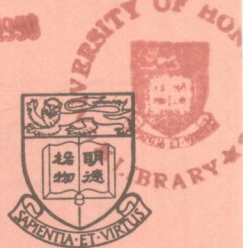


香港大學校外課程手冊

一九八七至八八年度

PROSPECTUS 1987-88



For Favour of
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of the
Director of Extra-Mural Studies

Extra Mural Studies

University of Hong Kong

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SECRETARY

Mrs. Yvonne Wong

† Temporary.

* Until August 31, 1987.

GENERAL INFORMATION

1. There are normally no entry requirements except that applicants should be over 18 years of age. Occasionally to have the full benefit of a course applicants must possess certain defined qualifications. Applicants are therefore advised to read the description of a course carefully. Professional courses usually have clearly defined entry requirements.
2. The Director may at his discretion refuse to admit an applicant.
3. No Extra-Mural activities will be held:
 - (a) on any public holidays.
 - (b) at a storm warning signal of No. 8 or above. (Nor will any class, or other activity, be held on the day on which a No. 8 signal is lowered.)
 - (c) during the following holiday periods: December 21, 1987 to January 1, 1988 inclusive (Christmas and New Year) and February 16 to 21, 1988 inclusive (Lunar New Year).
4. *Fees are not refundable*, except in the event of a course being over-subscribed or cancelled.
5. Statements of Attendance or transcripts will be issued *only* on receipt of a \$10 processing fee and a stamped-addressed envelope within two years of the completion of the course.
6. The Department reserves the right to change the time and place of course meetings and to change the course tutor should this be necessary.

HOW TO ENROL

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.
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.
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.**
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:
 - (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 5-8592786 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

1. 除特別規定學歷之課程外，祇需要年齡超過十八歲，不限資格，均可申請入學。學員應詳閱課程簡介。
2. 學員被取錄與否，由校外課程部主任審核報名申請書決定之。
3. 本部在下列期間將暫停授課：
甲：本港公眾假期。
乙：本港天文台懸掛八號或以上風球；不論該風球是否仍然懸掛或已於當日較早時除下，是日一切校外課程及活動均全部取消。
丙：聖誕節及新年假期：一九八七年十二月廿一日至一九八八年一月一日。
丁：農曆新年假期：一九八八年二月十六日至二月二十一日。
4. 除課程額滿或取消外，已繳學費，概不退還。
5. 除非特別註明，所有中文課程將以粵語講授。
6. 學員可於課程完結後二年內向本部繳交十元手續費及一貼足郵票之回郵信封，申請發給聽講證書或結業證書副本。
7. 於必要時，本部有權對原定主講人，上課地點及時間作出更改。

報 名 手 續

1. 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」。
2. 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。
3. 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。
4. 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 5-8592786 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）。

Contents

	Page
ART & DESIGN	6
ARTS POLICY & ADMINISTRATION	18
BUSINESS STUDIES	24
ECONOMICS, BANKING & STATISTICS	32
MANAGEMENT STUDIES	42
EDUCATION	53
ENGINEERING	59
Fundamentals of Digital Computers, Electric Power and High Voltage	
ENGLISH STUDIES	61
Use of English, English for Business, English Speech, English for Special Purposes, English for Teachers, English for Appreciation	
EUROPEAN LANGUAGES	77
GEOGRAPHY & GEOLOGY	78
HISTORY & ARCHAEOLOGY	80
JOURNALISM & COMMUNICATION	83
LAW	95
LIBRARIANSHIP	97
MUSIC	99
ORIENTAL LANGUAGES	106
Mandarin, Cantonese, Chinese Characters, Japanese, Putonghua	
ORIENTAL STUDIES	124
Literature, Philosophy, Translation, Art & Culture	
PHILOSOPHY	145
POLITICAL SCIENCE	149
PSYCHOLOGY	154

	Page
SCIENCE & MATHEMATICS	159
COMPUTER SCIENCE	165
BIOMEDICAL & HEALTH SCIENCE	172
SOCIAL WORK & SOCIOLOGY	178
HOUSING MANAGEMENT	193
UNIVERSITY CERTIFICATES:	
Electric Power & High Voltage Engineering	59
Fundamentals of Digital Computers	60
Software Engineering	170
EXTRA-MURAL DIPLOMA:	
Librarianship	98
EXTRA-MURAL CERTIFICATES:	
Contemporary China Studies	149
Digital Computer Programming	171
Digital Computer Programming, Advanced	171
English, Phonetics of	72
English, Use of	61
English for Business	64
English Speech	70
Housing Management	193
Library Assistants	97
Mandarin	107
Medical Laboratory Science	177
Piano Performance Pedagogy	99
Real Estate Administration	24
Youth Counselling	184
基礎西畫	6
性教育	56
電視編劇與製作	84
新聞學	85
日語	110
哲學	146
醫療心理學及以病者為中心之護理方法	188
PART-TIME DEGREE COURSES:	
London University External B.A. Degree Courses in Philosophy	145
London University External LL.B. Degree Courses	95

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.

此類視覺藝術畫室實習課程，著重藝術技巧訓練及個人創作力的栽培。爲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。

79. 基礎西畫文憑課程 (Certificate Course in the Basics of Western-style Painting)

導師：何慶基先生，B. F. A. (Saskatchewan), M. F. A. (Cal. Davis)、
蔡仟姿女士，B. F. A., M. F. A. (Art Inst. of Chicago)、
陳志玲女士，B. F. A. (Leeds), M. F. A. (Montana)、
與及客席導師。

課程主旨：本文憑課程爲對西方繪畫有認真興趣的學員而設，內容包括下列科目：西方繪畫入門、素描創作實踐，與及西方藝術觀賞——結構分析及欣賞等（課程的日期、時間及內容等將詳列如下）。課程發展將注重對學員整體及個別的輔導、研討及支持，目的是在課程完畢之前，培養學員創作時的自信，和建立穩固的西方美學基礎，以便處理繪畫上常見的問題如主題內涵、材料及視學難題等，最後藉此幫助學員從事獨立創作。

入學及畢業資格：

申請者必須具繪畫西畫的經驗。學員在取得文憑之前，必須成功地完成所有課程，包括中期及末期作品檢討，一九八八年暑期進行的個人創作計劃，及一九八八年九月進行的作品檢討等。報名截止日期爲一九八七年九月十一日，而入學面試

則於一九八七年九月十五日（星期二）舉行。

全部費用：一千九百五十元。

下列三課程將提供少量學位，為只想個別修讀其中一科的學員而設。

80. 西方繪畫入門 (Approaches to Western-style Painting)

主 講 人：何慶基先生、蔡旻姿女士、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：一九八七年九月廿五日起每星期五下午六時至八時及一九八七年九月廿六日起每星期六上午十時至十二時。

全期學費：一千一百元。（共四十八講）。

西方繪畫藝術，無論在風格、材料及主題都極廣泛，並無「唯一的方法」，因此學習西方繪畫者，在祈求取得令人滿意的成果之前，需要有機會全面地接觸各種繪畫方法。本課程為對西方繪畫已具實際經驗的學員而設，希望幫助他們在課程結束之際，能夠自信地面對繪畫中種種難題，如主題、材料及美學觀念等。

課程首先會着重利用簡單的靜物來探討使用顏料的基本技巧如層透法、乾濕筆、深厚顏料及顏料及混合材料等。隨之課程將進而探索較深入及複雜的題材，以藝術史及學生個人的愛好和傾向為出發點，研習色彩的表現能力、構圖、體積變化等效果。課程之發展，將根據學員的需要及興趣而進行個別輔導及評論。星期五晚上之課程，於八時正結束，但學員仍可留在室內繼續工作，直至晚上九時四十五分，並可將作品及畫具留下，待星期六早上課程時繼續工作，若情況許可，學員可以在星期六在畫室中工作至下午。學員必須每星期做家課。面試將於一九八七年九月十八日（星期五）舉行。

81. 素描創作實踐 (Freehand Drawing Practice)

主 講 人：何慶基先生、蔡旻姿女士、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：一九八七年九月二十二日起每星期二下午六時至八時。

全期學費：七百二十元。（包括模特兒費）。（共廿四講）。

素描是藝術創作中重要的思想過程，對素描的不斷研習，不論對繪畫或其他表現形式，都有很大影響。本課程為對素描已具基本認識及訓練之學員而設，通過不同形式的主題及練習，去重溫、栽培及擴張學員對素描基本元素、本質及材料的認識。課程第一部份着重構圖、物件與背景關係的探索，透視和空間的形式架構，與及材料的運用。其次課程將進行連串練習，目的在擴張學員的觀察、幻想及創作能力，以求建立藝術創作的「冒險心態」。此外，課程還會集中研習利用人體作為表現主題及創作架構。學員必須每星期做家課，根據學員的需要，所選擇的方向及創作動機，導師將為學員提供個別性的輔導。面試將於一九八七年九月十六日（星期三）舉行。

82. 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：一九八七年九月廿二日起每星期二下午八時十五分至九時四十五分。

全期學費：二百四十元。（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「語言」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。

83. Introduction to the Basics of Two-Dimensional Design. Tony Yau Ching-hong, B.F.A. (York), M.A. (Alberta). *Mondays, 8.00-10.00 p.m., starting September 21, 1987. Studio 25, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$310**

Basic design contains the fundamental principles, guides, and concepts governing the construction of various forms of visual art including graphic design, illustration, photography, and fine art. Investigation into the nature and application of the basic elements including dots, line, shape, texture, proportion, color, and others in relation to composition, is the core of this course. Through lectures, slide presentations, class exercises and homework assignments, students will become familiar with the "vocabulary, grammar and structure" of the language of visual art. As a result they will develop a greater visual sensitivity. In addition to the practical nature of the course, students will continue to pursue a constant inquisitiveness about the phenomenon of graphic and pictorial expression for their own enjoyment. *Assignments will be given each week and students should plan their time accordingly. Both English and Cantonese will be the medium of instruction as is required.*

84 Basic Freehand Drawing. Ronald Choi Yee-kie, B.A. (Washington). *Thursdays, 6.00-8.00 p.m., starting September 24, 1987. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

Fee: \$355 including model fee

Developing a basic working understanding of drawing, and stimulation of personal creativity are the aims of this introduction course. Through a variety of media and techniques such as charcoal, ink, collage, montage and others, the basic concepts of line, tone, light, space and form will be explored. Subjects will include still-life and the figure, and development of personal directions in basic drawing will be encouraged. *Students should note that homework assignments will be given and plan their time accordingly.*

85. Life Drawing. Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Tuesdays, 8.00–10.00 p.m., starting September 22, 1987. Room 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$450** including model fee

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

86. Life Drawing Workshop. J. S. Biran-Jessamine, Co-ordinator. *Thursdays, 8.00–10.00 p.m., starting September 24, 1987. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$350**

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.*

87. Developing a Theme in Art. Martha Lesser, B.S. (N.Y.U.). *Wednesdays, 6.00–8.00 p.m., starting September 23, 1987. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$160**

Often there are "special" subjects or projects students wish to develop. Being "special" they sometimes become hesitant to approach and work on these. This advanced level course is aimed at those with a reasonable amount of art-making experience who, for whatever reason, seem to be "stuck" at a plateau in their work and need an extra boost to get them back into the rhythm of work. Class time will be spent exploring and experimenting in general terms with methods of "opening up" and "entering into" a new phase of one's work, and in critique and discussion of work produced. Art production will be done outside of class and students must be aware that time and motivational commitment is necessary. *An interview will be held on September 16, 1987.*

88. Post-Certificate Studio Sessions. Annie Chan, B.F.A. (Leeds), M.F.A. (Montana); Choi Yan-chi, B.F.A., M.F.A. (Art Inst. of Chicago); Oscar Ho, B.F.A. (Saskatchewan), M.F.A. (Cal. Davis); Martha Lesser, B.S. (N.Y.U.); and others. *Mondays, 6.00–10.00 p.m., starting September 21, 1987. Room 305, Duncan Sloss Building, 83 Pokfulam Road, Hong Kong. 15 meetings.* **Fee: \$585**

Aimed at those who have completed the "Certificate Course in the Basics of

Western-style Painting” or the equivalent (see entry for Course No. 79), these studio sessions will provide participants with the opportunity to develop their painting and drawing in a self-directed manner. Individual Tutors—who themselves are practicing artists—will be available on a fortnightly basis to offer suggestions, comments, and encouragement. *An interview will be held on Monday, September 14 at the Extra-Mural Town Centre.*

89. A Guide to Basic Photography. John Elphinstone, B.A. (Sheffield). *Thursdays, 6.00–8.00 p.m., starting September 24, 1987 or November 12, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings. (Please indicate on the application form which section you prefer.)* **Fee: \$175**

Aimed at amateur photographers who would like to improve their picture taking ability, this course will open students to the art and science of photography. Topics will include cameras, lenses, flash photography, light meters, natural and artificial light, film types, photographic composition, simple special effects, and care of equipment. 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.

90. Basic Photography II. John Elphinstone, B.A. (Sheffield). *Thursdays, 8.00–10.00 p.m., starting November 12, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$175**

Aimed at those who have completed “A Guide to Basic Photography” or the equivalent (see description for Course No. 89), this course will emphasize the conceptualization and aesthetics of successful photographs from the carefully considered work to the “shooting from the hip” approach. The work of well known photographers will be examined in relation to aesthetic principles and techniques. Assignments will be given as a basis of exploration in the media with the aim of students developing their own directions in photography. Students must provide their own equipment and film.

91. Basic Video Cassette Production. John Elphinstone, B.A. (Sheffield). *Thursdays, 8.00–10.00 p.m., starting September 24, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$175**

Aimed at those who have acquired a basic home video system and would like to produce more interesting and effective programmes than with the indiscriminate “aim, shoot and hope” method, this course will include use of the camera, lighting and other techniques, choice of subjects, structure of a programme, and composition as applied in a variety of situations. Student will be given assignment planned to enable them to experiment with methods discussed in class, and critiques will be held on the results of these. Students are expected to provide their own V.H.S. camera and other materials for their own use.

92. 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：一九八七年九月廿一日起每星期一下午八時至十時。

乙班：一九八七年十一月二日起每星期一下午八時至十時。

全期學費：一百七十五元。（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。

93. 人體素描 (Life Drawing)

主講人：林慶豐先生。

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：一九八七年九月二十三日每星期三下午八時至十時。

全期學費：四百五十元。（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。

94. 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：一九八七年九月廿三日起每星期三下午六時至八時。

全期學費：三百一十元。（共十二講）。

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

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

95. 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：一九八七年九月廿三日起每星期三下午八時至十時。

全期學費：三百一十元。（共十二講）。

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

96. 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：一九八七年九月廿六日起每星期六下午二時卅分至四時卅分。

全期學費：三百一十元。（共十二講）。

本課程專為具有國畫基礎者而設，並對水墨畫作更深廣研習。對筆墨技巧、色彩原理及繪畫風格等作實踐性探討，鼓勵和引導學員把自己的個性與意念融匯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。

97. 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：一九八七年九月廿二日起每星期二下午六時至八時。

乙班：一九八七年九月廿五日起每星期五下午八時至十時。

全期學費：三百一十元。（共十二講）。（報名時請註明甲班或乙班）。

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

課程將著重於書寫之實習。除堂課練習外，學員必須以課外時間做習作。

98. 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：一九八七年九月廿二日起每星期二下午八時至十時。

乙班：一九八七年九月廿五日起每星期五下午六時至八時。

全期學費：三百一十元。（共十二講）。（報名時請註明甲班或乙班）。

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

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

除堂課練習外，學員必須以課外時間做習作及閱讀參考書籍。

APPLIED DESIGN

99. Introduction to Advertising Design. Thomas Ng Wang-kuen. *Thursdays, 8.00-10.00 p.m., starting September 24, 1987. Studio 25, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$310**

Beginning with a brief study of advertising including its role in marketing through the media, and a look at the functions, structure and practice of an advertising agency, this course will emphasize the practical aspects of advertising design. Students will be given a wide range of assignments. Newspaper and magazine advertisements, poster, packing, direct mail, and hotel graphics, all have different requirements and approaches, and are among the subjects to be covered. In addition, printing production, typography, illustration, photographic and other techniques will be introduced. Critiques and discussions will be held on work produced; much of it as homework.

100. Typography, Symbols, and Logotypes in Graphic Design. Tony Yau Ching-hong, B.F.A. (York), M.A. (Alberta). *Mondays, 6.00-8.00 p.m., starting September 21, 1987. Studio 25, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$310**

Letterforms and printed symbols are basic elements in graphic communication. With an understanding of the construction, formulation, and application of lettering, type, symbols and logos, students will become more comfortable working with them and thus achieve greater effectiveness as well as aesthetic pleasure. This course will provide a formal, fundamental, and comprehensive approach to the

study of typography and visual identity. Through case studies, lectures, slide presentation, and a variety of class exercises and homework assignments, students will develop greater sensitivity, interpretive and communicative power in the discipline of graphic communication. *Tuition will be given in English and Cantonese as is required.*

101. Introduction to Architectural Drafting and Perspective Drawing. Nelson Chu Nai-fun, B.A., B. Arch. (H.K.), M. Sc. (Lond.). *Wednesdays, 8.00–10.00 p.m., starting September 23, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$310**

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.*

102. Introduction to Architectural Drafting and Perspective Drawing. Shum Yuen Wah, B.A., B. Arch. (H.K.). *Fridays, 8.00–10.00 p.m., starting September 25, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$310**

See entry for Course No. 101.

103. 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 September 23, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$310**

Aimed at those who have completed Introduction to Architectural Drafting and Perspective Drawing or the equivalent (see entry for Course No. 101), 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 September 16, 1987.*

ART APPRECIATION

104. 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. *Tuesdays, 6.15-7.45 p.m., starting September 22, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$145**

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.

105. Art and Methodology. Hugh Chiverton, B.A. (Sussex). *Fridays, 6.15-7.45 p.m., starting September 25, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$145**

Works of art are not simple statements of fact, and as such cannot be viewed objectively. Whether called Formalist, Iconographic, Sociological, Psychoanalytical, Structuralist, Post-Structuralist or by other names, the methodology by which art is examined can *blind* as much as it *informs*. One critic, for example said the paintings of Fernand Leger were "a celebration of the richer human world to which industrialization would lead . . . they are as full of movement as pennants in the wind." Another critic called the same work "limp past redemption." This course will introduce some of the methods and approaches employed by art historians and critics who have interpreted, filtered, and as often as not, enriched the enjoyment and understanding of art by viewers who otherwise might not have had access to the meanings of art. The advantages and limitations of each approach will be considered both as "theory" and as applied to a broad range of painting and sculpture from Western Art. Included will be an examination of how different versions of art history are constructed, and how Feminist criticism in particular has helped us to understand these processes. It is hoped that this course will provide students with a variety of useful critical tools for understanding art and putting art criticism into content.

106. Discovering Asian Architecture. Richard Rees, B.A., Dip. Arch., M.A. (Sheffield), R.I.B.A., H.K.I.A., A.S.A.I. *Tuesdays, 6.15-7.45 p.m., starting November 3, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$145**

The wealth and variety of traditional architecture to be found in our neighbouring countries is fascinating. A basic understanding and awareness of the development and characteristics of this architecture will enhance and add to the enjoyment of travel in Asia. The Major styles of religious and secular architecture in China, Japan, Indonesia, Thailand, Burma, Malaysia and India will be discussed in this short slide/lecture course.

107. Non-Art Influences on Art. Sarah Murray, M.A. (Edinburgh). *Fridays, 6.15–7.45 p.m., starting November 6, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$145**

Few artists live and work in an ivory tower, and none in a vacuum. A multitude of influences in varying degrees are brought to bear on their work. Well documented and basic to the general public's image of an Artist are the influences of other artists, both past and contemporary, poetry, music, literature, politics, and personal experience. Less well known, and less romantic, are influences behind the scene, and it is on these that this course will focus. Among the influences to be examined are: the policies and politics of major Museums and Galleries, the power and influence of individuals including Curators within these institutions and in particular the Museum of Modern Art (N.Y.) and its relationship to the Avant Garde in the 30's and 40's, art journals and writers, patrons of visual art from individuals, to governments to corporations, the influence of art collages, and others. While focusing primarily on the 20th Century, reference will be made to non-art influence of earlier periods.

108. 西洋美術史導論：文藝復興至印象主義 (Introduction to the History of Western Art: the Renaissance to Impressionism)

主 講 人：何慶基先生。

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：一九八七年九月二十五日起每星期五下午八時十五分至九時四十五分。

全期學費：二百四十元。（共十二講）。

文藝復興時代西方藝術急劇發展，出現無數優秀藝術家，如達文西、米開蘭基羅及拉菲爾等。不少西方藝術的傳統及觀念，亦始原於此階段。隨後的藝術流派如風格主義、巴羅克藝術、浪漫主義、新古典主義、寫實主義以至印象主義，雖然在思想及風格上各有不同，但仍然繼承不少文藝復興所設立的傳統，現代藝術也從這個重要的傳統中產生出來。本課程將介紹這階段的藝術發展，由文藝復興早期至十九世紀末的印象主義。本部將於八七年春季課程，開設“後印象主義至後現代主義”，作為本課程的延續。

DAYTIME COURSES

109. 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：一九八七年九月廿四日起每星期四上午十時至中午十二時。

全期學費：三百一十元。（共十二講）。

請參閱課程編號94。

110. 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：一九八七年九月廿二日起每星期二上午十時至中午十二時。

全期學費：三百一十元。（共十二講）。

請參閱課程編號96。

111. 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 September 25, 1987. Studio 26, Extra-Mural Town Centre, Shum Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$350**

See entry for Course No. 86.

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。

Arts Policy & Administration

Staff Tutor: Linda Bauer, Telephone 5-8592780

“Artsbase” courses—a new series of current awareness courses designed to keep those in the arts and others generally informed.

112. Artsbase 1. Visual Art Now! Hugh Chiverton, B.A. (Sussex). *Mondays, 7.45–9.15 p.m., starting October 5, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$110**

An introduction to current trends in the contemporary art scene. This course is designed for arts administrators and others who would like to be generally informed.

The visual arts now have exploded in all directions. New forms have emerged dependent on modern technology. Painting has re-established itself after a period of recession. This course will consider artists, movements and issues in an international framework and attention will be paid to recent developments in the U.S. and Europe. The background to these trends will be established by examining the influences of the 1960's and 1970's. The course will then look at artists who have combined elements from different media to create their own art-forms—which are often performance based.

113. Artsbase 2. Music & Musicians. Larry Schipull, B.Mus. (Drake), M.Mus., D.Mus.Arts (Yale), Lecturer in Music, University of Hong Kong. *Wednesdays, 6.00–7.30 p.m., starting November 25, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$110**

Music and musicians can be puzzling to those involved in the arts. This course will attempt to explain how different facets of the music industry (e.g., performing, composing, publishing, recording) have created different conceptions of music and different roles for the musician. The focus of the course will be on the Western classical music tradition, and special emphasis will be given to the historical background for current attitudes, trends and prejudices. Audio-visual materials will be used to illustrate concepts and ideas.

No prior musical background is required; an interest in music and musicians is essential, however!

114. Artsbase 3. Art & Life. Colin Davies, B.A. (Lond.), Ph.D. (A.N.U.), Lecturer in Philosophy, University of Hong Kong. *Wednesdays, 6.00–7.30 p.m., starting January 20, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 4 meetings.* **Fee: \$80**

Many people believe that art is a minority interest and that it has little or no relevance to everyday life. Art, they suppose, is what is performed in theatres and concert halls, is what hangs in galleries and discussed in the literature departments

of universities; places where the mass of people are not to be found. The aim of this course is to show that this view is seriously mistaken. The main questions to be discussed are: what makes something a work of art? Are there objective standards of taste? What is beauty? What is important about art?

The course is open to anyone with an interest in the arts.

115. Applying for Sponsorship (1-Day Workshop). John Duffus, M.A. (Aberdeen), Arts Director, Pacific Images Ltd. *Saturday, January 9, 1988, 9.30 a.m.-5.30 p.m. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.* **Fee: \$110**

To get sponsorship in the first place, you need to approach companies with proposals that are attractive, well-researched and argued, with your requirements stated on the one hand and what you can offer on the other; and this needs to be attractively presented, submitted to the right person and most importantly, submitted in good time. This workshop aims to assist those concerned with sponsorship and covers the formulation and presentation of applications and the compilation of supporting documents, such as feasibility studies and budget forecasts. An important consideration will be students' own interests.

116. Working with Designers. Henry Steiner, M.F.A. (Yale), Managing Director, Graphic Communication Ltd. with guest speakers. *Wednesdays, 6.00-7.30 p.m., starting October 7, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$130**

A short course for Arts Administrators and other graphic design clients.

This course teaches you how to get the best results from working with a graphic designer. Among the topics covered will be: visual language, why designers see things differently, the creative process, the mechanics of printing and production, selecting a design consultant, briefing designers, the role of the client, choosing the appropriate design solution. The course will be conducted by Henry Steiner, an internationally recognized designer, supplemented with presentations and case studies by other prominent graphic designers such as Kumar Pereira, Alan Chan, Kan Tai Keung and John Au. Numerous slides of relevant work will be shown.

117. 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. *Tuesdays, 6.30-8.00 p.m., starting February 23, 1988. 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.

118. 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. *Thursdays, 6.00–7.30 p.m., starting January 7, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$130**

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.

119. Copyright, Contracts and the Arts. Gordon Oldham, B.A. (Newcastle), Solicitor; Cameron Maxwell-Lewes, Barrister, with guests speakers. *Mondays, 6.00–7.30 p.m., starting October 5, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$130**

Because of the special nature of artistic endeavour, the law has for long given protection to authors, composers, dramatists, designers, photographers, architects and choreographers by conferring on their works a clear ownership right, namely copyright. This course serves as a guide to the law as it applies to Hong Kong and topics addressed include copyright protection, the transfer and assignment of copyright, and copyright infringement. Of particular concern to artists and managers alike is also the law of contract, and an introduction to the benefits, obligations and liabilities of the parties involved, will be included. Emphasis is placed on case studies to illustrate key points and an important consideration will be the students' own interests.

120. Practical Accounting for Arts Organisations. Michael Scantlebury B.A. (Reading), Chartered Accountant, Training Manager, Price Waterhouse. Nicholas James, General Manager, Hong Kong Arts Centre and other guest speakers. *Wednesdays, 7.45–9.15 p.m., starting October 7, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$180**

A great deal of information about an organisation is contained in its accounts and people in the arts cannot afford to disregard them. Accounts show how

successfully the organisation handles its money and the competence of its managers to control the organisation.

Keeping accounts simply means devising appropriate methods for storing information so that the organisation can show how it has spent its funds and whence it has derived them.

The course will take participants from an introduction to accounting procedures, records and terminology, through to the preparation and interpretation of financial reports. A step-by-step approach will be used with the emphasis on practical self-help and assistance in designing individual accountancy systems will be given. Case studies, drawn from a variety of arts organisations will be incorporated to help in the acquiring of new skills. *Enrolment will be limited to 20.*

121. Practical Accounting for Arts Organisations. Michael Scantlebury, B.A. (Reading), Chartered Accountant, Training Manager, Price Waterhouse. Nicholas James, General Manager, Hong Kong Arts Centre and other guest speakers. *Wednesdays, 7.45–9.15 p.m., starting December 9, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings. Fee: \$180*

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122. Financial Management for Arts Organisations. Michael Scantlebury, B.A. (Reading), Chartered Accountant, Training Manager, Price Waterhouse, with guest speakers. *Wednesdays, 7.45–9.15 p.m., starting March 2, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings. Fee: \$140*

Keeping accounts is only the starting point for managing your arts organisation's funds. Once an efficient method of recording financial information has been established, you can begin to use the information to discover what has happened in the past and even more importantly to plan for the future—to raise loans, evaluate programmes and negotiate terms.

This course will build on basic accounting records and terminology and explain the common financial reports and their usage. The more advanced stages of the course will cover preparation of budgets and cash forecasts. It builds on from the course entitled "Practical Accounting for Arts Organisations" and is aimed at

those involved in larger arts organisations, who have identified a need to understand financial management. A practical approach will be used throughout, as will case studies drawn from a variety of arts organisations.

Enrolment will be limited to 20.

123. Managing information in Arts Organisations. (1-day seminar) Elaine Morgan, B.A. (Wales), M.L.S. (Lough.). A.L.A., Sub-librarian, University of Hong Kong, with guest speakers. *Saturday, January 23, 1988, 9.30 a.m.-4.30 p.m., Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Fee: \$130*

Accessing information quickly is very important and especially for publicity and promotional purposes. Accurate information on the company's history, its performers, producers and productions, needs to be supplied to the press—and at a moment's notice. Photographs, slides and paper cuttings need to be indexed, publications catalogued and equipment selected. All this is dependent on the efficient organisation of resources, with the organisation's needs primarily in focus.

The basics of setting up special collections in the arts, for reference and promotional use, will be covered by the morning seminar. The afternoon will consist of a series of informal workshops to which several specialist librarians will contribute. Areas such as music, audio-visual materials, micro-computers, "on-line" services and laser-disc technology will be covered.

124. Sink or Swim! Managing & Developing an Amateur Company. Vicki Ooi, B.A. (H.K.); Ph.D. (Bristol). Senior Lecturer in English Studies & Comparative Literature, University of Hong Kong and Director, Seals Theatre Company. (2-day Workshop). *Friday, December 18, 1987, 9.30 a.m.-5.30 p.m. & Saturday, December 19, 1987, 9.30 a.m.-3.30 p.m. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Fee: \$190*

The manager of an amateur company needs an enormous range of skills and knowledge. He/she will have to set up and supervise office routines, check cash, hire technicians, welcome new performers, apply for grants and sponsorship . . . the list is endless.

The aim of this course is to help those running dance and theatre groups, bands, choirs and orchestras expand their companies further; to help them tackle new challenges, both artistically and organisationally. It will also be useful to those about to establish new groups. A practical approach will be used and students are expected to participate actively in group discussions. Whilst the material for discussion will be based on local & overseas case studies, the students' own problems and interests will be the central consideration. The workshop is particularly directed at those with direct experience of working with an arts organisation. *The language of instruction will be both in Chinese and English.*

125. Dance Appreciation: An Introduction. Carl Wolz, M.A. (Hawaii), Dean, School of Dance and other Academy Dance Staff. *Tuesdays, 6.30-8.00 p.m., starting October 6, 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.

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.

126. 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, 6.30–8.00 p.m., starting October 7, 1987 at School of Technical Arts, Hong Kong Academy for Performing Arts, 1, Gloucester Road, Wanchai. 8 meetings.* **Fee: \$230**

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 aim 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. *Enrolment will be limited to 16.*

127. Professional Theatre—Vision & Practice (1 day Seminar). Bernard Goss, Artistic Director, Chung Ying Theatre Company. *Monday, February 22, 1988. 9.30 a.m.–5.30 p.m., Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.* **Fee: \$110**

Bernard Goss, Artistic Director of the Chung Ying Theatre Company, will give a one-day seminar on the relationship between artistic policy and its administration—from an Artistic Director's point of view.

Using Chung Ying as an example, he will demonstrate the need to focus on staff dynamics, selection of dramatic material and the building of an audience.

In Hong Kong, where professional theatre is relatively new, the need for vision, open-mindedness and clarity of communication can only be implemented by the sheer practicality of sensitive, thorough and pliable administration.

Questions & discussion will be encouraged throughout the day, thus allowing an informal atmosphere in which yet another approach to Hong Kong's artistic life will be reviewed imaginatively and practically.

Business Studies

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

Certificate Programme in Real Estate Administration.

The Department of Extra-Mural Studies will offer the Certificate Programme in Real Estate Administration in February 1988. This programme was designed in conjunction with the Society of Hong Kong Real Estate Administrators. It is particularly of interest to staff of real estate development firms and estate management companies. It would also provide effective training for individuals working in a related field such as architecture, banking, construction or town planning.

Interested individuals should write to Miss Sheila Yam, Department of Extra-Mural Studies, University of Hong Kong for more details.

Courses Nos. 128 to 142 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.

128. Accountancy for Bankers. Larry S.S. Yap, B.Com. (Nanyang), R.A.S. Saturdays, 2.30–4.30 p.m., starting September 26, 1987. Room 141, University Main Building. 15 meetings. **Fee: \$390**

This course is designed for those who are preparing for the Stage 2 Accountancy paper of the Chartered Institute of Bankers' examinations. The course content follows closely the syllabus of the CIOB examination paper. Particular emphasis will be placed on the uses and limitations of accounting information from the perspective of the lending banker. *Enrolment is limited to 35 students.*

129. Auditing for Examinations: Part 1. Mrs. Wong Wu Wai-ye, F.C.C.A., A.H.K.S.A. Thursdays, 6.00–7.45 p.m., starting September 24, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. **Fee: \$285**

This course is intended for those with little experience who are aiming for the June 1988 ACCA/HKSA examinations, paper 2.1. Part 1 will cover the nature, purpose and general principles of auditing, the concept of the internal control and the system base audit approach, audit planning control and documentation, audit of transactions, audit evidence and audit working papers. Other aspects will be covered in Part 2 which will be offered in Spring 1988.

130. Company Law for HKSA Accountancy Students: Part 1. Tsang Yu-hei, A.C.C.A., A.H.K.S.A., A.T.I.H.K., A.C.I.S., C.P.A. *Mondays, 6.00–7.30 p.m., starting September 21, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 11 meetings.* **Fee: \$230**

The course is intended for students preparing for the *June 1988 ACCA/HKSA examination paper 2.2*. Part 1 will cover the general principles of incorporating a company limited by shares, classes of shares and loan capital, creation of debenture and powers of trustees for debenture holders, as well as rights and liabilities of officers of the company. Other topics in the syllabus will be covered in Part 2 which will take place in the Spring 1988 programme.

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

131. Introduction to Hong Kong Taxation. Chan Siu-pang, A.C.C.A., A.H.K.S.A., R.A.S., F.A.I.A., A.T.I.H.K. *Thursdays, 8.20–9.50 p.m., starting September 24, 1987. Room 722, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$245**

The primary objective of this course is to provide a general introduction of Hong Kong taxation to the students. It would be suitable for those who have to study at the intermediate level of the relevant professional examinations. Executives who need a basic knowledge on the subject would also find this course useful. Special emphasis will be placed on tax computation. The major areas of Hong Kong taxation will be covered: salaries tax, property tax, interest tax, profits tax, personal assessment, and depreciation allowance.

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

132. Management Accounting. Chan Chi-fook, A.C.M.A. *Saturdays, 3.45–5.15 p.m., starting September 26, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$210**

This is a revision course suitable for students who sit for the ACCA/HKSA examination in Management Accounting. Topics to be covered include: application of costing techniques, budgetary control, variance analysis, cost-volume-profit analysis, information for decision-making, measurement of divisional performance, and transfer pricing.

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

133. Quantitative Analysis: Part 1. H.B. Yeung, B.Sc. (Thames Poly.). *Mondays, 8.00–9.30 p.m., starting September 14, 1987. Room 121, University Main Building. 12 meetings.* **Fee: \$245**

This course is for those taking Paper 2.6 of the ACCA/HKSA examinations. *PART A* of the syllabus, Statistical Concepts and Practices, will be covered in this first part of the course. The remaining sections of the syllabus will be covered in Part 2 which will be offered in Spring 1988.

134. Advanced Accounting Practice and the Regulatory Framework of Accounting. To Pak-lam, C.P.A., F.C.C.A., A.H.K.S.A., M.B.I.M. *Saturdays, 2.00-5.15 p.m., starting September 5, 1987. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings.* **Fee: \$620**

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, students are advised to take both subjects at the same time. 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 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.

135. 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 September 19, 1987. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$330**

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.

136. Foundation Accounting. Norman W.Y. Ngai, B.A. (Sheff), F.C.M.A., A.H.K.S.A. *Mondays, 6.15-8.45 p.m., starting September 14, 1987. Room 142, University Main Building. 14 meetings.* **Fee: \$450**

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 simple final accounts for internal uses.

137. Intermediate Accounting. K.S.H. Yuen, B.B.A., M.B.A. (C.U.H.K.).
Fridays, 6.15–9.00 p.m., starting September 18, 1987. Room 142, University Main Building. 16 meetings. Fee: \$530

The course completes the coverage of the syllabus of Intermediate Bookkeeping of the L.C.C. examinations. In particular, it presents the principles and treatments for partnerships and limited companies, bills of exchange, consignment accounts, joint venture accounts, instalment sales and hire purchase accounts, branch accounts, investment accounts, contract accounts, control, the valuation of stock, depreciation, non-profit-making organizations, and goodwill. This course is especially suitable for those who sit for the relevant L.C.C. examination. Appropriate textbooks will be recommended to reduce the need for note taking to a minimum.

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

138. Higher Accounting. Chan Siu-pang, A.C.C.A., A.H.K.S.A., R.A.S., F.A.I.A., A.T.I.H.K. *Thursdays, 6.15–8.15 p.m., starting September 24, 1987. Room 722, Knowles Building, University of Hong Kong. 16 meetings. Fee: \$440*

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

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

139. General Principles of Law for Bankers. Chiu Chan-ha, A.C.I.B. *Tuesdays, 7.45–9.45 p.m., starting September 22, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings. Fee: \$460*

Especially designed for those studying the Local IOB Stage I. The course is based on the Local syllabus and is divided into nine areas, the legal system, law of contract, law of contract and negotiable instruments, law of person, law of torts, law of property, law of wills, law of trusts, and principles of criminal law. It is most suitable for those intending to take the April 1988 examination.

140. General Principles of Law for Accountancy Students. G.J. McMahon, LL.B. (Sydney). *Tuesdays, 6.30–9.15 p.m., including a break period of 15 minutes, starting September 22, 1987. Room 142, University Main Building. 11 meetings. Fee: \$375*

The course is designed as a revision exercise for students taking Paper 1.4 Law at the December 1987 ACCA/HKSA examinations. The main emphasis will be on the law of contract but content of the course will also include an introduction to the English legal system and the law relating to negotiable instruments.

141. Costing. Chan Chi-fook, A.C.M.A. *Wednesdays, 7.15–8.45 p.m., starting September 23, 1987. Room 121, University Main Building. 10 meetings. Fee: \$210*

This course is designed as a revision for students taking Paper 1.2 Costing at the December 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.

142. A Revision course on Numerical Analysis and Data Processing. H.B. Yeung, B.Sc. (Thames Poly.), *Mondays, 6.15–7.45 p.m., starting September 14, 1987. Room 121, University Main Building. 12 meetings. Fee: \$245*

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

143. Securities Analysis. Albert K.H. Poon, B.B.A. (UEA), M.Sc. (Bath). *Wednesdays, 6.15–7.45 p.m., starting September 23, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$250*

The primary objective of this course is to provide students with a basic knowledge of securities analysis. Students will be exposed to the basic analytical techniques frequently used in evaluating stocks and other marketable securities. Topics will include: the elements of stock analysis, fundamental analysis, technical analysis and charting, pricing of bonds and warrants as well as hedging and arbitrage. Students are expected to have some commercial experience.

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

144. Company Secretarial Practice. Lee Shu-yuen, David, A.C.I.S. *Fridays, 8.00–9.30 p.m., starting September 25, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings. Fee: \$305*

The principles of Hong Kong company law, and the application of statutory provisions, relating to the work of the company secretary will be dealt with in detail. In addition to normal duties and responsibilities, other aspects of the secretary's work such as raising new capital, capital restructuring and procedures for obtaining a listing in the stock exchange will be covered. The course is suitable for those who have a basic knowledge of company law or working experience in the company secretarial field.

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

145. Office Administration and Practice. M.Z. Amir, F.C.M.A., F.H.K.S.A., F.I.A.A., M.B.I.M. *Tuesdays, 7.15-8.45 p.m., starting September 22, 1987. Room 121, University Main Building. 11 meetings.* **Fee: \$225**

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.

146. International Trade. Ip Tsun-nin, B.Com. (St. Mary's). *Thursdays, 7.50-9.20 p.m., starting September 24, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$295**

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.

147. 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 September 21, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$390**

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 (ICC322) will be discussed.

148. Accounting for Small Businesses. Anita D.P. Kwan, B.A. (Middlesex Poly.). *Saturdays, 2.00-3.30 p.m., starting October 10, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 9 meetings.* **Fee: \$190**

This course is designed for those who are carrying on business as sole proprietors or partners. It will provide practical guidance on maintaining accounting records. Topics will include the techniques in writing up books and records from source documents, bank reconciliation, control accounts, trial balance, final accounts, accounting adjustments, and the analysis of financial statements.

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

主 講 人：區啟昌先生，B. A. (York)。

地 點：香港大學校本部大樓103室。

時 間：一九八七年九月二十五日起每星期五下午六時三十分至八時三十分。

全期學費：三百二十五元。（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。本課程共分為四部份：（甲）小型企業之創辦：論及如何審查、選擇及投資小型企業之準備工作。（乙）小型企業之財務策劃：介紹會計紀錄、損益兩平分析、毛利分析、現金流轉折現分析、基本預算法、現金管理及借貸、租與買的分別。（丙）小型企業之法律常識：合夥經營、有限公司、契約法、貨物買賣、代理、僱傭條例。（丁）辦公室管理、工作程序及人力計劃。

150. Retail Management and Practice. Cheung Fu-keung, B.Sc. (C.U.H.K.), M.B.A. (H.K.); and Ma Shiu-ming, B.B.A. (C.U.H.K.), M.B.A. (British Columbia). *Tuesdays, 6.00–7.30 p.m., starting September 22, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

Fee: \$260

The retail business in Hong Kong is being practised with a great diversity of sophistication—from hawker stands around the street corner to exquisite stores which draw in thousands of customers daily. In a similar way, retail concerns are achieving varying degrees of success in their business.

For practitioners who would like to master and extend their skills in retailing, this course explores the areas that are important for a retail business to excel and succeed. Topics to be covered include: evaluating store location, choice and planning of products, inventory control, merchandising and promoting goods, behaviour of retail customers, personal selling, image and atmosphere in retailing, as well as credit and collection.

Fee Refund: on being accepted for **Courses Nos. 151 to 153**, students who are employed full-time in accounting/finance-related occupations will be sent a half-fee refund application form, which they should forward to the Vocational Training Council. Those who successfully complete the course will then be eligible for a half-fee refund from the Council. (Closing date for enrolment for refund students: 10 days before the commencement of the course.)

151. Basic Auditing. C.C. Kwong, A.C.C.A., A.H.K.S.A., C.P.A. *Fridays, 6.15–7.45 p.m., starting October 2, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

Fee: \$245

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.

152. Basic Accounting Practice. Chan Kee-ming, A.C.I.S. *Thursdays, 7.15–9.45 p.m., starting September 24, 1987. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 15 meetings.* **Fee: \$490**

This course will cover the principles of elementary accounting; 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.

153. 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：一九八七年九月廿三日起每星期三下午六時零五分至七時三十五分。

全期學費：二百九十五元。（共十四講）。

此項課程包括介紹香港稅務法例之內容，特別注重利得稅、薪俸稅、物業稅與利息稅，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。

申請職業訓練局退還半費手續：凡擔任會計及財務有關職位者進修以上課程而欲職業訓練局退還半費者，可於接獲本部取錄函件及申請書後，直接向職業訓練局申請。（欲申請職業訓練局退還半費者，最遲須於開課前十日報名）。

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 194 頁 。

Economics, Banking & Statistics

Staff Tutor : W.F. Hau (until mid-September, 1987). *Telephone* 5-8592783

W. B. Howarth (from mid-September, 1987). *Telephone* 5-8592783

154. Principle of Economics I: Microeconomics. Joseph Hu, M.Econ. *Wednesdays, 6.15-7.45 p.m., starting September 23, 1987. Room 843, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$360**

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.

155. Principle of Economics II: Macroeconomics. Joseph Hu, M.Econ. *Wednesdays, 8.00-9.30 p.m., starting September 23, 1987. Room 843, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$360**

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.

156. Introductory Economics: Theory and Practice. Lo Nim-chi, B.Soc.Sc. (Econ.) (Birmingham), M.Sc. (Econ.) (London). *Mondays, 7.40-9.40 p.m., starting September 14, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$360**

The course provides theories in micro- and macro-economics to help students understand the current economic events. Applications of theories to illustrate daily economic phenomenon will be made whenever appropriate. The course is suitable for students who prepare to take professional examinations in accounting, banking, finance, insurance and other related areas. Topics include: Micro-economics—

supply and demand, the theory of utility, consumption, elasticities of demand and supply, the theory of the firm, the price system and the market economy, costs, the labour market and government's policies to remedy market failures. Macroeconomics—aggregate demand and supply, the multiplier analysis, inflation and unemployment, money and credit, fiscal policy, monetary policy, balance of payments and exchange rate systems.

Students are not required to have sound mathematical background, but some common sense to interpret graphs is necessary.

157. Economics. Gina M. K. Tang, B.A., M.B.A. (H.K.). *Saturdays, 2.15–4.15 p.m., starting September 26, 1987. Room 142, University Main Building. 20 meetings.* **Fee: \$445**

This course is designed with a view to helping students prepare for the A.C.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.

Medium of instruction: English and Cantonese.

158. Basic Economics for Professional Examinations. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.C.I.B., A.C.I.S., C.Dip.A.F., M.M.S. *Fridays, 6.30–9.00 p.m., starting December 4, 1987. Room G3, James Hsiung Lee Science Building, University of Hong Kong. 14 meetings.* **Fee: \$390**

This course is intended for those who are preparing for the first Economics paper of professional examinations (e.g. HKSA/ACCA/ICSA/CIMA/CIOB). 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.

159. A Study of Money. Lo Nim-chi, B.Soc.Sc. (Econ.) (Birmingham), M.Sc. (Econ.) (London). *Saturdays, 4.25–5.55 p.m., starting September 26, 1987. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$270**

The course is suitable for (i) those who will be writing professional examinations with a paper in macro/monetary economics, (ii) those in the financial or related fields who are interested to understand the role of money in today's financial world, its impacts on the economy and the financial markets. Topics include: the concept of money, demand for money, supply of money, the money multiplier velocity, monetary policy, the targets and instruments of monetary policy, inflation, balance of payments and exchange rates.

Students with professional or academic background in economics or finance are preferred.

160. Monetary Economics. Joseph Hu, M.Econ. *Saturdays, 2.15–4.15 p.m., starting September 26, 1987. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$415**

This course is designed for those who will be taking the Stage 2 Monetary Economics paper of the Chartered Institute of Bankers. Topics 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.C.I.B. candidates are preferred.

Medium of instruction: English and Cantonese.

161. Elements of Banking. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.C.I.B., A.C.I.S., C.Dip.A.F., M.M.S. *Thursdays, 6.30–9.00 p.m., starting November 26, 1987. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 14 meetings.* **Fee: \$360**

This course is designed for those who will be taking the Local Stage I Elements of Banking paper of the Chartered Institute of Bankers. Topics include: banking and financial system, banking services and foreign trade, and principles of bank lending.

162. General Principles of Law. (Tutor to be announced). *Tuesdays, 5.55–7.40 p.m., starting September 22, 1987. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 24 meetings.* **Fee: \$460**

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.C.I.B. Stage I examinations. The course content strictly follows the syllabus as required by the Chartered Institute of Bankers. Topics 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.

163. Practice of Banking I. C.S. Chan, A.C.I.B. *Thursdays, 8.05–9.35 p.m., starting September 24, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$300**

The aim is to prepare students for Practice of Banking I examination of Stage 2 Banking Diploma of the Chartered Institute of Bankers. The course content will follow the syllabus as required by the A.C.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 Chartered Institute of Bankers.

164. Finance of International Trade. Robert S.C. Au, A.C.I.B. *Fridays, 6.30-9.30 p.m., starting September 25, 1987. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$380**

This comprehensive course will cover the whole syllabus of Finance of International Trade for A.C.I.B. Stage 2 examination. All letters of credit, collection bills, foreign exchange, I.C.C. publication number 400 for documentary practice will be clearly explained. Previous examination papers and answers as well as typical case studies will be thoroughly illustrated to ensure candidates' understandings. Examination techniques will be taught properly.

Students are expected to have passed A.C.I.B. Stage I.

165. Banking Operations. Yip Hoi-hing, A.C.I.B., D.M.S. *Thursdays, 6.00-8.00 p.m., starting October 1, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$220**

The aim of this course is to prepare students to sit for the Banking Certificate examination of the Chartered Institute of Bankers. Topics include: (1) International Banking: travel facilities, remittance, exchange rate and various aspects of international trade operations; (2) Branch Banking: banker/customer relationships, types of accounts, and personal services, etc. and (3) Bank Lending: types of borrowers, security, bad debts and interpretation of balance sheets.

Entry Qualification: Students should have passed the Stage I of the Chartered Institute of Bankers examinations. Photostat copies of the appropriate documents should be submitted with the application form.

Medium of instruction: English & Cantonese.

166. Foreign Exchange and Money Markets. Kong Hin-man, A.C.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, 6.15-7.45 p.m., starting September 21, 1987. Room 122, University Main Building. 16 meetings.* **Fee: \$305**

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.

167. Documentary Credits and Collections. Thomas H.K. Fong, A.C.I.B. *Mondays, 7.40-9.55 p.m., starting October 19, 1987. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 13 meetings.* **Fee: \$385**

This programme is designed for supervisors and senior clerks in bills department, who have been acquainted with the basic principles and operations of documentary credits and collections. A workshop type approach will be used to encourage members' active participation in discussion. Topics include: international trade practices, types of credit, shipping documents, foreign exchange and currency

options, interpretation of ICC UCP 400, cargo insurance, credit negotiability, examining documents, handling discrepancies, inward bills operations, local banking practices, analysis of fraudulent cases, current abuses of credits, protection against abuses, documentary collections and export credit insurance.

Medium of instruction : Cantonese.

168. Foreign Exchange and Treasury Management for Company Executives. H.K. Kong, A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., F.I.B.A., M.Inst.A.M. (Dip.). *Thursdays, 6.45-8.15 p.m., starting September 24, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$370**

Effective management of foreign exchange and treasury function is vital to profit contribution in corporation. 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, ECU and composite currency.

Corporate executives with three years' financial management experience are preferred.

169. Import & Export Bills Practice. Robert S.C. Au, A.C.I.B. *Saturdays, 2.00-3.30 p.m., starting September 26, 1987. Room 121, University Main Building. 20 meetings.* **Fee: \$405**

This is a comprehensive bills course of banking practice suitable for all beginners of import and export business operations. Different types of letters of credit and collection bills, including typical case studies will be discussed in the class. To enhance participants' interest, useful questions and answers will be thoroughly illustrated. Details of bills departments services will be explained for up-grading candidates' accuracy and efficiency.

Medium of instruction : English and Cantonese.

170. Investment Banking. H.K. Kong, A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., F.I.B.A., M.Inst.A.M. (Dip.). *Thursdays, 8.20-9.50 p.m., starting September 24, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$385**

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 markets instruments, commercial papers, euronotes, floating rate notes, eurobonds, transferable loan

certificates, credit rating, swaps, mergers and acquisitions, placement of instruments with institutional and individual investors. Discussion will also be made on international equity, ADR and recommendation of International Primary Market Association.

Bank executives with two years' experience are preferred.

171. Merchant Banking Services. Kong Hin-man, A.C.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 September 25, 1987. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 16 meetings.* **Fee: \$305**

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

172. Applications of Financial Futures and Options in Financial Services Industries. Kong Hin-man, A.C.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, 8.00-9.30 p.m., starting September 21, 1987. Room 122, University Main Building. 10 meetings.* **Fee: \$200**

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.

173. International Capital Markets. Kong Hin-man, A.C.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 September 25, 1987. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 16 meetings.* **Fee: \$305**

The course is designed for those who are interested to understand the rapid growing capital markets. Topics include securitisation of debt issue, underwriting and investment in various capital market products and financial engineering on capital market instrument. The relationship of international capital market to private banking business will be illustrated.

174. Private Banking. H.K. Kong, A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., F.I.B.A., M.Inst.A.M. (Dip.). *Wednesdays, 7.15-9.45 p.m., starting September 23, 1987. Room 141, University Main Building. 9 meetings.* **Fee: \$290**

With diversification and internationalisation of personal investment, most banks offer private banking services to individual customers. Private banking is based

on 'Account Manager' concept through which transactional banking and investor services can be provided. Topics include: private banking and personal financial planning, execution and advisory services, range of products, credit facilities, offshore custodian, international operations of customer account, withholding and estate duty tax consideration. Discussion will also be made on real estate and trustee services.

Bank marketing executives with 1 year's experience are preferred.

175. Use of Warrants as Capital Markets Instruments. H.K. Kong, A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., F.I.B.A., M.Inst.A.M. (Dip.). *Wednesdays, 7.15-9.45 p.m., starting December 2, 1987. Room 141, University Main Building. 4 meetings.* **Fee: \$130**

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.

176. Credit Analysis: Fundamentals and Essentials. Simon Mak Kwai-ming, B.A., M.B.A. (C.U.H.K.). *Fridays, 8.00-9.30 p.m., starting September 25, 1987. Room 141, University Main Building. 15 meetings.* **Fee: \$300**

This course will focus on the principles of bank lending and the procedures and parameters of credit analysis prior to the making of credit decisions. It is intended for non-practitioners as well as practitioners of credit analysis who want to have a better understanding of the subject or to further develop their analytical skills. Apart from relating the fundamental understanding of the financial statements and other techniques to credit analysis, comprehensive discussion will be given to the appraisal of capital expenditure lending and annually revolving and/or trade financing credits. Where time is available, the method of case analysis may be used to illustrate certain real situations of credit decision-making. Quantitative methods such as ratios analysis which are frequently adopted by credit analysts will be studied in detail.

177. Credit Analysis. Thomas H.K. Fong, A.C.I.B. *Mondays, 6.00-7.30 p.m., starting October 19, 1987. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 13 meetings.* **Fee: \$260**

This programme is designed for credit analysts and credit officers in financial institutions, to develop the ability to appreciate the essential information from the financial statements and make a considered credit appraisal. Topics include: principles of bank lending, analysis and evaluation of financial statements, various methods of analysis, evaluate the correctness of the financial statements to reflect the real financial situation of borrowers, assess the appropriateness of the proposed loan to the needs of borrowers, prepare a concise and meaningful credit analysis report.

Applicants should have a basic knowledge of accounting.

Medium of instruction: Cantonese.

178. Advanced Import & Export Banking. Robert S.C. Au, A.C.I.B.,
*Saturdays, 3.45-5.45 p.m., starting September 26, 1987. Room 121, University Main
Building. 18 meetings.* **Fee: \$485**

This advanced course is specially designed for bills officers and checkers of banks, as well as senior staff of import/export corporations for broadening their import and export banking knowledge. Typical case studies will be thoroughly explained in the class to ensure participants' better understandings and widen their working experience. Topics including China trade, updated illustrations of I.C.C. Uniform Customs & Practice and foreign exchange/treasury management will be covered.

Applicants with basic bills knowledge are preferred.

Medium of instruction: English and Cantonese.

179. Swap Financing Techniques. H.K. Kong, A.C.I.B., Dip.F.S., A.C.I.S.,
M.I.C.M. (Grad.), A.A.I.A., F.I.B.A., M.Inst.A.M. (Dip.). *Mondays, 7.15-9.45
p.m., starting November 30, 1987. Room 101, James Hsioung Lee Science Building,
University of Hong Kong. 6 meetings.* **Fee: \$195**

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 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.

180. Financial Engineering. H.K. Kong, A.C.I.B., Dip.F.S., A.C.I.S.,
M.I.C.M. (Grad.), A.A.I.A., F.I.B.A., M.Inst.A.M. (Dip.). *Mondays, 7.15-9.45
p.m., starting September 28, 1987. Room 101, James Hsioung Lee Science Building,
University of Hong Kong. 9 meetings.* **Fee: \$290**

Competition in merchant banking industry has substantially narrowed the profit margin of investment banks and some of them have shifted to large value and complex transactions in order to maintain revenue level. Financial engineering techniques are deployed to design financing packages for major corporations. Areas of discussion: structure of financing needs, borrowing vehicles and instruments, tax consideration and accounting problem, debt/equity mix of borrowers, pricing and timing of financial engineering deals and preference of international investor (including fund managers). Discussion will also be made on international capital markets, mergers and acquisition and company law.

Bank executives or corporate treasurers with three years' experience are preferred.

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

主 講 人：由香港期貨交易所有限公司安排期貨業人士主講。

地 點：香港大學校外課程部市區中心13室。(信德中心西翼九樓)。

時 間：一九八七年九月二十二日起每星期二下午七時四十五分至九時四十五分。

全期學費：二百五十五元。（共九講）。

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

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

主 講 人：葉海興先生，A.C.I.B., D.M.S.。

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：一九八七年九月廿一日起每星期一下午六時十五分至九時十五分。

全期學費：一百五十五元。（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。

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

主 講 人：區文道先生，A.C.I.B., F.C.I.S., LL.B.。

地 點：星期一於香港大學校外課程部市區中心12室（信德中心西翼九樓）。

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）。

時 間：一九八八年一月二十五日起每星期一及星期四下午六時三十分至九時。

全期學費：一百二十五元。（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。

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

主 講 人：徐志輝先生，A.C.I.B.。

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：一九八七年十一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：六百四十五元。（共三十五講）。

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

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

本課程限收四十二人。如報名人數超額，將由講者甄選資格適合之學員。

185. Introductory Statistics. NG Hoi-kow, B.Sc., M.Sc. (Toronto). *Wednesdays, 7.45-9.15 p.m., starting September 23, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$310**

The primary objective of this course is to provide students a basic knowledge of statistical concepts that will be useful in business and in the biological, social, or physical sciences. Topics include elementary graphical method, measures of central tendency and variability, elementary probability theory, discrete and continuous distribution, sampling distribution, point and interval estimation, hypothesis testing, regression and correlation analysis, elementary statistical design of experiment and analysis of variance, contingency tables, and nonparametric statistics. The only mathematics prerequisite of this course is elementary algebra only.

Medium of instruction: English and Cantonese.

太古城校外課程

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|---------------|------------------------|
| 323. 廣告設計實用技巧 | 431. 基本普通話 |
| 342. 基本音樂理論 | 432. 基本普通話 |
| 343. 合唱指揮法初學 | 433. 基本普通話 |
| 381. 基本日語 | 456. 高級普通話 |
| 382. 基本日語 | 505. 國畫梅蘭竹菊與蔬果
寫作研習 |
| 383. 基本日語 | 506. 各體書法寫作與集聯
應用研習 |
| 384. 基本日語 | |
| 408. 高級日語 | |
| 430. 基本普通話 | |

Management Studies

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

186. 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 September 30, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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.

187. Management Principles and Policy. Benjamin Fung, B.Comm. (Concordia), Grad.Dip.Mgt.(McGill), A.C.I.S., Dip.M., M.Inst.M., M.H.K.I.M., M.B.I.M. *Tuesdays, 8.05–9.35 p.m., starting September 29, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$315**

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.

188. Organisation and Management Principles. Denis W.C. Ng, M.B.A. (Northeast Louisiana). *Mondays, 8.00–9.30 p.m., Starting September 28, 1987. Room 843, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$245**

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.

189. 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 September 28, 1987. Room 141, University Main Building. 12 meetings.* **Fee: \$245**

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.

190. 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 October 3, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$170**

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.

191. Women and Small Business. Dorothy Wong, B.A. (State); M.B.A. (Boston) and other guest speakers. *Tuesdays, 6.00–7.30 p.m., starting January 5, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$165**

Some women approach employment from their own individuality and look for what it can offer for their immediate personal growth. Owning their own business is an option considered by many. In this way women can create working environments which fit their values, meet their needs and respect their full array of qualities.

Starting a business is a demanding yet rewarding job. Survival is dependent on a good degree of planning and extensive market research. Before embarking key questions should be asked—What must be done? What should be avoided? Where are my customers? This course will go through the stages involved in starting a small business. Students will be helped to write their own plans. This will include an analysis of the market place, a marketing strategy, a plan of the organisation and measurable financial objectives. The differences in approach between men and women will be examined and visiting female speakers will be an important element in the programme. Students are expected to participate actively in group discussions. *The language of instruction will be both Chinese and English.*

192. Organisation and Methods. Samuel San, B.E. (N.S.W.). *Saturdays, 3.45–5.15 p.m., starting October 3, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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.

193. Management Information and Decision-Support Systems. Chow Man-chu, M.B.A. (Miami), Cert.Dip.A.F., M.Inst.A.M. *Saturdays, 2.00–3.30 p.m., starting October 3, 1987. Room 208, Run Run Shaw Building, University of Hong Kong. 12 meetings.* **Fee: \$245**

The modern entrepreneur is faced with increasing complexity in the conduct of business. Management Information Systems and Decision Support Systems are disciplines that have been developed to improve the problem-solving and effective decision-making capabilities of managers 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.

194. An Introduction to Operational Research. Dannie Leung, B.Sc. (Birm.), M.Sc. (Lancaster). *Tuesdays, 7.45–9.15 p.m., starting September 29, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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.

195. Selecting the Right Information Technology: A Managerial Approach. Charles K. Lam, M.B.A. (Aston), C.Eng., M.B.I.M. *Tuesdays, 7.15–8.45 p.m., starting September 29, 1987. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings. Fee: \$245*

Information technology is concerned with the securing of data and information generally, the networks, processing powers and associated subsystems for the work which management does. With the use of computers and telecommunication technology, the trends in this field have been to make compatible the technical considerations of standards and capacity with important business and financial criteria, such as costs and returns, capitalisation, apportionment, depreciation and organizational implications. This course has been designed for managers with the authority in their organization to select the appropriate means of information technology for the goals which have been set for their concern. Emphasis will be placed on the comparative analysis of networks and systems for the tasks which are distinctive to each organization.

196. An Introduction to Hotel Management. Yuen Fook-min, Constant, M.H.C.I.M.A., M.I.T.T., M.Inst.M., M.B.I.M. *Saturdays, 2.30–4.00 p.m., starting October 3, 1987. Room 103, University Main Building, University of Hong Kong. 14 meetings. Fee: \$285*

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; security; and engineering.

197. Marketing Management: Analysis, Planning and Control. Paul Mak, B.Sc. (H.K.), M.B.A. (Sheffield). *Fridays, 6.00–7.30 p.m., starting October 2, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$245*

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 coordinated. 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.

198. Market Planning and the Use of Effective Marketing Strategies. Steve Chui, B.A. (H.K.), M.B.A. (C.U.H.K.), Dip. Mark. *Saturdays, 3.45-5.15 p.m., starting October 3, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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.

199. An Introduction to Sales Management. Alfred Tsoi, B.B.A., M.B.A. (C.U.H.K.). *Mondays, 8.05-9.35 p.m., starting September 28, 1987. Room 722, 7/F., Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$245**

Selling, the attempt to influence and convince others, is as old as humanity itself. Virtually all individuals engage in sales activities of a sort, even those who are not actively or directly concerned with the marketing of goods and services. This course is designed to appeal to the needs of those who intend to pursue a career in selling or those who have not decided on a specific career but are exploring. Topics to be discussed include: nature of selling; character of the marketplace; basic selling skills; selling process; improvement of sales effectiveness. Some role-playing situations and sales presentations will be practised and analyzed.

200. Advertising: its Role in the Marketing and Communication Process. Eppie Tam, B.B.A., M.B.A. (Northeast Louisiana). *Saturdays, 4.15-5.45 p.m., starting October 3, 1987. Room 103, University Main Building. 12 meetings.* **Fee: \$245**

The Advertising Industry is a powerful communication force in society and a vital aspect of an organization's marketing effort. Its purposes range from the selling of goods to services, images, and ideas by means of persuasion through various channels of information. This course is designed to explore advertising functions from three perspectives: the management-marketing relationship; the creative element in communications; and the standpoint of the consumer or user

who ultimately purchase the product and who are affected by advertising every day. The course is directed towards junior executives in the field or those whose responsibilities bring them into contact with the advertising function. Certain case studies will be used and an active class participation encouraged.

201. The Management of Sales Promotion. Steve Chui, B.A. (H.K.), M.B.A. (C.U.H.K.), Dip.Mark. *Saturdays, 2.00-3.30 p.m., starting October 3, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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.

202. 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 September 29, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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.

203. 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 September 28, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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 speakers 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.

204. 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：一九八七年十月三日起每星期六下午二時至三時三十分。

全期學費：二百八十五元。（共十四講）。

市場學乃商業經營的重要一環。本課程旨在評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。

205. 國際市場學 (International Marketing)

主 講 者：毛義德碩士。

地 點：香港大學鈕魯詩樓722室。

時 間：一九八七年九月三十日起每星期三下午八時至九時三十分。

全期學費：二百四十五元。（共十二講）。

國際市場學是世界商業的主要部份，包括初級原料、商品及服務的交易，主要研究及分析國際對外貿易、投資形勢，包括出口、入口、運輸、財務、貨幣管理及研究、應用術語學、文件及技巧分析實際情況。課程內容包括分析國際市場、貿易途徑、貿易及財務增長、研究通訊技巧、資料來源、各國關稅及應用於各國市場情況、分析跨國事業等。

206. An Introduction to Financial Management. Simon C.W. Ho, B.A., M.B.A. (Washington State). Saturdays, 3.45-5.15 p.m., starting October 3, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$245

Geared to those who have no formal training in the finance function, 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.

207. 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.J.M., M.B.I.M. *Tuesdays, 6.30-8.00 p.m., starting September 29, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 18 meetings.* **Fee: \$370**

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.

208. An Introduction to the Management of Production. Daniel K.W. Yung, B.Sc., M.B.A. (Oregon). *Fridays, 6.00-7.30 p.m., starting October 2, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

A knowledge of production management is an essential part of the efficient running of a production enterprise, whether it is manufacturing or service-orientated by nature. The management of production has to come to terms with the systematic planning, organization, and control of manufacturing functions, as well as techniques which may be interdisciplinary in nature. Specific attention will be paid to production process planning and design, capacity planning, layout analysis, production planning, quality control, and materials movement with inventory control. The course will be of value to supervisors and management in the production area and to those in related functions who wish to deepen their knowledge of this vital aspect of the business.

209. 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：一九八七年十月二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。

210. Personnel Management: Theory and Practice. Terry Casey, B.A. (Nott.), M.Phil. (H.K.), F.B.I.M. *Wednesdays, 7.45–9.15 p.m., starting October 7, 1987. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$205**

Modern Personnel Management is an integral part of the senior group in many organizations responsible for strategy formulation and policy decisions with special responsibility for the human implications of the organization's performance. The course, which is aimed at executives with senior responsibilities in their concerns, will consider modern theory and practice in managerial activity generally and how the personnel specialist can play a role in its promotion. Specific personnel responsibilities will also be considered in their modern context: manpower planning, recruitment and selection, training and the development of personnel, appraisal, organizational design and development, salaries administration policies, and the promotion of incentives to work. Reference will be made to appropriate theoretical contributions from the field of organizational behaviour.

211. The Principles and Practice of Personnel Management. Pinkie Leung, M.Sc. (Heriot-Watt). *Saturdays, 3.45–5.15 p.m., starting October 3, 1987. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$285**

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.

212. Practical Personnel Management. S.K. Law, B.B.A. (C.U.H.K.), A.I.P.M., A.C.I.S., M.B.I.M. *Wednesdays, 7.45–9.15 p.m., starting September 30, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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.

213. Personnel Management. Vincent Luk, B.Sc. (H.K.), A.C.I.S. *Saturdays, 2.00-3.30 p.m., starting October 3, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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.

214. Personnel Assessment for Staff Selection. Daniel K.W. Yung, B.Sc., M.B.A. (Oregon). *Fridays, 7.45-9.15 p.m., starting October 2, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

Fee: \$245

A fundamental responsibility for practitioners in the field of Personnel Management lies in the selection and placement of staff within the organization. The philosophy behind the course is that it is no longer acceptable to select people solely by subjective, intuitive means. An overall picture will be given in this course of the objective, systematic methods which are available in personnel assessment. The history of assessment will be considered, together with ways of interviewing and observing, behavioural, projective, and biopsychological techniques which are available. The assessment of the person will be examined in terms of specific abilities and skills, personal information, and ways of integrating and communicating assessment information. The course will be of most value to those who are relatively new to Personnel Management or to those with specific responsibilities in the field of selection.

215. Career Management: An Approach to Personal Planning. Louisa Lui, B.Soc.Sc. (Hong Kong), Appointments & Careers Counsellor, University of Hong Kong. *Thursdays, 6.00-7.30 p.m., starting October 15, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$185**

Trying to manage a career, deciding whether to move up or on is a question being asked by many managers 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 those in a career 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 explained and analysed, drawing on vocational development theories.

216. Management & Trade Unionism: The Hong Kong Context. A. Mitchell Pallaras, B.A. (Western Australia), M.Comm. (Melbourne), Dip.Ed. *Tuesdays, 6.00–7.30 p.m., starting October 6, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$185**

Should trade unions be recognised? How far do their current activities depart from traditional trade union functions? These, and other issues of importance to management, will be discussed with a view to providing a broad understanding of Hong Kong trade unionism. The course includes such topics as the history and development of the trade unions in Hong Kong, recent developments in the trade union movement, strike activity and the future directions of the trade unions.

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.

Designed for senior practitioners and policy makers, the course will comprise both lectures and discussions. Emphasis will be placed on attempting to understand and analyse policies and activities of trade unions, trade union federations and non-union labour groups in Hong Kong.

217. 實用人事管理及勞資關係技巧
(Practical Personnel Management & Labour Relations Techniques)

主 講 人：趙志光先生。

地 點：香港大學鈕魯詩樓722室。

時 間：一九八七年九月二十八日起每星期一下午六時三十分至八時。

全期學費：二百四十五元。（共十二講）。

本課程首先介紹人事管理之重要知識，如人力計劃、工作分析、薪金管理、考績評估、員工訓練及發展等。隨着本課程會個別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、僱傭契約及僱員手冊之編寫、勞資審裁處之訴訟及香港勞工法例等，並有模擬練習及個案研究。

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。務求學員於完成課程後，可掌握從事人事管理工作之要點。

218. 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11室（信德中心西翼九樓）。

時 間：一九八七年十月三日起每星期六下午三時四十五分至五時十五分。

全期學費：二百四十五元。（共十二講）。

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

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

Education

Staff Tutor : Linda Bauer, Telephone 5-8592780

219. Learning Through Play. Mrs. Janet Smith and others. *Tuesdays, 7.45-9.45 p.m., starting September 29, 1987. Bradbury Room, Pre-School Playgroup Association Headquarters, Old British Military Hospital Building, East Wing, 2/F., 12 Borrett Road, Hong Kong. 12 meetings. Fee: \$300*

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

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

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

Fee Refund: on being accepted for this course, teachers in kindergartens will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications : September 19, 1987.*)

220. 學齡前兒童音樂活動 (Music at Pre-School)

主 講 人：程德智女士。

地 點：香港灣仔盧押道五號二樓中國兒童書院。

時 間：一九八七年十月七日起每星期三下午五時三十分至七時。

全期學費：一百四十元。（共六講）。

本課程是特別為幼兒中心及幼稚園教師而設，參加者無須具備音樂訓練，也不須一定曉得彈鋼琴或樂理。課程的主旨是協助教師們更有信心地在校內推行音樂活動。

課程內容包括：（一）介紹音樂基本概念，例如力度、定音、音色、節奏、旋律等，同時將會透過一些兒歌和樂曲，讓學員有機會練習與上述概念有關的教學技巧。（二）從兩至六歲幼童的音樂能力着眼，介紹怎樣運用節奏樂器和孩子的動作去上音樂課，並就這方面提供練習機會。（三）在學齡前兒童音樂課程內容中去發掘較值得重視的課題，並以實例去加以說明。（限收30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教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月二十四日前報名。）

221. 少年及兒童圖書與閱讀指導 (Choosing Children's Literature)

主 講 人：香港閱讀學會成員及其他研究兒童文學專業人士。
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：一九八七年九月十六日起每星期二下午七時四十五分至九時十五分。
全期學費：三百二十元。（共十八講）。

從小便培養良好的閱讀習慣使人受用一生。近年來越來越多適合兒童及少年的讀物面世，也提供了培養閱讀興趣不可少的材料。

本課程專為中小學教師而設，提供課外閱讀圖書種類的資料及閱讀指導的方法。內容包括兒童閱讀心理，各類圖書、雜誌、工具書的介紹、書目、及選擇的標準等。歡迎家長參加。（限收35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，須於九月七日前報名）。

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

主 講 人：王齊樂先生。
地 點：香港大學校外課程部市區中心11室（信德中心西翼九樓）。
時 間：一九八七年九月十七日起每星期四上午九時至十一時。
全期學費：三百四十元。（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。（限收三十人）。

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，須於九月七日前報名）。

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.

223. 課室管理之策略及實施 (Classroom Management Strategies and Implementation)

主 講 人：譚添鉅博士。

地 點：香港人學邵仁枚樓206室。

時 間：一九八七年十月五日起每星期一下午六時至七時三十分。

全期學費：一百三十元。（共六講）。

在不同之學校及課室環境中，教師需採用不同之教學及課室管理策略以達致學習及秩序的效果。本課程的目的是介紹這些策略及其施行技巧。參與課程之學員不但需要明白各項策略的理論據點，還需要作適量的實習，以探求它們的預期效果。（限收25人）

申請教署退還學費手續：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學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還學費者，須於九月二十五日前報名）。

224. 課外活動統籌主任訓練課程 (Management Course for Extra-curricular Activities Co-ordinators)

主 講 人：香港課外活動統籌主任協會會員。

地 點：香港大學許愛周科學館LG1室。

時 間：一九八七年九月二十五日起每星期五下午六時十五分至七時四十五分。

全期學費：二百三十元。（共八講）。

本課程專門為中學課外活動統籌主任提供有關的專業訓練。內容分三部份：一般行政管理知識，學生管理的一般原理，及在本港中學擔任課外活動統籌主任的方法及技巧。（限收30人）

（本課程與香港課外活動統籌主任協會合辦）。

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，須於九月十五日前報名）。

225. 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(由一九八七年十一月十日起分別在237室及103室分組上課)。

時 間：一九八七年九月廿九日起每星期二下午六時十五分至七時四十五分。

全期學費：三百一十元。(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。(限收四十人)。

(本課程與香港教育行政學會合辦)。

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，須於九月十九日前報名)。

226. 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：香港大學校本部大樓237室。

時 間：一九八七年十月七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。(限收三十人)。

(本課程與香港教育行政學會合辦)。

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，須於九月二十四日前報名)。

227. 性教育文憑課程 (Certificate Course in Sex Education)

主 講 人：吳敏倫醫生、張譚玉瑩女士、張燦輝博士、曾家達先生、劉煒堅先生及其他專業人士。

地 點：每星期一在校外課程部市區中心17室上課。(信德中心西翼九樓)。

由一九八七年九月十七日起至一九八八年二月十一日，每星期四在校外課程部市區中心17室上課。(信德中心西翼九樓)。

由一九八八年二月二十五日起每星期四在香港大學校本部上課。

時 間：一九八七年九月十七日起至一九八八年六月十六日每星期一及星期四下午五時四十五分至七時四十五分。

全期學費：修讀文憑課程者一千七百元。

選修者課程中每一部份收費一百九十元。

性是生活的一部份，同時也廣泛地涉及生活上多方面，可是對不少人來說，要提出有關性的問題，或是嘗試答覆這些問題，都有難於啓齒之感，有見及此，香港性教育促進會和香港大學校外課程部合辦性教育文憑課程，目的是讓修讀的人士從文化、心理、社會、醫學、教育等數方面去了解性是甚麼，然後透過實習課去明白自己對性的態度和價值觀念等，及探討如何在學校、福利機構及醫療服務中，在處理與性有關的問題上，能從容地給予受助人適當的知識，糾正誤解，並灌輸健全的觀念，而沒有尷尬之感。

課程內容：整個課程分為六部份，每部份的大綱如下：

- (一) 性與文化：香港人的信仰和性態度；性與中國文化；性與西方文化；性與基督教；性與現代世界；性與道德等問題。(共二十小時)
- (二) 性與心理：性的概念；性之生理基礎及其社會心理意義；精神分析學與其它心理學派對性的研究；性與成長過程；性經驗的建構；愛與情的概念比對；性表達的不同方式；性的處理方法。
(共十六小時)
- (三) 性與社會：從人類學看性行為表現；社會學對性的研究；婚姻與離婚；娼妓；性的政治意義；性犯罪；性與大眾傳媒；性與法律；性愛及色情事物。(共十六小時)。
- (四) 性與醫學：性解剖與生理學；性衛生；性交；生育、懷孕、分娩和育兒；疾病與性；性機能障礙。(共十六小時)。
- (五) 性與教育：性教育的歷史和理論；羣體動態和引導技巧；性與道德、性價值觀的教導；性教育課程設計和評審法；特殊人士的性教育；科學研究方法；輔導技巧；學校課本性教育內容檢討。
(共十六小時)。
- (六) 實習：減低敏感反應及自我性態度探討；案例研討；專題教學實習；角色扮演；指定作業。(共三十二小時)。

課程組織：課程組織分文憑課程及選修。

修讀文憑課程者需修讀所有六部份。

選修之學員只可選修第一至第五部份中若干部份。

授課方式：講授、小組討論、個案研討、實習。

入學資格：凡修讀文憑課程者應具有教育、社會工作、醫療服務或有關專業訓練、並在現職中有需要提供性教育或類似服務，現修讀大學或專上學院課程者，如有志投身上述或有關的專業亦在考慮之列。

凡選修此課程而不擬考取文憑者，則應具中學畢業或以上程度。

考試及習作：在完成第一、二及四部份將有考試。在完成第三及五部份將有作業，

在實習課過程中亦將有作業。

結業文憑：凡修讀文憑課程，出席率不少於百份之八十，考試合格，習作及實習成績滿意者，得獲頒發「性教育課程文憑」。

報名手續：申請者需於八月二十六日或以前(一)填妥特別為此課程而設之報名表，(二)連同修業證書副本及(三)劃綫支票，寄本部收。

名 額：45人(文憑課程)。

15人(選修)。

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(全部六個部份)，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，須於八月二十六日前報名)。

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 194.

Engineering

Staff Tutor : L.H. Rebecca Chiu, Telephone 5-8592786

Course Nos. 228 to 229 lead to the award of University Certificates. They have clearly defined entry requirements and applicants are advised to read the description carefully before applying. Special application forms are available on request from the Department. Applicants must enclose certified photostat copies of the appropriate certificates along with their application forms. Applicants should note that they are not allowed to attend any other course or sit any other examination during the year.

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

228. University Certificate Course in Electric Power and High Voltage Engineering. C.T. Choy, Ph.D., M.I.E.E., Sen.M.I.E.E.E., M.H.K.I.E.E., Lecturer in Electrical Engineering, University of Hong Kong. *Thursdays, 7.15-9.15 p.m., starting October 15, 1987. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 30 lectures plus 1 laboratory period. Each lecture period will consist of 2 hours and each laboratory period 4 hours.* **Fee: \$1,250**

This course is designed for practising engineers and professional people in electric power companies and other heavy electrical industries who wish to acquire deeper knowledge of some new technologies which have been employed in the rapidly expanding local power systems.

Syllabus: Power plants and high voltage testing—Sulphur hexafluoride (SF₆) switchgear, vacuum circuit breakers, dielectric strengths of materials, non-destructive testing and high voltage laboratory, lightning and internal overvoltages, insulations in power systems.

Computer methods in power system analysis—application of network topology, load flow studies, short circuit calculations.

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

Enrolment is limited to 40 persons.

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

Closing date for applications: September 10, 1987. A special application form is available on request from the Department.

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

229. University Certificate Course in Fundamentals of Digital Computers.
Wednesdays, 6.30–8.30 p.m., starting October 14, 1987. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 30 lectures plus 7 laboratory periods. Each lecture period will consist of 2 hours and each laboratory period 3 hours.

Tutors: Y. S. Cheung, B.Sc., Ph.D. (Lond.), D.I.C., A.C.G.I., M.I.E.E.E.,
Lecturer in Electrical and Electronics Engineering, University of
Hong Kong (Tutor-in-charge);

P. C. Chui, B.Sc. (H.K.), M.S. (C.S.U.), M.I.E.E.E., Lecturer in
Electrical and Electronics Engineering, University of Hong Kong;

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

Fee: \$1,350

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

Syllabus: Numbers & codes. Boolean algebra. Mixed logic. Logic building blocks. Flip/flops. Synchronous sequential circuit. Digital system design. Case study. Introduction to computer structure. PDPII organisation & instruction format. Instruction set & addressing modes. Assembly language programming. Programming techniques. Program structures. Data structure. I/O organisation. I/O programming techniques. Computer arithmetics. Central processor organization. Control unit. Bus handshake and arbitration protocols. Classification of memories. Memory subsystem organization. I/O structures. Synchronous serial I/O. Parallel I/O interfaces. Direct memory access. CRT terminals. Magnetic recording techniques.

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

Enrolment is limited to 40 persons.

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

Closing date for applications: September 10, 1987. A special application form is available on request from the Department.

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

English Studies

Staff Tutor : Duncan Macintosh, Telephone 5-472225

CERTIFICATE PROGRAMME IN THE USE OF ENGLISH

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

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

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

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

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

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

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

ENTRANCE REQUIREMENTS: Those who have completed a First Year course sufficiently well in the year 1986-87 or who possess a Departmental Certificate in English for Business awarded in 1987 may enrol in a Second Year course without any further test.

Applicants for First Year or Second Year courses who do not possess these qualifications must

- a) (1) have gained a Grade D in English Language in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus 'A', Grade B, or the equivalent in an approved examination, and (2) be able to provide evidence of further study at post-secondary level; or

- b) (1) have passed the Cambridge University Local Examination Syndicate First Certificate in English Examination, *and* (2) be able to produce evidence of further study at post-secondary level; *or*
- c) have obtained a Grade 'C' Pass in English at G.C.E. 'O' level or Grade 'E' or above in the Hong Kong Advanced Level Examination.

Applicants possessing any of the qualifications (a), (b) or (c) above should

- * *attach copies of their certificates to their application forms, and*
- * *sit the Use of English Entrance Examination.*

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

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

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

- 6.30 p.m. on 26th August, 1987
- 6.30 p.m. on 27th August, 1987
- 6.30 p.m. on 28th August, 1987
- 6.30 p.m. on 4th September, 1987
- 12 Noon on 5th September, 1987
- 4.30 p.m. on 5th September, 1987

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

- 6.30 p.m. on 28th August, 1987
- 6.30 p.m. on 4th September, 1987

EARLY APPLICATION STRONGLY ADVISED
LIMITED NUMBER OF ENTRANCE
EXAMINATION PLACES AVAILABLE

COURSES - First Year

A. In Hong Kong

Course No. At the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

(Note: Courses 230 and 232 will be held in the morning).

- | | | |
|-------------|--|-------------------|
| 230. | Mondays and Wednesdays, 8.30-10.00 a.m., starting September 28, 1987. 50 meetings. | Fee: \$730 |
| 231. | Mondays and Wednesdays, 8.00-9.30 p.m., starting September 28, 1987. 50 meetings. | Fee: \$730 |
| 232. | Tuesdays and Thursdays, 8.30-10.00 a.m., starting September 29, 1987. 50 meetings. | Fee: \$730 |

At the University of Hong Kong.

- | | | |
|-------------|---|-------------------|
| 233. | Tuesdays and Thursdays, 7.15-8.45 p.m., starting September 29, 1987. 50 meetings. | Fee: \$730 |
|-------------|---|-------------------|

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

234. Mondays and Wednesdays, 6.30–8.00 p.m., starting
September 28, 1987. 50 meetings. **Fee: \$730**
235. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
September 29, 1987. 50 meetings. **Fee: \$730**
236. Wednesdays and Fridays, 6.30–8.00 p.m., starting
September 30, 1987. 50 meetings. **Fee: \$730**

At Wah Yan College, Queen's Road East.

237. Mondays and Wednesdays, 6.30–8.00 p.m., starting
September 28, 1987. 50 meetings. **Fee: \$730**
238. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
September 29, 1987. 50 meetings. **Fee: \$730**
239. Wednesdays and Fridays, 6.30–8.00 p.m., starting
September 30, 1987. 50 meetings. **Fee: \$730**

B. *In Kowloon*

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

240. Mondays and Wednesdays, 6.30–8.00 p.m., starting
September 30, 1987. 50 meetings. **Fee: \$730**
241. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1987. 50 meetings. **Fee: \$730**

At Wah Yan College, 56 Waterloo Road.

242. Mondays and Wednesdays, 6.30–8.00 p.m., starting
September 30, 1987. 50 meetings. **Fee: \$730**
243. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1987. 50 meetings. **Fee: \$730**

Second Year

A. *In Hong Kong*

Course No. At the Extra-Mural Town Centre, Shun Tak Centre, West
Tower, 9/F.

(Note: Course 244 is held in the morning).

244. Mondays and Wednesdays, 8.30–10.00 a.m., starting
September 28, 1987. 50 meetings. **Fee: \$730**
245. Mondays and Wednesdays, 8.00–9.30 p.m., starting
September 28, 1987. 50 meetings. **Fee: \$730**

At the University of Hong Kong.

246. Mondays and Wednesdays, 6.15–7.45 p.m., starting
September 28, 1987. 50 meetings. **Fee: \$730**

- At St. Joseph's College, 7 Kennedy Road.
247. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
September 29, 1987. 50 meetings. **Fee: \$730**
- At Wah Yan College, Queen's Road East.
248. Mondays and Wednesdays, 6.30–8.00 p.m., starting
September 28, 1987. 50 meetings. **Fee: \$730**
249. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
September 29, 1987. 50 meetings. **Fee: \$730**

B. In Kowloon

- Course No. At St. Mary's Canossian College, 162 Austin Road
(entrance from Kimberley Road, Tsimshatsui).
250. Mondays and Wednesdays, 6.30–8.00 p.m., starting
September 30, 1987. 50 meetings. **Fee: \$730**
251. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1987. 50 meetings. **Fee: \$730**
- At Wah Yan College, 56 Waterloo Road.
252. Mondays and Wednesdays, 6.30–8.00 p.m., starting
September 30, 1987. 50 meetings. **Fee: \$730**
253. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1987. 50 meetings. **Fee: \$730**

ENROLMENT

Closing Date : 1st September, 1987, unless all the places in the Entrance Examination have been allocated before that date.

Applicants wishing to apply at the same time for a Use of English course and an English for Business course should in the first instance pay both fees, i.e. \$730 for the Use of English and \$890 for English for Business. The fee for the course that they are accepted for will be retained and the fee for the course that they are not accepted for will be refunded. If they are not accepted for either course, both fees will be refunded. No applicant may attend both courses at the same time.

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

**CERTIFICATE PROGRAMME IN
ENGLISH FOR BUSINESS**

The ability to express himself clearly in English is something that every business executive needs to pay very considerable attention to if he is going to be able to communicate effectively with his clients not only in Hong Kong, but also in many of those countries that Hong Kong does business with. Within his company, too,

the executive needs to understand what his colleagues have to say and to communicate with them. Here again, a good command of English is often of the utmost importance.

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

SYLLABUS

General English	remedial tuition will be provided with a view to eradicating the most common errors the students make.
Oral English	the students will be given tuition in various aspects of oral communication.
Business Correspondence:	
<i>basic principles</i>	format and convention;
<i>commercial jargon</i>	the students will be shown how to avoid outmoded jargon and redundancy;
<i>letters of enquiry and replies to them</i>	tuition will be given in how to write letters making trade enquiries, how to reply to them, how to place orders and how to acknowledge them;
<i>letters of complaint and adjustment</i>	tuition will be given in how to write letters of complaint and how to reply to them appropriately;
<i>sales letters</i>	tuition will be given in how to write sales letters to suit particular situations;
<i>letters of application</i>	tuition will be given in how to write letters of application for employment and references;
<i>correspondence summaries</i>	tuition will be given in how to summarise a series of letters.
Other Forms of Written Communication	memoranda; notices; forms.
Report-writing	tuition will be given in how to write investigative reports with recommendations, short reports and 'mixed-form' reports.
Reporting Meetings	tuition will be given in how to prepare agenda and write minutes.
Reading and comprehension	practice will be given in the comprehension of commercial and general texts.

Note-writing

tuition will be given in the making of tabulated notes on written material and the taking of notes on spoken material.

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

ADMISSION REQUIREMENTS :

- A. The following applicants are exempted from sitting the Entrance Examination:
- i. *University Graduates :* they should be employed on a full-time basis in relevant occupations and should attach copies of their degree certificates to their application forms. They should then attend a special interview as follows: between 3.00 and 8.30 p.m. at the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, on 27th August, 3rd September, 7th September or 8th September. Applicants should therefore state on their application forms the date and the approximate time they wish to attend for interview. They will then be interviewed on a "first come, first served" basis on the dates indicated above. Waiting time will be reduced as far as possible, but some delays are inevitable.
 - ii. *Holder of the Departmental Certificate in the Use of English with a Writing Skills Grade 'B' and Oral Grade 'B' or above awarded in 1987 ;* they should attach a copy of their Certificate with a *full* statement stating why they wish to be enrolled to their application forms which should be submitted before *24th August, 1987.*
- B. Applicants holding any of the following qualifications should sit the Entrance Examination on any of the scheduled dates indicated below and state on their application forms the date and place they wish to do so:
- a Department Certificate in the Use of English in Grade C or D;
 - a 'Good Pass' at Departmental Use of English, First Year level;
 - Grade 'D' Pass or above in the Use of English Paper of the Hong Kong Advanced Level Examination;
 - a Grade 'C' Pass or above in English at G.C.E. 'O' level, *plus evidence of further study at post-secondary level ;*
 - a Grade 'D' Pass in English Language in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus 'A', Grade 'B', *plus evidence of full-time study at post-secondary level.*

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

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

- (A) Loke Yew Hall, University of Hong Kong, Main Building.
6.30 p.m. on 4th September, 1987
2.30 p.m. on 5th September, 1987
- (B) Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.
6.30 p.m. on 25th August, 1987
6.30 p.m. on 1st September, 1987
- (C) Wah Yan College, 56 Waterloo Road, Kowloon.
6.30 p.m. on 27th August, 1987
6.30 p.m. on 3rd September, 1987

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

Note: Applicants will be informed of the result of the Entrance Examination very shortly after the last examination on 8th September; the fees of those who have failed to gain admission will then be refunded.

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

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

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

COURSES

A. In Hong Kong

Course No. At the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

254. Mondays and Wednesdays, 6.15–7.45 p.m., starting
October 5, 1987. 60 meetings. **Fee: \$890**

255. Tuesdays and Thursdays, 7.45–9.15 p.m., starting
September 29, 1987. 60 meetings. **Fee: \$890**

At the University of Hong Kong.

256. Wednesdays and Fridays, 6.15–7.45 p.m., starting
October 2, 1987. 60 meetings. **Fee: \$890**

At Wah Yan College, Queen's Road East.

257. Mondays and Wednesdays, 6.30–8.00 p.m., starting
September 28, 1987. 60 meetings. **Fee: \$890**

258. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
September 29, 1987. 60 meetings. **Fee: \$890**

B. In Kowloon

- Course No. At St. Mary's Canossian College, 162 Austin Road
(entrance from Kimberley Road, Tsimshatsui).
259. Mondays and Wednesdays, 6.30–8.00 p.m., starting
September 30, 1987. 60 meetings. **Fee: \$890**
260. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1987. 60 meetings. **Fee: \$890**
- At Wah Yan College, 56 Waterloo Road.
261. Mondays and Wednesdays, 6.30–8.00 p.m., starting
September 30, 1987. 60 meetings. **Fee: \$890**
262. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 1, 1987. 60 meetings. **Fee: \$890**

ENROLMENT

Closing Date: September 5, 1987, unless all the places in the Entrance Examination have been allocated before that date.

Applicants wishing to apply at the same time for an English for Business course and a Use of English course should, in the first instance, pay both fees, i.e. \$890 for English for Business and \$730 for Use of English. The fee for the course that they are accepted for will be retained and the fee for the course they are not accepted for will be refunded. If they are not accepted for either course, both fees will be refunded. No applicant may attend both courses at the same time.

Applicants wishing to apply for a place in a Use of English course and an English for Business course should apply to sit the English for Business Entrance Examination by 27th August and the Use of English Entrance Examination on 4th or 5th September. If they pass the English for Business Entrance Examination they will be informed accordingly, and should not then sit the Use of English Entrance Examination.

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

SPECIAL ENGLISH PROGRAMME

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

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

These courses are intended for working adults who are unable to apply for a place in one of the Department's Use of English courses because they do not possess the basic entrance qualifications. If, however, they complete the 'Special English' course they have been attending satisfactorily, they will be allowed to apply for a place in one of the Use of English courses in the year 1988–89 and, provided they pass the Entrance Examination satisfactorily, their application will be accepted.

ENTRANCE QUALIFICATIONS: Grade 'E' in English Language in the Hong Kong Certificate of Education or an approved qualification awarded outside Hong Kong.

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

COURSES

A. In Hong Kong

Course No. At the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

(Note: These courses are all held in the morning).

- 263.** Mondays and Wednesdays, 8.30–10.00 a.m., starting September 28, 1987. 50 meetings. **Fee: \$720**
- 264.** Tuesdays and Thursdays, 8.30–10.00 a.m., starting September 29, 1987. 50 meetings. **Fee: \$720**
- 265.** Wednesdays and Fridays, 8.30–10.00 a.m., starting September 30, 1987. 50 meetings. **Fee: \$720**

At the University of Hong Kong.

- 266.** Tuesdays and Thursdays, 7.15–8.45 p.m., starting September 29, 1987. 50 meetings. **Fee: \$720**

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

- 267.** Mondays and Wednesdays, 6.30–8.00 p.m., starting September 28, 1987. 50 meetings. **Fee: \$720**

At Wah Yan College, Queen's Road East.

- 268.** Tuesdays and Thursdays, 6.30–8.00 p.m., starting September 29, 1987. 50 meetings. **Fee: \$720**

B. In Kowloon

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

- 269.** Mondays and Wednesdays, 6.30–8.00 p.m., starting September 30, 1987. 50 meetings. **Fee: \$720**
- 270.** Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 1, 1987. 50 meetings. **Fee: \$720**

At Wah Yan College, 56 Waterloo Road.

- 271.** Wednesdays and Fridays, 6.30–8.00 p.m., starting September 30, 1987. 50 meetings. **Fee: \$720**

SPOKEN ENGLISH

Certificate Programme in English Speech

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

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

Applicants should bear in mind that this is *not* a general English course and *grammatical and lexical competence will be assumed*. At the same time, this is *not* a course in *rhetoric or the art of persuasive or impressive speaking*.

As this course is intended for working adults, those studying in school, college or university will not be admitted.

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

Entrance Requirements : All applicants should

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

The Entrance Test will consist of a Listening Test and an Interview. Listening Tests will be held in the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9th floor, 200 Connaught Road Central, on 10th and 11th September, at 6.00 p.m. Applicants should indicate on their application forms on which evening they wish to be tested.

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

Closing Date for Applications : 5th September, 1987.

Place : Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

Duration : 60 1½ hour sessions, inclusive of examination.

Enrolment : up to 36 students.

Fee : \$900, inclusive of examination.

Tutor-in-Charge : J.P. Bensly, M.A. (Oxon.), M.A. (Reading), Staff Tutor in English, Department of Extra-Mural Studies.

- Award:* Students will be awarded an Extra-Mural Certificate provided they:
- pass the examination;
 - participate fully, attend regularly, and perform adequately during the course of tuition.

COURSES

272. Mondays and Wednesdays, 6.15–7.45 p.m., starting October 5, 1987.

273. Tuesdays and Thursdays, 8.00–9.30 p.m., starting October 6, 1987.

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

ENGLISH FOR SPECIFIC PURPOSES

274. Report Writing for Engineers. P.T. Morris, B.A. (N.U.I.), M.A. (H.K.), L.Phil., S.T.L. (J.S.I.), Senior Lecturer in English, Hong Kong Polytechnic. *Mondays, 6.30–8.00 p.m., starting October 5, 1987. Wah Yan College, 56 Waterloo Road, Kowloon. 10 meetings.* **Fee: \$185**

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

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

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

Enrolment will be limited to 30 students and will be by selection of those most qualified to benefit from the course of tuition. Applicants should be qualified engineers and should attach a statement to their application forms describing their duties and the situations in which they have to write reports and stating who their employer is. *Closing date for applications: 24th September, 1987.*

275. Oral Presentations. Mrs. C. Macaskill, B.A. (Wits.). *Saturdays, 2.15–3.45 p.m., starting October 3, 1987. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$185**

Effective oral presentations are increasingly frequently the key to success whenever an executive wishes to convince a group of people of the importance and validity of the message he wishes to get across to them. This course is therefore designed for those in Government Service, commerce or industry who are expected

to prepare and present effective informative or persuasive speeches. The emphasis of the tuition will be on the practical rather than the theoretical aspects of public speaking and will include the following: Audience analysis; Formulating objectives; Planning and structuring for maximum effectiveness; Persuasive communication; Preparation techniques; Voice production; Eye contact; Non-verbal communication; Audio-visual aids.

Wherever possible, video-taping will be used to provide for students both constructive practical criticism and the opportunity for self-appraisal. For students to derive the maximum benefit from this course, it is essential that they devote as much time as possible to practical application of the concepts introduced and also that they be prepared to do a reasonable amount of research and preparation between course sessions.

Enrolment will be limited to 25 students and will be by selection of those most qualified to benefit from the course. All applicants should be university graduates or else have been awarded the Department's Certificate in English for Business since 1980 or a Grade 'D' or above in the Use of English at Hong Kong University Matriculation level. *They should also attach a full and detailed statement to their application forms in which they should state their occupation, their employer and the nature of the oral presentations they have to make. Copies of all degrees, diplomas and certificates awarded should also be attached to application forms.*

Closing date for applications: 25th September, 1987.

ENGLISH FOR TEACHERS

276. Certificate Course in the Phonetics of English

The aim of this course is to provide non-native speakers of English who have a good command of the language and who are primarily teachers with a comprehensive introduction to the phonetics and phonology of English. The syllabus consists of Articulatory Phonetics; Introduction to Acoustic & Auditory Phonetics; Taxonomic-Phonemic Phonology; Phonology of English (and Cantonese); Connected Speech & Intonation; Introduction to the Accents of English; Practical Phonetics.

The tutors are drawn from a panel of university lecturers fully qualified in linguistics and the intention is not only to provide a thorough grounding in the phonetics of English but also to prepare those students who intend, later on, to apply for more advanced postgraduate courses.

Admission Requirements: Applicants should possess a university degree or college of education certificate, a copy of which should be attached to the application form, and those who are teachers should have had several years' experience of English language teaching. Applicants will be required to attend an interview at the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9th floor, 200 Connaught Road Central, on 17th September, beginning at 5.00 p.m. Applicants will be interviewed on a first come, first served basis.

Closing Date for Applications: 12th September, 1987.

Time: Tuesdays and Thursdays, 6.15-7.45 p.m., starting October 1, 1987.

- Place :* Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.
- Duration :* 60 1½ hour sessions, inclusive of examination.
- Enrolment :* limited to thirty students.
- Fee :* \$900, inclusive of examination.
- Tutor-in-charge :* J.P. Bensly, M.A. (Oxon.), M.A. (Reading), Staff Tutor in English, Department of Extra-Mural Studies.
- Award :* An Extra-Mural Certificate will be awarded to students who complete the course satisfactorily. Assessment will be by examination, course projects and assignments, and practical work.

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

277. Can New Approaches Improve Students' Examination Results?
Margaret A. Falvey, M.A. (Birmingham), Cert.Ed. (Newcastle), Lecturer in Education, School of Education, Chinese University of Hong Kong. *Tuesdays, 6.30–8.00 p.m., starting September 29, 1987. Wah Yan College, 56 Waterloo Road, Kowloon. 10 meetings.* **Fee: \$180**

Teachers sometimes express reluctance about using new approaches in the classroom on the grounds that these will not help their students to pass their examinations. This course compares the new Secondary English Syllabus with the H.K.C.E. English Examinations and recommends teaching techniques for use in Forms I–V to develop the reading and writing skills students need for Papers I and III of the H.K.C.E. English Examination.

Topics covered will include the following: New Approaches to Language Teaching; Teaching the new Secondary English Syllabus—some practical examples for application in the classroom; Developments and Changes in the H.K.C.E. English Examinations—teachers' and students' perspectives; The relevance of new approaches when preparing students for examinations—some practical classroom examples.

The course will consist of a series of workshop sessions and discussions.

Enrolment limited to 30 students.

Fee Refund: on being accepted for this course, teachers of English in Secondary Schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 19, 1987.*)

278. Teaching Verse Speaking to Children. Mrs. Esma Wright, L.R.A.M., (Teacher's Diploma). *Wednesdays, 6.15-7.45 p.m., starting October 7, 1987. University of Hong Kong. 10 meetings.* **Fee: \$180**

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

Teachers will be encouraged to submit ideas which will be discussed, and it is also hoped that they will be able to put into practice each part of the course as it is covered. *Enrolment limited to 25 students.*

Fee Refund: on being accepted for this course, teachers of English will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 22, 1987.*)

279. Comparative Phonetics of English and Cantonese. Raymond Huang, B.A. (Lingnan), M.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 October 13, 1987. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$280**

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

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

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

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

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

Fee Refund: on being accepted for this course, teachers of English will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: October 3, 1987.*)

ENGLISH FOR APPRECIATION

280. Far Eastern Themes in Modern English Literature. David C. Price, M.A., Ph.D. (Cantab.). *Mondays, 6.15–7.45 p.m., starting October 5, 1987. Room 843, Knowles Building, University of Hong Kong. 10 meetings. Fee: \$160*

“East is East and West is West”, and never the twain shall meet”. So wrote Rudyard Kipling in another context, but in fact English Literature of the last hundred years shows many ways in which they did meet, sometimes to the benefit of each, sometimes destructively, always causing something more than mutual indifference.

This course will closely examine some works of fiction and general travel literature of the last hundred years, and so be able to isolate and discuss some “Far Eastern Themes”, the image of Asia as exotic and dangerous for example, the clammy hand of Trade stifling human feeling, the beauty which hides only temptation and corruption, Empire-builders and their clumsy ignorance and the stereotyped views of the Asian about the White Man and vice versa.

The books chosen will range from Joseph Conrad to recent Anglo-Chinese writing, and it is hoped that the course will stimulate as much general discussion as literary analysis, discussion of East-West themes as well as the enjoyment of the art of fiction and travel-writing.

Reading List: (obtainable from the Hong Kong Book Centre, 25 Des Voeux Road Central).

Joseph Conrad: *Almayer's Folly* (Penguin Modern Classics)
Somerset Maugham: *Collected Short Stories, Vol. 1* (Pan Books)
Timothy Mo: *An Insular Possession* (Pan Books)
Paul Theroux: *The Consul's File* (Penguin Books)

281. The Art and Appreciation of Short Story Writing. Mrs. D. H. Shroff, B.A. (Bombay). *Tuesdays, 7.15–8.45 p.m., starting October 6, 1987. Room 843, Knowles Building, University of Hong Kong. 10 meetings. Fee: \$160*

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

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

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

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

at G.C.E. 'O' level, and those with higher qualifications and some background in English Literature will be preferred.

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

282. Poetry Reading and Appreciation. Mrs. D. H. Shroff, B.A. (Bombay). *Fridays, 6.15-7.45 p.m., starting October 9, 1987, Room 141, University Main Building. 10 meetings.* **Fee: \$160**

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

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

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

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

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。

European Languages

Staff Tutor : Duncan Macintosh, Telephone 5-472225

Courses in Spanish Language

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

Days for all courses : Tuesdays and Thursdays.

Starting date for all courses : 29th September, 1987.

Place : Room 15, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

First Year

Course No. **283**. 5.30–6.30 p.m. 60 meetings. **Fee: \$710**

Course No. **284**. 7.40–8.40 p.m. 60 meetings. **Fee: \$710**

Those who have no previous knowledge of Spanish will find these courses for complete beginners in the language particularly useful. The tutor will teach the classes to a level where they can understand elementary texts in Spanish and carry on simple conversations. *Enrolment limited to 34 persons per course.*

Textbook : El Espanol Al Dia, Book I (6th Edition) obtainable from the Hong Kong Book Centre, Des Voeux Road Central. Please show the receipt for your course fees when you purchase your book.

Second Year

Course No. **285**. 6.35–7.35 p.m. 60 meetings. **Fee: \$750**

This is primarily a continuation course intended for those who have previously completed Spanish I, but those others who have been studying it elsewhere for at least a year will also find it of considerable value. Tuition will be given in vocabulary building, the comprehension of simple Spanish texts and in writing and speaking skills. *Enrolment limited to 34 persons.*

N.B. Priority will be given to applicants who have completed one of the Department's First Year courses in the year 1986–87. Other applicants will be enrolled only if vacancies are still available after 19th September, 1987, and on the basis of their previous study of the Spanish language.

Textbook : El Espanol Al Dia, Book II (6th Edition), obtainable from the Hong Kong Book Centre, Des Voeux Road Central. Please show the receipt for your course fees when you purchase your book.

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

Geography & Geology

Enquiries, Telephone 5-8592792

286. Geotechnical Methods: Recent Developments & their Applications in Modern Building Industry. J. C. W. Lau, M.Sc. (Manc.), Ph.D., LL.B. (Lond.), C.Eng., M.I.C.E., M.I.Struct.E., M.H.K.I.E., F.G.S. *Saturdays, 9.30 a.m.-12.45 p.m., starting October 3, 1987. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$310**

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

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

Enrolment is limited to 30.

287. 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：一九八七年九月廿四日起每星期四下午六時至七時卅分。

全期學費：二百元。（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，須於九月十四日前報名）。

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

主 講 人：鈕柏桑先生、袁貞偉先生、鄧玉瓊小姐。

地 點：香港大學邵逸夫樓208室。

時 間：一九八七年九月廿九日起每星期二下午六時三十分至七時四十五分。

全期學費：二百七十元。（共十一講及四次野外考察）。

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

289. 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：一九八七年十月十五日起每星期四下午八時至十時。

全期學費：四百一十元。（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）。

290. 寶石的科學鑑定 (Identification of Precious Stones)

主 講 人：歐陽秋眉女士，F. G. A.（英國寶石學會院士）。

地 點：香港大學許愛周科學館 G 1 室。

時 間：一九八七年九月二十六日起每星期六下午二時三十分至五時三十分。

全期學費：八百五十元（包括實驗材料）。（共十四講）。

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

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

History & Archaeology

Enquiries, Telephone 5-8592792

291. 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, 6.30-8.30 p.m., starting September 22, 1987. Room 16, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings plus 2 field trips.* **Fee: \$325**

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.

292. In Search of Chinese Democracy: Internal Dynamics and External Influences. K.L. MacPherson, Ph.D. (New York) and John D. Young, Ph.D. (California). *Wednesdays, 8.00-9.30 p.m., starting November 4, 1987. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$125**

The nature of Chinese democracy is complex, subject to constant debates and reappraisals. This course will trace the development of Chinese democratic thought via selected themes (e.g. nationalism, imperialism, modernization) in the modern period. Emphasis will be placed on how major thinkers and political leaders interpret and evaluate democracy in China's recent historical experience.

293. 高級程度試中國歷史選講 (Chinese History for A-Level)

主 講 人：黃守敬碩士，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：一九八七年十月十五日起每星期四下午八時零五分至九時卅五分。

全期學費：一百七十五元。(共十講)。

本課程專為參加上述考試者而設。主講人以其多年教學經驗與個人的治史心得，分別從民族、地理、政治、社會經濟、學術思想、文化、制度等項目作出精闢的解說，並選講由秦代至現代各重要史實之發展及問題所在，並指導答題的技巧與考試之趨勢，更輔以資料作補充。(限收廿五人)。

294. 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：一九八七年九月廿一日起每星期一下午六時至七時卅分。

全期學費：一百八十元。（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）。

295. 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18室（信德中心西翼九樓）。

時 間：一九八七年十一月十六日起每星期一下午六時至七時卅分。

全期學費：一百八十元。（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。（限收二十二人）。

296. 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：一九八七年十一月三日起每星期二下午八時零五分至九時三十五分。

全期學費：一百九十五元。（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。

297. 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：一九八七年十一月三日起每星期二下午六時三十分至八時。

全期學費：一百九十五元。（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、灰窯、陶窯及考古遺址等。並參觀考古學會發掘過程，及安排參與實習。

太 古 城 校 外 課 程

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|------|----------|------|-------------------|
| 323. | 廣告設計實用技巧 | 431. | 基本普通話 |
| 342. | 基本音樂理論 | 432. | 基本普通話 |
| 343. | 合唱指揮法初學 | 433. | 基本普通話 |
| 381. | 基本日語 | 456. | 高級普通話 |
| 382. | 基本日語 | 505. | 國畫梅蘭竹菊與蔬果
寫作研習 |
| 383. | 基本日語 | 506. | 各體書法寫作與集聯
應用研習 |
| 384. | 基本日語 | | |
| 408. | 高級日語 | | |
| 430. | 基本普通話 | | |

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 194 頁 。

Journalism & Communication

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

298. 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 January 4, 1988. Room 208, Run Run Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$125**

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.

299. A workshop on desktop publishing on the Apple Macintosh Computer (sponsored by Apple Computer Division, Gilman Office Machines). Ho Kei-kwong, M.A. (Missouri) and others. *Saturday, February 13, 1988, 10.00 a.m. to 12.30 p.m. & 2.00 p.m. to 5.30 p.m. Rooms 11 & 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.* **Fee: \$200**

This one-day seminar is designed for interested designers, editors and business communicators who would like to gain hands-on experience on one of today's most exciting computer applications.

It will cover topics on the advent and scope of desktop publishing, its application and its limitations. Particular efforts will be made to demonstrate to participants on how to create typeset materials, graphics (free hand drawing, charts and tables) and design pages on the Apple Macintosh to produce professional looking leaflets, flyers, newsletters and data sheets. Basic publication design principles and production knowledge will also be touched on.

Every three to five participants will be assigned one Macintosh for practice.

Enrolment is limited to 20 persons.

300. 電視編劇與製作文憑課程 (與電視廣播有限公司合辦)
(Certificate Course in Television Script-Writing & Production)

主 講 人：劉天賜先生 (電視廣播有限公司製作總監) —— 主任主講人
鄧偉雄先生 (電視廣播有限公司副製作總監)
梁建璋先生 (電視廣播有限公司節目發展經理)
吳 昊先生 (電視廣播有限公司助理節目發展經理)
彭濟材先生 (電視廣播有限公司助理創作主任)
黎文卓先生 (電視廣播有限公司助理創作主任)
何麗全先生 (電視廣播有限公司助理創作主任)

(其他主講人包括電視廣播有限公司資深之行政與編導人員)。

地 點：電視廣播有限公司訓練中心 (九龍廣播道嘉柏閣二樓及西貢清水灣地段 220, D 4)。

時 間：一九八八年一月八日起每星期五下午七時卅分至九時卅分。
(共三十講, 另三十小時以上實習)。

學 費：九百八十五元。

名 額：限收二十人。

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

課程內容：(一)各類單元劇劇本的編寫、製作與欣賞；(二)各類節目編寫(包括兒童節目、紀錄片旁白、訪問、綜合節目等)；(三)電視的拍攝、剪接、配音與製作過程；(四)節目的分析、調查與策劃；(五)劇本寫作實習。

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

畢業文憑：課程結束後，學員若能符合下列條件，則可領得本部頒發之文憑：
(一)所有測驗成績美滿；
(二)上課次數超過百份之八十；
(三)完成所有課程指定之作業與實習。

申請手續：申請者須於十月三十日以前，將(一)申請表格，(二)劃綫支票，(三)二吋半身近照二張，(四)學歷證件副本，(五)回郵信封，(六)個人履歷表，包括工作經驗與興趣，(七)另附一份二千字以內之諷刺幽默短劇習作；寄向香港大學校外課程部電視編劇與製作文憑班課程主任收。

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

顧問：胡仙女士，O. B. E., J. P. (星島報業有限公司董事長)
岑才生先生，M. B. E., J. P. (華僑日報社長)。

主講人：唐碧川先生，M. B. E. (星島晚報總編輯) (首席主講人)
劉惠卿女士 (遠東經濟評論香港區特約記者)
顧明仁先生 (共關顧問)
周融先生 (星島有限公司總經理)
丁紹源先生 (前中大新聞翻譯文憑課程講師)
李彭基先生 (快報國際新聞編輯)
趙潤桓先生 (香港電台高級新聞時事節目主任)
梁天偉先生 (香港商業電台新聞經理)。

地點：香港大學校外課程部市區中心16室 (信德中心西翼九樓)。

時間：一九八七年十月十四日起每星期三下午七時十分至九時四十分。

學費：九百八十五元。(共三十八講，另加兩個星期六的實習與參觀)。

名額：三十二人。

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

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

入學資格：申請人須至少具下列任何一項資格：

(甲) 持有大專畢業證書。

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

(丙) 在各大報館、電台、電視台或出版機構從事記者或行政工作三年以上。

結業文憑：課程結束後，學員若能符合下列三項條件，則可領得本部頒發之文憑。

(一) 畢業考試合格；

(二) 上課次數超過百分之八十；

(三) 完成所有課程中的作業。

申請手續：申請者須於九月廿六日以前，將申請表格及函件寄回本部，函內須附回郵信封，原服務機構推薦信，二吋半身近照二張，學歷及工作經驗之證件副本及詳情。報名時請用支票交款。

302. 廣播劇寫作訓練班 (Script-writing for Broadcasting)

[與天主教社會傳播處合辦]

主 講 人：羅山先生（商業電台中文節目部），

容若愚先生（香港公教影視協會主席）。

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：一九八七年九月廿一日起每星期一下午六時四十五分至十時。

全期學費：一百二十元。（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。（限收二十六人）。

303. 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：一九八七年十月二日起每星期五下午七時十五分至八時四十五分。

全期學費：一百四十五元。（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。

304. 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15室（信德中心西翼九樓）。

時 間：一九八七年十月十日起每星期六下午四時至五時卅分。

全期學費：一百四十五元。（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。

305. 中文電腦信息處理初階 (Introduction to Chinese Data Processing)

主 講 人：尹日成、袁振光、李仲泉等。

地 點：香港大學邵仁枚樓101室。

時 間：一九八七年十月十二日起每星期一下午七時十五分至八時四十五分。

全期學費：九十元。（共六講）。

本課程著重研習倉頡字母編碼方法後，使學員能掌握倉頡法的基本原則。了解中文電腦輸入方法，經多次練習後，達到熟練程度。

課程內容適合對中文電腦有興趣或日常工作需要利用電腦處理中文資訊者修讀。

課程內容包括：（一）漢字結構與計算機表示法；（二）漢字內部碼與輸入碼；（三）漢字字形存儲及信息壓縮；（四）漢字輸入\輸出方式和設備；（五）漢語拼音方案的編碼方法；（六）倉頡字母編碼方法；（七）其他編碼方法；（八）中文操作應用軟件。

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

主 講 人：何折光先生，M.A. (Missouri)。

地 點：香港大學邵逸夫樓208室。

時 間：一九八七年十月五日起每星期一下午六時三十分至八時三十分。

全期學費：二百元。（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）。

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

主 講 人：黎秋華先生，B. A. (H. K.)，
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：一九八七年九月廿六日起每星期六下午二時十分至四時十分。
全期學費：二百六十五元。(共十二講)。

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

308. 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.)，
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：一九八八年一月二日起每星期六下午二時十分至四時十分。
全期學費：二百一十五元。(共十講)。

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

309. 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：一九八七年十月二日起每星期五下午八時十分至九時五十五分。
全期學費：一百九十元(共十講)。

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

本課程對從事文化教育事業、社會工作、一般工商企業、以及有志投身公共關係行業者，均有極大之專業上幫助。(限收卅八人)。

310. 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16室（信德中心西翼九樓）。

時 間：一九八七年九月九日起每星期三下午六時至十時。（共四次，共三十小時包括由九月十二日星期六下午三時至九月十三日星期日下午七時的兩日一夜的小組活動）。

全期學費：三百三十元。

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。（限收二十八人）。

311. 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：一九八七年九月十八日起每星期五下午六時至十時。（共四次，共三十小時包括由九月廿六日星期六下午三時至九月廿七日星期日下午七時的兩日一夜的小組活動）。

全期學費：三百三十元。

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）。

312. 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：一九八八年一月十八日起每星期一一下午六時至十時。（共四次，共三十小時包括由二月六日星期六下午三時至二月七日星期日下午七時的兩日一夜的小組活動）。

全期學費：三百三十元。

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。（限收二十人）。

313. 聲藝與口才 (The Art of Expression)

主講人：彭永才先生（亞州電視藝員訓練中心主任）。

地點：香港大學邵逸夫樓 208 室。

時間：一九八七年九月廿六日起每星期六下午四時至六時。

全期學費：二百二十元。（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）。

314. 表達與理辯 (Public Speaking & Persuasion)

主講人：周文海先生（人人出版社經理兼出版部主任）。

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：一九八七年九月廿九日起每星期二下午六時十分至七時四十分。

全期學費：一百二十五元。（共八講）。

我們每人每天都要處事，都要用很多時間於聽別人的意見，說自己所要說的話、閱讀來往文件或書報、和書寫往來函牘、演講稿……等等，這就是說，我們無時無刻都在（1）自己向自己表達（思想方法的運用），（2）一對一的相對表達（兩個人之間的問題處理），（3）一對多的表達（處理兩到二十或更多人的問題，諸如演

講、在會議中發表意見等），（4）理辯式的表達（交涉、干與，以及紛爭性事務的處理）。因此，本課程特從心理學、邏輯學的角度，分析人們思想意見的傳達技巧與實際運用；探討人類行為、理辯態度與社會關係影響意見的表達等等因素。故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）。

294. 處事的技巧 (Decision-Making)

主 講 人：周文海先生（人人出版社經理兼出版部主任）。

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：一九八七年十一月廿四日起每星期二下午六時十分至七時四十分。

全期學費：一百六十五元。（共十一講）。

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，破除阻礙，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）。

316. 公共關係與市場推廣導論

(Public Relations and Market Promotion: an Introduction)

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

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：一九八七年十月六日起每星期二下午七時卅五分至九時卅五分。

全期學費：一百九十元。（共九講）。

本課程主要是討論公共關係在市場推廣方面的功能，目的是讓市場推廣從業員認識到怎樣有效地使用公共關係所給予的支持，從而達到市場推廣之目的。

課程包括：公共關係 (Public Relations) 與市場推廣 (Market Promotion) 之分別，企業公關 (CORPORATE PR) 在市場形象的建立及其對市場推廣之關係，公共關係給予產品廣告之支持，公共關係在國際市場推廣之功能等，歡迎學員提出個案討論。

本課程適合一般從事公共關係，市場推廣從業員參加。（限收二十四人）。

317. 公共關係與市場推廣研討班 (Public Relations and Market Promotion Seminar)

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

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：一九八七年十二月八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：一百九十元。（共八講）。

本課程是以研討的形式讓市場推廣從業員得以充份地使用公共關係以達成市場推廣的目標。

課程包括：媒介發佈會的組織及其在產品推廣之功能，市場推廣人怎樣利用媒介專訪及特寫（FEATURE ARTICLES）以達到建立產品之形象。怎樣利用公共關係以延長產品在市場之生命及競爭等。學員將須參予各項習作及角式扮演（ROLE PLAY）。

適合一般中層市場推廣及公共關係從業員參加。對修讀導論之學員，幫助尤大。（限收二十四人）。

318. 廣告創作初階 (Introduction to Advertising Creation)

主 講 人：嚴啟明先生（現代廣告公司創作主任）。

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：一九八七年九月廿四日起每星期四下午六時至八時。

全期學費：一百八十五元。（共十講）。

本課程供有興趣撰寫廣告文案及培養創作意念的學員參加。內容包括廣告優劣之標準、廣告人材的培養、廣告創作過程、客戶要求及廣告與消費行為等課題。學員需在堂上參加小組討論，分享寫作或創意經驗，共同研習作品及參與撰寫電視、電台及報章廣告。

319. 廣告創作研習班 (Advertising Creation Workshop)

主 講 人：嚴啟明先生（現代廣告公司創作主任）。

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：一九八七年十二月十日起每星期四下午六時至八時。

全期學費：二百二十五元。（共十一講）。

講授集中於各類廣告文稿的寫作，研討與廣告創作有關的各項專題及了解各類廣告製作問題。課程並包括參觀廣告製作公司及邀請廣告界創作人員客席演講。學員宜先修「廣告創作初階」，但對有經驗之廣告從業員，並非必需。（限收廿五人）。

320. 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：一九八七年十月一日起每星期四下午八時三十分至十時。

全期學費：一百三十五元。（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，實在是相關的。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）。

321. 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：一九八七年十二月三日起每星期四下午八時三十分至十時。

全期學費：二百二十五元。（共十二講）。

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

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

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

322. 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：一九八七年十月十四日起每星期三下午七時卅分至九時卅分。

乙班：一九八七年十月十五日起每星期四下午七時卅分至九時卅分。

丙班：一九八七年十月十六日起每星期五下午七時卅分至九時卅分。

丁班：一九八七年十月十七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）。

323. 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）。

〔由一九八七年十一月廿三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：一九八七年十月十二日起每星期一下午七時三十分至九時十五分。

全期學費：二百二十五元。（共十二講）。

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

Law

Staff Tutor : W. F. Hau (until mid-September, 1987). *Telephone 5-8592790*
W. B. Howarth (from mid-September, 1987). *Telephone 5-8592790*

London University External LL.B. Degree Courses

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

Intermediate Examination:

Elements of Contract; Criminal Law; English Legal System and Constitutional Law.

Final Part I Examination:

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

Final Part II Examination:

Jurisprudence and Legal Theory; Company Law; Succession; Family Law and Conflict of Laws.

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

LAW FOR LAYMEN

324. An Introduction to Law for Businessmen. Charles William Cairns Barr, LL.B. (London), Solicitor. *Tuesdays, 6.00-7.30 p.m., starting October 6, 1987. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$220**

The aim of the course is to introduce the fundamental concepts of Hong Kong Law to the person in business in Hong Kong. Topics include: Company Law (with special reference to incorporation and its advantages and disadvantages, raising money by using debentures and charges, director's duties and winding-up), Partnership, Contract, Labour Law and Appearance before the Small Claims Tribunal.

325. International Aspects of Revenue Law for Individuals. Charles William Cairns Barr, LL.B. (London), Solicitor. *Tuesdays. 7.45-9.15 p.m., starting October 6, 1987. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$200**

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. In the past, guest speakers with specialist knowledge of the country's tax system have spoken on this course and it is hoped that this practice can continue.

326. The Citizen and the Administration. Nihal Jayawickrama, LL.B. (Ceylon); Ph.D. (Lond.), Lecturer in Law, University of Hong Kong. *Mondays, 6.00-7.30 p.m., starting November 23, 1987. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings* **Fee: \$220**

There are many ways in which a citizen may come into conflict with the administration. His application for a licence to carry on a trade may be refused. His passport may be impounded. His driving licence may be cancelled. His child may be taken away from him on the ground of neglect or ill-treatment. His letters to a government department alleging maladministration may remain unacknowledged. He may even be stopped on the street by a police officer and searched.

What does he do in such a situation? What avenues of redress may he pursue? What remedies are available to him?

This course will examine, in outline, the principles of administrative law. It will look, in particular, at the doctrine of *ultra vires*, the concept of natural justice, the scope of judicial remedies available to the citizen, the institution of ombudsman the freedom of information, and the limits on police powers.

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

主 講 人：黃夏萍小姐。

地 點：香港大學邵逸夫樓 206 室。

時 間：一九八七年九月二十一起每星期一、下午六時至七時三十分。

全期學費：二百三十元。（共十五講）。

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

328. 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：一九八八年一月七日起每星期四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，官地契約條款，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。

Librarianship

Staff Tutor : L.H. Rebecca Chiu, *Telephone* 5-8592786

329. Certificate Course for Library Assistants. *Mondays & Thursdays, 6.15-7.45 p.m., starting September 21, 1987. Room 237, University Main Building.*

Fee: \$1,120

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

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

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

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

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

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

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

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

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

The course consists of four sections:

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

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

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

Part 4: Practical Work & Visits to Libraries

Time: March 29, 30 and 31 &

April 6, 7, 8, 1988 (9 a.m.-12 noon; 2-5 p.m.)

April 16 & 30, 1988 (2.30-5.30 p.m.)

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

Chinese University of Hong Kong and students of both courses sit the same examination.

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

Enrolment is limited to 32 persons. Priority will be given to those working in libraries. Those who are able to enclose a letter from their employers are advised to do so.

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

Closing date for applications : September 5, 1987.

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

Date of Examination : June 4 & 25, 1988.

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

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

Diploma in Librarianship Course

The aim of this three-year course is to provide a qualification in librarianship. It will lead to a Diploma in Librarianship granted by the Hong Kong Library Association. The course runs over three academic years. Students will receive instruction in the following subjects: Information Studies, Function and Management of Libraries, Information Storage and Retrieval (Western), Subject Bibliography, Chinese Bibliography with reference to Information Storage and Retrieval (Chinese), and Computer Applications to Libraries.

Candidates will be awarded a Diploma in Librarianship provided that they complete all the course assignments, submit a satisfactory dissertation of 7,000-10,000 words in length and pass all the examinations.

A candidate for admission must possess either a Bachelor's degree of a recognized university or a qualification acceptable to the Board of Studies. In exceptional cases, consideration for admission will be given to candidates without the above qualifications. Preference will be given to those sponsored by their employers. The next intake for the course will be in 1989. Further details are available on request.

**In order to receive the next issue of this Prospectus,
please turn to page 194 .**

Music

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

330. Certificate Course in Piano Performance Pedagogy. *Mondays & Thursdays, 9.30–11.30 a.m., starting October 5, 1987. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.*

Director of Studies :

Ms. Siglind Bruhn, B.Mus. (Stuttgart), M.A. (Munich), Ph.D. (Vienna),
formerly Director of Pianists' Academy Ansbach.

Teaching Staff :

Ms. Siglind Bruhn, B.Mus. (Stuttgart), M.A. (Munich), Ph.D. (Vienna).

Ms. Anne E. Boyd, B.A. (Sydney), D.Phil. (York), Reader in Music,
University of Hong Kong.

Mr. L. D. Schipull, B.Mus. (Drake), M.Mus., D.Mus.Arts (Yale), Lecturer
in Music, University of Hong Kong.

This two-year Extra-Mural Certificate Course in Piano Performance Pedagogy attempts to meet Hong Kong's growing demand for advanced level piano pedagogues. The course is scheduled to provide the participants with a widely scoped knowledge of all musical epochs and styles as well as of all representative musical genres relevant to piano literature. It aims above all at elaborating valid criteria for the choice of stylistically adequate interpretational means, and also at raising consciousness for the interpretational relevance of form, harmony, texture, etc. As an equally important topic, the course will discuss the main aspects of modern piano education.

The course is designed for piano teachers, performing pianists, undergraduates and graduates with music as one of their degree courses, and music lovers with comparable knowledge of music and skill at the instrument.

- Curriculum :*
1. Works of Bach;
 2. Creative Piano Initiation;
 3. Mozart and Haydn;
 4. Teaching Mozart and Haydn;
 5. Lyrical Works of the Romantic Epoch;
 6. Piano Methods;
 7. Works by the "Early Moderns";
 8. Teaching Post-Romantic Music;
 9. Works of Beethoven;
 10. Teaching Classical Sonatinas;
 11. Bach Suites;
 12. Teaching Bach;
 13. Impressionism and Expressionism;
 14. Pedagogic Psychology and Psychology of Learning;
 15. Dramatic and Epic Works from the Romantic Epoch; &
 16. Technical Studies in Progressive Piano Education.

Admission requirements :

- Either University or conservatory graduates who took music as a major part of their degree or diploma course;
- or In-service piano teachers with a minimum of three years experience;
- or Holders of Grade VIII Certificate (theory and practical) of the Associated Board of the Royal School of Music, the Trinity College of Music, or music academies of similar standing;
- or In exceptional cases, candidates who do not have the qualifications listed above will be considered for admission if they possess the necessary knowledge of music and skill at the instrument. (These candidates may be asked to attend an interview.)

Enrolment is limited to 25 students.

Award of certificate : Students will be awarded a Certificate provided

1. they pass the examinations of each semester;
2. they attend at least 80% of the meetings scheduled; &
3. they complete all the course assignments.

Closing date for application : Friday, September 11, 1987.

Special application forms should be accompanied by copies of relevant certificates and diploma and a crossed cheque for HK\$1,850 in favour of the University of Hong Kong and should reach Dr. Owen H.H. Wong, Senior Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong not later than Friday, September 11, 1987.

Course Fee : \$1,850 per year of 160 lecture hours.

Text Books : Scores used in the course should be "Urtext" editions, preferably those published by Henle.

331. Works of Bach. Ms. Siglind Bruhn, B.Mus. (Stuttgart), M.A. (Munich), Ph.D. (Vienna), formerly Director of Pianists' Academy Ansbach. *Mondays, 9.30–11.30 a.m., starting October 5, 1987. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$350**

The emphasis of this course will be placed on an in-depth analysis, combined with a stylistic discussion and a development of interpretational criteria, for 8 fugues + 24 preludes from Bach's Welltempered Clavier, Vol. I; the aim is to provide the participants with a secure knowledge about articulation, phrasing ornamentation and dynamics in Baroque Polyphonic Music, and to help them see the relation to the historical and socio-cultural background of this epoch.

332. Mozart and Haydn. Ms. Siglind Bruhn, B.Mus. (Stuttgart), M.A. (Munich), Ph.D. (Vienna), formerly Director of Pianists' Academy Ansbach. *Thursdays, 9.30–11.30 a.m., starting October 15, 1987. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$350**

This course aims at providing profound knowledge about the performance practice in Classical music, the origins of which will be explained in their develop-

ment from the four pre-Classical schools. Technical implications of the style such as touch colouring, arm weight techniques etc., will also be discussed and supported by style-oriented exercises. The emphasis will be laid on applying the acquired knowledge to performance practice and analysis to 9 piano sonatas.

333. Dance for the Musical Theatre. Miss Daryl Ries, Director of the Dance Communications Centre. *Wednesdays, 8.15–9.45 p.m., starting September 30, 1987. Redgrave Room, 16/F., Hong Kong Arts Centre. 12 meetings. Fee: \$320*

Open to all, with or without previous dance training. For students and teachers with special interest in dance and drama, this course is designed to introduce the vital and vigorous jazz and musical comedy idiom, a contemporary dance form used in many TV productions, Broadway shows and the musical theatre. Jazz and musical comedy as well as primary fundamentals of related dance forms (e.g., character, social, tap, modern, ballet, etc.) are covered. Classes include limbering and strengthening exercises, stretches and body isolations, followed by free-style movement and dance combinations to jazz and related jazz-rock-pop-disco music. Emphasis is on rhythmic awareness through the dynamics of movement phrasing and expression, and the development of combinations and routines. Leotards and footless tights/stretch pants (or practice clothes) are required. Students work barefoot, or in jazz sandals or acrobatic slippers. *Enrolment is limited to 20.*

Fee Refund: on being accepted for this course, teachers of music and dance will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 19, 1987.*)

334. Modern Dance and Music Workshop. Miss Daryl Ries, Director of the Dance Communications Centre. *Saturdays, 2.00–4.00 p.m., starting October 3, 1987. Redgrave Room, 16/F., Hong Kong Arts Centre. 10 meetings. Fee: \$330*

For teachers of dance and music, and for those wishing to increase their skills, these workshops develop basic dance skills through a supportive, non-competitive programme stressing response to a variety of musical sources including jazz, classical and contemporary. Materials are drawn from modern and related dance forms to enhance and supplement the movement experience. Areas covered include the exploration, analysis and practice of action in time, space and dynamics, the realising and performing of these basic elements of dance with discipline and vitality, the focusing of flexibility and strength, developing movement ease, sensitivity and expression, and the expansion of an articulated and expressive movement vocabulary. *Enrolment is limited to 20.*

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

335. Mime Workshop. Ms. Cheng Pik-ye, B.A. (C.U.H.K.), Diploma, L'école Jacques Lecoq du Mime, Mouvement et Th'èatre (Paris). *Thursdays, 5.30-7.30 p.m., starting January 7, 1988. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 7 meetings.* **Fee: \$245**

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 15.

336. 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：一九八七年十月六日起每星期二下午七時四十分至九時十分。

全期學費：一百八十五元。（共十二講）。

在香港，音響器材、唱片和錄音帶頗受大眾歡迎。再加上各種音樂會，欣賞西歐古典音樂成為許多人的愛好。對於那些初入門的人士，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。

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

主 講 人：尤迪中先生，B.Mus. (McGill)。

地 點：香港大學史羅斯樓206室。

時 間：一九八七年十月十三日起每星期二下午六時至七時三十分。

全期學費：一百六十五元。（共十一講）。

從1800年到現在，可分為兩個風格截然不同的樂派（即 Romantic Period 和 20th Century Music）。浪漫派在十九世紀初葉開始孕育萌芽，到中葉形成

一股巨大的洪流，以雷霆萬鈞之勢，衝擊整個歐洲大陸。迄今為止，仍是音樂史上最輝煌的時代。到二十世紀初，音樂史開始了一場大革命，從熱情奔放的浪漫派進入了抽象及不協調和聲的現代樂派。

本課程將討論這個時代的時代背景，樂器之組合，及欣賞各傑出作曲家之代表作品。講授將輔以唱片，錄音帶及圖片。

338. 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：一九八七年九月廿八日起每星期一下午五時四十分至六時五十五分。

全期學費：一百七十五元。（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）。

339. 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：一九八七年十月一日起每星期四下午五時四十五分至七時。

全期學費：二百元。（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）。

340. 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：一九八七年十月一日起每星期四下午七時十分至八時二十五分。

全期學費：一百七十五元。（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）。

341. 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：一九八七年十二月十七日起每星期四下午七時十分至八時廿五分。

全期學費：一百七十五元。（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）。

342. 基本音樂理論 (Basic 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：一九八七年十月十四日起每星期三下午六時三十分至八時。

全期學費：一百七十五元。（共十二講）。

學會認識簡譜和五綫譜，對喜愛音樂的人們是一項有意義的樂趣。本課程包括學會數拍子，算音程，認調性，區別大調和小調，弄清楚基本音樂術語，記號。本課程將引導學員初步領略和聲，複調，曲式，配器各科的概念。

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

主 講 人：丘放淮先生，B.A. (Seward, Nebraska)。

地 點：香港太古城地利亞修女紀念中學209室（小學部英皇道入口）。

時 間：一九八七年十月十四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）。

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

本課程以簡明動作示範，着重練習，使學員在短期內學會初步的音樂指揮。

4. 當代舞蹈與旋律運作 (Modern Dance & Rhythmic Movement)

講人：洪漢寶先生（漢韶舞蹈團藝術總監及編舞）。

點：香港藝術中心LB排練室。

間：一九八七年十月十五日起每星期四下午七時卅分至九時卅分。

期學費：二百八十五元。（共十講）。

身體語言是人類最古老的一種溝通方式，而舞蹈可提供人的感覺和情緒的刺機會，把人許多潛意識的情感提昇到個人能夠知覺或意識的層面上。在許多舞蹈類當中，當代舞就有這種作用，能令人隨意地表達出他對事物的情感。但當代舞散漫式的，而是經過動作整合化組織的一種旋律運作而形成。

本課程採用現代舞基本技巧作漸進的練習，進而以各種動作組合，即興的旋轉動作解釋加強培養學員對舞蹈動作特質的感應及表現能力。（限收二十人）。

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。

如欲收到下期課程手冊，
請翻閱第194頁。

Oriental Languages

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

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

MANDARIN

Intensive Introductory Mandarin

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

345. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Mondays and Thursdays, 8.15–9.30 a.m., starting October 1, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 36 meetings.* **Fee: \$865**

346. Jerry Law, B.A. (Peking Catholic University). *Tuesdays, 7.15–9.30 p.m., starting September 29, 1987. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$865**

347. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Fridays, 7.15–9.30 p.m., starting October 2, 1987. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$865**

348. Joseph Kung, B.A. (New York). *Mondays and Wednesdays, 6.00–7.30 p.m., starting October 12, 1987. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 30 meetings.* **Fee: \$865**

Enrolment : limited to 20 per course.

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

349. Mandarin for Business Conversatton. Mrs. Alice Chang, B.A. (National Chung-Hsin). *Fridays, 5.20–7.30 p.m., starting October 2, 1987. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$865**

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.

350. Jerry Law, B.A. (Peking Catholic University). *Wednesdays, 6.15–8.30 p.m., starting September 30, 1987. Room 206, Run Run Shaw Building, University of Hong Kong. 20 meetings.* **Fee: \$915**

351. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Thursdays, 7.15–9.30 p.m., starting October 1, 1987. Room 206, Run Run Shaw Building, University of Hong Kong. 20 meetings.* **Fee: \$915**

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.

352-A. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Mondays and Thursdays, 9.30–11.00 a.m., starting October 12, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 60 meetings.*

352-B. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Tuesdays, 7.15–9.30 p.m., starting October 13, 1987. Room 206, Run Run Shaw Building, University of Hong Kong. 40 meetings.*

Fee: \$1,955 (includes all teaching material and examination fee, except textbook)
Enrolment: limited to 12.

CANTONESE

353. 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 October 13, 1987. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.* **Fee: \$915**

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.

Enrolment: limited to 20 per course. (to 16 for Course 354).

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

354. Cantonese I for Executives. K. K. Chan, B.A. (C.U.H.K.). *Tuesdays and Fridays, 5.45–7.15 p.m., starting October 6, 1987. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.* **Fee: \$915**

355. 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 September 30, 1987. Room 101, Runme Shaw Building, University of Hong Kong. 33 meetings.* **Fee: \$735**

356. Cantonese I. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Mondays and Thursdays, 2.00–4.00 p.m., starting October 12, 1987. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 25 meetings.* **Fee: \$735**

357. Cantonese I. Mrs. Caroline Law, B.A. (U.C.). *Mondays and Thursdays, 6.00–7.15 p.m., starting October 1, 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: \$735**

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.

Enrolment: limited to 12 per course.

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

358. Cantonese II for Executives. K. C. Fung, B.A., Dip.M.S. (H.K.). *Wednesdays, 5.20–7.00 p.m., starting October 14, 1987. Room 16, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 18 meetings.* **Fee: \$805**

359. Cantonese II. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Thursdays, 7.15–9.15 p.m., starting October 15, 1987. Room 105, James Hsioing Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$760**

360. Cantonese II. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Tuesdays and Fridays, 2.00–4.00 p.m., starting October 13, 1987. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$760**

361. Cantonese II. Mrs. Caroline Law, B.A. (U.C.). *Tuesdays, 6.15–8.15 p.m., starting October 13, 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: \$760**

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) (Available at Hong Kong Book Centre & Swindon Book Company).

362. Cantonese III. C.S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays, 7.15–9.15 p.m., starting October 13, 1987. Room 106, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.*

Fee: \$805

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).

363. Chinese Characters I. Mrs. Caroline Law, B.A. (U.C.). *Fridays, 6.15–8.15 p.m., starting October 16, 1987. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.*

Fee: \$915

364. Chinese Characters I. Mrs. Caroline Law, B.A. (U.C.). *Wednesdays, 2.00–4.00 p.m., starting October 14, 1987. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.*

Fee: \$915

JAPANESE

365. Introductory Japanese. Miss Leung On-yuk, B.A. (H.K.), M.A. (University of Tsukuba). *Mondays, 6.15–8.30 p.m., starting September 21, 1987. Room G1, James Hsioung Lee Science Building, University of HongKong. 20 meetings.*

Fee: \$885

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

Enrolment : limited to 14.

Textbook : *Japanese for Beginners* (Gakken Co. Ltd.).

366. Intermediate Japanese. Miss Leung On-yuk, B.A. (H.K.), M.A. (University of Tsukuba). *Fridays, 6.15–8.30 p.m., starting October 9, 1987. Room 206, Run Run Shaw Building, University of Hong Kong. 16 meetings. Fee: \$945*

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：為符合香港環境所需，本部特開設一項日語文憑課程，給予從事工商、文教等各業人士一個進修日本語文的機會，通過一項有系統的訓練，得以了解另一種文化，從而提高他們的工作條件。

課程概括：本課程分為「基本日語」和「高級日語」兩階段，每階段為期一年。「基本日語」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；「高級日語」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，以期學員能充分操縱此種語文。

主講人：「基本日語」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；「高級日語」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。

入學資格：基本日語：年滿十八歲者皆可報名。

高級日語：本部「基本日語」結業學員可獲優先取錄；至於外界申請者，可作後補生，須附有關之學歷證件副本。

學費：基本日語：全年七百六十五元。

高級日語：全年七百八十五元。

報名手續：填妥報名表，連同學費交回本部。本期開設「基本日語」三十四班，「高級日語」十三班，為提高被取錄機會，申請者須將其第二或第三選擇之班別編號列明在表格上，至於被取錄之班別，請參閱收據上機印中間一欄之課程編號。學員一經被取錄後，不得轉班。

結業考試：基本日語：由各班導師個別安排。

高級日語：一九八八年八月五日下午七時起在香港大學或校外課程部市區中心舉行。

結業文憑：本部只頒發日語文憑予「高級日語」結業學員，惟學員須符合下列三項條件：

(1) 在每階段之上課次數達到五分之四；

(2)在學習過程中，充分完成所有習作；

(3)必須考試及格。

果 本：基本日語：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及九龍彌敦道中華書局，電話：3-857238。）

高級日語：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。）

基本日語 (Basic Japanese)

367. 楊福光先生主講。（共四十講）。

地 點：香港大學校本部大樓122室。

時 間：一九八七年九月十六日起每星期三下午七時十五分至九時卅分。

368. 張瑞麒先生主講。（共四十講）。

地 點：香港大學校本部大樓122室。

時 間：一九八七年九月十七日起每星期四下午七時十五分至九時卅分。

369. 張民衍先生主講。（共七十二講）。

地 點：香港大學厲樹雄科學館101室。

時 間：一九八七年十月一日起每星期二及四下午六時十五分至七時卅分。

370. 張民衍先生主講。（共七十二講）。

地 點：香港大學厲樹雄科學館101室。

時 間：一九八七年十月一日起每星期二及四下午七時四十五分至九時。

371. 李玉笑小姐主講。（共四十講）。

地 點：香港大學厲樹雄科學館106室。

時 間：一九八七年九月十七日起每星期四下午七時十五分至九時卅分。

372. 李家寶小姐主講。（共四十講）。

地 點：香港大學史羅斯樓206室。

時 間：一九八七年九月十四日起每星期一一下午七時十五分至九時三十分。

373. 李家寶小姐主講。（共四十講）。

地 點：香港大學史羅斯樓206室。

時 間：一九八七年九月十六日起每星期三下午七時十五分至九時卅分。

- 374.** 陳効贊先生（香港大學語言中心兼任導師）主講。（共四十講）。
講授語言：國語及粵語。
地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。
時間：一九八七年九月十四日起每星期一上午九時卅分至十一時四十五分。
- 375.** 陳効贊先生（香港大學語言中心兼任導師）主講。（共四十講）。
講授語言：國語及粵語。
地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。
時間：一九八七年九月十七日起每星期四上午九時卅分至十一時四十五分。
- 376.** 黃少佳先生主講。（共七十二講）。
地點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。
時間：一九八七年十月二日起每星期二及五下午七時廿分至八時卅五分。
- 377.** 黃少佳先生主講。（共七十二講）。
地點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。
時間：一九八七年十月二日起每星期二及五下午八時四十五分至十時。
- 378.** 鍾娜瑚小姐主講。（共四十講）。
地點：香港般含道聖保羅書院音樂室。
時間：一九八七年九月十八日起每星期五下午六時四十五分至九時。
- 379.** 李明玉小姐主講。（共四十講）。
地點：香港醫院道26號育才中學二樓105室。
時間：一九八七年九月十四日起每星期一下午六時四十五分至九時。
- 380.** 梁安玉小姐主講。（共四十講）。
地點：香港醫院道26號育才中學二樓105室。
時間：一九八七年九月十七日起每星期四下午六時四十五分至九時。
- 381.** 伍錦源先生主講。（共七十二講）。
地點：香港太古城地利亞修女紀念中學301室（小學部英皇道入口）。
時間：一九八七年九月三十日起每星期一及三下午六時四十五分至八時。
- 382.** 伍錦源先生主講。（共七十二講）。
地點：香港太古城地利亞修女紀念中學301室。
時間：一九八七年九月三十日起每星期一及三下午八時零五分至九時二十分。

- 383.** 鄭熙先生主講。(共四十講)。
地點：香港太古城地利亞修女紀念中學301室。
時間：一九八七年九月十七日起每星期四下午六時四十五分至九時。
- 384.** 鄭熙先生主講。(共四十講)。
地點：香港太古城地利亞修女紀念中學301室。
時間：一九八七年九月十八日起每星期五下午六時四十五分至九時。
- 385.** 李珠幗小姐主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)。
時間：一九八七年九月十五日起每星期二下午六時十五分至八時卅分。
- 386.** 黃健雄先生主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室。
時間：一九八七年九月十八日起每星期五下午六時卅分至八時四十五分。
- 387.** 鄧國權先生主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室。
時間：一九八七年九月十四日起每星期一下午六時十五分至八時卅分。
- 388.** 李珠幗小姐主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室。
時間：一九八七年九月十六日起每星期三下午六時十五分至八時卅分。
- 389.** 許江懷小姐主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室。
時間：一九八七年九月十四日起每星期一下午六時十五分至八時卅分。
- 390.** 山口純代小姐主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室。
時間：一九八七年九月十五日起每星期二下午六時十五分至八時卅分。
- 391.** 梁安玉小姐主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院24室。
時間：一九八七年九月十六日起每星期三下午六時十五分至八時卅分。
- 392.** 許江懷小姐主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室。
時間：一九八七年九月十八日起每星期五下午六時十五分至八時卅分。

- 393.** 譚林通先生主講。(共七十二講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室。
時間：一九八七年十月一日起每星期一及四下午七時十五分至八時卅分。
- 394.** 王永年先生主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室。
時間：一九八七年九月十五日起每星期二下午六時十五分至八時卅分。
- 395.** 李小達先生主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室。
時間：一九八七年九月十六日起每星期三下午六時十五分至八時卅分。
- 396.** 李小達先生主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室。
時間：一九八七年九月十七日起每星期四下午六時十五分至八時卅分。
- 397.** 黃鳳屏小姐主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室。
時間：一九八七年九月十八日起每星期五下午六時十五分至八時卅分。
- 398.** 山口純代小姐主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室。
時間：一九八七年九月十四日起每星期一下午六時十五分至八時卅分。
- 399.** 王景駿先生主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室。
時間：一九八七年九月十六日起每星期三下午六時十五分至八時卅分。
- 400.** 蔡明雅小姐主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室。
時間：一九八七年九月十八日起每星期五下午六時十五分至八時卅分。

高級日語 (Advanced Japanese)

- 401.** 鍾娜瑚小姐主講。(共四十講)。
地點：香港大學鈕魯詩樓722室。
時間：一九八七年九月廿二日起每星期二下午六時卅分至八時四十五分。

- 402.** 陳文靄小姐主講。(共四十講)。
地點：香港大學厲樹雄科學館 G1 室。
時間：一九八七年九月廿四日起每星期四下午七時十五分至九時卅分。
- 403.** 守川邦明先生主講。(共四十講)。
講授語言：國語及日語。
地點：香港大學厲樹雄科學館106室。
時間：一九八七年九月廿五日起每星期五下午七時十五分至九時卅分。
- 404.** 山口純代小姐主講。(共四十講)。
講授語言：日語(輔以英語及粵語)。
地點：香港大學邵逸夫樓208室。
時間：一九八七年九月廿三日起每星期三下午六時卅分至八時四十五分。
- 405.** 周晶晶小姐主講。(共四十講)。
地點：香港大學邵仁枚樓101室。
時間：一九八七年九月廿二日起每星期二下午七時十五分至九時卅分。
- 406.** 陳効贊先生(香港大學語言中心兼任導師)主講。(共四十講)。
講授語言：國語及日語。
地點：香港大學校外課程部市區中心16室(信德中心西翼九樓)。
時間：一九八七年九月廿二日起每星期二上午九時卅分至十一時四十五分。
- 407.** 梁安玉小姐主講。(共四十講)。
地點：香港醫院道26號育才中學二樓105室。
時間：一九八七年九月廿二日起每星期二下午六時四十五分至九時。
- 408.** 伍錦源先生主講。(共四十講)。
地點：香港太古城地利亞修女紀念中學301室(小學部英皇道入口)。
時間：一九八七年九月廿二日起每星期二下午七時至九時十五分。
- 409.** 林秀華先生主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)。
時間：一九八七年九月廿三日起每星期三下午六時卅分至八時四十五分。
- 410.** 王永年先生主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室。
時間：一九八七年九月廿四日起每星期四下午六時十五分至八時卅分。

- 411.** 林秀華先生主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室。
時間：一九八七年九月廿二日起每星期二下午六時卅分至八時四十五分。
- 412.** 陳小燕小姐主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室。
時間：一九八七年九月廿一日起每星期一下午六時卅分至八時四十五分。
- 413.** 山口純代小姐主講。(共四十講)。
講授語言：日語(輔以英語及粵語)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室。
時間：一九八七年九月廿四日起每星期四下午六時十五分至八時卅分。

日語深造班課程 (Follow-up Japanese Courses)

本部開辦下列日文課程，給予高級班學員結業後進修，外界人士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。

414. 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：一九八七年九月三十日起每星期三下午七時十五分至九時十五分。
全期學費：四百八十五元。(共二十講，限收十八人)。

415. 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：一九八七年九月廿八日起每星期一下午七時四十五分至九時四十五分。
全期學費：三百八十五元。(共十六講)。

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！」內容作教學大綱。（限收十六人）。

416. 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：一九八七年十月二日起每星期五下午六時三十分至八時四十五分。

全期學費：四百八十五元。（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。

為提高被取錄機會，申請者須將其第二或第三選擇之班別編號列明在表格上。學員一經被取錄後，不得轉班。

普通話課本：普通話教程（香港大學校外課程部編），（可到中環域多利皇后街三聯書店購買）。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：七百六十五元。

417. 譚惠霞女士主講。（共四十講）。

地點：香港大學校本部大樓122室。

時間：一九八七年九月十八日起每星期五下午七時十五分至九時卅分。

- 418.** 邵若女士主講。(共四十講)。
地點：香港大學厲樹雄科學館106室。
時間：一九八七年九月十四日起每星期一下午七時十五分至九時卅分。
- 419.** 任永年先生主講。(共四十講)。
地點：香港大學邵仁枚樓102室。
時間：一九八七年九月十五日起每星期二下午七時十五分至九時卅分。
- 420.** 丁國玲女士主講。(共四十講)。
地點：香港大學校外課程部市區中心16室(信德中心西翼九樓)。
時間：一九八七年九月十八日起每星期五上午九時至十一時十五分。
- 421.** 張莘女士主講。(共七十二講)。
地點：香港大學校外課程部市區中心16室(信德中心西翼九樓)。
時間：一九八七年十月二日起每星期二及五下午三時四十五分至五時。
- 422.** 張莘女士主講。(共七十二講)。
地點：香港大學校外課程部市區中心16室(信德中心西翼九樓)。
時間：一九八七年十月二日起每星期二及五下午五時十分至六時廿五分。
- 423.** 譚惠霞女士主講。(共四十講)。
地點：香港般含道聖保羅書院音樂室。
時間：一九八七年九月十七日起每星期四下午六時四十五分至九時。
- 424.** 李雅琴女士主講。(共四十講)。
地點：香港醫院道26號育才中學二樓104室。
時間：一九八七年九月十六日起每星期三下午六時四十五分至九時。
- 425.** 李雅琴女士主講。(共四十講)。
地點：香港醫院道26號育才中學二樓104室。
時間：一九八七年九月十八日起每星期五下午六時四十五分至九時。
- 426.** 陳萬里女士主講。(共四十講)。
地點：香港醫院道26號育才中學二樓104室。
時間：一九八七年九月十四日起每星期一下午六時四十五分至九時。
- 427.** 陳萬里女士主講。(共四十講)。
地點：香港醫院道26號育才中學二樓104室。
時間：一九八七年九月十七日起每星期四下午六時四十五分至九時。

- 428.** 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：一九八七年九月十六日起每星期三下午六時四十五分至九時。
- 429.** 丁國玲女士主講。(共四十講)。
地點：香港醫院道26號育才中學二樓105室。
時間：一九八七年九月十八日起每星期五下午六時四十五分至九時。
- 430.** 胡維堯女士主講。(共四十講)。
地點：香港太古城地利亞修女紀念中學304室(小學部英皇道入口)。
時間：一九八七年九月十四日起每星期一下午六時四十五分至九時。
- 431.** 胡維堯女士主講。(共四十講)。
地點：香港太古城地利亞修女紀念中學304室。
時間：一九八七年九月十六日起每星期三下午六時四十五分至九時。
- 432.** 張開齡女士主講。(共四十講)。
地點：香港太古城地利亞修女紀念中學304室。
時間：一九八七年九月十五日起每星期二下午六時四十五分至九時。
- 433.** 張開齡女士主講。(共四十講)。
地點：香港太古城地利亞修女紀念中學304室。
時間：一九八七年九月十七日起每星期四下午六時四十五分至九時。
- 434.** 蔣治中先生主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)。
時間：一九八七年九月十四日起每星期一下午六時十五分至八時卅分。
- 435.** 黃麗生女士主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院24室。
時間：一九八七年九月十五日起每星期二下午六時十五分至八時卅分。
- 436.** 黃麗生女士主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室。
時間：一九八七年九月十七日起每星期四下午六時十五分至八時卅分。
- 437.** 黃麗生女士主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室。
時間：一九八七年九月十八日起每星期五下午六時十五分至八時卅分。

- 438.** 伍少梅女士主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室。
時間：一九八七年九月十六日起每星期三下午六時十五分至八時卅分。
- 439.** 黎宣女士主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室。
時間：一九八七年九月十八日起每星期五下午六時十五分至八時卅分。
- 440.** 高宏先生主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室。
時間：一九八七年九月十四日起每星期一下午六時十五分至八時卅分。
- 441.** 高宏先生主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室。
時間：一九八七年九月十五日起每星期二下午六時十五分至八時卅分。
- 442.** 支宇濤先生主講。(共四十講)。
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室。
時間：一九八七年九月十六日起每星期三下午六時十五分至八時卅分。
- 443.** 張孝先生主講。(共四十講)。
地點：香港德輔道西369號香港商業中心1413室。
時間：一九八七年九月十四日起每星期一下午七時至九時十五分。
- 444.** 張莘女士主講。(共四十講)。
地點：香港德輔道西369號香港商業中心1413室。
時間：一九八七年九月十五日起每星期二下午七時至九時十五分。
- 445.** 張莘女士主講。(共四十講)。
地點：香港德輔道西369號香港商業中心1413室。
時間：一九八七年九月十七日起每星期四下午七時至九時十五分。
- 446.** 張孝先生主講。(共四十講)。
地點：香港德輔道西369號香港商業中心1413室。
時間：一九八七年九月十八日起每星期五下午七時至九時十五分。

高級普通話 (Advanced Putonghua)

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

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

每班為期一年，限收廿六人。全期學費：七百八十五元。

447. 任永年先生主講。(共卅八講)。

地點：香港大學校本部大樓201室。

時間：一九八七年九月廿六日起每星期六下午三時至五時十五分。

448. 張丹女士主講。(共卅八講)。

地點：香港大學邵仁枚樓102室。

時間：一九八七年九月廿三日起每星期三下午七時十五分至九時卅分。

449. 丁國玲女士主講。(共卅八講)。

地點：香港大學邵仁枚樓102室。

時間：一九八七年九月廿四日起每星期四下午七時十五分至九時卅分。

450. 張丹女士主講。(共三十八講)。

地點：香港大學邵仁枚樓102室。

時間：一九八七年九月廿五日起每星期五下午七時十五分至九時卅分。

451. 丁國玲女士主講。(共卅八講)。

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：一九八七年九月廿三日起每星期三上午九時至十一時十五分。

452. 張莘女士主講。(共卅八講)。

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：一九八七年九月廿一日起每星期一下午四時十五分至六時三十分。

453. 李雅琴女士主講。(共卅八講)。

地點：香港大學校外課程部市區中心18室(信德中心西翼九樓)。

時間：一九八七年九月廿四日起每星期四下午五時卅分至七時四十五分。

- 454.** 李雅琴女士主講。(共卅八講)。
 地點：香港醫院道26號育才中學二樓104室。
 時間：一九八七年九月廿二日起每星期二下午六時四十五分至九時。
- 455.** 丁國玲女士主講。(共四十三講)。
 地點：香港般含道聖保羅書院音樂室。
 時間：一九八七年九月十五日起每星期二下午六時四十五分至八時四十五分。
- 456.** 胡維堯女士主講。(共卅八講)。
 地點：香港太古城地利亞修女紀念中學304室(小學部英皇道入口)。
 時間：一九八七年九月廿五日起每星期五下午六時四十五分至九時。
- 457.** 徐麗燕女士主講。(共卅八講)。
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)。
 時間：一九八七年九月廿四日起每星期四下午六時十五分至八時卅分。
- 458.** 張繡麗女士主講。(共卅八講)。
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室。
 時間：一九八七年九月廿二日起每星期二下午六時十五分至八時卅分。
- 459.** 蘇翼孫先生主講。(共卅八講)。
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室。
 時間：一九八七年九月廿五日起每星期五下午六時十五分至八時卅分。
- 460.** 張孝先生主講。(共卅八講)。
 地點：香港德輔道西369號香港商業中心1413室。
 時間：一九八七年九月廿三日起每星期三下午七時至九時十五分。

461. 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：一九八七年九月十四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：四百四十五元。(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：八月廿四日。

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。

462. 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：一九八七年九月廿一日起每星期一下午四時至六時。

全期學費：四百四十五元。（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：九月十四日。

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。

Oriental Studies

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

463. Introduction to Chinese Folklore. Koon-ki T. Ho, B.A. (C.U.H.K.), A.M., Ph.D. (Illinois). *Tuesdays, 6.15-7.45 p.m., starting October 27, 1987. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 8 meetings.*

Fee: \$165

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.

464. Cinderella, Helen, Penelope, and Queen Constance in China: Four Images of Woman in Chinese Folk Traditions. Koon-ki T. Ho, B.A. (C.U.H.K.), A.M., Ph.D. (Illinois). *Wednesdays, 6.15-7.45 p.m., starting September 30, 1987. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 5 meetings.*

Fee: \$110

The use of folklore is therapeutic to ensure the prosperity or physical health of the individual or of the ethnical complex. From this perspective, one may find it interesting to study the images of woman in the folk traditions of a male-dominant society like old China. In this short course, students are given an opportunity to examine four principal images of woman in Chinese folk culture representing by four woman figures famous in the West: Cinderella (the persecuted young girl), Helen (the fatal woman), Penelope (the faithful wife), and Queen Constance (the persecuted queen).

465. Hong Kong: Historical Relics and Cultural Background. Kwan Lai-hung, M.A., Ph.D. (London), M.B.I.M., A.M.I.T.D. *Wednesdays, 6.15-7.45 p.m., starting November 4, 1987. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 7 meetings plus 1 field trip.*

Fee: \$190

The development of Hong Kong can be dated back to the Han Period, as witnessed by the discovery of the Han Tomb after the war. To picture the whole background of early Hong Kong, the following topics will be dealt with in details:

1. The Han Tomb in the Li Cheng Uk Estate and the early development;
2. Sung Wang Terrace and the fall of the royal house Sung in local context;
3. The ancient Tuen Mun and other naval strategic points;
4. The cult of Tin Hau (Queen of Heaven) and temples of traditional religion;

5. Cheung Po Chai in Cheung Chau and piracy in South China waters;
6. Early Christian activities and historic buildings; and
7. The moulding of a British Colony and the evolution of the city.

There will be one full-day field trip on a Sunday (travelling expenses to be borne by participants). *Enrolment is limited to 15.*

466. Buddhism in Mystery: the Tibetan Book of the Dead. Helena Baroness von Hoyningen-Huene, M.D. (Free University). *Tuesdays, 6.15–7.45 p.m., starting October 13, 1987. Room 141, University Main Building. 7 meetings. Fee: \$175*

For 49 days the spirit of a deceased person is wandering through an ever changing world of Gods and Demons before taking rebirth in another body. The Tibetan Book of the Dead explains this phenomenon as the self-caused psychological “dream” a dying person has to go through at the time of his death—harvesting the psychological effects of his acts, speeches and thoughts during his life-time.

The course will follow Mr. Y.W. Evans-Wentz edition of the English version of Lama Kazi Dawa-Samdub (photocopies of the relevant pages can be made available) and the ageold psychological wisdom of Buddhism will be explained in its own context as well as in comparison to western psychology (Adler, Freud, Jung.). No knowledge whatsoever is required, but students should have a genuine interest in religion and psychology.

LITERATURE

文學創作免費公開講座 (Seminar on Creative Writing)

- 主 題：文學創作的的生活體驗與社會使命。
- 講 者：胡燕青女士（浸會學院語文中心助理講師，業餘作家，第四屆中文文學創作獎散文組第一名），
白樂成先生（文滙報副刊副主任，業餘作家，第一屆中文文學創作獎散文組亞軍）。
- 主 持：黃康顯博士。
- 內 容：（一）從生活體驗中去探索題材；
（二）文學的社會使命與功能；
（三）公開討論：文學創作應否發揮生命的意義與高尚廉正的人生觀？
- 時 間：一九八七年九月二十六日星期六下午三時至五時。
- 地 點：香港德輔道中二百號信德中心西翼九樓香港大學校外課程部市區中心21室。
- 協 辦：廉政公署，中西區文化藝術協會。

467. 從新寫實主義到反自由化的小說創作 (Chinese Novels: From “New Realism” to “Anti-Liberalism”)

主 講 人：許子東教授（華東師範大學中文系）。

地 點：香港大學校本部大樓104室。

時 間：一九八七年十月二十日起每星期二下午六時十五分至八時十五分。

全期學費：一百八十五元。（共八講）。

本課程主要研討近十年來中國小說界一些較有影響也引起爭議的作家及其由他們所代表的各種小說新潮，同時也討論“新寫實主義”和“反自由化”文藝思想鬭爭與這些小說新潮的曲折發展變化之間的複雜關係。主講人許子東，係國內新起的青年文學評論家。近作《郁達夫新論》與《當代文學印象》甚受海內外文學界重視。本課程一共八講，具體課題如下：

- 一、“新寫實主義”與“傷痕文學”；
- 二、劉心武創作的困境；
- 三、論作為文學和政治現象的丁蒙；
- 四、張潔與當代中國女性文學；
- 五、張賢亮與知識份子“懺悔”主題；
- 六、張賢亮和王安憶對“性心理”的不同探索；
- 七、阿城與“尋根”文學；
- 八、《北京人》與紀實文學新潮。

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

主 講 人：吳呂南（乞靈）先生，B. A. (H. K.)（詩人，藝術行政工作者），
李擘玲女士（大都會月刊主編）。

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：一九八七年十月十九日起每星期一下午八時二十分至九時五十分。

全期學費：一百七十五元。（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，得失寸心知」的妙諦。

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類別外，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）。

469. 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：一九八八年一月五日起每星期二下午六時至七時卅分。

全期學費：一百二十五元。（共八講）。

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（秣歸、宜昌、武昌、桃江、汨羅）、杜甫（成都）、白居易（杭州、廬山、宜呂、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）。本期以韓愈、柳宗元及蘇東坡為主。

470. 日本推理小說簡介 (An Introduction to the Suiiri Novel of Japan)

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：一九八七年十二月十二日起每星期六下午四時至五時三十分。

全期學費：一百一十五元。（共七講）。

推理小說誕生於十九世紀中葉的美國，其後英、法各國亦出現不少名家。早在十九世紀後半期，推理小說已傳入日本，由於當時日本的科學知識並不普及，並沒有可觀的作品。到了一九二〇年代，開始出現一些專業的推理小說作家，作品內容多是關乎幻想、犯罪，頗具偵探小說的趣味；至於「推理小說」一名，則是在大戰後才開始被廣泛使用。

二次大戰後，日本的推理小說作家，人才輩出，其中以松本清張為首屈一指；他的作品佈局精密，極盡引人入勝之能事，內容着重對各種動機的探索，更著力分析人在社會中所擔當的角色，可以說是開展了日本推理小說的新紀元，代表作「點與線」更為人所津津樂道。與松本清張一樣，在作品中着重對人性作出各種探索的作家還有水上勉、仁木悅子、佐野洋等，他們都嘗試在作品中用一個新角度去看人性。

推理小說可以說是日本流行通俗文學的表表者，名家如雲，作品內容包羅萬有，本課程主要是透過介紹一些日本著名推理小說家，如松本清張、佐野洋、赤川次郎、夏樹靜子等的作品，從而略窺日本推理小說的特色及其引人入勝之處，更

希望藉探索其中所蘊藏的社會性及對人性的各種分析，對日本現代社會及日本人的心態有進一步的認識和理解。

471. 中國語文講座：現代漢語詞匯和修辭 (Contemporary Chinese Vocabulary and Rhetoric)

主 講 人：朱國能先生，M. A. (H.K.)。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)。

時 間：一九八七年十月五日起每星期一下午六時十五分至八時十五分。

全期學費：二百二十元。(共十一講)。

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

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

申請教署退還半費手續：凡政府、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，須於九月廿四日前報名)。

472. 台灣女作家的最暢銷小說 (Contemporary Fictions of Taiwan)

主 講 人：朱國能先生，M. A. (H.K.)。

地 點：香港大會堂八樓南會議室。

時 間：一九八七年十月一日起每星期四下午七時至九時。

全期學費：一百四十五元。(共八講)。

「人皆有偷窺心理，讀小說是偷窺作家的內心。讀者對偷窺女作家的內心世界尤感興趣。」這是台灣大學外文系教授蔡源煌博士，在三毛作品座談會上的一席話。

本課程分別從以下幾個層面去分析三十年以來台灣女作家的小說特色：(一)、文學觀點：小說之敘事觀點、文字技巧、風格、結構等。(二)、社會學觀點：如兩性關係、婚姻觀念、倫理思想、價值判斷。(三)、心理學觀點：廚川白川所言之「文學是苦悶的象徵」；佛洛伊特之「前意識、潛意識、意識」對文學創作之解釋。

由分析作家與作品開始，進一步去探討台灣三十年來小說創作之發展路向；並由小說所反映的時代脈膊，去認識台灣由農業社會轉變為工商業社會的眞面貌。

講評之女作家，包括台灣三十年來老、中、青三代。老一輩的計有張秀玉、林海音、鍾梅音、聶華苓、金杏枝。中年的有郭良蕙、陳若曦、於梨華、施淑青、瓊瑤、張曉風。較年輕的是三毛、李昂、席慕蓉、廖輝英、及近兩年崛起文壇的朱天文、朱天心等。每講均有十五分鐘供學員發問與討論。

473. 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：一九八七年十二月三日起每星期四下午七時至九時。

全期學費：一百二十元。（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。本課程採取自內至外，以動帶靜的方法，從開拓思路着手引入修辭的作用，分為六個專題：從觀察到紀錄；分析、比較與選擇；怎樣整理大批的材料；怎樣加強說服力；怎樣加強感染力；及怎樣發展創造力。本課程適合中學程度以上之青年參加。（限收二十四人）。

474. 中國現代詩的詮釋及寫作（三）

(The Interpretation and Writing of Modern Chinese Poetry III)

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：一九八七年十月三日起每星期六下午二時至三時三十分。

全期學費：二百七十五元。（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，作深入的詮譯；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、中華日報副刊、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：余光中、羊令野、覃子豪、楊牧（葉珊）、舒蘭、黃雍廉、葉維廉、羅門、洛夫、管管、李春生、夏菁、夏虹、流沙河、王憲陽、梅新、渡也、林綠、魯藜、張默、辛鬱、林冷、痲弦等。

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、資助或私立學校之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月廿三日日前報名）。

475. 中國文學史的教材與教法（現代部份） (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：一九八七年十月二日起每星期五下午六時至七時三十分。

全期學費：二百八十五元。（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，須於九月廿二日前報名）。

476. 中國現代文學作家論（十二）

(An Introduction to Writers of Contemporary Chinese Literature XII)

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：一九八七年十月二日起每星期五下午七時四十五分至九時十五分。

全期學費：二百七十五元。（共十六講）。

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。本課程為第十二階段，就下列作家中選講十六人：

墨人、楊牧（葉珊）、鍾雷、鄭愁予、洪深、戴望舒、張健、文曉村、雁翼、向明、姜貴、蓉子、田原、蕭乾、張拓蕪、巴金、李季、姚雪垠、丁西林、豐子愷、上官予、田間等。

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，須於九月廿二日前報名）。

477. 古代文章賞析 (Prose of the Classical Period)

主 講 人：陳耀南博士。

地 點：香港大學厲樹雄科學館101室。

時 間：一九八七年十月十四日起每星期三下午八時至九時卅分。

全期學費：一百四十五元。（共十講）。

我國歷代重文，先秦諸子，莊奇孟健，荀密韓刻，各饒勝致，左氏文章，尤稱富艷。兩漢策士經生之論政，子長孟聖之傳史，皆盛世之鴻文。及八代詞華，駢體稱盛；三唐韓柳，復振古文，佳作如林，不可殫述。流風餘韻，入於宋代，而尤精於析理。其後稍衰於元明，復興於清代，遂為二千年文章之殿軍。本課程將就歷代佳文，擇尤析述，無軒輊於散駢，不杆格於家派，以與同學諸君，共遊鄧林焉。

478. 宋詞 (Sung Tzu)

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：一九八七年十月十九日起每星期一下午六時四十分至八時十分。

全期學費：一百九十元。（共十四講）。

詞始於唐，而盛於宋，由小令中調而至慢詞，有豪放婉約兩派之分，名家輩出，佳作如林，鑄辭則字字穿珠，造意則層層剝繭，清麗細膩之中，索解較難。且詞有譜，不言作而言填，填詞概須依譜，句之構造，長短，及字之平仄，均有定律。詞有詞韻，亦與詩韻略異，皆非深入研究不可。主講者將就此提要鉤玄，細為闡介，俾與同好共研賞云。

479. 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：一九八七年十月五日起每星期一下午七時至八時。

全期學費：一百二十五元。（共十二講）。

近百年來，世人多趨重宋詩，以其造句平易自然，能深入淺出，耐人尋味，頗有古詩「一唱三嘆」之遺音，極富理趣，感染力強。本期首先選講北宋名家：蘇（東坡）、黃（山谷）、E（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。

480. 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：一九八七年十月五日起每星期一下午八時至九時。

全期學費：一百二十五元。（共十二講）。

道炳而有文章，辭立而生奇偶。駢文至清代而大盛，全椒吳鼎輯選袁枚、吳錫麒、劉星煒、邵齊燾、孔廣森、孫星衍、洪亮吉、曾燠八人作品為專集，禮堂法器。正始元音，昆玉麗珠，各萃所長，駢偶於焉大備。前期已介紹曾燠、洪亮吉、袁枚、邵齊燾四家，今續講劉星煒、孔廣森、孫星衍、吳錫麒四家。有志者盍興乎來。

481. 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：一九八七年十月三日起每星期六下午四時十五分至五時四十五分。

全期學費：一百二十五元。（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。

482. 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：一九八七年十二月五日起每星期六下午四時十五分至五時四十五分。
全期學費：一百五十五元。（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。

483. 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：一九八七年九月廿四日起每星期四下午六時卅分至八時卅分。
全期學費：二百元。（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，須於九月十四日前報名）。

484. 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：一九八七年十二月十日起每星期四下午六時卅分至八時卅分。
全期學費：一百二十五元。（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，須於十一月卅日前報名）。

PHILOSOPHY

485. 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：一九八七年十月十四日起每星期三下午六時十五分至七時四十五分。

全期學費：一百六十五元。（共十二講）。

本期根據下列主題，對於佛教的修行證果義趣，作深入探討：（一）大小乘佛教之異同；（二）菩薩行——華嚴宗與空宗並論；（三）菩提、涅槃；（四）淨土泛論；（五）佛陀之境界；（六）心經釋要。

486. 佛經選講：金剛般若波羅密經 (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：一九八七年十月廿一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。（共十一講）。

本期選講「金剛般若波羅密經」，將秦譯、唐譯互作比較，及深入研討精義，於佛家空理，有詳盡發揮。（限收二十人）。

487. 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：一九八七年十月五日起每星期一下午七時至八時十五分。

全期學費：一百四十元。（共十二講）。

中國哲學，精深博大，對社會人生之實效價值，早已引起全球學者所重視。此課程不但適合哲理思想及義理文學之愛好者，且對一般人之生活修養及智慧啟發有助。講解深入淺出，寓高深於趣味，初學可懂，選講範圍：周易，孔孟荀，老莊，墨子，列子，惠施，公孫龍子，韓非子，呂不韋，董仲舒，王充，劉劭，劉勰，韓愈，柳宗元；周張劭，二程，朱熹，陸九淵，王陽明；王船山，顏習齋，戴

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

488. 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：一九八七年十月五日起每星期一下午八時三十分至十時。

全期學費：一百五十五元。（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

489. 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：一九八七年十月十六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、習慣以及詞彙均迥然不同，更增加了翻譯工作的困難。本課程旨在介紹翻譯的基本概念，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）。

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

主 講 人：倫伯豪先生，B.A. (Lond.), M.A. (CUHK), M.I.L.。

地 點：香港大學鈕魯詩樓734室。

時 間：一九八七年十月六日起每星期二下午六時十五分至七時三十分。

全期學費：一百六十五元。（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，翻譯人材供不應求，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，特別着重各種實例的解釋。（限收二十五人）。

491. 英漢翻譯研習班

(Seminar in Translation: From English to Chinese)

主 講 人：倫伯豪先生，B.A. (Lond.), M.A. (CHUK), M.I.L.。

地 點：香港大學鈕魯詩樓734室。

時 間：一九八七年十月六日起每星期二下午七時四十分至九時十分。

全期學費：一百九十元。（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。翻譯重視實踐，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）。

492. 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：一九八七年十月十四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）。

493. 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：一九八七年十月十六日起每星期五下午八時三十分至十時。

全期學費：一百九十元。（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）。

494. 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：一九八七年九月廿四日起每星期四下午六時卅分至九時。

全期學費：三百八十五元。（共十講）。

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。（限收十五人）。

495. 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：一九八七年十月六日起每星期二下午七時十五分至八時四十五分。

全期學費：二百二十五元。（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.

496. 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：一九八七年十月廿七日起每星期二下午五時四十分至七時卅分。
（共八講）。

乙班：一九八七年十月十六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：每班一百五十元。（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。

497. 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：甲班：一九八八年一月十六日起每星期六下午三時至六時。（共六講）。

乙班：一九八八年一月十七日起每星期日下午三時至六時。（共六講）。

全期學費：每班一百九十元（報名時請註明甲班或乙班）。

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！（每班限收二十四人）。

截止報名日期：一九八八年一月八日。

498. 國畫的十二生肖 (Animals in the Chinese Zodiac)

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：一九八七年十月二日起每星期五下午六時卅分至八時。

全期學費：一百九十元。（共十二講）。

十二生肖，在國畫中是趣味性較濃的一科，每種動物生肖各具其獨特之性格，形態及神韻，可以說從天至地，由水至陸，及有卵生，胎生，化生。課程內容有鼠、牛、虎、兔、龍、蛇、馬、羊、猴、雞、狗、豬等。講授對運筆、用墨、用水、用紙（生熟）絹、設色、造形等技法。使學員能對十二生肖中的動物，有更深的認識。每講均有欣賞，臨場示範，實習及派發畫稿。歡迎有興趣人士及曾修讀人物山水畫課程的同學參加。（限收二十五人）。

499. 十二生肖的構圖 (Composition of Animals in the Chinese Zodiac)

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：一九八八年一月八日起每星期五下午六時卅分至八時。

全期學費：一百六十五元。（共七講）。

本課程是十二生肖（動物）課程的延續，專為曾修讀十二生肖（動物）課程的同學及有興趣人士而設。內容有十二生肖的動物，並配以花卉、樹石、雲、烟等。講授六法、畫史、畫理、水墨、白描、淡彩、粉彩、淺絳，並揉合中西畫的技法。由臨摹至寫生（龍除外），均使學員能從中觀察大自然之奧妙。每講均有示範，臨堂實習及派發畫稿。（限收二十人）。

500. 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：一九八七年九月廿八日起每星期一下午六時卅分至八時卅分。

全期學費：一百九十元。（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）。

501. 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：一九八七年十一月卅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）。

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

主 講 人：陶溪先生（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：一九八七年九月廿五日起每星期五下午六時三十分至八時。

全期學費：二百五十元。（共十五講）。

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

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

503. 國畫花鳥蟲魚寫作技法 (Flowers, Birds, Insects & Fish 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：一九八七年十月三日起每星期六下午二時四十分至四時十分。

全期學費：三百三十五元。（共二十講）。

本課程為適應對國畫有基本研習而於花鳥蟲魚寫作有研習興趣者而設，內容包括：（一）春夏秋冬四季花卉，（二）各類飛禽翎毛，（三）蜂蝶草蟲，（四）魚蝦水族，（五）花鳥配合構圖，（六）蜂蝶花卉配合構圖，（七）魚蝦花卉配合構圖，（八）花鳥蟲魚綜合構圖，（九）各類畫面題字，用印等寫作技法，（十）每課印發講義，並附習作樣本。（十一）每課隨堂示範寫作技法包括構圖、調色、運筆輕、重、緩、急、起伏頓挫；用墨、用色、乾濕濃淡，用水渲染掃潑、漬點、及各類紙絹不同性質效果的寫作方法，並即堂批改習作。

本課程共講授三十小時，（花鳥寫作佔十八小時，魚蝦草蟲佔十二小時）。

凡曾選習花鳥畫課程，或未曾選習者，均可參加研習。（限收二十五人）。

504. 六體千字文書法寫作與應用 (Six Styles in the Book of One Thousand Characters)

主 講 人：徐達之先生。

地 點：香港大學紐魯詩樓229室。

時 間：一九八七年十月三日起每星期六下午四時廿分至五時五十分。

全期學費：三百三十五元。（共二十講）。

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

凡曾選習書法課程或稍有書法基礎者均可參加研習。（限收二十五人）

505. 國畫梅蘭竹菊與蔬果寫作研習 (Flowers & Vegetables in Chinese 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：一九八七年十月十二日起每星期一下午七時至九時。

全期學費：三百三十五元。（共十五講）。

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

本課程共講授三十小時，梅蘭竹菊佔十八小時，蔬菜瓜果及題款用印佔十二小時。

凡曾選習四君子畫及花卉畫課或未曾選習者，均可參加研習。（限收二十五人）。

506. 各體書法寫作與集聯應用研習 (Couplets & Chinese Calligraphy)

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：一九八七年十月十四日起每星期三下午七時至九時。

全期學費：三百三十五元。（共十五講）。

本課程為適應對書法研習稍有基礎而於書寫對聯或詩辭應用掛軸等寫作有興趣者，或對篆、隸、楷、行、草各體書法集聯寫作有意研習者而設。內容包括：（一）篆、隸書法藝術的筆法研習，（二）楷、行、草、各體書法的寫作，（三）各體書法集聯寫作研習，（四）應用對聯寫作方法，（五）詩辭掛軸寫作方法，（六）屏條掛軸章法、行氣、寫作研習，（七）題款簽名寫作研習，（八）每課編發講義並附習作樣本。（九）每課即席示範並批改習作。（包括課室及課外習作）。（限收二十五人）。

507. 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：一九八七年十月十一日起每星期日下午三時至五時。

全期學費：三百三十五元。（共十五講）。

自南北朝謝赫倡導六法以來，畫壇上之評畫與習畫，莫不視作規矩準繩。獨是主講作深入之探索，認為仍有未盡之處，宜予補充。

因為研究學術，目的與手段不能混同。目的是原理，手段是技法，謝的原文一曰“氣韻生動”為繪畫之目的，以下五項，則為達致氣韻。

生動的手段（屬諸技法），而紙、絹、水、墨係繪畫的極重要之工具，至墨所負荷，也不止黑色，而線點繫焉！謝氏未經提及，理當加入。

本課注重即席示範與批改習作。（限收二十五人）。

508. 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：一九八七年九月廿三日起每星期三上午九時至十一時。

乙班：一九八七年九月廿三日起每星期三下午三時至五時。

全期學費：四百五十元。（共十八講）。（報名時請註明甲班或乙班）

本課程專為初學書法的教師而設，講授書法基礎知識。目標有二：（一）引起教師們對書法藝術的興趣，進而學習傳統書法的基本理論和實踐，以建立書學研

習的基礎。(二)教師們在研習中,掌握了書法藝術學習上循序漸進的基本理論與方法,便可在學校教學中指導學生們進行學習。凡對書法藝術有興趣,而能撥出時間進行練習者,歡迎參加研習。(每班限收二十人)。

申請教署退還半費手續:凡政府、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,須於九月十二日前報名)。

509. 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:一九八七年九月廿五日起每星期五上午九時至十一時。

乙班:一九八七年九月廿五日起每星期五下午三時至五時。

全期學費:四百五十元。(共十八講)。(報名時請註明甲班或乙班)

本課程是「書法講座(-)」的延續,目標相同,歡迎已完成「書法講座(-)」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。(每班限收二十人)。

510. 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:一九八七年十月五日起每星期一上午九時至十一時。

乙班:一九八七年十月五日起每星期一下午三時至五時。

全期學費:四百六十五元。(共十四講)。(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。(每班限收十二人)。

511. 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:一九八七年十月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:一百八十五元。(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）。

512. 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：一九八八年一月八日起每星期五下午六時十五分至七時四十五分。

全期學費：一百三十元。（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。（限收二十二人）。

513. 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：一九八七年十月三日起每星期六下午四時十五分至五時四十五分。

全期學費：一百八十五元。（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）。

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 194 頁 。

Philosophy

Enquiries, Telephone 5-8592787

London University External B.A. Degree in Philosophy

The Department of Extra Mural Studies in conjunction with the Hong Kong Philosophy Society offer the following courses to help candidates prepare for the London University External B.A. Degree in Philosophy. A total of 8 papers will be offered over 4 years' time. For the year 1987-88, the following 2 papers will be offered:—

514. Paper II. Epistemology & Metaphysics. Stephen M.H. Sze, B.A., M.Phil. (C.U.H.K.), Dr. phil. (Free Berlin). *Tuesdays, 7.45-9.45 p.m., starting October 13, 1987. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 25 meetings.* **Fee: \$900**

515. Paper IV. Greek Philosophy from the beginning to Aristotle. Cheung Chan-fai, B.A., M.Phil. (C.U.H.K.), Dr. phil. (Freiburg). *Fridays, 7.45-9.45 p.m., starting October 9, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 25 meetings.* **Fee: \$900**

Students are expected to attend lectures and tutorials regularly, read assigned texts and prepare at least 2 assignments for each paper.

Registration as External Students with the London University is the students' own responsibility.

Applicants who have registered with the London University as External Students will be given preference. Anyone interested in these courses will also be considered.

Please write in for details and special application form enclosing a stamped self-addressed envelope. Closing date for applications: September 30, 1987.

516. Philosophy of Religion. Mark Fisher, M.A. (Oxon.), Lecturer in Philosophy, University of Hong Kong. *Wednesdays, 6.30-8.00 p.m., starting October 21, 1987. Room G3, James Hsiung Lee Science Building, University of Hong Kong. 6 meetings.* **Fee: \$120**

A discussion class. Students will be encouraged to do most of the talking. Participants should have a serious interest in religion, but need not hold any particular religious belief. The purpose of the course is to deepen the student's understanding of religion. Topics to be discussed will include: What is religion?—some definitions and examples. What is a person and what is a soul? Death and life after death: what may be hoped or feared? The meaning, purpose and values of our lives: religion and morality. Creation: why does the world exist? What is the truth in religion?—is there proof or evidence?

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

- 主 講 人：陶國璋博士、黃慧英博士、吳甦先生、陳修端先生及香港哲學社成員。
- 地 點：(甲) 香港大學校外課程部市區中心17室(信德中心西翼九樓)
(乙) 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：每星期三及星期六上課：
(甲) 一九八七年十月七日起至一九八八年六月廿二日每星期三下午八時至九時三十分。
(乙) 一九八七年十月十日起每星期六下午二時十五分至四時十五分。
課程將在一九八八年六月二十五日完結。

全期學費：一千四百五十元。

本課程旨在系統介紹哲學各領域及中西哲學之主要內容，以展示人類精神之發展方向，使學員在一年時間裏，初步掌握哲學的思考方法，了解哲學的意義，以開發智慧。

〈甲〉基本科目

- (一) 思想方法與邏輯 — 介紹思考的方法與原則，其中包括語理分析，思想謬誤分析、科學方法及基本形式邏輯。
- (二) 哲學問題分析 — 本課程注重啟發批判之思維模式，以問題為中心，培養學員哲學思辨之能力。內容包括下列三部份：(甲) 知識論 — 什麼是知識？知識成立之根據，知識之成素與結構，知識之極限等問題。(乙) 形上學 — 形上學之意義與可能性，本體論，宇宙論等問題。(丙) 倫理學 — 價值之根源、價值之相對性與絕對性、自由與道德等問題。

〈乙〉哲學專題

- (一) 中國哲學 — 本課程着重闡明中國哲學之特質，通過與西方哲學之對比、及儒、道、墨、法、佛諸家精神之比較，確定各家之思想性格及在今日之意義。
- (二) 西方哲學 — 本課程以西方哲學史中主要學派的思想發展為中心，介紹著名哲學家(如柏拉圖、亞里士多德、笛卡兒、康德、黑格爾、尼采等)之哲學思想，藉以昭顯西方心靈的特質與發展方向。

課程特加設小組導修，使學員於討論過程中能應用所學到的哲學知識。

名 額：限收三十人。

入學資格：大學入學試合格或以上程度。

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

報名手續：申請者須於九月廿三日將（一）申請表格，（二）劃綫支票，（三）半身近照乙張，（四）學歷證件副本寄回香港大學校外課程部。

518. 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：一九八七年九月廿八日起每星期一下午八時至九時三十分。

全期學費：一百八十元。（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，將注重啟發批判性之思維模式，以問題為中心，培養哲學思辨。內容包括下列三部份：（一）知識論 — 甚麼是知識，知識成立之根據，知識之成素與結構、知識之極限等問題。（二）形上學 — 形上學之意義與可能性、本體論、宇宙論等問題。（三）價值論 — 價值之根源、價值之相對性與絕對性、自由與道德等問題。

519. 當今倫理學問題 (Contemporary Ethics)

主 講 人：史文鴻博士。

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：一九八七年十月十五日起每星期四下午八時至九時三十分。

全期學費：一百八十元。（共十講）。

本課程分為兩部份，首部份集中討論下列分題：（一）道德行為的意義；（二）道德律則及責任與人類幸福的關係；（三）道德行為是否有一定的理性基礎？（四）道德的理性基礎可否解決道德行為的矛盾及一切疑難？第二部份將以人與自然環境、人與動物，及人與人三個範圍去探討現代人如何看待環境、動物、小孩、墮胎、試管嬰兒、死刑、安死及同性戀等問題。

520. 形上之思維（一）(To Think Metaphysically I)

主 講 人：譚家哲先生。

地 點：香港大學許愛周科學館LG 2室。

時 間：一九八七年十月七日起每星期三下午七時至九時。

全期學費：二百七十元。（共十講）。

形上體不會只以一種形式被觸摸。希臘之悲劇，由聲音揭示的像遠古的或隱秘的情感，詩文字的節奏……或以觀念塑造的形上學。這些形上學體系，本不在對

一切有作一系統性的安排或總結，而在試圖以觀念的形式使我們能游離這非常形上的日常生活——（我指與整觀形上學同質的生活形式）。形上學只有兩類：整觀的與無限的。歷史上為「一般形上學」及「特殊形上學」。前者以一推廣方式（如相化或超驗化等過程）把制限事物膨脹至普遍地涵蓋一切物之地位，因而使之為形上之物，如理解、理性、意志、我、物本身、時空等。這一種解釋一切的力量，同時顯示出一種特殊的生命樣態：生命應必須被改革、或以理性原則、或以意志之創造，或以戰勝激情之對神之愛。但，遊離這種形上力的另一種形上學沒有這樣的涵攝欲望；它只引發平凡的超越其平凡，但不回歸地涵蓋他物。這一走離物的制限性，為其形上之意義。不安立，而遺忘一切，這為真正的形而上。圓端或完美的生命、境地，不在涵攝中，而在對一獨體的觀賞，其獨自的完美與完全。好像已與他物無關，像大自然一樣，不再在人的主動建立的關係及關連內，因而非動態地、靜穆地、沉默地、等待觀賞者之融入。但就算從無此觀賞者——（根本於此也無法有此觀賞者），她仍靜默地在。學員應已對哲學具備相當或基礎認識。

（本課程與香港哲學社合辦）。

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194頁。

Political Science

Enquiries, Telephone 5-8592792

521. Postgraduate Certificate Course in Contemporary China Studies.
Thursdays, 7.30-10.00 p.m., starting October 15, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. **Fee: \$1,650**

The Aim: The return of China to the family of nations and her growing commitment in Hong Kong's development have necessitated the study of contemporary China under Deng Xiaoping, who advocates the modernization and opening of China within the framework of socialism "Chinese-style". As a bridge between China and the outside world, Hong Kong has become the unique place to witness such a change and to procure first-hand information and source materials for in-depth studies and critical analysis.

The Postgraduate Certificate Course in Contemporary China Studies has been designed to meet the special requirements of those who need to gain a balanced knowledge of China's recent development. The main themes are:

- the experiences earned from past achievements and frustrations,
- the goals of modernization under the new leadership,
- the breakthroughs in China's transformation from a backward nation into a modern industrialized socialist state, and
- the trends for future development.

The Curriculum:

- Ideology
- Government and Public Administration, Defence Modernization and International Relations
- Economic Modernization
- Legal System and Social Changes

Directors of Studies: Rebecca L.H. Chiu
Wai-chor So
Owen H.H. Wong

Teaching Staff:

John P. Burns	Reginald Y.W. Kwok
C.H. Chai	N. Lee
Thomas M.H. Chan	Donald J. Lewis
Edward K.Y. Chen	Alfred H.Y. Lin
Joseph Y.S. Cheng	Y.W. Liu
Rebecca L.H. Chiu	Michael Y.L. Luk
Audrey Donnithorne	W.C. So
Leo P. Goodstadt	S.C. Tam
Peter B. Harris	Owen H.H. Wong
Clare Hollingworth	

Guest lecturers and other China specialists will be invited as often as permissible.

Admission requirements :

- Either University graduates or equivalent with related academic background;
- or Executives or professionals with at least three years of relevant experiences;
- or In exceptional cases, outstanding candidates without the above-listed qualifications might be considered for admission after an interview.

Enrolment is limited to 25 persons.

Duration & Time : Thursdays, 7.30–10.00 p.m. from October 15, 1987 to June 23, 1988.

Award of certificate : Students will be awarded a Certificate provided that

1. they pass the final examination,
2. they attend at least 80% of the meetings scheduled, and
3. they complete all the course assignments.

Final Examination will be held on June 30, 1988, Thursday, 6.30–9.30 p.m.

Application : Application for admission to the course should be made on a special form, available at the Department of Extra-Mural Studies; or by post through written request made to the Department with a self-addressed stamped envelope. Completed application forms should be accompanied by

1. copies of relevant certificates or diplomas,
2. a crossed cheque of HK\$1,650 in favour of the University of Hong Kong (cheques from applicants who are not admitted will be refunded), and if possible
3. letter of recommendation from employers or academic personnel

and should reach Dr. R. Chiu, Department of Extra-Mural Studies, University of Hong Kong, not later than September 16, 1987.

522. Hong Kong: the Government and Politics of 1997. John D. Young, Ph.D. (California), Head, Department of History, Hong Kong Baptist College. *Wednesdays, 6.15–7.45 p.m., starting September 30, 1987. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.* **Fee: \$100**

This course is designed for Hong Kong residents who are concerned about the future of Hong Kong before and after 1997.

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. Green Paper on Political Reform.

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 22.

523. 中國現代化的先驅：經濟特區 (Pioneers of China's Modernization: The Special Economic Zones)

主 講 人：趙麗霞博士。

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：一九八七年十一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：一百四十元。（共七講）。

作為中國現代化的先驅，四個經濟特區的成敗是引人注目的。究竟這幾年來，特區有否發揮扇面窗口的作用？它們是否一直倚賴國家「輸血」？它們又面臨甚麼困難？本課程嘗試從特區（特別是深圳特區）的策略目的，規劃，經濟進度及社會轉變來探討特區對中國現代化的意義，貢獻及潛力。

524. 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：香港大學校本部大樓142室。

時 間：一九八七年十月十五日起每星期四下午六時十五分至七時四十五分。

全期學費：一百八十五元。（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。

課程內容分為五部份：（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）。

525. 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. (Lond.)。

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：一九八七年十月六日起每星期二下午七時四十五分至九時十五分。

全期學費：一百八十五元。（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。

526. 「基本法」與香港法制 (The Basic Law and Hong Kong's Legal Polity)

主 講 人：何俊仁律師，LL.B., P.C.L.L. (H.K.)。

地 點：香港大學校本部大樓142室。

時 間：一九八七年十月十五日起每星期四下午八時至九時卅分。

全期學費：一百六十五元。（共八講）。

本課程將會從法律及政制方面分析香港特別行政區「基本法」的結構及內容，並探討整個「基本法」制定的過程。

課程特別強調：（一）基本法與中國憲法將來的關係；（二）基本法及中英協議；（三）基本法與現行香港法律；（四）基本法及人權問題；（五）基本法及香港現時的法制。

選修本課程人士，不需要特別法律知識，歡迎專業人士、教師、行政人員報名參加。（限收三十五人）。

527. 香港政制發展—前景、方向與可能演變 (Development of Hong Kong's Political System)

主 講 人：曾燕玲小姐（基督教協進會與服務處律師），

繆熾宏先生（理工學院輔導課程兼任講師、立法局民選議員私人助理）。

地 點：香港大學厲樹雄科學館101室。

時 間：一九八七年十月二日起每星期五下午六時卅分至八時。

全期學費：一百五十五元。（共八講）。

本課程主要是介紹在八七年五月所出版的代議政制檢討綠皮書，而基本法有關本港未來政制改革亦快將知悉。身為本港市民一份子，實有責任去了解本港政制

發展的由來、方向、局限，中英港在這改革中所扮演之角色。並且，在同年十一月左右，政府亦會決定未來代議政制白皮書。在這個爭論中，我們需了解社會各階層人士的看法，例如一些不同專業團體、意識型態等組別的看法。

最後，會就本港政制發展的原則與實際政治考慮作出比較。由於爲了學員討論氣氛，本課程限收人數爲二十五人，並特別歡迎社會工作者、中學教師及其他有興趣人士參加。

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 194.**

Psychology

Staff Tutor : Mrs. Y.L. Cheng, Telephone 5-8592790

528. Career Choices and Life Patterns for Adolescent Girls. Rosann Santora Kao, Ph.D. (N.Y.U.) and others. *Tuesdays, 5.45-7.15 p.m., starting October 6, 1987. Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$200**

In generations past there was a clear life-time role pattern for Hong Kong women: to marry, bear children, care for a family, and maintain harmony in the household. If a woman was employed outside the home, her job was considered an income source and an additional responsibility. Today new life-time role patterns are emerging. Greater number of women work outside the home and the work itself may offer a new sense of personal identity. To some extent personal goals mesh with career goals for young women. Nevertheless, many young women find that in addition to work outside the home, they also want the social and emotional comforts that have been traditionally associated with close family ties.

This course shall examine the traditional and emerging life-time role patterns for women. Because there are more choices for today's young women concerning the ways in which formal education, employment, marriage, and motherhood may be combined or separated in particular life stages, girls now seek more help in planning their lives. The lectures, class discussions and readings for this course should be useful to all those who work directly with adolescent girls e.g. teachers, school administrators, counsellors, group workers, nurses and health educators, and parents. Those who want a fuller appreciation of the contemporary roles of women in the family and in society are welcome.

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 22, 1987.*)

529. Dreams, Myths, and the Human Journey: The Psychology of C.G. Jung. Martin Bowles, B.A. (Swansea), Ph.D. (Cardiff). *Mondays, 7.45-9.15 p.m., starting September 28, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$160**

The course will introduce the work of Jung. As a psychologist, Jung is increasingly receiving world wide attention for his analysis of the psyche and its relevance to the understanding of contemporary social and political problems. Attention will be paid to the following topics: the role of the unconscious; the importance of dreams in providing wider human experience; the typological differences which exist between people; the creation of myth and meaning; and the life process as a changing human endeavour.

530. An Appreciation of Psychology. Shiu Ling-po, B.Soc.Sc. (H.K.). *Fridays, 6.30-8.00 p.m., starting October 9, 1987. Room 208, Run Run Shaw Building, University of Hong Kong. 10 meetings.* **Fee: \$185**

This course is designed for those who are interested in knowing what Psychology is and how psychologists attempt to accomplish the task of understanding human behaviour. It is divided into two parts. The first part focuses on the approaches and methods in Psychology. Although scientific considerations are emphasized, participants are encouraged to evaluate psychological theories and methods in relation to their own experience. Special topics such as eyewitness testimony, language and reading are included in the second part. It is intended to let the participants appreciate how psychological knowledge can be applied in daily life.

To facilitate learning, a variety of class activities, e.g. experiments, demonstrations and individual exercises will be introduced.

531. A Workshop on Mobilising Internal Resources and Self Efficacy for Female Executives. Ms. Beatrice K.M. Hung, B.Soc.Sc., M.Phil. (H.K.), Demonstrator in Behavioural Science, University of Hong Kong and Peter W.H. Lee, M.Soc.Sc. (H.K.), Lecturer in Clinical Psychology, University of Hong Kong. *Saturdays, 2.30-6.00 p.m., October 3 & 10, 1987. Studio, General Counselling Service, "Woodside", University of Hong Kong.* **Fee: \$200**

The rising level of educational and professional competence of females in Hong Kong is reflected in females taking up increasingly demanding and respectable work positions. While taking pride in their proven and recognised competence, females are at the same time bound by more restrictive domestic, familial, and social obligations. Higher risks for maladaptation and general physical and emotional malaise can be generated as opportunities, resources, and support for resolving frustrations are more limited in the case of the successful female executive compared with her male counterpart. This workshop therefore aims to increase internal resources in female executives as a means of handling frustrations, resolving conflicts, setting priorities, and increasing self efficacy. The importance of purposeful management of emotions, behaviour and thought patterns will be stressed throughout. Participants will be led at their own pace to cultivate a greater insight into self-imposed blockades, and to increase their skills in stress resolution towards a healthier, and more gratifying living.

The medium of instruction is Cantonese. Enrolment is limited to 30. (This course is offered in conjunction with the Resource Studies Institute.)

532. Personal Development of Contemporary Women. Rosann Santora Kao, Ph.D. (N.Y.U.). *Thursdays, 10.00 a.m.-12 noon, starting October 22, 1987. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$165**

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.

533. Personal Development for Young Women. Rosann Santora Kao, Ph.D. (N.Y.U.), and others. *Saturdays, 2.00-4.00 p.m., starting November 7, 1987. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings. Fee: \$165*

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.*

534. 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 November 21, 1987. Audio-visual Room, Wah Yan College, 56 Waterloo Road, Kowloon. 5 meetings. Fee: \$240*

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.

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

主 講 人：黃世強碩士。

地 點：香港大學校外課程部市區中心21室(信德中心西翼九樓)。

時 間：一九八七年九月卅日起每星期三下午六時至七時三十分。

全期學費：一百八十元。(共十二講)。

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

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

536. 現象心理學 (Phenomenological Psychology)

主 講 人：徐允傑先生。

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：一九八七年十月九日起每星期五下午七時四十五分至九時四十五分。

全期學費：二百六十元。（共十講）。

現象學是本世紀歐陸哲學主要派別之一，其治學方法及概念影響範圍甚廣，包括文學、藝術、社會學及心理學等。本課程將探討現象學如何影響近代心理學發展成爲一心理學運動，我們將介紹現象心理學的基本知識，並討論了解現象心理學應有的態度、條件、限制及困難。

本課程主要分三部份，內容包括：（一）現象學的基本知識：本部份將介紹現象學的歷史背景及一些代表人物的基本哲學概念（如胡塞爾、海德格、馬利龐蒂等）及其對心理學發展的影響。（二）現象學，精神病及心理治療：本部份將討論現象學如何幫助我們了解精神病、心理診斷及心理治療，並探討受海德格哲學所影響的“存有”分析學派（Daseinanalysis）。（三）現象學與研究心理學方法論：本部份集中討論心理學傳統研究方法論的問題，並探討如何以現象學的概念及方法爲心理學研究開出一條新進路。

本課程適合一般有哲學，心理學，社會科學或社工基礎訓練的人士參加。

537. 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28室（信德中心西翼九樓）。

時 間：一九八七年九月十八日起每星期五下午六時至七時卅分。

全期學費：一百五十元。（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，須於九月七日前報名）。

538. 引導兒童學習語文 (Chinese Language Experiences for Young Children)

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：一九八七年十一月十三日起每星期五下午六時至七時三十分。

全期學費：一百二十元。（共六講）。

近年來社會人士十分關注本港學生的語文水平，事實上語文的學習，有賴良好的根基。本課程的目的是探索如何引導三歲至八歲的兒童去學習語文，培養他們的語文基礎，歡迎家長及教師參加，並提出實例研討。

課程內容包括：（一）語文概論：語言和文字的相互關係；語文的學習進程。（二）語言教學：語言能力和認知能力的發展；教材、教具和教法。（三）文字教學：甲）讀——讀前準備，字詞句章的學習，閱讀的興趣和習慣；乙）寫——寫前準備，書寫技巧，寫作練習。（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教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於十一月二日前報名）。

539. 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：一九八七年九月廿九日起每星期二下午七時三十分至九時十五分。

全期學費：二百五十元。（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。

Science & Mathematics

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

540. A Short Course on Human Development. Y. H. Cheng, M.Sc. (Lond.); B. Hung, B.Sc., M.Phil. (H.K.); P. W. H. Lee, B.Soc.Sc., M.Soc.Sc. (H.K.) and A. Yu, M.B.,B.S. (H.K.), M.R.C.O.G. (Lond.). *Tuesdays, 6.30-8.30 p.m., starting October 6, 1987. Lower Lecture Theatre, Li Shu Fan Building, Sassoon Road, Hong Kong. 10 meetings.* **Fee: \$300**

During the life of man, there are enormous changes in the individual's appearance and behaviour, in his thoughts and in his capacity to relate to others. Some of these changes are physical in origin, others are psychologically based. This course will give an introductory account of the process of human development in the form of stages—conception, infancy, childhood, adolescence, adulthood, mid-age and ageing. The biological and psychological changes at these various stages will be discussed. The topics of birth control and sex education also form part of the course. Teachers of Human Biology in secondary schools should find this course particularly useful. Time will be reserved during each session for questions and discussion. *Enrolment is limited to 40.*

Fee Refund: on being accepted for this course, teachers of Biology will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 29, 1987.*)

541. An Introduction to Mental Health. B. Hung, B.Soc.Sc., M.Phil. (H.K.) and P. Leung, M.Soc.Sc. (H.K.). *Thursdays, 5.30-7.30 p.m., starting October 1, 1987. Lower Lecture Theatre, Li Shu Fan Building, Sassoon Road, Hong Kong. 6 meetings.* **Fee: \$300**

Teachers of Human Biology in secondary schools should find this course particularly useful in that it provides an introduction to the various topics relating to mental health which form part of the HKCEE Human Biology syllabus (Section V). Topics to be discussed include: the general concepts of mental health; nature of neurosis, psychosis and personality disorders; emotional adjustment; prevention of mental disorders; treatment of mental illness; psychotherapy and use of drugs in modulating mental activities; services for the maintenance of community health with special references to care of the young, old, mentally and physically handicapped. Time will be reserved for questions and discussion.

Enrolment is limited to 40.

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: September 24, 1987.*)

542. Selected Topics in Biomedical Electronics. F. Chan, B.Sc. (Eng.) (H.K.), M.Sc. (Aberdeen), C.Eng., M.I.E.R.E., M.H.K.I.E., M.I.E.E.E.; H. S. Chiu, B.Sc. (Strathclyde); L. S. Cornish, B.Sc. (Eng.) (Lond.), M.Phil. (H.K.), C.Eng., M.I.E.E., M.B.E.S., Sen.M.I.E.E.E., M.H.K.I.E.; D. Leung, B.Sc., Ph.D., C.Eng., M.I.E.E., M.I.E.R.E., M.H.K.I.E., M.B.I.M. and K. F. Poon, M.Sc. (Eng.), D.M.S. (H.K.), C.Eng., M.I.E.R.E., M.B.I.M., M.H.K.I.E. *Thursdays, 6.30-8.00 p.m., starting September 24, 1987. Room 141, University Main Building. 12 meetings.* **Fee: \$280**

The aim of this course is to provide electronics engineering personnel with some background in biomedical electronics. Topics to be discussed include: medical instrumentation; biomedical safety; clinical laboratory equipment; medical laser; renal dialysis; physiotherapy; ultrasound in medicine and phototherapy.

Enrolment is limited to 40. Closing date for applications: September 19, 1987.

543. 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G4室。

時 間：一九八七年十月五日起每星期一下午六時十五分至七時四十五分。

全期學費：一百八十元。 (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。

544. 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23室 (信德中心西翼九樓) 。

時 間：一九八七年十月二日起每星期五下午六時三十分至八時。

全期學費：一百元。 (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士選修。

63. 兩種常見的腦病：中風及癲癇 (Stroke and Epilepsy)

主 講 人：胡健維醫生（香港大學醫學院內科系講師）。

地 點：香港大學厲樹雄科學館104室。

時 間：一九八七年十月七日起每星期三下午八時至九時三十分。

全期學費：八十元。（共四講）。

本課程就有關中風及癲癇的各種醫學上問題，作出一個深入淺出的介紹。課程內容包括：疾病的成因；症狀；診斷；治療；護理及預防的方法等。本課程適合醫護人員，病者家屬及對腦部健康有興趣的人士參加。

545. 天文學入門 (Introduction to Astronomy)

主 講 人：李偉才先生，B. Sc. (H.K.)、黃衍藩先生。

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：一九八七年九月廿八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。（共八講）。

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

鑑於自香港太空館於六年多前成立以來，香港市民對天上的日、月、星辰漸感興趣，本課程藉此向愛好天文學的人士提供一個較系統性的系列專題講座。

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

546. 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LG 2室。

時 間：一九八七年十月二日起每星期五下午八時十五分至九時四十五分。

全期學費：二百一十元。（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）。

547. 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：一九八七年十月五日起每星期一下午六時十分至七時五十分。

全期學費：一百九十元。（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。

548. 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. *Fridays, 8.00–9.30 p.m., starting September 25, 1987. Room 722, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$300**

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: September 18, 1987.*

549. Ordinary Differential Equations. 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. *Wednesdays, 7.00–9.00 p.m., starting September 30, 1987. Middle Lecture Theatre, Li Shu Fan Building, Sassoon Road, Hong Kong. 12 meetings.* **Fee: \$380**

This course is part of a series on calculus-related topics which are useful or necessary in the appreciation of the modern quantitative world of engineering, science and social sciences. The forthcoming courses of this series may include partial differential equations, complex variable, Fourier Series, special functions, numerical methods, optimization and approximation.

Topics to be discussed in this course are: linear equations; first and second order equations; series solution and special function methods; transform methods;

boundary value problems and Green's function methods; systems of equations; non-linear equations; autonomous systems and phase plane; stability and Liapunov's method; limit cycles; and perturbation methods. Participants are expected to have a working knowledge of calculus. Lectures will be conducted in English and supplemented with Cantonese.

Closing date for applications: September 23, 1987.

550. Elementary Statistics I: Probabilities. C.K. Liu, B.Sc., M.Phil. (C.N.A.A.), M.I.S., F.S.S., A.F.I.M.A. *Saturdays, 2.30-5.00 p.m., starting September 26, 1987. Room 722, Knowles Building, University of Hong Kong. 7 meetings. Fee: \$300*

This course is designed to give an introduction of the basic concepts of probabilities and their applications. It is suitable for researchers in science, social science and business. Candidates preparing for various professional examinations should also find this course relevant to their studies. Topics to be discussed include: permutation and combination; probabilities and probability distributions; different types of distributions including the binomial, Poisson, hypergeometric, negative binomial, normal, exponential, gamma, beta, Student's t- and chi-square; mathematical expectation; conditional and marginal distributions; moment generating function, probability generating function and their properties. Participants with a knowledge of elementary calculus are preferred. Lectures will be conducted in English and supplemented with Cantonese.

Closing date for applications: September 19, 1987.

551. Elementary Statistics II: Methods. C.K. Liu, B.Sc., M.Phil. (C.N.A.A.), M.I.S., F.S.S., A.F.I.M.A. *Saturdays, 2.30-5.00 p.m., starting December 5, 1987. Room 722, Knowles Building, University of Hong Kong. 7 meetings. Fee: \$300*

This course is a continuation of Elementary Statistics I and the topics to be discussed include: types of data; presentation of data; frequency distribution, histogram, frequency polygon; measure of central tendency—mean, mode, median; measure of dispersion—range, variance; sampling distribution; point and interval estimation; hypothesis testing and linear regression. Participants with a background of the concepts of probabilities are preferred. Lectures will be conducted in English and supplemented with Cantonese.

Closing date for applications: November 28, 1987.

552. Applied Mathematics for Management Science and Economics. U. von Hehn, Dr.rer.nat. (Tübingen, W. Germany). *Thursdays, 7.15-9.15 p.m., starting October 1, 1987. Room 101, Runme Shaw Building, University of Hong Kong. 10 meetings. Fee: \$300*

This course takes into account that many students with an interest in Management Science, Business Administration or Economics may not be familiar with many of the basic mathematical techniques which are essential as a tool in appreciating the subject. The purpose of this course is twofold. First, it offers a

brief but intensive review of the fundamental mathematical techniques which form a solid basis needed in other relevant courses such as statistics. Second, it will provide the students with a feel of how and when basic mathematical methods can be applied to economic issues and how mathematical formulae and graphs can be interpreted in an economic context. Thus emphasis will be put not only on the mere training of mathematical techniques, but also on the ability to analyse a given world problem in mathematical terms, to find a solution of the mathematical problem, to interpret and to present this solution in terms of the real world problem. Topics to be discussed include: real numbers and their calculation techniques; intervals; absolute values; charts and graphs; linear equation; inequalities; quadratic equations; exponents and radicals; linear models; quadratic models; polynomial and rational function; exponential functions; and mathematics of finance including interests, discounts and annuities.

Closing date for applications: September 24, 1987.

553. How to Use and Abuse Statistics. U. von Hehn, Dr.rer.nat. (Tübingen, W. Germany). *Thursdays, 6.30–8.00 p.m., starting January 7, 1988. Room 141, University Main Building. 6 meetings. Fee: \$150*

There is a saying by Disraeli: "There are three kinds of lies: lies, damned lies, and statistics." In everyday life, we very often read and hear about statistics. We believe in statistics but still many think that statistics can be used as a witchcraft tool to prove everything. Averages, relationships, trends and graphs are not always what they seem and there may be more or a good deal less in them than meets the eye. This course offers a non-technical introduction to some basic statistical ideas. It will illustrate the kinds of questions that can be answered using proper statistical methods and how statistical language is often used to sensationalise, confuse, oversimplify and to tell nonsense in a scientific manner. This course is intended for lay people and mathematics will be kept to a minimum.

Enrolment is limited to 30. Closing date for applications: December 31, 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 Tutors: Linda Bauer, Telephone 5-8592780
Daniel H.S. Lee, Telephone 5-8592793

554. 微電腦之操作及教學應用 (Microcomputers for Teachers)

主 講 人：侯傑泰碩士、沃為源先生。

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：一九八七年九月廿八日起每星期一下午六時至九時。

乙班：一九八七年九月廿六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，甲班須於九月十八日前報名，乙班須於九月十六日前報名）。

555. 中文電腦基本概念及倉頡輸入法 (Elementary Chinese Computing & Dragon Input Method)

主 講 人：鄧文榮先生，Dip. Soc. (H.K.), B. Sc. (Winnipeg)。

地 點：香港大學紐魯詩樓230室。

時 間：一九八七年十月三日起每星期六下午二時三十分至四時三十分。

全期學費：三百元。（共十講）。

本課程着重介紹中文電腦之使用及倉頡輸入法。內容包括：（一）中英文電腦之分別；（二）中文電腦發展史；（三）中文電腦輸入法；（四）中文電腦輸出技術；（五）中文電腦操作系統；（六）中文電腦語言；（七）中文電腦軟件；（八）倉頡輸入法。

本課程適合一般電腦從業員或對中文電腦有興趣之人士參加。

556. Microcomputer Programming 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 October 2, 1987. Lectures in Room 209, Run Run Shaw Building, University of Hong Kong, and workshops in Room 136, Knowles Building, University of Hong Kong. 8 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., Oct. 12, 19, 26, Nov. 2, 9, 16, 87.*
- (b) *Tuesdays, 6.30–8.30 p.m., Oct. 13, 20, 27, Nov. 3, 10, 17, 87.*
- (c) *Wednesdays, 6.30–8.30 p.m., Oct. 14, 21, 28, Nov. 4, 11, 18, 87.*
- (d) *Thursdays, 6.30–8.30 p.m., Oct. 15, 22, 29, Nov. 5, 12, 19, 87.*

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

The 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. *Enrolment is limited to 32 students.*

557. Microcomputer Programming 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 December 4, 1987. Lectures in Room 209, Run Run Shaw Building, University of Hong Kong, workshops in Room 136, Knowles Building, University of Hong Kong. 8 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., Dec. 14, 87, Jan. 4, 11, 18, 25, Feb. 1, 88.*
- (b) *Tuesdays, 6.30–8.30 p.m., Dec. 15, 87, Jan. 5, 12, 19, 26, Feb. 2, 88.*
- (c) *Wednesdays, 6.30–8.30 p.m., Dec. 16, 87, Jan. 6, 13, 20, 27, Feb. 3, 88.*
- (d) *Thursdays, 6.30–8.30 p.m., Dec. 17, 87, Jan. 7, 14, 21, 28, Feb. 4, 88.*

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. *Enrolment is limited to 32 students.*

558. Basic Principles of Computer Systems. S.Y. Leung, B.Sc., M.Phil. (H.K.), M.B.C.S., Computer Officer, University of Hong Kong; K.H. Leung, B.C.S. (Windsor), M.B.C.S., Computer Officer, University of Hong Kong and M.Y. Ng, B.Sc. (La Trobe), Assistant Computer Officer, University of Hong Kong.

Mondays, 6.30–8.45 p.m., starting October 12, 1987. Room 104, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings. **Fee: \$340**

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

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

559. Basic Principles of Computer Systems. S.Y. Leung, B.Sc., M.Phil. (H.K.), M.B.C.S., Computer Officer, University of Hong Kong; K.H. Leung, B.C.S. (Windsor), M.B.C.S., Computer Officer, University of Hong Kong and M.Y. Ng, B.Sc. (La Trobe), Assistant Computer Officer, University of Hong Kong. *Thursdays, 7.00–9.15 p.m., starting October 15, 1987. Room 206, Runme Shaw Building, University of Hong Kong. 12 meetings.* **Fee: \$340**

See entry for Course No. 558, but please note that all discussions will be conducted in Cantonese. Enrolment is limited to 30.

560. Basic Principles of Computer Systems. S.Y. Leung, B.Sc., M.Phil. (H.K.), M.B.C.S., Computer Officer, University of Hong Kong; K.H. Leung, B.C.S. (Windsor), M.B.C.S., Computer Officer, University of Hong Kong and M.Y. Ng, B.Sc. (La Trobe), Assistant Computer Officer, University of Hong Kong. *Fridays, 6.30–8.45 p.m., starting October 16, 1987. Room 230, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$340**

See entry for Course No. 558, but please note that all discussions will be conducted in Cantonese.

561. Introduction to Data Processing. C.W. Liu, B.Sc. (H.K.). *Thursdays, 6.30–8.30 p.m., starting October 1, 1987. Room 230, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$320**

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

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

Relevant case studies or examples will be introduced.

562. Principles of Computer Hardware. C.W. Liu, B.Sc. (H.K.). *Mondays, 6.30-8.45 p.m., starting September 28, 1987. Room 103, University Main Building. 12 meetings.* **Fee: \$380**

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

563. Basic System Design and Analysis Techniques. P.S. Luk, B.S.E.E. (U.C.B.), Systems Engineer. *Mondays, Wednesdays and Fridays, 7.00-9.00 p.m., starting September 28, 1987. Lectures on Mondays in Room LG2, Hui Oi Chow Science Building, University of Hong Kong, on Wednesdays and Fridays, Room 223, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$400**

This course is a basic training tool that covers various aspects of a systems analyst's job. It is intended to assist the application analysts in learning the basic principles of analysis and design. It will also help the beginning analysts to decide how to proceed into the "what's, how's and why's" involved in test plans, documents of understanding, testing, tracking mechanisms, etc.

564. Introduction to Microprocessor Architecture and Assembly Language Programming. Goodwin Yuen, B.Sc. (Elect. Eng.) (Queens, Ontario), Engineering Manager, Technicom Ltd. *Mondays and Thursdays 8.00-9.30 p.m., starting September 28, 1987. Monday lectures in Room G3, James Hsioung Lee Science Building, University of Hong Kong, and Thursday lectures in Room 223, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$480**

This course provides the basic principles of microprocessor architecture and serves as a good preliminary course for those who are interested in interfacing techniques and microprocessor control. Topics include Boolean algebra, logic gates, CPU, memory, PIO, assembly language and introduction to interfacing. Applicants are expected to have some basic knowledge of electronics and computers.

565. Digital Computer Organisation, Design and Engineering. Lai Chee-yan, B.Sc. (H.K.), Cert.Ed., M.Sc. (Tech.) (Manc.), M.I.E.E.E., M.B.C.S. *Wednesdays, 7.00-9.00 p.m., starting October 14, 1987. Room 230, Knowles Building, University of Hong Kong. 25 meetings.* **Fee: \$520**

This course follows part of the syllabus of the British Computer Society Examinations, and will be of special help to those who are already working in the computer field, or intend to sit for professional examinations. Topics include: Logic: Gates, combinational logic techniques and minimization methods; A/D and D/A conversion; system technology: information theory, error correcting codes, memory management, ROM; interrupt; interfacing; real-time, time-sharing, on-line and multiprocessing systems; peripheral technology: computer communications, V.D.U., data-transmissions, satellite communications, multiple-access techniques, earth-station and computer architecture, security problems, simulation, minicomputers.

Minimum Entry Qualifications : applicants should have some basic knowledge of electronics and computers and preferably have completed an introductory course in computer programming and fundamental computer principles, for example, the Extra-Mural course entitled "Basic Principles of Computer Systems", and/or "Fundamentals of Computer Systems and Data Processing". In addition, applicants should have passes in Physics, Mathematics and English in the Hong Kong Certificate of Education Examination or equivalent.

Enrolment is limited to 40 persons. Applicants must enclose photostat copies of appropriate certificates along with their application forms.

566. Business and Personal Applications of Microcomputer. Leo S.M. Mak, B.Sc. (H.K.), Dip.M.S. (H.K.). *Lectures on Mondays, 6.30-8.30 p.m., October 19, 26, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Lectures + workshops on Fridays, 6.30-9.30 p.m., November 6, 13, 20, 1987. The Computer Room, Methodist Centre, 22 Hennessy Road, Hong Kong. 7 lecture meetings and 3 workshop meetings.* **Fee: \$350**

This course introduces an integrated set of utility programmes (Symphony) 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 communications, examples of typical business applications, hand-on exercise and speculations for advanced applications. This course is offered in collaboration with the Hong Kong Methodist Centre.

Enrolment is limited to 24 persons.

567. Business and Personal Applications of Microcomputer. Leo S.M. Mak, B.Sc. (H.K.), Dip.M.S. (H.K.). *Lectures on Mondays, 6.30-8.30 p.m., November 23, 30, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Lectures + workshops on Fridays, 6.30-9.30 p.m., December 4, 11,*

18, 1987. *The Computer Room, Methodist Centre, 22 Hennessy Road, Hong Kong.*
7 lecture meetings and 3 workshop meetings. **Fee: \$350**

See entry for Course No. 566. Enrolment is limited to 24 persons.

568. Computers As An Administrative Tool. David P.L. Chow, B.B.A. (Pace), Manager, Finance & E.D.P., Rockwell International Ltd. *Lectures on Mondays, 6.30–7.30 p.m., starting November 9, 1987. Room 230, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$200**

This course is designed for those engaged in the management field, who are not computer specialists, but need or wish to supervise computer functions. Topics will include common computer problems and their solutions; computers as an aid to personnel organization and strategic planning. Case studies will be an important element of discussion. This course may be conducted in Cantonese, but a basic understanding of English is necessary for the computer terminology. Demonstrations will be given where appropriate.

569. How to Computerise General Accounting Systems. David P. L. Chow, B.B.A. (Pace), Manager, Finance & E.D.P., Rockwell International Ltd. *Lectures on Mondays, 8.00–9.00 p.m., starting November 9, 1987. Room 230, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$220**

This course is aimed at those interested in designing computerised accounting system. Topics will include the designing of files, reports and data base administration. Some prior programming experience and knowledge of the file concept will be desirable.

Although this course may be conducted in Cantonese, computer terminologies will be given in English. Demonstrations will be given where appropriate.

Course No. 570 leads to the award of University Certificate. It has clearly defined entry requirements and applicants are advised to read the description carefully before applying. Special application forms are available on request from the Department. Applicants must enclose certified photostat copies of the appropriate certificates along with their application forms. Applicants should note that they are not allowed to attend any other course or sit any other examination during the year.

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

570. University Certificate Course in Software Engineering. 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 in Electrical and Electronics Engineering, University of Hong Kong. *Tuesdays 7.15–9.30 p.m., starting October 6, 1987. Room 209, Run Run Shaw Building, University of Hong Kong. 30 lecture meetings and 10 tutorial/presentation meetings.* **Fee: \$2,000**

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 industry.

Syllabus : Software engineering methodologies. Software life cycle. Computer software organization. Software design techniques. Design representation. Design and coding standards. Structured Programming. Qualitative measures. Program complexity; program testing; software development systems. Engineering management. Software planning. Requirement analysis. Software development cycle. Software test/acceptance. Software production and support. Software documentation. Software configuration management.

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 provided 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 : September 21, 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.

Certificate/Advanced Certificate Courses in Digital Computer Programming.

The Department of Extra-Mural Studies will offer the Certificate/Advanced Certificate Courses in Digital Computer Programming in March, 1988. These courses aim to provide a thorough training in computer programming. They will benefit those persons whose duties involve knowledge of programming languages.

Those interested should write to Miss A. Ho, Department of Extra-Mural Studies, University of Hong Kong.

中文電腦證書課程

索取章程及報名表格。請函香港大學校外課程部，何小姐。

Biomedical & Health Science

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

61. Short Course in Geriatric Medicine. Leung Man-fuk, M.B., B.S. (H.K.), M.R.C.P. (UK) (Tutor-in-charge) and Members of Hong Kong Geriatric Society. *Thursdays, 7.45-9.15 p.m., starting October 22, 1987. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$370**

With the rapid increase in elderly population in Hong Kong, there has been much increase in the demand for medical knowledge of the Elderly. The disease nature and the response to treatment of the elderly vary a great deal. The present course will serve to provide a fundamental geriatric knowledge for specialists working in the field of elderly services, especially those involved in the health care of elderlies.

The general aim of the course is to provide the elderly health care workers with an opportunity to study the fundamental concepts of geriatric medicine and practical skills in the care of the elderly in hospitals and community. The course will consist of lectures on the following topics: introduction to Geriatric Medicine, non-specific presentation of illness, nutrition, drug therapy, confusion, dementia, common diseases in elderly such as neurological disorders, stroke, cardiovascular, respiratory and joint diseases, incontinence, falls and accidents, role of day hospitals and social services for elderlies in Hong Kong.

This course, organised in conjunction with the Hong Kong Geriatric Society, is most useful and beneficial to nurses, physiotherapist, occupational therapist, social workers and other medical and health workers involved in the care of the elderly.

571. Current Drug Therapy. Stephen W.C. Tang, B.Sc. Pharm. (Oregon). *Fridays, 6.15-7.45 p.m., starting October 2, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$210**

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.

572. Common Orthopaedic Conditions and Their Management. P.W.L. Hau, M.B., Ch.B. (Liverpool); W.G. Kwok, M.B., B.S. (H.K.), F.R.C.S. (Edin.), F.R.C.S. (Glas.) and H.M. Wong, M.B., B.S. (H.K.), F.R.C.S. (Glas.), F.R.C.S.

(Edin.). *Fridays, 8.00-9.30 p.m., starting October 16, 1987. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.* **Fee: \$160**

Diseases and minor complaints related to the locomotor system are common in Hong Kong. The aim of this course is to introduce a basic knowledge of the commonly encountered clinical problems. The scope will cover current knowledge of fracture treatment, low back pain, various rheumatic diseases, and infections and tumours of bones and soft tissues. The course will be conducted in Cantonese and supplemented with English.

The course is intended for nurses, therapists, prosthetists, para-medical staff and those who are interested in musculo-system.

573. Dialysis and Renal Transplantation. C.P. Ho, M.B.,B.S. (H.K.), M.R.C.P. (U.K.), and Y.T. Chan, M.B.,B.S. (H.K.), F.R.C.S. (Ed.), F.R.A.C.E. *Thursdays, 7.30-9.00 p.m., starting October 15, 1987. Room 121, University Main Building. 6 meetings.* **Fee: \$170**

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

574. Common Skin Diseases and their management. Y.L. Ngai, M.B.,B.S. (H.K.), M.R.C.P. (U.K.), Dip. Derm. (Lond.). *Wednesdays, 8.00-9.30 p.m., starting October 21, 1987. Room 142, University Main Building. 5 meetings.* **Fee: \$160**

Skin diseases are common in Hong Kong. The aim of this course is to introduce the basic knowledge of functional anatomy and the common related clinical problems of skin and their treatment. The scope will cover structure and functions of skin, symptoms and diagnosis of skin diseases. Clinical problems such as eczema and contact dermatitis, hereditary skin disorders, skin infections due to bacteria, fungus, virus and parasites, diseases of skin appendages such as hair and nail will be discussed. Treatment of various skin diseases and side-effects of those drugs will also be included. The course will be conducted in Cantonese and supplemented with English.

This course is intended for nurses, dispensers, pharmacists, other paramedical staff, health care workers and those with interest in dermatology.

575. ADOLESCENCE: Understanding Development and Management of Specific Health Care Problems. Elaine M. Gustafson B.S. (Boston College), M.S. (Yale), Certified Pediatric Nurse Practitioner (U.S.A.). *Wednesdays, 6.30-8.00 p.m., starting October 21, 1987. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 6 meetings.* **Fee: \$170**

The specialty of adolescent medicine has grown and developed in recent years. This has led to a clearer understanding of this unique population and the health

care needs of this age group. This course surveys numerous issues common to adolescents. It offers participants an opportunity to study adolescent development and its implications in handling problems. Numerous health care issues and their management will be discussed. Among the various topics to be included will be: eating disorders, teen pregnancy, depression/suicide, sexually transmitted diseases, including AIDS, orthopedic disorders and others.

This course is intended for nurses, teachers and other individuals who work with adolescents. Others, such as parents and para-professionals, may also find it interesting and beneficial.

576. 兒童的疾病及健康 (Common Diseases and Health Care in Childhood)

主 講 人：香港兒科醫學會會員。

主持導師：李明真醫生（香港大學兒科學系高級講師）。

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17室（信德中心西翼九樓）。

時 間：一九八七年十月十六日起每星期五下午八時至九時三十分。

全期學費：一百九十元。（共九講）。

本課程的目的是幫助各學員認識童年時期的各種傳染病，如麻疹、水痘，腮腺炎，德國麻疹等，以及怎樣正確處理發熱，痙攣，肚瀉，哮喘，跌傷，疝陽氣等等。課程亦包括兒童的正常發展過程及常見的行為問題，及討論體智傷殘兒童的起因。課程由本港八位兒科專家用中文講解，並放幻燈圖片輔助學員瞭解各專題。

本課程適合一般家長、護士、教師、兒童護理工作者及與兒童有密切接觸的各界人士選讀。

577. 婦女與健康護理 (Health Care for Women)

主 講 人：由香港婦產科醫學會會員擔任。

地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）。

時 間：一九八七年十月十五日起每星期四下午六時至七時三十分。

全期學費：一百九十元。（共十講）。

本課程旨在為婦女提供有關她們身體機能之基本認識，對婦女不同年齡應注意之健康問題及各類普通疾病的料理作深入淺出之討論。課程內容包括：婦女生理剖析，青春期及更年期，妊娠前後及母乳哺育，節育與不孕，整容、健美、減肥、受心理影響的疾病，白帶與性病，癌症及其預防，在職婦女問題及吸烟的害處。

578. 人體心血管循環系統的生理與疾病 (Physiology and Disorders of Human Cardiorascular System)

主 講 人：王紀慶醫生，（香港大學醫學院生理系高級講師）。

地 點：香港大學厲樹雄科學館102室。

時 間：一九八七年十月十四日起每星期三下午八時至九時三十分。

全期學費：一百九十元。 (共十講)。

社會愈見進步，生活水準日漸提高，衛生條件也有所改善，但心血管疾病的病發率反而相對的增高了，其中的原因很多。豐富的營養加上體力活動的減少，營養處優引起了脂肪的積聚，煙酒的刺激，精神的負擔都是加速了心血管疾病的成因；心臟突然停止跳動往往是猝死的原因之一。長期的緊張生活往往誘發高血壓引起不同器官的病變以及心肌肥大，最後導致心力衰竭的心臟病等等。本課程主要介紹心血管循環系統的解剖，生理，病理，藥理以及心臟血管疾病方面的知識，由淺入深做一個比較全面的介紹，使參加者對自己的心臟血管循環系統有更進一步的了解。

本課程為大專以上程度，特別對講授生物學的教師，衛生療養與護理方面的工作人員將有更大的幫助，同時也歡迎各階層人士參加。

579. 營養與健康 (Nutrition and Health)

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17室（信德中心西翼九樓）。

時 間：一九八七年十月十三日起每星期二下午六時至七時三十分。

全期學費：一百九十元。 (共十講)。

本課程將從多方面講解營養知識，指導學員了解市面上各種食物與身體健康的關係，以致在物質富庶，講飲講食蔚然成風的香港食得合宜，吃得健康。

課程內容包括：主要食物的營養；嬰兒、幼童、青少年、孕婦、成人及老人的飲食餐膳設計；食物選購及貯存；保持天然營養之烹調法和飲食常見的偏嗜與誤解等問題。

本課程適合一般市民、社工、家長、教師、醫護人員及與營養健康有經常接觸的工作者選讀。

（本課程與楊震社會服務中心合辦）。

580. 小動物之料理 (Caring of Small Animals)

主 講 人：張兆明獸醫，B. Sc. Cert. Ed. (H. K.), B. V. Sc. (Melb.)。

講授語言：粵語（輔以英語）。

地 點：香港大學邵逸夫樓209室。

時 間：一九八七年十月十九日起每星期一下午八時至九時。

全期學費：一百三十元。 (共六講)。

飼養小動物頗為流行。身為小動物的主人應該懂得如何照料牠們。本課程將會介紹基本的小動物料理常識，小動物的常見疾病及其應付和治療方法。

本課程適合一般在工作上常與小動物接觸的人士，家中養有小動物的人仕和對小動物有興趣之各界人士修讀，對負責實驗室小動物料理之工作人員也有幫助。

581. 常用藥物簡介 (Drugs in Common Use)

主 講 人：古永亮，B. Pharm. (Lond), M.P.S; 陳志剛，B. Sc. Pharm. (Liv.), M.P.S.; 李光明，B. Sc. Pharm. (Manc.), M. P. S.。

地 點：香港大學校本部大樓142室。

時 間：一九八七年十月五日起每星期三下午六時四十五分至七時四十五分。

全期學費：一百六十元。（共十講）。

隨着文明的進步，藥物已成為我們生活的一部份；不但在生病時會服藥，就是在日常生活中亦不知不覺地服用了相當數量的藥物，如吸煙、飲酒、喝茶或咖啡等。此外，有些藥物更被大眾所廣用，如止痛丸、胃藥、避孕丸及鎮靜劑等，往往為家中常備。因此我們應具備這些普通藥物的知識，使能適當地應用它們及避免其所引起的副作用。

本課程將扼要地闡述一般常用藥物之作用，副作用，施用方法，及這些藥物在人體內吸收化學變化及排泄等程序。本課程適合任何對藥物有興趣的人士參加。

582. 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.。

講授語言：粵語（輔以英語）。

地 點：香港大學厲樹雄科學館G 4 室。

時 間：一九八七年十月十二日起每星期一下午八時至九時十五分。

全期學費：一百六十元。（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士參加。

62. 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13室（信德中心西翼九樓）。

時 間：一九八七年十月一日起每星期四下午七時十五分至九時十五分。

全期學費：一百九十元。（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。

Certificate courses in Medical Laboratory Science

The Department of Extra-Mural Studies offers a Higher Level course annually and an Ordinary level course every other year for, respectively, technicians and technicians-in-training already employed in medical laboratories. The next intake for the Higher course will probably be in September, 1988 and for the Ordinary-level course in January, 1989: in each case the closing dates for application will be some months earlier. Applicants must be sponsored by their employers. Further details are available on request.

太古城校外課程

- | | |
|---------------|------------------------|
| 323. 廣告設計實用技巧 | 431. 基本普通話 |
| 342. 基本音樂理論 | 432. 基本普通話 |
| 343. 合唱指揮法初學 | 433. 基本普通話 |
| 381. 基本日語 | 456. 高級普通話 |
| 382. 基本日語 | 505. 國畫梅蘭竹菊與蔬果
寫作研習 |
| 383. 基本日語 | 506. 各體書法寫作與集聯
應用研習 |
| 384. 基本日語 | |
| 408. 高級日語 | |
| 430. 基本普通話 | |

Social Work & Sociology

Staff Tutor : Mrs. Y.L. Cheng, Telephone 5-8592790

583. 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 October 7, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$260**

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 applications: September 28, 1987.*)

584. 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 October 7, 1987. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$210**

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 applications: September 28, 1987.*)

585. Introduction to Gestalt Therapy. Kenny Lo Kin Yiu, M.S.W. (Carleton University, Canada), Diploma in Gestalt Therapy (Gestalt Institute of San Francisco). *Fridays, 8.05-9.35 p.m., starting September 25, 1987. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

Fee: \$310

Gestalt therapy was developed by Dr. Fritz Perls and his wife Dr. Laura Perls in the 1940's. It is a psychotherapeutic approach that takes into account the whole individual and is concerned with both mind and body. One of the central themes of Gestalt therapy is awareness. Many people get stuck because they are not aware of their experience in the here-and-now. The paradoxical theory of change is: "change occurs when one becomes aware of what he is, not when he tries to become what he is not." (Beisser, 1970)

This course prepares helping professionals to acquire and develop Gestalt therapy knowledge and skills for their personal and professional growth. It will cover the following topics: roots of Gestalt therapy, awareness continuum, here and now, Gestalt formation cycle, organismic self-regulation, contact functions, contact disturbances, and Gestalt experiment. The format of the class is a combination of didactic presentations, discussions, and demonstrations.

Enrolment is limited to 15.

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 15, 1987.*)

586. 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：一九八七年九月廿一日起每星期一下午六時十五分至八時。

全期學費：二百七十元。（共十二講）。

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，須於九月十一日前報名）。

587. 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：香港大學厲樹雄科學館105室。

時 間：一九八七年九月廿八日起每星期一下午七時五十分至九時二十分。

全期學費：二百五十元。（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，須於九月十八日前報名）。

588. 行為更易法的理論及實踐 (Behaviour Modification: Theoretical Foundation and Practice Skills)

主 講 人：陳穩誠先生（臨床心理學碩士）。

地 點：香港大學厲樹雄科學館G4室。

時 間：一九八七年九月廿三日起每星期三下午六時三十分至九時三十分。

全期學費：三百八十元。（共十三講）。

行為更易法是心理治療其中的一種極為普遍的方法。它可被應用的對象十分廣泛，其中比較常見的有：精神病人，弱智人士，問題兒童等等。

本課程會將整套行為更易法的理論及技術作一有系統的介紹及分析。而課程內容主要包括有行為更易法的理論基礎；行為的觀察，界定及量度；增強行為，減弱行為及製造新行為的步驟；行為更易法的設計及實際應用。除講授外，每一主要內容均輔以個案討論及習作。於課程完結時，每一學員亦需獨立完成一個個人的習作計劃。（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，須於九月十三日前報名）。

589. 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14室（信德中心西翼九樓）。

時 間：一九八七年十月五日起每星期一下午六時至七時三十分。

全期學費：二百八十元。（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，教學技巧及行為處理等等。

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，須於九月廿六日前報名）。

590. 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：一九八七年十月三日起每星期六上午十時至中午十二時。

全期學費：二百一十元。（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為上的轉變。本課程特為教師、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，從而增進技巧。

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，須於九月廿四日前報名）。

591. 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：一九八七年十月五日起每星期一下午六時十五分至七時四十五分。

全期學費：二百一十元。（共十講）。

此課程以分享溝通理論及著重親身體驗為主。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。課程更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，須於九月廿六日前報名）。

592. 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：一九八七年十月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：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，譁疾忌醫的心理，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採訪康復服務，使參加者更深入了解精神病患者的康復。採訪康復服務設施會於一九八七年十二月月上旬舉行，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，須於九月廿三日報名）。

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

主 講 人：黎國雄先生（社會工作者）。

地 點：香港皇后大道西335-339號，崑保商業大廈 4 字樓403-5室（鄰社服務中心）。

時 間：一九八七年十月六日起每星期二下午七時至九時。

全期學費：二百七十元。（共十講）。

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

此課程試圖介紹一些認識自己的方法和人際溝通上的概念，提高學員的自覺性，以預防人際間問題的產生。課程以模擬練習、小組討論、角色扮演、心理測驗、短講及個案研究等形式進行，學員須主動參與，互相分享及交流經驗。內容大致包括自我了解的模式；溝通的原則和技巧；聆聽、自我了解的模式；溝通的原則和技巧；聆聽、自我表白和回應的概念；信任；表達的能力和技巧；合作與競爭；人際間的衝突；工作關係等。（限收廿六人）。

594. 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：香港大學厲樹雄科學館105室。

時 間：一九八七年九月二十八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為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為重要。

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，須於九月十八日前報名）。

595. Certificate in Youth Counselling

With the growing complexity of problems confronting youths in recent years, human service personnel who work closely with young people have become increasingly aware of the need for intensive training in youth counselling. To this end, a course of study in the theory and practice of youth counselling has been developed by the Department of Extra-Mural Studies, University of Hong Kong, in association with the Hong Kong Federation of Youth Groups.

Course Aims and Objectives

The general aim is to provide the concerned human service personnel such as youth workers, teachers and volunteer counsellors with the knowledge, skills and relevant resources needed in youth counselling work. On completion of this course, the students will be able to act as para-counsellors should such roles be required in their direct contacts with youths. It is envisaged that the course will benefit human service personnel from different sectors and thus will help foster the standard of youth service they offer.

Course Content

The course will consist of an integrated presentation of general psychology, developmental psychology, counselling theories, approaches and techniques. Topics to be covered will include: the field of therapeutic psychology and its theoretical foundations, personality theories, abnormal psychology, developmental psychology, adolescent psychology, characteristics and problems of contemporary youth, models/approaches in counselling, the counselling process, the therapeutic relationship, counselling techniques, application of counselling principles to working with youths, and counselling of adolescents in various settings.

Apart from the theoretical inputs, students will participate in self-awareness and sensitivity training workshops. Practicum sessions on skills learning will also be organised. And, at the end of the course, each student will undergo a supervised fieldwork placement at either the Youth Counselling Centre of the Hong Kong Federation of Youth Groups or a social work agency which also renders counselling services to young people.

Assessment and Award

Successful completion will be dependent upon a minimum attendance of 75% of the lectures and full attendance in workshops, practicum sessions, and fieldwork placement. 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

Helios K.C. Lau, B.Soc.Sc., M.Soc.Sc. (Clinical Psychology)—Chief Tutor
Liz L.S. Lau, B.Soc.Sc., M.Soc.Sc.;
Li Sing Fu, B.Soc.Sc., M.Soc.Sc.;
Eddie Shen, B.Soc.Sc., M.Soc.Sc.;
Irene Cheung, B.A., Dip.Soc.St. and
Guest Lecturers

- Course duration* : over 110 contact hours.
- Lectures* : Wednesdays, 6.30–9.30 p.m.,
October–December, 1987,
January–February, 1988.
- Starting date* : October 14, 1987.
- Meeting Place* : Room 14, Extra-Mural Town Centre,
Shun Tak Centre, 9/F., West Tower.
- Workshops* : (A) Sensitivity Training I (December, 1987)
(B) Sensitivity Training II (March, 1988)
Residential workshops to be held on weekends,
i.e. 2 days 1 evening
- Practicum Sessions* : March–May, 1988.
- Placement* : May–July, 1988.
- Written Examination* : July, 1988.
- Course Fee* : **HK\$1,600** (Residential workshop camp fees not included).

Admission Requirements

Applications will be considered from interested persons who are above 21 years of age with post-secondary education and preferably with some experience in working directly with young people. Selection tests and interviews will be required. A maximum of 24 students will be admitted to the course.

*For enquiries and for special enrolment forms, phone Miss H. Chan at 5-8592790.
Closing Date for Applications: September 12, 1987.*

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 2, 1987.*)

596. 勞工服務理論與技巧 (Labour Service: Theories and Skills)

主 講 人：梁祖彬先生（社會工作講師）、梁寶林先生（勞工組織幹事）、郭凱儀女士（成人教育碩士）、莫泰基先生（社會工作講師）及客座講師等。

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：一九八七年十月二日起每星期五下午七時五十分至九時五十分。

全期學費：二百一十元。（共十講）。

本課程將針對本港現時勞工發展情況，嘗試透過外國勞工組織經驗的介紹，及勞工工作技巧的分享和社會科學知識的應用，與參加者共同探討一些勞工服務理論及技巧。本課程特色是鼓勵講者與參加者共同探討研習、主動提問題、搜集資料、深入分析、交流經驗、揣摩技巧。

內容包括：國際及本港勞工法例、現代工會運動 工業管理方式、工會管理方法及會員維繫、香港青年工友特色、程序設計、帶領小組技巧、演講技巧、溝通技巧、組織技巧、談判技巧、勞資糾紛處理方法、社會工作者角色與勞工服務發展等。

本課程適合工會幹事或基層組織者、勞工工作者及社會工作者等參加。除課堂研討外，參加者須參予行業資料搜集、程序設計、分組研習及角色扮演等。申請者須註明所屬機構或工會。（限收二十五人）。

截止報名日期：一九八七年九月二十三日。

（本課程由香港社會工作者總工會贊助）。

597. 認識及服務老人 (Understanding and Serving the Elderly)

主 講 人：黎永亮先生。

地 點：香港大學厲樹雄科學館105室。

時 間：一九八七年九月三十日起每星期三下午七時十五分至八時四十五分。

全期學費：二百三十元。（共十二講）。

本課程適合對老人工作有興趣或任職於老人宿舍或老人中心之人仕參加。課程目的是希望使學員對一般老人心理與社交方面有概括的認識及掌握與老人相處及溝通之基本技巧。課程內容包括：（一）老人之生理及心理特徵；（二）老人期社交方面之變化；（三）老人期生活之各種適應問題；（四）一般與老人相處及溝通技巧；（五）老人專題探討：老人自殺，老人之性需要及香港之老人服務。上課形式除講授外，並設小組討論、專題研習及影音教材示範等。

598. 現代青年黑幫動態 (Modern Triad Gang Dynamics)

主 講 人：盧鐵榮先生。（犯罪學及社工碩士，前外展社會工作者）。

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：一九八七年十月五日起每星期一下午七時四十五分至九時四十五分。

全期學費：二百三十元。（共八講）。

青少年犯罪率不斷上昇，問題日益嚴重，有關當局申稱青少年犯罪與黑社會無關，只是一些零散的幫團，平日在球場、屋邨、快餐店等地方聚集，犯一些輕微罪案。但實際上問題是否就是這樣簡單？青少年幫團與黑社會關係又是怎樣呢？

本課程主要為青少年及兒童工作者、教師、義工、感化工作者及有興趣研究青少年問題者而設；以犯罪學理論為基礎，並以講者於香港數個公共屋邨及地區所進行的研究來配合；其目的在探討本地青年黑幫的結構及次文化，內容深入淺出，並避免艱澀的學究詞論，提高參加者興趣以作深入了解。

內容包括傳統黑社會簡介，香港黑幫的組成、結構、成員及領袖，幫內的規則及控制方式，黑幫的團結力及次文化，邊緣青年類別，黑幫與學校及外展社會工作的關係、政府的反黑政策等。

599. 青少年中心社工之行政技巧 (Administration Skills for Social Workers of Children and Youth Centres)

主 講 人：李德仁（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15室（信德中心西翼九樓）。

時 間：一九八七年十月二日起每星期五下午八時至九時三十分。

全期學費：二百三十元。（共十二講）。

此課程特為任職於青少年中心之社會工作人員而設，旨在使他們能掌握實用之行政技巧，以應付日常工作。課程內容包括：（一）管理檢討；（二）新意念之創造、組織；（三）應用微型電腦處理資訊；（四）服務策略設計與程序策劃；（五）社會服務之市場技巧；（六）改變上司，如何與同事合作；（七）時間運用；（八）督導與考績；（九）領導、鼓勵及發展同工；（十）成功地主持及參與會議；（十一）財政預算速成；（十二）簡明服務評估。上課形式除短講外，並有小組討論，個案剖析及模擬練習等。適合青少年中心前線督導人員、主任、助理主任、或有興趣社會服務行政工作之人士參加。（限收二十五人）。

600. 社會工作與社會研究 (Social Work and Social Research)

主 講 人：梁達光先生（社會工作碩士）及江任燕瓊女士（社會工作碩士）。

地 點：香港大學邵逸夫樓206室。

時 間：一九八七年十月五日起每星期一下午七時五十分至九時三十五分。

全期學費：二百七十元。（共十二講）。

各類型的社會研究已愈來愈受到社會工作者及有關方面之重視。本課程旨在介紹社會研究之基本原理和方法，及其與社會工作的關係。內容包括從事社會研究時所應具備的理論與實際技巧，如何確立問題與概念建立假設、選取研究之設計、收集資料、分析資料及撰寫研究報告等。課程除講授外，並有小組討論，個案分析及實例探討等；適合社會工作者、義務工作人員及對社會研究有興趣人士參加。

601. 運用「認知行為更易法」認識及幫助過度活躍兒童 (Understanding and Helping Hyperactive Children Through the Cognitive Behavioural Approach)

主 講 人：杜志昌先生（教育心理學碩士）。

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：一九八七年十月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：一百六十元。（共八講）。

「過度活躍型」兒童（Hyperactive Children）是不少教師和家長們的剋星。他們在課室表現精神分散、坐立不安、騷擾他人，或在家裏難於完成功課。認識及有效地幫助這類兒童已成為教師及家長們的迫切需求。

本課程旨在使學員們學習有系統地運用「認知行為更易法」去了解及訓練

「過度活躍型」兒童。內容包括：緒論、問題描述、成因、診斷及矯治訓練。課程以粵語講授並輔以英語，形式包括短講、小組討論、個案研究、角色扮演等。適合教師、社會工作者、特殊教育人士、家長等參加。

602. 醫療心理學及以病者為中心之護理方法——文憑課程 (Certificate Course in Medical Psychology and Patient-oriented Approaches in Nursing Care)

課程統籌及主講：李永浩先生（香港大學精神治療學系臨床心理學講師）、
洪傑美女士（香港大學社會醫學系行為科學導師）。

客座講師：梁永亮先生、余若星醫生等。

地點：香港大學厲樹雄科學館G5室。

上課時間：一九八七年十月二日起至一九八八年六月底每星期五下午六時三十分至九時三十分。

研習時間：學員可選擇參加甲組或乙組。（報名時請註明甲組或乙組）。

甲組：一九八七年十月二十四日，十二月十二日，一九八八年一月九日，二月二十七日及五月七日共五個星期六上午九時至下午五時。

乙組：一九八七年十月二十五日，十二月十三日，一九八八年一月十日，二月二十八日及五月八日共五個星期日上午九時至下午五時。

講授語言：粵語（輔以英語）。

全期學費：一千七百元。

結業文憑：課程結束後，學員若能符合下列條件，則可得本部頒發之文憑：
（一）出席率超過百分之八十五；（二）經評核合格，評核將包括：（甲）個人論文／小組習作（佔百分之三十）；（乙）指定題目之文章（佔百分之三十）；（丙）期終考試（佔百分之四十，於一九八八年六月二十四日舉行）。

截止報名日期：一九八七年九月十九日。

前言：研究不斷指出，一個人的心理狀況對身體健康有極大的影響。因此在護理病人時，要達到最佳之效果，全面性之身心關注實至為重要。

現今之醫療護理，偏重於身體之照料，而心理及身心之相互影響，常被忽略；單靠先進之儀器是不足夠的，護理人員必須掌握了解病人及與病人溝通之技巧。

另一方面，對病人之心理照顧，實為一專門學問。了解個別病者對其疾病之反應，需從其生理，心理及環境三方面入手。真正全面的

護理絕不能忽視任何一方面。由於每個病人有不同的背景及需要，因此護理人員對於病者的心理及不同疾病對他們的影響，一定要有基本的認識。

課程目標：本着以上的宗旨，本課程為護士及其他醫療護理人員而設，希望學員能夠：（一）增加認識心理，社會及環境因素對疾病之產生及過程之影響；（二）增加對不同類別之病者之心理需要的認識；（三）更加有效地全面護理病人因生病或住院所引起的恐懼，焦慮及不安；（四）更加明白自己的動機、信念、偏見、弱點及特長，使到在護理病人時，能夠得到更大的功效及滿足；（五）通過以上的得益，使到負責行政工作的學員，能夠令到下屬在照顧病人時，得到更大的功效及滿足。

課程內容：（甲）實習部份（六十一小時）：（一）模擬及研習（四十小時）：（a）自我認識；（b）與病者之溝通；（c）痛楚之處理；（d）垂死及死亡之護理；（二）個人論文／小組習作（廿一小時）：（a）導修；（b）研討。（乙）講授部份（八十七小時）：（一）基本心理學（廿一小時）：認識種種心理現象及行為的關係；（二）心理，疾病與健康（三十小時）：明白心理對健康之影響，生病，住院及治療所引起的心理反應，護理人員與病者的關係等等；（三）生病的兒童（九小時）：了解兒童對於生病的概念，住院及治療所引起的驚惶及恐慌，護理方法等等；（四）婦女病人（九小時）：認識疾病及治療對婦女的影響，懷孕，生產及有關問題；（五）精神病人（九小時）：認識心理健康的概念，精神病之常見病例及處理方法；（六）年老病人（九小時）：年老病者對身心轉變之適應，對老弱之臨床護理治療法。

備註：凡去年曾申請本課程而未被取錄者，今年可再嘗試，並在填寫表格時註明去年曾報名。

（本課程由 The Resource Studies Institute 贊助）。

603. Communication Skills for Nurses. Richard Fielding, Ph.D., Dip.Clin.Psych., Debra Nestel, B.A., R.N. and Sunshine Chan, S.R.N. *Full day workshop from 9.00 a.m. to 6.00 p.m. at the Room 403-5, Neighbourhood Service Centre, Kenbo Commercial Building, 335-339, Queen's Road West, Hong Kong on September 27, 1987. Lectures on Thursdays, 7.00-9.00 p.m., starting October 1, 1987 at Room 734, Knowles Building, University of Hong Kong. Residential workshop from 9.00 a.m. November 7, 1987 to 6.30 p.m. November 8, 1987 at the University Kadoorie Agricultural Research Centre (Shek Kong). 2 workshops and 5 lecture meetings.* **Fee: \$500**

The importance of communication skills for nurses is becoming increasingly apparent. Research has shown that skills in communicating with patients are not acquired simply by experience but instead tend to deteriorate following professional

training. Many nurses have not been taught basic techniques of communication and their effect on patient satisfaction.

This course is designed for nurses who wish to increase their knowledge and skills in the area of communication. It will cover the following topics: verbal and non-verbal communication, initial interviews, listening skills and techniques for encouraging communication, giving reassurance and support, exposition techniques, dealing with emotions, and inter-professional and intraprofessional communication. Emphasis will be placed upon dealing with dying patients. Video feedbacks and role-playing techniques will be extensively used and all participants will be expected to contribute. Though the language of instruction will be English, Cantonese may be used for many of the role playing sessions.

The course begins with one full day meeting of eight hours on Sunday, September 27. This is followed by five consecutive meetings of two hours each held on Thursday evenings. A residential weekend workshop on November 7-8, 1987 completes the course. Applicants must be able to ensure full commitment at these stated times.

Preference will be given to nurses who hold a Certificate in Nursing Behavioural Sciences or who have completed a similar nursing-oriented psychology or sociology course. Nurses with good knowledge of the process of perception and memory will also be considered. Successful applicants will be informed about the detail arrangement of the residential workshop as soon as selection is completed.

Enrolment is limited to 25. Closing date for applications: September 20, 1987.

604. 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 October 5, 1987. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$190**

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.

605. A-Level Sociology. Augustus K. Yeung, B.A., Dip.Ed., M.A. (Toronto). *Saturdays, 10.00 a.m.-12.30 p.m., starting October 3, 1987. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$390**

The main objectives of this course are: (a) to present sociology as a perspective for understanding social phenomena and human behaviour in group life, (b) to acquire a comparative knowledge and understanding of particular concrete societies, including Chinese societies, and (c) to develop the students' abilities in sociological argumentation, logical thinking and the use of evidence. Students will be introduced to sociological concepts and theories with reference to concrete examples.

This foundation course in sociology is specially designed to facilitate private candidates who will be sitting for the Hong Kong Advanced Level Examination and/or G.C.E. Those sitting for "Introductory Sociology" in external degree examinations will also find this course, together with a planned extension course in the Spring Term, useful.

606. 專題研習：如何與精神分裂症患者溝通 (Workshop on Communicating with Schizophrenic Patients)

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14室（信德中心西翼九樓）。

時 間：一九八八年三月十二日下午二時半至五時。

全期學費：四十元。

對 象：社會工作者，與精神病復康工作有關的工作人員，例如社會工作者、護士、舍監。

內 容：溝通在與精神分裂症患者建立人際關係及協助他們重返社會的過程中佔有很重要地位。在研習班中藉着講解、習作、角色扮演等，參加者可以學習與精神分裂症患者溝通的有效途徑，包括了解他們的特質、心態、需要及與他們說話的技巧等。

參加辦法：有興趣者請填妥報名表格，註明本身職業，職位及服務機構，親到本部或郵寄報名。（限收三十人）。

（本課程由新生精神康復會贊助）。

免費公開講座

（一）「精神病患者自殺的預防」

主 講 人：精神科醫生、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：一九八八年一月三十日下午三時至五時。

對 象：精神病患者的家人和親友，輔導員、社會工作者、義工、及有興趣人士。

內 容：導致精神病患者自殺的成因，如何及早發現有自殺傾向的精神病患者及輔導的技巧。

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：社會工作者、精神科醫生／講師、職業治療師。

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：一九八八年一月十六日下午三時至五時。

對 象：精神病患者的家人和親友及有興趣人士。

內 容：精神病患者的家人所面對的負擔與壓力，家人在處理因精神病患而引起的問題的處理方法及有何改善之處？在康復中如何建立一個健康的家庭環境或氣氛？服務方面有何改善或加強之處？

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)。

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 194 頁 。

Housing Management

Staff Tutors : L.H. Rebecca Chiu, Telephone 5-8592786
Mrs. Y.L. Cheng, Telephone 5-8592790

Certificate in Housing Management.

The aim is to provide a local qualification in Housing Management for people already working in the field. The course is intended to provide a firm grounding in the theory and practice of housing management.

The course runs over three academic years. Year I and Year II prepare candidates for the Part I and Part II Examinations and Year III for the Final Examination.

A Certificate in Housing Management, issued by the Department of Extra Mural Studies, University of Hong Kong, will be awarded to a candidate on passing the Final Examination and on producing evidence of having had at least three years' approved experience in housing management work.

Applicants must be sponsored by their employers as some of the lectures are held during office hours.

Further details are available on request. Applications for 1987/88 must be submitted before November 30, 1987.

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”.

1988 Spring Extra Mural Prospectus

The next issue of the Extra Mural Prospectus will be available early in January 1988. 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 January 1988, 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".

一九八八年春季校外課程手冊

本部將於一九八八年一月初印發一九八八年春季校外課程手冊。有意索取者請填妥下列表格，並附郵票一元二角，逕寄「香港人學校外課程部主任」。信封請註明「春季手冊」字樣。

Please send me a copy of the 1988 Spring Prospectus. A \$1.20 postal stamp has been enclosed.

請惠寄一九八八年春季校外課程手冊乙本。內附一元二角郵票一個。

Name 姓名

Full Postal

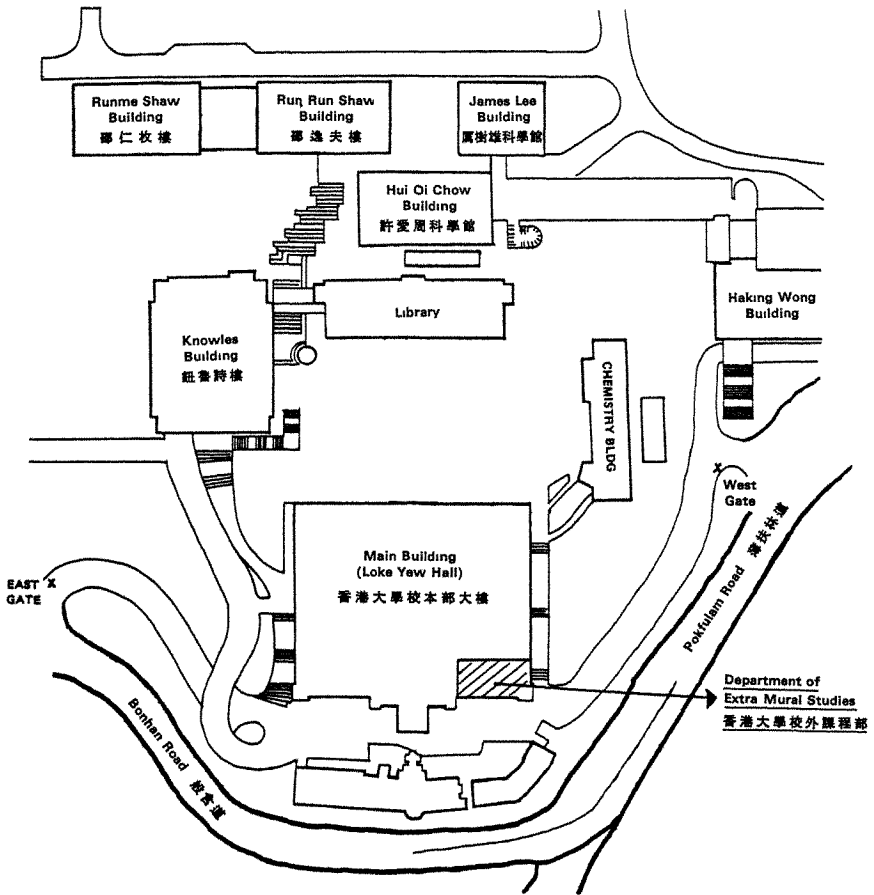
Address 地址

(1988 P)

附註：請於一九八七年十二月一日以前寄回上列表格。

Note: Please return the above coupon before December 1, 1987.

UNIVERSITY OF HONG KONG GENERAL LAYOUT





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香港大學校外課程手冊

一九八七至八八年度

PROSPECTUS 1987-88



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