*Starting date:* April 25, 1987

*Project Work:* July—December, 1987

*Place of Meeting:* Room 14, Extra-Mural Town Centre, Shun Tak Centre,  
West Tower, 9/F.

*Course Fee:* HK\$1,500

### *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 30 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 working usage of the language.

For enquiries and for *special enrolment forms*, phone Miss H. Chan, 5-8592790.

*Closing Date for Applications:* March 28, 1987.

**990. A Problem-solving Approach to Nursing.** Debra Nestel, B.A., R.N. and Rubbya Hassan, Dip. Adv. Health Sciences, R.N. *Mondays, 6.00–7.30 p.m., starting February 9, 1987. Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$170**

This course aims to provide participants with a basic working knowledge of 'a problem-solving approach to nursing'. This approach to nursing is widely practised in Western countries providing a client-centred focus for care. The course begins with an introduction to the approach, its historical development, and its relationship to nursing models. The next five sessions examine in detail each of the stages of the problem-solving approach—assessment, planning, implementation and evaluation. Client-care studies will be used to illustrate the stages. Nursing diagnoses, nursing care plans and nursing audits are some of the topics to be presented in these sessions. The next session will focus on the application of the approach to specific practice areas—surgery, medicine, psychiatry, obstetrics and gynaecology, paediatrics etc. The final session presents ways to implement the approach in the participants' own areas of practice pointing to areas of resistance from colleagues and institutions. An overview of the course in this session will complete the course.

The course is open to registered nurses in Hong Kong.

*Enrolment is limited to 30.*

**991. A-Level Sociology: Part II.** Augustus Yeung, B.A., Dip.Ed., M.A. (Toronto). *Wednesdays, 7.50–9.50 p.m., starting February 11, 1987. Room 209, Run Run Shaw Building, University of Hong Kong. 12 meetings. Fee: \$300*

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.*

### **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.

**In order to receive the next issue of this Prospectus, please turn to page 170.**

## 1987/88 Extra Mural Prospectus

The next issue of the Extra Mural Prospectus will be available in mid-August 1987. As there are now over 30,000 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, 1987, 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".

### 一九八七至八八年度校外課程手冊

本部將於一九八七年八月中印發一九八七／八八年度校外課程手冊。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。

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I enclose a \$1.20 postal stamp, please send me a copy of the 1987/88 Prospectus.

茲附上郵票一元二角，請惠寄一九八七／八八年度校外課程手冊乙本。

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Full Postal Address	地址
(1987/88 P)	

附註：請於一九八七年七月十五日以前寄回上列表格。

Note: Please return the above coupon before July 15, 1987.

## ENQUIRY TELEPHONES 詢問電話

1.	Art & Design English Studies European Languages	5-472225
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2.	Business Studies Economics, Banking & Statistics Education Engineering Management Studies Personnel Management Librarianship	5-8592783 5-8592785 5-8592791
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3.	Geography & Geology History & Archaeology Journalism & Communication Music Political Science Oriental Languages Oriental Studies	5-8592788 5-8592792
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4.	Arts Policy & Administration Law Philosophy & Psychology Social Work & Sociology	5-8592787 5-8592790
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5.	Science & Mathematics Computer Science Biomedical & Health Science Medical Laboratory Science	5-8592793 5-8592789
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6.	Housing Studies Housing Management	5-8592786
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General Enquiries:	5-8592791,	5-8592790,	5-8592783
	and 5-472225		

香港大學校外課程手冊

一九八七年春季

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1987

**Extra Mural Studies**

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