

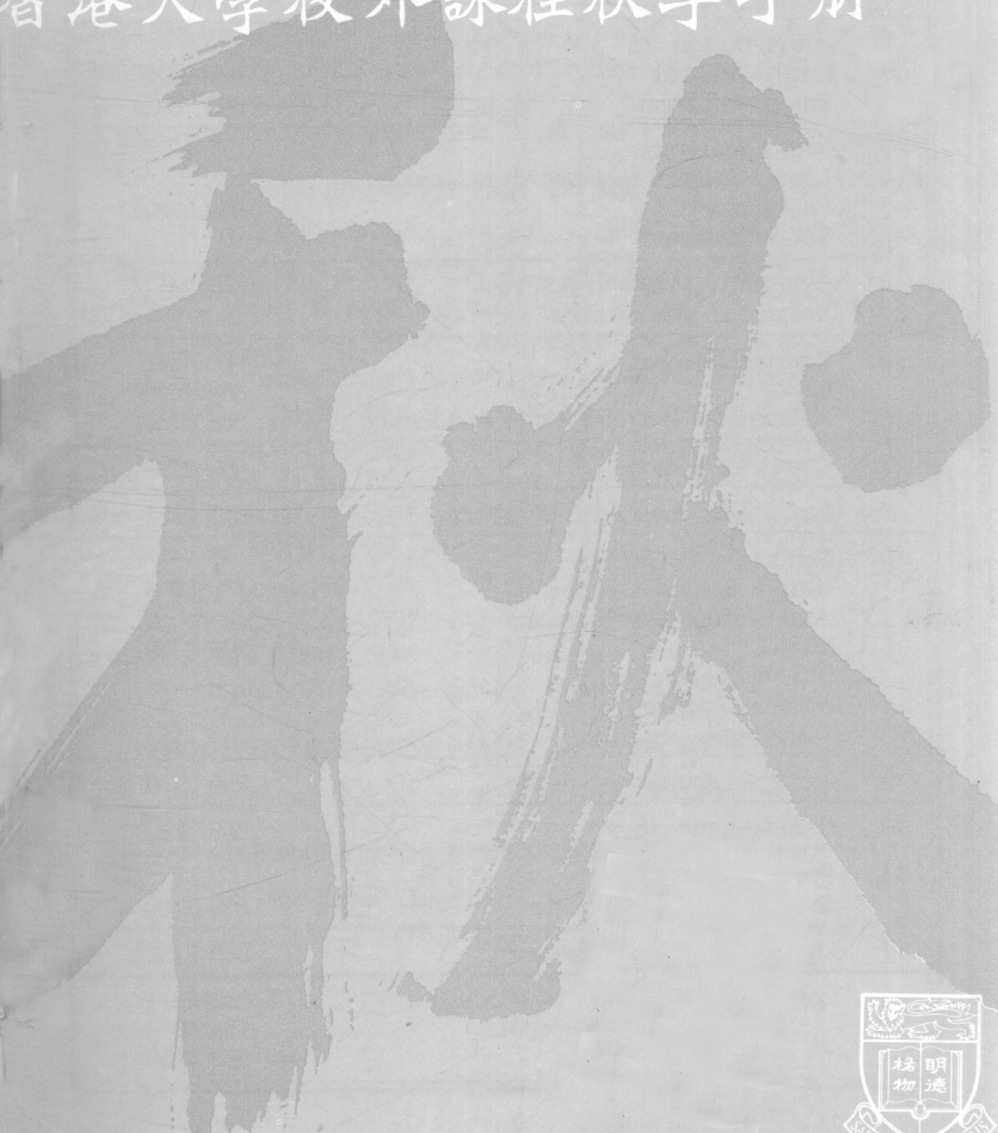
AUTUMN COURSES

1990

University of Hong Kong
Extra-Mural Studies



香港大學校外課程秋季手冊



ENQUIRY TELEPHONES**詢問電話**

General Enquiries: 859 2791, 859 2786, 859 2787 and
547 2225 (Fax: 559 7528)

- | | | |
|-----|---|---|
| 1. | Adult Education & Training Education & INSTEP Courses Engineering Librarianship Management Studies | 859 2791 859 2785 |
| 2. | Art & Design English Studies European Languages | 547 2225 (Fax: 559 7545) |
| 3. | Arts Administration Labour Studies & Industrial Relations Philosophy Sports Sciences | 859 2787 |
| 4. | Biomedical & Health Science Science & Mathematics | 859 2417 |
| 5. | Business Studies Law Professional Programmes in Accounting | 858 4565 858 4606 (Fax: 858 4750) |
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| 9. | Medical Laboratory Science | 859 2789 |
| 10. | Oriental Languages | 859 2792 |
| 11. | Psychology Social Work & Sociology | 859 2790 |
| 12. | Urban & Housing Studies | 859 2786 |
| | London University: External Student Registration | 858 4611 858 4515 (Fax: 858 4750) |

Staff List

DIRECTOR 系主任

Professor Lee Ngok 李鏗教授 , *M.A., Dip.Ed (H.K.), Ph.D. (Lond.)*

SENIOR STAFF TUTORS 高級專任講師

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

Wilson W. S. Ng 吳偉成 , *M.Sc., Dip. Applied Microbiol. (Strath.),
Ph.D. (H.K.), C.Biol., M.I. Biol.*

Owen H H Wong 黃康顯 , *M.A. (H.K.), Ph.D. (Cantab.), F.I.L.*

STAFF TUTORS 專任講師

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

F. T. Chan 陳訓廷 , *B.Sc., M.Phil., M.B.A. (H.K.), M.B.C.S., M.H.K.C.S.*

Mrs Y L Cheng 鄭鍾幼齡 , *B.Soc.Sc. (H.K.), M.Phil. (C.U.H.K.)*

L H. Rebecca Chiu 趙麗霞 , *B.A. (N.S.W.), Ph.D. (A.N.U.)*

K Y. Fong 方光怡 , *B.B.A., M.B.A. (Simon Fraser)*

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John A. K. Holford, *B.A. (Oxon.), M.Sc. (Surrey), Ph.D. (Edin.)*

W. B. Howarth, *LL.B., LL.M. (Manc.), Barrister-at-Law (Gray's Inn)*

Sarah S. C. Hui 許少珍 , *B.Tech., Ph.D. (Bradford), C.Biol., M.I.Biol.*

Daniel H. S. Lee 李康善 , *B.Sc., Ph.D. (H.K.), C.Chem., M.R.S.C., F.A.C.B.*

Martha Lesser, *B.S. (N.Y.U.), H.K.A.G., C.A.A., A.C.C.*

S M. Ma 馬兆明 , *B.B.A. (C.U.H.K.), M.B.A. (Br.Col.), C.P.A. (U.S.)*

Jennifer G. H. Ng 黃玉虹 , *B.A. (Simon Fraser), M.Soc.Sc., P.C.Ed. (H.K.)*

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

PROGRAMME DEVELOPMENT OFFICER 課程設計主任

P. G. Bradshaw, *B.A. (Bristol), M.Sc., Ph.D. (Southampton)*

VISITING SENIOR LECTURERS 客座高級講師

Eric Kvan, *Cand.theol. (Copenhagen)*

David H. Y. Lam 林孝仁 , *B.A. (Macalester), C.A., C.M.A., F.H.K.S.A.*

DEMONSTRATORS 導師

Ms Renee P. L. Chan 陳碧蓮 , *B.F.A. (Long Beach)*
Miss P. J. Hung 洪琬姿 , *B.Sc. (Lond.), M.Sc. (Leeds)*
Miss S. A. Richards, *F.I.M.L.S. (Lond.)*

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Sheila S. L. Yam 任瑞玲 (*Secretary*)

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 class will be held:
 - (a) on any public holidays.
 - (b) if a storm warning signal No. 8 or above is hoisted. (Nor will any class, or other activity, be held on the day on which a No. 8 signal is lowered.)
 - (c) during the following holiday period: December 22, 1990 to January 1, 1991 (Christmas and New Year) and February 13-19, 1991 inclusive (Lunar New Year).
4. Fees are not refundable, except in the event of a course being over-subscribed or cancelled.
5. Fees and places allocated in courses are not transferable.
6. A Statement of Attendance or transcript 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.
7. 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. Application forms (one for each course) should be sent together with the appropriate fee either in the form of a crossed cheque or money order (one for each course) made payable to UNIVERSITY OF HONG KONG. All forms should be sent to the Director of Extra Mural Studies, University of Hong Kong.
2. To ensure that a class can take place, the Department would appreciate early application.
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) 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: 9.30 a.m. to 5.45 p.m., Saturdays: 9.30 a.m. to 12.30 p.m.).
Telephone: 547 2225.
 - (ii) Department of Extra Mural Studies, University of Hong Kong, University Main Building, G/F., Pokfulam Road, Hong Kong.
(Weekdays: 9.30 a.m. to 1 p.m., 2 to 5 p.m., Saturdays: 9.30 a.m. to 12 noon). Tel: 859 2791 or 859 2786 or 859 2787.

入 學 須 知

- (1) 除個別課程（例如專業訓練）有特定的入學資格外，本部所有課程一律公開。任何人士只需年滿十八歲，便可申請入學，至於有關課程的特定入學資格，請參閱課程簡介。
- (2) 校外課程部主任有絕對權力去決定是否接受任何入學的申請。
- (3) 本部將在下列期間暫停授課：
 - 甲：本港所有公眾假期。
 - 乙：天文台懸掛八號或以上風球。而無論該風球已否於較早時除下，當日一切課程與活動均全部取消。
 - 丙：聖誕節與新年假期：一九九零年十二月二十二日至一九九一年一月一日。
 - 丁：農曆新年假期：一九九一年二月十三日至十九日
- (4) 除課程已額滿或被取消外，一切已繳學費，概不退還。
- (5) 一經取錄，學費及學額不得轉讓他人。
- (6) 如非特別註明，所有用中文刊登的課程都以粵語講授。
- (7) 學員可於課程完結後的兩年內向本部申請頒發聽講證書或結業證書。申請人須先繳交手續費十元，並附上貼足郵票的回郵信封，否則概不受理。
- (8) 於必要時，本部有權就原定主講人、上課地點和時間作出更改。

報 名 手 續

- (1) 請先填妥報名表格然後連同劃線支票或銀行本票（每項課程請用報名表和支票各一張），郵寄「香港大學校外課程部主任」收。劃線支票請書明支附「香港大學」。
- (2) 報名表格可隨時向本部索取。請儘早報名，以便課程能如期舉行。
- (3) 本部只在課程被取消、改期或申請人未獲取錄等情況下才會個別通知申請人。申請如獲接受，本部不另行通知，申請人可依照章程所列的時間和地點上課。
- (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市區中心
香港干諾道中二百號信德中心西翼②字樓。（由②字樓商場電梯上）。
電話：547 2225。
（星期一至五：上午九時三十分至下午五時四十五分。
星期六：上午九時三十分至下午十二時三十分）。
 - 乙：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：859 2791或859 2786或859 2787。
（星期一至五：上午九時三十分至下午一時，下午二時至五時。
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NEW REGISTRATIONS FOR ALL LONDON UNIVERSITY PROGRAMMES WILL BE DEALT WITH BY THE EXTRA-MURAL STUDIES DEPARTMENT OF THE UNIVERSITY OF HONG KONG

- (1) Application forms and prospectus are available from

Extral Mural Town Centre,
Suite 1504-5, Shun Tak Centre,
West Tower, 15/F
200 Connaught Road Central,
Hong Kong
(Tel No 858 4515)

Registration Time Monday—Friday 9 30 a m — 12 00 noon
1 00 p m — 4 30 p m
Saturday 9 30 a m — 12 00 noon

All Correspondence must be marked *London University Applications*

- (2) A London University Open Day will be held on September 1, 1990 10 00 a m — 4 00 p m in the Extra Mural Town Centre Sam Crooks, Head of the External Division of London University, together with his admissions staff will be available to answer questions on programmes and admission procedures Staff Tutors from the EMS Department will introduce preparation courses for the London external programmes No applications and registrations will be processed on this day
- (3) **Diploma in Economics** (Course No 341 see p 86) Special registration procedures apply Students cannot be registered for the London University programme until they have enrolled on the course provided by the Extra Mural Department
- (4) Students who wish to take their examinations in 1991 must submit their London University registration application forms by *September 17, 1990* and complete their registrations by *November 30, 1990*

FEE REFUNDS FOR TEACHERS:

For a number of courses in this prospectus, teachers will be sent a fee refund application form on being accepted for the course. This applies to all teachers in Government, aided, and private schools. Where a refund is applicable, this is indicated beneath the course description. The amount of the fee refund (which may vary from course to course) is also indicated. The form should be forwarded to the Director of Education, together with the course fee receipt. Please note that where you wish to apply for a fee refund, you must enrol at the Extra-Mural Department at least 10 days before the course commences.

申請教育署退還學費手續：

本課程手冊內有一些課程是優待教師的。無論是政府、資助、私立學校教師選修這些課程，均可向教育署申請退還部分或全部學費，凡此類課程以及退還學費之多少，都在課程簡介後註明。請於接獲本部發出之申請表後，連同學費收據，逕向教育署申請。如欲申請教育署退費者，須於開課十天前向本部報名。

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PRIOR ENROLMENT IS ESSENTIAL

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

報名從速

報名人數是本部得悉外界對本部課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本部課程者從速報名。

In order to receive the next issue of this Prospectus, please turn to page 285.

如欲收到下期課程手冊，
請翻閱第 285 頁。

Adult Education and Training

Staff Tutor: John Holford, Telephone 859 2785/859 2415

71. Helping Adults Learn: A Workshop for Teachers, Trainers, and Facilitators.

John Holford, B.A. (Oxon), M.Sc. (Surrey), Ph.D. (Edin.) & Rita Kwok, B.S.W., B.A. (McMaster), M.Ed. (Toronto). *Mondays, 8.00–9.30 p.m., starting October 8, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$250**

Many people today need to know how to teach adults effectively. The skills involved are of value in business, government and public sector training, as well as in educational institutions. This course is designed for people who have recently started to teach adults and for those who are about to do so.

Few people are able to devote their whole time to the teaching of adults—yet teaching adults effectively requires particular skills and approaches. This course will enable participants to examine: how adults learn; how to assess the learning needs of adult students; how to plan a programme of learning; preparing course activities; using various teaching methods; encouraging participative learning; evaluating learning and teaching. Guidance will also be given in the effective use of audio/visual aids in teaching adults.

The course will use activity-based methods, and course members will practise preparing and teaching a unit of learning. *Enrolment is limited to 18.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x.

72. Staff Development Programmes: Design and Implementation.

John Holford, B.A. (Oxon.), M.Sc. (Surrey), Ph.D. (Edin.), and Rita Kwok, B.S.W., B.A. (McMaster), M.Ed. (Toronto). *Wednesdays, 8.00–9.30 p.m., starting October 17, 1990. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$385**

Staff development is an increasingly important element in management and organisational development in commerce as well as in non-profit-making organisations. Staff development programmes require the application of adult learning principles in design, implementation and evaluation, as well as knowledge of the relationship of staff development to organisational needs and development.

This course aims at developing course members' knowledge of, and ability

to apply, key concepts. Students should be prepared to take an active role in the learning process, including critically examining their own practices and role in staff development, and sharing their experience with other course members *Enrolment is limited to 20.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x.

73. The Bases of Psychology of Learning.

K. K. Wong, B.Ed., M.Ed., LCP, Adv.Dip.Ed., MACE, MIED, MID (Aust.), AMIProdE, Senior Lecturer, Hong Kong Polytechnic. *Fridays, 6.00–7.30 p.m., starting November 2, 1990. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$300**

The central aim of this course is to introduce course participants to key ideas in psychology which are relevant to daily teaching. Attempts will be made to combine principles and practice, to outline some important contributions of psychology to the theory of learning and to examine some of the techniques of formal instruction. The course will cover topics such as theories of the behaviouristic family and the Gestalt-field family, concept formation, retention and transfer, problem-solving and creativity, motivation, and human intelligence.

The course is suitable for adult educators, training officers and instructors and school teachers. Candidates preparing for the Licentiate Diploma Examination of the College of Preceptors, UK will also find the course useful. *Enrolment is limited to 30.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x.

74. Preparing Individualised and Student-Centred Learning Materials.

K. K. Wong, B.Ed., M.Ed., LCP, Adv.Dip.Ed., MACE, MIED, MID (Aust.), AMIProdE, Senior Lecturer, Hong Kong Polytechnic. *Wednesdays, 7.45–9.45 p.m., starting September 19, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.* **Fee: \$230**

The change from a 'teacher-centred approach' to 'student-centred learning' has becoming popular in teaching and learning. This change allows an individual to learn each content area or skill in a different way, at different pace and by experience. The success of 'student-centred learning' largely depends on properly prepared learning materials. This course aims to cover some basic principles of the planning, preparation, writing, presentation, and production of print materials for student-centred learning.

The course is designed for adult educators, training officers and instructors, as well as school teachers. *Enrolment is limited to 30.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x.

75. Introduction to Mastery Learning.

K. K. Wong, B.Ed., M.Ed., LCP, Adv.Dip.Ed., MACE, MIED, MID (Aust.), AMIProdE, Senior Lecturer, Hong Kong Polytechnic. *Fridays, 6.00–7.30 p.m., starting September 21, 1990. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 4 meetings.* **Fee: \$140**

This course aims to introduce the basic idea of mastery learning. Advocates of mastery learning argue with evidence that 90% of students can learn to a level of complexity that only 5% to 10% of the students taught traditionally achieve. To explore this learning method, this course will cover such topics as Bloom's major hypotheses, the mastery learning model, constraints on applying the mastery learning model, and possible solutions to these constraints.

The course is designed for adult educators, training officers and instructors, as well as school teachers. *Enrolment is limited to 30.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x.

76. Simulation Games: A Workshop for Facilitators.

Rita Kwok, B.S.W., B.A. (McMaster), M.Ed. (Toronto), (Co-author of "Getting to Know the Society you Live in" – A book on the experiential activities approach in Civic Education). *Saturday, 10.00 a.m. – 5.00 p.m., (include lunch break of 90 minutes) on November 17, 1990. Room 207, Run Run Shaw Building, University of Hong Kong.* **Fee: \$95**

Simulation games are widely used in the dissemination of Civic educational programmes in voluntary organisations in Hong Kong. The learning approach is a combination of Activity and Insightful learning. The "game" is an attempt to simulate a social system, with its full arrays of roles, rules and regulations, and the interplay of forces within and outside the environment of the system. Participants proceed through the different stages of an experiential learning cycle. Facilitators need to know about the nature, design and limitation of using such an approach. Competence in game facilitation skills is essential.

This workshop will provide newcomers with an opportunity to explore the nature and relevance of this approach to their own areas of service. First, participants will be involved in a simulation game. The second part of the

workshop will focus on the discussion of the basic concepts and the demonstration of skills involved, such as debriefing, sharing, syntheses of the experiences, and consolidation of learning

Participants must attend the entire workshop in order to benefit from the experience *Enrolment is limited to 35.*

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.

報 名 從 速

報名人數是本部得悉外界對本部課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本部課程者從速報名。

如 欲 收 到 下 期 課 程 手
冊 ， 請 翻 閱 第 285. 頁 。

Art & Design

Staff Tutor: Martha Lesser, Telephone 547 2225

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

Fine Arts 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

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

藝術工作室課程

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。為了使學員能夠全面地從課程中受益，學員必須利用課外時間從事練習實踐。在報名前學員應該對此先作考慮。

除特別註明外，學員必須自備與課程有關之材料。詳情將會在課程第一講闡述。

81. Life Drawing/Life Energy: Art Through Body Consciousness.

Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 6.00—8.00 p.m., starting September 18, 1990. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$660**

That "life drawing" is *live* drawing forms the basis of this course. Using basic drawing materials such as charcoal, ink, wash, and crayon, emphasis is placed on exploration, discovery, and understanding students' own body energy, weight, pulls, etc. and applying this knowledge emphatically in drawing models' poses. The result for most students is a "Live" quality in Life Drawing beyond traditional graphic representation. This concept is further applied to other drawing subjects through weekly homework assignments. *Students should note that towards the second half of the course it may be advantageous to meet for "double sessions", i.e.; 6—10 p.m. and should plan their schedules accordingly.*

82. Developing a Theme in Art.

Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 8.00—10.00 p.m., starting September 18, 1990. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.* **Fee: \$230**

Often there are "special" subjects or projects students wish to develop. Being "special" students can become hesitant to approach and begin 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 with methods of "opening up" and "entering into" a new phase of one's work, discovering and discerning what direction that work will take, 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 are essential.

83. Basic Watercolour Painting.

Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Mondays, 8.00—10.00 p.m., starting September 17, 1990. Studio 25, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$495**

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

84. Life Drawing Workshop.

Rosalind Gordon, Co-ordinator, B.A. (N.Y.), M.S. (Indiana). *Tuesdays, 6.00—9.00 p.m., starting December 11, 1990. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$520**

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.*

85. Paper Making Workshop.

Chung Tai-fu, B.A. (C.U.H.K.), M.F.A. (Tokyo). *Saturdays, 2.30—5.30 p.m., starting October 20, 1990. Pokfulam Studio, 144 Pokfulam Road. (The first meeting, October 20, will be held in Room 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.) 6 meetings.* **Fee: \$540**

Historically paper was one of the great inventions of China, and this marvel quickly spread to the rest of the world. Western artists have long considered fine papers as a unique and fascinating medium for their personal expression, and in recent years this has come to include *paper itself* as an object. In this basic workshop students will be introduced to paper-making techniques, including paper casting, embossing, dyeing, and others, in a simple way so they will be able to continue to work at home with a minimum of equipment. In addition, students will have an opportunity to examine varieties of hand-made papers from around the world, and to view a video of the "Hand Made Paper Symposium" held in Kyoto in 1983.

Most tools and materials for the course will be supplied, the cost of these is included in the fee. Enrolment is limited to 15 students.

86. Certificate Course in the Basics of Art Conservation and Restoration.

Fridays, 6.45—9.45 p.m., starting September 21, 1990. Room 239, University Main Building, University of Hong Kong. 30 meetings, plus 6 Saturday field trips 2.30—5.00 p.m., (October 6, November 3, December 1, 1990, March 9, April 13, May 11, 1991), and 1 independent research project.

Fee: \$2,870

Tutors: Barbara Reeve, Co-ordinator, B.A. (Bryn Mawr), B.Sc.(Lond), I.I.C.

Poala Dindo, C.C.I.

Rosemary McDonald, Dip.Ptg. (A.S.T.C. Sydney), Dip.Hon. Bookbinding (Guildford).

Diana Collins, I.I.C.

and other specialists

Whether you are a major collector of Art and Artifacts, involved in Museum work, or just starting out with a sincere interest and a few modest possessions, *what you have is important to you*. Hong Kong's climate can be particularly harsh on collections. Things get broken, and there is the general deterioration and change which simply comes with time and use. How can you protect and, if necessary, restore that which you value?

Designed as an introduction and practical overview to art conservation and restoration, this Certificate Course will provide students with a grounding in basic conservation and restoration skills including an appreciation of the

chemical, physical, and metamorphic nature of a variety of art objects and artifacts.

While not meant as a full professional qualification in the field, this programme will provide the participants with sufficient practical experience and theoretical knowledge to enable them to establish and maintain basic museum conservation and restoration standards for art work in their care.

Instruction will be supervised practical work, demonstrations, and lectures.

Just a few of the many topics to be included are: environment and the object; books and paper; Oriental and Western paintings; ceramics; glass; wood; textiles; metals; framing and display of objects; and mixed-media.

While there are no formal entry requirements for this extensive Certificate Course, a love of art and objects, and a reasonable level of dexterity skills would be an advantage. The Certificate will be awarded upon satisfactory completion of all course work including projects, examinations (both written and practical), and an Independent Restoration/Conservation Project to be completed before September 1991.

Participants will have the opportunity to work with both objects provided, and things from their own collections. Many of the basic materials for the course will be provided, and the cost of these is included in the fee.

To ensure individual guidance and supervision, *enrolment is strictly limited to 18.*

87. 基本素描 (Basic Freehand Drawing)

主 講 人：陳偉邦先生 B.F.A. (Indiana), M.F.A. (Temple)

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：一九九〇年九月十七日起每星期一下午六時至八時

全期學費：五百元 （包括模特兒費） （共十二講）

本課程為初學人士而設。導師會為學員介紹基本美學概念和視覺元素，如明暗、線及空間的處理，利用混合媒介如木炭、毛筆、白臘、拼貼等作基本練習及實驗。課程包括幻燈片講座、課堂練習及作業評講等，學期中將有一或兩次展覽參觀活動於星期日或公眾假期舉行。學員須於課外時間做習作。

88. 現代素描 (Contemporary Sketching)

主 講 人：童路先生 B.A. (Pacific Southern)

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：一九九〇年九月十七日起每星期一下午八時至十時

全期學費：四百七十五元 （共十二講）

香港的現實環境裏充滿着豐富的素描素材，而現代美術工作者十分注重感

覺、意念、自我的追求及精神境界的開拓，在技巧上亦主張創新及隨意，冀求在畫面上發揮各種媒介的獨特性質。在這課程內，學員可學習使用鉛筆、木炭、墨水筆、毛筆、白臘、粉彩等媒介，以及直覺描繪技巧和心理透視。學員必須以課外時間做習作。

89. 繪畫初階 (Beginning Painting Workshop)

主 講 人：陳偉邦先生 B.F.A. (Indiana), M.F.A. (Temple)

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：一九九〇年九月廿一日起每星期五下午六時至八時

全期學費：五百九十元（包括模特兒費）（共十四講）

本課程適合對繪畫有興趣之初學者，尤其是有素描基礎人士。目的是幫助學員建立穩固繪畫根基，進而培養創作意念和表現形式。導師會介紹傳統與現代繪畫技法及元素，如色彩、空間和構圖等。學員首先嘗試對人物及靜物之寫生練習，繼而作進一步抽象化或個人風格表現和發揮。主要繪畫材料是塑膠彩 (Acrylics)。課程亦包括幻燈片介紹名家作品、作業評論及一或兩次戶外活動（寫生或參觀展覽）。學員須以課外時間做習作。

90. 現代彩墨畫 (Contemporary Ink and Colour 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：一九九〇年九月十七日起每星期一下午六時至八時

全期學費：四百七十五元（共十二講）

有興趣研習中國畫之人士，通常在學習基本水墨技法後，都欲嘗試色彩加水墨的表現形式。此課程乃為這類人士而設，但亦適合初學者參加。導師將會示範色彩、構圖、筆法、肌理、工具及材料等的運用，並與學員一起欣賞名家作品及討論學員習作。學期中將會在假日舉行一次或兩次戶外寫生。除課堂練習外，學員須以課外時間做習作。

教師可獲教育署退還半費。詳參第 x 頁。

91. 書道研習 (Chinese Calligraphy Workshop)

主 講 人：翟仕堯先生 B.A. (Tai Wan Normal)

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：一九九〇年九月十八日起每星期二下午六時至八時

全期學費：四百七十五元（共十二講）

本課程將以五種書體為基本，研習書道技法，輔導學員於掌握基本技法外，進而試探發揮個人書道創作之趣味。課程包括書刊介紹、書體與幅式實習、書寫示範、作業評講及參觀展覽。除課堂外，學員必須以課外時間做習作。

教師可獲教育署退還半費。詳參第 x 頁。

92. 水墨畫工作室 (Chinese Ink Painting Workshop)

主 講 人：徐子雄先生

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：一九九〇年九月十八日起每星期二下午八時至十時

全期學費：四百七十五元（共十二講）

本課程以工作室形式進行，學員與導師一起繪畫，可以單獨或集體地去研究在繪畫時遇到的技術性問題，和討論意念的表達形式。學員可在有系統的學習環境下去體驗創作的過程，並共同享受在畫室氣氛下繪畫的樂趣。

課程適合初學者，或曾修讀水墨畫初階的同學參加，本課程以山水畫繪法為主，實踐雲雨染法、山石皴法和造型方法；此外，更會加插一些較實驗性的皴染法來突破傳統，並以幻燈片放影作輔助教材。

教師可獲教育署退還半費。詳參第 x 頁。

93. 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：一九九〇年九月十九日起每星期三下午六時至八時

全期學費：四百七十五元（共十二講）

本課程主要講授中國水墨畫的基本技法，透過對基礎題材如山水、樹木、風雨、雲烟等的練習及戶外寫生，強調用新的水墨表現形式去描繪自然的本質韻律美，並鼓勵學員自由發揮內在心境、感情和理想，獨立構思及勇於探索創新。

課程將輔以幻燈片研討及課堂示範。本學期內將於星期日或假日舉行最少兩次戶外寫生。除課堂練習外，學員必須以課外時間做習作。

教師可獲教育署退還半費。詳參第 x 頁。

94. 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：一九九〇年九月十九日起每星期三下午八時至十時

全期學費：四百七十五元 （共十二講）

本課程為研習中國傳統山水畫者而設。內容着重山水畫之基本技法，包括用墨、用水、用紙、用色、構思、佈局等，以及各種寫樹法和山石皴法，如松、榕、竹、柳、雜樹、披麻皴、斧劈皴、屋宇、亭台、樓閣及橋樑，並介紹工筆及意筆的寫法。課程亦包括臨摹名家畫冊及野外寫生，以發展個人藝術創意念。一次或兩次之戶外寫生為課堂程序之一，將於假日或星期日舉行。除課堂練習外，學員必須以課外時間做習作。

教師可獲教育署退還半費。詳參第 x 頁。

95. 「彩墨文華」：現代中國書畫文憑課程 (“The Painted Word”: A Certificate Combining Painting and Calligraphy in a Contemporary Mode)

主講導師：翟仕堯先生、徐子雄先生、熊海先生及其他客席導師

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：一九九〇年九月廿一日起每星期五下午六時至十時

（共七十二講，每講兩小時）（課程結束日期大約在一九九一年七月）

全期學費：三千二百元

課程內容：

中國的書法與繪畫，自來即有「書畫同源」之說。因此，這兩種藝術形式，經常緊密地連結一體，成為中國書畫完整的藝術表現形式，而且歷久常新，至今仍常以嶄新的面目活躍於藝壇。

本課程之重點，在於中國書法及繪畫的研習，並涉入西方藝術元素，以探討書畫藝術相互結合之現代表現手法。同時，課程內容亦包括介紹中西書畫簡史；探討中國文學和哲學與書畫之關係等。

課程之進行，包括堂課講授及討論、書畫繪寫、作業評講、戶外寫生與參觀展覽等活動。學員每星期必須完成家課，包括書畫練習及閱讀參考資料。至1991年夏季，學員須完成一項獨立作業。在學期間，導師會對學員作業進行三次主要評審。

入學資格：

申請人須略具中國書畫基礎，經面試合格後方獲正式取錄。面試日期為一九九零年九月十四日（星期五）。

報名手續：

申請人須於九月一日前將申請表及支票（\$3,200 抬頭寫「香港大學」）交回香港干諾道中200號信德中心西翼九樓，香港大學校外課程部，郵寄者請於信封面註明「彩墨文華」。申請人於九月十四日前將獲通知面試時間。不獲取錄者可獲退還支票。（限收24人）

基礎攝影（一）（Basic Photography I）

96. 陳樹人先生主講

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：一九九〇年九月十九日起每星期三下午六時至八時

全期學費：三百元（包括模特兒費）（共七講）

97. 陳樹人先生主講

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：一九九〇年十月三十一日起每星期三下午六時至八時

全期學費：三百元（包括模特兒費）（共七講）

在照相機日趨普遍的情況下，對攝影產生興趣的人士愈來愈多，有些更重視攝影效果，並以相片作為表達意念的媒介。本課程專為初學者而設，內容包括原理及器材介紹、對焦與拍攝操作、長短焦距鏡頭之特性及應用、快門與光圈之關係、菲林與曝光處理等。透過名家作品欣賞、實習拍攝及作業評論，學員將可掌握基本的攝影原理及技巧應用。課程中戶外拍攝實習的一課，將安排在十月十四日／十一月廿五日（星期日）進行。學員須自備器材及菲林。

98. 基礎攝影（二）（Basic Photography II）

主講人：陳樹人先生

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：一九九〇年九月十九日起每星期三下午八時至十時

全期學費：五百二十元（包括模特兒費）（共十二講）

本課程專為會修讀基礎攝影課程而欲充實攝影知識者而設，使學員對攝影有

更全面和深入的認識，對學術理論、技巧操作和藝術美感的綜合能力有進一步的掌握，方便日後獨立處理一般攝影問題。課程包括一次室內人像拍攝及一次安排在十一月十八日（星期日）舉行之戶外實習。學員須自備器材及菲林。

電影創作 (Experimental Film Creation)

99. 童路先生主講 B.A. (Pacific Southern)

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：一九九〇年九月廿二日起每星期六下午二時三十分至五時三十分

全期學費：五百零五元（共八講）

100. 童路先生主講 B.A. (Pacific Southern)

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：一九九〇年十一月十七日起每星期六下午二時三十分至五時三十分

全期學費：五百零五元（共八講）

現代電影已擺脫傳統文學及戲劇的侵略，恢復本身影像的生命力。本課程為學員分析電影的種類及其表現力，教導學員以連串影像去表現意念、情緒，並介紹實驗電影、藝術電影及商業電影中的影像語言。導師將協助學員由意念出發，以影像創出一個電影作品。學員可採用鏡頭劇本、Storyboard、硬照劇本、八米厘或錄影機進行創作。學員須自備器材。

101. 基本時裝設計 (Introduction to Fashion Design)

主講人：吳文正先生 H.D.D., M. Des. (Royal College Of Art), M.C.S.

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：一九九〇年九月十九日起每星期三下午六時至八時

全期學費：四百七十五元（共十二講）

本課程特別為對時裝設計有興趣或希望從事時裝設計之初學者而設。內容主要研究及探討時裝設計之元素及原理，如輪廓、比例、布料配搭、顏色運用等。透過課堂講解及幻燈片介紹名家作品，學員可了解如何具體運用這些元素。學員又可從課堂及課外習作體會設計課程，繼而學習如何順應市場、對象及季節的需求。

102. 基本紡織平面設計 (Introduction to Two-Dimensional Design for Textiles)

主 講 人：吳文正先生 H.D.D., M. Des. (Royal College Of Art), M.C.S.
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：一九九〇年九月十九日起每星期三下午八時至十時
全期學費：四百七十五元 （共十二講）

本課程對紡織平面設計有興趣之初學者而設。導師將有系統地分析紡織平面設計的元素及原理，和基本元素於不同變化組合中所產生之多樣效果。課程講解將輔以幻燈片介紹紡織設計實例，令學員對個別理論有較深刻的認識。學員亦必須完成課外習作，除親身體會設計課程外，更可藉此發揮個人創作意念。

103. 基本平面設計 (Introduction to Two-Dimensional Design)

主 講 人：伍煥明先生
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：一九九〇年九月二十日起每星期四下午六時至八時
全期學費：四百七十五元 （共十二講）

基本平面設計研究的對象，是各種視覺藝術如平面設計、插圖、攝影、純藝術等背後的基本組織架構及原理。藉講授、幻燈片介紹、課堂練習及家課等形式，本課程將集中研究點、線、面、肌理、比例、色彩及其他視覺元素與構圖的關係，令學員熟識視覺藝術語言的基本字彙、法則和結構，以便進一步發展學員的視覺感性。課程除着重實際設計工作外，還希望培養學員對研究畫面表現能力的興趣。

104. 基礎廣告設計 (Advertising Design, The Second Step)

主 講 人：伍煥明先生
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：一九九〇年九月二十日起每星期四下午八時至十時
全期學費：四百七十五元 （共十二講）

本課程為有平面設計根基之人士提供廣告設計入門介紹。透過一連串實習，學員可學習運用基本廣告設計技巧及創作途徑，發揮美術與傳理的功效。課程所討論之設計形式，包括報紙和雜誌廣告、包裝、直接郵遞和電視廣告等。此外，導師亦會介紹印刷程序、字體學、視覺心理學、插圖、攝影及其他相關知識。除講課外，課程將輔以幻燈片欣賞、個案研究及作品評審，以增強學員對廣告設計的認識。學員必須以課外時間做習作。

Applied Design 應用設計學

105. Introduction to Architectural Drafting and Perspective Drawing.

Ho Chiu-fan, B.A., B.Arch (H.K.). *Thursdays, 8.00—10.00 p.m., starting September 20, 1990. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$475**

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.*

106. Introduction to Architectural Drafting and Perspective Drawing.

Dan Fedoruk, M.Arch (Manitoba). *Tuesdays, 6.00—8.00 p.m., starting September 18, 1990. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$475**

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.*

107. Dynamic Architectural Rendering.

Dan Fedoruk, M.Arch. (Manitoba). *Tuesdays, 8.00—10.00 p.m., starting September 18, 1990. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$475**

Architectural presentation drawings are an art-form in themselves: they can excite the imagination and engage the viewers' interest as self contained

works. This course will address fundamental drawing modes with respect to their visual impact, and uses in a presentation schemes, and will include a review of basic drawing techniques, composition, and expressive use of media. Exercises will focus on expanding experiences with a range of presentation techniques while cultivating personal expression of style and interests. Course material will be for those with an *intermediate* level of architectural drafting and training in perspective drawing. *Students should be aware that there will be homework assignments each week and plan their time accordingly.*

Art Appreciation 視覺藝術欣賞

108. 二十世紀藝術欣賞 (Appreciation of 20th Century Art)

主 講 人：劉霜陽先生 B.F.A. (CUHK)，「信報」藝評專欄作者
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：一九九〇年九月二十日起每星期四下午六時十五分至八時
全期學費：三百四十五元 （共十講）

二十世紀是一個充滿動力的年代，藝術發展也遠較過去任何歷史時期迅速——觀念迭替、潮流轉換快得令人難於捉摸，這往往使藝術愛好者感到迷惑，不知從什麼角度來理解這些現象。本課程範圍泛及中西藝術，希望透過介紹中西近代藝術的發展，以促進學員對藝術的理解；並嘗試探索藝術現象背後的時代精神，展示出現代藝術動人的一面。講授將輔以幻燈片、錄影帶、及引導學員參觀展覽。（限收三十六人）

教師可獲教育署退還半費。詳參第 x 頁。

西洋美術史導論（一）：文藝復興至印象主義 (Introduction to the History of Western Art I: the Renaissance to Impressionism)

109. 李筱怡女士主講 B.A. (H.K.), M. Litt. (Oxon.)
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：一九九〇年九月十七日起每星期一下午六時三十分至八時
全期學費：三百六十元 （共十四講）

110. 李筱怡女士主講 B.A. (H.K), M. Litt. (Oxon.)

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：一九九〇年九月十七日起每星期一下午八時至九時三十分

全期學費：三百六十元 （共十四講）

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，亦始源於此階段。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。本部將於九一年初開設「後印象主義至後現代主義」，作為本課程的延續。（每班限收三十人）

教師可獲教育署退還半費。詳參第 X 頁。

西洋美術史導論（二）：後印象主義至後現代主義

(Introduction to the History of Western Art II: Post Impressionism to Post Modernism)

111. 李筱怡女士主講 B.A. (H.K.), M. Litt (Oxon.)

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：一九九一年一月七日起每星期一下午六時三十分至八時

全期學費：三百六十元 （共十四講）

112. 李筱怡女士主講 B.A. (H.K.), M. Litt (Oxon.)

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：一九九一年一月七日起每星期一下午八時至九時三十分

全期學費：三百六十元 （共十四講）

十九世紀末西方社會經濟、科技及價值觀的急劇轉變，傳統制度受到嚴重挑戰，為二十世紀作出多姿多采的序幕，再加上第一次世界大戰的沖激，現代藝術充斥着極端主義及革命熱潮，對傳統藝術觀作出猛烈的攻擊，它們的影響，至今仍未消散。本課程將介紹現代主義的複雜發展，與及探討其深遠影響，內容將包括現代藝術中各主要流派如野獸派、立體派、達達、蘇聯前衛藝術、超現實主義、抽象表現主義、普普藝術、與及六十年代以後的藝術等。（每班限收三十人）

教師可獲教育署退還半費。詳參第 X 頁。

113. 六零年以後的西方藝術 (Art Since 1960)

主 講 人：陳偉邦先生 B.F.A. (Indiana), M.F.A. (Temple)

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：一九九〇年九月二十日起每星期四下午六時三十分至八時

全期學費：三百六十元 （共十二講）

六十年代開始，西方藝術急劇轉向新的方向發展。普普藝術、七十年代的多元主義、及八十年代的新表現主義和解構主義均相繼崛起，而後現代主義一詞亦應運而生。與精純、激烈與理想化的前衛藝術比較，後現代藝術傾向更多元化、保守和商業化。本課程將探討後工業時代與晚期資本主義社會的新價值設準，並介紹複雜多變的藝壇新貌。導師將嘗試從不同角度如社會、哲學、文化和心理等範疇去分析不同流派背後的文化精神及理論架構。課程將以幻燈片介紹及研討方式進行，引導學員對近期西方藝術作更深一層了解。

114. 當代雕塑面面觀 (The Evaluation of Contemporary Sculpture)

主 講 人：劉靄陽先生 B.F.A. (CUHK) 「信報」藝評專欄作者

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：一九九〇年九月二十日起每星期四下午八時至九時三十分

全期學費：三百元 （共十講）

現代科技的發展和新的文化條件的出現，都增加了雕塑藝術的內涵和表現性。當代雕塑的意念、表現手法和材料都有別於傳統，並呈現多姿多采的面貌。本課程透過幻燈片、錄影帶、講授和討論，引導學員對構成這三維空間藝術所採用的物料、觀念和環境條件增加進一步的認識。專題的雕塑家介紹有奈維爾遜 (L. Nevelson)、波依斯 (Beuys)、依娃凱絲 (Eva Hesse)、野口勇 (Noguchi) 等；此外，亦會逐一帶領學員臥遊紐約和芝加哥的城市雕塑、日本和美國的露天雕塑公園等。

Art Education 藝術教育

兒童遊戲與美勞活動教學 (Children's Play and Art Activities)

115. 黎佩娟女士主講

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：一九九〇年九月廿一日起每星期五下午六時至八時

全期學費：七百四十五元（共十八講）

116. 黎佩娟女士主講

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：一九九〇年九月廿一日起每星期五下午八時至十時

全期學費：七百四十五元（共十八講）

本課程專為小學美勞科教師及幼兒教育工作者而設。內容着重介紹遊戲的功能，如何利用遊戲來引發二至十二歲兒童對美勞活動的興趣，從而培養他們的學習能力，並探討成人在輔助兒童美勞創作中應持的態度。講者亦會就現今香港的活動教學環境作出課題研討。課程包括：美術教育及兒童心智成長理論、遊戲的功能、美勞學習活動的認識、兒童對環境的認知、成人輔導的角色、學習環境的佈置與美勞專題設計、材料的認識與搜集、兒童畫的認識與評估、美術欣賞等。學員能透過美勞遊戲的設計及課題系列實踐，領悟教導兒童美勞活動的方法。除講授外，本課程將輔以幻燈片介紹及小組討論。學員須自備實習材料及輕便服裝參與課堂活動。（每班限收二十四人）

教師可獲教育署退還半費。詳參第 X 頁。

Daytime Course 日間課程

117. 風景繪畫 (Landscape Painting)

主講人：童路先生 B.A. (Pacific Southern)

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：一九九〇年九月十八日起每星期二下午二時三十分至四時三十分

全期學費：四百七十五元（共十二講）

恆久以來，風景都是有魅力的題材。本課程包括介紹材料、技巧、示範、課堂練習及戶外寫生。學員會學習使用鉛筆、粉彩、剪貼、水彩、塑膠彩等，及如何選擇題材、構圖及營造意境。學期間會舉行兩次戶外寫生活動。

118. 混合媒介技法 (Techniques in Mixed Media)

主 講 人：童路先生 B.A. (Pacific Southern)

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：一九九〇年九月廿一日起每星期五下午二時三十分至四時三十分

全期學費：四百七十五元 （共十二講）

現代藝術工作者及設計師都傾向使用混合媒介，以求達到多樣化地視覺效果。導師將介紹多樣媒介之特性，如鉛筆、木炭、石蜡、墨水、粉彩、山彩、塑膠彩等，及其混合使用之效果。課程亦包括名家作品分析及作業評論，學員須以課外時間做習作。

119. Life Drawing Workshop.

Rosalind Gordon, Co-ordinator, B.A. (N.Y.), M.S. (Indiana). *Fridays, 10.00 a.m. – 12.00 noon, starting September 21, 1990. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$520*

See entry for Course No. 84.

In order to receive the next issue of this Prospectus, please turn to page 285.

如 欲 收 到 下 期 課 程 手
冊 ， 請 翻 閱 第 285 頁 。

Arts Administration

Enquiries: Mary Li, Telephone 859 2787

126. Dance Appreciation.

Tom Borek, B.A. (Providence), Lecturer in Dance History, Aesthetics and Criticism, Hong Kong Academy for Performing Arts. *Tuesdays, 6.30–8.00 p.m., starting September 25, 1990. Dance School, Hong Kong Academy for Performing Arts, 1 Gloucester Road, Wanchai, Hong Kong. 10 meetings.*

Fee: \$410

A course to enhance your enjoyment of dance. This course will cover a general overview of dance history, aesthetics, and criticism and examine several major *choreographers* together with forms of ballet, early modern, modern, and post-modern dance. Lectures and discussion will be accompanied by visual slides and videotapes.

Tom Borek has been a Consultant to the Dance Programme of the National Endowment for the Arts (U.S.A.) and a critic and writer for a number of dance publications.

This course is organised in association with the Hong Kong Academy for Performing Arts. *Enrolment is limited to 30.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x.

127. Artistry Make Up Design. [藝術化粧設計]

Kago Momoyo, B.Design (Tokyo), Dip. Fine Art (Paris), Dip.Cosmetology (Paris), Dip.Colour Analysis (Lond.), Guest Lecturer in Design, Hong Kong Polytechnic. *Saturdays, 2.00–6.00 p.m., starting October 20, 1990. Room 206, Runme Shaw Building, University of Hong Kong. 5 meetings.*

Fee: \$560 (including material fees)

Designed for all those interested in fashion make-up and specially suitable for those in arts, fashion, photographic, design and beauty industries. Topics include: cosmetics introduction; Facial proportion drawing; Make-up sketches and illustrations. Each workshop includes make-up news, make-up sketches, demonstration and following with a practical session, which are based on the same teaching method from France. Students will be exchanged as models for practical sessions. Constant supervision and command will be maintained at the end of each practical work sessions.

Topics and Demonstrations: 60's Classical Look, The Punkish Look, The

Sickish Beauty, The French Floral, The metallic Future.

Students will need to bring with their own make-up applicators, colored pencils and sketch-book. *Enrolment is limited to 25.*

Pre-requisite: Students are expected to have some basic knowledge of drawing or make-up.

Medium of instruction: English supplemented with Cantonese where appropriate.

Deadline for enrolment: October 10, 1990.

Fee Refund: Teachers may apply for a half fee refund for this course. See page x.

128. Professional Stage Make-up (5 workshops).

【專業舞台化粧(五天課程)】

Kago Momoyo, B.Design (Tokyo), Dip. Fine Art (Paris), Dip.Cosmetology (Paris), Dip.Colour Analysis (Lond.), Guest Lecturer in Design, Hong Kong Polytechnic. *Saturdays, 2.00–6.00 p.m., starting September 15, 1990. Room 206, Runme Shaw Building, University of Hong Kong. 5 meetings.*

Fee: \$580 (including material fees)

Designed for all those interested in professional stage make-up and especially suitable for those in the arts, entertainment, film, design and beauty industries. Topics include: the chemistry of cosmetics; facial bone structure; character analysis and the art of application. Demonstrations are a key element and will deal with: corrective make-up; main actress and actor make-up; middle-aged make-up; fantasy make-up; special effects. Students are expected to practise on models at each session.

As a professional image designer, the tutor is widely experienced in the field, having travelled and practised extensively both in Asia and in Europe. *Enrolment is limited to 20.*

Pre-requisite: Students are expected to have some basic knowledge of make-up.

Medium of instruction: English supplemented with Cantonese where appropriate.

Fee Refund: Teachers may apply for a half fee refund for this course. See page x.

129. Fashion Design in Vogue (4 workshops). [流行時裝設 (四天課程)]

Kago Momoyo, B.Design (Tokyo), Dip. Fine Art (Paris), Dip.Cosmetology (Paris), Dip.Colour Analysis (Lond.), Guest Lecturer in Design, Hong Kong Polytechnic. Saturdays, 2.00–6.00 p.m., starting November 24, 1990. Room 206, Runme Shaw Building, University of Hong Kong. 4 meetings.

Fee: \$360

Designed for all those who wish to develop their interest or pursue a career in the fashion industry. Topics include history of fashion design, 20th century design, famous designers; figure drawing; fashion sketches; fabrics; colour schemes; the techniques of illustration. Students will be expected to do a substantial amount of home-work in order to produce a fashion collection for this coming season. Video-tapes will be key elements in the programme.

As a professional image designer, the tutor is widely experienced in the field, having travelled and practised extensively both in Asia and in Europe. *Enrolment is limited to 20.*

Pre-requisite: Students are expected to have some basic knowledge of drawing.

Medium of instruction: English supplemented with Cantonese where appropriate.

Deadline for enrolment: November 13, 1990.

報 名 從 速

報名人數是本部得悉外界對本部課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本部課程者從速報名。

Biomedical & Health Science

Staff Tutor: Stephen W. N. Wu, Telephone 859 2417

136. 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：一九九〇年十一月二日起每星期五下午六時三十分至八時

全期學費：一百六十元 （共五講）

隨着社會的變化和日常工作量之日益增加，我們的視覺系統經常受到重大的壓力，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。

137. 人體呼吸系統的生理與疾病 (Physiology and disorders of Human Respiratory Systems)

主 講 人：王紀慶醫生（香港大學醫學院生理系高級講師）

地 點：香港大學鈕魯詩樓721室

時 間：一九九〇年十一月七日起每星期三下午八時至九時三十分

全期學費：二百五十元 （共十講）

人可以缺少食物達數星期之久而不至死亡，如果缺少水份只能維持數天的生命，但停止呼吸最多只能支持數分鐘，可見呼吸對生命的重要。在工作中或日常生活裏氣體中毒主要是指呼吸系統中毒，嚴重時在毫無預感之下突然失去知覺而進入死亡陷阱，這類意外時有發生，皆因對呼吸認識不足所致。在都市生活中，人口密度高，空氣污染嚴重以及吸煙對肺的刺激與危害往往引起不少各類不同呼吸道疾病，損害健康甚至危及生命。本課程主要講解人體呼吸系統的解剖，生理，病理，藥理以及呼吸疾病方面的知識由淺入深做一個全面而概括的介紹，使參加者對呼吸系統有整體的認識。

本課程為大專程度，特別對中學生物學教師，衛生工作及護理人員將有更大的幫助，歡迎各階層人士參加。

138. 日常醫學知識 (Short Course in General Medical Knowledge)

主 講 人：香港醫學聯會會員 (Members of the Federation of Medical Societies of Hong Kong)

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：一九九〇年十月五日起每星期五下午八時至九時三十分

全期學費：三百六十元。（共十二講）

在日常生活中我們常接觸到某些疾病或與健康有關的問題，一般人可能由於缺乏普通醫學常識往往會不知所措及產生恐慌。本課程是由香港大學校外課程部與香港醫學聯會合辦。目的是幫助各學員認識一些常見的疾病的成因和處理方法；介紹及討論一些新的醫學知識及一些在香港常接觸到的健康衛生問題。

139. 常見婦科疾病淺釋 (Common disorders in Gynaecology)

主 講 人：林淑儀醫生 M. B. B. S. (N. K.), Doctor of Medicine (Melbourne),
M. R. C. O. G., (U. K.), M. R. A. C. O. G. (Australia)

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：一九九〇年十月五日起每星期五下午七時四十五分至九時十五分

全期學費：二百七十元（共十講）

本課程以深入淺出的形式介紹一些婦科常見的疾病，例如月經失調，不育症，懷孕早期的併發症（如流產，宮外孕），陰道及盆腔發炎，乳房及子宮等之良性及惡性腫瘤，使學員了解其成因，病狀，治療及預防方法，適合醫護人員，教師及一般有興趣之女士修讀。

140. Management of Urgent Health Problems.

H. K. Mak, M.B.B.S. (H.K.), M.H.P. (N.S.W.). *Wednesdays, 8.00—9.30 p.m., starting October 3, 1990. Room 142, University Main Building, University of Hong Kong. 12 meetings.* **Fee: \$330**

This course is intended for the general public as well as nursing and paramedical professionals. The aim is to enable attendees to understand the relative significance of sudden illnesses or accidental injuries, so that appropriate actions may be taken in good time, including on-the-spot selfcare when applicable. The course consists of 12 talks (including brief question times). The following topics are examined: general principles and commonsense; fever and hypothermia; pain; bleeding; shock; unconsciousness; fainting and giddiness; delirium and mental confusion; fits and cramps; vomiting and diarrhoea; cyanosis; breathing difficulties; breathing stoppage; heart beat stoppage; pounding heart; urination stoppage;

hives; sleeplessness, drug overdosage; poison ingestion, burns & scalds, mechanical injury; bites, scratches & stings; and precipitate childbirth

141. 營養與健康 (Nutrition and Health)

主 講 人：高王瑩小姐 M. S. C. R. D.

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：一九九〇年十月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：二百七十元 （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。

142. 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. C. G. (Lond.)

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：一九九一年一月四日起每星期五下午七時至九時

全期學費：二百二十元 （共六講）

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。

143. 美容及化粧品學 (Skin Care & Cosmetic Science)

主 講 人：蒙豪堅先生 B. Sc., Pharm. (Leicester), M. P. S.,

M. R. S. H., M. I. P. Pharm. M.

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：一九九〇年十月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：三百二十元 （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此二者所引起之影響，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。

135. Certificate Course in Pharmacology and Pharmaceutical Management

The Department of Extra-Mural Studies in conjunction with the Hong Kong Association of The Pharmaceutical Industry will offer the Certificate Course in Pharmacology and Pharmaceutical Management This programme is particularly of interest to staff working in the pharmaceutical industry and related fields Individuals who find this course beneficial may also apply *For further details and for special enrolment forms, please contact Mr T Tsang, Department of Extra Mural Studies, University of Hong Kong 859 2417*

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 285.

Business Studies

Staff Tutor: K. Y. Fong, Telephone 858 4565

Professional Programme In Accounting (CGA-Canada)

Introduction:

This programme provides professional training in accountancy for students who are holding appropriate post-secondary or equivalent qualifications. The programme comprises a range of modules (or subjects). On completion of a required number of modules, students will be awarded a Certificate In Professional Accounting.

Professional Recognition:

The programme curriculum is designed in conjunction with the Certified General Accountants Association of Canada (CGA-Canada). Students completing the requisite modules approved by CGA-Canada will be deemed to have satisfied the education requirement of the CGA Association and will be eligible for the Canadian professional accounting designation 'CGA' provided they also satisfy the practical experience requirement of the Association. If the CGA designation is desired, prospective students should also enrol at the same time with the CGA Associate on as a CGA student. This can be achieved by so indicating on the application form for enrolment (see Application Procedure).

Entry Requirement:

An applicant shall possess *one* of the following qualifications:

- (1) The EMS Diploma In Accounting;
- (2) A recognised university degree in accounting or a related subjects;
- (3) A professional/higher diploma in accountancy from the Hong Kong Polytechnic or City Polytechnic;
- (4) A diploma in accountancy from Baptist College or other equivalent post-secondary institutions;
- (5) Completion of ACCA level 2 or equivalent.

A prospective student with qualifications slightly below the prescribed ones may be admitted to the programme upon completion of certain pre-requisite subjects.

Syllabus:

A student will be required to complete up to eight of the modules listed below the requisite number of modules shall depend on the previous studies of the student (see *Exemptions*) and shall be specified by EMS at the beginning of the programme.

The modules offered by EMS will cover the required subjects at the advanced levels (Levels 3 to 5) of the CGA study programme. Those students aiming for the CGA designation should apply to the CGA Association for an evaluation of exemption status prior to enrolment in this programme and submit the evaluation result with their enrolment application. Students should allow at least three weeks for the evaluation process. In this way, EMS can ensure that they take the appropriate modules from the following range offered. A special form for CGA evaluation is contained in the pamphlet: *CGA Hong Kong Program – General Information* obtainable from the EMS Department.

- (1) Canadian Taxation
- (2) Fundamentals of Auditing and Audit Case
- (3) Advanced Systems
- (4) Advanced Finance
- (5) Management Auditing
- (6) Management Accounting
- (7) Financial Accounting
- (8) Advanced Auditing
- (9) Advanced Financial Accounting

In addition, the student may be required to complete a self-study course of microcomputer (Microcomputer Tutorials). Should the course be required, a set of distance learning course materials for the Microcomputer Tutorials will be supplied free of charge when the student enrolls in the programme for the first time. The course is non-examinable and should be completed prior to commencement of the programme.

Exemptions:

Exemption from certain modules shall be granted to students with appropriate qualifications.

Award of the Certificate in Professional Accounting:

A student shall be awarded the Certificate provided that he

- (a) complete at least 80% of the assignments in each module;
- (b) pass the examination on each module; and
- (c) satisfy the tutor in charge with his attendance at the lectures.

Teaching:

There will be three terms of 13 weeks each in an academic year. The first term (fall) starts in Mid-September, the second (winter) in December, and the third (spring) in March. Classes will take place during weekday evenings and/or weekends.

Application Procedure.

Complete and return to EMS a special application form for enrolment in the 'EMS Professional Programme In Accounting'. The closing date for application is *October 23, 1990* for *Term 2*, and *February 5, 1991* for *Term 3*, but students are encouraged to apply early as places will be limited. Application forms can be obtained from:

- | | | | |
|---|---|---|---|
| 1 | Extra Mural Department University of Hong Kong University Main Bldg , G/F Pokfulam Road Hong Kong | 2 | Extra Mural Town Centre Shun Tak Centre West Tower, 15/F 200 Connaught Road Central, Hong Kong Tel: 858 4565 |
|---|---|---|---|

Fees:

The course fee for 1990/91 is calculated at **HK\$2,900** per module and includes —

1. Provision of distance learning materials;
2. A set of textbooks;
3. Lectures;
4. Marking of course assignments;
5. Examination, and
6. One supplementary examination at no extra cost

Course fees are not refundable except where the module is over-subscribed or cancelled.

151. 中國對外經濟貿易：政策、法律與實務

[與中山大學合辦之證書課程]

(Joint Certificate Course in China Trade and Investment)

主 講 人：張志錚教授（中山大學、嶺南（大學）學院經濟系講座教授、經濟特區與港澳經濟研究室主任、廣東省經濟學會副會長）

地 點：在香港及廣州（詳情容後公佈）

時 間：一九九〇年十月八日至十一月十一日（課程總時數為五十小時，用粵語講授）

全期學費：二千二百元（往返廣州的交通及在廣州市的食宿費用，由學員自備）

（一）宗旨：

本課程的目的，在於從高層次研討中國自改革、開放以來，在對外貿易和利用外資等經濟合作方面的成效與問題，現行的體制、政策和法律，以及對中國進行貿易和投資的操作技巧。學員不僅接受課堂教學，並且安排與內地官員會晤及到各有關單位訪問，作直接溝通。從而做到理論密切結合實際，去了解如何開展對中國的貿易和投資，以取得良好的經濟效益。

（二）課程內容與教學方式：

（甲）在香港上課十次（30小時），每次一題，3小時。題目：(1)中國對外經濟貿易的發展現狀與前景；(2)中國對外貿易的經營與管理；(3)中國的商品出口貿易；(4)中國的商品進口貿易；(5)中國的對外技術貿易；(6)中國對外經濟合作的內容與體制；(7)中國的投資環境與利用外資的形式；(8)中外合資企業與中外合作企業；(9)外商獨資企業與國際租賃；(10)對外加工裝配與補償貿易。

（乙）赴廣州調查、洽談一周（20小時）：

(1)聽廣東省、廣州市對外經濟貿易部門官員和企業經理報告與座談五次。

(2)到廣州市經濟技術開發區、外商投資企業（即「三資企業」）、對外加工裝配與補償貿易企業（即「三來一補」企業以及外貿企業，參觀與洽談五次。

（三）證書：

全部課程結束，學員考試合格，由香港大學校外課程部與中山大學成人教育學院聯合頒發專業證書。

其他詳情請向本部查詢。（電話：858 4565）。

Courses Nos. 152 to 159 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 Chartered Institute of Management Accountants, the Institute of Chartered Secretaries and Administrators, and the London Chamber of Commerce and Industry.

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.

152. Auditing for Examinations.

Wu Wai-ye, F.C.C.A., A.H.K.S.A. Tuesdays, 6.00—8.30 p.m., starting September 11, 1990. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings. **Fee: \$640**

This course is intended for those who are aiming for the December 1990 ACCA/HKSA examination, paper 2.1. The course will cover the nature, purpose and general principles of auditing, the concept of internal control and the system base audit approach, audit planning control and documentation, audit of transactions, audit evidence, audit working papers, the verification of assets and liabilities. Other topics to be studied are audit guidelines on client stock-taking, post balance sheet action, legal matters and liabilities, the audit report, computer system audit, law on distribution of profit and the audit committee.

Medium of instruction: Cantonese supplemented with English where appropriate.

153. Introduction to Hong Kong Taxation.

Chan Siu-pang, F.C.C.A., A.H.K.S.A., F.A.I.A., C.P.A. (Sing.), F.F.A., M.B.I.M., A.T.I.H.K. *Saturdays, 2.00–3.30 p.m., starting September 22, 1990. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

Fee: \$330

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.

Medium of instruction: Cantonese supplemented with English where appropriate.

154. Management Accounting.

Helen Y. C. Yim, B.F.A. (Aust.), A.S.A. *Saturdays, 4.30–6.00 p.m., starting September 22, 1990. Room 121, University Main Building. 12 meetings.*

Fee: \$330

This course is designed to guide the development of a coherent framework for the analytical techniques and behavioural concepts employed in management accounting. It will also serve as a revision course for students who are sitting for the examinations of ACCA/ICMA/HKSA in management accounting. It is expected that the students will have previously studied elementary costing. Topics selected for discussion are: cost behaviour and estimation, budgets and budgetary control, variance analysis and investigation models, performance evaluation and control, transfer pricing and information for decision making.

Advanced Accounting Practice and the Regulatory Framework of Accounting.

155. To Pak-lam, C.P.A., F.C.C.A., F.H.K.S.A., M.B.I.M. *Fridays, 6.30–9.30 p.m., starting September 21, 1990. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings. Fee: \$820*

156. To Pak-lam, C.P.A., F.C.C.A., F.H.K.S.A., M.B.I.M. *Saturdays, 2.00–5.15 p.m., including a break period of 15 minutes, starting September 22, 1990. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings. Fee: \$820*

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.

157. Foundation Accounting.

Teresa Ho Miu-hing, B.B.A. (C.U.H.K.), A.C.C.A. *Mondays, 6.30–9.15 p.m., starting September 17, 1990. Room 142, University Main Building. 13 meetings. Fee: \$620*

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

Medium of instruction: Cantonese supplemented with English where appropriate.

158. Intermediate Accounting.

So Kwok-wai, B B A (C U H.K.). *Saturdays, 2.00–4.30 p.m., starting September 22, 1990. Room 721, Knowles Building, University of Hong Kong. 16 meetings.* **Fee: \$680**

The course completes the coverage of the syllabus of Second Level Bookkeeping and Accounts (formerly Intermediate Bookkeeping) of the LCC & I examination. 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 accounts, incomplete records and single entry, the valuation of stock, depreciation, accounting for non-profit-making organizations and goodwill. This course is especially suitable for those who sit for the relevant LCC & I examination. Appropriate textbooks will be recommended to reduce the need for note-taking to a minimum.

Applicants should have a basic knowledge of elementary bookkeeping.

Medium of instruction: Cantonese supplemented with English where appropriate.

159. Higher Accounting.

Chan Siu-pang, F.C.C.A., A.H.K.S.A., F.A.I.A., C.P.A. (Sing.), F.F.A., M.B.I.M., A.T.I.H.K. *Saturdays, 3.30–6.00 p.m., starting September 22, 1990. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$640**

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.

Medium of instruction: Cantonese supplemented with English where appropriate.

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

主 講 人：區啓昌先生 B.A. (York)

地 點：香港大學校本部大樓121室

時 間：一九九〇年九月十九日起每星期三下午六時至七時五十五分

全期學費：四百五十元 (共十二講)

本課程旨在介紹實際和活動性的商業管理技巧，以便應用於一般性之小型企業。本課程共分為四部份：(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)小型企業之法律淺識：合夥經營、有限公司、契約法、貨物買賣、代理、僱傭條例。(丁)企業管理之功能。(限收四十五人)

161. Basic Auditing.

T. C. Cheung, B.B.A., M.B.A. (U.S.A.). *Tuesdays, 8.30–10.00 p.m., starting October 2, 1990. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$300**

This is an introductory 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. The aim of it is to provide an understanding of modern practical audit techniques on financial statements. Various types of audit opinions expressed on financial statements will be explored and the impact on financial statement interpretation will be elaborated. Beginning with principles of auditing, the course will survey existing traditional auditing techniques and 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 and legal liabilities of the auditor. *Enrolment is limited to 40.*

162. Elementary Book-keeping and Accounts.

Chan Kee-ming, A.C.I.S. *Thursdays, 6.30–9.30 p.m., starting September 20, 1990. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$640**

This course will cover the principles of elementary book-keeping; the theory of double entry system; the keeping of books of original entry such as: sales book, returns inwards/outwards books, cash book and petty cash; bank account, bank reconciliation statement; cheques and bank drafts; the ledger, debtors and creditors account; the trial balance; the final account and the balance sheet; the journal and the adjustment.

The course is especially designed for those who need to understand accounting principles and practices and to operate a set of financial books of records

Medium of instruction. Cantonese supplemented with English where appropriate.

163. 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：一九九〇年九月十九日起每星期三下午六時十五分至七時四十五分

全期學費：四百四十元 （共十五講）

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、物業稅及個人入息稅，並討論及如何向稅務局提出申訴。除作簡單之原理講述外，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及稅局如何向納稅人追收稅款等。各學員應在開課前購買——「香港稅務法例」(Inland Revenue Ordinance)，作為聽講時參考之用。

由於專門術語為本，學員須具有英語知識。

International Trade.

164. Poon Shing-chung, Carlson *Fridays, 6.30—8.00 p.m., starting September 21, 1990. Room 142, University Main Building. 15 meetings.*

Fee: \$410

165. Poon Shing-chung, Carlson. *Fridays, 8.05—9.35 p.m., starting September 21, 1990. Room 142, University Main Building. 15 meetings.*

Fee: \$410

This course is designed to give overview of international trade. It covers the principles of international trade, shipping and payment terms, shipping documents, documentary credits and collections mechanism, special types of credit, financing load variation, operations of a trade finance department, foreign exchange, forward contracts and hedging, export credit insurance and HKAB rules.

Medium of instruction: English supplemented with Cantonese where appropriate.

166. Introduction to Stock and Index Futures Markets.

Leung Sei-fai, B A., M A. (Washington State) *Wednesdays, 6 00–7.45 p m starting September 19, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$410**

This course will cover the basic knowledge of trading in the stock and index futures markets. It is aimed at aspiring brokers about to enter the field as well as investors, who would like to broaden their knowledge of the trading mechanism and techniques. Topics to be discussed comprises mechanism of the stock and index futures markets of Hong Kong, warrants, index futures, Hang Seng Index and Hong Kong Index, fundamental analysis of economic and non-economic factors, identifying market news, technical analysis and charting, portfolio selection and computer assisted decision making, and buying and selling strategies.

Medium of instruction: Cantonese supplemented with English where appropriate.

PRIOR ENROLMENT IS ESSENTIAL

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

In order to receive the next issue of this Prospectus, please turn to page 285.

Computer Science

Staff Tutor: F. T. Chan, Telephone 859 2793

I. Introduction Courses

214. 微電腦之操作及教學應用 (Microcomputers for Teachers)

主 講 人：沃為源先生、侯傑泰先生

地 點：香港大學校外課程部市區中心2室（信德中心西翼十五樓）

時 間：一九九〇年九月二十四日每星期一下午六時至九時

全期學費：一千八百元（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；（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）中文文書處理；（五）簡介及示範各類現成與教育有關之軟件。（本課程因電腦設施所限，只收20人。學費包括上課時間所用之磁碟費用。課室備有多部IBM相容之電腦，學員可分二人小組即時練習）。

教師可獲教育署退還半費。詳參第 x 頁。

215. Computer Systems and Software Packages Installation Management.

Ronald Cheung, B.Sc. (Hons), Dip. MS, M.H.K.I.M., M.H.K.C.S.
Saturdays, 2.30—5.30 p.m., starting December 10, 1990. Room 102, Runme Shaw Building, University of Hong Kong. 6 meetings. Fee: \$350

This course helps students to assess company computerization requirements and formulate computerization projects. It also presents technical skills of evaluating software packages according to the requirements of the company or the client. Furthermore, project management skills applying to implementation of computer systems or software packages will be discussed with backup cases. This course is suitable for programmers, analysts, software consultants, and managerial/executive staff who want to acquire or sharpen their pragmatic skills of computer project management.

Topics include: Computer systems requirement definition, request for

proposal, system proposals analysis, implementation plan, site installation planning, user training skills, system conversion plans, enhancement support skills, maintenance programme.

216. Management Skills for Computer Professionals.

Ronald Cheung, B.Sc. (Hons), Dip. MS, M.H.K.I.M., M.H.K.C.S. Saturdays, 2.30—5.30 p.m., starting September 22, 1990. Room 102, Runme Shaw Building, University of Hong Kong. 10 meetings. **Fee: \$550**

This course aims to provide the necessary marketing concepts and pragmatic selling skills to computer professionals in this highly competitive business. Target participants are computer sales executives, customer/system engineers, technical consultants, account executives and young IT graduates who want to equip business skills in IT industry.

Topics include: Marketing concepts, IT market analysis, market segmentation, competitive analysis and strategies, product marketing plan, promotion strategy and tactics, demonstration workshops, software contracts negotiation, sales support. *Enrolment is limited to 40.*

Computer and Information Processing: A First Step.

217. Lectures on Thursdays, 7.15—9.45 p.m., starting September 27, 1990. Room G3, James Hsiung Lee Science Building, University of Hong Kong. 12 meetings. **Fee: \$450**

218. Lectures on Tuesdays, 6.15—8.45 p.m., starting October 2, 1990. Room 721, Knowles Building, University of Hong Kong. 12 meetings. **Fee: \$450**

Tutors: H. T. Luk, B.Sc. (Eng.), Computer Officer, University of Hong Kong.
M. F. Yau, B.Sc. (Eng.), M.Phil. (H.K.), Computer Officer, University of Hong Kong.

This course is previously known as Basic Principles of Computer Systems. This is the recommended pre-requisite course for other Certificate courses in Computer Science organised by the Department of Extra-mural Studies. It will be taken as an appreciation & literacy class suitable for a wide scope of audience. It is designed for employees whose work involves frequent contact with computer systems, for people thinking of taking up data processing as a career, and even for people with little previous computer knowledge.

Topics include: Basic Parts of a Computer; Data Processing; Languages and Software; System Development; Binary Data Representation; Data Communication.

Languages of Instruction: Cantonese for Course No. 217.
English for Course No. 218.

The Principles and Applications of Microcomputer.

219. Lectures on Tuesdays, 6.30—9.00 p.m., starting September 25, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Thursdays, 6.00—7.30 p.m., starting October 11, 1990. Room 201, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings, 3 tutorial meetings and 10 workshop meetings. **Fee: \$980**

220. Lectures on Tuesdays, 6.30—9.00 p.m., starting September 25, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Thursdays, 7.30—9.00 p.m., starting October 11, 1990. Room 201, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings, 3 tutorial meetings and 10 workshop meetings. **Fee: \$980**

221. Lectures on Tuesdays, 6.30—9.00 p.m., starting September 25, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Fridays, 6.00—7.30 p.m., starting October 12, 1990. Room 201, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings, 3 tutorial meetings and 10 workshop meetings. **Fee: \$980**

222. Lectures on Tuesdays, 6.30—9.00 p.m., starting September 25, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Fridays, 7.30—9.00 p.m., starting October 12, 1990. Room 201, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings, 3 tutorial meetings and 10 workshop meetings. **Fee: \$980**

Tutors: W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., M.B.C.S.,
Senior Computer Officer, University of Hong Kong.

K. H. Leung, B.Sc. (Windsor), M.B.C.S., Computer Officer,
University of Hong Kong.

S. Y. Leung, B.Sc., M.Phil. (H.K.), M.B.C.S. Senior Computer
Officer, University of Hong Kong.

This course is designed to provide exposure to various aspects of the microcomputers that are essential to the effective operations in a modern office. Emphasis will be put on the understanding of the software packages and the basic principles rather than the detailed manipulation of a particular software.

Topics include: Basic components of microcomputer, input/output devices, operating system concepts, word processing, desk top publishing, spread sheet, database, programming language (BASIC), office network, Chinese word processing, and relevant case studies. *Enrolment for each course is limited to 20.*

223. Digital Computer Organization and Communications.

C. Y. Lai, B.Sc. (H.K.), M.Sc. (Tech.) (Manc.), Cert.Ed., C.Eng., M.I.E.E., M.B.C.S., M.I.E.E.E. *Mondays, 7.00–9.30 p.m., starting September 24, 1990. Room 104, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$800**

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 design, comparators, code convertors. Computer architecture. Information theory, error detection and correction codes, memory management, ROM, interrupt, interfacing. Real-time, time-sharing, on-line and multiprocessing systems. Digital signal processing. Computer Communications; synchronous and asynchronous transfer. Multiple-access techniques via satellite link, earth-station. Computer project management, data protection and security problems, simulations.

Minimum Entry Qualifications: Applicants should have some basic knowledge of electronics and computers. Preference will be given to those who have completed an introductory course in computer programming or fundamental computer principles, for example, "Computer and Information Processing: A First Step", and/or "Fundamentals of Computer Systems and Data Processing". In addition, applicants should have passes in Physics, Mathematics and English in Hong Kong Certificate of Education Examination or equivalent. *Enrolment is limited to 40.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x .

224. Introduction to Digital Techniques.

Y. H. Chau, B.Sc. (Eng.) (Alberta), M.I.E.E.E., A.M.I.E.E. *Thursdays, 7.00–9.30 p.m., starting October 11, 1990. Room 721, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$420**

This course aims to provide an introduction to digital techniques and the fundamental principles.

The course presents number system manipulation with emphasis on binary, octal and hexademical systems; the concept of digital techniques; common logic gates, problem analysis; digital logic circuit design and characteristics. Manufacturers specifications will be referenced to give practical concepts as necessary.

After completing the course, students are expected to gain theoretical concepts in digital techniques, and be able to analyze/design simple digital circuitry. Therefore, this course is especially suitable for electronic or computer technician, as well as Secondary School computer studies teachers.

Syllabus: Number systems and conversion for decimal, binary, octal, hexadecimal; Negative number representation and Binary arithmetic using 2's complement; Boolean algebra; Fundamental logic gates (AND, OR, NOT, NAND, NOR, XOR); De Morgan's theorems; Digital logic design and simplification using truth table and Karnaugh map; Electronic logic circuits; examples in TTL, CMOS and ECL families; Counters; flip flops including S-R, J-K, D and T types; encoders and Decoders.

Fee Refund: Teachers may apply for a half fee refund for this course. See page x . (*limited to 40*).

Introduction to UNIX.

225. Lectures on Thursdays, 6.30—9.30 p.m., starting September 27, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 6.00—8.00 p.m., starting October 15, 1990. Training Centre of Wealthland Consultants and Management Ltd., Room 1213A, 12/F., Hong Kong Plaza, 186—191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,280**

226. Lectures on Thursdays, 6.30—9.30 p.m., starting September 27, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 8.00—10.00 p.m., starting October 15, 1990. Training Centre of Wealthland Consultants and Management Ltd., Room 1213A, 12/F., Hong Kong Plaza, 186—191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,280**

227. Lectures on Thursdays, 6.30—9.30 p.m., starting November 8, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 6.00—8.00 p.m., starting November 19, 1990. Training Centre of Wealthland Consultants and Management Ltd., Room 1213A, 12/F., Hong Kong Plaza, 186—191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,280**

228. Lectures on Thursdays, 6.30—9.30 p.m., starting November 8, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 8.00—10.00 p.m., starting November 19, 1990. Training Centre of Wealthland Consultants and Management Ltd., Room 1213A, 12/F., Hong Kong Plaza, 186—191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,280**

Tutors-in-charge: W. C. Ying, B.Sc. (Eng.) (H.K.), L.L.B., M.Sc. (Lond.), M.B.C.S., Chief Programmer, University of Hong Kong.

K. H. Leung, B.Sc. (Windsor), M.B.C.S., Computer Officer, University of Hong Kong.

Operating system may be regarded as the most important software of a computer system. UNIX is regarded as one of the most successful operating systems. The recognition of its importance and influence is highlighted by a recent Turing Award to its designers. The annual Turing Award is generally accepted as the most prestigious award in the computer community.

UNIX's major merit is portability. Its portability safeguards the investment of software. Availability of software tools improves the productivity of programmers and reduces the software development cost. In fact, nowadays almost every computer manufacturer offers UNIX on its range of products and low-cost versions of UNIX are also available for microcomputers. Many people believe that it will become more popular than the MS-DOS.

These courses introduces attendees to the philosophy, design and facilities of UNIX.

Syllabus: Basic concepts of operating system; basic facilities in UNIX; command languages interpreter; file system; UNIX toolkit; UNIX shell; program development under UNIX.

Entry Requirement: The applicant is expected to have some basic concepts about computer. Enrolment is limited to 16.

Each student will be assigned to 1 terminal.

[This course is jointly organized with Wealthland Consultants and Management Ltd.]

Introduction to Operating System Concepts.

229. Lectures on Thursdays, 6.30–9.00 p.m., starting December 20, 1990. Room 721, Knowles Building, University of Hong Kong. Workshops on Mondays, 6.30–8.15 p.m., starting January 7, 1991. Room LG108, K.K. Leung Building, University of Hong Kong. 12 lecture meetings and 4 workshop meetings. **Fee: \$1,400**

230. Lectures on Thursdays, 6.30–9.00 p.m., starting December 20, 1990. Room 721, Knowles Building, University of Hong Kong. Workshops on Mondays, 8.15–10.00 p.m., starting January 7, 1991. Room LG108, K.K. Leung Building, University of Hong Kong. 12 lecture meetings and 4 workshop meetings. **Fee: \$1,400**

231. Lectures on Thursdays, 6.30–9.00 p.m., starting December 20, 1990. Room 721, Knowles Building, University of Hong Kong. Workshops on Tuesdays, 6.30–8.15 p.m., starting January 8, 1991. Room LG108, K.K. Leung Building, University of Hong Kong. 12 lecture meetings and 4 workshop meetings. **Fee: \$1,400**

232. Lectures on Thursdays, 6.30–9.00 p.m., starting December 20, 1990. Room 721, Knowles Building, University of Hong Kong. Workshops on Tuesdays, 8.15–10.00 p.m., starting January 8, 1991. Room LG108, K.K. Leung Building, University of Hong Kong. 12 lecture meetings and 4 workshop meetings. **Fee: \$1,400**

Tutors: M. C. Tse, B.Math. (Waterloo), M.S. (Arizona), Computer Officer, University of Hong Kong.

K. W. Wong, B.Sc. (H.K.).

The operating system (OS) can be regarded as the most significant and indispensable software of a computer system. Besides acting as the interface between a computer user and the computer hardware, it is also responsible for resources management and allocation within a computer system. This ensures smooth and reliable operations in an efficient and effective manner.

This course describes the various components of a computer system, explores the vital role of an operating system and explains the different aspects and functionalities of an operating system. The IBM VM/SP (Virtual Machine/System Product) and CMS (Conversational Monitoring System) environment will mainly be used as a sample reference throughout the course. The course is not theory-oriented but will emphasize on the practical aspects of using an operating system and some relevant system utilities. Thus, terminal workshops in small groups are also included to provide students with hands-on experience in such an environment.

This course is particularly suitable for those who want to have basic understanding of the role of an operating system, and to get an exposure to a mid-range computer operating system environment.

Syllabus: Typical multi-user time-sharing computer environment; historical perspective of operating systems; operating system structure; VM/SP and CMS introduction; command language interpreter (CLI); file system; process control and CPU scheduling; memory management; deadlock's handlings; input/output subsystem; system utilities; system protection and security.

Entry Requirement: No prior knowledge of any multiuser time-sharing operating system is required, but some experience in using computer/PC and acquaintances with microcomputer operating system (DOS) would be an advantage. However, this course will not cover materials on PC related aspects. Enrolment for each course is limited to 10.

II. Application Software

Introduction to WordPerfect.

233. Thursdays, 6.30–9 00 p.m., starting September 20, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.

Fee: \$820

234. *Fridays, 6.30–9.00 p.m., starting September 21, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

Fee: \$820

235. *Wednesdays, 6.30–9.00 p.m., starting January 2, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

Fee: \$820

236. *Fridays, 6.30–9.00 p.m., starting January 4, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

Fee: \$820

237. *Mondays, 6.30–9.00 p.m., starting January 7, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

Fee: \$820

Tutor-in-charge: F. T. Chan, Staff Tutor, University of Hong Kong.

This course provides an introductory training to the versatile wordprocessing software WordPerfect (5.0). Hand-on practical experience will be emphasized. Students are not required to have prior computer knowledge. This course is especially suitable for those working in the business, legal or accounting field.

Topics include: Introduction to the WordPerfect environment, text and characters input, text editing, document formatting, document merging and special applications such as financial statement, legal document, newsletter, presentation graphics and report.

Enrolment for each course is limited to 16. Each student will be assigned to 1 microcomputer.

Medium of instruction: Cantonese supplemented with English where appropriate.

238. WordPerfect in Depth.

Tuesdays, 6.30–9.00 p.m., starting September 18, 1990. Room 201, Run Run Shaw Building, University of Hong Kong. 6 meetings. **Fee: \$920**

Tutor-in-charge: F. T. Chan, Staff Tutor, University of Hong Kong.

This course is a follow-up course of the "Introduction to WordPerfect". It aims to provide a thorough coverage in the versatile word processing software WordPerfect (5.0) and in-depth study of how it can co-operate with other softwares, such as Symphony. Hands-on experience will be emphasized.

Topics include: Advanced Printing Techniques, Style Sheet, Desktop Publishing Techniques, Integration of Text and Graphics, Report Generation, Advanced Merging, Document/Data Conversion Techniques.

Entry Qualifications: Students are required to have basic knowledge of WordPerfect. Preference will be given to those who have successfully completed the "Introduction to WordPerfect" course offered by the Department. Enrolment is limited to 20.

Medium of instruction: Cantonese supplemented with English where appropriate.

Introduction to Wordstar.

239. *Fridays, 6.30—9.00 p.m., starting November 16, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

Fee: \$750

240. *Thursdays, 6.30—9.00 p.m., starting January 17, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

Fee: \$750

Tutor-in-charge: W. Y. Ho, Computer Officer, University of Hong Kong.

Wordstar is one of the most common word processing packages for microcomputers. This course provides an introductory training to WordStar 5. Hands-on practical experience will be emphasized. Students are not required to have prior computer knowledge.

Topic include: Word processing concept, Wordstar environment, text and document creating, editing and formatting, block manipulation, document printing, merge printing, newsletter presentation, word searching, spelling checking, shorthand operation, table of content generation.

Enrolment for each course is limited to 16. Each student will be assigned to 1 microcomputer.

Medium of instruction: Cantonese supplemented with English where appropriate.

Professional Word Processing with MultiMate.

241. *Wednesdays, 7.00—9.00 p.m., starting October 10, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 8 workshop meetings.*

Fee: \$780

242. *Thursdays, 7.00—9.00 p.m., starting November 15, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 8 workshop meetings.*

Fee: \$780

Tutor-in-charge: F. T. Chan, Staff Tutor, University of Hong Kong.

Multimate is one of the most common word processing packages for microcomputers. This course provides an introductory training to Multimate

Advantage II. Hands-on practical experience will be emphasized.

Topics include: Familiarize with MultiMate, creating document, editing document, formatting document, system and document defaults, spell check and thesaurus, search and replace, printing, document merging, libraries, section numbering and table of contents, columns.

Enrolment for each course is limited to 16. Each student will be assigned to 1 microcomputer.

Medium of instruction: Cantonese supplemented with English where appropriate.

Business and Personal Application of Microcomputer (Symphony).

243. Leo S. M. Mak, B.Sc. (Eng.), M.B.A., C.Eng., M.I.E.E., M.I.Mech.E., M.I.Prod.E., M.H.K.I.E. *Saturdays, 2.00—4.30 p.m., starting September 29, 1990. Room 2, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.* **Fee: \$620**

244. Leo S. M. Mak, B.Sc. (Eng.), M.B.A., C.Eng., M.I.E.E., M.I.Mech.E., M.I.Prod.E., M.H.K.I.E. *Saturdays, 2.00—4.30 p.m., starting January 5, 1991. Room 2, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.* **Fee: \$620**

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

Enrolment for each course is limited to 16. Each student will be assigned to 1 microcomputer.

Introduction to SYMPHONY.

245. *Lectures on Fridays, 7.15—9.15 p.m., starting October 5, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 6.00—7.45 p.m., starting October 15, 1990. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings.*

Fee: \$980

246. Lectures on Fridays, 7.15–9.15 p.m., starting October 5, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 7.45–9.30 p.m., starting October 15, 1990. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings.

Fee: \$980

247. Lectures on Fridays, 7.15–9.15 p.m., starting January 4, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 6.00–7.45 p.m., starting January 14, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings.

Fee: \$980

248. Lectures on Fridays, 7.15–9.15 p.m., starting January 4, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 7.45–9.30 p.m., starting January 14, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings.

Fee: \$980

Tutor-in-charge: W. Y. Ho, Computer Officer, University of Hong Kong.

SYMPHOMY is a very useful software package for the business sector. This course provides an introductory training for people using the popular software package. The syllabus includes the work environments of a electronic spreadsheet, word processing and graphics. No computer knowledge is required for this course.

Enrolment for each course is limited to 18. Each student will be assigned to 1 microcomputer.

Medium of instruction: Cantonese supplemented with English where appropriate.

Introduction to dBASE III+.

249. Lectures on Mondays, 7.15–9.15 p.m., starting October 1, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Tuesdays, 6.00–7.45 p.m., starting October 9, 1990. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings.

Fee: \$980

250. Lectures on Mondays, 7.15–9.15 p.m., starting October 1, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Wednesdays, 6.00–7.45 p.m., starting October 10, 1990. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings.

Fee: \$980

251. Lectures on Mondays, 7.15–9.15 p.m., starting October 1, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Wednesdays, 7.45–9.30 p.m., starting October 10, 1990. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

252. Lectures on Mondays, 7.15–9.15 p.m., starting November 26, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Wednesdays, 6.00–7.45 p.m., starting December 5, 1990. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

253. Lectures on Mondays, 7.15–9.15 p.m., starting November 26, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Wednesdays, 7.45–9.30 p.m., starting December 5, 1990. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

254. Lectures on Mondays, 7.15–9.15 p.m., starting November 26, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Thursdays, 6.00–7.45 p.m., starting December 6, 1990. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

Tutor-in-charge: W. Y. Ho, Computer Officer, University of Hong Kong.

dBASE III+ is a very useful and powerful database management package for microcomputers. It has been extensively used in many applications in the commercial sector. This course aims at providing an introduction to this well known software package. The syllabus includes: introduction to dBASE III+; dBASE III+ commands; simple file handling; report preparation; applications of dBASE III+. No computer knowledge is required for this course.

Enrolment for each course is limited to 18. Each student will be assigned to 1 microcomputer.

Medium of instruction: Cantonese supplemented with English where appropriate.

[These courses "Introduction to dBASE III+" are sponsored by the ASHTON-TATE (H.K.) Ltd.]

Introduction to Database Management Systems and Structured Query Language.

255. Lectures on Mondays, 6.30—8.30 p.m., starting October 8, 1990. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 6.30—8.15 p.m., starting October 17, 1990. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings. **Fee: \$1,500**

256. Lectures on Mondays, 6.30—8.30 p.m., starting October 8, 1990. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 8.15—10.00 p.m., starting October 17, 1990. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings. **Fee: \$1,500**

257. Lectures on Mondays, 6.30—8.30 p.m., starting October 8, 1990. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Fridays, 6.30—8.15 p.m., starting October 19, 1990. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings. **Fee: \$1,500**

258. Lectures on Mondays, 6.30—8.30 p.m., starting October 8, 1990. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Fridays, 8.15—10.00 p.m., starting October 19, 1990. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings. **Fee: \$1,500**

Tutors: H. T. Luk, B.Sc. (Eng.) (H.K.), Computer Officer, University of Hong Kong

K. W. Chiu, B.Sc. (Computer Studies) (H.K.), M.A.C.M., M.I.E.E.E.

Database management systems (DBMS) are playing an important role in modern information technology. This course explains the general database system architecture, with particular emphasis on the widely adopted relational approach. SQL and DB2, a relational DBMS on IBM mainframe computers, will be covered in some depth as concrete illustrations on this subject. Small-group terminal workshops on IBM mainframe are designed to provide intensive tuition and hands-on experience for the participants.

This course is intended for computer users and programmers who need a working knowledge of a database system in mini- or mainframe computers.

Syllabus: Basic database concepts: different approaches in constructing database system; relational database concepts; SQL overview; ISQL (interactive SQL facility); advanced SQL programming; database facilities and utilities; SQL/DS security, integrity and error recovery; performance considerations; introduction to other IBM relational products, e.g. Query

Management Facilities (QMF), Cross System Product (CSP).

Entry Requirement: Participants are expected to have basic computer concepts and preferably have some programming experience. Enrolment for each course is limited to 10.

III. Programming Languages

259. Microcomputer Programming for Beginners.

W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., M.B.C.S., Senior Computer Officer, University of Hong Kong. *Lectures on Wednesdays, 6.30–9.00 p.m., starting September 19, 1990. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 7 meetings. Fee: \$420*

The course will give a basic introduction to microcomputers and programming for microcomputers. As BASIC is the popular language of communication for all machines, the syllabus will include BASIC as the focal point for the discussion on programming.

260. Microcomputer Programming for Beginners (With Workshops).

W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., M.B.C.S., Senior Computer Officer, University of Hong Kong. *Lectures on Wednesdays, 6.30–9.00 p.m., starting September 19, 1990. Room 102, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Fridays, 6.00–7.45 p.m., starting September 28, 1990. Room 808, K.K. Leung Building, University of Hong Kong. 7 lecture meetings and 6 workshop meetings. Fee: \$830*

See entry for Course No. 259. Enrolment is limited to 18.

261. Microcomputer Programming for Beginners (With Workshops).

W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., M.B.C.S., Senior Computer Officer, University of Hong Kong. *Lectures on Wednesdays, 6.30–9.00 p.m., starting September 19, 1990. Room 102, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Fridays, 7.50–9.35 p.m., starting September 28, 1990. Room 808, K.K. Leung Building, University of Hong Kong. 7 lecture meetings and 6 workshop meetings. Fee: \$830*

See entry for Course No. 259. Enrolment is limited to 18.

Medium of instruction: Cantonese for Courses 259–261.

262. Microcomputer Programming for Beginners.

W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., M.B.C.S., Senior Computer Officer, University of Hong Kong. *Lectures on Wednesdays, 6.30—9.00 p.m., starting November 21, 1990. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 7 meetings.* **Fee: \$420**

See entry for Course No. 259.

263. Microcomputer Programming for Beginners (With Workshops).

W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., M.B.C.S., Senior Computer Officer, University of Hong Kong. *Lectures on Wednesdays, 6.30—9.00 p.m., starting November 21, 1990. Room 102, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Fridays, 6.00—7.45 p.m., starting November 30, 1990. Room 808, K.K. Leung Building, University of Hong Kong. 7 lecture meetings and 6 workshop meetings.* **Fee: \$830**

See entry for Course No. 259. Enrolment is limited to 18.

264. Microcomputer Programming for Beginners (With Workshops).

W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., M.B.C.S., Senior Computer Officer, University of Hong Kong. *Lectures on Wednesdays, 6.30—9.00 p.m., starting November 21, 1990. Room 102, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Fridays, 7.50—9.35 p.m., starting November 30, 1990. Room 808, K.K. Leung Building, University of Hong Kong. 7 lecture meetings and 6 workshop meetings.* **Fee: \$830**

See entry for Course No. 259. Enrolment is limited to 18.

Medium of instruction: English for Courses 262 & 263.

English & Cantonese for Course 264.

265. System Programming for Personal Computers.

W. L. Mak, B.Sc. (Eng.), M.Sc. (Eng.). *Mondays, 6.15—9.15 p.m., starting October 15, 1990. Room 28, Extar-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$520**

Users of personal computers are frequently required to program at a lower level in order to attain optimal performance for their machines. This course introduces the fundamental concepts and techniques in programming personal computers at the system level for various features controls. It is designed for all those who are interested in the system level programming of personal computers. Participants are expected to have some knowledge

of personal computers and computer programming.

Topics include: DOS CALL and BIOS Interrupts, Keyboard Control, Video Control, Mouse Device Control, Timer and Sound Control, Disk Drive Control, Program Terminate and Stay Resident (TSR) Technique.

The programming examples will be given in BASIC and Assembly Language.

Introduction to C.

266. Lectures on Mondays, 6.30—9.30 p.m., starting October 1, 1990. Room 103, University Main Building, University of Hong Kong. Workshops on Wednesdays, 6.00—8.00 p.m., starting October 10, 1990. Training Centre of Wealthland Consultants and Management Ltd., Room 1213A, 12/F., Hong Kong Plaza, 186—191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,280**

267. Lectures on Mondays, 6.30—9.30 p.m., starting October 1, 1990. Room 103, University Main Building, University of Hong Kong. Workshops on Wednesdays, 8.00—10.00 p.m., starting October 10, 1990. Training Centre of Wealthland Consultants and Management Ltd., Room 1213A, 12/F., Hong Kong Plaza, 186—191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,280**

268. Lectures on Mondays, 6.30—9.30 p.m., starting November 12, 1990. Room 103, University Main Building, University of Hong Kong. Workshops on Wednesdays, 6.00—8.00 p.m., starting November 21, 1990. Training Centre of Wealthland Consultants and Management Ltd., Room 1213A, 12/F., Hong Kong Plaza, 186—191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,280**

269. Lectures on Mondays, 6.30—9.30 p.m., starting November 12, 1990. Room 103, University Main Building, University of Hong Kong. Workshops on Wednesdays, 8.00—10.00 p.m., starting November 21, 1990. Training Centre of Wealthland Consultants and Management Ltd., Room 1213A, 12/F., Hong Kong Plaza, 186—191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,280**

Tutors: W. C. Ying, Chief Programmer, University of Hong Kong.

K. H. Leung, Computer Officer, University of Hong Kong.

C is a general purpose programming language that is not tied to any one computer system. Its popularity and usage is increasing rapidly. It was originally evolved from UNIX, the well known operating system which is becoming an international standard. Nowadays, C is supported by microcomputers too. The main merits of C are expressiveness and effectiveness. It has the flow-control constructions required for well-

structured programming. Since C has a small language set, it is easy to learn. It is not only a high level application programming language, but also a high level system programming language.

These courses are designed to help the participants learn to program in the programming language C. Besides teaching how to make use of the language effectively, useful algorithms and principles of good programming style will be illustrated using examples drawn from a wide range of applications.

Syllabus: Introduction and overview of C; basic data types, operators and expressions; control structures; simple I/O; programming style. An introduction to the C development environment on UNIX-based system.

Entry Requirement: The applicant is expected to have some basic concepts about computer and computer programming.

Enrolment for each course is limited to 16. Each student will be assigned to 1 terminal.

[This course is jointly organized with Wealthland Consultants and Management Ltd.]

Advanced Programming Using C.

270. Lectures on Mondays, 7.00—9.00 p.m., starting January 7, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Thursdays, 6.30—9.30 p.m., starting January 17, 1991. Room 201, Run Run Shaw Building, University of Hong Kong. 12 lecture meetings and 10 workshop meetings. **Fee: \$1,600** (including computer time)

271. Lectures on Mondays, 7.00—9.00 p.m., starting January 7, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Fridays, 6.30—9.30 p.m., starting January 18, 1991. Room 201, Run Run Shaw Building, University of Hong Kong. 12 lecture meetings and 10 workshop meetings. **Fee: \$1,600** (including computer time)

Tutor-in-charge: T. S. Lam, B.Sc. (Eng.) (H.K.), M.S. (U.S.C.), Computer Officer, University of Hong Kong.

These courses are to provide participants with a thorough coverage of the programming language C, with particular emphasis on good programming style and techniques. The power, expressiveness, and versatility of the language will be demonstrated with examples taken from various application domains.

Syllabus: Introduction and a quick overview of C; an introduction to the C development environment on PC; the ANSI standard; simple I/O; basic data types, operators and expressions; control constructs; functions and program structures; advanced data types; advanced I/O, operating system interface; applied data structures and algorithms; programming style and techniques;

structured programming issues; efficiency considerations; and real life applications and examples.

Entry Requirement: This course assumes no prior knowledge of C but applicants should know at least one programming language.

Applicants must enclose photostat copies of appropriate certificates along with their application forms which are available on request from the Department. Applications which are not accompanied by relevant documents will not be considered. Please note that the course fees will only be collected from those successful applicants after the selection processes. *Enrolment for each course is limited to 20. Closing date for applications: December 19, 1990.*

PC Assembly Language and Systems Programming.

272. K. W. Chiu, B.Sc. (Computer Studies) (H.K.), M.A.C.M., M.I.E.E.E. *Lectures on Thursdays, 6.30–9.00 p.m., starting November 22, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Tuesdays, 6.15–8.00 p.m., starting December 4, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 10 lecture meetings and 10 workshop meetings.* **Fee: \$1,500**

273. K. W. Chiu, B.Sc. (Computer Studies) (H.K.), M.A.C.M., M.I.E.E.E. *Lectures on Thursdays, 6.30–9.00 p.m., starting November 22, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Tuesdays, 8.15–10.00 p.m., starting December 4, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 10 lecture meetings and 10 workshop meetings.* **Fee: \$1,500**

This course is designed for PC users, teachers and programmers who wish to extend their knowledge in PC and systems programming.

PC users are frequently required to program at a lower level in order to perform hardware specific tasks, such as disk and file utilities, software protection, graphics, etc., and to attain optimal performance. Assembly language is an important tool for low level programming and accessing the system resources. This course introduces concepts and techniques in programming PC's with Assembly Language and at the systems level. Comparison and interface between high level languages and assembly language are discussed wherever appropriate in order to further extend the programming horizon of the participants. Intense workshops with interesting examples and exercises are designed to train the practical skills of the participants.

Syllabus: Introduction—basic computer concepts, number systems and overview of the 8088 microprocessor family; 8088 microprocessor instruction set and addressing modes; Microsoft Macro Assembler and related utilities; Relations and interfaces between high level languages and assembly

language; Introduction to programming with DOS internals and system calls; Introduction to programming with PC hardware and BIOS function calls.

Entry Requirement: Participants are expected to have knowledge in PC's and high level computer programming language. Enrolment for each course is limited to 16.

IV. Computer Networking/Data Communications

274. Elements of Computer Networking.

Y. H. Chau, B.Sc. (Eng.) (Alberta), M.I.E.E.E., A.M.I.E.E., and K. P. Chan B.Sc. (C.S.) (H.K.). *Thursdays, 6.30–8.30 p.m., starting December 20, 1990. Room 230, Knowles Building, University of Hong Kong. 10 meetings.*

Fee: \$500

This course is intended to give the participants a general and clear picture of the computer networking technology. Basic concepts of various aspects related to computer networks will be addressed. Practical considerations on the popular PC networks and their connectivities with mini/mainframe computers will be highlighted.

Syllabus: Introduction to network technology and architecture; standards; ISO/OSI model; network topology; various network media including ethernet, token ring, and token bus; network management; PC LAN and its connectivities; practical considerations; applications and examples.

Entry Requirement: Basic knowledge of computer principles and/or some experience with computer applications. Enrolment is limited to 45.

Introduction to Local Area Networks with Microcomputers.

275. K. W. Chiu, B.Sc. (Computer Studies) (H.K.), M.A.C.M., M.I.E.E.E. *Lectures on Thursdays, 6.30–9.00 p.m., starting September 20, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Tuesdays, 6.15–8.00 p.m., starting October 9, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 8 lecture meetings and 5 workshop meetings.*

Fee: \$1,050

276. K. W. Chiu, B.Sc. (Computer Studies) (H.K.), M.A.C.M., M.I.E.E.E. *Lectures on Thursdays, 6.30–9.00 p.m., starting September 20, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Tuesdays, 8.00–9.45 p.m., starting October 9, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 8 lecture meetings and 5 workshop meetings.*

Fee: \$1,050

This course is intended for users who wish to attain some concepts and practical knowledge on local area networks (LAN).

Local areas network is a communications technology to link up computers. LAN is widely implemented to increase connectivity and productivity of microcomputers and/or mainframe computers is not only large enterprises but also small organizations. This course provides an introduction to the concepts and practical details of LAN, with the focus of discussion on microcomputers, which is the most common computer equipment in organizations. Discussion and workshops on existing systems are designed to provide practical experience on LAN for the participants.

Syllabus: Introduction and concepts in data communications and local area network (LAN); Overview of common hardware and software for LAN and their comparisons; Communication of microcomputers with mini and mainframe computers via LAN—TCP/IP and communication servers (workshops will be provided if possible); In depth study of a common microcomputer LAN operating system (Novell Netware), with workshops; Installation of microcomputer packages on LAN and designing LAN applications (workshops will be provided if time allow); Design and installation of microcomputer LAN.

Entry Requirement: Participants are expected to have knowledge in computer concepts, PC's and DOS. Enrolment for each course is limited to 16.

277. Data Communications with Modems and the use of Bulletin Boards.

K. W. Chiu, B.Sc. (Computer Studies) (H.K.), M.A.C.M., M.I.E.E.E., and C. K. Yuen, B.Sc. (C.U.H.K.), Cert.Ed. (H.K.), Demonstrator, University of Hong Kong. *Tuesdays, 6.30—9.00 p.m., starting January 22, 1991. Room 721, Knowles Building, University of Hong Kong. 7 meetings. Fee: \$500*

Data communication with modems adds a new dimension to the power of PC users. This course introduces the concepts and techniques in using data communications and Bulletin Board Systems (BBS). Participants are expected to have some knowledge in PC and DOS operation. Where possible, demonstration on the use of modems and communication packages will be provided.

Topics include: Introduction to the concepts and fundamentals of data communications with modems and PC. General overview of the Bulletin Board System (BBS)—concepts, history, local establishments and communications between BBS. Public Domain software and BBS. Installation of modems and use of communication packages. The use of Opus BBS and Quick BBS. Introduction to the installation of BBS.

V. Computer Graphics and Computer Aided Design/ Drafting (CAD)

278. Introduction to Microcomputer Graphics.

W. L. Mak, B.Sc. (Eng.), M.Sc. (Eng.). *Mondays, 6.15–9.15 p.m., starting January 7, 1991. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$520**

The visual impact of computer graphics has led to its wide acceptance as an effective and friendly medium of communicating thoughts and ideas. It has become an important tool for analytical and design purposes in architecture, business and engineering. This course introduces the fundamentals of graphics hardware architecture and the basic knowledge in computer graphics, theory and programming. Participants are expected to have some knowledge on computer programming.

Topics include: Display Generation Principles, Graphics Hardware Architecture, Graphic Interface: CGA, EGA, VGA, Graphics Input and Output Device, Techniques in Graphics Programming, Graphics Application Software, Graphics Standards, User Interface Design Techniques. *Case study will be based on personal computers.*

279. Introduction to Computer Graphics.

G. W. K. Fung, B.C.S. (Windsor), M.I.E.E.E., Director, CAD LAB, Vice President (R & D), Computer Graphics Services. *Mondays & Wednesdays, 7.00–9.00 p.m., starting October 1, 1990. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$550**

Computer graphics play a very important role in nowadays business like architectural presentation, product design, engineering, advertisement or even movie making. This course introduces the fundamental of computer graphics applications and techniques that are being used in various areas.

Topics include: Animation systems, computer aided design (CAD) system, photo realistic rendering, desktop publishing, image processing, simulation systems, multimedia presentation, computer graphics arts and introduction to related hardwares.

Entry Requirement: No prior knowledge in computer graphics is required, but with basic concepts of computer would be an advantage.

280. Introduction to Graphics Programming with Pascal.

K. C. Ko, B.A. (A.S.), B.Arch., M.Arch. (CAD), H.K.I.A., R.I.B.A., A.P. (list 1), Lecturer, University of Hong Kong. *Lectures on Fridays, 7.00–9.00 p.m., starting February 8, 1991. Room LG101, K.K. Leung Building, University of Hong Kong. Workshops on Mondays, 6.30–9.30 p.m., starting February 11, 1991. Room 314, Knowles Building, University of Hong Kong. 6 lecture meetings and 6 workshop meetings.* **Fee: \$1,350**

This course aims at giving computer graphics application users an opportunity to take a look into the black box they are using. While teaching the Pascal programming language, various graphics programming techniques, algorithms and program structures will be introduced.

Topics include: Data representation within the computer, Data type, Data structure, Control structure, Structured programming, Include files and graphics subroutines of Pascal, Program structure of graphics applications, graphics algorithms, Vector graphics and raster graphics.

Entry Requirement: Applicants should have basic knowledge of microcomputer and familiar with DOS operations. Enrolment is limited to 25. Each student will be assigned to use one workstation.

Medium of instruction: Cantonese with English terminologies.

Computer Graphics: GKS Programming.

281. *Lectures on Fridays, 7.00–9.00 p.m., starting September 28, 1990. Room LG101, K.K. Leung Building, University of Hong Kong. Workshops on Tuesdays, 6.00–8.00 p.m., starting October 9, 1990. Room 104, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings.* **Fee: \$1,500**

282. *Lectures on Fridays, 7.00–9.00 p.m., starting September 28, 1990. Room LG101, K.K. Leung Building, University of Hong Kong. Workshops on Tuesdays, 8.00–10.00 p.m., starting October 9, 1990. Room 104, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings.* **Fee: \$1,500**

Tutors: M. F. Yau, B.Sc. (Eng.), M.Phil. (H.K.), Computer Officer, University of Hong Kong.

Y. K. Cheung, B.C.Sc. (Jinan), Computer Officer, University of Hong Kong.

M. H. Wong, B.Sc. (Leeds), System Programmer, GKE Inc.

Computer Graphics involve the generation, representation and manipulation of graphic objects by a computer. Typical application areas of computer graphics are Engineering, Science, Business, Art and Education.

The course gives an introduction to the principles of Computer Graphics and

emphasizes on graphics programming with a device-independent graphics subroutine package GKS (Graphical Kernel System). GKS has been accepted as the graphics software standard by the International Standards Organization (ISO) and the American National Standards Institute (ANSI), and has been widely adopted in industry, business and higher institutions. Terminal workshops are designed to provide students with hands-on programming experience in VAX/VMS environment.

This course is suitable for computer programmers, engineers or teachers who want to become familiar with computer graphics programming.

Syllabus: A quick overview of programming language C; applications of computer graphics; overview of computer graphics systems; line drawing, clipping, fill area algorithms; curves; object transformations; GKS co-ordinate systems; output primitives; output attributes; interactive input methods. segments.

Entry Requirement: The applicant is expected to have some basic concept about geometry and prior knowledge of at least one programming language (preferably C). Enrolment for each course is limited to 16.

AutoCAD Basic Drafting.

283. K. C. Ko, B.A. (A.S.), B.Arch., M.Arch. (CAD), H.K.I.A., R.I.B.A., A.P. (list 1), Lecturer, University of Hong Kong. *September 19, 21, 24, 26 & 28, 1990. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,000**

284. K. C. Ko, B.A. (A.S.), B.Arch., M.Arch. (CAD), H.K.I.A., R.I.B.A., A.P. (list 1), Lecturer, University of Hong Kong. *October 3, 5, 8, 10 & 12, 1990. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,000**

285. K. C. Ko, B.A. (A.S.), B.Arch., M.Arch. (CAD), H.K.I.A., R.I.B.A., A.P. (list 1), Lecturer, University of Hong Kong. *November 16, 19, 21, 23 & 26, 1990. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,000**

286. Henry Ahking, University of Hong Kong. *Thursdays, 6.30–9.30 p.m., starting September 20, 1990. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,000**

287. Henry Ahking, University of Hong Kong. *Thursdays, 6.30–9.30 p.m., starting December 13, 1990. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,000**

This course is intended to equip participants fundamental concepts and operation know-hows of AutoCAD 2D drafting. Most basic features of

AutoCAD will be covered.

Topics include: AutoCAD fundamentals, I/O devices used by AutoCAD, AutoCAD user interaction, Alternative command and coordinate input methods, AutoCAD commands—draw, edit, display control, drawing aids, inquiry, introduction to layer.

Entry Requirement: Applicants should have basic knowledge of microcomputer and familiar with DOS operations. *Enrolment for each course is limited to 25. Each student will be assigned to use one workstation.*

Medium of instruction: Cantonese with English terminologies for Courses 283–285.

English for Courses 286 & 287.

AutoCAD Advanced Drafting.

288. K. C. Ko, B.A. (A.S.), B.Arch., M.Arch. (CAD), H.K.I.A., R.I.B.A., A.P. (list 1), Lecturer, University of Hong Kong. *November 28, 30, 1990, December 3, 5 & 7, 1990. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,000**

289. Henry Ahking, University of Hong Kong. *Thursdays, 6.30–9.30 p.m., starting November 1, 1990. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,000**

290. Henry Ahking, University of Hong Kong. *Thursdays, 6.30–9.30 p.m., starting January 31, 1991. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,000**

This course is intended to equip participants to take full advantage of AutoCAD advanced drafting features.

Topics include: Colour, line type, symbol library, attributes, dimensioning, layer management, hidden line removal, 2.5D, viewports, introduction to data exchange—DXF and IGES.

Entry Requirement: Applicants should have completed the 'AutoCAD basic drafting' or equivalent course. *Enrolment for each course is limited to 25. Each student will be assigned to use one workstation.*

Medium of instruction: Cantonese with English terminologies for Course 288. English for Courses 289 & 290.

AutoCAD 3D.

291. *November 2, 5, 7, 9 & 12, 1990. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,000**

292. *January 16, 18, 21, 23 & 25, 1991. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings. Fee: \$1,000*

Tutor: K. C. Ko, B.A. (A.S.), B.Arch., M.Arch. (CAD), H.K.I.A., R.I.B.A., A.P. (list 1), Lecturer, University of Hong Kong.

CAD systems allow users to generate 3D views of a design quickly and accurately. This course covers various techniques in 3D manipulation and the application of these techniques in 3D visualization and spatial appreciation.

Topics include: Differences of 2D, 2.5D and 3D, AutoCAD 3D representation methods, AutoCAD 3D commands, User coordinate system, generating perspective views, surface modeling, shading.

Entry Requirement: Applicants should have completed the 'AutoCAD basic drafting' or equivalent course. *Enrolment for each course is limited to 25.*

Medium of instruction: English for Course 291.

Cantonese with English terminologies for Course 292.

293. AutoCAD Customisation.

K. C. Ko, B.A. (A.S.), B.Arch., M.Arch. (CAD), H.K.I.A., R.I.B.A., A.P. (list 1), Lecturer, University of Hong Kong. *Tuesdays & Thursdays, 6.30–9.30 p.m., starting December 6, 1990. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings. Fee: \$1,100*

Most CAD systems provide a number of alternative input, output, and system set-up formats. While providing choice and flexibility, it is time consuming to set up the system format each time a new drawing file is being created. To create a more efficient CAD production environment, it is essential to customise your CAD system to suit your in-house standards.

Topics include: Customise mouse, tablet buttons, tablet menu and screen menu. Create line types, hatch patterns and text fonts. System variables of AutoCAD. Data exchange using DXF and IGES. Using script. Introduction to AutoLISP.

Entry Requirement: Applicants should have completed 'AutoCAD advanced drafting', 'AutoCAD 3D', or equivalent course. *Enrolment for each course is limited to 20. (2 students will share 1 workstation).*

294. AutoLISP Programming.

K. C. Ko, B.A. (A.S.), B.Arch., M.Arch. (CAD), H.K.I.A., R.I.B.A., A.P. (list 1), Lecturer, University of Hong Kong. *Tuesdays & Thursdays, 6.30–9.30 p.m., starting January 8, 1991. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings. Fee: \$1,000*

Build in programming languages of CAD systems are powerful tools. Users can create new commands and modify existing commands with these languages. The real power of CAD systems cannot be fully explored and understood without using such tools.

Topics include: AutoLISP syntax, programming style, storing and running programs, accessing AutoCAD database, editing AutoCAD entities, coordinate geometry and trigonometry for writing AutoLISP graphics programs.

Entry Requirement: Applicants should have completed 'AutoCAD customisation' or equivalent course. *Enrolment for each course is limited to 20. (2 students will share 1 workstation).*

Intergraph Microstation 2D/3D Basic Operation.

295. *October 17, 19, 22, 24 & 29, 1990. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings. Fee: \$1,100*

296. *January 2, 4, 7, 9 & 11, 1991. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings. Fee: \$1,100*

Tutor-in-charge: K. C. Ko, B.A. (A.S.), B.Arch., M.Arch. (CAD), H.K.I.A., R.I.B.A., A.P. (list 1), Lecturer, University of Hong Kong.

This course is intended to equip participants fundamental concepts and operation know-hows of Intergraph microstation. Most basic features of Intergraph microstation would be covered.

Topics include: Intergraph microstation fundamentals, I/O devices used, user interaction, Alternative command and coordinate input methods, basic commands.

Entry Requirement: Applicants should have basic knowledge of microcomputer and familiar with DOS operations. *Enrolment for each course is limited to 25. Each student will be assigned to use one workstation.*

Medium of instruction: *Cantonese with English terminologies for Course 295. English for Course 296.*

297. Intergraph Microstation 2D/3D Advanced Operation.

December 12, 14, 17, 19 & 21, 1990. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings. Fee: \$1,250

Tutor-in-charge: K. C. Ko, B.A. (A.S.), B.Arch., M.Arch. (CAD), H.K.I.A., R.I.B.A., A.P. (list 1), Lecturer, University of Hong Kong.

This course is intended to equip participants to take full advantage of

Intergraph microstation advanced features.

Topics include: Symbol library, reference files and layers, 3D wireframe and surfaces, introduction to data exchange.

Entry Requirement: Applicants should have completed 'Integrgraph Microstation 2D/3D basic operation' or equivalent course. Enrolment for each course is limited to 25. Each student will be assigned to use one workstation.

298. Raster Graphics Programming for Microcomputer in C Language.

G. W. K. Fung, B.C.S. (Windsor), M.I.E.E.E., Director, CAD LAB, Vice President (R & D), Computer Graphics Services. *Lectures on Tuesdays & Thursdays, 7.15–9.15 p.m., starting September 18, 1990. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Tuesdays, 6.30–9.30 p.m., starting October 2, 1990. Room 314 Knowles Building, University of Hong Kong. 12 lecture meetings and 8 workshop meetings.* **Fee: \$1,650**

Most of the computer graphics formats are based on raster form, techniques have been discovered and developed to handle raster graphics in various applications. This course is intended to give participants hand on experience of development C language programs to handle raster graphics. Hardware architecture of microcomputer and computer graphics theory will be discussed.

Topics include: Personal computer graphics display: EGA and VGA; Raster graphics techniques; color theory; vector graphics translation; fractal graphics and simple animation.

Entry Requirement: Basic knowledge of DOS and C language is expected. Enrolment is limited to 25. Each student will be assigned to use one workstation.

Medium of instruction: Cantonese with English terminologies.

VI. Chinese Computing

299. 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：香港大學鈕魯詩樓230室

時 間：一九九〇年九月廿九日起每星期六下午二時三十分至四時三十分

全期學費：四百二十元 (共十二講)

本課程着重介紹中文電腦之應用及倉頡輸入法。內容包括：(一)中文字之特性；(二)中英文電腦之分別；(三)中文電腦發展史；(四)中文電腦輸入法；(五)中

文電腦輸出技術；(六)中文電腦操作系統；(七)中文電腦語言；(八)中文電腦軟件；(九)倉頡輸入法；(十)如何選擇中文電腦系統？

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。

中文電腦應用培訓 (Chinese Computer Applications Training)

主 講 人：陳翰生先生（中文之星訓練中心主任）及

伍山科技發展有限公司之導師

地 點：香港灣仔洛克道276—278號安隆商業大廈19字樓伍山中文之星培訓中心

全期學費：每班七百二十元 （每班共四講）

時 間：

300. 一九九〇年十月六日起每星期六下午二時三十分至五時三十分

301. 一九九一年一月五日起每星期六下午二時三十分至五時三十分

課程概述及目的：香港地位特殊，是中西文化，科學，貿易交匯中心，中英文在香港有同樣重要的法律地位。因此，現今無論是政府機構，各大企業，銀行，大學，報社，社團等都開始使用中文電腦的操作，及管理人才極之缺乏，所以特舉辦此課程，目的是希望學員透過對中文電腦的基本認識與操作，進而進一步將中文電腦實際實用於工商業務上。

適合參加人士：各企業，政府機構，銀行，大學，報社等負責中文打字和文書處理者。有興趣學習中文電腦之人士亦可參加。（學員最好有英文打字及一般電腦的知識）

課程內容：(1)中文電腦的基本知識；(2)中文輸入法訓練……倉頡第四代輸入法；(3)中文文書處理的應用和中文文書的列印；及(4)如何使英文軟件在中文系統中應用。

課程形式：講授，示範及實習（每學員一人一機親自操作）

名 額：每班限收十八人

（本課程與香港伍山科技發展有限公司合辦）

VII. EMS Certificate Courses

中文電腦證書課程〔與香港生產力促進局合辦〕 (Certificate Course in Chinese Computing)

302.講授課程：一九九〇年九月二十四日起逢星期一下午七時至八時三十分，香港大學鈕魯詩樓230室。實習課程：一九九〇年十月九日起逢星期二下午六時三十分至九時三十分，九龍尖沙咀星光行911室。（十五課講授及十八課實習）

303.講授課程：一九九〇年九月二十四日起逢星期一下午七時至八時三十分，香港大學鈕魯詩樓230室。實習課程：一九九〇年十月十一日起逢星期四下午六時三十分至九時三十分，九龍尖沙咀星光行911室。（十五課講授及十八課實習）

304.講授課程：一九九〇年九月二十四日起逢星期一下午七時至八時三十分，香港大學鈕魯詩樓230室。實習課程：一九九〇年十月十日起逢星期三下午六時三十分至九時三十分，香港灣仔洛克道276至278號安隆商業大廈19字樓伍山中文之星培訓中心。（十五課講授及十八課實習）

305.講授課程：一九九〇年九月二十四日起逢星期一下午七時至八時三十分，香港大學鈕魯詩樓230室。實習課程：一九九〇年十月十二日起逢星期五下午六時三十分至九時三十分，香港灣仔洛克道276至278號安隆商業大廈19字樓伍山中文之星培訓中心。（十五課講授及十八課實習）

主 講 人：陳翰生先生（中文之星訓練中心主任）

關永強先生（香港大學電算機教研及應用中心高級電腦主任）

香港生產力促進局之導師及伍山科技發展有限公司之導師

全期學費：每班二千六百元（包括上課時所用之磁碟及講義）

本課程選用“中文之星”中文電腦系統，內容包括：（一）電腦基本概念；（二）倉頡輸入法；（三）其他輸入法；（四）文書處理的操作；（五）中文系統的選擇；（六）中文電腦軟件的應用；（七）中文桌上排版簡介。

入學資格：

本課程適合一般從事印刷、植字之人仕及一般辦公室文員、秘書等參加。學員須具中五程度，並懂得書寫中文，英文打字及DOS基本知識。（限收七十六人）

結業證書：

課程結束後，學員若能符合下列三項條件，則可領得本部及香港生產力促進局聯合頒發之證書：（一）畢業考試合格；（二）上課次數超過百分之七十五；（三）完成所有課程中的作業。

申請手續：

申請人可親往下列地點報名：（一）香港大學校外課程部，薄扶林道，香港大學校本部大樓地下；（二）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九字樓。

申請人亦可將申請表格及函件寄回本部。報名表格必須連同回郵信封，學歷副本一併交回或寄回本部。報名時無需繳交學費，本部將個別書面通知獲取錄者及繳費辦法。查詢電話：859 2793

截止日期：一九九零年九月十日

Certificate Course in Microcomputer Application.

306. *Lectures on Thursdays, 6.30—9.00 p.m., starting October 11, 1990. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Saturdays, 2.30—6.30 p.m., starting November 3, 1990. Room 201, Run Run Shaw Building, University of Hong Kong. 20 lecture meetings and 30 workshop meetings (workshop meetings consisting of computer and tutorial/discussion sessions).*

Fee: \$3,500 (including computer time and floppy diskette charges)

307. *Lectures on Thursdays, 6.30—9.00 p.m., starting October 11, 1990. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Mondays, 6.00—10.00 p.m., starting November 5, 1990. Room 201, Run Run Shaw Building, University of Hong Kong. 20 lecture meetings and 30 workshop meetings (workshop meetings consisting of computer and tutorial/discussion sessions).*

Fee: \$3,500 (including computer time and floppy diskette charges)

308. *Lectures on Thursdays, 6.30—9.00 p.m., starting October 11, 1990. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Tuesdays, 6.00—10.00 p.m., starting November 6, 1990. Room 201, Run Run Shaw Building, University of Hong Kong. 20 lecture meetings and 30 workshop meetings (workshop meetings consisting of computer and tutorial/discussion sessions).*

Fee: \$3,500 (including computer time and floppy diskette charges)

309. *Lectures on Thursdays, 6.30—9.00 p.m., starting October 11, 1990. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Wednesdays, 6.00—10.00 p.m., starting November 7, 1990. Room 201, Run Run Shaw Building, University of Hong Kong. 20 lecture meetings and 30 workshop meetings (workshop meetings consisting of computer and tutorial/discussion sessions).*

Fee: \$3,500 (including computer time and floppy diskette charges)

Tutors-in-charge: W. Y. Ho, Computer Officer, University of Hong Kong.

K. H. Leung, Computer Officer, University of Hong Kong.

This course aims to provide a comprehensive study of microcomputer applications in commercial and public sectors. Participants will learn the fundamentals of microcomputers and some of the most commonly used microcomputer packages including wordprocessing, spreadsheets and database management systems. Preference will be given to applicants to whom the skills taught will be of direct relevance. Those who are able to enclose a letter from their employers to support their applications are advised to do so.

Minimum Entry Qualifications: Applicants should have at least completed secondary education.

Examination: An oral/practical examination will be conducted at the end of the course. The award of an Extra-Mural certificate is conditional on the student passing the oral/practical examination, completing the set projects satisfactorily and attending at least 75% of the lectures and computer workshops.

Students are expected to do a certain amount of work in their own time.

Syllabus: Fundamentals of microcomputers; BASIC; DOS system; a wordprocessing package; a spreadsheet package and a data-base management package.

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the Department. Applications which are not accompanied by relevant documents will not be considered. Please note that the course fees will only be collected from those successful applicants after the selection processes. *Enrolment for each course is limited to 40. Closing date for applications: September 18, 1990.*

Certificate Course in Database Design and Management.

310. Lectures on Wednesdays, 6.30–9.30 p.m., starting October 24, 1990. Room 230, Knowles Building, University of Hong Kong. Computer Workshops and Tutorials on Thursdays, 6.00–10.00 p.m., starting November 1, 1990. Training Centre of Wealthland Consultants and Management Ltd., Room 1213A, 12/F., Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 16 lecture meetings and 12 workshop and tutorial meetings.

Fee: \$3,650 (including computer time)

311. Lectures on Wednesdays, 6.30–9.30 p.m., starting October 24, 1990. Room 230, Knowles Building, University of Hong Kong. Computer Workshops and Tutorials on Fridays, 6.00–10.00 p.m., starting November 2, 1990. Training Centre of Wealthland Consultants and Management Ltd., Room 1213A, 12/F., Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 16 lecture meetings and 12 workshop and tutorial meetings.

Fee: \$3,650 (including computer time)

312. Lectures on Wednesdays, 6.30–9.30 p.m., starting October 24, 1990. Room 230, Knowles Building, University of Hong Kong. Computer Workshops and Tutorials on Saturdays, 2.00–6.00 p.m., starting November 3, 1990. Training Centre of Wealthland Consultants and Management Ltd., Room 1213A, 12/F., Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 16 lecture meetings and 12 workshop and tutorial meetings.

Fee: \$3,650 (including computer time)

Tutor-in-charge: F. T. Chan, Staff Tutor, University of Hong Kong.

Database management systems are fundamental software systems that are used to increase the performance and efficiency of data manipulation. They assist in enhancing data integrity and improve data administration and control. The course covers all of the fundamental principles of database. The "Oracle" database management system and the "Titan" information retrieval system will be used to illustrate the concepts that are taught in the lectures. Students will gain practical experience by tackling sample cases. In each case study, students have to analyze the problem, design the data model and associated applications, and eventually implement the system using Oracle or Titan. It is expected that, on completion of this course, students will be able to design, develop, implement and maintain simple database systems.

Syllabus: Database approach and its objectives; The ANSI/SPARC three-level database architecture; Basic data models (hierarchical, network, relational); Data dependencies and normalization; Relational database design (analytic and synthetic approaches); Database application design; Database integrity and security; Data Dictionary and Information Resource Dictionary System; Fourth Generation Languages; Information retrieval system; Two-level superimposed coding scheme for rapid data retrieval.

Minimum Entry Qualifications: The students are assumed to be professionals interested in data processing and should be familiar with at least one high level programming language and/or have exposure to simple database management system such as dBASE. Preference will be given to those who can demonstrate that the course is relevant to their work.

Examination: An oral/practical examination will be conducted at the end of the course. The award of an Extra-Mural certificate is conditional on the student passing the oral/practical examination, completing the set projects satisfactorily and attending at least 75% of the lectures and computer workshops.

Applicants must enclose photostat copies of appropriate certificate along with special application forms which are available on request from the Department. Applications which are not accompanied by relevant documents will not be considered. Cheques should be crossed and made payable to the UNIVERSITY OF HONG KONG. *Enrolment for each course is limited to 20. Closing date for applications: October 1, 1990.*

Certificate Course in Advanced Digital Computer Programming.

313. Lectures on Fridays, 6.30—9.00 p.m., starting November 2, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Computer Workshops on Saturdays, 2.00—4.00 p.m., starting November 24, 1990. Room 808, K.K. Leung Building, University of Hong Kong. 30 lecture meetings and 20 computer workshop meetings.

Fee: \$3,750 (including computer time)

314. Lectures on Fridays, 6.30—9.00 p.m., starting November 2, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Computer Workshops on Saturdays, 4.00—6.00 p.m., starting November 24, 1990. Room 808, K.K. Leung Building, University of Hong Kong. 30 lecture meetings and 20 computer workshop meetings.

Fee: \$3,750 (including computer time)

315. Lectures on Fridays, 6.30—9.00 p.m., starting November 2, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Computer Workshops on Tuesdays, 6.00—8.00 p.m., starting November 27, 1990. Room 808, K.K. Leung Building, University of Hong Kong. 30 lecture meetings and 20 computer workshop meetings.

Fee: \$3,750 (including computer time)

316. Lectures on Fridays, 6.30—9.00 p.m., starting November 2, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Computer Workshops on Tuesdays, 8.00—10.00 p.m., starting November 27, 1990. Room 808, K.K. Leung Building, University of Hong Kong. 30 lecture meetings and 20 computer workshop meetings.

Fee: \$3,750 (including computer time)

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

Minimum Entry Qualifications: Applicants should have programming experience. Preference will be given to those who completed successfully a Certificate Course in Digital Computer Programming offered by the Department of Extra-Mural Studies, University of Hong Kong, or equivalent.

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

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

Syllabus: PASCAL. Data Processing: handling of data; storage devices; introduction to systems analysis and design; project management; concepts of data base. Data and File Structures: linear lists, stacks, queues, etc.; applications of fundamental data structures to programming techniques, searching and sorting; sequential files, indexed sequential files and direct files, their organization and processing. Searching and Sorting Algorithms: linear search, binary search, direct search; internal and external sorts. Operating Systems.

Assignment: Ample computer time will be provided for exercise and assignments.

Applicants must enclose photostat copies of appropriate certificate along with special application forms which are available on request from the Department. Applications which are not accompanied by relevant documents will not be considered. Please note that the course fees will only be collected from those successful applicants after the selection processes. Enrolment for each course is limited to 18. Closing date for applications: October 12, 1990.

SEMINARS ON SPECIAL TOPICS

317. Expert Systems.

Lectures on October 31, November 1, 1990. Room 1, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F., Demonstration (2 hours) on November 2, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 2 meetings and 1 demonstration. **Fee: \$750**

This seminar provides an in-depth discussion on Expert Systems. It aims at those who want to acquire in detail, the techniques and skills of building Expert Systems.

At the end of the course, the students are expected to: (1) understand in detail the vocabulary of expert systems. (2) have experienced what is involved in building an expert system. (3) know a methodology for implementing expert systems. (4) be up-to-date on current research issues in expert systems. *Enrolment is limited to 45.*

Résumé of the Speaker

Dr. K. P. Lee received his B.A. in Mathematics from the University of Hong Kong and Ph.D. in Computer Science from the State University of New York at Buffalo. After having taught for a number of years and worked for Bell Laboratories, he is currently a Senior Member of Research Staff in the Artificial Intelligence Research Department at Philips Laboratories in New York. His current interest is in the theory and practice of expert systems and is involved in designing and building an expert system for the diagnosis and repair of the Philips Tomoscan 300 series of CAT scanners.

From time to time the Extra-Mural Studies Department will invite prominent overseas speakers to organise day-time seminars on special topics such as:

1. "Mastering UNIX"
2. "Commercial Development with UNIX"
3. "Expert Systems"
4. "Prolog: Theory and Applications"
5. "Program Testing Methodology"

The exact schedule for these seminars have to be determined with the speakers. If you are interested in these or some other topics, please write to us together with a self-addressed envelope, with indication of which topic's information is required (Attn: Miss Ciney Ho, Department of Extra-Mural Studies, University of Hong Kong, Pokfulam Road, Hong Kong).

Postgraduate Certificate Course in Computing Studies.

Course Directors:

W. H. Tang, B.Sc. (H.K.), M.Sc. (Lond.), M.B.C.S.

Prof. P. C. Poole, Professor of Computer Science and Head, School of Information Technology and Electrical Engineering, University of Melbourne.

Introduction:

This course aims to provide professional training in computing for graduates of other disciplines. It is designed to serve as a conversion course at postgraduate level and is particularly useful for executives, administrators and other professionals who wish to enter the computer industry. The emphasis of the course is on the capabilities and applications of computer systems. Particular attention is paid to the fundamental principles of software engineering and to the management and professional responsibility of computing professionals.

The course syllabus is partly derived from that of the Graduate Diploma in Computing Studies at the University of Melbourne in Australia. This postgraduate Diploma (a 1-year full-time or 2-year part-time programme) has been offered for more than a decade and is widely respected throughout the world as one providing an excellent foundation for computer professionals. Many of its graduates now occupy senior positions in the computer industry.

Academic Standing:

Holders of the Postgraduate Certificate in Computing Studies from the Department of Extra-Mural Studies, University of Hong Kong will be deemed by the University of Melbourne to have *partially fulfilled the requirements* of the Graduate Diploma in Computing Studies offered by that University (holders of the Postgraduate Certificate will be deemed to have completed the first year of the 2-year part-time Graduate Diploma programme).

Entry Qualifications:

Applicants should be either: (1) University graduates of any discipline or equivalent; *or* (2) Executives or professionals with at least 5 years of relevant experience.

In exceptional cases, outstanding candidates without the above-listed qualifications may be admitted after an interview.

Applicants for this course must have successfully completed an approved course of study which provides an appropriate background and training for them to pursue this programme. Applicants must also have experience in computer programming acceptable to the Selection Committee. In identifying those applicants most likely to pursue the course successfully, the Selection Committee may give preference to applicants who have one or more of the following: (1) an honours degree or higher degree; (2) a record of achievement in Mathematics; (3) substantial experience in computer programming; (4) relevant work experience, preferably since graduation; (5) the Postgraduate Certificate in Information Technology from the Department of Extra-Mural Studies at the University of Hong Kong.

Syllabus:

Fundamentals of computer organization, systems programming languages; data structures and algorithms; dynamic storage management; file structures and algorithms; programming methods and applications; principles and practice of modern computer packages for communication, document preparation, graphics, data management, system modelling, program preparation, testing and debugging and other applications; user interface design principles; database system including data modelling, database design, query languages, integrity, security concurrency; introduction to software engineering and the problems connected with the development of large scale software systems; study of the present and potential uses and significance of computers in society and of the management and professional responsibility of computing professionals.

Practical work is an integral part of this course and students will be expected to carry out a number of software projects mainly using the C programming language.

Further Studies:

(1) A student enrolled on the Postgraduate Certificate of Computing Studies at the Department of Extra-Mural Studies, University of Hong Kong may apply (with evidence of satisfactory progress in the Postgraduate Certificate course) for enrolment in the Graduate Diploma in Computing Studies in the University of Melbourne and, after payment of the appropriate fee (currently AUS\$6,300) to the University of Melbourne, complete the Graduate Diploma in the period November – February (inclusive) at the University of Melbourne.

(2) Holders of the Postgraduate Certificate in Computing Studies may apply for enrolment in the second year of the 2-year part-time Graduate Diploma programme at the University of Melbourne after paying the appropriate fee.

Details of course arrangement will be announced later. Persons interested in this course should send a self-addressed envelope to Miss Ciney Ho, Department of Extra-Mural Studies, University of Hong Kong.

CAMBRIDGE INFORMATION TECHNOLOGY CERTIFICATE

The Department of Extra-Mural Studies, University of Hong Kong (EMS), in collaboration with the University of Cambridge Local Examinations Syndicate (UCLES), will launch the Cambridge Information Technology scheme in Hong Kong. UCLES and EMS will issue Cambridge Information Technology Certificates to students who have successfully completed recognized EMS courses.

Cambridge Information Technology (CIT)

Cambridge Information Technology is a modular scheme to assess competence in practical Information Technology skills. The scheme comprises a wide range of modules and students will receive a certificate for each module after completing a relevant course. Each certificate incorporates a summary of the skills the student will have demonstrated in attaining the specified level of competence.

A student who has obtained five module certificates can apply for the “*Certificate in Information Technology*”.

An award of the CIT Certificate signifies that the student will have shown his/her ability to perform the requisite tasks. CIT standards are built to specifications for all to see. The CIT certificate provides a recognized validation vehicle for practical Information Technology skills.

Information for Employers

The CIT scheme emphasises practical skills—it focuses on the practical applications of the skills being learned. A CIT certificate holder is not necessarily a computer expert, but he or she will have gained:

- practical experience in using computer applications
- an appreciation of how computers can be used to solve problems and facilitate routine tasks
- a general base of skills, which can be accumulated to meet particular requirements

To employers, the CIT scheme can be adopted as a staff training and development programme or as an indicator of a job applicant's Information Technology skills.

How to Apply

If you have enrolled in an EMS course which is designated as a CIT module and wish to apply for a CIT module certificate, or you have already obtained five CIT module certificates and wish to apply for the "Certificate in Information Technology", you should: (i) obtain an "Application for CIT Certificate" form from the Department; (ii) complete and return the form to the Department before the course ends; (iii) submit an application fee of \$100 and a stamp-addressed envelope together with your application.

In order to be eligible for the award of the CIT module certificate, applicants should have satisfied the requirements as specified in each course.

The Department of Extra-Mural Studies and the University of Cambridge Local Examinations Syndicate reserve the full right to assess whether or not an applicant satisfies the requirements for the award of the Certificate. Only 70% of the application fee will be refunded to an unsuccessful application.

Available Modules

A) 001 Computer Literacy

EMS courses to be designated as CIT module:

- Microcomputers for Teachers
- The Principles and Applications of Microcomputer
- Business and Personal Application of Microcomputer

Students of *any* of the above EMS courses can apply for the CIT Certificate in Computer Literacy if they have satisfied the following requirements:

- (i) not less than 80% of attendance, and
- (ii) completion of course work to the satisfaction of the Tutor.

B) 101 Word Processing

EMS courses to be designated as CIT module:

- Introduction to WordPerfect
- Professional Word Processing with Multimate
- Introduction to WordStar

Students of *any* of the above EMS courses can apply for the CIT Certificate in Word Processing if they have satisfied the following requirements:

- (i) not less than 80% of attendance, and
- (ii) completion of course work to the satisfaction of the Tutor.

C) 102 Spreadsheets

EMS course to be designate as CIT module:

- Introduction to Symphony

Students of the above EMS course can apply for the CIT Certificate in Spreadsheets if they have satisfied the following requirements:

- (i) not less than 80% of attendance, and
- (ii) completion of course work to the satisfaction of the Tutor.

D) 103 Databases

EMS courses to be designated as CIT module:

- Introduction to dBASE III +
- Introduction to Database Management Systems and Structured Query Language

Students of *any* of the above EMS courses can apply for the CIT Certificate in Databases if they have satisfied the following requirements:

- (i) not less than 80% of attendance, and
- (ii) completion of course work to the satisfaction of the Tutor.

E) 105 Programming

EMS courses to be designated as CIT module:

- Microcomputer Programming for Beginners (With Workshops)
- Introduction to C
- Advanced Programming Using C

Students of *any* of the above EMS courses can apply for the CIT Certificate in Programming if they have satisfied the following requirements:

- (i) not less than 80% of attendance, and
- (ii) completion of course work to the satisfaction of the Tutor.

IN-HOUSE TRAINING COURSES

Computer Courses for Municipal Services Administration Staff
Institutes, companies, Societies and government departments who are interested in arranging in-house training courses in Computer Studies for their employees/members should contact Miss C. Ho, Tel.: 859 2793

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.

報 名 從 速

報名人數是本部得悉外界對本部課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本部課程者從速報名。

Economics, Banking & Statistics

Staff Tutor: Jennifer G. H. Ng, Telephone 859 2783

LONDON UNIVERSITY EXTERNAL B.Sc. ECONOMICS

These are a series of courses designed to help candidates prepare for the Part I, Part II and Part III of the B.Sc. Economics examinations. The courses are particularly relevant for those students who have chosen one of the following pathways: Economics; Economics and Management Studies; Accounting; Management Studies; Banking Trade and Industry. Individual courses may be applicable to students taking other pathways.

It is *not necessary* to be registered as an external student with London University to attend these courses though students who wish to take the B.Sc. examinations in June 1991 will normally have to register by *September 1990*. For details of London University registration, see p. ix.

These courses may also be of use to students taking professional examinations whose syllabuses are similar.

326. Economics B1 (London University Syllabus No. 0002).

G. H. Ng, B.A. (Simon Fraser), M.Soc.Sc., P.C.Ed. (H.K.). *Wednesdays, 6.15–7.45 p.m., starting September 19, 1990. Room LG109, K.K. Leung Building, University of Hong Kong. 30 meetings.* **Fee: \$1,210**

An introduction to the treatment of economic problems aimed at giving students the conceptual basis and necessary analytical tools for understanding contemporary economics. Theory of consumer behaviour; theory of the firm; market equilibrium; imperfect competition; factors markets; general equilibrium theory; welfare economics and the implications of various forms of intervention in the markets for goods and factors. Macroeconomic equilibrium in the goods and money markets. Models of unemployment, inflation, growth and the balance of payments. International trade. The assessment of policies to alleviate macroeconomic problems.

327. Elements of Statistics—New Syllabus

(London University Syllabus No. 0007).

Helen Moynihan, B.Sc. (Sussex), M.Sc. (Newcastle). *Thursdays, 6.15–7.45 p.m., starting September 20, 1990. Room LG109, K.K. Leung Building, University of Hong Kong. 30 meetings.* **Fee: 1,210**

The course will give an introduction to statistics for students with some

competence in mathematics.

The topics will be: Descriptive statistics and exploratory data analysis, elementary probability and important distributions, estimation and hypothesis testing, goodness-of-fit tests, correlation, regression and analysis of variance, basic survey sampling.

328. Banking 1—New Syllabus (London University Syllabus No. 0008).

Tutor: To be announced. *Saturdays, 3.45–5.15 p.m., starting September 22, 1990. Room LG109, K.K. Leung Building, University of Hong Kong. 30 meetings.* **Fee: \$1,210**

Objectives: The aim is to provide an introduction to the theory, structure and operations of financial institutions and markets with an emphasis on banking operations. The UK banking market is taken as the main model but wherever possible this should be related to other financial systems.

Topics: Financial Structure; Financial Intermediaries; Moneys and the Money supply; Deposit Banks; Developments in Banking Operations; Central Banking; The Money Markets; Monetary Policy; Comparative Banking and International Banking.

329. Introduction to Sociology (London University Syllabus No. 0010).

Tutor: To be announced. *Wednesdays, 8.00–9.30 p.m., starting September 19, 1990. Room LG109, K.K. Leung Building, University of Hong Kong. 30 meetings.* **Fee: \$1,210**

This course aims to:

- 1) Introduce key sociological concepts, issues, controversies and problems;
- 2) Relate these concepts and the debates that surround them to the principal theoretical frameworks;
- 3) Apply these concepts to substantive research;
- 4) Assess conceptual modifications and developments.

The course is deliberately selective. It does not aim to provide a comprehensive, superficial review of sociology as a whole, but rather to concentrate attention on certain central issues which can be considered in some depth. The course is divided into four sections:

Section 1: Value integration

An examination of how societies operate as functional wholes through the processes of value integration and socialization. The theoretical framework from which this notion derives is that of structural functionalism. The substantive area of application will be the family. Issues and controversies will centre around the notion of value consensus and the 'over-socialised conception of man' that it presupposes.

Section 2: Anomie

Discussion of the breakdown in social and moral integration as hypothesized in Durkheim's classic study of suicide. As well as suicide itself, the concept will also be applied to the substantive problem of criminality following Merton's conceptual modification of 'anomie' and its further application by 'sub-cultural theorists' to gang delinquency. Issues arising include methodological criticisms of Durkheim and his followers for their reliance on official statistics and conceptual criticisms of the concept of anomie and its relationship to 'egoism', 'altruism' and 'fatalism' in Durkheim's original work.

Section 3: Class and class conflict

Consideration of the marxist notion of class and its attendant conceptual framework. Issues relate to whether this conception of class adequately explains contemporary industrial society. Substantive areas to which the concept may be applied include ownership and wealth, the changing structure of manual and non-manual occupations, trade unionism, political behaviour and inequality in the Soviet bloc. Conceptual debates and modifications include definitions of inequality based on status and power relations.

Section 4: Authority and bureaucracy

The Weberian notion of authority, especially legal-rational authority as it is epitomised in the bureaucratic form of organization, will form the focus of this section. The central issue will be the applicability of the ideal-type of bureaucracy to actual large-scale organizations. Substantive applications will concentrate upon the interplay between formal and informal structures in organizations of many different types.

330. Mathematics for Economists (London University Syllabus No. 0012).

C. K. Liu, B.Sc. (Hons), M.Phil. (C.N.A.A.), M.I.S., F.S.S., A.F.I.M.A.
Thursdays, 8.00–9.30 p.m., starting September 20, 1990. Room LG109, K.K. Leung Building, University of Hong Kong. 30 meetings. Fee: \$1,210

Elementary functions and graphs, solutions of set of equations, indices and logarithms. Sequences and series, especially arithmetic and geometric progressions. Calculus of one variable: differentiation, maxima and minima, exponential and logarithmic functions, integration. Calculus of several variables: partial differentiation, unconstrained and constrained optimisation. Linear difference equations, linear differential equations.

Elementary linear algebra: vectors, linear dependence, dimension and basic, matrix arithmetic, matrix inversion, rank and nullity of matrix, determinants, solution of systems of linear equations.

The application of the above tools to economics: supply and demand analysis, national income determination, profit maximisation, growth elasticity,

production theory, consumer theory, discounting, consumer surplus, dynamic economic models, input-output analysis.

331. Economics B2 (London University Syllabus No. 0013).

W. H. Lee, B.Soc.Sc., M.Soc.Sc. (H.K.). *Mondays, 8.00–9.30 p.m., starting September 17, 1990. Suite 1504–05, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 30 meetings.* **Fee: \$1,210**

This course consists of two parts, micro and macroeconomics. In microeconomics the stress is on the analysis of the functions of the market mechanism in determining relative prices of goods and factors of production, and the allocation of resources under different market structures; for example, perfect competition and monopoly. A limited amount of time is also devoted to an analysis of the interrelationship between the prices of goods and factors in a general equilibrium framework. The macroeconomics section concentrates on the determination of aggregate demand, the price level, inflation and unemployment. Here the stress is on the interrelationship between goods markets (consumption, investment, government expenditures), asset markets (money, bonds), and labour markets. Within this framework, fiscal and monetary policies are examined. The analysis is then extended to examine how international trade and capital flows impinge on domestic variables and affect the choice and effectiveness of government policies.

332. Elements of Accounting and Finance

(London University Syllabus No. 0019).

Pang Kun Lai, M.A. (Lancaster). *Thursdays, 8.00–9.30 p.m., starting September 20, 1990. Room LG102, K.K. Leung Building, University of Hong Kong. 30 meetings.* **Fee: \$1,210**

Balance sheets, funds statements, income accounts and other accounting statements relating to past events and planned activities: their construction, use and interpretation. Accounting conventions: their nature, purposes and limitations.

The nature and capital structure of limited companies. Candidates will be expected to appreciate the essential differences between the accounting and economic concepts of income and to understand the basic arguments for, and against, the need for a conceptual framework of accounting.

Introduction to budgetary planning and control, and to long-range planning and capital investment appraisal.

333. Law and Organisations in England and Wales

(London University Syllabus No. 0027).

C. A. Ong, B.A. Law (Ealing College), LL.M. (Lond.), Barrister at Law (Lincoln's Inn). *Saturdays, 2.00–3.30 p.m., starting September 22, 1990. Room LG106, K.K. Leung Building, University of Hong Kong. 30 meetings.*

Fee: \$1,210

Legal forms of business organisation: individual traders, partnerships, registered co-operatives, limited companies. Formation formalities. Distinction between public and private companies.

Concept of limited liability. Lifting the veil of incorporation. Fraudulent trading. Current proposals for reform.

Relationships with third parties. Binding the organisation. Formation of contracts. Elements of legal contracts.

Internal relationships: duties of directors/officers; duties of employees. Relationship with shareholders.

Principles of corporate taxation.

334. Economics of Industry (London University Syllabus No. 0017).

Daniel K. H. Sun, B.A. (S. Illinois), M.A. (Illinois). *Saturdays, 3.45–5.15 p.m., starting September 22, 1990. Room LG106, K.K. Leung Building, University of Hong Kong. 30 meetings.*

Fee: \$1,210

A. *The Economics of Industrial Structure*

- (a) Size of firms and plants: economies and diseconomies of scale; optimum and minimum efficient scale; methods of estimating minimum efficient scale.
- (b) Concentration: market concentration and its measurement; classification of industries and markets and the problem of the 'relevant market'; concentration and market power; factors influencing concentration and changes in concentration.
- (c) Entry conditions; the economic role of entry and potential entry; categories of actual and potential entrants; the conventional 'barriers' to entry (legal; economies of scale; capital requirements; product differentiation; absolute-cost advantages); business policies and strategies and entry.
- (d) Diversification; measurement of diversification of firms; external and internal circumstances favouring diversification or specialisation; diversification and market power; industry patterns of diversification.
- (e) Vertical integration: measurement of vertical integration; integration of activities within firms *versus* integration within the market; vertical integration in conditions of monopoly and oligopoly; industry patterns of vertical integration; vertical integration and changes in the extent of the market.

B. Selected topics in the economics of industry

- (a) Competition and its limitation in oligopoly.
- (b) The economics of industrial research and development and the relevance of industrial structure.
- (c) The economics of advertising and sales promotion and the relevance of industrial structure.
- (d) The economics of industrial structure and the multi-national enterprise.
- (e) Government policy and industry, with special reference to industrial structure; the rationale of public policy intervention (e.g. in monopoly and restrictive agreements, mergers, location of industrial activity, research and development, nationalised industries and their investment and pricing policies).

335. Management Accounting (London University Syllabus No. 0031).

D. Li, M.B.A. (U.E.A.), F.C.E.A., M. Inst. A.M., M.B.I.M., M.I.I.M. *Fridays, 6.15–7.45 p.m., starting September 21, 1990. Room G5, James Hsioung Lee Science Building, University of Hong Kong. 30 meetings.*

Fee: \$1,210

Short-run planning and control in the firm. Budgetary control. Analysis of cost and revenue for pricing, output and other decisions including the situation where resources are scarce. Risk and uncertainty in decision making. Presentation of information for management. Performance and evaluation and control. Problems of common costs. Capital investment appraisal including basic risk analysis techniques. Introduction to portfolio analysis.

Organisational and behavioural aspects of planning and control systems.

[*Note: Students may bring into the examination hall their own slide rule and their own hand held electronic calculator. If calculators are used they must satisfy the requirements listed in paragraph 17 of the Regulations*]

336. Management Science Methods

(London University Syllabus No. 0032).

Y. C. Chan, B.Sc. (Nanyang), M.A. (Lancaster), Ph.D. (Manchester). *Fridays, 8.00–9.30 p.m., starting September 21, 1990. Room G5, James Hsioung Lee Science Building, University of Hong Kong. 30 meetings.*

Fee: \$1,210

The structure of decisions: decision criteria, perfect predictions, expected value of perfect information, decision making under certainty, decisions under uncertainty.

Linear programming models; basic assumptions, certainty and linearity, the problem in tabular form, the graphical method, the augmented form of the

linear programming problem, the simplex method, sensitivity analysis and shadow prices.

The transportation method.

Inventory control: economic order quantity model, sensitivity analysis, risk.

Queueing theory, classification of queues, analysis of one line, one service point and infinite source model.

Network analysis: project management, uncertainty in estimates, and scheduling with scarce resources.

Simulation.

Forecasting.

[*Note: Students may bring into the examination hall their own slide rule and their own hand held electronic calculator. If calculators are used they must satisfy the requirements listed in paragraph 17 of the Regulations*]

337. Organisation Theory (London University Syllabus No. 0033).

K. L. Ng, B.A. (Waterloo), M.B.A. (Corpus Christie). *Mondays, 8.00–9.30 p.m., starting September 17, 1990. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 30 meetings. Fee: \$1,210*

The growth of large-scale organisations. Organisations as collections of diverse interest groups. The development of strategy.

People in organisations: attitudes, motivation, job satisfaction, rewards and job design.

Power, authority and influence. Communication, decision-making and implementation.

Formal and informal structures for control and coordination. Organisation design with special reference to differences in size, technology, product markets and other aspects of the environment.

The management of change. Themes and issues in contemporary organisation theory.

338. Marketing (London University Syllabus No. 0036).

Y. K. Chan, B.B.A., M.B.A. (C.U.H.K.), Dip.C.I.M. *Mondays, 6.15–7.45 p.m., starting September 17, 1990. Suite 1504–05, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 30 meetings. Fee: \$1,210*

The nature, scope and historical evolution of the marketing function, its role in the economy and in the company.

Corporate strategy and marketing. The marketing mix. The consumer and

the industrial buying processes.

Marketing intelligence and monitoring: research, experiment and testing. Product policy decisions, product mix and new product evaluation. Pricing and bidding strategies. Sales promotion: planning, budgeting and implementation.

Distribution: channel role decisions and logistics. The sales force: role and deployment.

International marketing.

Marketing organisation and control.

339. Computer-based Information Systems

(London University Syllabus No. 0037).

W. K. Kong, B.Sc. (Ulster), M.Eng. (Wales). *Mondays, 6.15–7.45 p.m., starting September 17, 1990. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 30 meetings.* **Fee: \$1,210**

Information Technology: computers, communications, networks, workstations, data bases and knowledge bases.

Information Technology in the enterprise: applications from commerce, industry and administration; e.g. office automation and decision support systems.

The nature of information. Information as a resource. The value of information.

The systems development process: structured systems analysis and design; feasibility studies; project management; the roles of specialists and users.

The changing role of Information Technology and its economic and social implications.

[*Note:* Students may bring into the examination hall their own slide rule and their own hand held electronic calculator. If calculators are used they must satisfy the requirements listed in paragraph 17 of the Regulations]

340. Mathematics for Management

(London University Syllabus No. 0038).

R. H. F. Chan, B.Sc. (C.U.H.K.), M.Sc., Ph.D. (New York). *Thursdays, 6.15–7.45 p.m., starting September 20, 1990. Room LG102, K.K. Leung Building, University of Hong Kong. 30 meetings.* **Fee: \$1,210**

Sets and sub-sets: null and universal sets: unions, intersections and complements; Ven diagrams.

Mathematical function and graphs; exponentials, logarithms and indices.

Functions for revenue, demand, cost and economies of scale. Break-even analysis.

Integration and differentiation: maxima and minima: partial differentiation: constrained and unconstrained optimisation.

Mathematics of finance, sequences, arithmetic and geometric progressions, compound interest, present value, discounting and annuities. Index numbers.

Vectors and matrices; linear independence, dimensions and bases, vector and matrix arithmetic, matrix inversion, determinants, linear equations.

Difference and first order differential equations, solution and applications. Introduction to Operational Research, Construction of Models, Linear Programming, Inventory Control and Network Analysis.

**341. London University Diploma in Economics
and
University of Hong Kong Extra-Mural Certificate in
Mathematics and Sociology.**

I. Introduction:

This course is designed for students who do not hold formal university entrance qualifications, but who have the ability to follow a part-time course leading to the award of the Diploma in Economics. The Diploma should be of particular interest to those whose work involves them in issues concerning economic, financial, commercial and social policy. Holders of the Diploma will be exempted from Part I of the London University B.Sc. (Econ.) examinations and may proceed to Part II taking pathways including Economics; Management Studies; Economics and Management Studies; and Accountancy.

II. Course Structure:

The course is of two years duration during which students will study four units:

Part I (one year duration)
Mathematics
Introduction to Sociology
English for Special Purposes/Study Skills

Part II (one year duration)
Economics
Elements of Statistics
English for Special Purposes/Study Skills

III. Course Awards:

Students will take examinations at the end of Year I and Year II. Those

students who successfully complete year one will be awarded the University of Hong Kong's Extra-Mural Studies Certificate in Mathematics and Sociology. Successful completion of the second year will result in the award of the London University Diploma in Economics which will give exemption from Part I of the B.Sc. (Econ.) External Degree of London University, after which students may progress to parts II and III of the Degree.

The Hong Kong University E.M.S. Certificate in Mathematics and Sociology can only be awarded to students who have:

1. Pass the London University examinations in both papers;
2. Have attended the course satisfactorily (70% of Lectures and Tutorials);
3. Obtain 50% or above in continuous assessments for each subject.

IV. Entrance Requirements:

Applicants must possess a credit pass in English language and Mathematics in the Hong Kong Certificate of Education Examination (or equivalent). Preferences are given to those applicants who have continuous work record which indicates career progression or have undertaken and completed post-secondary academic course.

V. Course Personnel:

Course Co-ordinator—Ng, J. G. H., B.A. (Simon Fraser), M.Soc.Sc., P.C.Ed. (H.K.)

Lecturers:

Sociology—Han, D. W. T., B.A. (Internal Christian), M.A. (Leic)

Mathematics—Yao, T. H., B.Sc. (H.K.), Dip.Math. (Gott)

Statistics—Liu, C. K., B.Sc. (Hons), M.Phil. (C.N.A.A.), M.I.S., F.S.S., A.F.I.M.A.

Economics—Chan, T. L. B.Soc.Sc., M.Soc.Sc. (H.K.)

English for Special Purposes/Study Skills Co-ordinators:

Part I—Bruce, N. J., M.A. (Aberd.), M.Sc. (Edin.), Postgr. Cert.Ed. (Aberd.), Cert.T.E.F.L. (Roy Soc. of Arts)

Part II—Lewkowicz, J., B.A. (Reading), Dip.Ed. (Exeter), M.A. (Lancaster)

Introductory lectures and revision sessions will be provided by staff from the London School of Economics and Imperial College, London.

VI. Registration and Fees

Students must register for the Extra-Mural Studies course before embarking on registration with London University (see p. ix). The First year course fee is **\$4,950**. Students must also pay the London University registration and

examination fees.

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

**342. Extra-Mural Postgraduate Certificate in Commerce and Economics
Accredited by The University of New South Wales
[MCom (Finance) exemptions granted]**

I. Introduction:

This is a one year part-time taught programme offered by Extra-Mural Studies for graduates who wish to enter the business, finance, economics or related fields. The course is particularly appropriate for graduates whose major was in a discipline other than economics, accounting, finance or business management.

II. Course Structure and Syllabuses:

| | |
|---------------|--|
| Oct 90—Jan 91 | Unit 1: Quantitative Analysis A Unit 2: Economics A |
| Feb 91—May 91 | Unit 3: Quantitative Analysis B Unit 4: Accounting and Financial Management A |

Quantitative Analysis A

Matrix algebra with economic applications. Calculus, including constrained and unconstrained optimization. Introduction to linear and non-linear programming.

Economics A

Microeconomic theory and applications including consumer behaviour and the theory of demand, costs, production and the theory of the firm; price determination under competition, monopolistic and oligopolistic markets. Investment and technology; wages, and the distribution of income; welfare, economic efficiency and public policy.

Quantitative Analysis B

Probability theory and sampling distributions including normal, t, chi-square and F distributions. Multiple regression: estimation and hypothesis testing. The Gauss-Markov Theorem. Economic applications of multiple regression emphasizing essential practical aspects of model building.

Accounting and Financial Management A

An introduction to financial accounting and reporting for companies. Financial information systems design; internal controls. Traditional and alternative concepts and measures. Thinking about accounting.

III. Entrance Requirements:

- (i) applicants must possess a bachelor's degree from a recognized tertiary institution, and
- (ii) applicants who have completed a three-year pass degree are expected to have at least one year's appropriate experience—preferably in commerce, industry or government subsequent to graduation.

IV. Course Award and Qualification Recognition:

Upon satisfactory completion of the programme, students will be awarded a Postgraduate Certificate of Commerce and Economics by the Department of Extra-Mural Studies, University of Hong Kong.

By special arrangement, students who satisfactorily complete the Certificate course and who have been admitted to the Master of Commerce (MCom) course of the University of New South Wales will receive priority consideration for the Special MCom program in Finance*. If admitted to the Special MCom Program in Finance, the UNSW will grant those MCom candidates exemptions from the four subjects satisfactorily completed in the Certificate course. In conjunction with the Certificate course, this Special Program in Finance allows MCom candidates from Hong Kong to fulfil the degree requirements with only 12 months of minimum residence in Australia instead of the normal minimum period of 22 months for the standard MCom programs.

** Details about the Special MCom Program in Finance may be obtained from the Department of Extra-Mural Studies, University of Hong Kong.*

V. Course Personnel:

Course Co-ordinator—Ng, J. G. H., B.A. (Simon Fraser), M.Soc.Sc.,
P.C.Ed. (H.K.)

Lecturers:

Quantitative Analysis A—Chan, R. H. F., B.Sc. (C.U.H.K.), M.Sc., Ph.D.
(New York)

Economics A—Ma, S. K., B.A. (Wash.), M.A. (McM.)

Quantitative Analysis B—Chan, Y. C., B.Sc. (Nanyang), M.A. (Lancaster),
Ph.D. (Manchester)

Accounting and Financial Management A—Tsang, Y. H., M.B.A. (U.E.A.),
F.C.C.A.,
A.C.I.S.,
A.H.K.S.A.,
C.P.A.

VI. Registration and Fees:

All applicants are required to complete an Extra-Mural application form. Full certificate course fee **HK\$8,000**.

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

343. Principles of Economics I: Microeconomics.

Joseph Hu, M.Econ. (North Carolina State). *Fridays, 6.15—7.45 p.m., starting September 21, 1990. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$480**

This course is suitable for those who wish to understand the basic principles 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 supplemented with Cantonese where appropriate.

344. Principles of Economics II: Macroeconomics.

Joseph Hu, M.Econ. (North Carolina State). *Fridays, 8.00—9.30 p.m., starting September 21, 1990. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$480**

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.

Medium of instruction: English supplemented with Cantonese where appropriate.

345. Basic Economics for Professional Examinations.

Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.C.I.B., F.C.I.S., C.Dip.A.F., M.M.S. *Wednesdays, 6.30—9.30 p.m., starting September 19, 1990. Room 141, University Main Building. 12 meetings.* **Fee: \$530**

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, money and banking, foreign exchange and international trade.

346. A-Level Microeconomics.

Leung Man Por, B.A. (Hons.), Cert. Ed., M.Soc.Sc. (H.K.). *Saturdays, 2.00–5.00 p.m., starting November 3, 1990. Room 7, University Main Building. 12 meetings.* **Fee: \$530**

This introductory course is designed to facilitate private candidates who will be sitting for the Hong Kong Advanced Level Examination and/or G.C.E. It also serves as basis for those who plan to study London University B.Sc. Econ. or Diploma in Economics in the future.

This course covers neo-classical microeconomics and the transaction cost paradigm. Topics include the following: methodology, consumer behaviour, production and costs, market structures, factor pricing, theory of firm, property rights and transaction costs. Exercises and relevant solutions will be provided to ensure class participants' thorough understanding. Participants are expected to have F.5 standard.

Medium of instruction: English supplemented with Cantonese where appropriate.

347. Monetary Economics.

Leung Man Por, B.A. (Hons), Cert. Ed., M.Soc.Sc. (H.K.). *Wednesdays, 6.30–8.30 p.m., starting September 19, 1990. Room LG110, K.K. Leung Building, University of Hong Kong. 20 meetings.* **Fee: \$550**

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 supplemented with Cantonese where appropriate.

348. Practice of Banking I.

C. S. Chan, A.C.I.B. *Thursdays, 8.05–9.35 p.m., starting September 20, 1990. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings.* **Fee: \$430**

The aim is to prepare students for the 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.) Recent cases, past examination papers and updating notes including recent legislations will be discussed during classes to prepare students for the coming examination. Candidates must have passed the Law Relating to Banking examination conducted by the Chartered Institute of Bankers.

349. Investment Banking.

H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb. *Thursdays, 8.30–10.00 p.m., starting September 20, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$505**

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. Discussion will also be made of International Equity and the International Primary Market Association. *Bank executives with two years' experience are preferred.*

350. Merchant Banking Services.

Kong Hin-man, A.C.I.B., F.I.C.B., S.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.). *Fridays, 8.00–9.30 p.m., starting September 21, 1990. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 16 meetings.* **Fee: \$410**

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.

Medium of instruction: English supplemented with Cantonese where appropriate.

351. Wholesale Banking.

H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb. *Saturdays, 2.00–5.00 p.m., starting October 13, 1990. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$520**

With increasing competition in banking, business managers are allocating

resources to specific customer groups. The marketing and servicing of commercial and merchant banking services to company accounts has become top priority for bankers. The course will focus on the widely-developed concept of wholesale banking. Topics include: business needs and corporate banking services, international financial markets and local credit markets, relationship banking and staffing of wholesale banking divisions, import/export finance, guarantee and trade information service, foreign exchange and treasury service, money and capital markets instruments, specialist and computer services, insurance and pension fund management.

352. Import and Export Banking.

Robert Au Sui-chee, A.C.I.B. *Saturdays, 2.15–5.45 p.m., starting September 22, 1990. Room M7, University Main Building. 6 meetings.*

Fee: \$380

This banking course is specially designed for those working in banks' bills departments and/or shipping sections of import/export firms, who have a strong desire to widen their international trade knowledge and practice. The topics will include all types of letters of credit, collection bills, functions of various banks and their updated services, uniform customs and practice for documentary credits publication No. 400 and Collection Rules No. 322, foreign exchange concepts and calculation practice. Case study and relevant solutions will be provided in class to ensure candidates' thorough understanding. After completion, students should be able to solve basic bills problems. *Participants are expected to have F.6 standard.*

Medium of instruction: English supplemented with Cantonese where appropriate.

353. Bank Lending and Credit Analysis.

Peter Yip, A.C.I.B., D.M.S. *Thursdays, 6.15–9.15 p.m., starting September 20, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 6 meetings.*

Fee: \$315

This course is designed for banking staff who would need a comprehensive basic knowledge on bank lending and credit analysis. Topics include: principles of good lending, securities for bank lending, ratio analysis, funds flow analysis, management accounting, budgeting and cash flow forecasting and review and control of client's facilities.

Banking staff working in loans department or other departments with 1 or 2 years experience are preferred.

Medium of instruction: Cantonese supplemented with English where appropriate.

354. 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：香港大學許愛周科學館 LG2室

時 間：一九九〇年十一月八日起每星期四下午六時十五分至九時十五分

全期學費：二百一十元 (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。

355. General Principles of Law.

Peter Ho, Solicitor, B A. (Hons.) (C.U.H.K.), Postgraduate Diploma in Chinese Law. *Mondays, 6.15—9.15 p.m., starting September 17, 1990. Room 101, James Hsiung Lee Science Building, University of Hong Kong. 16 meetings.* **Fee: \$660**

This is an introductory course on law. It is intended to give the participants a general understanding of the legal principles and the course is therefore useful for laymen as well as persons preparing for examinations of professional bodies. The syllabus of the Local Stage 1 Examination of the Chartered Institute of Bankers would be followed and it includes the following topics: Nature and Sources of Law; Law of Persons; Law of Property; Law of Trusts; Law of Succession; Law of Torts; Law of Contract; Law of Crimes; and Negotiable instruments. *Enrolment is limited to 40.*

Medium of instruction: English supplemented with Cantonese where appropriate.

356. General Principles of Law.

C. A. Ong, B.A. Law (Ealing College), LL.M. (Lond.), Barrister at Law (Lincoln's Inn). *Thursdays, 6.00—8.00 p.m., starting September 20, 1990. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 23 meetings.* **Fee: \$660**

This is an introductory course on law. It is intended to give the participants a general understanding of the legal principles and the course is therefore useful for laymen as well as persons preparing for examinations of professional bodies. The syllabus of the Local Stage 1 Examination of the Chartered Institute of Bankers would be followed and it includes the following topics: Nature and Sources of Law; Law of Persons; Law of Property; Law of Trusts; Law of Succession; Law of Torts; Law of Contract; Law of Crimes; and Negotiable instruments. *Enrolment is limited to 40.*

357. Securities Law in Hong Kong.

Stephen Leung Sze-wing, LL.M. (Cantab.) P.C.LL. (H.K.). *Wednesdays, 7.45–9.45 p.m., starting September 19, 1990. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings. Fee: \$435*

The course will cover both the legal and practical aspects of the securities industry in Hong Kong. It will be particularly appropriate to business executives in the banking, fund management and securities industry though no prior knowledge of the subject is required. Topics include regulatory frameworks; the issue of securities and public floatation; company law in relation to shareholders' voting and rights; trading in the stock market and duty and liability of brokers; takeovers and mergers; regulation of trading practices and market malpractices in the securities market; insider trading; disclosure of beneficial interest in shareholding; taxation of debt securities in Hong Kong; regulation and structure of the unit trust and futures industry in Hong Kong; globalisation of the securities market.

358. Investment Management.

Simon Mak Kwai-ming, B.A. (Hons.), M.B.A. (C.U.H.K.). *Tuesdays, 8.00–9.30 p.m., starting September 18 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings. Fee: \$395*

This course aims at introducing various common investment devices and opportunities to the small investors and savers. Topics includes types of investments, assessing the performance of a company, issue of shares, options and warrants, unit trusts and portfolio planning and management.

359. Foreign Exchange and Treasury Management for Company Executives.

H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb. *Thursdays, 6.55–8.25 p.m., starting September 20, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings. Fee: \$490*

Effective management of foreign exchange and treasury functions is vital to profit contribution in corporations. 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 practice, functions and staffing of the 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.

360. Swap Financing Techniques.

H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb. *Mondays, 6.50–9.50 p.m., starting November 12, 1990. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.* **Fee: \$275**

Swaps have become more important as a means of finance to companies. Corporate officials who understand the operation of swap transactions will benefit the financial position of their companies. Topics include the following: use of swap in corporate financial management, types of swap transactions, pricing and quotation, credit risk and exposure management.

361. Risk Management Products.

H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb. *Mondays, 6.50–9.50 p.m., starting December 17, 1990. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$315**

With volatile movements in interest and exchange rates companies have to understand the use of risk management products in order to minimize negative impact on corporate profits. This course explains product features and liability of use of futures, options products traded in exchanges and those developed by banks and brokers. Discussion will also be made of the packaging of risk management products in company financing and investment programmes.

362. Foreign Exchange and Money Markets.

Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.). *Fridays, 6.15–7.45 p.m., starting September 21, 1990. Room 102, James Hsiung Lee Science Building, University of Hong Kong. 16 meetings.* **Fee: \$410**

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.

Medium of instruction: English supplemented with Cantonese where appropriate.

363. Foreign Exchange Management and Investment.

Daniel Chan, M.B.A. (U.E.A.). *Mondays, 7.45–9.15 p.m., starting September 17, 1990. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$375**

This course is intended for corporate executives, banking staff, brokers and individual investors who wish to have a thorough understanding of Foreign Exchange mechanism, its risk and management. Topics include: FX system, FX risk, Mean-variance Theorem, Capital asset pricing model, Money market, Monetary system, EMS, ECU, Eurodollars, Asian dollars, Special Drawing Right (SDR), Monetary theories and policies, Profitable investment techniques, Hedging and Arbitrage on FX and interest rates, Technical analysis, Specific analytical tools, Stochastic analysis, Financial futures, Currency option, Portfolio management.

364. International Capital Markets.

Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.).
Mondays, 6.15–7.45 p.m., starting September 17, 1990. Room 122, University Main Building. 16 meetings. **Fee: \$410**

International capital markets have been growing rapidly in past years. Various large organisations have through the markets raised funds by means of various equity, debt and hybrid instruments. This course will introduce the latest developments in these aspects.

Medium of instruction: English supplemented with Cantonese where appropriate.

365. Introduction to Financial Futures and Options.

Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.).
Mondays, 7.45–9.30 p.m., starting September 17, 1990. Room 122, University Main Building. 16 meetings. **Fee: \$410**

Financial futures and options investments are getting more popular throughout the world. This course is designed to introduce to the beginners the various practical issues relating to the investment in financial futures and options.

Medium of instruction: English supplemented with Cantonese where appropriate.

366. 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內人士主講

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：一九九〇年九月十八日起每星期二下午六時至七時四十五分

全期學費：二百三十元 （共七講）

本課程適合對期貨買賣，特別對香港期貨市場之操作及發展有興趣的人士參

加。內容包括期貨買賣的基本概念及方式、市場組織、運作及分析技巧和各類期貨合約簡介等。

367. 怎樣進行抽樣統計調查 (How to Conduct Sample Surveys)

主 講 人：由香港統計學會會員擔任

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：一九九〇年九月十七日起每星期一下午六時十五分至七時四十五分

全期學費：二百七十五元（共八講）

抽樣統計調查在香港日漸流行，應用十分廣泛，有私人公司因商務需要而進行的，也有公共事務和社會研究方面為蒐集資料或意見而舉辦的。若要調查結果可靠，籌劃和進行調查以至分析資料，均須具備足夠的專業知識和經驗，並加以小心運用。

為推廣統計調查的知識及其正確的應用，香港統計學會與本部合辦這課程以便全面介紹抽樣統計調查的各個主要步驟，例如：整體規劃、問卷設計、樣本設計和抽選、資料蒐集、數據分析和調查報告等等。對自己進行抽樣統計調查的人士而言，深入了解這些內容，是非常重要的。而委托他人進行調查的人士，亦應對這些內容有相當的認識，以便能定下對調查方法和質素的要求。一般人士亦會從本課程獲得抽樣統計調查的基本知識，從而知道怎樣去評估調查結果的可靠程度。

本課程深入淺出，學員無須具備統計學的訓練。

368. Introductory Statistics.

Lam Wai Chung, B Sc (S W Missouri), M Sc (W Kentucky), M Sc (Iowa State), M Inst S Wednesdays, 6 30—9 30 p m, starting December 12, 1990 Room 141, University Main Building 10 meetings **Fee: \$415**

The primary objective of this course is to provide students with 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

Medium of instruction English supplemented with Cantonese where appropriate

See also

929. Introduction to Mathematical Economics I. (page 253)

930. Introduction to Mathematical Economics II. (Page 253)

931. Quantitative Analysis I. (Page 253)

932. Quantitative Analysis II. (Page 254)

報 名 從 速

報名人數是本部得悉外界對本部課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本部課程者從速報名。

如 欲 收 到 下 期 課 程 手
冊 ， 請 翻 閱 第 285 頁 。

Education

Staff Tutor: John Holford, Telephone 859 2785/859 2415

376. 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29室（信德中心西翼九樓）
時 間：一九九〇年九月十九日起每星期三下午七時四十五分至九時十五分
全期學費：三百九十五元 （共十四講）

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、及選標的標準等。歡迎家長參加。（限收三十五人）

本課程與香港閱讀學會合辦。完成全部課程之學員將獲香港閱讀學會頒發證書。

教師可獲教育署退還半費。詳參第 x 頁。

377. New Approaches to Teaching and Counselling Young People.

Atara Sivan, B.A., M.A. (Bar-Ilan), Lecturer, University of Haifa, Israel, Programme Developer, Israeli Ministry of Education & Culture. *Wednesdays, 6.00 – 7.30 p.m., starting September 19, 1990. Room 1, Extra-Mural Town Centre, West Tower, 15/F. 12 meetings.* **Fee: \$350**

This course/workshop aims to explore what is meant by 'informal methods' used in the process of teaching or guiding youth groups inside and outside schools.

It is designed for teachers, youth workers, and social workers who wish to achieve the following: a) to create an appropriate atmosphere in their class or groups; b) to improve motivation and involvement in group activities; c) to achieve group goals.

A practical approach will be used throughout and participants will be encouraged to try new skills and techniques such as brainstorming, role-

playing, simulation games, ways of handling discussions, ways of handling agreement, debate and negotiation. The emphasis will be on creating a series of activities that young people find appealing and meaningful, yet which are structured, inter-related and form a cohesive whole. *Enrolment is limited to 30.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x .

378. Learning Through Play.

Mrs. Susan Kerley and others. *Tuesdays, 7.45—9.45 p.m., starting September 25, 1990. Bradbury Room, Pre-School Playgroup Association Headquarters, Old British Military Hospital Building, East Wing, 2/F., 12 Borrett Road, Hong Kong. 12 meetings.* **Fee: \$390**

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

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

The course is intended for playgroup teachers, parents and others interested and is organized in co-operation with the Hong Kong Branch of the Pre-School Playgroup Association. *Enrolment is limited to 30.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x .

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 solutions to the problems which they face in schools.

379. Preparing for Tertiary Level Teaching.

Peter Falvey, B.A., P.G.C.E., Ad.Dip. in Ed., M.A. (App. Ling.), Senior Lecturer in Curriculum Studies, University of Hong Kong; Ann Zubrick, Professor in Speech and Hearing Sciences, University of Hong Kong; and other experienced tertiary teachers. *Thursday—Saturday, December 13—15, 1990 & Monday—Tuesday, December 17—18, 1990, 9.30 a.m. — 12.30 p.m. & 1.30—4.30 p.m. each day, except Saturday (9.30 a.m. — 12.30 p.m. only).* Room 205, Runme Shaw Building, University of Hong Kong. 5 days.

Fee: \$1,540

This course has been developed for staff at the University of Hong Kong and other institutions who have recently started teaching tertiary-level students. Lecturers, Assistant Lecturers and Demonstrators are encouraged to enrol in order to provide themselves with an awareness of adult learning theory and the skills and techniques required for efficient learning by students. A feature of the course will be practical workshop sessions in which participants have the opportunity to create a unit of learning, present it to an audience and receive constructive feedback. *Enrolment is limited to 16.*

380. 創作美勞及幼兒發展 (Pre-School Art and Child Development)

主 講 人：李漪湄女士 Cert. Ed., Dip.Ed., M. A. (Educ.)(Lond.)

地 點：香港大學邵仁枚樓204室

時 間：一九九〇年九月十八日起每星期二下午七時十五分至八時四十五分

全期學費：一百四十元 (共九講)

這些課程是給予一些希望增進了解學齡前兒童的創作美勞及其影響的幼兒教師及工作者而設的。課程主要介紹創作力和美勞的觀念及它們與創造性學習和創造性環境的關係。內容亦包括美勞及幼兒的心智發展、幼兒美勞的理論、美勞活動的種類、美勞活動及其他幼兒活動的關係、幼兒美勞及文化。(限收二十五人)

教師可獲教育署退還半費。詳參第 x 頁。

381. Teaching Geography in the Lower Secondary School.

P.G. Stimpson, B.Sc., Cert.Ed. (Brist.), M.Sc., Ph.D. (Sheff.), Senior Lecturer in Curriculum Studies, University of Hong Kong; and others. *Saturdays, 9.30—11.00 a.m., starting September 29, 1990. Room 202, Runme Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$270**

The purpose of this course is to help teachers of geography in the lower secondary school who have no formal specialist training in the discipline. The aim is, through lectures and workshops, to examine the underlying

objectives and co-operatively to produce classroom materials. *Enrolment is limited to 24.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x .

382. Training Methods in Physical Activity.

A. Barnett, B.Soc.Sc., M.A., Senior Physical Education Officer in Physical Education Unit, University of Hong Kong. *Saturdays, 9.00 a.m. – 12 noon, starting September 29, 1990. Flora Ho Sports Centre, 111 – 113 Pokfulam Road, Hong Kong. 4 meetings.* **Fee: \$395**

This course will cover principles of training, a variety of training methods, aerobic and anaerobic factors, isotonic, isometric and isokinetic muscle contractions, training and detraining effects and training programmes for different populations. *Enrolment is limited to 30.*

(Organised in association with Physical Education Unit, University of Hong Kong.)

Fee Refund: Teachers may apply for fee refund for this course. See page x .

383. Workshop on 'Real' Readers for Real Readers.

Philip K. W. Chan, B.A. (Hons.), M.A. (H.K.), Dip.Ed. (C.U.H.K.). *Fridays, 6.15 – 7.45 p.m. starting November 2, 1990. Room LG107, K.K. Leung Building, University of Hong Kong. 4 meetings.* **Fee: \$180**

'Real' books authenticate the experience of reading. Unlike most simplified and graded Readers which give us only a second-hand experience and a vicarious encounter with language, 'real' books record the voice of the author in his actual use of language to directly communicate with us. They are not necessarily more difficult as many people think. Most importantly, teachers and students will find reading these books enjoyable and personal.

This Workshop aims to introduce teachers to 'real' books for use in the reading class. Topics will cover: starting and running a book club of 'real' books; reading and reading aloud 'real' books; writing on 'real' books; dramatising 'real' books.

Samples of materials (stories, plays and poems) and class activities will be presented on video and slides. *Enrolment is limited to 25.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x.

(Organised in association with the Pre-School Playgroup Association, Hong Kong Branch.)

Fee Refund: Teachers may apply for a half fee refund for this course. See page x .

387. Analyzing Classroom Test Data with Micro-Computers Using the SPSS Statistical Package.

Meng Hong-wei, M.Ed. (Beijing). *Mondays, 5.00—8.00 p.m. (October 1 & 8) & 5.00—7.00 p.m. (October 15 & 22), starting October 1, 1990. Room 104, Run Run Shaw Building, University of Hong Kong. 4 meetings.*

Fee: \$490

This course is designed to enable secondary teachers to enhance their tests and assessments of students' learning using micro-computers. It introduces the SPSS package which can be used to obtain means, standard deviations etc. It can be used to compare classes and students in tabular and graphical formats. Opportunities can be provided to explore of the power of SPSS further into factor analysis, regression analysis, etc., which are useful for explanatory investigations. *Enrolment is limited to 15.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x .

388. Pastoral Care in Secondary Schools.

Lilian Chan, B.A. (Hons.), M.A. (Ed.), Dip.Ed. *Mondays, 5.25—7.55 p.m., starting September 17, 1990. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.*

Fee: \$1,150

Pastoral care is a creative activity which centres mainly on the development of young people, assisting them in the building of responsible autonomy and rational principles of moral judgement. Yet it is not only concerned with crisis intervention; at its best, it can help both the students and the school to reach their educational objectives.

The course is designed for dedicated teachers who have a genuine desire to probe into the many student problems and needs. Participants will be allowed a chance to develop skills instrumental to the carrying out of pastoral activities. They will be required to design a unit, share with other participants and receive constructive feedback. Active involvement is a prerequisite. *Enrolment is limited to 35.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x .

384. Language—Learning Disabilities.

A. Zubrick, M.A., M.Sc., Ph.D., L.A.C.S.T., Professor of Speech and Hearing Sciences, University of Hong Kong. *Wednesdays, 6.00—7.30 p.m., starting November 21, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 4 meetings.* **Fee: \$170**

Children with delayed or disordered speech language development are significantly at risk for developing learning disabilities. In this course we will look at the kinds of learning problems which result from delayed or disordered language comprehension and production, how to identify such children early and what kinds of teaching strategies and classroom environments will most help their learning. *Enrolment is limited to 30.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x .

385. Baselines for Child Aural Habilitation.

Gillian Clezy, M.A.A.S.H., CCC/SLP, Lecturer in Speech and Hearing Sciences, University of Hong Kong. *Wednesdays, 6.30—8.30 p.m., starting September 26, 1990. Room 518, 5/F., Prince Philip Dental Hospital, Hospital Road, Hong Kong. 5 meetings.* **Fee: \$260**

This course will be designed to “update” professionals interacting with young hearing impaired children. Specific areas to be covered will be: (1) understanding the audiogram in relation to spoken language acquisition; (2) understanding language acquisition in terms of “hearing age”; (3) modifying discourse between caregiver/child or teacher/child; and (4) implementing change. *Enrolment is limited to 20.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x .

386. Communicating with Very Young Children.

Gillian Clezy, B.Ap.Sc., M.A.A.S.H., CCC/SLP, Lecturer in Speech and Hearing Sciences, University of Hong Kong. *Saturdays, 9.30 a.m. — 12.30 p.m., on October 6 & 20, 1990. Pre-School Playgroup Association Headquarters, Old British Military Hospital Building, East Wing, 2/F., 12 Borrett Road, Hong Kong. 2 meetings.* **Fee: \$160**

The role of the teacher/parent of the child with communication problems is all-important. Research has indicated certain risks which can augment the problems. By helping the primary interactant, the child can be helped and communication facilitated. This course will examine essential theory and skills. *Enrolment is limited to 50.*

389. How to prepare for Library Automation.

Roy Stall, B.A. (A.N.U.), Grad.Dip.Lib.Studies, Senior Assistant Librarian (Circulation), Hong Kong Polytechnic. *Monday, 7.00—9.00 p.m., starting October 8, 1990. Room 206, Runme Shaw Building, University of Hong Kong. 1 meeting.* **Fee: \$85**

This course is to convey to school librarians and administrators the necessary ground work and preparation required before acquiring any library automation software or hardware. It will identify areas and aspects of computers and information technology that will need to be considered, including developing a personal awareness of the terminology. Plans for installation, including anticipated costs will be discussed, as well as developing a strategy and time-frame for introducing automation. *Enrolment is limited to 20.*

(Organised in association with the Hong Kong Library Association, Schools, College and Education Committee.)

Fee Refund: Teachers may apply for a half fee refund for this course. See page x .

390. Introduction to the Use of the Computer in the School Library.

Kathryn Kay Young, M.Ed , M.Lib.Sc. *Tuesday, 7.30—9.30 p.m., starting October 23, 1990. Hong Kong International School, Elementary School, 6 South Bay Close, Repulse Bay, Hong Kong. 1 meeting.* **Fee: \$85**

This course is intended for school administrators and librarians who are considering the possibility of computerising library functions. Emphasis will be on the use of P.C.'s in the small library. Included will be library office functions, but with special emphasis upon the library functions of circulation and catalogue searching.

The computerised library of Hong Kong International School Library (elementary school) will be used as a laboratory. Hands-on experience will be included. *Enrolment is limited to 20.*

(Organised in association with the Hong Kong Library Association, Schools, College and Education Committee.)

Fee Refund: Teachers may apply for a half fee refund for this course. See page x .

391. Developing Special Activities for School Libraries.

Kathryn Kay Young, M.Ed., M.Lib.Sc. *Monday, 7.00—9.00 p.m., October 15, 1990. Room 206, Runme Shaw Building, University of Hong Kong. 1 meeting.* **Fee: \$85**

This workshop will examine how to develop special activities for school libraries in relation to curriculum objectives, and how to expand library programmes within the school. The development of special library projects such as Book Weeks, competitive and non-competitive reading projects, library art projects, displays, making student video book reviews and drama activities will be covered. *Enrolment is limited to 30.*

(Organised in association with the Hong Kong Library Association, Schools, College and Education Committee.)

Fee Refund: Teachers may apply for a half fee refund for this course. See page x .

392. 利用故事和圖畫書在小學課室圖書角推廣閱讀 (Using Story and Picture Books in Class Libraries for the Promotion of Reading)

主 講 人：鄺志雄先生 A. L. A.

講授語言：粵語輔以英語

地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）

時 間：一九九〇年九月十九日起每星期三下午七時四十五分至九時四十五分

全期學費：一百元 （共二講）

本課程提供給小學課室圖書館主任教師和中英文語文教師利用課室圖書櫃內的故事和圖畫書進行推廣閱讀方法。內容包括(一)各類故事和圖畫書；(二)怎樣給小學圖書館選擇這類圖書；(三)怎樣進行閱讀活動來引起學生閱讀興趣。（限收二十人）

[本課程與香港圖書館協會（學校圖書館及教育學院圖書館小組）合辦]

教師可獲教育署退還半費。詳參第 x 頁。

393. 利用小說和故事書在中學圖書館推廣閱讀 (Using Fiction and Story Books in Secondary School Libraries for the Promotion of Reading)

主 講 人：鄺志雄先生 A. L. A.

講授語言：粵語輔以英語

地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）

時 間：一九九〇年十月三日起每星期三下午七時四十五分至九時四十五分

全期學費：一百元 （共二講）

本課程提供給中學學校圖書館主任和中英文語文教師怎樣利用各類小說及故

事書來提高初中學生對閱讀的興趣。內容包括(一)小說和故事書的種類；(二)給學校圖書館選擇這類圖書的方法和準則；(三)怎樣組織閱讀活動。(限收二十人)

[本課程與香港圖書館協會 (學校圖書館及教育學院圖書館小組)合辦]

教師可獲教育署退還半費。詳參第 x 頁。

UNIVERSITY ENTRANCE

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

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

Engineering

Staff Tutor: F. T. Chan, Telephone 859 2791

Course No. 401 leads to the award of University Certificate. This course 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.

According to the University regulations, course fees and caution money (\$250) will be collected after the selection process, but applicants should send, with their application form, a non-refundable application fee of \$80.

401. 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., Lecturer in Electrical Engineering, University of Hong Kong. *Thursdays, 7.15–9.15 p.m., starting October 11, 1990. 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: \$1,650

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: 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.

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.*

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 12, 1990. 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.

University Certificate Course in Software Engineering

This course will be suspended in the academic year 1990/91. Individuals who are interested in the above course should send a self-addressed envelope to Miss C. Ho, Department of Extra-Mural Studies, University of Hong Kong.

402. Certificate Course in Microprocessor Engineering.

Lectures on Fridays, 6.30–9.00 p.m., starting October 19, 1990. Room 151, University Main Building. Workshops on Saturdays, 2.30–5.30 p.m., starting November 17, 1990. Room 314 Knowles Building, University of Hong Kong. 22 lecture meetings and 18 workshop meetings.

Fee: \$3,300 (including computer time and workshop resources)

Tutors-in-charge: Peter W. M. Tsang, B.Sc. (Eng.), M. Phil., Ph.D. (H.K.).
M. T. Wong, B.Sc. (Eng.), M.Sc. (H.K.).

This course provides a comprehensive coverage of modern microcomputer architecture, the essential techniques of designing software packages and hardware circuits, the development and selection of microprocessor based/related products. It aims to provide programmers/engineers and interested persons with the knowledge and experience in order to cope with the rapidly evolving microcomputer/microprocessor technology.

In addition to the lectures, workshops are designed to provide students with challenging hands-on practice in constructing simple microprocessor based products.

Syllabus: General Microprocessor Architectures: Evolution of Microprocessors, Architecture Classification, Central Processing Unit (CPU), Register and Memory Organization, Data Types, Interrupts; Co-processors; Memory Management; Case Studies on Microprocessors; Interfacing Techniques and Peripherals: Asynchronous and Synchronous Read/Write Cycle, Address Decoder, Bus Arbitration, Parallel and Serial Inport/Outport; Data Communication between Microcomputers: Synchronous and Asynchronous Transmission, Modems, Interface Standards, Line Control Method; Basic Microcomputer Programming using High Level Language and Assembler; Alphanumeric and Graphics Display; Keyboard Control; Disk Drive Control; Microcomputers in Advance Engineering Applications: Surface

Mount Technology, Computer Vision Inspection, Speech Analysis and Synthesis

Workshop: Mini-projects on the design of microprocessor based systems will be included. The experiences gained in the workshop practice will be shared among the whole class through a presentation session at the end of the course.

Possible mini-project titles: Design of a Microprocessor Interface; Design of a Mouse based Graphic package; Design of a Communication Software Package using the CCITT T.30 Protocol.

Note: Students will work in a group of 2 persons during workshops.

Minimum Entry Requirements: Applicants should have five subjects including English and Mathematics at Grade E or above in the Hong Kong Certificate of Education Examination or equivalent. They should have some programming experience, preferably in BASIC or C. Preference will be given to those applicants who are working in microcomputer related disciplines. *Enrolment is limited to 40 (BY SELECTION).*

An examination will be conducted at the end of the course. The award of an Extra-Mural Studies Certificate is conditional on the student passing the written examination, completing the set projects and attending at least 75% of the lectures and workshops.

Closing date for applications: September 22, 1990. A special application form is available on request from the Department of Extra-Mural Studies.

Applicants must enclose photostat copies of appropriate certificates along with their application forms which are available on request from the Department. Applications which are not accompanied by relevant documents will not be considered. Please note that the course fees will only be collected from those successful applicants after the selection processes.

403. Methodology of Engineering Design.

T. Y. Lee, A.P. (H.K.), M.Sc. (H.K.), C.Eng., M.I.Mech.E., M.I.E. Aust., Sr.M.S.M.E., Director, University Industrial Centre, University of Hong Kong. *Tuesdays, 6.15—7.45 p.m., starting November 27, 1990. Room 7 University Main Building. 8 meetings.* **Fee: \$230**

Many engineers perform design duties or manage engineering design function as part of their professional practice. However, besides certain fundamental principles, the methods of design are not covered at large in undergraduate years.

This course is designed to fill the gap between engineering sciences and design practice. It emphasizes on the methodology and the behavioural aspect of engineering design. Topics will include: review of design practice, user's

needs and design objectives, conceptual and detail designs, feasibility and optimization, communication skills, information, management of design, computer aided design, artificial intelligence in design, and current applied research topics. Case studies will be discussed. Engineering designers and those in the engineering management will find this course interesting and useful for improving design performance.

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 285.

English Studies

Staff Tutor Duncan Macintosh, Telephone 547 2225

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 and in making oral presentations |
| 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 trade</i> | tuition will be given in how to write letters |
| <i>negotiation</i> | 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 for others applying for employment, |
| <i>correspondence summaries</i> | tuition will be given in how to summarise a series of letters so as to identify the significant points in the correspondence as a whole and how to make recommendations for further action |
| Other Forms of Written Communication | memoranda, proposals, 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 and complete practice assignments 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: Group 'A', between 3 00 and 5 00 p m , or Group 'B', between 6 00 and 8 30 p m , at the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F , 200 Connaught Road Central on 29th August (Wednesday), 5th September (Wednesday),

6th September (Thursday) or 10th September (Monday) Applicants should therefore state on their application forms the date and the group, 'A' or 'B' above, they wish to attend for interview. They will then be interviewed on a "first-come, first-served" basis on the dates and in the groups indicated above. Waiting time will be reduced as far as possible, but some delays are inevitable.

- iii) *Holders of the Departmental Certificate in the Use of English with Grade 'B' or above for both Writing and Oral skills awarded in 1990, they should attach a copy of their Certificate together with a full statement stating why they wish to be enrolled to their application forms which should be submitted before 25th August, 1990*

- B Applicants holding any of the following qualifications should sit the Entrance Examination on any of the scheduled dates indicated below and state on their application forms the date and place they wish to do so
- a Departmental Certificate in the Use of English, First Year level,
 - a Grade 'D' Pass or above in English at Hong Kong Advanced or Higher Level,
 - 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 your application form when and where you wish to sit the Entrance Examination*)

- (A) Loke Yew Hall, University of Hong Kong, Main Building, Pokfulam Road, Hong Kong

2 30 p m on Saturday, 1st September, 1990

2 30 p m on Saturday, 8th September, 1990

- (B) Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9th floor, 200 Connaught Road Central, Hong Kong

6 30 p m on Tuesday, 28th August, 1990

6 30 p m on Tuesday, 4th September, 1990

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

6 30 p m on Thursday, 30th August, 1990

6 30 p m on Thursday, 6th September, 1990

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 10th 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/FI. (Adjacent to the Sheung Wan M.T.R. Station).

406. Mondays and Wednesdays, 6.15–7.45 p.m., starting October 10, 1990. 60 meetings. **Fee: \$1,200**

407. Tuesdays and Thursdays, 7:45–9.15 p.m., starting October 9, 1990. 60 meetings. **Fee: \$1,200**

At Wah Yan College, Queen's Road East.

408. Tuesdays and Thursday, 6.30–8.00 p.m., starting October 9, 1990. 60 meetings. **Fee: \$1,200**

409. Wednesdays and Fridays, 6:30–8.00 p.m., starting October 10, 1990. 60 meetings. **Fee: \$1,200**

At Wah Yan College, 56 Waterloo Road.

410. Mondays and Wednesdays, 6.30–8.00 p.m., starting October 8, 1990. 60 meetings. **Fee: \$1,200**

411. Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 9, 1990. 60 meetings. **Fee: \$1,200**

All the above fees are inclusive of the examination fee.

Enrolment

Closing Date: September 7, 1990 unless all the places in the Entrance Examination have been allocated before that date.

(1) FEE PAYMENT MUST BE MADE BY MEANS OF A CROSSED CHEQUE MADE PAYABLE TO THE "UNIVERSITY OF HONG KONG".

- (2) APPLICANTS WISHING TO APPLY *AT THE SAME TIME* FOR AN ENGLISH FOR BUSINESS AND A USE OF ENGLISH COURSE SHOULD, IN THE FIRST INSTANCE, PAY BOTH FEES, I.E. \$1,200 FOR ENGLISH FOR BUSINESS *AND* \$1,000 FOR USE OF ENGLISH. 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.
- (3) 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 30th AUGUST* AND THE USE OF ENGLISH ENTRANCE EXAMINATION ON *7th OR 8th 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.

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, 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 1989–90 or who possess a Departmental Certificate in English for Business awarded in 1990 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 or Higher Level Examination

N B Applicants who were awarded an Extra-Mural First Certificate in English *with Credit* in 1990 may be admitted to a First Year English course without taking any further test, *provided* they apply by 24th August, 1990. They are also advised to indicate their first and second choice of course as some courses become oversubscribed very quickly

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

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

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

6 30 p m on Friday, 31st August, 1990
12 Noon on Saturday, 1st September, 1990
4 30 p m on Saturday, 1st September, 1990
6 30 p m on Friday, 7th September, 1990
12 Noon on Saturday, 8th September, 1990
4 30 p m on Saturday, 8th September, 1990

(B) Wah Yan College 56 Waterloo Road, Kowloon

6 30 p m on Friday 31st August, 1990
6 30 p m on Friday, 7th September, 1990

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 (Adjacent to the Sheung Wan M T R Station)
(* Note Course Nos **412** and **413** will be held in the morning)

- 412.** Mondays and Wednesdays, 8 45—10 15 a m , starting October 8, 1990 50 meetings **Fee: \$1,000**
- 413.** Tuesdays and Thursdays, 8 30—10 00 a m , starting October 9, 1990 50 meetings **Fee: \$1,000**

At the University of Hong Kong

- 414.** Tuesdays and Thursdays, 7 30—9 00 p m , starting October 9, 1990 50 meetings **Fee: \$1,000**
- 415.** Tuesdays and Thursdays, 8 00—9 30 p m , starting October 9, 1990 50 meetings **Fee: \$1,000**
- 416.** Wednesdays and Fridays, 6 15—7 45 p m , starting October 10, 1990 50 meetings **Fee: \$1,000**

At St Joseph's College, 7 Kennedy Road

- 417.** Mondays and Wednesdays, 6 30—8 00 p m , starting October 8, 1990 50 meetings **Fee: \$1,000**
- 418.** Tuesdays and Thursdays, 6 30—8 00 p m starting October 9, 1990 50 meetings **Fee: \$1,000**
- 419.** Wednesdays and Fridays, 6 30—8 00 p m , starting October 10, 1990 50 meetings **Fee: \$1,000**

At Wah Yan College, Queen's Road East

- 420.** Mondays and Wednesdays, 6 30—8 00 p m , starting October 8, 1990 50 meetings **Fee: \$1,000**
- 421.** Tuesdays and Thursdays, 6 30—8 00 p m , starting October 9, 1990 50 meetings **Fee: \$1,000**

B *In Kowloon*

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

- 422.** Mondays and Wednesdays, 6.30—8.00 p.m., starting October 8, 1990. 50 meetings. **Fee: \$1,000**
- 423.** Mondays and Wednesdays, 7.15—8.45 p.m., starting October 8, 1990. 50 meetings. **Fee: \$1,000**
- 424.** Tuesdays and Thursdays, 6.30—8.00 p.m., starting October 9, 1990. 50 meetings. **Fee: \$1,000**
- 425.** Tuesdays and Thursdays, 7.15—8.45 p.m., starting October 9, 1990. 50 meetings. **Fee: \$1,000**
- 426.** Wednesdays and Fridays, 6.30—8.00 p.m. starting October 10, 1990. 50 meeting. **Fee: \$1,000**

Second Year

A *In Hong Kong*

Course No. At the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. (Adjacent to the Sheung Wan M.T.R. Station)
(* Note: *Course No. 427 is held in the morning*)

- 427.** Mondays and Wednesdays, 8.30—10.00 a.m., starting October 8, 1990. 50 meetings. **Fee: \$1,000**
- 428.** Tuesdays and Thursdays, 8.00—9.30 p.m. starting October 9, 1990. 50 meetings. **Fee: \$1,000**

At the University of Hong Kong.

- 429.** Mondays and Wednesdays, 6.15—7.45 p.m., starting October 8, 1990. 50 meetings. **Fee: \$1,000**

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

- 430.** Mondays and Wednesdays, 6.30—8.00 p.m., starting October 8, 1990. 50 meetings. **Fee: \$1,000**
- 431.** Tuesdays and Thursdays, 6.30—8.00 p.m., starting October 9, 1990. 50 meetings. **Fee: \$1,000**

At Wah Yan College, Queen's Road East.

- 432.** Mondays and Wednesdays, 6.30—8.00 p.m., starting October 8, 1990. 50 meetings. **Fee: \$1,000**
- 433.** Tuesdays and Thursdays, 6.30—8.00 p.m., starting October 9, 1990. 50 meetings. **Fee: \$1,000**

B *In Kowloon*

Course No At Wah Yan College, 56 Waterloo Road

- 434.** Mondays and Wednesdays, 6.30—8.00 p.m., starting October 8, 1990. 50 meetings. **Fee: \$1,000**
- 435.** Tuesdays and Thursdays, 6.30—8.00 p.m., starting October 9, 1990, 50 meetings. **Fee: \$1,000**

Enrolment

Closing Date: 4th September, 1990 unless all the places in the Entrance Examination have been allocated before that date.

- (1) FEE PAYMENT MUST BE MADE BY MEANS OF A CROSSED CHEQUE MADE PAYABLE TO THE "UNIVERSITY OF HONG KONG".
- (2) APPLICANTS WISHING TO APPLY *AT THE SAME TIME* FOR A USE OF ENGLISH AND AN ENGLISH FOR BUSINESS COURSE SHOULD, IN THE FIRST INSTANCE PAY BOTH FEES, I.E. \$1,000 FOR THE USE OF ENGLISH *AND* \$1,200 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.
- (3) 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 30th AUGUST* AND THE USE OF ENGLISH ENTRANCE EXAMINATION ON *7th OR 8th 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.

Foundation English Programme

Everyday reminds us that a sound knowledge of the English Language is essential to those who wish to make good progress in their careers. The Foundation English Programme is intended for those who wish to improve on their command of English, but who do not have the basic qualifications required to join the Department's Certificate Programme in the Use of English. On completion of the Second Year of the Foundation Programme, however, students will sit an examination that leads to the award of the Extra-Mural First Certificate in English Language. **Those who are awarded this Certificate with a Credit are eligible to enrol in a First Year course in the Use of English in the following year without sitting any further test.**

Those who are not awarded a Credit are required to sit the Use of English Entrance Examination

In order to strengthen and improve Foundation English students' command of English, intensive tuition is provided in the following

Written Communication: the ability to write to suit a variety of situations and to read for a thorough understanding of what has been said

Oral Communication: the ability to speak readily and carry on conversations in a variety of different situations and to understand what others have said without difficulty

Enrolment into First Year courses will be open to all appropriately qualified applicants on a "first-come, first-served" basis. Promotion from the First to the Second Year of the Programme will depend on the student's performance in the First Year. Tutors will therefore set assignments and progress tests that students will be expected to complete

ENTRANCE QUALIFICATIONS

First Year: Grade 'E' in English Language in the Hong Kong Certificate of Education or an approved qualification awarded outside Hong Kong. Applicants who have a Grade 'D' (Syllabus 'B') or 'B' (Syllabus 'A') or higher in English in the Hong Kong Certificate of Education will not be admitted

- N B*
- i) All applicants must attach copies of their educational qualifications to their application form*
 - ii) Applicants are advised to indicate the course of their second choice so that if their first choice is oversubscribed, they can be placed in their second choice*
 - iii) These courses are not open to students in any class in a secondary school*

Second Year: A 'Pass' in a First Year course in the year 1989–90

N B Departmental Letters confirming successful completion of a First Year course should be attached to application forms

Courses

First Year

A In Hong Kong

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

(* Note Course Nos **436, 437, 438** and **439** are held in the morning)

436. Mondays and Wednesdays, 8 30 – 10 00 a m , starting October 8, 1990 50 meetings **Fee: \$1,000**
437. Mondays and Wednesdays, 10 30 a m – 12 noon, starting October 8, 1990 50 meetings **Fee: \$1,000**
438. Tuesdays and Thursday, 8 30 – 10 00 a m , starting October 9, 1990 50 meetings **Fee: \$1,000**
439. Wednesdays and Fridays, 8 30 – 10 00 a m , starting October 10, 1990 50 meetings **Fee: \$1,000**
440. Tuesdays and Thursdays, 8 00 – 9 30 p m , starting October 9, 1990 50 meetings **Fee: \$1,000**

At the University of Hong Kong

441. Mondays and Wednesdays, 8 00 – 9 30 p m , starting October 8, 1990 50 meetings **Fee: \$1,000**
442. Tuesdays and Thursdays, 6 15 – 7 45 p m , starting October 9, 1990 50 meetings **Fee: \$1,000**
443. Wednesdays and Fridays, 6 15 – 7 45 p m , starting October 10, 1990 50 meetings **Fee: \$1,000**
444. Wednesdays and Fridays, 8 00 – 9 30 p m , starting October 10, 1990 50 meetings **Fee: \$1,000**

At St Joseph's College, 7 Kennedy Road

445. Tuesdays and Thursdays, 6 30 – 8 00 p m , starting October 9, 1990 50 meeting **Fee: \$1,000**

3 In Kowloon

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

446. Mondays and Wednesdays, 6 30 – 8 00 p m , starting October 8, 1990 50 meetings **Fee: \$1,000**
447. Tuesdays and Thursdays, 6 30 – 8 00 p m , starting October 9, 1990 50 meetings **Fee: \$1,000**
448. Wednesdays and Fridays, 6 30 – 8 00 p m , starting October 10, 1990 50 meetings **Fee: \$1,000**

At Wah Yan College, 56 Waterloo Road

449. Mondays and Wednesdays, 6 30 – 8 00 p m , starting October 8, 1990 50 meetings **Fee: \$1,000**
450. Tuesdays and Thursdays, 6 30 – 8 00 p m , starting October 9, 1990 50 meetings **Fee: \$1,000**

Second Year

A. In Hong Kong

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

(* Note: Course Nos. **451** and **452** are held in the morning.)

451. Mondays and Wednesdays, 8.30–10.00 a.m., starting October 8, 1990. 50 meetings. **Fee: \$1,000**

452. Tuesdays and Thursdays, 8.30–10.00 a.m., starting October 9, 1990. 50 meetings. **Fee: \$1,000**

453. Mondays and Wednesdays, 8.00–9.30 p.m., starting October 8, 1990. 50 meetings. **Fee: \$1,000**

At the University of Hong Kong.

454. Tuesday and Thursdays, 6.15–7.45 p.m., starting October 9, 1990. 50 meetings. **Fee: \$1,000**

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

455. Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 9, 1990. 50 meeting. **Fee: \$1,000**

At Wah Yan College, Queen's Road East.

456. Mondays and Wednesdays, 6.30–8.00 p.m., starting October 8, 1990. 50 meetings. **Fee: \$1,000**

B. In Kowloon

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

457. Mondays and Wednesdays, 6.30–8.00 p.m., starting October 8, 1990. 50 meetings. **Fee: \$1,000**

458. Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 9, 1990. 50 meetings. **Fee: \$1,000**

At Wah Yan College, 56 Waterloo Road.

459. Mondays and Wednesdays, 6.30–8.00 p.m., starting October 8, 1990. 50 meetings. **Fee: \$1,000**

460. Wednesdays and Fridays, 6.30–8.00 p.m. starting October 10, 1990. 50 meetings. **Fee: \$1,000**

English for Appreciation

461. "The Mind Sneezing": English Comic Literature.

Peter Kennedy, B.A. (Wales), M.A. (Sussex), M.A. (Essex), M.Phil. (Dublin), Lecturer, Northcote College of Education. *Fridays, 7.15–8.45 p.m., starting October 12, 1990. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$225**

This course aims to explore various types of comic writing in English. Stories, Verse and plays will be ransacked for samples of "the comic"; this may (or may not) include: Absurdity, Banana skins, Cartoons, Distortion, Eccentricity, Farce, Grinning, Humour, Irony, Jokes, Komedey, Limericks, Malopropisms, Narratives, One-liners, Parody, Questions, Risibility, Satire. Timing, Understatement, Verse (comic), Wit xyz. etc. Is comic writing Culture-bound? Does humour NOT translate? Will studying comedy wipe the smile off your face? These and other important questions will be carefully evaded

Course requirements: 1) A sense of humour; 2) A good standard of English; 3) An interest in literature; 4) A red nose (optional).

462. The Art and Appreciation of Short Story Writing.

Mrs. D. H. Shroff, B.A. (Bombay). *Fridays, 6.15–7.45 p.m., starting October 12, 1990. Room 141, University Main Building, University of Hong Kong. 10 meetings.* **Fee: \$225**

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 different aspects of life such as human relationships, psychology, 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 or equivalent, but 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).

English for Academic Purposes

463. An Introduction to The Study of Literature in English.

Peter Kennedy, B.A. (Wales), M.A. (Sussex), M.A. (Essex), M.Phil. (Dublin), Lecturer, Northcote College of Education. *Wednesdays, 7.30—9.00 p.m., starting October 10, 1990. Room 105, James Hsioung Lee Science Building, 1st Floor, University of Hong Kong. 10 meetings.* **Fee: \$225**

Demand for part-time "external" and "open" degree courses in Hong Kong is expected to increase in the 1990's. Students intending to study for an Arts degree in which literature is a component may well find forbiddingly dense and complex the CONTENT of course materials intended for native speakers of English. Students who have not made a formal study of literature before may also need help in developing the study skills necessary to write ABOUT literature effectively.

The focus of this course will be on how to write ABOUT literature. Consideration will be given to the coherent organization of an essay and to the processes of drafting and proof-reading. The intention is to help students write properly organized essays of an acceptable standard not to offer formulae for "model" essays on literature.

Clearly, a text is more than the sum of its literary devices, but in order to help students write essays which combine rigorous analysis with subjective judgement, the course will also consider, in a systematic way, the basic elements of poetry, plays and stories: rhyme, rhythm, metre, metaphor, plot, characterisation, narrative point of view, setting, symbolism etc.

Contemporary Chinese writing in English will, as far as possible, be incorporated into the course material.

In order to benefit fully from this course, students should have a keen interest in literature, a good reading ability and ideally have a G.C.E. 'O' Level Pass in English.

Language Skills for Business Studies.

Recognition of the importance of Business Studies has grown immensely in recent years and has resulted in the development of more and more programmes leading to the award of qualifications in the area. There is no doubt that this development will work very considerably to Hong Kong's advantage, and yet many people interested in following advanced courses in Business or Management Studies may find that the complex language often used in these studies is totally unfamiliar to them. In order to succeed, therefore, they need to extend their command of English so that they can pursue their studies effectively.

This programme therefore provides tuition in the use of the four main language skills, listening, speaking, reading and writing, so that students can

consider a quantity of data and different issues, be able to assess and analyse them and then argue a case effectively either orally or in writing, read texts with the aim of identifying the most significant facts, arguments and points of view they contain, assimilate different types and styles of communication for a thorough understanding and then be ready to summarise the most important factors considered, and read case studies for full comprehension and analysis of all the implications in them.

Each course will be limited to 25 students so that the tutor will be able to pay attention to the individual requirements and problems of those following the programme. They should therefore be ready to discuss these at length with their tutors.

Entrance Requirements: An Extra Mural Certificate in the Use of English or English for Business or Band 6 in the International English Language Testing System (IELTS). Enrolment will then be by selection of those best qualified to benefit from the course of tuition. All applicants should therefore attach a statement to their application form stating why they wish to be enrolled and, in particular, which Business Studies course they are attending if they have already been enrolled in one.

N.B. Applicants should be sure to attach copies of relevant qualifications in English to their application form.

Closing date for applications: September 20, 1990

Tutor: Neil Drave, B.A. (Leeds), M.A. (York).

Courses (Applicants are advised to indicate their second choice wherever possible)

At the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. (M.T.R.: Sheung Wan)

464 Mondays, 8.00—9.30 p.m., starting October 1, 1990. 20 meetings. **Fee: \$450**

465. Wednesdays, 8.00—9.30 p.m., starting October 3, 1990. 20 meetings. **Fee: \$450**

N.B. As the courses mentioned above are intended for those engaged in Business Studies, they are NOT suitable for students wishing to attend a conventional 'Business English' course.

English for Specific Purposes

Staff Tutor: John Bensly, Telephone 547 2225

Spoken English

466. Certificate Course 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 6th and 7th 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 on an Interview.

Time: Mondays and Wednesdays, 6.15—7.45 p.m., starting October 1, 1990.

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

Duration: 60 1½ hour sessions, inclusive of examination.

Enrolment: limited to 30 students.

Fee: \$1,200 inclusive of examination.

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.

Fee payment must be made by means of a crossed cheque made payable to the "University of Hong Kong". Closing date for applications: September 1, 1990.

English for Engineers

469. Communications for Engineers.

Syed Hysan, B.A., M.A., B.L. (Madras), A.Inst.M., F.B.I.M. *Saturdays, 9.30 a.m. — 12.30 p.m., starting October 6, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$700**

Engineers and those in related technical professions, in addition to acquiring professional and management skills, must also master communication skills if they are to further their careers and carry out their jobs effectively. The need to present ideas logically and persuasively in the spoken and written language, formally and informally, and to comprehend quickly and accurately spoken and written information is essential for efficient communication. The syllabus for the course, therefore, will focus on those aspects that are of particular importance and relevance to the engineer, and will cover: technical correspondence; writing memoranda; writing reports; writing minutes of meeting; writing briefing papers; group discussion; presenting points of view; giving oral reports; and giving talks. Students will also be given practice in listening and reading comprehension.

Enrolment will be limited to 30 students and will be by selection of those best qualified to benefit from the course of tuition. Applicants should be qualified engineers and should submit a short letter in support of their application. *Closing date for applications: September 15, 1990.*

English for Medical Practitioners

470. Certificate Course in Medical English.

This course is intended for all persons associated with health care, such as doctors, nurses, physiotherapists, paramedical staff, health educators, medical students, and others with a professional interest in medicine, who need to communicate in English.

The aim of the course is to improve the students' general standard of English and to extend and practise language skills, both oral and written, in a variety of situations related to career requirements. The syllabus will also cover notetaking, summarizing, study and intensive reading, presenting medical reports orally and in writing, the language used in medical histories and case studies, medical terminology relating to physiology, anatomy, and disease, and the communicative needs of patients and staff. Authentic materials and the latest communicative techniques of specific purpose language teaching will be used.

Applicants should bear in mind that this course is not designed to teach basic English and that an understanding of medical terminology in the students' first language will be assumed.

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.
- 2) be able to produce evidence of further study at post-secondary level.
- 3) attach copies of their certificates to their application form.
- 4) submit a short letter in support of their application.
- 5) attend an interview, if required.

Time: Saturdays, 9.00 a.m. – 12.00 noon, starting October 6, 1990.

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

Duration: 30 3-hour sessions, inclusive of examination.

Enrolment: limited to 30 students.

Fee: \$1,200 inclusive of examination.

Tutor: Mrs. B. D. Whitman, B.Sc. (Lond.), F.I.M.L.T.

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.

Fee payment must be made by means of a crossed cheque made payable to the "University of Hong Kong". Closing date for applications: September 15, 1990.

English for Teachers

471. Certificate Course in the Grammar and Semantics 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 grammar and semantics of English. The student will be encouraged to examine critically traditional concepts, to consider new trends, and to acquire a sound basis of knowledge on which to promote his or her teaching career.

The course will consider the main distinction between traditional grammar and modern linguistics and then proceed to examine in detail the structure of the word, group, clause and sentence; parts of speech; gender, number and case; tense, mood, and aspect; transitivity and voice. It will introduce systemic grammar with a study of surface and deep grammar and will give the student ample work in structural analysis. The course will examine the relationship between grammar and semantics and cover the most relevant topics in linguistic semantics, semantic structure and lexicology. It will also review the most common varieties of English and consider problems in error analysis. The approach, which will be descriptive, will not, however, attempt to examine the theoretical bases to which different descriptions are related.

The intention is not only to provide a thorough grounding in the grammar and semantics 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 14th September, beginning at 5.00 p.m. Applicants will be interviewed on a first come, first served basis. *Closing date for applications: September 8, 1990.*

Time: Tuesdays and Thursdays, 6.15–7.45 p.m., starting October 2, 1990.

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

Duration: 60 1½ hour sessions, inclusive of examination.

Enrolment: Limited to 30 students.

Fee: \$1,100 inclusive of examination.

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: Teachers may apply for a half fee refund for this course. See page x.

472. 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. (Lond.). *Tuesdays, 7.30–9.30 p.m., starting October 9, 1990. Room 104, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$380**

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: Teachers may apply for a half fee refund for this course. See page x.

473. Songs in the English Class.

Philip K. W. Chan, B.A., M.A. (H.K.), Dip.Ed. (C.U.H.K.). *Fridays, 6.15–7.45 p.m., starting October 5, 1990. Wah Yan College, 56 Waterloo Road, Kowloon. 4 meetings.* **Fee: \$130**

Songs are composed of both words and music, which function as discourse, to mean and to communicate. So to find out the meaning of song and enjoy it fully, we have to analyse how music and words are related and combined, as well as how the language in song is different and deviates from everyday speech

These meetings, in the form of workshops, are intended for teachers of English who would like to use original popular and folk songs with their S3– S6 classes, for appreciation and critical analysis. The songs chosen will be approached stylistically, drawing attention to how language is consciously used to convey narrative, viewpoint, theme, attitude, feeling and mood. Different ways of presenting a song will also be demonstrated. *Enrolment limited to 25 students.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x.

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 285.

European Languages

Staff Tutor Duncan Macintosh, *Telephone* 547 2225

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 9th October 1990

Place Room 127 Wah Yan College, 1/F Queen's Road East

First Year

Course No **491.** 5 30—6 30 p m 60 meetings **Fee: \$920**

Course No **492.** 7 40—8 40 p m 60 meetings **Fee: \$920**

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 Español Al Día*, Book I (6th Edition) obtainable from the Hong Kong Book Centre, 25, Des Voeux Road Central. Please show the receipt for your course fees when you purchase your book.

Second Year

Course No **493.** 6 35—7 35 p m 60 meetings **Fee: \$970**

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 1989—90. Other applicants will be enrolled if vacancies are still available after 20th September, 1990, and on the basis of their previous study of the Spanish language.

Textbook *El Español Al Día*, Book II (6th Edition), obtainable from the Hong Kong Book Centre, 25, Des Voeux Road Central. Please show the receipt for your course fees when you purchase your book.

CERTIFICATE COURSES IN FRENCH

These are practical courses in French for those who wish to have a good active command of the language for everyday communication both orally and in writing

The First Year courses are intended for those with no previous knowledge of the language and so are concerned with very basic French. Those who complete this year satisfactorily may enrol in a Second Year course in the year 1991 – 1992

The Second Year of the programme in the year 1990 – 1991 will be open to those who have completed a First Year course satisfactorily in 1989 – 90 or acquired a knowledge of basic French at another institution. On completion of this year students will sit an examination that leads to the award of the Department's Certificate in French Language

Strong emphasis will be put on the acquisition of audio-oral skills through intensive interactive practice. Intensive tuition will also be provided in writing and reading skills. *The language of instruction will be French, supplemented by English as necessary*

Courses

First Year

In Hong Kong

Tutor Denis-Ch Meyer, B A , M A (Paris), Instructor in French, Language Centre, University of Hong Kong

494. *Tuesdays and Thursdays, 7 30–9 00 p m , starting October 2, 1990*
University of Hong Kong 65 meetings **Fee: \$1,500**

In Kowloon

Tutor Miss P Ho, B A (H K)

495. *Wednesdays and Fridays, 6 30–8 00 p m , starting October 3, 1990*
Wah Yan College, 56 Waterloo Road 65 meetings **Fee: \$1,500**

Second Year

Tutor Mrs M B Lang, M A , Teacher's Cert (Hawaii), Dip Civilisation Francaise (Paris)

496. *Tuesdays and Thursdays, 6 15–7 45 p m , starting October 2, 1990*
Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road Central, Hong Kong 56 meetings, exclusive of the examination **Fee: \$1,500** (inclusive of examination fees)

N B Enrolment in all the courses mentioned above will be limited to 25

students who will be sent Joining Instructions before their commencement.

Advanced Studies

497. Advanced Studies in French.

J. Bourgon, B.A., M.A., C.A.P.E.S., D.E.A. (Paris) and guest lecturers.
Wednesdays, 6.15–7.45 p.m., starting October 10, 1990. Room 141, University Main Building, University of Hong Kong. 10 meetings.

Fee: \$275

This course, which will take the form of a series of seminars on various aspects of French civilization and culture, will be taught in French. It is therefore intended for those with a sound knowledge of the French language (i.e. those who have received 400 hours of tuition or more). An exploration of recent developments in French society, political and economic life, and into the historical background and main literary and artistic trends, will be offered. A detailed programme of the course will be issued to students at the first session. A variety of documents in French, including extracts from current media items, recordings, etc., will be considered during the course. *Enrolment is limited to 25. Closing date for applications: October 3, 1990.*

Medium of instruction: French.

PRIOR ENROLMENT IS ESSENTIAL

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In order to receive the next issue of this Prospectus, please turn to page 285.

Geography & Geology

Staff Tutor: L. H. Rebecca Chiu, Telephone 859 2786

London University External B.A. Degree in Geography

The Department of Extra-Mural Studies offer the following course to help candidates prepare for the Geography I (Physical Geography) examination of the London University External B A Degree in Geography.

501. Physical Geography.

Lecturers of the University of Hong Kong. *Tuesdays, 6.15–7.45 p.m., starting October 2, 1990. Room 207, Run Run Shaw Building, University of Hong Kong. 60 meetings.* **Fee: \$2,700**

This course aims to cover the syllabus of Physical Geography Part I (including the part on relevant techniques) in *TWO* academic years. It provides an outline survey of the physical geography of land, air and water, and of major biological distributions as constituents of the human environment.

Students are expected to attend lectures regularly, read assigned texts and complete course assignments.

For registration with London University—see p. ix. Applicants who have registered with the London University as External Students will be given preference. Anyone interested in this course will also be considered.

Please write in for details and special application form enclosing a stamped self-addressed envelope. Closing date for applications: September 17, 1990.

502. 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 13, 1990. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$400**

The following topics will be discussed with the aim of providing practising Civil and Structural Engineers with up-to-date knowledge of recent trends in geotechnical engineering: site investigation techniques; rock mechanics: properties of intact rocks and their measurement, shear strength of jointed rocks; rock slope stability: rock joint survey and graphical presentation on stereonet, methods of slope stability analysis, theory and design of rock

anchors; soil mechanics: properties of soils and their measurement; soil slope stability: limit equilibrium methods; infiltration theories: infiltration of rain water into unprotected slopes and its effect on slope stability, physics of unsaturated flow; earth pressures on retaining structures; dewatering: effects on buildings; and modern stress-strain theories and computational methods: tensor notations, constitutive laws, introduction to finite element method, limit analyses, implication of strain-softening in geotechnical engineering. *Enrolment is limited to 30.*

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

503. 環境保護與環境教育 (Environmental Protection and Education)

主 講 人：長春社負責人

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：一九九零年九月二十日起每星期四下午八時零五分至九時三十五分

全期學費：二百四十元 （共十二講）

本課程旨在介紹環境保育工作在此時此地的意義及實際需要，並探討在學校推行環境教育工作的問題，設計實行的策略與方法。各講者將會公開多年從事環境教育工作的心得與經驗，與學員分享研究，藉此推廣這種迫切又有意義的事業。內容包括：（一）「環境保育」總論；（二）地球破壞的現況；（三）資源善用與循環再造；（四）水質的污染：水源破壞、河流湖泊死亡對海洋生態的影響；（五）空氣的污染：酸雨、熱帶雨林、臭氧層破壞對地球生態網的影響；（六）噪音的污染與工業安全對人體健康的影響；（七）化學廢料與核能的禍害；（八）城市規劃與環境問題的關係；（九）環境保護與經濟：可延性的經濟發展；（十）如何用小組方法在社區推行環境保護工作；（十一）家居環保與綠色消費；（十二）如何推行環保公民教育及在學校落實環境教育工作。

每講印發有關資料的文章供參考，並介紹推薦環境教育的書籍、文章、資源及活動。本課程限收四十人，在職教師優先取錄。

教師可獲教育署退還半費。詳參第 x 頁。

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

主 講 人：鈕柏燊先生、袁貞偉先生

地 點：香港大學邵逸夫樓208室

時 間：一九九〇年九月廿七日起每星期四下午六時三十分至八時

全期學費：三百八十五元 （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。最早報名的十位合資格教師可向教育署申請退還一半學費。）

教師可獲教育署退還半費。詳參第 x 頁。

505. 寶石學入門 (Introduction Gemmology)

主 講 人：陳志強先生 F. G. A. (英國寶石學會院士)

歐陽秋眉女士 F. G. A. (英國寶石學會院士)

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）

時 間：一九九〇年十月十一日起每星期四下午八時至十時

全期學費：五百六十元 （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）

PRIOR ENROLMENT IS ESSENTIAL

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

History & Archaeology

Staff Tutor Koon-ki T. Ho, Telephone 859 2792

511. Appreciation of Chinese Relics.

Lo Kam-kau, James, Committee Member of the Hong Kong Archaeological Society. *Tuesdays, 4.30–6.00 p.m., starting October 2, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings plus 1 site visit.* **Fee: \$250**

History started when written language began to produce records, whereas the unwritten prehistory was recorded by relics and antiques. Even after the invention of written language, artistic artefacts have still been bearing powerful witness to the advance of human history.

This course aims at teaching students how to appreciate Chinese relics and antiques, with special attentions paid to evaluation, maintenance and testing for authenticity of antiques and relics. Major topics to be covered include Chinese old painting, ceramics, bronze, jade and ancient artefacts uncovered recently from Chinese archaeological sites.

There will be one full-day field trip in a weekend (travelling expenses to be borne by the participants).

512. 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：一九九零年九月十七日起每星期一下午六時至七時卅分

全期學費：二百七十元（共十講及一次現場參觀）

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、維修及保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）

513. 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：一九九零年十一月廿六日起每星期一下午六時至七時卅分

全期學費：二百四十元（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。（限收二十二人）

514. 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18室（信德中心西翼九樓）

時 間：一九九零年九月十九日起每星期三下午六時十五分至七時四十五分

全期學費：二百八十元（共九講及二次野外考察）

本課程介紹有關考古學對香港古代文物的研究，如史前和歷史時代遺物，以往及最近發掘出土文物等方面知識，內容包括：陶器、石器、青銅器、貝類、陪葬物、古墓、摩崖、石刻、古廟、古跡、灰窰、陶窰及考古遺址等。並參觀考古學會發掘過程，及安排參與實習。（限收二十二人）

515. 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18室（信德中心西翼九樓）

時 間：一九九零年十一月廿八日起每星期三下午六時十五分至七時四十五分

全期學費：二百八十元（共九講及二次實地考察）

本課程介紹有關考古學對香港古物與古蹟的研究，如史前和歷史時代遺物方面知識，內容包括：石刻、古堡及炮台、古廟、宗祠及公祠、書室及書齋、圍村及民房、風水塔及風水牆、功名牌匾、及古建築物等。有關新界五大家族（鄧、廖、文、彭、侯）等的拓殖史及背景，封建考試制度如鄉試、會試及殿試等。農村風俗及生活習慣等作深入淺出的講授。（限收二十二人）

Journalism & Communication

Staff Tutor Owen H H Wong Telephone 859 2788

521. Modern Journalism.

Clare Hollingworth, O B E , and other guest speakers *Tuesdays, 10 15 a m – 12 15 p m , starting October 9, 1990 Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 10 meetings* **Fee: \$385**

The presentation of news, analysis, features and editorial views through all forms of the media will be considered by a variety of experts in their respective fields They will include visiting correspondents together with Philip Crawley Editor of the South China Morning Post, Derek Davies, and Simon Winchester, Foreign Correspondent and Anthony Lawrence, BBC radio expert for both news and features David Bell, Public Relations manager for the Swire Group, will also address the course

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

Prospective students, whether working in journalism or television, or hoping to do so, should be of a high calibre and should be fluent in both written and spoken English They may be selected by interview after a short written test They should also note that they will be expected to participate actively in discussion and by contributing written exercises Initially, these exercises will consist of simple reports based on newspaper cuttings, followed by class critiques Thereafter, in the belief that the best way to learn about reporting is by reporting, students will be expected, after listening to the former BBC Far Eastern Correspondent, Anthony Lawrence, for instance, to simulate their own short news broadcasts and comments Clare Hollingworth has agreed to act throughout as course-coordinator and "editor-in-chief" *Enrolment will be strictly limited to 30*

Applicants should preferably provide a sponsoring letter from their employer and should attach to their application form a brief statement as to why they wish to join this course

522. 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 September 24, 1990 Room 208, Run Run Shaw Building, University of Hong Kong 5 meetings* **Fee: \$165**

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. *Enrolment is limited to 30*

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

Medium of instruction Cantonese supplemented with English where appropriate

523. 公眾關係文憑課程 (Certificate Course in Public Relations)

主 講 人：顧明仁先生 MScEd (USC), MA in Journalism (UW-Madison), FRSA, FInstPM (UK) (挪威貿易發展局香港及南中國總監)

張林森先生 LL B (Journalism), MBIM (張林森公眾關係顧問行董事)

許彬先生 M S W, Dip S W (香港戒毒會南九龍區主任)

及其他客座講師

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：一九九〇年十月九日起每星期二下午七時卅五分至十時

全期學費：一千六百五十元 (共三十八講)

課程主旨：

為從事公眾關係，市場推廣、工商管理、傳播工作及社會服務人仕，提供一系統全面性的專業知識。

課程內容：

(一)大眾傳播導論：講授大眾傳播學理論，介紹不同種類傳媒的特性，並探討大眾傳媒的專業道德及社會責任等問題。(共八講)。(二)公眾關係導論：闡釋公眾關係的基本原理及有關的理論，公眾關係活動的策劃程序及運作技巧等。(共八講)。(三)公眾關係媒介策劃：討論企業與傳媒的關係，傳媒工作的策劃，製作及選擇適當的訊息與媒體，包括新聞稿、招待會、業績報告等。(共六講)。(四)企業傳播：討論有關商業企業在形象確立的方針，企業對外及對內傳播的問題，企業危機與公眾關係處理技巧等。(共四講)。(五)市場傳播：講授有關基本市場學與傳媒在市場傳播所擔任的角色、公眾關係與產品廣告之配合等。(共四講)。(六)社

會服務與公眾關係：討論有關社會服務機構怎樣策劃有關的公眾關係活動及其對該等機構之重要性。(共四講)。(七)公眾關係個案實習：檢討個案及其處理不同公眾關係問題所採取的手法等。(共四講)。

入學資格：

(一)大專畢業或(二)大學入學試合格，並具一年以上有關工作經驗。

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；及(三)完成所有課程中的作業。

申請手續：

申請者須於九月九日前，將申請表格寄回本部，函內須附回郵信封、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。

名 額：二十八人

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

主 講 人：劉天賜先生(電視廣播有限公司製作顧問)——主任主講人

吳 昊先生(電視廣播有限公司資料顧問)——課程主持

彭濟材先生(電視廣播有限公司戲劇科副經理)

何麗全先生(電視廣播有限公司綜藝科副經理)

(其他主講人包括電視廣播有限公司資深之行政與編導人員)

地 點：電視廣播有限公司訓練中心(九龍廣播道嘉柏園二樓及西貢清水灣地段220, D4)

時 間：一九九一年一月四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：一千三百八十元

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

畢業文憑：

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

申請手續：

申請者須於十一月十一日以前，將(一)申請表格，(二)劃線支票，(三)二吋半身近照二張，(四)學歷證件副本，(五)回郵信封，(六)個人履歷表，包括工作經驗與興趣，(七)另附一份二千字以內之諷刺幽默短劇習作；寄回香港大學校外課程部電視編劇與製作文憑班課程主任收。

名 額：限收二十人

525. 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：劉慧卿女士 (遠東經濟評論香港區特約記者)

顧明仁先生 (挪威貿易發展局香港及南中國總監)

黃俊東先生 (英文虎報助理編輯)

丁紹源先生 (前中大新聞翻譯文憑課程講師)

李彭基先生 (快報編輯主任)

趙潤桓先生 (香港電台高級新聞時事節目主任)

何鉅華先生 (亞洲電視新聞部節目策劃編輯)

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：一九九〇年十月十七日起每星期三下午七時十分至九時四十分

學 費：一千三百八十元 (共三十八講，另加兩個星期六的實習與參觀)

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：

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)持有太專畢業證書；(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；及(三)完成所有課程中的作業。

申請手續：

申請者須於九月廿九日以前，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。

名 額：三十二人

526. 財經新聞 (Financial News) 〔由職業訓練局及香港大學校外課程部合辦〕

主 講 人：陸錦榮先生 (壹週刊副總編輯)

張國偉先生 (前經濟日報資料室研究員)

主 旨：以講授、交流、研討方式，提高新聞從業員的專業水平

內 容：財經新聞的採訪與報導；評論的方法與標準
經濟資料的搜集分析；圖表的製作與應用

時 間：一九九〇年九月一日 (星期六) 上午九時十五分至十二時四十五分

地 點：干諾道中200號信德中心西翼九字樓
港大校外課程部市區中心十七號室

學 費：二十元，包括咖啡茶點

報 名：先到先得，請到校外課程部 (港大或信德中心) 填寫報名表格，請於上課前一週報名

527. 社論與評論 (Editorials & Comments) 〔由職業訓練局及香港大學校外課程部合辦〕

主 講 人：沈鑒治博士 (信報總編輯)

黃康顯博士 (香港大學校外課程部高級講師)

主 旨：以講授、交流、研討方式，提高新聞從業員的專業水平

內 容：社論的寫作：政治立場，公眾利益，社會功能，輿論壓力，題材選擇，
寫作技巧

評論的技巧：社會脈搏與觸覺，尖銳性與幽默感，文字的形象化，內容的濃縮度，標題與副題，誹謗的問題

時間：一九九〇年九月八日（星期六）上午九時十五分至十二時四十五分
地點：干諾道中200號信德中心西翼九字樓
港大校外課程部市區中心十七號室
學費：二十元，包括咖啡茶點
報名：先到先得，請到校外課程部（港大或信德中心）填寫報名表格，請於上課前一週報名

528. 廣告與香港社會
(Advertising, It's Impact on Hong Kong Society)
〔由職業訓練局與香港大學校外課程部合辦〕

主講人：陳碧君小姐 B. A. (HK), M. A. in Media Ecology (New York)
地點：香港德輔道中二百號信德中心西翼十五字樓，
香港大學校外課程部市區中心一號室
時間：一九九〇年九月八日星期六上午九時十五分至十二時四十五分
學費：二十元，包括咖啡、茶點
內容：不同傳媒與市場的不同廣告；宣傳用的政府廣告；作為社會宣傳的商業廣告；消費者的消息環境；製造社會少量的廣告行業；人類需要觀念的再造；及消費文化的興起。
報名：請於上課一週前到港大校外課程部（港大或信德中心西翼九字樓）填寫報名表格

529. 新聞從業員的公關技巧
(Public Relations for Journalists)
〔由職業訓練局與香港大學校外課程部合辦〕

主講人：顧仁明先生 MScEd (USC), MA in Journalism (UW-Madison), FRSA,
FInstPM (UK)
主旨：為新聞從業員提供有關公眾關係的理論和實踐，方便他們與公眾的聯絡。
內容：公眾關係與新聞學的相互影響，公眾關係在新聞工作上的應用，聯絡技巧與新聞採訪。
時間：一九九〇年九月十五日星期六上午九時十五分至十二時四十五分
地點：香港干諾道中二百號信德中心西翼十五字樓，
香港大學校外課程部市區中心一號室
學費：二十元，包括咖啡、茶點
報名：先到先得，請於上課一週前到港大校外課程部（港大或信德中心西翼九字樓）填寫報名表格

530. 傳媒教育入門 (Introduction to Media Education) **[與天主教社會傳播處合辦]**

主 講 人：夏其龍神父 M. S Journalism (Columbia)

地 點：香港天主教社會傳播處（香港堅道十六號教區中心十一字）。

電話：5258021內線418。

時 間：一九九〇年十月廿三日起每星期二下午七時三十分至九時三十分

全期學費：一百五十五元 （共六講）

從大眾傳播媒介社會的影響，引出受眾需要對傳媒應有基本的認識，以能深入地欣賞及積極地批判傳媒影響其製作質素。講授內容包括：(一)傳訊理論及傳媒運作與心理；(二)傳媒教育的基本概念，(三)傳媒教育方法示範——報紙、雜誌、畫報；(四)傳媒教育方法示範——電影，(五)傳媒教育方法示範——電台，(六)傳媒教育方法示範——電視。（限收四十五人）

532. 印前技術概論：印刷品買家須知 **(A Follow Up Course for Print Buyers)**

主 講 人：香港印藝學會委員

地 點：香港大學邵逸夫樓208室

時 間：一九九〇年十一月五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：一百六十元。（共五講）

本課程專為印刷品買家而設，使他們進一步了解印刷品製作過程，及如何節省生產費用，講授範圍包括：(一)印前正稿製作知識；(二)編排技術的認識；(三)桌上出版系統概說；(四)色彩及彩色製版簡述及(五)特技影版的認識。（限收二十五人）

533. 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）及客座講者

地 點：香港大學校本部大樓122室

時 間：一九九〇年九月廿八日起每星期五下午七時十五分至九時十五分

全期學費：一百七十五元 （共七講）

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。

534. 中文字體設計與美術創作 (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11室（信德中心西翼九樓）

時 間：一九九〇年十月六日起每星期六下午四時至五時卅分

全期學費：一百九十元 （共七講）

中文美術字體設計應用範圍極廣，由獲具風格的個人標誌、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，同期介紹多方面美術創作的技巧。

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

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。

本期開設下列兩班，編號535及536。

535. 尹日成先生、袁振光先生、李仲泉先生主講

地 點：香港大學邵仁枚樓101室

時 間：一九九〇年九月廿五日起每星期二下午七時十五分至九時十五分

全期學費：一百四十五元 （共六講）

536. 尹日成先生、袁振光先生、李仲泉先生主講

地點：香港大學邵仁枚樓101室

時間：一九九一年一月八日起每星期二下午七時十五分至九時十五分

全期學費：一百四十五元（共六講）

537. 教學錄映帶節目：製作技巧及應用
(Techniques in Making & Using Instructional Video (Non-broadcast))

主講人：容若愚先生 S. T. B. (H. K.), B. Ed. (Lond.), Dip. Comm. (U.K.)

（香港中文大學教材部）

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：一九九一年一月七日起每星期一下午七時十分至九時十分

全期學費：一百六十五元（共六講）

以活教學的形式，討論應用單機製作教學性錄影節目之方法和技巧，及錄映帶在教育之各種應用。講授內容包括：（一）介紹各種單機拍攝系統；（二）拍攝剪接技巧；（三）拍攝紀錄片及短劇；（四）有關的技術性問題；（五）學生參與及教師領導的技巧，及（六）應用於小組及個人學習。

538. 錄影製作室 (Video Workshop)

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：一九九〇年十月六日起每星期六下午二時卅分至五時四十五分

全期學費：四百八十元（共十講）

本課程著重從實際拍攝中熟習錄影製作技巧，學員需構思劇本，參予前、中、後期製作，並參加演出。課程以單機製作為主，探討以不同敘事風格處理同一題材之結果。

內容包括：（一）影象敘事文法；（二）一般攝錄、燈光、聲效技巧；（三）有效率的攝錄隊如何工作；（四）影視製作文書工作；（五）把錄影機之電子效果溶入劇中；（六）即興習作；（七）主題與變奏；及（八）平衡之創作心態。（限收三十人）

539. 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：一九九〇年十二月十五日起每星期六下午二時卅分至五時四十五分

全期學費：四百八十元 （共十講）

本課程着重以不同的角度去探討一部電影的各個層面，內容包括：（一）電影歷史與技術演變的關係；（二）敘事形式與非敘事形式；（三）時空交錯的場面調度；（四）語言，映象與聲音的表達；（五）電影與文學。課程除講授外，並輔以影片及電視錄影作參考觀賞，適合一般對電影有普遍程度認識的人仕參加。（限收三十四人）

540. 志願機構的公共關係 (Public Relations for Voluntary Agencies) 〔由職業訓練局與香港大學校外課程部合辦〕

主 講 人：許彬先生 M. S. W. (H. K.)

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：一九九〇年九月廿七日起每星期四下午六時三十分至八時

全期學費：八十元 （共十二講）

在九十年代，志願機構如社會服務團體、醫院、學校及宗教組織等，亦需應付社會上急劇的轉變，像商業機構一樣，學習掌握公共關係的基本知識，而這些機構的人事及行政人員，亦需懂得公共關係的運作方法。

講授內容包括：公共關係對志願機構的重要性，志願機構的架構及其所扮演的角色，基本人際溝通理論，機構內部傳通，社區關係籌款，義工的使用，及傳媒關係。

541. 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：一九九〇年十月五日起每星期五下午八時十分至九時五十五分

全期學費：二百三十五元 （共十講）

公共關係乃現代企業管理之工具，本課程共分三部：（一）透過公共關係的發展過程與理論，使學員了解到公共關係在管理階層上所發揮的作用；（二）簡介一般

工商企業、政府或服務機構的公共關係實務，(三)着重公共關係實務技巧，如：新聞稿的撰寫、傳播媒介的運用、公共關係活動的策劃等。

本課程對從事文化教育事業、社會工作、一般工商企業、以及有志投身公共關係行業者，均有極大之專業上幫助。(限收三十八人)

542. 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28室（信德中心西翼九樓）

時 間：一九九〇年十二月廿二日星期六正午十二時至下午三時（及由十二月廿八日星期五上午九時至十二月三十日星期日下午九時的三日兩夜的小組活動）（共三十小時）

全期學費：四百五十元

（另食宿費一百五十元，報名時一共需繳費六百元）

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。

整個課程着重小組討論，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。（截止報名日期：十二月五日，限收二十八人）

543. 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28室（信德中心西翼九樓）

時 間：一九九〇年十二月廿二日星期六下午三時至六時（及由十二月卅一日星期一上午九時至一九九一年一月二日星期三下午九時的三日兩夜的小組活動）（共三十小時）

全期學費：四百五十元

（另食宿費一百五十元，報名時一共需繳費六百元）

本課程將以「相互觀察與糾正小組」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。

整個課程着重小組討論，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。(截止報名日期：十二月五日，限收二十八人)

544. 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28室(信德中心西翼九樓)

時 間：一九九〇年十二月廿二日星期六下午七時至十時(及由一九九一年一月三日星期四上午九時至一月五日星期六下午九時的三日兩夜的小組活動) (共三十小時)

全期學費：五百元

(另食宿費一百五十元、報名時一共需繳費六百五十元)

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。(截止報名日期：十二月五日，限收二十人)

545. 聲藝與口才 (The Art of Expression)

主 講 人：彭永才先生

地 點：香港大學屬樹雄科學館102室

時 間：一九九〇年九月廿五日起每星期二下午七時十五分至九時四十五分

全期學費：二百六十元(共八講)

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，情感的貫注而又具感染力，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；演說技巧及練習；司儀方法及練習；唸詞方法及口才訓練等。

547. 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：一九九〇年九月廿五日起每星期二下午六時十分至七時四十分

全期學費：一百七十元（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（一）自己向自己表達（思想方法的運用），（二）一對一的相對表達（兩個人之間的問題處理），（三）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），（四）理辯式的表達（交涉、談判，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。（限收三十八人）

548. 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：一九九〇年十一月二十日起每星期二下午六時十分至七時四十分

全期學費：二百二十元（共十一講）

本課程將透過七次專題講述，四次分組實例研究，探討如何對自己所做的事能夠進行有目的的思考；能夠描述問題、分析問題、界定問題、解決問題；能夠擬方案；能夠寫計劃等。講授內容包括：處事的理和情；事理的設基；怎樣分析問題——查驗事情已發生的原因，認識事情的特點與變化；可能發生的問題之分析方法；人性需要與自我控制；你會編擬計劃嗎？怎樣界定問題與怎樣解決問題；並分組討論；連想力的試驗；分析事理的方法和經驗，開放自己與他人共同分析事理的方式；編擬計劃的方法及解決問題的事例與分享。（限收三十八人）

549. 廣告與市場策略 (Advertising and Marketing Strategy)

主 講 人：鄧廣鈿先生 M. B. A. (Long Island)

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：一九九一年一月三起每星期四下午六時卅分至八時

全期學費：一百六十五元（共七講）

在一個高度資訊化的社會裏，各廠商爭相使本身的產品呈現於消費者的眼前，但如何令自己的產品脫穎而出，吸引消費者的注意，這就須要有效率的計劃及

策略了。

「成功的廣告行動源於良好的推廣計劃，而良好的推廣計劃是由可靠有效的市場行銷計劃而來。」

本課程討論廣告策略與市場策略之關係，市場定位與市場調查對廣告運用的幫助。並討論廣告計劃的目標，預算訂定，媒介之安排與選擇，評估廣告效果的方法等。

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

主 講 人：張林森先生（客座主講人：盧振忠先生）

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：一九九〇年九月二十日起每星期四下午八時三十分至十時

全期學費：一百八十元（共八講）

廣告的作用是在於商品的推銷以至市場的推廣，所以廣告學與市場管理，實在是關連的。本課程首先介紹市場管理的重要性，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。

報讀本課程學員請一併報讀隨後之「廣告研習班」。（限收三十六人）

551. 廣告研習班 (Advertising Workshop)

主 講 人：張林森先生（客座主講人：盧振忠先生）

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：一九九〇年十一月廿二日起每星期四下午八時三十分至十時

全期學費：二百八十五元（共十二講）

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

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

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

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

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，並需要大部份時間作拍攝及黑房沖晒實習。本課程內將會提供議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（約一百四十元）。

本期開設下列四班，編號552至555，每班限收十二人。

552. 蔡克信先生主講

地點：香港英皇道1044號福昌樓三樓 B4 叁影室 (Studio 3)
時間：一九九〇年九月廿八日起每星期五下午七時卅分至九時卅分
全期學費：九百六十元（共十四講）

553. 蔡克信先生主講

地點：香港英皇道1044號福昌樓三樓 B4 叁影室 (Studio 3)
時間：一九九〇年九月廿九日起每星期六下午二時至四時
全期學費：九百六十元（共十四講）

554. 蔡克信先生主講

地點：香港英皇道1044號福昌樓三樓 B4 叁影室 (Studio 3)
時間：一九九〇年九月廿九日起每星期六下午四時卅分至六時卅分
全期學費：九百六十元（共十四講）

555. 蔡克信先生主講

地點：香港英皇道1044號福昌樓三樓 B4 叁影室 (Studio 3)
時間：一九九〇年十月一日起每星期一一下午七時卅分至九時卅分
全期學費：九百六十元（共十四講）

Labour Studies and Industrial Relations

Staff Tutor: John Holford, Telephone 859 2787/859 2415

561. 九十年代的工業關係管理 (Enterprise Level Industrial Relations in the 1990s')

主 講 人：馮志民先生 Hons. Dip. (H.K.B.C.), M. Phil. (Glas.)

地 點：香港大學屬樹雄科學館 G1 室

時 間：一九九零年九月二十二日起每星期六下午二時至三時三十分

全期學費：三百一十元 (共十講)

課程主旨務使從事人事管理、勞資關係工作的行政人員掌握九十年代人事管理與工業關係的最新發展與實際的應用技巧。課程包括：日本公司人事管理與勞資關係模式、及理論 Z (Theory Z) 的內容和影響，浮動組織 (Flexible Organization) 在西方國家興起原因、優點和模式，工業關係的管理策略和新的取向，及各人事管理的專門職責包括招募、挑選、培訓、薪酬制度、及勞資關係制度在九十年代新的發展與概念。(限收三十人)

562. 工業關係管理的策略、實踐與程序 (The Strategies, Practices and Procedures of Industrial Relations)

主 講 人：馮志民先生 Hons. Dip. (H.K.B.C.), M. Phil. (Glas.)

地 點：香港大學屬樹雄科學館 G1 室

時 間：一九九零年九月二十二日起每星期六下午三時四十五分至五時十五分

全期學費：三百一十元 (共十講)

課程適合任何從事人事管理、僱員關係工作的人士選讀。課程包括：如何制定一個勞資關係政策，範圍包括考慮因素、政策目的、內容和實踐技巧；工業關係的管理策略；建立和實踐勞資關係程序的技巧，如勞資談判程序、承認工會程序、溝通與協商程序、僱員參與制定政策程序、投訴與紛爭程序、紀律程序、裁員程序等，課程包括個案研究和廣泛參與國際勞工組織與各跨國企業的工業關係政策和程序的備忘手冊。(限收三十人)

Law

Staff Tutor W B Howarth, Telephone 858 4606

Degree Courses

London University External LL.B. Degree Courses

These courses are designed to assist candidates in preparing for the London University External LL B examinations. The courses are taught mainly by lecturers invited from the United Kingdom. The courses are taught in intensive blocks of lectures mainly in September/October, December and January. Students are required to attend every evening for up to two weeks when the lecture courses are on.

Intermediate Examination:

- 566. Criminal Law**
- 567. Constitutional Law**
- 568. English Legal System**
- 569. Elements of the Law of Contract**

Final Part I Examination:

- 570. Law of Tort**
- 571. Law of Trusts**
- 572. Land Law**
- 573. Evidence**

Final Part II Examination:

- 574. Jurisprudence and Legal Theory**
- 575. Succession**
- 576. Company Law**
- 577. Family Law**

Please write in for detailed prospectuses enclosing a stamped self-addressed envelope

590. University of London—Master of Laws LL.M.—Preparation Courses

The E M S Department will offer preparation courses in 1990 to assist students who wish to take the external London University LL M programme.

The course is of two years duration and students must take written papers in four full subjects or in three full subjects and two half subjects over the two years. A choice of options will be available subject to demand. Applicants must hold a U.K. first degree in Law.

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

LL.B. DEGREE ACCESS PROGRAMME—CERTIFICATES IN LEGAL STUDIES

The Certificates are awards aimed at introducing students to the study of law and to prepare them for formal training in law and legal practice for future career development. The courses have been specially designed to assist students who have had no formal further education and the compulsory course unit on Study Skills and English for Legal Studies will direct itself towards improving students' communication and examination skills. The provision of learning packs for the course, regular lectures and compulsory written assignments throughout the course are aimed at educating the student to a level where they can successfully attempt a degree level programme.

The Certificate programme serves two functions:

- 1) At the end of the two year degree access programme students will be *exempt* from the general entrance requirements of the University of London for entry to the LL.B. external and all other external degree programmes offered by the University of London.

Students who complete the access programme will be given guaranteed places on the London University LL.B. external Intermediate courses held by H.K.U.'s Extra-Mural Department.

- 2) It satisfies Part I of the Institute of Legal Executive's Certificate programme and enables students to enter the Part II course with a view to taking the Institute's examinations and ultimately qualifying as a solicitor.

Course No **578**. Year I — Law I
— Practice IA & B
— Study Skills and Use of English

Course No **579**. Year II — Law II
— Practice 2A & B
— Study Skills and Use of English

A Certificate in Legal Studies will be awarded at the end of Year I and students who then go on to complete Year II will be awarded the Year II Certificate which gives the exemptions indicated.

There are no formal entry requirements. However students should have a proficiency in English demonstrated by, for example, a pass in English in the H.K.C.E.E. or other similar qualification, or on the basis of their business, commercial, academic or other experience.

Please write in for detailed prospectuses enclosing a stamp self-addressed envelope.

LONDON UNIVERSITY REGISTRATION

It is not necessary to be registered as an external student with London University to attend the above E.M.S. courses though students who wish to take the LL.B. intermediate examinations in June 1991 will normally have to be registered by September 17, 1990. For details of registration with London University see p. ix.

Please write in for detailed prospectuses enclosing a \$2.5 stamped self-addressed envelope.

Professional Courses

COMMON PROFESSIONAL EXAMINATIONS (C.P.E.) PREPARATION COURSE

Introduction:

The C.P.E. is a set of examinations designed for graduates in non-law disciplines who wish to qualify as solicitors under the United Kingdom system with a view to working in England, Hong Kong or elsewhere.

The course being offered by the Department is a two-year part time programme at the end which the student will be able to enter the Law Society Finals or Bar Finals Course and subsequently take articles or pupillage. The unique attraction of this course is that it enables a student to obtain the equivalent of a three year, twelve subject LL.B. degree, in two years and by taking six subjects only.

Subjects will sit the C.P.E. examinations of Manchester Polytechnic in Hong Kong. Successful candidates will be offered guaranteed places on a Law Society Finals course in England or in the case of potential barristers, the Bar Finals course at H.K.U., E.M.S..

Course Format:

The subjects which must be taken in the C.P.E. examination are Contract; Tort; Constitutional and Administrative Law; Criminal Law; Land Law and Equity and Trusts. In the two year part-time mode students will study:

Course No. **580.** Year I
Contract
Tort
Constitutional and Administrative Law

Course No. **581.** Year II
Criminal Law
Equity and Trusts
Land Law

The course will be taught through the lecturer mode and revision classes will be given by staff from Manchester Polytechnic. The syllabus for each subject is substantially the same as for the equivalent London University LL.B. subject. It is recommended, though not compulsory that students attend an English Legal System course to give them the necessary background for the further study of law.

Law Society Finals Places:

Students who pass the C.P.E. examinations at the first attempt will be offered a guaranteed place on the one year full-time Law Society Finals course at Manchester, Bristol, Nottingham or Newcastle Polytechnics. If a Law Society Finals course can be established in Hong Kong, the guaranteed place can be substituted to this course.

Bar Finals Course Places:

Students who have an English non-law degree of class II II (lower second) or better and who pass the C.P.E. examinations are eligible to apply to take the English Bar Finals Course. This is a one-year full-time course at the Council of Legal Education in London for those who wish to practise in England. A one-year part-time course at H.K.U. (E.M.S.) is available for those who wish to practise in Hong Kong.

C.P.E. Entry Requirements:

Applicants must normally have a degree (or equivalent) in a non-law discipline (special rules for mature students).

On obtaining a place on the course students must obtain a Certificate of Eligibility from the U.K. Law Society (Solicitors) or Council of Legal Education (Barristers). The detailed regulations on entry requirements should be carefully checked.

This course is extremely popular and places are limited. Applications should be submitted at an early date.

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

582. English Bar Finals Examinations Preparation Course

This course is designed to prepare graduates in law for the English Bar Examinations. The course will involve tuition in the following compulsory areas:

- General Paper I – Contract/Trusts
- General Paper II – Crime/Tort
- Evidence
- Civil and Criminal Procedure

Options in Family Law, Conflict of Laws, Revenue Law, E E C Law and Sale of Goods will be offered subject to student choice. Special classes on drafting skills will be arranged.

The course will be taught mainly by lecturers and practitioners invited from the United Kingdom and each subject area and option will be covered. Emphasis will be placed on drafting skills and examination techniques. The course will be taught in blocks from September-April depending upon staff availability.

Before being eligible to take the examinations a student must be a member of an Inn of Court, having satisfied the dining requirements and be the holder of a degree in law of lower second class or better (or other equivalent qualifications). Students who pass the bar examinations may take pupillage in Hong Kong and practise thereafter.

This programme will be particularly attractive to those graduates in law who wish to obtain a professional qualification by part-time study.

The enrolment deadline for this course is September 25, 1990. Please write in for detailed prospectuses enclosing a stamped self-addressed envelope.

583. Certificate in Law and Practice (Australia)

This is a new course for practitioners who wish to develop their knowledge and understanding of the Australian legal system, and in particular Constitutional, Administrative and Property Law. The course is accredited by Monash University, Melbourne and covers the main papers laid down by the Victoria Council of Legal Education for overseas practitioners who wish to make submissions to the rule 12 committee.

The course is a one-year part-time programme and will be taught in Hong Kong jointly by local staff and regular Monash staff through the lecture and tutorial format.

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

INSTITUTE OF LEGAL EXECUTIVES CERTIFICATE COURSES

Introduction

The qualification of Legal Executive is one which is highly respected worldwide and which carries substantial professional status. The programme leading to this qualification is certificated by the Institute of Legal Executives, who in conjunction with the University of Hong Kong, are offering a **distance learning programme**, backed by seminars and lectures, to prepare students for the examinations of the Institute.

The Part I Certificate is a two year programme consisting of papers in Law and Legal Practice.

Year I – see Law ‘Access’ Programme – Year I (Course No **578**)

Year II – see Law ‘Access’ Programme – Year II (Course No **579**)

Part II Certificate

Year I – Contract (Course No **584**)
Tort (Course No **585**)

Year II – Criminal Law (Course No **586**)
Civil Litigation (Course No **587**)

The courses are designed for persons wishing to seek formal training in law and legal practice for future career development. They will be of particular use to students who wish to understand the basic principles of English Law and Practice.

Course Format

The programmes will be offered as part of a **distance learning programme** supported by face to face teaching. The learning materials are prepared by ILEX Tutorial Services and are widely used in the U.K. for students interested in learning law or preparing to sit for the Institute of Legal Executives’ examinations and those set by other examining boards including the English Law Society and the University of London. There are written assignments for each unit of the course which will be marked and returned by the subject tutor.

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

588. California Bar Examinations Preparation Course

This is a comprehensive program designed by Bar/Bri of California and is a mixed mode package which includes:

Comprehensive distance learning texts— Coursebooks, Performance Test Books, Practice Questions (and answers) and Workshop Manuals

Video Lectures on all course subjects (Approx. 100 hours in total)

The course is taught intensively over a twelve week period and is designed for students who wish to take the examinations in February 1991

Applicants must be a qualified solicitor or barrister.

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

Law for Laymen

589. 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17室（信德中心西翼九樓）

時 間：一九九〇年九月十八日起每星期二下午八時至九時三十分

全期學費：三百元 （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。

如 欲 收 到 下 期 課 程 手
冊 ， 請 翻 閱 第 285 頁 。

Librarianship

Staff Tutor: F. T. Chan, Telephone 859 2791

601. Certificate Course for Library Assistants.

Mondays & Thursdays, 6.15—7.45 p.m., starting September 20, 1990. Room 237, University Main Building **Fee: \$2,150**

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.

Miss Chan, Julia L. Y., B.A. (Manit.), M.L.S. (W. Ont.), Assistant Librarian, University of Hong Kong.

Cheng Po-ying, B.A. (H.K.), M.L.S. (Rutgers), Assistant Librarian, University of Hong Kong.

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

Chu, W. H., B.A. (H.K.), A.L.A.A., Librarian, Urban Council Public Libraries.

Miss Ho, Winifred K. S., B.S.Sc. (C.U.H.K.), M.L.S. (U.B.C.) Senior Assistant Librarian, Hong Kong Polytechnic Library.

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

Lam, John C. S., B.A. (H.K.), M.L.S. (Hawaii), Associate Librarian, Hong Kong Polytechnic Library.

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

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

Wong Chiu-chung, B.A., M.Phil. (H.K.), A.L.A., A.L.A.A., M.I.Inf.Sc., Assistant Librarian, Chinese University of Hong Kong.

The course consists of four sections:

- Part 1. Library Routines & Methods
No. of Meetings: 34
- Part 2: General Library Principles & Practice
No. of Meetings: 16
- Part 3: Children's & School Libraries
No. of Meetings: 8

Part 4 Practical Work & Visits to Libraries
Time March 26, 27, 28 & April 2, 3, 4
(9 a m – 12 noon, 2–5 p m)
April 13 & 27 (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 35 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 3, 1990.

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 8 & 22, 1991

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.

Medium of instruction English and Chinese (for certain parts of the syllabus)

Fee Refund: Teachers may apply for a half fee refund for this course. See page x.

Management Studies

Staff Tutor T W Casey, Telephone 859 2785

606. Certificate Course in Supervisory Management.

Introduction

This is a distance learning programme with support tutorials developed in conjunction with the Management Development Centre of Hong Kong. The course is offered for junior supervisors and managers currently working in industry, commerce, government, the professions and banking who are practising management without a formalized training in managerial skills.

Course Content

In view of the distinctive nature of distance learning, this course will have a format which is radically different from the traditional Extra-Mural short course or certificate programme. At the beginning of the course all students will be issued with five books and five videotapes, all developed in Hong Kong and written in the context of the local situation. Subjects to be covered in this material include setting objectives, planning, control, organizing, work scheduling, time management, leadership, conducting negotiations, communications, motivation, speaking and listening, conducting meetings, letters and reports, innovation and change, decision-making, the assessment of performance and managerial roles.

Also included in the written material will be illustrative case studies and self-assessment exercises. The videotapes (VHS format) will be issued individually and will illustrate managerial situations, problems and opportunities. Tutorials to supplement the distance learning process will take place at intervals in groups to be arranged.

Entry Requirements

No formal entry qualifications will be required but all candidates must demonstrate a verbal and written fluency in English, which is the primary language of the course. Cantonese will be used in a supplementary sense in the tutorials.

Venue

A number of tutorials will be conducted at 2.00 p.m. and 3.45 p.m. by arrangement in Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F, 200 Connaught Road Central, Hong Kong, commencing

Saturday, September 22, 1990 and September 29, 1990 depending on the group

Assessment

Assessment of students' progress will be by coursework tests undertaken by the distance learning mode and reviewed by tutors in the tutorials

Fee: \$2,750 (including all materials)

Application

Applications should be submitted to Dr T W Casey, Department of Extra-Mural Studies, University of Hong Kong by no later than September 1, 1990

607. 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 26, 1990 Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 12 meetings* **Fee: \$320**

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.

608. Management Principles and Policy.

Benjamin Fung, B Comm (Concordia), Grad Dip Mgt (McGill), A C I S , Dip M , M C I M , M H K I M , M B I M *Tuesdays, 7 45—9 15 p m , starting September 25, 1990 Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 14 meetings* **Fee: \$420**

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

609. Management Concepts and Practices.

Andy Ng, B Comm , M B A (Ottawa), Dip Fin Mgt (New England),
A A S A , A H K S A , A A I B , M A C S , M B I M *Mondays, 8 00–9 30*
p m , starting September 24, 1990 Room 141, University Main Building 12
meetings **Fee: \$320**

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.

610. 商業策略管理 (Strategic Management)

主 講 人：歐永潔女士 B Sc (UMIST), M B A (Bradford)
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：一九九〇年九月二十八日起每星期五下午七時四十五分至九時十五分
全期學費：三百二十元 （共十二講）

在今日這個高度複雜亦富挑戰性的商業環境中，公司每天都面對不少決策上的問題。不少機構在目前已採用這套先進的策略管理方法去有效及系統地解決問題，假如各參與決策問題的工作人員能夠清楚了解公司的境況及未來的應走方向，我們相信工作效率必能提高。

本課程將教授如何運用策略管理方法去制定公司目標，分析外在環境如何對公司的運作產生影響，研究公司內部的優點及弱點，及制定策略與方向等等。課程將會理論與實踐並重，除講授基本原理外，將輔以個案分析研究。本課程資料將以英文為主，但輔以廣東話講授。

611. Developing Managerial Skills.

Joseph K N Chan, B A , Dip Soc Wk (H K), M I P M *Tuesday,*
6 00–7 30 p m , starting September 25, 1990 Room 12, Extra-Mural Town
Centre, Shun Tak Centre, West Tower, 9/F 12 meetings **Fee: \$320**

A Manager is expected to be competent in professional knowledge, technical skills and managerial skills. The first two of these areas are in large measure

taken care of in educational institutions, leaving managerial skills to be learnt by direct experience for the vast proportion of managers. This course has been developed to bridge the gap between the results of experience and the long formal courses in management training which are available to small numbers of managers. Designed for junior and middle level managers, and supervisors, this course will review the management of people, work, and time, problem-solving, the development of creativity, staff development related to improving the quality of work, problems of communication and inter-personal skills, and self-development. The course will draw upon the experiences of those attending in examining the themes.

612. Organizations in Action.

Wong Kwok-kit, M B A (Birm) *Saturdays, 2 00–3 30 p m, starting September 29, 1990 Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings* **Fee: \$265**

We spend a major part of our lives being involved in organizations of one kind or another and from the standpoint of work this may well be a business organization. What do we know about the ways in which these organizations are formulated and function? In this course the various concepts and models of organizations will be examined, their structure and function, and the roles that individuals and groups can play as members. Consideration will also be given to the ways in which organizations are managed, and the relationship of structure and behaviour to adaptability to change and effectiveness.

613. 香港小型企業管理實例研究 (Case Studies for Small Business Management in Hong Kong)

主 講 人：曾焜滄博士 B Sc (Nanyang), Ph D (UMIST)

地 點：香港大學校外課程部市區中心22室（信德中心西翼九樓）

時 間：一九九〇年九月二十九日起每星期六下午三時四十五分至五時十五分

全期學費：三百二十元 （共十二講）

實例研究是一種特別設計的課程，是一般理論書籍所缺乏的學習方法。在這個課程中，學員將參予討論特地以香港小型企業管理為背景而寫的實例研究。透過“解決”實在問題，學員可以從中學習管理之道，這還勝於聽取較枯燥的管理理論。本課程特別適合一般小型企業的東主及經理人員學習。

614. 商業資訊溝通 (Business Communication)

主 講 人：歐永潔女士 B Sc (UMIST), M B A (Bradford)

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：一九九〇年九月二十八日起每星期五下午六時至七時三十分

全期學費：三百二十元（共十二講）

在今日這個高度商業化的社會上，如果能夠掌握商業上與人溝通及交流的技巧，這對個人成敗及公司的運作是有重要的影響。

本課程將講述商業溝通的原理及應用，題目包括溝通交流的形式，障礙，遊說的技巧，視覺及非言語式的交流方法，如何準備良好的商業信件及報告，演講的技巧等等。本課程一切資料將以英文為主，但輔以廣東話講授。

615. Management Information and Decision-Support Systems.

Chow Man-chu B Sc (New York), M B A (Miami), Cert Dip A F ,
M Inst A M *Wednesdays, 8 00—9 30 p m , starting September 26, 1990*
Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F
12 meetings **Fee: \$320**

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.

616. Organization and Methods.

Samuel San, B E (N S W) *Saturdays, 4 00—5 30 p m , starting September 29, 1990*
Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F
12 meetings **Fee: \$320**

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.

617. 處理工作困難及決策的系統方法 (Problem Solving and Decision Making)

主 講 人：區啓昌先生

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：一九九〇年九月二十四日起每星期一下午六時至七時三十分

全期學費：三百二十元 （共十二講）

任何人在日常工作上難免遇問題及決策，但解決問題及制訂決策的方案可能多不勝數。本課程主要目的是向學員介紹一個有系統的問題分析法，利用啟發性及分析性的方法，從多個方案中選出一個最有效的方案。

618. 現代商業管理 (Modern Business Management)

主 講 人：陳瓊芳女士 B A (East Asia), M B A (Sheffield)

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：一九九〇年九月二十九日起每星期六下午三時四十五分至五時十五分

全期學費：三百二十元 （共十二講）

在一個不斷變更的商業社會中，行政人員每日面對不同的挑戰和困難。本課程旨在為管理階層提供商業環境和管理技巧的知識。課程包括商業環境、管理程序、市場學、財務及顧客行為等環節，務求使學員能學以致用。

619. The Essence of Management Practice.

S R Yadav, B Sc (Hons), M Sc, M B A, M Phil (Delhi), M I T D.,
M H K S T D *Saturdays, 2 00—3 30 p m, starting September 29, 1990*
Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F
12 meetings **Fee: \$320**

The course aims at providing the participants with an understanding of management principles and their relevance to the job of a today's manager. Starting with the evolution of management thought and the understanding of basic management process, the course will concentrate on integrating managerial work activities with the management principles and policy. Other topics of the course include understanding organizational culture and environment, formulation of mission and objectives, the strategic planning process and management policy, problem solving and decision making, organization structure and job design, authority and power, delegation as a management function, leadership behaviour, management of change and conflict, management by objectives and performance appraisal, motivating oneself and others, basic communication processes and management control systems. The course address issues of social responsibility and managerial ethics in the job of a manager, organizational and management development, management training and education for increased managerial effectiveness.

620. Purchasing Principles and Management.

Becky Mak Pui-Lan, M B A (Birm) *Fridays, 6 00—7 30 p m , starting September 28, 1990 Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 12 meetings* **Fee: \$320**

The purchasing function has rapidly established itself in the last decade as an important management function. It has been widely recognised that efficient purchasing can contribute to the economic well-being of organizations. The classic definition of the purchasing objective is 'To purchase the right quality of material at the right time in the right quantity from the right source at the right price'. It is the purpose of the course to introduce participants the purchasing cycle and examine the basic principles and approaches to achieve the purchasing objective with respect to right quality, quantity and time. Other issues to be discussed include sourcing, supplier selection, supplier evaluation, international purchasing, negotiation, make-or-buy decisions. Management aspects of purchasing like purchasing organization and policies, and performance evaluation also form part of the course content. Case materials will be drawn whenever appropriate to supplement and illustrate the topics. Discussions on applications and real-life purchasing practices are highly encouraged.

621. Funding the Visual Arts (Two half-day Workshops).

Cherry Barnett, B A (Open), M A (City), Managing Editor, Artention Magazine, formerly Secretary General, The Friends of the Tate Gallery, London *Saturdays, October 6 and 13, 1990, 9 30 a m —12 30 p m Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 2 days* **Fee: \$180**

It is often taken for granted that major art galleries are wholly government funded or at least subsidised by some official body, but the emphasis—in Europe particularly—has altered recently as costs both of administration and acquisitions continue to rise. Sponsorship, supporting groups, commercial enterprises and management skills increase in importance. What effect do these changes have on public galleries? How is the relationship between the commercial and public art galleries, the artist and the public affected? What makes a successful gallery administrator? These workshops will explore current problems and discuss future implications.

Fee Refund: Teachers may apply for a half fee refund for this course. See page x

622. Marketing the Arts (Three half-day Workshops).

Alejo Rodriguez, Licenciatura (Oviedo), M Phil (City) *Saturdays, 10 00 a m—12 00 noon on September 29, October 6 and 13, 1990 Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 3 meetings* **Fee: \$180**

The argument can no longer be sustained that presentations in the field of the arts will sell themselves in any given community. In modern society it is clear that there are competing demands on the general public for leisure-time activities, and the arts are being increasingly called upon to market their products using the full array of modern marketing techniques. These Workshops will address themselves to the opportunities and problems associated with marketing of the arts in the context of Hong Kong in the visual and performing arts, in particular the economic and social exchanges between the producers and consumers. These Workshops are aimed at being a forum between those involved in administering arts facilities, artists and performers, and the general public which has an interest and commitment to this growing field.

Fee Refund: Teachers may apply for a half fee refund for this course. See page x .

623. 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, 4.45–6.15 p.m., starting September 29, 1990. Room 122, University Main Building. 14 meetings. **Fee: \$420**

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.

624. 酒店管理 (Hotel Management)

主 講 人：黃薇秀女士 A.M.I.T.D.

講授語言：粵語（輔以英語）

地 點：香港大學許愛周科學館 LG2 室

時 間：一九九〇年九月二十五日起每星期二下午八時至九時三十分

全期學費：二百六十五元 （共十講）

本課程特為現職酒店經理及有志投身酒店業人仕而設。課程內容以酒店學之經營方略、酒店組織及各部門之經營管理方法及程序，務使各學員瞭解酒店各部門經理之日常經營運作，重點於管理及決策技巧。

該等部門包括：飲食部前台接待部、營業及市務部、公共關係部、人事及培訓部、房口管家部、會計及財務部、飲食成本控制、保安及工程部等。

625. Credit and Loan Administration.

Benjamin Fung, B.Comm. (Concordia), Grad.Dip.Mgt. (McGill), A.C.I.S., Dip.M., M.C.I.M., M.H.K.I.M., M.B.I.M. *Tuesdays, 6.00–7.30 p.m., starting September 25, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$375**

The success of any bank loan depends on how closely it is monitored, regardless of how skillfully 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.

626. An Introduction to Marketing Management.

Chee Po Chu, B.B.A. (C.U.H.K.). *Mondays, 7.45–9.15 p.m., starting September 24, 1990. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$320**

The Marketing concept is a recent development which made its formal appearance only in the last few decades. It has evolved from its early orientation in production into a stage where the consumers' and societal needs become major considerations in business decisions. Marketing is now a cornerstone discipline in most of the successful multinationals and its applications can be found in many of the large and mid-sized trading houses in Hong Kong. This course is aimed at providing a fundamental knowledge of Marketing to those who wish to get a first knowledge on the subject and those who wish to pursue more advanced studies in a specialised area. This course will cover important issues of Marketing Management such as Marketing Systems and Processes, the Analysis of Marketing Opportunities, Marketing Planning and Strategies, and the development of the appropriate Marketing Mix.

627. Introductory Marketing Management.

Philip Pau, D.M.S. (C.N.A.A.), M.B.A. (Bradford), M.C.I.M., M.B.I.M. *Saturdays, 2.00–3.30 p.m., starting September 29, 1990. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$320**

This course is designed for those interested in careers in the areas of marketing but with little or no previous knowledge. The purpose of this course is to provide candidates with a basic understanding of marketing management

and in particular a sound grasp of the marketing concept and its applications in the local environment. Topics include marketing mix, marketing environment, marketing planning, product life cycle, portfolio planning, social aspects of marketing, market segmentation and positioning. This course will also examine some special issues in marketing in recent years such as the role of exhibitions, business ethics and the impact of environmentalism.

628. 市場管理入門 (An Introduction to Marketing Management)

主 講 人：鍾翠羣女士 M B A (Stirling)

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：一九九〇年九月二十九日起每星期六下午三時四十五分至五時十五分

全期學費：三百二十元（共十二講）

這個課程是專為初次或有意從事市場管理的人仕而設。除了提供市場學各方面的基本知識之外，課程還會探討如何運用市場學於實際的環境。課程的要點包括：市場機會研究、確定目標顧客、發展市場策略和對策、以及如何執行良好的市場組合。

629. 市場學初探 (Fundamentals of Marketing Management)

主 講 人：鄧智良先生 M B A (Stirling)

地 點：香港大學屬樹雄科學館 G4 室

時 間：一九九〇年九月二十九日起每星期六下午二時至三時三十分

全期學費：三百二十元（共十二講）

在今日的香港，市場推廣已成為企業管理的一個不可缺少的重要部份。為了生存和發展，成功的公司一定要不停地留意市場的變化，競爭對手的策略和消費者的需要，從而制定出有效的市場策略。這個課程就是專為有志於市務工作發展的初學人仕而設。課程的範圍將包括：市場學概念的演變、市場策略的認識、消費者市場的購買行為和其在市場學上的含義、企業市場的購買行為和其在市場學上的含義、市場資訊系統和市場調查初探、市場分類的概念、產品的歷程和其在市場學上的含義、市場學上 4 “P” 的認識、市場監察系統的認識。以上的講題將會配以實例以供同學參考。

630. Marketing Management.

Eddie Y. F. Chan, B.Sc. (Birm.), M.Sc. (Lond.) *Tuesday, 8 00—9 30 p.m., starting September 25, 1990 Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings* **Fee: \$320**

Marketing plays an important role in today's world with a growing recognition

and is attributable to the success of such companies as McDonald's, IBM, Kodak Procter & Gamble, etc. This course aims at providing a general insight into the marketing principles and exploring the application of marketing in today's organization, covering the marketing management process which consists of analyzing marketing strategies, planning marketing tactics, implementing and controlling the marketing effort. Case studies and real world examples will be drawn whenever appropriate. This course is designed primarily for junior and supervisory personnel involved in marketing.

631. The Essentials of Marketing Strategy.

Vincent Ng B.S., M.B.A., M.S., D.B.A., Ph.D. (Calif) *Wednesdays, 7:45–9:15 p.m., starting September 26, 1990 Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 12 meetings* **Fee: \$320**

Strategic marketing represents an important management policy to set strategic direction and marketing targets as a result of the analysis of immediate and long term business situations and the assessment of opportunities. The course has been designed to help those with positions of authority in the marketing and general management fields to analyze situations and assess opportunities by means of matching company capability with market needs. Specific areas also to be covered include the development of a product-market matrix, the reduction of market and financial risks through proper portfolio management, and the integration of all human and marketing factors, such as product, price promotion and place, making for a management team which is truly customer-orientated.

632. Marketing and Product Management.

Leung Fuk-hing, B.B.A. (C.U.H.K.) *Fridays, 7:45–9:15 p.m., starting September 28, 1990 Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 10 meetings* **Fee: \$265**

Marketing management is concerned with the selling of products at the appropriate price in the right place and backed up with a promotional policy. In practice, this aspect of management requires the linking of the internal and external environments of a business to ensure survival, growth, and profit over differing time scales. Marketing processes and systems will be analysed in this course, which is aimed at junior and supervisory personnel in product and marketing management. The opportunities and problems associated with Product Management will also be considered in its complementary role to Marketing, including new product development, product modification, rationalization and product life cycle.

633. Advertising: the Formulation of Ideas and Analysis of Strategy.

Eppie Tam B B A , M B A (Northeast Louisiana) *Saturdays, 2 00—3 30 p m , starting September 29, 1990 Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 12 meetings* **Fee: \$320**

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.

634. International Marketing.

Au Yin-ping, M B A (Aston) *Saturdays, 3 45—5 15 p m , starting September 29, 1990 Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 12 meetings* **Fee: \$320**

Many companies in Hong Kong face the challenge and opportunities of internationalisation, owing to its privileged geographic location, economic and political circumstances. This course is offered for those who attempt or consider to create the greatest value for customers and the greatest competitive advantage for their companies by means of internationalisation. The course will enhance an understanding of the international dimension of business activity. Also, it will introduce participants to the marketing concepts in the international context and the issues of whether, where, what and how to market abroad. This course will aim to attract course members who will present a good balance between experience, qualifications and industries. Case studies and syndicate work will be incorporated in the course to facilitate the communication between course members. Consideration will also be given to the special opportunities and problems in marketing to China.

635. 零售管理 (Retailing Management)

主 講 人：曾焜倉博士 B Sc (Nanyang), Ph D (UMIST)

地 點：香港大學校外課程部市區中心22室（信德中心西翼九樓）

時 間：一九九〇年九月二十九日起每星期六下午二時至三時三十分

全期學費：三百二十元 （共十二講）

本課程將為零售業之管理人員提供有關零售業操作的管理知識。課程內容包括零售業之操作過程中特別重視決策與控制的技術。基本課題有：消費心理、營業

地點選擇、存貨管理、促銷、定價、貨物處理、銷售術。

636. Public Relations.

Joanne Hayes, B Ed (Wits), Dip P R *Mondays, 6 00—7 30 p m , starting September 24, 1990 Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 8 meetings* **Fee: \$210**

The necessity for good public relations is becoming increasingly evident in Hong Kong and is vital to the well-being of the community. Its role in modern marketing, as a means of conveying ideas and policies, and in assisting companies and institutions in developing sound reputations and relationships will be discussed. There will be some examination of the techniques of public relations and the qualifications that help to make a successful public relations officer or consultant. No previous knowledge of the subject is assumed.

637. Personnel Management: Theory and Practice.

Terry Casey, B A (Nott), M Phil (H K), Ph D (Bath), F B I M Senior Staff Tutor in Extra-Mural Studies, University of Hong Kong *Tuesdays, 7 30—9 00 p m , starting September 25, 1990 Room G3, James Hsioung Lee Science Building, University of Hong Kong 10 meetings* **Fee: \$265**

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.

638. 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 B Soc Sc (H K)

地 點：香港大學校本部大樓7室

時 間：一九九〇年九月二十四日起每星期一下午六時三十分至八時

全期學費：三百二十元 (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、薪工管理、

考績評估、員工訓練及發展等。隨着本課程會作選擇地討論及研究下述一般人事管理人員工作上面對之問題及處理方法，如勞資關係與溝通、勞資協商、員工之投訴及紀律處理、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。

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

主 講 人：張紫荊碩士 M Sc (Salford)

地 點：香港大學校本部大樓122室

時 間：一九九〇年九月二十九日起每星期六下午二時至三時三十分

全期學費：三百二十元 (共十二講)

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

報 名 從 速

報名人數是本部得悉外界對本部課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本部課程者從速報名。

如 欲 收 到 下 期 課 程 手
冊 ， 請 翻 閱 第 285 頁 。

Medical Laboratory Science

Staff Tutors Wilson W S Ng, *Telephone* 859 2789
Sarah S C Hui, *Telephone* 859 2793
Daniel H S Lee, *Telephone* 859 2793
Stephen W N Wu, *Telephone* 859 2417

Certificate Courses in Medical Laboratory Science

The Department of Extra-Mural Studies offers a Higher Level course annually and an Ordinary Level course every other year for, respectively, technicians and technicians-in-training already employed in medical laboratories. The next intake for the Higher course will be in September 1991 and for the Ordinary-level course probably in January 1991 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*

646. Certificate Course in Medical Laboratory Management.

Aims and Objectives

With the increasing complexity in the management of a modern day medical laboratory and in view of the Government's recent changes in the structure of the health services in Hong Kong, making each hospital and its diagnostic laboratory more independently run than before, and maintaining good management practice are therefore essential for an efficiently operated laboratory. This course aims to train medical laboratory managers or persons who are or will be in a supervisory position in the laboratory.

Course Contents

The bulk course aims at teaching management principles and practices which are of particular importance for medical or medical-related laboratories and will cover aspects such as the relationship between the health services and the paramedical professions, laboratory safety and control, laboratory layout, store procedures, principles of management, medical laboratory management/systems/computing and including quality control and statistics. A detailed syllabus is available upon request.

Board of Studies

F T Chan, B Sc, M Phil, M B A (H K), M B C S, M H K C S,
Staff Tutor, Department of Extra-Mural Studies, University of
Hong Kong

J. S. K. Lee, B.Sc., (Hull); Ph.D. (H.K.); C.Biol.; M.I.Biol.,
Hospital Biochemist, Clinical Biochemistry Unit, University of
Hong Kong

M. C. Lee, H.T.C. Senior Medical Technologist,
Clinical Biochemistry Unit, University of Hong Kong

W. S. Ng, M.Sc., (Strath.); Ph.D. (H.K.); C.Biol.; M.I.Biol.;
Senior Staff Tutor, Department of Extra-Mural Studies,
University of Hong Kong

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

Teaching Staff:

Lectures and demonstration will be conducted by experts who are from the various University departments as well as hospitals in Hong Kong.

Admission Requirement:

The normal entry requirement for this course is the Higher Technician Certificate or its equivalent e.g. AIMLS, B.Sc. etc. and at least 3 years of post-qualification experience in a medical or medical-related laboratory or laboratories. Special considerations by the Board of Studies may be given to cases with proven need for the course, i.e. a person with insufficient or no formal qualification but who has been in a supervisory position in the laboratory for many years and will benefit from attending the course. In these cases, proven command of written and spoken English will be essential.

Duration of Course:

The course will be for approximately 26 weeks, commencing in October each year, and will normally meet two evenings a week, from 6 p.m.—8 p.m.

Venue:

Meetings will normally take place either at the University Pathology Building, Queen Mary Hospital or occasionally at the Extra-Mural Town Centre, Shun Tak Centre, Central, Hong Kong.

Assessment and Award:

The Certificate in Medical Laboratory Management will be awarded on the basis of course attendance of not less than 75%, satisfactory completion of all coursework, and passing a written examination at the end of the course.

Your attention is drawn to the fact that this Certificate may become a constituent part of an Extra-Mural Studies Diploma in Special Studies which is now being planned.

Application Procedures:

Application forms are obtainable either by writing or by telephoning (859 2789, Miss Elsa Leung). The completed application form must be accompanied by photostat copies of the appropriate certificates. Preference will be given to sponsored candidates who are able to produce letters of recommendation from their employers. *Enrolment is limited to 35 students. Closing date of applications: August 30, 1990.*

Fee: \$3,500

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.

報 名 從 速

報名人數是本部得悉外界對本部課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本部課程者從速報名。

Music

Staff Tutors: Owen H. H. Wong, Telephone 859 2788
Koon-ki T. Ho, Telephone 859 2792

651. Certificate Course in Piano Performance Pedagogy (Year II).

Mondays & Thursdays, 9.30 a.m. – 12 noon, starting October 8, 1990. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

Fee: \$2,350 per year of 160 lecture hours

Director of Studies:

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

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 pianist, 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. (*Second Year Curriculum: from course 9 to course 16*).

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.*

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.

Special application forms should be accompanied by copies of relevant certificates and diploma and a crossed cheque for HK\$2,350 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 14, 1990. *Closing date for applications: Friday, September 14, 1990.*

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

652. Works of Beethoven.

Ms. Siglind Bruhn, B.Mus. (Stuttgart), M.A. (Munich), Ph.D. (Vienna), formerly Director of Pianists' Academy Ansbach. *Mondays, 9.30 a.m. – 12.00 noon, starting October 8, 1990. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$425**

The main topics will include: In-depth Analysis and Development of Interpretational Criteria for 9 Piano Sonatas; Beethoven's Adaptation of Sonata Form; and texture Organisation in his Slow Movements—Typical Mistakes in Performance.

653. Bach Suites.

Ms. Siglind Bruhn, B.Mus. (Stuttgart), M.A. (Munich), Ph.D. (Vienna), formerly Director of Pianists' Academy Ansbach. *Thursdays, 9.30 a.m. – 12.00 noon, starting October 11, 1990. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$425**

The focus of the lectures will be on: Stylistic Discussion of 2 Partitas, 2 English Suites, 4 French Suites; the Sociological Background and the Original Character of Baroque Dances; Rhythmic and Metric Structure; Tempo Relations Within a Suite; and Ornamentation Practice in Slow Dances.

655. Music and Dance Style.

Ms Daryl Ries, B S (New York), Director, Dancescope *Wednesdays, 8 15—9 45 p m , starting October 10, 1990 Redgrave Room, 16/F , Hong Kong Arts Centre 12 meetings* **Fee: \$460**

A workshop that accents the fun of dancing to upbeat music with an emphasis on movement ease and individual style Dances are covered from the classics to the new-wave style, including the Waltz, Rhumba, Tango, Cha Cha, Charleston, Hustle, and free style In addition, there are creative suggestions for freeing the body, releasing tension and relaxing through movement so that the participant can experience the joy of movement

No previous dance experience is necessary Dance or gym wear with soft-rubber sole shoes advisable

In this course the inherent characteristics of each dance are explored through its music and rhythms And a wide variety of music employed to accompany the spectrum of styles *Enrolment is limited to 20*

656. Art and Craft of Movement.

Ms Daryl Ries, B S (New York), Director, Dancescope *Saturdays, 2 00—4 00 p m , starting October 6, 1990 Redgrave Room, 16/F , Hong Kong Arts Centre 10 meetings* **Fee: \$460**

Here we learn the fundamentals of movement for a healthier more communicative mind-body relationship The technique teaches you how to gain dynamic posture improve coordination, move with greater efficiency and awareness and avoid unnecessary tension Also how to enjoy a wider range of movement experiences No dance experience necessary Dance-wear required, but no shoes *Enrolment is limited to 20*

英國皇家音樂學院鋼琴考試講座

(Associated Board of the Royal School of Music – Piano Examinations)

主 旨：專為鋼琴教師及參與考試人士而設

內 容：1991年考試樂曲

第一至八級的考試準備

主 講：何司能博士 D Mus (Durham), F T C L, LRSM

(1989年英國皇家音樂學院駐港考官)

(英國京士頓職業大學音樂學院院長)

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：

657. (第一至三級) — 一九九零年九月三日(星期一)下午七時至九時
學費：一百二十五元
658. (第四至五級) — 一九九零年九月四日(星期二)下午七時至九時
學費：一百二十五元
659. (第六至七級) — 一九九零年九月五日(星期三)下午七時至十時
學費：一百八十元
660. (第八級) — 一九九零年九月六日(星期四)下午七時至十時
學費：二百八十元

**661. 英國皇家音樂學院新增考試：實用音樂素養講座
(Associated Board of the Royal School of Music: Practical Musicianship)**

主 講 人：何司能博士 D Mus (Durham), F T C L, LRSM
(1989年英國皇家音樂學院駐港考官)
(英國京士頓職業大學音樂學院院長)

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：一九九零年九月七日星期五下午七時至十時(第一至四級)
一九九零年九月十日星期一下午六時至十時(第五、六級)
一九九零年九月十二日星期三下午六時至十時(第七、八級)
全期學費：四百八十元 (共十一小時)

本課程專為音樂教師及參與考試人仕而設，適合任何樂器或聲樂教師參加。此新增考試由一九九零年起生效，可取代樂理考試，分一至八級，對英文程度不足之考生特別有用，因為考試全部不用筆寫。課程全部基於英國皇家音樂學院出版之考試內容，包括鍵盤和聲、移調、視唱、視奏、即興創作、旋律伸展、伴奏技巧、樂理應用等。

由於課程進度由淺入深，參與人仕務須出席各級講座，並須攜帶五線譜紙。
注意：不准錄音。

**幼兒音樂活動工作坊
(Music Workshop for Pre-school Teachers)**

本課程專為幼兒園及幼稚園教師而設。內容包括：(一)幼兒歌曲選材和領唱技巧，(二)樂器的製作及運用，(三)音樂律動選材和帶領技巧，(四)創作性音樂遊戲，(五)節奏感和旋律感的誘發和培養，(六)幼兒音樂活動每課之安排及(七)教具之運用。

本期開設下列兩班，編號662及663，每班限收三十二人。

教師可獲教育署退還半費。詳參第 x 頁。

662. 李愈秀舜女士 L.T.S.C., L.T.C.L., L.R.S.M., A.R.C.M. 主講

地 點：香港大學校本部大樓123室

時 間：一九九零年九月十八日起每星期二下午六時三十分至八時

全期學費：一百三十元 （共七講）

663. 李愈秀舜女士 L.T.S.C., L.T.C.L., L.R.S.M., A.R.C.M. 主講

地 點：香港大學校本部大樓123室

時 間：一九九零年十一月六日起每星期二下午六時三十分至八時

全期學費：一百三十元 （共七講）

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

主 講 人：丘放淮先生 B.A. (Seward, Nebraska)

地 點：香港大學梁詠瑤樓 LG102 室

時 間：一九九零年十月二日起每星期二下午八時至九時卅分

全期學費：二百三十元 （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。

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

主 講 人：丘放淮先生 B.A. (Seward, Nebraska)

地 點：香港大學梁詠瑤樓 LG102 室

時 間：一九九零年十月二日起每星期二下午六時卅分至八時

全期學費：二百四十元 （共十二講）

從1880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。

666. 梅蘭芳的京劇唱腔藝術 (Peking Opera—Mei Lan-fang Style)

主 講 人：包幼蝶先生（國內京劇名家）

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：一九九一年一月四日起每星期五下午七時四十分至九時四十分

全期學費：三百七十元 （共八講）

梅蘭芳是近代中國京劇界的奇才，其唱腔方面，剛中有柔，柔中有剛，乾脆俐落，大方自然，行腔換氣，不落痕跡，因此梅派藝術，將會流傳萬代，講者在國內素有「上海梅蘭芳」之稱號，曾與各名家合演過不少京劇，家傳戶曉，並自創一套科學之音符，簡易明瞭，便於學習與記誦，進而掌握梅派韻味。

本期講授劇目：抗 鈔（免費供應包先生自編有科學符號連唸白之唱譜及自拉自唱自唸之錄音帶）。

本課程限收十二人，以小組方式個別指導。並特別着重發音、練嗓、偷氣、歇氣、放氣、咬字、吐字等各種訓練。

667. 中國民歌 (Chinese Folk Songs)

主 講 人：董華強先生 B.A. (Wuhan)

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：一九九零年十月一日起每星期一下午五時四十分至六時五十五分

全期學費：二百四十元 （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）

668. 聲樂初階 (Introduction to Vocal Singing)

主 講 人：陳少君女士 MMus (Glasgow), FTCL

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：一九九零年九月廿七日起每星期四下午五時四十五分至七時

全期學費：二百八十五元 （共十六講）

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

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

669. 中級聲樂 (Intermediate Vocal Singing)

主 講 人：陳少君女士 MMus (Glasgow), FTCL

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：一九九零年九月廿七日起每星期四下午七時十分至八時廿五分

全期學費：二百四十元 （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課之「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）

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

主 講 人：陳少君女士 MMus (Glasgow), FTCL

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：一九九零年十二月十三日起每星期四下午七時十分至八時廿五分

全期學費：二百四十元 （共七講）

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。曾修讀本課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）

671. 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315室（中學部太豐路入口）

時 間：一九九零年十月十日起每星期三下午六時三十分至八時

全期學費：二百三十元 （共十二講）

學會認識簡譜和五絃譜，對喜愛音樂的人們是一項有意義的樂趣。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。

672. 音樂古今 (The Musical Heritage of The World)

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315室（中學部太豐路入口）

時 間：一九九零年十月十日起每星期三下午八時至九時三十分

全期學費：二百三十元 （共十二講）

最早期的音樂，可追溯至公元三千多年前，可惜由於記譜法，印刷術及重播器材未克配合，故均湮沒不聞。今人只能憑臆測推想當日的妙音樂韻。

提起學習歷史，一般人大都為之皺眉。本課程為幫助有興趣認識音樂歷史，以豐富自己對音樂體驗之學員而設，內容力求淺易及趣味性，亦可資研習英國皇家音樂學院 (The Royal Schools of Music) 樂理試之音樂歷史項之用。

課程包括欣賞音樂史上劃時代的傑出作品，研究音樂史演進、主要樂派及民族音樂等。講授時將輔以唱片、錄音帶及圖片。

673. 現代舞蹈基訓及欣賞 (Modern Dance: Appreciation and Basic Training)

主 講 人：洪漢寶先生（漢韻舞蹈團藝術總監及編舞）

地 點：香港港灣道4號香港中華基督教青年會2字樓香港會所404室

時 間：一九九零年十月六日起每星期六下午二時至四時

全期學費：三百八十五元 （共十講）

課程將以動作訓練及討論欣賞兩階段形式進行，首先以現代舞基本之人體肌肉控制及脊椎運作、呼吸、鬆弛，伸展等基本訓練，令學者認識現代舞的技巧、風格及形式。進而以討論方式介紹空間、速度、動力之運用，啟發學員進一步體會現代舞獨特風格的演繹方式，動作之旋律感及性質去體會，欣賞現代舞蹈的創作性。適合任何十八歲以上未有舞蹈訓練者或初學者。（限收二十人）

Oriental Languages

Staff Tutor Owen H H Wong Telephone 859 2788

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.

676. Mrs Wong Leong Yuk-lan, B A (Peking Normal) *Mondays and Thursdays, 8 15—9 30 a m , starting October 1, 1990 Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 36 meetings*

Fee: \$1,200

677. Ms Jenny Sze, B A (Tientsin) *Tuesdays, 7 15—9 30 p m , starting September 25, 1990 Room 106, James Hsioung Lee Science Building, University of Hong Kong 20 meetings*

Fee: \$1,200

678. Mrs Wong Leong Yuk-lan, B A (Peking Normal) *Fridays, 7 30—9 45 p m , starting September 28, 1990 Room G1, James Hsioung Lee Science Building, University of Hong Kong 20 meetings*

Fee: \$1,200

679. Joseph Kung, B A (New York) *Mondays and Wednesdays, 6 00—7 30 p m , starting October 15, 1990 Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 30 meetings*

Fee: \$1,200

*Textbook Sarah Tsou Teach Yourself Living Mandarin (with tapes)
(Longman) (Available at leading Book Stores)*

Enrolment limited to 20 per course

680. Mandarin for Business Conversation.

Mrs Alice Chang, B A (National Chung-Hsin) *Fridays, 5 10—7 30 p m , starting October 5, 1990 Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 18 meetings*

Fee: \$1,200

This course is designed for non-Chinese speaking people who have no

background in Mandarin and yet wish to advance to a conversational level in a relatively short period of time. The emphasis will be on business-related vocabulary, daily expressions and the more practical aspects of the language.
Enrolment is limited to 20

Textbook Sarah Tsou Teach Yourself Living Mandarin (with tapes)
(Longman) (Available at leading Book Stores)

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.

681. Ms Jenny Sze, B A (Tientsin) *Wednesdays, 6 15—8 30 p m, starting September 26, 1990 Room 206, Run Run Shaw Building, University of Hong Kong 20 meetings* **Fee: \$1,280**

682. Mrs Wong Leong Yuk-lan, B A (Peking Normal) *Thursdays, 7 30—9 45 p m, starting September 27, 1990 Room 206, Run Run Shaw Building, University of Hong Kong 20 meetings* **Fee: \$1,280**

Textbook Sarah Tsou, Teach Yourself Living Mandarin (with tapes)
(Longman) and supplementary (Available at leading Book Stores)

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.

683. Mrs Wong Leong Yuk-lan, B A (Peking Normal) *Tuesdays, 9 30—11 45 a m, starting October 2, 1990 Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 40 meetings*

684. Mrs Wong Leong Yuk-lan, B A (Peking Normal) *Tuesdays, 7 15—9 30 p m, starting October 2, 1990 Room 206, Run Run Shaw Building, University of Hong Kong 40 meetings*

Fee: \$2,580 (includes all teaching material and examination fee except textbook)

Cantonese

685. Introductory Cantonese for Business Conversation.

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 9, 1990 Room 29, Extra-Mural Town Centre Shun Tak Centre, West Tower, 9/F 33 meetings* **Fee: \$1,200**

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 is limited to 16*

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 25 per course (to 18 for Course 686)

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

686. Cantonese I for Executives.

K K Chan, B A (C U H K), Language Instructor, University of Hong Kong *Tuesdays and Fridays, 5 45—7 15 p m , starting October 2, 1990 Room 18, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F 33 meetings* **Fee: \$1,200**

687. Cantonese I.

C S Hung, B A (Chi-nan), Language Instructor, University of Hong Kong *Wednesdays and Fridays, 7 15—8 45 p m , starting October 10, 1990 Room 101, Runme Shaw Building, University of Hong Kong 33 meetings* **Fee: \$1,050**

688. Cantonese I.

Mrs Caroline Law, B A (U C) *Mondays and Thursdays, 2 00—3 30 p m , starting October 11, 1990 Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 33 meetings* **Fee: \$1,050**

689. Cantonese I.

Mrs Caroline Law, B A (U C) *Thursdays, 6 15—8 45 p m , starting September 27, 1990 Room 37, St Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue) 20 meetings* **Fee: \$1,050**

Cantonese II

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

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

690. Cantonese II for Executives.

K K Chan B A (C U H K), Language Instructor, University of Hong Kong
Wednesdays, 5 20—7 00 p m , starting October 10, 1990 Room 16, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 18 meetings

Fee: \$1,250

691. Cantonese II.

C S Hung, B A (Chi-nan), Language Instructor, University of Hong Kong
Thursdays, 7 15—9 15 p m , starting October 11, 1990 Room 104, James Hsiung Lee Science Building, University of Hong Kong 15 meetings

Fee: \$1,250

692. Cantonese II.

Mrs Caroline Law, B A (U C) *Tuesdays and Fridays, 2 00—3 30 p m , starting October 9, 1990 Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 20 meetings*

Fee: \$1,250

693. Cantonese II.

Mrs Caroline Law, B A (U C) *Tuesdays, 6 15—8 15 p m , starting October 9, 1990 Room 39, St Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue) 15 meetings*

Fee: \$1,250

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)

694. Cantonese III.

C S Hung, B A (Chi-nan) Language Instructor, Uiniveristy of Hong Kong
*Tuesdays, 7 20—9 20 p m , starting October 9, 1990 Room 18, Extra-Mural
Town Centre, Shun Tak Centre, West Tower, 9/F 15 meetings*

Fee: \$1,250

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)

695. Chinese Characters I.

Mrs Caroline Law, B A (U C) *Fridays, 7 30—9 30 p m , starting October
12, 1990 Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower,
9/F 15 meetings*

Fee: \$1,280

696. Chinese Characters I.

Mrs Caroline Law, B A (U C) *Wednesdays, 2 00—4 00 p m , starting
October 10, 1990 Room 18, Extra-Mural Town Centre, Shun Tak Centre,
West Tower, 9/F 15 meetings*

Fee: \$1,280

Japanese

697. Introductory Japanese.

James Bullen, M A (Sydney) *Mondays, 7 15—9 30 p m , starting
September 24, 1990 Room G1, James Hsioung Lee Science Building,
University of Hong Kong 20 meetings*

Fee: \$1,280

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 is limited to 26*

Textbook *Japanese for Beginners* (Gakken Co Ltd)

698. Intermediate Japanese.

James Bullen, M A (Sydney) *Tuesdays, 7 15—9 30 p m, starting October 9 1990 Room 122, University Main Building 16 meetings Fee: \$1,400*

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 is limited to 12*

Textbook Japanese for Beginners (Gakken Co Ltd)
(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本報刊，「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的困難。

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：全年一千零五十元

高級日語：全年一千零八十元

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」四十一班，「高級日語」十四班，為提高被取錄機會，申請者須將其第二，第三及第四選擇之班別編號列明在表格上，至於被取錄之班別，請參閱收據上之課程編號。由於本部之報名程序已電腦化，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：一九九一年八月廿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)必須考試合格。

- 課 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：
5250102-7及九龍彌敦道中華書局，電話：3857238）
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：5250102-7）

基本日語 (Basic Japanese)

- 699.** 勞素琴小姐主講 （共四十講）
地 點：香港大學校本部大樓122室
時 間：一九九〇年九月十九日起每星期三下午七時十五分至九時卅分
- 700.** 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：一九九〇年九月二十日起每星期四下午七時十五分至九時卅分
- 701.** 張民衍先生主講 （共七十二講）
地 點：香港大學屬樹雄科學館101室
時 間：一九九〇年十月二日起每星期二及四下午六時十五分至七時卅分
- 702.** 張民衍先生主講 （共七十二講）
地 點：香港大學屬樹雄科學館101室
時 間：一九九〇年十月二日起每星期二及四下午七時四十五分至九時
- 703.** 黃鳳屏小姐主講 （共四十講）
地 點：香港大學屬樹雄科學館G1室
時 間：一九九〇年九月二十日起每星期四下午七時十五分至九時卅分
- 704.** 李家寶小姐主講 （共四十講）
地 點：香港大學邵仁枚樓102室
時 間：一九九〇年九月十七日起每星期一下午七時十五分至九時卅分

- 705.** 李小達先生主講 (共四十講)
地點：香港大學邵逸夫樓208室
時間：一九九〇年九月十九日起每星期三下午七時十五分至九時卅分
- 706.** 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：一九九〇年九月十七日起每星期一上午九時卅分至十一時四十五分
- 707.** 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：一九九〇年九月十九日起每星期三上午九時卅分至十一時四十五分
- 708.** 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：一九九〇年九月二十日起每星期四上午九時卅分至十一時四十五分
- 709.** 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：一九九〇年九月二十一日起每星期五上午九時卅分至十一時四十五分
- 710.** 李明玉小姐主講 (共四十講)
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：一九九〇年十月十日起每星期三下午三時十五分至五時三十分
- 711.** 李明玉小姐主講 (共四十講)
地點：香港大學屬樹雄科學館G1室
時間：一九九〇年十月二日起每星期二下午七時十五分至九時三十分
- 712.** 李明玉小姐主講 (共四十講)
地點：香港大學屬樹雄科學館G4室
時間：一九九〇年九月廿八日起每星期五下午七時十五分至九時三十分

- 713.** 李錦麗女士主講 (共四十講)
地點：香港般含道聖保羅書院612室
時間：一九九〇年九月十九日起每星期三下午六時四十五分至九時
- 714.** 鍾娜瑚小姐主講 (共四十講)
地點：香港般含道聖保羅書院611室
時間：一九九〇年九月廿一日起每星期五下午六時四十五分至九時
- 715.** 李明王小姐主講 (共四十講)
地點：香港般含道聖保羅書院612室
時間：一九九〇年九月十七日起每星期一一下午六時四十五分至九時
- 716.** 張文衍先生主講 (共四十講)
地點：香港太古城地利亞修女紀念中學421室(中學部太豐道入口)
時間：一九九〇年九月十九日起每星期三下午六時四十五分至九時
- 717.** 張文衍先生主講 (共四十講)
地點：香港太古城地利亞修女紀念中學421室(中學部太豐道入口)
時間：一九九〇年九月廿八日起每星期五下午六時四十五分至九時
- 718.** 李明王小姐主講 (共四十講)
地點：香港太古城地利亞修女紀念中學422室(中學部太豐道入口)
時間：一九九〇年九月二十日起每星期四下午六時四十五分至九時
- 719.** 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426室(中學部太豐道入口)
時間：一九九〇年十月一日起每星期一及三下午六時四十五分至八時
- 720.** 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426室(中學部太豐道入口)
時間：一九九〇年十月一日起每星期一及三下午八時零五分至九時廿分
- 721.** 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426室(中學部太豐道入口)
時間：一九九〇年九月二十日起每星期四下午六時四十五分至九時

- 722.** 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423室(中學部太豐道入口)
時 間：一九九〇年九月十八日起每星期二下午六時四十五分至九時
- 723.** 馬淑儀小姐主講 (共四十講)
地 點：香港太古城地利亞修女紀念中學422室(中學部太豐道入口)
時 間：一九九〇年九月廿一日起每星期五下午六時四十五分至九時
- 724.** 黃君猷先生主講 (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：一九九〇年九月十八日起每星期二下午六時十五分至八時卅分
- 725.** 李澤森先生主講 (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：一九九〇年九月廿一日起每星期五下午六時卅分至八時四十五分
- 726.** 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24室(金巴利道入口)
時 間：一九九〇年九月十九日起每星期三下午六時十五分至八時卅分
- 727.** 黃君猷先生主講 (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(金巴利道入口)
時 間：一九九〇年九月十七日起每星期一一下午六時十五分至八時卅分
- 728.** 鄭熙先生主講 (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(金巴利道入口)
時 間：一九九〇年九月十九日起每星期三下午六時卅分至八時四十五分
- 729.** 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(金巴利道入口)
時 間：一九九〇年九月十七日起每星期一一下午六時十五分至八時卅分
- 730.** 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(金巴利道入口)
時 間：一九九〇年九月十八日起每星期二下午六時十五分至八時卅分

- 731.** 周志樑先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九〇年九月廿一日起每星期五下午六時十五分至八時卅分
- 732.** 譚林通先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九〇年十月一日起每星期一下午六時十五分至八時卅分
- 733.** 張菲州先生主講 (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(金巴利道入口)
時間：一九九〇年九月十八日起每星期二下午六時卅分至八時四十五分
- 734.** 李明玉小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
時間：一九九〇年九月十九日起每星期三下午六時十五分至八時三十分
- 735.** 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(金巴利道入口)
時間：一九九〇年九月二十日起每星期四下午六時十五分至八時卅分
- 736.** 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(金巴利道入口)
時間：一九九〇年九月廿一日起每星期五下午六時三十分至八時四十五分
- 737.** 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(金巴利道入口)
時間：一九九〇年九月十七日起每星期一下午六時十五分至八時卅分
- 738.** 繆小青小姐主講 (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(金巴利道入口)
時間：一九九〇年九月廿一日起每星期五下午六時卅分至八時四十五分
- 739.** 繆小青小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
時間：一九九〇年九月十七日起每星期一下午六時四十五分至九時

高級日語 (Advanced Japanese)

740. 鍾娜瑚小姐主講 (共四十講)

地點：香港大學邵仁枚樓103室

時間：一九九〇年九月廿五日起每星期二下午六時卅分至八時四十五分

741. 陳文靄小姐主講 (共四十講)

地點：香港大學屬樹雄科學館106室

時間：一九九〇年九月廿七日起每星期四下午七時十五分至九時卅分

742. 守川邦明先生主講 (共四十講)

地點：香港大學屬樹雄科學館106室

時間：一九九〇年九月廿八日起每星期五下午七時十五分至九時卅分

743. 日比野夕城女士主講 (共四十講)

講授語言：日語及英語

地點：香港大學邵逸夫樓206室

時間：一九九〇年九月廿八日起每星期五下午七時十五分至九時卅分

744. 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426室 (中學部太豐道入口)

時間：一九九〇年九月廿五日起每星期二下午七時至九時十五分

745. 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426室 (中學部太豐道入口)

時間：一九九〇年九月廿八日起每星期五下午六時四十五分至九時

746. 林秀華先生主講 (共四十講)

講授語言：國語及日語

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：一九九〇年九月廿六日起每星期三下午六時卅分至八時四十五分

747. 陳劭贊先生 (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：一九九〇年九月廿五日起每星期二上午九時卅分至十一時四十五分

- 748.** 山口純代小姐主講 (共四十講)
地點：香港般含道聖保羅書院611室
時間：一九九〇年九月廿六日起每星期三下午六時四十五分至九時
- 749.** 守川邦明先生主講 (共四十講)
地點：香港般含道聖保羅書院612室
時間：一九九〇年九月廿五日起每星期二下午六時四十五分至九時
- 750.** 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(金巴利道入口)
時間：一九九〇年九月廿七日起每星期四下午六時卅分至八時四十五分
- 751.** 林秀華先生主講 (共四十講)
講授語言：國語及日語
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時間：一九九〇年九月廿五日起每星期二下午六時卅分至八時四十五分
- 752.** 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(金巴利道入口)
時間：一九九〇年九月十七日起每星期一一下午六時三十分至八時四十五分
- 753.** 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(金巴利道入口)
時間：一九九〇年九月廿七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課程，名額有限，請盡快報名。

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

主講人：守川邦明先生
地點：香港大學屬樹雄科學館106室
時間：一九九〇年九月廿六日起每星期三下午七時十五分至九時十五分
全期學費：六百九十五元 (共二十講)

755. 視聽日語 (Audio visual Japanese)

主 講 人：黃健雄先生

地 點：香港大學邵仁枚樓101室

時 間：一九九〇年十月六日、十月廿七日、十一月三日及十一月十七日星期六
下午二時卅分至六時

全期學費：二百九十元 (共四講)

本課程利用日語錄影教材進行研討，主要目的是加強學員聽解能力。由於教材取自不同的社會階層，通過講習，學員對日本現況會加深一點了解。

每節上課時間長達三個半小時（中間設有小休），其中三分之一時間用於觀看兩部教育電影短片，其餘時間則集中於對話內容的反覆傾聽，默寫及主要語句文法之講解。

參加學員須具相等於本部高級班合格程度為宜。

756. 日語文法輔導課程 (Japanese Grammar)

主 講 人：黃健雄先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室（金巴利道入口）

時 間：一九九〇年十月三日起每星期三下午六時十五分至八時三十分

全期學費：五百七十五元 (共十二講)

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

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

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

757. 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：一九九〇年十月五日起每星期五下午六時卅分至八時四十五分

全期學費：六百八十元 (共二十講)

本課程專為有日文基礎之學員而設，內容包括商業應酬用語；出入口貿易、

推銷、保險、財經、運輸、旅遊等行業之專用語；及商業函件之寫作，每一課的內容將包括語句、詞匯、課文、語法、會話及練習。

申請人須具進修日文二百小時左右之程度，或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。（限收三十人）

普通話（國語）（Putonghua）

本部的普通話課程自開辦以來，每期的報名人數皆十分踴躍，而近年來，由於香港環境的影響，普通話漸受各界人士的重視，確有進一步提倡的需要，故本部特別就各界的需求重編教材，使普通話的教學更趨系統化。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，第三及第四選擇之班別編號列明在表格上，至於被取錄之班別，請參閱收據上之課程編號。由於本部的報名程序已電腦化，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。

基本班上冊（普通話教程）

高級班下冊（普通話教程）

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：九百八十元

758. 張菊鳳女士主講（共四十講）

地點：香港大學屬樹雄科學館106室

時間：一九九〇年九月十七日起每星期一下午七時十五分至九時卅分

759. 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17室（信德中心西翼九樓）

時間：一九九〇年九月廿一日起每星期五上午九時至十一時十五分

張孝先生主講 (共七十二講)
點：香港大學校外課程部市區中心16室(信德中心西翼九樓)
間：一九九〇年十月二日起每星期二及五下午三時四十五分至五時

張孝先生主講 (共七十二講)
點：香港大學校外課程部市區中心16室(信德中心西翼九樓)
間：一九九〇年十月二日起每星期二及五下午五時十分至六時廿五分

譚惠霞女士主講 (共四十講)
點：香港般含道聖保羅書院611室
間：一九九〇年九月二十日起每星期四下午六時四十五分至九時

陳萬里女士主講 (共四十講)
點：香港太古城地利亞修女紀念中學424室(中學部太豐道入口)
間：一九九〇年九月十七日起每星期一下午六時四十五分至九時

李雅琴女士主講 (共四十講)
點：香港太古城地利亞修女紀念中學424室(中學部太豐道入口)
間：一九九〇年九月十九日起每星期三下午六時四十五分至九時

陳萬里女士主講 (共四十講)
點：香港般含道聖保羅書院612室
間：一九九〇年九月二十日起每星期四下午六時四十五分至九時

李雅琴女士及游明勵女士主講 (共四十講)
點：香港太古城地利亞修女紀念中學423室(中學部太豐道入口)
間：一九九〇年九月廿一日起每星期五下午六時四十五分至九時

丁國玲女士主講 (共四十講)
點：香港般含道聖保羅書院612室
間：一九九〇年九月廿一日起每星期五下午六時四十五分至九時

張葆女士主講 (共四十講)
點：香港石塘咀山道38號聖類斯校友會中學
間：一九九〇年九月十七日起每星期一下午七時至九時十五分

- 769.** 張孝先生主講 (共四十講)
地點：香港石塘咀山道38號聖類斯校友會中學
時間：一九九〇年九月十八日起每星期二下午七時至九時十五分
- 770.** 張葆女士主講 (共四十講)
地點：香港石塘咀山道38號聖類斯校友會中學
時間：一九九〇年九月二十日起每星期四下午七時至九時十五分
- 771.** 張葆女士主講 (共四十講)
地點：香港石塘咀山道38號聖類斯校友會中學
時間：一九九〇年九月廿一日起每星期五下午七時至九時十五分
- 772.** 黎萍女士主講 (共四十講)
地點：香港太古城地利亞修女紀念中學422室(中學部太豐道入口)
時間：一九九〇年九月十八日起每星期二下午六時四十五分至九時
- 773.** 邵若女士主講 (共四十講)
地點：香港太古城地利亞修女紀念中學425室(中學部太豐道入口)
時間：一九九〇年九月廿一日起每星期五下午六時四十五分至九時
- 774.** 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425室(中學部太豐道入口)
時間：一九九〇年九月十八日起每星期二下午六時四十五分至九時
- 775.** 任永年先生主講 (共四十講)
地點：香港太古城地利亞修女紀念中學425室(中學部太豐道入口)
時間：一九九〇年九月十九日起每星期三下午六時四十五分至九時
- 776.** 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425室(中學部太豐道入口)
時間：一九九〇年九月二十日起每星期四下午六時四十五分至九時
- 777.** 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：一九九〇年九月十七日起每星期一上午六時十五分至八時卅分

- 778.** 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(金巴利道入口)
 時間：一九九〇年九月十八日起每星期二下午六時十五分至八時卅分
- 779.** 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27室(金巴利道入口)
 時間：一九九〇年九月十七日起每星期一下午六時十五分至八時卅分
- 780.** 黎萍女士主講 (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(金巴利道入口)
 時間：一九九〇年九月廿一日起每星期五下午六時十五分至八時卅分
- 781.** 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(金巴利道入口)
 時間：一九九〇年九月十九日起每星期三下午六時十五分至八時卅分
- 782.** 譚惠霞女士主講 (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(金巴利道入口)
 時間：一九九〇年九月廿一日起每星期五下午六時三十分至八時四十五分
- 783.** 任永年先生主講 (共四十講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
 時間：一九九〇年九月十八日起每星期二下午六時十五分至八時卅分
- 784.** 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41室(金巴利道入口)
 時間：一九九〇年九月十九日起每星期三下午六時十五分至八時卅分

高級普通話 (Advanced Putonghua)

以文章選讀、會話、拼讀拼音文章為主，並掌握按詞連寫拼音文章。同時加入較高深的助語詞、感嘆詞、同字異音、同音異字、歇後語、及部份北京地方語彙的講授。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。

高級班優先取錄修畢本部基本班之學員，外界申請入學者，可作後補生。

每班為期一年，限收三十人，全期學費：一千零六十元

- 785.** 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：一九九〇年九月廿二日起每星期六下午三時至五時十五分
- 786.** 張孝先生主講 (共卅八講)
地點：香港大學邵仁枚樓102室
時間：一九九〇年九月廿六日起每星期三下午七時十五分至九時卅分
- 787.** 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：一九九〇年九月廿七日起每星期四下午七時十五分至九時卅分
- 788.** 張孝先生主講 (共卅八講)
地點：香港大學邵仁枚樓102室
時間：一九九〇年九月廿八日起每星期五下午七時十五分至九時卅分
- 789.** 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17室(信德中心西翼九樓)
時間：一九九〇年九月廿六日起每星期三上午九時至十一時十五分
- 790.** 張孝先生主講 (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：一九九〇年九月十七日起每星期一一下午四時十五分至六時卅分
- 791.** 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：一九九〇年九月廿七日起每星期四下午五時卅分至七時四十五分
- 792.** 丁國玲女士主講 (共卅八講)
地點：香港般含道聖保羅書院611室
時間：一九九〇年九月十八日起每星期二下午六時四十五分至九時
- 793.** 李雅琴女士主講 (共卅八講)
地點：香港太古城地利亞修女紀念中學421室(中學部太豐道入口)
時間：一九九〇年九月廿五日起每星期二下午六時四十五分至九時

- 794.** 張葆女士主講 (共卅八講)
地點：香港石塘咀山道38號聖類斯校友會中學
時間：一九九〇年九月廿六日起每星期三下午七時至九時十五分
- 795.** 黎萍女士主講 (共卅八講)
地點：香港太古城地利亞修女紀念中學422室(中學部太豐道入口)
時間：一九九〇年九月十七日起每星期一下午六時四十五分至九時
- 796.** 丁國玲女士主講 (共卅八講)
地點：香港太古城地利亞修女紀念中學425室(中學部太豐道入口)
時間：一九九〇年九月廿四日起每星期一下午六時四十五分至九時
- 797.** 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：一九九〇年九月廿七日起每星期四下午六時十五分至八時卅分
- 798.** 張蘊麗女士主講 (共卅八講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九〇年九月廿五日起每星期二下午六時十五分至八時卅分
- 799.** 黃麗生女士主講 (共卅八講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
時間：一九九〇年九月廿八日起每星期五下午六時十五分至八時卅分

800. 普通話朗誦班 (Putonghua Speech Course)

- 主講人：蔣治中先生 (講授語言：普通話)
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：一九九〇年九月十九日起每星期三下午六時卅分至八時卅分
全期學費：四百四十元 (共十二講)

本課程以實習訓練之方式進行。在發音吐字訓練的基礎上，由淺入深地學習朗誦的基本知識，並掌握運用。由誦材的選擇到準備，排練至最後完成的全部過程。

講授內容包括：(一)深刻的體驗；(二)想象力的營造；(三)重音的確定；(四)停頓的處理(呼吸方法的訓練)；(五)語氣的變化；(六)節奏、速度的掌握；(七)身體語言的運用(眼神、表情、手勢等)；(八)個人排練的步驟；(九)集體朗誦的排練；(十)朗誦表演的若干問題；(十一)綜合練習；

(十二) 朗誦實習演出。(限收二十五人)

申請者須具備本部之「基本普通話」的程度，或會修讀普通話一百小時。

801. 普通話教學法 (Teaching Putonghua)

主 講 人：張丹女士及饒素蘭女士 (講授語言：普通話)

地 點：香港般含道聖保羅書院611室

時 間：一九九〇年九月十七日起每星期一下午六時四十五分至八時四十五分

全期學費：六百六十五元 (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。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，及會修讀普通話之證明。在職普通話教師持學校推薦書優先取錄。(限收二十五人)

802. 普通話教學法 (Teaching Putonghua)

主 講 人：張丹女士及饒素蘭女士 (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：一九九〇年九月十七日起每星期一下午四時至六時

全期學費：六百六十五元 (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。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，及會修讀普通話之證明。在職普通話教師持學校推薦書優先取錄。(限收二十五人)

教師可獲教育署退還學費。詳參第 x 頁。(只限課程編號802)

803. 普通話的輕聲及兒化韻 (Putonghua Intonation)

主 講 人：張丹女士及張葆女士 (講授語言：普通話)

地 點：香港大學邵仁枚樓102室

時 間：一九九〇年十月二日起每星期二下午七時十五分至九時十五分

全期學費：六百六十元 (共二十講)

掌握普通話的輕聲及兒化韻並非易事，修完普通話高級程度或以上的人仕進修此課程事在必須。本課程將講解輕聲及兒化韻的規則、演變、拼寫方法及讀音辨釋。(限收二十八人)

申請者須修畢本部高級普通話課程或具同等程度，曾修讀本部普通話教學法課程的申請者，將獲優先考慮機會，本部亦有權拒絕不合程度之申請者入學。

804. 對外漢語兒童教學研習班 (Teaching Young Students Chinese as a Second Language)

主 講 人：盧毓文女士

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：一九九〇年九月廿六日起每星期三上午十時二十分至十二時五十分

全期學費：七百五十元 (共十二講，另加一次實地參觀)

本身能說流利普通話，兼懂英文，而有志從事此門教學工作或輔導子女者，可籍本課程研習如何有效利用現代教育科技，編寫教材，製造工具，靈活運用教學法，以達成預期教學目標。研習要點包括：學校與家中常見難題；對外漢語教學概況；實用教育科技；教科書之評鑑與教材編寫；外語教學法與記憶術；教具製作與使用；試教，實習與教學過程之掌握；學習效果之評量與回饋。

Oriental Studies

Staff Tutors Owen H. H. Wong, Telephone 859 2788
Koon-ki T. Ho, Telephone 859 2792

821. Chinese Painting: Appreciation and Techniques.

James Lo, B.A. (Lingnan). *Wednesdays, 4.30–6.00 p.m., starting October 10, 1990. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$380**

For Westerners with an interest in Chinese art, the main concepts of Chinese painting, as well as brush, ink and colour techniques will be introduced. Apart from the appreciation of the works of the ancient masters, instruction and demonstration of Chinese paintings of landscape, figure, fish, beasts, peacock, insects, plumbflower, orchid, bamboo, chrysanthemum, other types of flowers and birds will also be covered. *Enrolment is limited to 15.*

824. 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, 5.30–7.30 p.m., starting September 12, 1990. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings plus 1 field trip.* **Fee: \$275**

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.*

Literature

825. 實用中文文憑課程 (Certificate Course in Practical Chinese)

主 講 人：譚達先先生（嶺南學院兼任講師及現任澳門東亞大學兼職教授）

講授語言：粵語為主

地 點：香港大學校外課程部市區中心1號室（信德中心西翼十五樓）

時 間：一九九〇年十月六日起每星期六下午三時四十五分至五時四十五分

全期學費：九百七十元 （共四十講）

課程主旨：

為說明各種應用文之一般原理，並以指陳體要，廣舉範例之形式，介紹各種公文信件之寫作方法，以應付日常工作的重要。

課程內容：

(一)應用文體裁與寫作：包括應用文之體式，流變及寫作理倫，政府公文、公私函件、商業信札、會議文件、便條、規章、契據、啓事、報告、佈告、通告、電報、柬帖、合同、證明書、題詞、對聯、演講稿、廣告等等應用文體之介紹與寫作。
(二)漢語邏輯等常識。(三)文字與修辭，並選授示範作品。(四)日常工作所需應用文體的習作與研討。

入學資格：

申請人須至少具備下列任何一項資格：(一)具大專程度。(二)大學入學試合格，合格科目包括高等程度中文。(三)對中文有相當修養，或在中文寫作方面有實際經驗。

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)所有測驗成績美滿；(二)上課次數超過百分之八十；(三)完成所有課程指定之作業與實習。

申請手續：

申請者須於九月十九日以前，將申請表格及函件寄回本部，函內須附回郵信封、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。

名 額：三十二人

教師可獲教育署退還半費。詳參第 x 頁。

826. 現代詩及散文創作文憑課程 (Certificate Course in Modern Poetry and Prose) 〔本課程與〈世界華文詩人協會〉合辦〕

課程策劃小組委員：

艾青先生（詩人、〈中國作家協會〉副主席、〈世界華文詩人協會〉榮譽會長）
鍾鼎文博士（詩人、〈美國世界藝術文學院〉院長、〈世界華文詩人協會〉榮譽會長）
黃康顯博士（小說散文作家、〈香港大學〉校外課程部高級講師、〈香港英文筆會〉會長）

雁翼先生（詩人、〈華人文化交流委員會〉副主席、〈世界華文詩人協會〉會長）
羅門博士（詩人、〈藍星詩雜誌社〉社長、〈世界華文詩人協會〉會長）
藍海文博士（詩人、〈世界中國詩刊社〉社長、〈世界華文詩人協會〉會長）
丁平先生（詩人、〈廣大學院〉教授兼中國文學研究所所長、〈世界華文詩人協會〉常務理事兼秘書長）（小組召集人）

主講人：丁平先生（國立中山大學文學士、教育碩士）
（〈世界華文詩人協會〉常務理事兼秘書長、〈廣大學院〉教授兼中國文學研究所所長）
黃康顯博士（小說散文作家、〈香港大學〉校外課程部高級講師、〈香港英文筆會〉會長）

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院47室（金巴利道入口）
時間：一九九〇年十月十一日起每星期四下午六時卅分至八時卅分（共三十二講，另加遙距等學習方式及習作）

全期學費：八百七十元

課程主旨：

本課程專為對文學喜愛更有創作志趣之人士而設，目的在為學員提供一個學習現代詩及散文基本理論與創作之機會。

課程內容：

以四講時間，講授中國現代詩及散文的基本理論，並介紹中國現代詩的主要詩人及主要散文作家，本課程着重創作實務，指導學員在二十八講的時間內，在課外自動從事現代詩及散文創作。

學習方法：

本課程之學習，是以「面授」與「遙距」兩種教學模式進行：

A) 由主講人派發講義在堂上分析問題及詮釋範文；B) 學員之習作，將分別送往在台灣、大陸、本港及美、英、星、澳洲、法、南美等海外地區各校外客座講師，（世界華文詩人協會、創會理事，如：艾青、雁翼、卞之琳、流沙河、公劉、賀敬之、鄧荻帆、白樺、阿紅、嚴陣、公木、張志民、徐遲、孫靜軒、羅門、張健、胡

品清、吳宏一、蓉子、張默、文曉村、李春生、墨人、羅青、蕭蕭、向明、高準、向陽、舒蘭、痲也、張莖、碧果、秦嶽、王閻華、林冷、葉維廉、黃雅廉、沈瑩、弘征、管管、慕容羽軍、林煥彰、柯原、葉延賓、姚學禮、郭光豹、黃東成、方敬、黎煥頤、林彥、楊光治、李挺奮、呂進、楊山、戴硯田、陳寧貴、陳慧樺、古遠清、劉文王、藍海文等詩人、散文作家。)分別改評外,主講人仍將在課堂上對習作再作深切之評述。C)學員作品,將分別送交(世界華文詩人協會)創會理事,或有關作家主編之報刊發表。(報刊如下:香港的《世界中國詩刊》、《文學天地》。大陸的《詩刊》、《詩潮》、《芒種》、《大家生活報》、《詩林》、《詩人》、《文學報》、《詩歌報》、《中國詩人》、《銀河系》、《星星》、《虎門》、《雨花》、《詩神》、《散文詩報》、《崆峒》、《海南開發報副刊》。台灣的《藍星》、《創世紀》、《笠》、《現代》、《葡萄園》、《秋水》、《大海洋》、《海鷗》、《詩潮》、《曼陀羅》、《聯合報副刊》、《中央日報副刊》、《中華日報副刊》、《中國時報人間副刊》、《聯合文學》。澳州的《華聲報》。加拿大的《愛華報副刊》。

入學資格:

預科以上學歷,對現代詩或散文寫作有興趣而中文流暢者,特別歡迎在職教師及在學大專同學參加。

畢業文憑:

課程結束後,學員若符合下列條件者,將由「世界華文詩人協會」發給文憑:(一)上課出席率不少過八成;(二)完成課程習作,並獲得七十分合格分數,及(三)有作品在本課程指定報刊發表一篇以上者。

報名手續:

申請者須於九月二十六日前,將申請表格寄回本部,函內須附回郵信封,二吋半身近照二張、學歷及工作經驗之證件副本及其他有關詳情,報名時請用支票交款,本課程限收三十人。

教師可獲教育署退還半費。詳參第 × 頁。

827. 現代文學創作高級文憑課程 (Advanced Certificate in Chinese Creative Writing.) 〔本課程與〈世界華文詩人協會〉合辦〕

課程策劃小組委員:

艾青先生(詩人、〈中國作家協會〉副主席、〈世界華文詩人協會〉榮譽會長)
鍾鼎文博士(詩人、〈美國世界藝術文學院〉院長、〈世界華文詩人協會〉榮譽會長)
黃康顯博士(小說散文家、〈香港大學〉校外課程部高級講師、〈香港英文筆會〉會長)
雁翼先生(詩人、〈華人文化交流委員會〉副主席、〈世界華文詩人協會〉會長)

羅 門博士 (詩人、〈藍星詩雜誌社〉社長、〈世界華文詩人協會〉會長)
藍海文博士 (詩人、〈世界中國詩刊社〉社長、〈世界華文詩人協會〉會長)
丁 平先生 (詩人、〈廣大大學院〉教授兼中國文學研究所所長、〈世界華文詩人協會〉
常務理事兼秘書長) (小組召集人)

主 講 人：丁 平先生 (國立中山大學文學士、教育碩士)
(〈世界華文詩人協會〉常務理事兼秘書長、〈廣大大學院〉教授
兼中國文學研究所所長)
黃康顯博士 (小說散文作家、〈香港大學〉校外課程部高級講師、〈香港
英文筆會〉會長)

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：一九九〇年十月十二日起每星期五下午七時卅分至九時卅分 (共三十二
講，另加遙距等學習方式及習作)

全期學費：八百八十五元

課程主旨：

本課程專為對文學喜愛更有創作志趣之人士而設，目的在為學員提供一個學習現代文學基本理論與創作之機會。

課程內容：

以四講時間，講授中國現代詩、現代散文及現代小說的基本理論，並介紹中國現代詩的主要詩人、現代散文及現代小說的主要作家。本課程着重創作實務，指導學員在二十八講的時間內，在課外自動從事現代詩、現代散文及現代小說的創作。

學習方法：

本課程之學習，是以「面授」與「遙距」兩種教學模式進行：

A) 由主講人派發講義在堂上分析問題及詮釋範文，B) 學員之習作，將分別送往在台灣、大陸、本港及美、英、星、澳洲、法、南美等海外地區各校外客座講師，(〈世界華文詩人協會〉創會理事，如：艾青、鍾鼎文、雁翼、卞之琳、流沙河、公劉、賀敬之、鄒荻帆、白樺、公木、徐遲、孫靜軒、羅門、張健、胡品清、吳宏一、蓉子、張默、文曉村、李春生、墨人、羅青、蕭蕭、向明、高準、舒蘭、渡也、王潤華、林冷、葉維廉、黃雍廉、淡瑩、管管、羊令野、王祿松、上官予、呂進、陳慧樺、藍海文等詩人、散文及小說作家。) 分別改評外，主講人仍將在課堂上對習作再作深切之評述。C) 學員作品，將分別送交 〈世界華文詩人協會〉創會理事，或有關作家主編之報刊發表。(報刊如下：香港的〈世界中國詩刊〉、〈文學天地〉。大陸的〈詩刊〉、〈詩潮〉、〈芒種〉、〈大家生活報〉、〈詩林〉、〈詩人〉、〈文學報〉、〈詩歌報〉、〈中國詩人〉、〈銀河系〉、〈星星〉、〈虎門〉、〈雨花〉、〈詩神〉、〈散文詩報〉、〈崆峒〉、〈海南開發報副刊〉。台灣的〈藍星〉、〈創世紀〉、〈笠〉、〈現代〉、〈葡萄園〉、〈秋水〉、〈大海洋〉、〈海鷗〉、〈詩潮〉、〈曼陀羅〉、〈聯合報副刊〉、〈中央日報副刊〉、〈中華日報副刊〉、〈中國時報人間副刊〉、〈聯合文學〉。澳

州的《華聲報》。加拿大的《愛華報副刊》。

入學資格：

具有下列條件之一者，得申請入學：A) 領有「現代詩及散文創作文憑」者，B) 領有學士學位，或同等學歷證書，或高於上列學歷，並對現代詩、現代散文及現代小說寫作有興趣而中文流暢者；特別歡迎在職之中等以上學校教師及研究所在學研究生參加。

畢業文憑：

課程結束後，學員若符合下列條件者，將由本部發給文憑：（一）上課出席率不少過八成；（二）完成課程習作，並獲得七十分合格分數，及（三）有作品在本課程指定報刊發表一篇以上者。

報名手續：

申請者須於九月二十二日前，將申請表格寄回本部，函內須附回郵信封，二吋半身近照二張、學歷及工作經驗之證件副本及其他有關詳情，報名時請用支票交款，本課程限收二十八人。

教師可獲教育署退還半費。詳參第 × 頁。

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

主 講 人：吳萱人先生（編輯、出版人）

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：一九九〇年十月十五日起每星期一下午八時廿分至九時五十分

全期學費：二百二十五元（共十講）

在文學的範疇裏，欣賞和創作是相輔相承的功夫。多讀名家篇章，當有助提高寫作能力。假如能夠親自執筆創作，自然更能體念「文章千古事，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，希望透過不斷的訓練和練習，使學員之間可以互相交流寫作經驗，以達共同進步的目標。（限收十八人）

829. 語法與修辭之認識及其應用 (Chinese Grammar and Rhetoric: Understanding & Application)

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25室（金巴利道入口）

時 間：一九九〇年十月十一日起每星期四下午六時十五分至八時十五分

全期學費：二百七十元 （共十一講）

本課程之設計，主要為在職教師在教學上之需要與應用。語法是語言的規律，語言之傳達，不論是口頭語或書面語，都有一套習慣的表達方式，這種約定修成的定律便是語法。古文有古文法，語體則有現代語法。分析句子結構，認識主語、謂語、賓語、定語、狀語、補語在句中的位置及其功能，這是學習現代漢語語法基本要求。

從語法到修辭，這是通達到優美的過程。

由於句子是由字與詞組合而成，故要求語言的藝術性，使之更加活潑生動，感人與充滿美感，這便是修辭的功用。三十年代修辭學鼻祖陳望道認為：消極修辭是對語言的適當調整，積極修辭是修辭格之靈活運用。本課程之講授，語法與修辭各佔一半。（限收三十六人）

教師可獲教育署退還半費。詳參第 X 頁。

830. 中國歷代著名作家與作品（一） (Chinese Writers and Their Works)

主 講 人：丁平先生（國立中山大學文學士、教育碩士）

（〈世界華文詩人協會〉常務理事兼秘書長、〈廣大學院〉教授兼中國文學研究所所長）

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：一九九〇年十月十二日起每星期五下午六時至七時三十分。

全期學費：三百六十元 （共十六講）

本課程選講之作家，包括：本港中學會考之「中國語文」、「中國文學」。高級程度會考及高等程度會考之「中國語言文學」等四項新課程中，應考之全部作家及其著名作品。

本課程是為中學中文及相關科目教師，以及中國文學的愛好者而設，共分若干階段講授。本課程為第一階段，將選講傳統與現代作家十二人及其若干作品。（限收三十人）

教師可獲教育署退還半費。詳參第 X 頁。

831. 中學及預科中國文學知識的重點教學（一） (The Essence of Teaching Chinese Literature I)

主 講 人：丁平先生（國立中山大學文學士、教育碩士）

（〈世界華文詩人協會〉常務理事兼秘書長、〈廣大學院〉教授兼
中國文學研究所所長）

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：一九九〇年十月十三日起每星期六下午二時至三時卅分

全期學費：三百七十元（共十六講）

本課程是專為本港中學及預科中文教師，以及有志投入中文教學行列者而設，共分若干階段講授。本課程為第一階段。

課程主要內容是：（一）針對本港中學會考之「中國文學」新課程所列「文學常識學習重點」之要求，結合課文作者之主要作品，提出適切之教材與教法；（二）依照本港高級程度會考「中國語言文學」（試卷三）新課程「中國文學史問題」所列之考試命題綱目，提供簡切之史識及史實，以結合施教。（限收三十人）

教師可獲教育署退還半費。詳參第 x 頁。

832. 樂府詩中的男情女愛 (Love Topics in Yüeh-fu)

主 講 人：李默小姐（專欄作家）

地 點：香港大會堂八樓南會議室

時 間：一九九〇年十月一日起每星期一下午七時至九時

全期學費：二百元（共八講）

「樂府」是漢武帝時一種官署的名稱，負責搜集詩歌，配合聲律。現在的「樂府詩」，則是兩漢時的「樂府」，加上了歷魏晉南北朝、隋、唐以來的收集。

「樂府詩」秉承「詩經」、「古詩十九首」，影響了唐代絕句和宋元詞曲。它的特色，是辭句簡明流麗，出於自然；抒情敘事多，而雕飾論理少。我們若以現代趣味化角度來看，亦可當它是「當代的流行曲」——這也是設立本課程的角度。

本課程將集中選講由民間而來的「樂府詩」。這類作品，對於抒寫男情女愛，往往激情而浪漫，毫不造作掩飾，甚有真樸之意，近乎現代人所謂的「大胆豪放」。

833. 近代詩欣賞 (Appreciation of Modern Poetry)

主 講 人：郭恩慈女士 Ph.D. (Univevsite de la Sorbonne Nouvelle)

地 點：香港大學校本部大樓142室

時 間：一九九〇年十月十一日起每星期四下午六時三十分至八時

全期學費：二百元 (共十講)

近代詩歌通常給予人晦晦難明的感覺，以致讀者少之又少，甚至受到很多人的排斥。為甚麼詩的語言，到了二十世紀，要脫離日常語言，而變成了「晦暗」，「矇矓」及無從了解？本課程的目的，是透過對近代詩論及近代詩雙向並進的閱讀，去深入了解「詩」在二十世紀的意義。

主要介紹的詩人有：(1)波特萊爾 (Charles Baudelaire)；(2)藍波 (Arthur Rimbaud)；(3)瑪拉梅 (Stéphan Mallarmé)；(4)里爾克 (R. M. Rilke)；(5)特克高爾 (G. Trakl)；(6)艾魯雅 (P. Eluard)；(7)北島；(8)顧城；(9)也斯。

834. 詩與聯 (Verse and Couplets)

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 (信德中心西翼九字樓)

時 間：一九九零年十月一日起每星期一下午六時四十分至八時十分

全期學費：二百四十五元 (共十四講)

詩盛於唐，近體詩格律亦至唐而定。聯始於晚唐五代，實為詩之一聯，但有四言，六言，及複句長聯，在格律上稍有變化，此課程將選介唐宋詩，特注重於格律一項，多所闡釋，再選介前賢聯語，於其長短變化處，試為分析，以與同好共研討之。

835. 晚清名家詩選講 (Late Ch'ing Poetry)

主 講 人：陳本先生

地 點：香港大會堂八樓南會議室

時 間：一九九〇年十月十一日起每星期四下午七時至八時

全期學費：一百七十元 (共十二講)

詩至晚清、百家爭鳴、各極其盛；不外學唐（義山）學宋（山谷后山）兩派，有曰創新派，有曰同光體，有曰革新派，異流同原，其撥一也。茲分季講述，各家名作如次：龔自珍（定庵）陳三立（散原）鄭孝胥（海藏）康有為（南海）黃遵憲（公度）翁同龢（松禪）張之洞（香濤）梁鼎芬（節菴）趙熙（堯生）黃節（晦聞）陳衍（石遺）樊增祥（樊山）易順鼎（寶甫）沈曾植（寐叟）曹習經（蟄庵）羅敦彞（癭公）范當世（伯子）金和（亞匏）陳曾壽（仁先）沈瑜慶（濤

園)。綜上二十家，俱能運古入化，別出心裁，磨鍊益精，渣滓盡去，耐人尋味；要皆傷時感事，借古諷今，託物比興，寄慨尤深，足以發人深省。隨堂派發講義，以資隅反。

836. 宋詞選講 (Selected Sung Tzu)

主 講 人：陳本先生

地 點：香港大會堂八樓南會議室

時 間：一九九〇年十月十一日起每星期四下午八時至九時

全期學費：一百七十元 (共十二講)

詩盛於唐，詞盛於宋，曲盛於元，各具時代性特色；要皆源於詩三百篇，虞樂府之遺意；有合乎古代聲教之旨，故詞曰詩餘，又曰聲詩。兩宋名家輩出，派分南北；耆卿、邦彥曰南派；以婉約為宗；東波、稼軒曰北派，以豪放為主。

本課程先講蘇辛詞，次講清真詞（周美成，邦彥）柳永（耆卿）詞；俾知吾國聲教入人之深；流澤孔長，最能適應時代之需要，啟發人之善心。派發講義，以資研習。

837. 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：一九九〇年十一月廿六日起每星期一一下午七時至九時

全期學費：一百六十元 (共六講)

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

838. 朗誦講座 (Verse and Prose Speaking)

主 講 人：何家松先生（香港學校朗誦節顧問）

麥思刈先生（香港學校朗誦節評判）

譚錫麟先生（香港學校朗誦節評判）

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：一九九〇年九月二十日起每星期四下午六時卅分至八時卅分

全期學費：二百八十五元 (共十講)

本講座詳細介紹有關朗誦方面的基本知識、技巧運用及訓練方法等，使教師

及喜愛朗誦者對朗誦能有較系統而全面的認識。講授內容包括：朗誦的意義及功用；朗誦的情意表達技巧（聲調的控送，節奏的處理，情感的表達，動作的設計）；個人朗誦的指導方法；訓練集體朗誦的步驟；集體朗誦的技巧運用；隊型的編排；和聲朗誦的處理，二人對話朗誦的方法，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考。（限收三十二人）

教師可獲教育署退還半費。詳參第 x 頁。

Philosophy

839. 堪輿學之義理研究 (The Study of Geomancy)

主 講 人：袁匡任先生 Dip. Ed. (CUHK), M.A.

地 點：香港太古城地利亞修女紀念中學423室（中學部太豐路入口）

時 間：一九九〇年九月二十日起每星期四下午七時三十分至九時三十分

全期學費：二百八十元 （共十講）

中國堪輿學是一門極高深而玄妙的宗教哲學，它集合了古代聖賢哲理的精髓，遠溯至伏羲創八卦、史巫祭祀、河圖洛書及陰陽五行家之演易。堪輿學與中國的天文、地理、建築、祭祀、風俗等有密切的關係，而一直在民間流傳，根深蒂固。上至君王將相，下至販夫走卒，皆樂於此學。可惜此門學理，卻限於師徒私底相授，其中某些真學或已失傳，甚少專家作全面之探究和發揚。其實它包括了預言學、心理及環境學、神學等，且有科學根源，是一種有智慧的信念。

本課程探討其源流與精神價值，以學術為主，趣味為副，並求深入淺出，教授時並以現代社會實例為證。講授主題包括：（一）堪輿的起源，（二）堪輿學之基本原理；（三）堪輿師之道德觀；（四）堪輿對中國建築學之影響；（五）倫理教化之意識；（六）陰宅之吉凶；（七）陽居之吉凶；（八）羅盤之應用；（九）對風俗之影響；（十）討論及實地考察。

840. 周易義理與人生 (The Book of Changes)

主 講 人：袁匡任先生 Dip. Ed. (CUHK), M.A.

地 點：香港太古城地利亞修女紀念中學423室（中學部太豐路入口）

時 間：一九九〇年十二月六日起每星期四下午七時三十分至九時三十分

全期學費：二百八十元 （共十講）

易經為六藝之源，本為卜巫之書，後經文王、周公、孔子等之整理及演易，

把古代專為卜巫之書變為以義理為主之書。然周易六十四卦，有卦象、卦辭、卦爻。本課程將以最淺白之哲理，去探討易卦之卦理與人生的關係，其中可以發揮其實用之價值理論，包括易卦之軍事理論，經濟原理，教育及社會制度等。

本課程可使學員了解周易義理，並藉其易卦知識自我反省，提高人生之樂觀進取之自強精神，增加生活情趣，教人排難解紛、趨吉避凶。內容包括：(一)易經之緣起；(二)基本八卦卦理之分析；(三)周易對中國哲學之影響；(四)周易之軍事思想；(五)周易之經濟理論；(六)社會及政治理想；(七)個人修養；(八)教育理論；(九)易卦之陰陽變化；(十)君子自強不息之人生價值。

841. 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：一九九〇年十月十日起每星期三下午六時十五分至七時四十五分

全期學費：二百二十元（共十二講）

講授內容包括：(一)原始佛教的歸趣；(二)佛菩薩羅漢以及神的界說；(三)大般若經序品介紹；(四)布施波羅密的積極精神；(五)祖師禪公案舉例解說；及(六)密教的基本意義。

842. 佛經導讀：妙法蓮華經 (Selected Buddhist Texts)

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：一九九〇年十月十日起每星期三下午八時至九時三十分

全期學費：二百二十元（共十二講）

妙法蓮華經說：「佛以一大事因緣出現於世。」是指導眾生以「示、開、悟、入佛之知見。」為宗趣，其中的「開權顯實、會三歸一」。更是全經精髓。本課程將擇經中之「方便品」精講；並旁及其餘各品要義。（限收二十二人）

843. 中國哲學 (Chinese Philosophy)

主 講 人：鄭炯堅碩士

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：一九九〇年十月一日起每星期一下午七時至八時十五分

全期學費：一百八十五元（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，劉鯤，韓愈，柳宗元，周張邵，二程，朱熹，陸九淵，王明陽，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。

844. 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：一九九〇年十月一日起每星期一下午八時卅分至十時

全期學費：二百元 （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，而務求深入浅出，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，柏拉圖，亞里士多德，中古及近代哲人康德，謝林，菲希特，黑格爾，馬克思，叔本華，尼采，存在主義 理性，經驗，唯物，唯心，實證，功利，進化，實用主義等，及中國學人（如王國維，嚴復，蔡元培，胡適，陳獨秀，李大釗等）與西方哲學，及中西文化交流。

Art & Culture

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

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

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。本課程將就製作技術、釉色、土質為特點作古今陶瓷欣賞之重點講述。

本期開設下列兩班，編號845及846。

845. 何秉聰先生主講

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：一九九〇年十月二日起每星期二下午五時四十分至七時卅分
全期學費：二百元（共八講）

846. 何秉聰先生主講

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：一九九〇年九月廿八日起每星期五下午五時四十分至六時五十五分
全期學費：二百元（共十二講）

仿古陶塑 (Imitation in Chinese Ceramics)

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，實珍貴目，聊供一樂，亦可消閒云爾！

本期開設下列兩班，編號847及848，每班限收二十四人。

截止報名日期：一九九〇年十二月廿一日

847. 何秉聰先生主講

地點：新界沙田火炭約坳背灣街33至35號世紀工業中心十一樓 G 座（電梯按11字）
時間：一九九一年一月五日起每星期六下午三時至六時
全期學費：二百八十元（共六講）

848. 何秉聰先生主講

地點：新界沙田火炭約坳背灣街33至35號世紀工業中心十一樓 G 座（電梯按11字）
時間：一九九一年一月六日起每星期日下午三時至六時
全期學費：二百八十元（共六講）

849. 山水畫基本技法

(Chinese Landscape Paintings: A Basic Course)

主講人：唐承安先生

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：一九九〇年十月五日起每星期五下午六時三十分至八時
全期學費：三百三十五元（共十五講）

以深入淺出的方法，講授中國傳統山水畫的運筆、用墨、水份控制、設色、配景、構圖，再結合西洋畫的描繪技巧，以襯托出山水畫的意境與神韻。

上課時將多作示範，每位學員有被個別指導機會，導師亦會為學員批改習作。（限收二十四人）

850. 書法基礎班 (Basic Chinese Calligraphy)

主 講 人：林雲女士

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：一九九〇年十月十一日起每星期四上午九時卅分至十一時卅分

全期學費：三百二十五元 （共十講）

本課程從最基本開始，着重向學員教授如何執筆、運筆，和介紹各種不同字體，務求學員先有概括認識，從而選擇自己所喜愛的書體學習，課堂上將有示範和指導臨摹，因此學員必須在課堂練習和交作業，課程會以個別形式教授。（限收二十五人）

851. 行書 (Running Script)

主 講 人：林雲女士

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：一九九〇年十二月十九日起每星期三上午九時三十分至十一時三十分

全期學費：三百二十五元 （共十講）

本課程介紹行書的源流及演變，並指導員從實習中領略書寫行書的方法。從王羲之，趙孟頫之行書入手，藉以鞏固用筆和結字的基礎，並使學員在日常書寫方面得以改善。繼而學習黃山谷的行書，在已有的基礎上求變化及突破。（限收二十人）

852. 書法研習班 (Seminar in Chinese Calligraphy)

主 講 人：林雲女士

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：一九九〇年十月十日起每星期三上午九時卅分至十一時卅分

全期學費：三百二十五元 （共十講）

本課程專為有書法基礎的學員而設，進一步研討書法的運筆、字形的設計、與各體的書法，學員將有個別指導與學習批改的機會。（限收二十人）

853. 篆書入門 (Seal Script Calligraphy)

主 講 人：林雲女士

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：一九九〇年十二月二十日起每星期四上午九時三十分至十一時三十分

全期學費：三百二十五元 （共十講）

本課程適合有書法基礎之人士參加，輔導學員從實習中掌握寫篆書之方法，從而領會篆字和別種字體在書寫技巧方面的分別。此外，本課程並扼要介紹篆書在文字演變和書法史上之地位，以及在篆刻方面之應用，對初學篆刻者尤有幫助。（限收十八人）

854. 山水寫意畫 (Impressionist Landscape Painting)

主 講 人：林雲女士

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：一九九〇年十月九日起每星期二上午九時三十分至十一時三十分

全期學費：三百二十五元 （共十講）

水墨寫意畫是中國畫的另一主流，主要與特點是在墨色方面見勝，尤其是在宣紙上的技巧。本課程將會着重介紹如何控制水份和運用毛筆，因此學員必須在課堂上實習和交作業。（限收十八人）

855. 寫在絹上的山水畫 (Landscape Paintings on Silk)

主 講 人：林雲女士

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：一九九〇年十二月十八日起每星期二上午九時三十分至十一時三十分

全期學費：三百二十五元 （共十講）

中國畫除用宣紙寫以外還有用作絹作材料。紙和絹質地不一樣，因而寫法便有所不同，絹不吸水，而宣紙吸水。南宋以前人多用絹，所以絹畫在中國畫史上也佔有一重要地位。如何用絹作畫之材料，本課程將會一一為學員教授及示範。（限收十八人）

856. 中國畫基本技法 (Basic Techniques in Chinese Painting)

主 講 人：林雲女士

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：一九九〇年十月十二日起每星期五上午九時卅分至十一時卅分

全期學費：三百二十五元 （共十講）

本課程適合初學人仕及對中國畫有興趣者選讀。內容包括有：(一)山水畫名家簡史介紹；(二)如何選用宣紙及毛筆；(三)分段指導及示範基本筆法，如樹木、山石、泉水煙雲、人物屋宇、船舶、橋樑。學員須在課堂上臨習一些簡單習作。

本課程最後更着重介紹傳統畫之特色和優點，並引石濤及龔賢之畫法為例，引導學員從中領略中國畫之精粹。(限收二十五人)

857. 中國畫構圖及着色 (Composition and Colouring in Chinese Painting)

主 講 人：林雲女士

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：一九九一年一月四日起每星期五上午九時卅分至十一時卅分

全期學費：三百二十五元（共十講）

本課程適合會習中國畫基本技法或對中國畫有初步認識之學員參加，內容分構圖、着色兩部分。

構圖方面會講解分析：(一)呼應；(二)虛實；(三)顧盼；(四)賓主；(五)疏密；(六)聚散；(七)題款等，使學員能明瞭如何在畫面上「經營位置」以至完成一幅作品。

着色方面有：(一)顏料之認識；(二)顏色與墨色之配合；(三)季節和色調之關係；(四)如何配色；(五)水光和煙雲之渲染等。

課堂上會介紹一些名家代表作，使學員更進一步明瞭其中要訣，及提高學習趣味。

本課程以小組形式講授，故限收十八人。

858. 東方紙黏土藝術 (Oriental Paper Clay)

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47室（金巴利道入口）

時 間：一九九〇年十月二日起每星期二下午六時卅分至八時卅分

全期學費：二百八十五元（共十講）

紙黏土是由陶瓷藝術演變而成，黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極高，形態逼真。內容授以精美的飽點、新鮮蔬菜、白兔、飾物、錦鯉、筆座、月季花、心口針、荷花、金魚、立體壁畫等。作品經風乾後，可塗上顏色及光油。臨堂示範及實習，製作過程輕鬆有趣，初學及有興趣人仕均可參加。（限收二十人）

859. 東方紙黏土創作班 (Advanced Oriental Paper Clay)

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47室（金巴利道入口）

時 間：一九九〇年十二月十一日起每星期二下午六時卅分至八時卅分

全期學費：二百四十五元 （共八講）

本課程是東方紙黏土藝術的延續，內容加強，有花籃、仿木傢俬、花園、房屋、彩龍、燈座等。此外，學員更可自由創作，並配上逼真的色彩，每室均有示範及實習，使學員對東方紙黏土藝術加深發揮創作潛能。初學及有興趣人士均可參加。（限收十八人）

860. 東方紙黏土與西方技巧 (Oriental Paper Clay & Western Techniques)

主 講 人：鄧昶立先生

地 點：香港太古城地利亞修女紀念中學424室（中學部太豐路入口）

時 間：一九九〇年九月廿七日起每星期四下午七時至九時

全期學費：二百八十五元 （共十講）

紙黏土是由陶瓷藝術演變而成，黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。能塑造各種不同形態，造形着重東方色彩，揉合西方的技法，以達成洋為中用，古為今用之效果。

課程內容以香蕉、士多啤梨、精美點心、甲蟲、青豆、紹菜、鬱金香、心口針、白兔、白鴿、壁畫、金魚、燈座、向日葵等等……。

塑造性極高，形態逼真。作品經風乾後，可塗上逼真顏色及光油。臨堂實習及示範，製作過程輕鬆有趣，初學及有興趣人士均可參加。（限收二十人）

861. 東方紙黏土與西方技巧研習 (Advanced Oriental Paper Clay & Western Techniques)

主 講 人：鄧昶立先生

地 點：香港太古城地利亞修女紀念中學424室（中學部太豐路入口）

時 間：一九九〇年十二月十三日起每星期四下午七時至九時

全期學費：二百四十五元 （共八講）

本課程是東方紙黏土與西方技巧研習的延續，內容加強，內容授以秋海棠、菊花、小豬、宏偉別墅、花園、立體公仔壁畫、小丑筆座、西方古典仕女等等……。此外更注重設色、技巧及製作概念，更可自由創作。每講均有實習及示範，使學員對紙黏土東西技巧，加深發揮潛能。初學及有興趣人士均可參加。（限收十八人）

862. 花鳥與山水畫技法 (Techniques of Chinese Paintings: Flowers, Birds & Landscape)

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：一九九〇年九月廿八日起每星期五下午六時卅分至八時

全期學費：二百五十元 （共十二講）

花鳥與山水畫有很緊密的連繫，樹石對花鳥來說，有如牡丹綠葉相得益彰，增加畫面的變化及美觀。講授對運筆、用墨、用紙（生熟紙）絹，設色（赭墨、淺絳、青綠、金碧輝煌）技法，並加畫史、畫理、寫生等。課程以梅、蘭、菊、竹，四時花卉、昆蟲、鳥類、金魚、蝦、蟹、水草、蔬菜等。而山水以鹿角、蟹爪、點葉、夾葉、松、柳、梧桐、芭蕉等樹法、山石、長短披麻皴、斧壁皴、大小米點皴、鬼皮皴、潑墨皴、大小勾雲法、染雲、瀑布、波濤等。課程由淺入深，輔助學員領會花鳥與山水畫的結合精華，每講臨場示範、實習、欣賞及派發畫稿，歡迎有興趣人仕及曾修讀花鳥與山水畫課程的同學參加。（限收二十五人）

863. 花鳥山水畫構圖 (Composition of Chinese Paintings: Flowers, Birds & Landscape)

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：一九九一年一月四日起每星期五下午六時卅分至八時

全期學費：二百三十元 （共七講）

是花鳥與山水畫技法的延續，為相等程度及有興趣人仕而設，加強內容，以學員進度而作出技法及構圖，深入教授。內容以山水三遠法（平遠、深遠、高遠）等。而花鳥以賓主、呼應、顧盼、虛實、聚散、疏密等構圖法。題材以紫籐、秋海棠、桃花、玫瑰、水仙、荷花、小雞、麻雀等，配以四時樹、石、花鳥、着重造型、意境等。設色有白描、水墨、勾勒（工筆）、沒骨（寫意）、淡彩、粉彩、重彩為主。能使學員在短期內完成作品，發揮花鳥山水畫進一步的長處，令至學員達到創作的階段。每講均有示範、臨堂實習及派發畫稿。歡迎曾修讀花鳥與山水畫同學參加。（限收二十人）

864. 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：一九九〇年九月廿四日起每星期一下午六時卅分至八時卅分

全期學費：二百五十元 （共九講）

分階段以理論及示範同時施教，在九講之課程中，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）

865. 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：一九九〇年十一月廿六日起每星期一下午六時卅分至八時卅分

全期學費：二百五十元 （共八講）

本課程專供修業完畢初級山水國畫班之學員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和構圖，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）

866. 中國山水畫構圖設色技法 (Chinese Landscape Painting: Composition and Colouring)

主 講 人：徐達之先生

地 點：香港大學校本部大樓103室

時 間：一九九〇年九月廿九日起每星期六下午二時四十分至四時十分

全期學費：四百五十元 （共二十講）

中國山水畫藝術包涵各種國畫技法，特別講求構圖意境與設色技法。

本課程為適應對中國山水畫稍有寫作基礎而有深入研習山水畫構圖意境，發揮水墨設色各項技法者而設。內容包括：（一）中國山水畫的源流；（二）山水畫

紙、絹、工具的選擇與運用；（三）中國歷代山水畫名作的欣賞與選習；（四）山水畫臨摹法；（五）山水畫寫生法；（六）山水畫構圖與畫中有詩的意境研習；（七）山水畫水墨與設色技法；（八）山水畫題字與用印技法，（九）每課編發講義並附習作樣稿；（十）每課隨堂示範並批改家課習作。（限收二十五人）

867. 中國各體書法集聯應用寫作研習 (Practical Chinese Calligraphy and Couplets)

主 講 人：徐達之先生

地 點：香港大學校本部大樓103室

時 間：一九九〇年九月廿九日起每星期六下午四時二十分至五時五十分

全期學費：四百五十元 （共二十講）

中國書法，自殷周秦漢以至近代不斷演變，字體形態變化多端，各有不同巧妙，欲加以應用，必先研習其寫作技法。

本課程為適應對中國書法有研習興趣而稍有書法基礎者，為進一步研習各體書法集聯句應用者而設。內容包括：（一）殷商甲骨文書寫與集句；（二）鐘鼎文書寫技法；（三）石鼓文書寫與應用；（四）秦小篆繹山碑書寫與應用；（五）漢魏天發神識與石門頌書寫研習；（六）漢碑禮器、史晨、乙瑛、張遷，曹全碑文書法研習；（七）魏鍾繇書法寫作研習；（八）晉王羲之，獻之書法研習；（九）唐代歐、虞、褚、顏、柳、徐、李，各家書法寫作應用；（十）宋代蘇軾、黃庭堅、米芾、蔡襄各家書法寫作應用。（十一）各體書法之欣賞寫作與應用；（十二）結合各體書法神韻與寫作應用研習。（十三）每課編發講義並附習作樣稿；（十四）每課隨堂示範並批改習作。（限收二十五人）

868. 花鳥蟲魚國畫寫作技法 (Flowers, Birds, Insects & Fish in Chinese Paintings)

主 講 人：徐達之先生

地 點：香港太古城地利亞修女紀念中學423室（中學部太豐路入口）

時 間：一九九〇年十月八日起每星期一下午七時至九時

全期學費：四百五十元 （共十五講）

本課程為適應對國畫有基本研習而對花鳥蟲魚寫作有研習興趣者而設。內容包括：（一）春夏秋冬四季花卉寫作構圖技法；（二）各類會飛雀鳥寫作法；（三）蜂蝶草蟲寫作；（四）魚蝦水族寫作法；（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）各類畫面題款、用印技法；（十）每課印發講義，並附習作樣稿；（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、用水渲

染漬點等各類技法。並批改習作（包括課外習作）。

本課程共講授三十小時，花鳥佔十八小時，魚蝦草蟲佔十二小時。凡曾選習花鳥課程或未曾選習者，均可參加研習。（限收二十五人）

869. 歷代名家書法藝術研習 (Eminent Chinese Calligraphers of Different Periods)

主 講 人：徐達之先生

地 點：香港太古城地利亞修女紀念中學423室（中學部太豐路入口）

時 間：一九九〇年十月十日起每星期三下午七時至九時

全期學費：四百五十元（共十五講）

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

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

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

凡曾選習書法課程或有書法寫作興趣者，均可參加研習。（限收二十五人）

書法講座(一)教師班 (The Learning and Teaching of Chinese Calligraphy I)

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，以建立書法研習的基礎。（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。

本期開設下列兩班，編號870及871，每班限收二十人。

教師可獲教育署退還半費。詳參第 x 頁。

870. 王齊樂先生主講

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：一九九零年九月十九日起每星期三上午九時至十一時

全期學費：五百四十五元（共十八講）

871. 王齊樂先生主講

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：一九九零年九月十九日起每星期三下午三時至五時

全期學費：五百四十五元（共十八講）

書法講座(二)教師班

(The Learning and Teaching of Chinese Calligraphy II)

本課程是「書法講座(一)」的延續，目標相同，歡迎已完成「書法講座(一)」的學員，或對書法藝術的理論與實踐已稍有基礎的教師參加。

本期開設下列兩班，編號872及873，每班限收十六人。

872. 王齊樂先生主講

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：一九九零年九月二十日起每星期四上午九時至十一時

全期學費：六百七十五元（共十八講）

873. 王齊樂先生主講

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：一九九零年九月二十日起每星期四下午三時至五時

全期學費：六百七十五元（共十八講）

書法講座(三)教師班

(The Learning and Teaching of Chinese Calligraphy III)

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。

本期開設下列兩班，編號874及875，每班限收十人。

874. 王齊樂先生主講

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：一九九〇年十月一日起每星期一上午九時至十一時

全期學費：七百八十五元（共十四講）

875. 王齊樂先生主講

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：一九九〇年十月一日起每星期一下午三時至五時

全期學費：七百八十五元（共十四講）

876. 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41室（金巴利道入口）

時間：一九九〇年九月廿七日起每星期四下午六時十五分至七時四十五分

全期學費：二百四十五元（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。（限收三十人）

877. 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10室（信德中心西翼九樓）

時間：一九九〇年九月廿九日起每星期六下午四時十五分至五時四十五分

全期學費：二百四十五元（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。（限收三十人）

篆刻深造班 (Advanced Seal Engraving)

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。

本期開設下列兩班，編號878及879，每班限收二十五人。

878. 盧人俊先生主講

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室（金巴利道入口）
時間：一九九一年一月三日起每星期四下午六時十五分至七時四十五分
全期學費：一百七十元（共八講）

879. 盧人俊先生主講

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：一九九一年一月五日起每星期六下午四時十五分至五時四十五分
全期學費：一百七十元（共八講）

**880. 金石學的認識
(The Study of Carving Inscriptions: Appreciation)**

主講人：香根泰先生
地點：香港大學厲樹雄科學館101室
時間：一九九零年十月十日起每星期三下午六時卅分至八時
全期學費：一百七十五元（共七講）

本課程專為已有篆刻基礎之學員而設，講授自宋以迄明清各時期的門派與源流，章法的安排，筆、墨、刀的高度統一方法，提昇鑒賞品評的水準，並即時示範，學員亦有實習的機會。（限收二十人）

**881. 金石學法道創作班
(The Study of Carving Inscriptions: Application)**

主講人：香根泰先生
地點：香港大學厲樹雄科學館101室
時間：一九九零年十一月廿八日起每星期三下午六時卅分至八時
全期學費：二百七十五元（共十講）

本課程專為已有篆刻基礎的學員而設，着重高水平的創作，講授創作的原則、法則，以期創造自己的風格，將古意與新意結合，並體現個人氣質、品德、學問修養，反映個別的思想。

學員將有充份實習的機會。（限收二十人）

Philosophy

Staff Tutor: Koon-ki T Ho, Telephone 859 2787

London University External B.A. Degree in Philosophy.

The Department of Extra-Mural Studies in conjunction with the Department of Philosophy and the Hong Kong Philosophy Society offer the following courses to help candidates prepare for the London University External B A Degree in Philosophy

891. Paper II. Epistemology and Metaphysics.

D. A. Griffiths, B.Phil., M.A. (Oxon.) and C. W. Fong, B.A., M.Phil. (H.K.U.) *Fridays, 6.30—8.30 p.m., starting October 12, 1990. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 25 meetings.*

Fee: \$1,450

892. Papers VII & VIII. Philosophy of Religion.

Gerhold Becker, Dr.phil. (München). *Tuesdays, 7.45—9.45 p.m., starting October 9, 1990. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 25 meetings.*

Fee: \$1,450

893. Papers VII & VIII. Post-Hegelian Philosophy & Phenomenology.

C. F. Cheung, B.A., M.phil. (C.U.H.K.), Dr.phil. (Freiburg). *Thursdays, 7.45—9.45 p.m., starting October 11, 1990. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 25 meetings.*

Fee: \$1,450

894. Papers VII & VIII. Aesthetics.

M. H. Sze, Dr.phil. (Berlin). *Mondays, 7.30—9.30 p.m., starting October 8, 1990. Room LG101, K.K. Leung Building, University of Hong Kong. 25 meetings.*

Fee: \$1,450

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.

Special application form should be used. Closing date for applications: October 1, 1990.

895. 哲學概論文憑課程〔與香港哲學會合辦〕 (Certificate in Philosophy)

主 講 人：鄭漢文先生 B.A., M. Phil. (CUHK), Research Student (Oxford University)

張燦輝先生 B.A., M. Phil. (CUHK), Dr. Phil. (Freiburg)

呂子德先生 B.A., M. Phil., Ph. D. Candidate (CUHK)

盧傑雄先生 B.A., Graduate Student (CUHK)

黃慧英女士 B.A., M. Phil., Ph. D. (CUHK), M.A. (York)

陶國璋先生 B.A., M. Phil. (CUHK), Ph. D. (New Asia Institute for Advanced Chinese Studies)

吳毗先生 M. Phil., Ph. D. Candidate (New Asia Institute for Advanced Chinese Studies)

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：每星期三及六上課；

（甲）一九九〇年九月二十九日起每星期六下午二時十五分至四時十五分

（乙）一九九〇年十月三日起每星期三下午八時至九時三十分

全期學費：二千二百五十元 （共七十二講）

宗旨：

（一）培養批判思考能力；（二）引介重要哲學問題；（三）揭示哲學與現代生活的關係；（四）介紹中國哲學主流；及（五）訓練閱讀哲學著作之能力。

課程大綱：

這是一個哲學入門課程，對象是有興趣探索人生及宇宙等終極問題的人士，藉着展示歷來哲學家對這些問題的思考結果，讓學員掌握解決問題的途徑及必須的工具，從而明瞭哲學的特性與意義。

本課程分兩部份，第一部份「哲學基礎」包括哲學導論、思考方法、西方哲學史（共三十二講）。第二部份「哲學專題」包括哲學專題、中國哲學及中、西方哲學原著選讀（共四十講）。（限收三十人）

入學資格：

高等或高級程度會考合格或以上程度。

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）完成所有課程中之作業；（三）考試合格。

報名手續：

申請者須於九月十八日前將（一）申請表格；（二）半身近照乙張；（三）學歷證件副本

及貼足郵票的回郵信封乙個；(四)一篇約二百字的短文，說明選修這個課程的目的及對本課程的期望，寄回香港大學校外課程部。

896. 現代西方哲學史 (A History of Contemporary Western Philosophy)

主 講 人：劉桂標先生 M. Phil., Ph. D. Candidate (New Asia Institute for Advanced Chinese Studies)

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：一九九〇年九月十八日起每星期二下午八時至九時三十分

全期學費：二百八十元 （共十二講）

讀西方哲學者不能不讀西方哲學史，讀西方哲學史者更不能不讀現代西方哲學史。然而，現代西方哲學派系衆多，頭緒紛紜，初學者往往有如走進十字路口，無所適從。本課程將作為指南針，引領學員進入現代英美及歐陸哲學兩大陣營——分析哲學及存在主義的堡壘，盡窺維根斯坦、羅素、卡納普、波柏爾、海德格、薩特等大哲之思想面貌。

897. 思考方法導論 (Introduction to General Methodology)

主 講 人：劉桂標先生 M. Phil., Ph. D. Candidate (New Asia Institute for Advanced Chinese Studies)

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：一九九〇年九月二十二日起每星期六下午二時十五分至三時四十五分

全期學費：二百八十元 （共十二講）

本課程的內容包括：(一)邏輯思考方法；(二)科學思考方法；(三)語理分析思考方法；(四)常見的謬誤剖析。本課程的特點，是除了一般教授外，還通過課上討論及習題解答等多樣方式來傳達思考方法之精髓，深入淺出，循序漸進，能令學員在短期內形成獨立的思考能力，經常作出合理有效的思考。

898. 大思想家及最新思想方法 (Great Thinkers and New Thinking Methods)

主 講 人：鄭焯堅先生 M. Phil. (CUHK)

地 點：香港大學厲樹雄科學館101室

時 間：一九九〇年九月廿一日起每星期五下午六時十五分至七時四十五分

全期學費：二百八十元 （共十二講）

本課程教法着重討論與心得交流，力求提高學員對日常生活問題之正確思想能力。內容深入淺出，初學可懂：(一)古今大思想家之思想法則；(二)現代大思想

家最新思想法分類與評價：抽象（邏輯）思想、形象（直感）思想、靈感（頓悟）思想、詭辯思想、幻象思想、過敏思想；垂直（凝聚）思想、水平（散發）思想；兩難及兩可思想；（三）現代「解決問題」之新法分析：試誤式、領悟性、推理式、創造式；（四）評現代「語理分析」之優劣點及補救之道；（五）現代諾貝爾獎得主及其他大思想家之思想特質及禁忌；（六）如何思「不可思議」？（七）謬誤特色、墨守繩規之「定勢」思想、真理標準。

899. 真善美與哲學八路 (Philosophy of Truth, Goodness and Beauty)

主 講 人：鄭焯堅先生 M. Phil. (CUHK)

地 點：香港大學屬樹雄科學館101室

時 間：一九九〇年九月廿一日起每星期五下午八時至九時三十分

全期學費：二百八十元 （共十二講）

選講範圍：（一）論哲學之意義、價值；（二）人生最高目的及價值：真善美之分別義及綜合義；（三）真善美與「知」、「情」、「意」、及「誤」、「惡」、「醜」之辯證關係；（四）人生之大學問：哲學、科學、宗教、道德、文藝等如何表現真善美？（五）真善美與哲學八路之關係：理則學、知識論、宇宙論、本體論、人生哲學、美學、文化哲學、歷史哲學（哲學全貌之精要研討）。

專題：（一）真（配合「大思想家最新思想法」課程）：分辨：常識、知識、學問、科學、超科學、半科學、偽科學、非科學及交叉科學；分辨：「道」、「理」、「真」；合理為何未必合道、合真？思想求真之速成法黃金律等。（二）善：道德核心之「良心」分二：權威主義與人道主義；罪、苦、死為何存在人間？道德與神學及社會福利之關係；三教（儒釋道）與耶教之「善」等。（三）美；美與食色、美與愛情；精釋醜惡美、病態美、缺陷美、殘酷美、可憐美、不整美及內在美等。

900. 現代文學批評理論入門 (Introduction to Modern Critical and Literary Theories)

主 講 人：郭恩慈博士 Ph. D. (l' Université de la Sorbonne Nouvelle Paris III)

地 點：香港大學邵逸夫樓208室

時 間：一九九〇年十月九日起每星期二下午六時三十分至八時

全期學費：二百元 （共十講）

若在二十世紀談「文學」只考慮創作性的作品，是十分不足夠的。二十世紀，可以說是文學批評的世紀。不同理論的拓展，可謂到了空前活躍，更進迅速的地步，令人目不暇給。要有系統地認識這燦爛奪目的文學現象，我們必須從其歷史

脈絡出發。

本課程的目的，便是以十九世紀浪漫主義詩學做起點，通過對各種文學理論的流派的分析，整理一條較明顯而易於把握的文學理論的發展脈絡，以幫助學員理解及研究現代文學理論。

課程主要介紹的文學理論有：(一)十九世紀浪漫主義美學；(二)索緒爾 (F. de Saussure) 語言學；(三)結構主義；(四)現象學；(五)意象批評學；(六)符號學：羅蘭巴特 (R. Barthes) 及基斯提華 (J. Kristeva) 的理論；(七)接受理論；(八)現代與後現代主義。

901. 綠色思想：理論與實踐 (The Theory and Practice of Green Thinking)

主 講 人：綠色力量負責人 (周兆祥、陳冠中、袁大明等)

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：一九九〇年九月二十二日起每星期六下午四時至五時三十分

全期學費：二百六十元 (共十二講)

本課程由本港多位身體力行的綠色生活推廣者各就自己專門的範圍，介紹九十年代全球開始流行的綠色思想，報導這個運動各方面 (例如素食、另類醫療、有機耕種、女性主義、新靈修方式) 在本港的最新發展，大綱如下：(一)綠色運動的背景與基本信念；(二)綠色政治；(三)綠色科技；(四)綠色經濟；(五)綠色教育與傳媒工作；(六)綠色醫療；(七)綠色健康生活；(八)綠色消費；(九)綠色兩性關係；(十)綠色思想與基督教；(十一)綠色思想與佛教及道教；(十二)綠色工作觀與人生。

除了堂上講授外，還有一次到有機農場參觀及實習。每堂都會印發講義。

如 欲 收 到 下 期 課 程 手
冊 ， 請 翻 閱 第 285 頁 。

Political Science

Staff Tutor Koon-ki T Ho, Telephone 859 2792

906. 「自由」、「民主」導論 (The Concepts of Freedom and Democracy: An Introduction)

主 講 人：廖國輝先生 B. A. (Manitoba)

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：一九九〇年九月廿九日起每星期六下午二時三十分至四時

全期學費：二百八十元 （共十二講）

「民主」、「自由」這些概念起源於公元前四百多年的希臘。在十七、十八世紀，一些西方政治家和思想家開始深入研究「民主」、「自由」並嘗試從實踐中把它們體現出來。

香港人在一九九七前的過渡期不斷地談論和要求有「民主」、「自由」。究竟「民主」、「自由」代表什麼？它在不同政治理論中又有着什麼地位？

本課程試從下列不同的政治理論的角度分析「民主」和「自由」的意義，包括：（一）無政府主義與法西斯主義；（二）共產主義，社會主義，自由黨主義和保守黨主義及其分支；（三）馬克思與列寧主義，毛澤東思想；（四）盧梭 (J.J. Rousseau)，史密夫 (Adam Smith)，羅克 (John Locke) 等的理論。歡迎有興趣人士選修。

907. 中華人民共和國概論 (China Since 1949)

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28室（信德中心西翼九樓）

時 間：一九九〇年九月廿七日起每星期四下午六時至七時卅分

全期學費：二百七十元 （共十二講）

本課程旨在勾畫出中華人民共和國過去四十年發展的主線，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角色的演變；(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)自一九七八年以來的經濟改革；(十一)自一九七八年以來的政治改革；(十二)中國現代化的展望。

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。最早報名的十位合資格教師可向教育署申請退還半費。

教師可獲教育署退還半費。詳參第 x 頁。

報名從速

報名人數是本部得悉外界對本部課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本部課程者從速報名。

如欲收到下期課程手冊，請翻閱第 285 頁。

Psychology

Staff Tutor Mrs Y L Cheng, Telephone 859 2790

911. Psychology of Religion—and of Everything Else.

Erik Kvan, Cand theol, formerly Senior Lecturer & Head, Department of Psychology, University of Hong Kong *Tuesdays, 7 45–9 15 p m, starting October 2, 1990 Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 10 meetings* **Fee: \$290**

Believers and Non Believers alike often look upon religion as an area of life entirely separate from other areas, with its own laws, ways of thinking and speaking

Starting from current intense debates about the nature of psychology and of religion the course is designed for members of the general public and does not require a special Academic background The concern of the course is with our experiences of everyday life, the ways in which we think of events and people and make decisions in all sorts of practical matters—and then attempts to place religious experiences and understanding squarely in the midst of such everyday activities

Topics include The language of Psychology, experience and knowing, faith and knowledge, emotions and reason, knowledge of self and of God, prayer, religious development

Owing to the background of the lecturer, major examples of religious beliefs will be taken from the Judaeo-Christian experience, both in historical documents and in current literature—but through dialogue with and between all participants other religions will also be brought into play

Fee Refund: Teachers may apply for a half fee refund for this course See page x

912. Personal Growth Groups.

Grace Cheung, B Soc Sc (C U H K) and Rachel Poon, M Soc Sc (H K) *Friday, 6 00–9 00 p m (October 19, 1990), Saturday, 9 00 a m –6 00 p m (October 20, 1990), and Weekend Residential Workshop (November 2–November 4, 1990) 2 Class meetings and 1 Residential Workshop Reflection Corner, Catholic Institute of Religion and Society, 130 Waterloo Road, Kowloon 3 meetings (Totally 33 hours)*

Fee: \$1,200 (including all fees except meals)

Personal Growth Group is an experiential approach to learning. It involves the assumption that each person has the potential of knowing himself/herself, to be able in life situations to make the choices that will best enhance growth and meaning. At the same time, it is assumed that all personality growth and development occur in the context of relationships—first in the family, then in other communications of friends and acquaintance at work. Thus, this workshop is oriented towards the group process that is equally applicable at home and in the workplace.

The aims of the group are (a) increasing self awareness and sensitivity, (b) identifying and transforming emotional blocks with self and with others into positive energy, (c) developing the skills required to relate to others in a life promoting, work-enhancing, meaningful fashion, and (d) discovering and appreciating the uniqueness of self. Regular attendance is mandatory. *Enrolment is limited to 30*

Medium of instruction: Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page x

913. Applied Learning and Study Skills.

Sherman Hu, B.A. (Texas) *Fridays, 7:35–9:35 p.m., starting October 5, 1990, Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings* **Fee: \$420**

Upon completing this course, students are expected to be proficient in the use of study skills and learning strategies in any content area, improve reading, understanding, memory, concentration, and attention, improve note taking and test taking skills, be able to monitor and modify their learning activities, use effective time management skills to reduce the pressure caused by last minute papers or all night study sessions, be able to reduce the stress related to taking tests, living in an academic environment, etc.

Topics to be covered include: The successful learner/Time management, Procrastination/Goal setting, Problem-solving model, Cognitive learning strategies, Finding main ideas/Note-taking, Metacognition/Comprehension monitoring, Pre-reading, during and post-reading strategies, Concentration and listening, Test taking skills/Coping with test anxiety, Stress model/Coping with academic stress and tension. Class activities include lectures, self-assessments and exercises. *Enrolment is limited to 25*

Medium of instruction: Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page x

914. 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14室（信德中心西翼九樓）

時 間：一九九〇年九月二十五日起每星期二下午六時至七時三十分

全期學費：三百一十元 （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。

教師可獲教育署退還半費。詳參第 x 頁。

915. 精神健康與變態心理學導論 (Introduction to Mental Health and Abnormal Psychology)

主 講 人：李穎明女士（臨牀心理學碩士）及客座講師

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）

時 間：一九九〇年十月五日起每星期五下午六時三十分至八時

全期學費：四百元 （共十三講）

本課程是為對精神健康有興趣的人士而設，旨在增加一般人對精神病的認識，並提供促進精神健康的方法。內容主要分析何謂變態心理，介紹常見的變態心理癥狀成因和處理此等問題的方法。範圍包括「正常」和「變態」的概念，神經官能症，精神症，情感失常，異態性心理，性格失常，兒童及青少年心理問題，和維持心理健康的要素等等。

本課程共分十三講，形式主要包括講座，個案分析和小組討論，授課以中文為主，參加者應具有中五或以上程度。

教師可獲教育署退還半費。詳參第 x 頁。

916. 性格的透視與發展 (Understanding and Developing Personality)

主 講 人：吳乃江先生（臨牀心理學碩士）

地 點：香港大學梁詠瑤樓 LG 107室

時 間：一九九〇年十月一日起每星期一下午六時十五分至七時四十五分

全期學費：三百四十元 （共十二講）

每個人的思想、情緒、行爲、人際關係等各方面都很受他的性格所影響，大多數人都會受某些性格所限而未能將本身的潛能充份的發揮。況且現代人生活緊張，精神壓力大，如果本身的性格不健全；或者不了解自己性格的特點，便很容易產生身體或心理方面的毛病，例如胃潰瘍、心臟病、神經緊張、抑鬱症等。另一方面，了解自己及別人的獨特性格，加以接納、欣賞、改善和發揮，將會是一個莫大的寶藏，不單只可以改善個人的問題，而且有助於創造和掌握美滿的生活。這課程是特別爲那些希望更加認識自己及別人的性格的人士而設，目的是促進參加者及其關心的對象的心理健康和性格發展。

本課程內容包括：(一)性格心理學的基本理論；(二)性格的發展和形成因素；(三)性格的類型和特色；(四)家庭和童年經歷對性格的影響；(五)從人際關係的層面中去了解性格；(六)性格與精神壓力和心理健康的關係；(七)如何針對性格中的長處和短處發展自己和別人的性格。上課形式除講授外並有小組討論，角色扮演、性格測驗及模擬講習等。(限收三十人)

教師可獲教育署退還半費。詳參第 x 頁。

917. 心理學與神秘世界 (Psychology and Mysterious World)

主 講 人：鄭焯堅碩士

地 點：香港大學梁詠瑠樓 LG 107 室

時 間：一九九〇年十月二日起每星期二下午八時至九時三十分

全期學費：三百元 (共十二講)

本課程以心理學爲核心，附以科哲、宗教、民族學及人類學等觀點，純客觀分析及介紹富有實用性及影響性之心理及超心理趣題。

選講範圍：(一)比較超心理學與心理學；(二)「笑」與「自我」之心理哲學觀；(三)心理與生理之週期性及生物鐘、身心互影、心理病(附論：神醫)；(四)精神分裂、變態、異化；(五)催眠術、潛意識、第六感、靈感；(六)天才、神童、胎教、遺傳(附論：剖腹生子造命法)；(七)夢與預兆、利用睡眠學習及矯正陋習法、造夢法、析夢法。(附論：鬼壓研究及解救法)；(八)氣功與特異功能，神通；(九)記憶奇談(附論：利用記憶過去以預知未來)、神話、社會風習等迷信及神秘心理；(十)宗教、靈魂、鬼神、通靈、因果報應及輪迴再生(附論：驅魔人)；掌相命、占卜、求簽、扶乩、風水；(十一)命運與自由。

Science & Mathematics

Staff Tutor: Stephen W. N. Wu, Telephone 859 2417

921. Certificate Course in Biomedical Electronics.

This 2-year part-time certificate course is designed to give some fundamental biological background and instrumentation principles to employees in the fields of biochemical electronics and those who intend to pursue a career in biomedical instrumentation, so that they can have an appreciation of the origin of physiological signals and the electronics design of instruments. Thus candidates after completing the course can communicate more effectively with end-users and render better consumer services. Instrumentations in the area of research and laboratory analysis, clinical and para-clinical diagnosis, surgery, patient care and monitoring will be covered *Closing date for applications: August 30, 1990.*

For further details and for special enrolment forms, please contact Mr. Tommy Tsang, Department of Extra-Mural Studies, University of Hong Kong. (Tel. 859 2417).

922. Genetics: Old & New.

R. Capon, B.Sc., M.Sc. (Sheffield) and K. C. Tan-Un, B.Sc. (Bath), M.Sc. (Lond.), Ph.D. (H.K.). *Tuesdays, 6.20—7.50 p.m., starting October 2, 1990. Room LG110, K.K. Leung Building, University of Hong Kong. 8 meetings.*

Fee: \$280

This course will present an overview of the basic genetic principles, human cytogenetics and its applications and a brief introduction to genetic engineering. Topics to be discussed include: structure of DNA; nature of the gene; genes and chromosomes; cell division; modes of inheritance; effects of the environment; mutation; methods of studying human chromosomes and making karyotypes before and after birth; genetic abnormalities; pedigree analysis; principles of recombinant DNA technology and its applications; ethical problems associated with the newer genetic techniques and their potential hazards.

923. Electromedical Safety.

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. *Fridays, 6.20—7.50 p.m., starting September 21, 1990. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.*

Fee: \$200

The aim of this course is to provide a general introduction of some theoretical and practical aspects of electromedical safety. Personnel engaged in the handling of electromedical equipment such as nurses, doctors and instrument maintenance techniques should find the course useful. Topics to be discussed include: an introduction to electromedical safety; basic electricity and equipment classification; physiological effects of electricity; electric shock and earthing; safe operation of electromedical equipment; and a review of some hazardous cases or situations.

924. Industrial Safety.

D. J. Mabbott, B.Sc., Ph.D. (Sheffield), Dip.H.S. (Aston), M.I.O.S.H. *Thursdays, 7.15–8.45 p.m., starting January 3, 1991. Room 101, Runme Shaw Building, University of Hong Kong. 6 meetings.* **Fee: \$200**

Hazards arising from work processes are both undesirable and unintentional by-products of industry. All interested parties including the government, employers and workers are concerned with elimination or reduction of work associated injuries and ill health. This course is designed from the view point of a practising safety officer to give an overview of the various aspects of industrial safety. Topics include: safety management; legislation and common law; fire; plant, machinery and their hazards; methods of guarding; safe systems of work; and industrial hygiene.

925. A Short Course in Laboratory Management.

B. Y. Chan, M.Sc. (C.U.H.K.), F.I.M.L.S., D.M.S.; J. S. K. Lee, B.Sc. (Hull), Ph.D. (H.K.), M.I.Biol., C.Biol. and Vincent Ng, B.S., M.B.A., M.S., D.B.A., Ph.D. (Calif.). *Mondays, 6.30–8.00 p.m., starting September 17, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.* **Fee: \$200**

With the dramatic change in the quality and economics of the delivery of health care over the last decade, medical care has become more readily available to an ever increasing population. This expansion has resulted in a greater reliance on medical laboratories. Laboratory managers now find themselves deeply involved not only in technology supervision but also in financial and personnel management. In this course the general concepts and practices of management will be presented with an emphasis to the micro-environment of a laboratory. Personal experience and particular case situations will also be discussed. This course is expected to be useful to senior laboratory technologists, scientific officers and those preparing for careers requiring expertise in laboratory management.

926. Principles and Applications of Magnetic Resonance Imaging.

Denis S. C. Leung, B.Sc. (Eng.) (Guelph) and other application specialists. *Fridays, 8.00—9.00 p.m., starting November 30, 1990. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.*

Fee: \$150

Magnetic resonance (MR) techniques had been developed for the analysis of organic and biochemical substances. In recent years the technique has been adapted as a useful imaging method for clinical diagnosis. Unlike other radiographic investigations, patients undergoing MR imaging are not exposed to radiation which may have detrimental side effects. This course aims to introduce the basic principles and applications of MR imaging. Topics include: basic principles of magnetic resonance; its applications in spectroscopy and diagnostic imaging; some basic application techniques; and future trends of MR imaging. The course is expected to be useful to doctors, nurses, scientists and those with an interest in clinical diagnostic technology.

927. Laser and Its Applications.

Y. S. Chan, B.Sc. (Eng.) (Lond.) and C. K. LEE, B.Eng. (Hons.) (H. K. Polytechnic) *Thursdays, 6.30—8.00 p.m., starting October 11, 1990. Room LG107, K.K. Leung Building, University of Hong Kong. 6 meetings.*

Fee: \$200

Even since the observation of the first laser action in 1960, the scope of laser research and development has undergone explosive expansion. Today the use of laser is restricted only by imagination. It has found its applications in the fields of scientific research, communication, industry, medicine, national defence, meteorology and domestic appliances. Topics to be covered by this short course include the basic principle of laser, types of lasers, overview of laser applications, international standards, and laser safety.

928. A Layman's Approach to Microcomputers.

Joe C. M. Poon, B.Sc., Ph.D. (Sussex). *Fridays, 8.00—9.30 p.m., starting September 28, 1990. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.*

Fee: \$270

The aim of this course is to enable participants to become computer literate and have an overview of the breadth, depth and fascinations of microcomputers. Participants are not expected to have any prior knowledge of computers.

Topics to be discussed include: introduction to microprocessors; an overview on hardware; component-level devices; microcomputer architecture; an overview on software; computer languages, software developments; microcomputer I/O systems; and anatomy of IBM PC and PS2.

929. Introduction to Mathematical Economics I.

K. K. Choi, B.Sc. (H.K.) and E. H. Li, B.S., M.Sc. (Wash.). *Mondays, 8.10–9.40 p.m., starting September 17, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$350**

This course will present some mathematical techniques used in business and management and deal with some of the economic models using elementary calculus. The course is intended for participants with a background of mathematics at Form 5 or O-Level and no previous knowledge of calculus and matrix is assumed. Topics include: $\exp(x)$ and $\ln(x)$ functions; differential and integral calculus in one variable; unconstrained optimization and curve sketching; linear algebra and matrix operations; and practical applications of the above. Participants who are preparing for examinations in a business discipline will find this course useful.

930. Introduction to Mathematical Economics II.

K. K. Choi, B.Sc. (H.K.) and E. H. Li, B.S., M.Sc. (Wash.). *Mondays, 8.10–9.40 p.m., starting November 26, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$350**

This course is a continuation of Introduction to Mathematical Economics I and is designed for participants with a background of A-Level Mathematics or who can handle one variable calculus and matrix operations. Topics include: differential and integral calculus of several variables; unconstrained and constrained optimization of several variables; differential equations and difference equations; advanced matrix techniques; and input-output models using matrix. Participants who are preparing for examinations that require a mathematical economics background should find the course useful.

931. Quantitative Analysis I.

E. H. Li, B.S., M.Sc. (Wash.) and K. Liu, B.Sc., M.Phil. (C.N.A.A.), M.I.S., F.S.S., A.F.I.M.A. *Mondays, 6.30–8.00 p.m., starting October 1, 1990. Room 206, Run Run Shaw Building, University of Hong Kong. 11 meetings.* **Fee: \$400**

This course is designed to give an introduction of the basic concepts of probabilities, statistics and their applications. It is suitable for researchers in science, social science and business. Candidates preparing for professional examinations in accounting should also find this course relevant. Topics to be discussed include: elementary probability; probability distributions including the binomial, Poisson and Normal; sampling distributions including the Normal, t-, chi-square and F distributions; confidence interval and hypothesis testing; regression analysis and correlation. *Lectures will be conducted in English and supplemented with Cantonese.*

932. Quantitative Analysis II.

E. H. Li, B.Sc., M.Sc. (Wash.) and K. Liu, B.Sc., M.Phil. (C.N.A.A.), M.I.S., F.S.S., A.F.I.M.A. *Mondays, 8.00–9.30 p.m., starting October 1, 1990 Room 206, Run Run Shaw Building, University of Hong Kong. 11 meetings.*

Fee: \$400

This course is a supplement to Quantitative Analysis I. Topics to be discussed include linear programming; transportation and assignment problems, inventory planning and control; network analysis and PERT, queueing theory; and simulation. Participants with a background of the concepts on probabilities are preferred. *Lectures will be conducted in English and supplemented with Cantonese.*

933. Ordinary Differential Equations (O.D.E.).

K. L. Lam, B.Sc. (H.K.) *Mondays, 6.20–7.50 p.m., starting October 1, 1990 Room G4, James Hsiung Lee Science Building, University of Hong Kong. 12 meetings.*

Fee: \$400

This course is designed to present the basic theory, techniques of problem solving and applications of O.D.E. and is a more in-depth supplement to 'A'-Level differential equations. Topics include: first order D.E., nth order linear D.E., systems of first order linear D.E., series solution and the Laplace Transformation. The method of separation of variables to partial differential equations will also be discussed. Applications of D.E. in population dynamics, rate problems, mechanical vibrations, harmonic motions, motion of a particle and a rigid body in a plane and electrical networks will be covered. Participants are expected to have a knowledge of mathematics at Form 6 level.

Medium of instruction: English supplemented with Cantonese where appropriate.

934. 天文學入門 (Introduction to Astronomy)

主 講 人：黃衍藩先生，李偉才先生 B. Sc. (H.K.)

地 點：香港大學邵仁枚樓101室

時 間：一九九〇年九月二十日起每星期四下午七時三十分至九時

全期學費：二百三十元 (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多年前成立以來，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。

935. 趣味氣象學 (Understanding Meteorology)

主 講 人：梁榮武先生，呂友樂先生，李偉才先生

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：一九九〇年十月二十二日起每星期一下午六時三十分至八時

全期學費：二百五十元（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深入安排。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。

936. 電子及電腦在業餘天文學之應用

(Advanced Electronic and Computer Techniques for Amateur Astronomers)

主 講 人：梁淦章先生 C. Eng., M.H.K.I.E., M.I.E.E., A.H.K.P.

余惠俊先生 M.I.O.T.A.

霍志民先生 M.H.K.I.E., M.I.I.E., M.S.P.I.E., M.O.S.A.

地 點：香港大學梁銑瑒樓 LG110室

時 間：一九九〇年九月二十七日起每星期四下午六時三十分至八時三十分

全期學費：二百五十元（共六講）

近年來，電子及電腦科技突飛猛進，以前只有職業天文學家才可以應用先進設備來進行研究，現在業餘天文學家亦可利用有職業水準之電子及電腦設備從事觀測及研究。

這個課程為業餘人士介紹一些在天文工作上可應用的先進電子及電腦技術。這些包括：錄像系統在掩星計時工作上的應用；光電倍增管或光敏二極管、光度計在測量變星光度及掩星計時的應用；無需底片的電子攝影機——CCD 相機；個人電腦軟件在天文上的應用，例如軌道計算，電腦繪製星圖等；電腦硬件在天文上的應用，例如電腦操作之望遠鏡及在家中遙控的野外天文台；還有介紹用光線追蹤法來設計望遠鏡鏡片等。

課程內容除用視聽教材講解外，並盡量輔以實物示範及安排學員親自操作部份系統。歡迎對天文、電子及電腦有基本認識的人士參加。

(本課程與香港業餘天文學會合辦)

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.

報 名 從 速

報名人數是本部得悉外界對本部課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本部課程者從速報名。

如 欲 收 到 下 期 課 程 手
冊 ， 請 翻 閱 第 285 頁 。

Social Work & Sociology

Staff Tutor Mrs Y L Cheng, Telephone 859 2790

941. Introduction to Gestalt Therapy.

Kenny Lo Kin Yiu, M S W (Carleton), Diploma in Gestalt Therapy (Gestalt Institute of San Francisco) *Mondays, 7 40–9 40 p m , starting October 1, 1990 Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 12 meetings* **Fee: \$690**

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 experimental exercises. *Enrolment is limited to 12*

Medium of instruction Cantonese

Fee Refund: Teachers may apply for a half fee refund for this course. See page x (*Closing date for applications September 10, 1990*)

942. Introduction to Cognitive Behaviour Modification.

Alfred A Keltner, Ph D (Clin Psy) *Mondays, 6 30–9 00 p m , starting September 24, 1990 Room 103, James Hsioung Lee Science Building, University of Hong Kong 12 meetings* **Fee: \$670**

This course is designed for students who have some exposure to the social sciences in tertiary education. The content is relevant to those who seek continuing education, are in in-service training or other professional development, or are employed in the field of management, education or mental health.

It is geared to acquaint the students with the basic theoretical assumptions

of behaviour therapy and cognitive behaviour therapy and the clinical procedures derived from these. Lectures and practice sessions will emphasize the study of the latest effective techniques of anxiety control, stress management, assertiveness training, social skills training and the control of a variety of behaviours such as substance abuse, sexual deviance and dysfunctions, and domestic violence, among others.

The student will have the opportunity to learn simple physical and mental skills such as progressive body relaxation and suggestion and the control of maladaptive, irrational cognitions and emotions. *Enrolment is limited to 15.*

943. Application of Self and Communication in Youth Counselling.

Helios K. C. Lau, M.Soc.Sc. (Clinical Psychology). *Lectures on Mondays, 6.30—9.30 p.m., starting October 8, 1990. Room 102, James Hsioung Lee Science Building, University of Hong Kong. Residential Workshops on October 20 and 21, 1990, and November 24 and 25, 1990. 6 lecture meetings and 2 residential workshops. (Totally 50 hours).*

Fee: \$1,400 (including residential workshop fees)

Good communication forms the basis of rewarding interpersonal relationships. A positive and healthy self-concept is an indispensable element which makes good communication possible. Considering counselling as a special form of inter-personal relationship, it is difficult to envisage how one can counsel effectively without adequate self knowledge or without first mastering the skills of communication.

The building up of the self-concept is one of the most important developmental tasks that adolescents have to face. Many of the problems that young people present to their helpers are often related to problems in their self-perception and relationship with others. Therefore it is imperative that their helpers are freed of the very problems that their clients present.

This course comprises of lectures, small group discussions and sensitivity training workshops which are designed primarily to help participants to learn more about themselves and to apply such learning to effective communication and counselling. Topics to be covered include: introduction to experiential learning; introduction to the basics of communication and self-understanding; sensitivity training and self-awareness; the process of communication and factors effecting communication; communication skills and their application to counselling.

The course is specially designed for para-counsellors, school teachers, social workers and other helping professionals who work with adolescents. Preference will be given to those applicants with tertiary education and experience in counselling.

The residential workshop will be held at the University Kadoorie Research Centre in Shek Kong. *Enrolment is limited to 20.*

Medium of instruction: Cantonese.

Fee Refund: Teachers may apply for a half fee refund for this course. See page x. (*Closing date for applications: September 21, 1990.*)

944. Application of Behaviour Analysis to the Mentally Handicapped.

Raymond W. S. Chan, M. Soc.Sc. (Clinical Psychology) *Full-day Workshops on October 30 and 31, 1990, 9.30 a.m. – 5.30 p.m. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 2 meetings. (Totally 14 hours).* **Fee: \$240**

Learning is an innate gift and a life-long process. For normal individuals, learning often takes place naturally and easily. However, if the individuals have an intellectual problem, the same gift requires an adjustment in the approach, time and effort used. Behaviour Analysis has proven to be effective in providing guidance to the needed adjustment. The purpose of this workshop is to help people who work directly with the mentally handicapped to master competence in setting up and implementing specific behaviour training programmes. Familiarity with the theoretical basics of Behavioural Analysis is assumed as these will not be covered in detail in the course.

The 2-day course will include: (a) pre-programme skills, (b) detailed functional analysis, (c) specific programming techniques on readiness, for learning; basic language; self-care and community living, and (d) common problems and precautions. Role-play is used extensively as a mode of learning in this workshop, full participation from course members is expected. *Enrolment is limited to 20.*

Medium of instruction: Cantonese.

945. Experiential Group: An Integrative Body-mind Approach.

Raymond W. S. Chan, M.Soc.Sc. (Clinical Psychology). *Residential Workshop from November 2, 1990 (Friday), 5.30 p.m. to November 4, 1990 (Sunday), 5.30 p.m. University Kadoorie Research Centre, Shek Kong.* **Fee: \$1,200**

Seeking personal growth is a nature's gift. However, the road to this gift is not always a smooth one. Oftentimes it is fearful, lonely, discouraging and even hopeless. This inevitably affects one's desired level of functioning in work, interpersonal relationships and leisure enjoyments. To help one to regain courage to continue the personal journey, learning opportunities in a group with an Integrative Body-mind Approach have often found to be effective in breaking the faced impasse.

This workshop draws techniques from various schools of psychology, in particular those from Alexander Lowen's work on Bioenergetics. This 3-day 2-evening residential course offers: (a) a safe group learning environment

for self-exploration, (b) guidance to map out one's psychological and body defence systems, (c) opportunities to work on one's concerns if one chooses to, and (d) a theoretical exposition of the Approach along the group processes. The workshop is intended for individuals who are interested in seeking personal growth and an understanding of an approach which places equal emphasis on the body and mind. *Enrolment is limited to 30.*

Medium of instruction. Cantonese.

946. 如何建立及提高兒童的語言能力 (Helping Children's Language and Speech Development)

主 講 人：張鄭美寬女士（言語治療師、言語病理學碩士）

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：一九九〇年十月八日起每星期一下午七時四十分至九時四十分

全期學費：三百五十元 （共八講）

語言不單是表達思想和溝通的工具，它在兒童的認知，情緒及社交發展各方面均扮演一個重要的角色。若能在語言發展的重要期間給予兒童適當的語言刺激，便可促進他們在語言及其他各方面的發展。此外，兒童在語言或溝通上有任何困難，若能及早發覺和予以適當的輔導，亦可幫助他們建立良好的溝通能力。

本課程專為家長及從事幼兒工作人士而設，包括幼兒工作者、幼稚園教師、護士、兒科醫生等。課程內容包括語言發展的理論架構及提供如何建立和提高兒童語言能力的方法，授課形式除講授外亦以研習為主，包括角色扮演及小組討論。（限收二十五人）

教師可獲教育署退還半費。詳參第 x 頁。

947. 自我鬆弛及應付壓力的技巧 (Relaxation and Stress Management Skills)

主 講 人：周寶玲小姐（臨床心理學碩士）

胡潔瑩小姐（臨床心理學碩士）

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）

時 間：一九九〇年十一月三十日起每星期五下午八時至九時三十分

全期學費：三百元 （共八講）

在都市化的香港，壓力尤為普遍；面對及應付壓力往往成爲一般人生活裏重要的一環。本課程以體驗性學習小組形式，介紹自我鬆弛及應付壓力的技巧。內容包括壓力的成因及產生、應付方法、自我鬆弛技巧及如何適當處理個人情緒和建立良好心理健康等。由於課程着重實際做法，故此參加者的親身體驗及參與等極爲重要。

此課程適合於一般市民，與輔導有關的行業如社工、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)

教師可獲教育署退還半費。詳參第 x 頁。

948. 認識及服務單親家庭 (Understanding and Working with Single parent Families)

主 講 人：吳國棟小姐(社會工作主任)

簡子杰先生(臨床心理學家)

地 點：香港大學梁銓瑤樓 LG106室

時 間：一九九〇年十月十一日起每星期四下午七時卅分至九時卅分

全期學費：五百元 (共十講)

香港單親家庭數目與日俱增，他們所引起的個人及社會問題，雖未有明確的報導，但實際上現今的青少年問題、家庭慘劇、虐待兒童等案件所牽涉的大多數來自破碎家庭，要改善這些社會問題，實有賴從事社會福利、教育、醫療等專業人士的協助，共同探討這些家庭的問題和改善方法。本課程目的是介紹香港單親家庭(特別是離異的單親家庭)的一般狀況和影響，增進專業人士對他們的瞭解；研究怎樣有效地協助這些家庭和推行一些預防性的服務。

課程內容包括：(一)單親家庭增加的原因和這類家庭的概況；(二)父母及子女對家庭轉變的反應和面對的困難；(三)單親家庭對父母及子女在心理和生活方面所造成的影響和減低負面影響的方法；(四)協助這些家庭重建穩定生活的理念，工作方向，程序和實踐的技巧；(五)對這類家庭提供服務之人士所遇到的困難和解決方法；(六)現有對單親家庭所提供的服務和預防工作的目標。(限收三十人)

本課程適合社會工作者，教育人員及與此服務有關的人士參加。

949. 認識精神病及其康復 (Understanding Mental Illness & Its Rehabilitation)

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14室(信德中心西翼九樓)

時 間：一九九〇年十月八日起每星期一下午六時至七時三十分

全期學費：二百一十元 (共八講)

一般社會人士對精神病情況均認識不深，基於過往有關暴力事件陰影，他們對精神病患者多存有恐懼、偏見及歧見。此等態度對患者的康復及重返社會皆構成莫大的障礙。

本課程適合一般市民及社會服務行業有關人士如社工、教師、學生輔導員等

參加，希能藉課堂講解，幫助學員正確認識精神病的成因、症狀及分類；精神病的治療及有關法例；康復過程及社區照顧概念等。此外，更透過專題探討，介紹精神病患者與暴力、自殺行為的關係；多元化專業合作的功能等等。

授課方式除課堂講授及運用視聽教材外，並加設探訪精神病康復服務，加深學員對有關情況的了解，詳情將在課堂上宣佈。（限收三十人）

（本課程由新生精神康復會與本部合辦）

教師可獲教育署退還半費。詳參第 x 頁。

950. 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28室（信德中心西翼九樓）

時間：一九九〇年十月五日起每星期五下午六時至七時卅分

全期學費：三百五十元（共十三講）

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：（一）弱智的成因，特徵，類別及評估；（二）教導各類別弱智人仕的基本技巧；（三）行為處理的基本概念及應用技巧；（四）弱智人仕的家居生活及對弱智人仕家庭的輔導；（五）對弱智人仕的專業服務（如言語治療、職業治療等）；（六）其他專題（如自閉症，弱智人仕的精神健康等）。

講授方面以粵語為主。（限收三十名，在職專業者及弱智人士家長將獲優先取錄）

（本課程由香港弱智人士服務協進會贊助及由該會屬下的教育心理學家統籌）

教師可獲教育署退還半費。詳參第 x 頁。

951. 精神康復中途宿舍之小組工作 (Group Work in Psychiatric Halfway House)

主講人：陳丘素珍女士

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：一九九一年一月十二日起每星期六上午九時至一時及下午二時至五時

全期學費：五百三十元（共三講）

本課程專為精神康復宿舍工作之福利工作人員及護士而設。介紹何謂小組工作及小組動力，領袖風格分析，帶領小組技巧訓練，小組問題的處理，精神康復者於小組之參與及所需之帶領技巧等。形式包括講授、練習、角色扮演及討論等。（限收二十人）

（本課程由新生精神康復會與本部合辦）

952. 少年犯罪心理學 (Juvenile Delinquency)

主講人：周寶玲小姐（臨床心理學碩士）

胡潔瑩小姐（臨床心理學碩士）

地點：香港大學校外課程部市區中心14室（信德中心西翼九樓）

時間：一九九〇年十月五日起每星期五下午八時至九時三十分

全期學費：二百元（共八講）

本課程是為對青少年心理有興趣的人士而設，旨在增加一般人對少年犯罪的認識，並提供一般的緩衝及處理方法。內容包括青少年心理學，少年犯罪的因素及發展，少年犯的種類，男和女少年犯的特徵，及有關的輔導方法。授課形式除講授外亦包括個案研究、小組討論及習作。

953. 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：一九九〇年十月二日起每星期二下午七時三十分至九時

全期學費：三百元（共十講）

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

此課程試圖介紹一些認識自己的方法和人際溝通上的概念，提高學員的自覺性，以預防人際間問題的產生。課程以模擬練習、小組討論、角色扮演、心理測驗、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）

954. 自我認識與建立自信 (Self Understanding and Building Up Confidence)

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：一九九〇年十月二十四日及三十一日星期三下午七時三十分至九時，
一九九〇年十一月四日星期日上午九時三十分至下午一時及二時至五時三十分

全期學費：三百元 （共四講）

此課程乃「自我認識與人際關係」之延續，參加者必須曾修讀上述課程。內容方面着重探討如何從自我認識的過程中確認自己，肯定存在的意義及價值，從而建立自信，勇於面對自己及接受自己。形式方面較着重深入的討論及分享個人經驗，並希望藉着模擬活動，以探索個人心路歷程，在自我表白及回應的交流中，突破個人成長障礙，建立起一套積極的人生觀。

此課程以成長小組形式進行，因此對學員的要求較高，除積極參與及投入討論外，學員務必出席所有堂數。（限收十六人）

955. Medical Psychology: Foundations for Nursing Practice.

Peter W H Lee, Ph D (H K) *Lectures on Fridays, 6 30—9 00 p m, starting September 14, 1990 Room 207, Run Run Shaw Building, University of Hong Kong Full day workshop on December 15, 1990 13 lecture meetings and 1 full-day workshop (Totally 40 hours)* **Fee: \$800**

This course aims at providing a foundation in medical psychology for registered nurses. Topics will include a general introduction to basic psychological processes and an emphasis on their relevance in promoting the goal of total patient care. At the end of the course, participants should expect to gain a good working foundation for expanding their therapeutic role, their diagnostic acuity, as well as serving the needs of themselves and patients better. Practical clinical examples will be discussed and elicited throughout the course. The end of the course workshop is aimed at working towards an integration in understanding and practice of the course materials covered. *Enrolment is limited to 40*

Medium of instruction: Cantonese and English

956. Introduction to Health Planning.

H K Mak, M B, B S (H K), M H P (N S W), A H A (Australia) *Fridays, 7 35—9 05 p m, starting October 5, 1990 Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 15 meetings* **Fee: \$380**

The course is designed for medical nursing paramedical and managerial professionals who are incumbent or aspirant health services administrators. Its aim is to promote understanding of the fundamental concepts involved in health planning particularly in relation to health services. It is intended as an introduction to in depth studies of health services planning.

Topics to be covered include planning and administration, planning agenda management practices society and health ethics and the law statistical analysis and critical evaluation epidemiology and public health implications accounting financing and economics in health services health services organisation and institution education and health health informatics and communication computer technology and health services operations research and physical planning.

Course participants will be invited to take part in free discussions and to contribute positively by sharing their real life experiences.

957. A Problem-Solving Approach to Nursing.

Debra Nestel, B A , R N *Mondays, 9 15– 10 45 a m , starting October 8, 1990 Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 8 meetings* **Fee: \$235**

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. Writing effective nursing care plan and producing helpful nursing diagnoses will also be covered. 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. Reference materials will be provided to students to supplement lectures. Students will be required to complete written exercises for some sessions.

The course is open to registered nurses in Hong Kong. *Enrolment is limited to 20*

958. 老年學文憑課程 (Certificate in Gerontology)

課程統籌及主講人：梁萬福醫生

梁偉康先生（社會工作主任）

齊鈺博士（港大社會工作及社會行政學系講師）

客座講師：李翊駿博士（中大社工系講師）

梁展鵬博士（中大心理系講師）

吳克儉先生（專業人事管理主管）

陳章明先生（社會工作主任）

鄭巧兒女士（社會工作主任）

霍瑞堯女士（城市理工學院應用社會科學系講師）

莊明蓮女士（社會工作主任）

陳李賀游女士（理工學院應用社會科學系首席講師）

及其他資深講師

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14室（信德中心西翼九樓）

時間：一九九零年十月十一日至九一年六月底逢星期四下午六時三十分至九時三十分（共一百零二小時）

全期學費：一千九百元

課程目標：

本課程專為安老服務的工作人員而設，目的是向他們提供多元化學科的知識，包括醫學、精神科學、心理學、社會工作學及管理科學等，使他們能有效地提供服務，滿足老人之需要。本課程是特別適合任職於安老服務機構之專業人仕，如持有專業文憑或學位之社工及註冊護士等參加。由於課程着重理論與實踐之結合，故設立小組習作，分別由課程導師負責指導，進行小規模之研究工作。

課程內容：

本課程主要包括四部份：(甲)老年人身體和精神疾病：(一)老化過程之生理改變及老年醫學之概念；(二)老年期疾病的一般性徵狀；(三)老年期病者藥物治療及各種內分泌疾病；(四)老年人之常見心臟、血管及肺部疾病；(五)中風及其他常見神經系統疾病；(六)老人康復治療及老人日間醫院；(七)垂死病人的護理；(八)老年痴呆症及其他老年精神病；(九)安康之概念與老人之預防性健康活動。(乙)老年人的心理需要與精神健康：(一)老年人的心理轉變與心理需要；(二)老年人怎樣適應年老帶來的轉變；(三)老年人的心理健康；(四)與老年人溝通的技巧及處理老年人心理問題的方法；(五)輔導老人之技巧。(丙)中心與院舍之社會工作：(一)中心及院舍之社會工作任務；(二)中心及院舍目標之製訂和服務之策劃；(三)評鑑老人之需要及問題的標準化測量方法；(四)老人之社交需要及活動；(五)老人之均衡營養及飲食。(丁)院舍及中心行政管理：(一)人事管理系統之建立；(二)員工培訓與發

展；(三)職員督導系統之製訂；(四)員工評核制度之設計；(五)財政預算與控制；(六)領導之風格與技巧；(七)單位服務與評估；(八)處理問題員工之步驟和看法；(九)個案管理。

結業文憑：

課程結束後學員若能符合下列條件，可獲頒發文憑：(一)出席率不少過百分之八十；(二)課程習作平均達六十分合格標準；(三)小組習作達到六十分合格標準；及(四)中期考試及期終考試合格（每次考試共二小時）。

報名手續：

申請者須於九月十五日前，將(一)申請表格及(二)學歷證件副本寄回香港大學校外課程部。各申請人並應於申請表格上寫上服務機構名稱及其本人職位。

名 額：三十五人

959. 綜合社會科學文憑課程 (Certificate in Social Studies)

主 講 人：甘炳光先生（城市理工社會行政系講師）

曾潔雯女士（香港大學社會工作及社會行政學系講師）

周永新博士（香港大學社會工作及社會行政學系高級講師）

徐永德先生（香港大學社會工作及社會行政學系講師）

陳麗雲女士（香港大學社會工作及社會行政學系講師）

羅致光博士（香港大學社會工作及社會行政學系高級講師）

何國良先生（香港理工學院應用社會科學學系講師）

及客座講師

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）

時 間：本課程的特色是利用週末授課，由一九九〇年十月六日起每隔一星期六下午二時至五時半及晚上六時半至十時舉行，每月上課兩次，於一九九二年二月底完成，共二百五十二小時，學員可以週末兼讀形式修讀此課程。

全期學費：四千元

課程目標：

本課程專為學員提供基礎社會科學理論及研究方法，主要目的是指導學員如何將理論應用於香港文化及社會，運用多元學科知識來分析問題，並以社會科學觀點去了解個人、羣體及社會。

入學資格：

課程秉承「公開教育」精神，凡有三年工作經驗，經語文考試合格者，均可申請入學。

課程內容：

本課程共有七個主要科目包括：

(一)社會學導論(三十六小時)

本科目針對學員背景，除啟發學員從社會學角度理解社羣生活和社會問題外，並將就以下專題，進行分析和討論：(一)社會學觀點；(二)社會分層與階級結構；(三)科層化組織；(四)都市社會與社會變遷；(五)社會運動與革命；(六)政治、政府與國家。本科目強調理論與實際的結合。講師專題講授外，學員並需進行資料的搜集及分析，提交報告，參與討論。

(二)社會研究方法(三十六小時)

本科目主要是讓學員認識社會研究之基本概念及技巧。課程內容集中介紹觀察法、實驗研究法及調查研究法。討論範圍有二：(一)從研究問題之確定到研究之全盤設計；(二)從抽樣之方法到資料處理及分析之技巧。

(三)心理學導論(三十六小時)

本科目旨在使學員對心理學有基本認識。內容包括：(一)心理學的本質；(二)人類行為的生物基礎、成長與發展；(三)意識狀態、感官與認知；(四)記憶、思想與語言；(五)學習；(六)動機與情緒；(七)性格與智能；(八)壓力與適應。

(四)應用心理學(三十六小時)

本科目集中探討社會心理學及發展心理學的理論及其應用。選講範圍包括：(一)何謂社會心理學？(二)發展心理學之「青年、中年及老年」；(三)階級與心理及(四)心理學的應用：(甲)社會服務；(乙)管理工作。

(五)社會福利及政策(三十六小時)

本科目介紹基本福利政策概念、香港各社會福利服務設施的現況及未來趨勢。內容包括：(一)社會福利政策；(二)生活質素與社區發展；(三)社區照顧與社區復康；(四)健康與醫療服務政策；(五)人力訓練與教育政策；(六)土地運用與房屋政策；(七)青少年問題與服務；(八)社會保險、勞工保障；(九)家庭照顧與社會福利；(十)社會福利與經濟發展；(十一)社會福利政策趨勢；(十二)社會福利政策總結。

(六)公共行政學(三十六小時)

本科目旨在提供一個瞭解現代公共行政的基本理論架構，分別從組織制度、運作程式、政策過程等多個角度去探討公共行政範疇內的重要課題。內容包括：(一)何謂公共行政？(二)決策過程與決策模式；(三)政策的執行；(四)資源調配、財政預算；(五)公共服務供應與組織模式、「私營化」問題；(六)公共行政人員角色、「文官」制度；(七)對公共行政的控制及監察；(八)香港政府架構與組織模式；(九)香港政府決策程序及財政預算管理；(十)香港公共行政存在的問題與改革方向。

(七)經濟學導論(三十六小時)

本科主要分兩部份：(一)宏觀經濟學：這部份主要探討國民所得水平之決策與

經濟活動理論，討論題目包括國民產值與國民所得之計算，就業理論、穩定經濟之貨幣與財政政策，以及若干國際經濟問題。(二)微觀經濟學：這部份主要探討自由企業經濟體系下之價格理論。討論題目包括基本經濟概念需求理論，生產與成本，廠商在競爭，寡佔與獨佔性市場下之操作，生產因素之訂價以及市場經濟下政府干預之積效與成本。

結業文憑：

(一)課程結束後學員若能符合下列條件，可獲頒發文憑：(甲)出席率不少過百分之八十；(乙)課程習作平均達五十分合格標準；(丙)考試合格。(二)持有本課程結業文憑者均可以申請修讀本部在一九九二年春季與暨南大學合辦之社會學課程如公共關係學，中國社會工作研究、中國現代史等，共一百小時。費用約一千五百元。學員若能滿足課程各項要求及成績合格，將獲頒發暨南大學社會學大專文憑。具有兩年實際工作經驗者持該文憑經考核可申請進入暨南大學相近專業本部三年級就讀。

名 額：五十人。

截止報名日期：一九九零年九月七日。

960. Certificate Course in Child Mental Health.

Recently, there has been an increasing need of services for children with psychological and psychiatric problems. These problems are usually managed by a multidisciplinary team which may include psychiatrist, psychologist, social worker, nurse, teacher, occupational therapist, physiotherapist and speech therapist. Workers in child mental health do not only have to learn the recent advances in their own field but also have to keep abreast with the growing knowledge of other disciplines so that they can work together efficiently. To this end, a course of study in child mental health has been developed by the Department of Extra-Mural Studies, University of Hong Kong in association with Hong Kong Association for Child and Adolescent Psychology and Psychiatry.

Course Aims and Objectives:

The general aim is to provide professional workers in child mental health with the basic knowledge and skills in child psychology and psychiatry. Students will be taught on child development and common psychological and psychiatric problems in childhood. They will also learn the basics in assessment and treatment approaches in some common childhood psychological problems. It is envisaged that the course will benefit all professionals working in child mental health, in particular, nurses, teachers, social workers, occupational therapists, physiotherapists and speech therapists. The course will stress on clinical aspect of child psychological problems. On completion of this course, the student will have increased his or her ability in the assessment and management of common child psychological problems.

Course Content:

The course will consist of a comprehensive presentation of child psychology and psychiatric problems. Topics to be covered will include: (1) development: factors influencing development, development theories, normal and abnormal development; (2) psychological and psychiatric problems of childhood; (3) clinical assessment; (4) treatment.

In addition to lectures, there will be many practical and clinical sessions which require active participation of students. These will include case presentations, seminars, workshops, and tutorials.

Assessment and Awards:

Successful completion will be dependant upon a minimum attendance of 75%. Assessment consists of the student's performance in case presentations, workshops, seminars and tutorials; and a class test at the end of the course. Successful candidates will be awarded a certificate by the Department of Extra-Mural Studies, University of Hong Kong.

Course Tutors:

S. Y. Chung, M.B., B.S.; M.R.C.Psych (Co-ordinator)

P. T. Ho, M.B., B.S.; M.R.C.Psych

S. F. Hung, M.B., B.S.; M.R.C.Psych

Patrick Leung, M.Soc.Sc. (Clinical Psychology)

F. Lieh-Mak, M.D., F.R.C..P., F.R.A.N.A.C.P

Guest lecturers

Course Duration: about 110 contact hours.

Starting Date: October 3, 1990. (Wednesday)

Time and Place of Meeting: Wednesdays, 6.30—9.30 p.m.

Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

Course Fees: \$2,100

Admission Requirements:

Applications will be considered from all professionals working in the field of child mental health. It is particularly relevant for nurses, social workers, teachers, occupational therapists, physiotherapists and speech therapists. *The course will be limited to a maximum of 40 students. The course will be conducted in Cantonese. Closing date for applications: September 19, 1990.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x.

961. Certificate in Conductive Education.

Conductive Education (the Peto-System) stands for a dramatic reorientation in rehabilitating neurologically impaired children and adults. Its humane approach, its broad vision of how best to combine education and therapy and its thorough practical application for many years at the two large Institutes in Budapest, has no counterpart.

Due to the remarkable achievements of children with cerebral palsy at the Peto Institute in Budapest, Hungary, there is now intensive international interest in Conductive Education. Hong Kong is in the forefront of this development. Conductive Education is probably more widely used here than in any other place outside Hungary, mainly in pre-schools, special schools and hospitals. The extensive local practical work is supported by regular publications.

Course Aims and Objectives:

The aim of this course is to provide rehabilitation staff with the theoretical knowledge and practical skills for using Conductive Education with neurologically impaired (cerebral palsied) children. As cerebral palsy is seen as a learning difficulty which calls for a combined educational-therapeutic approach, this course is suitable for rehabilitation workers from many professions: special school teachers, therapists, child care workers, nurses, houseparents and related professionals. The emphasis is on building up the professionals' trans-disciplinary awareness, attitude and strategies, as these will ensure the child's progress.

Course Content:

The course content will reflect Conductive Education's holistic philosophy by offering an integrated presentation of the following topics: (1) Normal child development, cerebral palsy, neurology, learning theories and their application; (2) Conductive Education: Philosophy and Principles; (3) Conductive Education: The Method. The trans-disciplinary professional, (the Conductor), the group, the environment, the rhythm of the day, activities of daily living, task-analysis and task-series, verbal regulation of motor acts, furniture, facilitation, play, equipment and equipment and educational aids; (4) Specifics dealing with the child with athetosis, spasticity, hemiplegia and mental handicap; (5) The application of Conductive Education to the following groups: a) Mother-Child Dyads, b) Mother-and-Child Groups, c) Kindergarten Groups, d) School Groups, e) Adolescent Groups.

There will be lectures, videos, slides, group discussions, practical work and role play. Observation visits will be organised to various places using Conductive Education and there will also be some practical attachment.

Assessment and Awards:

Successful completion will be dependant upon a minimum attendance of at least 75% of the course hours.. Assessment consists of two class tests, a longitudinal case study and group role play (video).

Course Tutors:

Anita Tatlow, Conductive Education Project Coordinator, Joint Council for the Physically and Mentally Disabled, (Rehabilitation Division, Hong Kong Council of Social Service); and

Guest Lecturers including Psychologists, Educators, Speech Therapists, Occupational Therapists and Physiotherapists etc.

Course Duration: 112 hours.

Starting Date: October 9, 1990.

Time and Place of Meeting: Tuesdays, 9.30 a.m. — 1.00 p.m. and 2.00—5.30 p.m.
Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

Course Fee: \$1,300

Admission Requirements:

Preference will be given to those who already have practical knowledge in the use of Conductive Education and those who plan to set up Peto-groups at their working place. The course will be limited to maximum of 25 students. As the course will be conducted mainly in English, participants are expected to have a working usage of the language. *Closing date for applications: September 24, 1990.*

Fee Refund: Teachers may apply for a half fee refund for this course. See page x.

**962. 專題研習(一)：認識及處理情緒反覆的兒童
(Seminar on Understanding and Handling Emotional Children)**

主 講 人：臨床心理學家、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：一九九一年一月十九日星期六下午二時三十分至五時三十分

全期學費：六十元

對 象：家長及直接服務兒童之人士如幼兒工作員、教師、學生輔導主任等。

內 容：兒童何以會無故吵鬧，哭泣或攻擊他人呢？情緒反覆的兒童往往令家長及教師疲於奔命，甚至焦慮及精神困擾。本課程旨在指導學員如何處理上述的問題。講授範圍包括：兒童情緒反覆的因素；如何有效地處理情緒化的兒童；家長對這類兒童應持有的態度及如何預防兒童情緒化等問題。

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。（限收八十人）

（本課程由防止虐待兒童會贊助）

963. 專題研習(二)：認識及處理反叛性强兒童 (Seminar on Understanding and Handling Rebellious Children)

主 講 人：臨床心理學家、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：一九九一年一月二十六日星期六下午二時三十分至五時三十分

全期學費：六十元

對 象：家長及直接服務兒童之人士如幼兒工作人員、教師、學生輔導主任等。

內 容：反叛性强的兒童除令家長及教師束手無策外，更使他們煩燥不安，難以自制，究竟孩子為甚麼會「不聽話」呢？對於他們的反叛行為，家長及教師應持甚麼態度呢？遇到這些問題時，他們可以怎樣一方面控制自己的情緒，另一方面又能夠適當地處理呢？講者將會針對上述問題，提出預防及應付反叛兒童的種種有效措施及方法。

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。（限收五十人）

（本課程由防止虐待兒童會贊助）

**964. 專題研習(三)：都市精神病的認識及預防-附錄影帶示範
(Understanding and Preventing Mental Illness with Video
Demonstration)**

主 講 人：趙伯宏醫生

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：一九九零年十一月十七日及十二月一日星期六上午九時至下午一時正

全期學費：一百二十元

對 象：社工、教師、輔導員、護士及中五程度或以上的市民

內 容：根據一項精神健康調查顯示，香港約五人便有一人有某程度的精神病，較普遍的有神經衰弱、憂鬱症、老人癡呆症 等。本課程將會以深入淺出的講授配合錄影帶示範去介紹什麼是精神病、常見的精神病（包括癡呆症、精神分裂症、躁狂症、憂鬱症、神經衰弱等）、精神治療與康復、精神病的預防方法等。並會探討一些與精神病相關的課題如自殺、產後精神病、酗酒、虐妻及虐待兒童等。各學員亦可在課堂中提出任何與精神病有關的問題向講者發問及討論。

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。（限收五十人）

報 名 從 速

報名人數是本部得悉外界對本部課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本部課程者從速報名。

Sports Sciences

Staff Tutor T W Casey, Telephone 859 2787

1001. Certificate Course in Sports & Health Sciences.

Tuesdays & Thursdays, 7 45–9 15p m , starting February 21, 1991 Room 20, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F , plus occasional lectures at the MacLehose Medical Centre and practical sessions at the University **Fee: \$3,600**

Course Directors

David Fang, M B B S (H K), M Ch (Orth) (Liv), F R C S (Edin),
F R A C S

Michael A Speak B A (Hull), M Ed (Liv), D P E (Lough), Cert Ed
(Nott)

Anthony Barnett, B Soc Sc (Footscray IT) M A (Ball State)

Teaching Staff

Lectures and practical sessions will be conducted by at least 20 experts in their field Sponsoring organizations include the Amateur Sports Federation and Olympic Committee of Hong Kong, the Jubilee Sports Centre, the Hong Kong Society for Rehabilitation, and the following University departments –Anatomy, Community Medicine, Dentistry, Extra-Mural Studies, Medicine, Orthopaedic Surgery, Pharmacology, Physical Education Unit, Physiology, and University Health Service

The Department of Extra-Mural Studies will offer this course from February to November, 1991 with a break in the Summer The course is organised in conjunction with the University of Hong Kong's Institute of Sports Medicine and Physical Education Unit The Institute of Sports Medicine was established at the MacLehose Medical Rehabilitation Centre in 1987, under the conjoint management of the Department of Orthopaedic Surgery and the Hong Kong Society for Rehabilitation

Course Aims and Objectives

The course is designed to provide a co-ordinated programme of studies and training in scientific areas related to sports and health, at an intermediate to advanced level, for professionals and individuals with a sound basic knowledge of sports, leading to competence in a range of areas It is intended

for physical educationalists, sports coaches, health and fitness instructors, sports physiotherapists, individual athletes and others who may wish to pursue a career in sports. The medium of instruction will be English, except in some practical areas, where Cantonese may be used. The program will include lectures, case presentations and small group discussions, "hands-on" demonstrations at the Institute of Sports Medicine, practical sessions at the University of Hong Kong's Sports Centres, field studies, and selected visits.

Course Content:

Basic anatomy and exercise physiology. Training methods, effects, and applications. Constitutional, environmental, nutritional, and psychological factors in sports performance. Sports for the disabled. Drug abuse. Assessment of physical fitness. Overview of medicine in sport.

Prevention, screening, and first aid of sports injuries. Equipment, facilities, and resources.

Assessment and Award of Certificate:

The Certificate in Sports and Health Sciences will be awarded based on satisfactory attendance (75%), course work assessment and a short written examination.

Admission Requirements:

Applicants should have a Bachelor's degree or equivalent. In exceptional cases, consideration for admission will be given to applicants without professional or graduate qualification provided that they have had at least two years of relevant experience in responsible positions. Candidates must produce evidence of good physical condition. Those who are shortlisted may be required to attend an interview.

Applicants must enclose certified photostat copies of the appropriate certificates and one photograph along with special application forms. Applications which are not accompanied by relevant documents will not be considered. Cheques should be crossed and made payable to the UNIVERSITY OF HONG KONG. *Enrolment is limited to 30. Closing date for applications: January 3, 1991.*

For further details and for special enrolment forms, please contact Dr. T. W. Casey, Senior Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong. (Tel.: 859 2787; 859 2785).

Translation

Staff Tutors: Owen H. H. Wong, Telephone 859 2788

Koon-ki T. Ho, Telephone 859 2792

Preparatory Courses for the Final Diploma Examination of The Institute of Linguists.

Aims: This series of one year Extra-Mural courses is designed to prepare local candidates to take the Final Diploma examination of the Institute of Linguists, United Kingdom in mid-1991. Such examination is currently administered in Hong Kong by the Hong Kong Examination Authority, which will provide the candidates with all the details about the examination. Registration for the examination will be the student's own responsibility. The Final Diploma qualifies candidates to apply for full membership of the Institute (M.I.L.), which is a professional qualification in the practical use of a foreign language, or English for the great majority of Hong Kong candidates.

The Department of Extra-Mural Studies provides this series of preparatory courses in close collaboration with the Hong Kong Regional Society of the Institute of Linguists, and offers local candidates a means of preparing themselves properly for the Final Diploma examination through qualified tuition.

Candidates are required to have:

- familiarity with the contemporary scene and broad acquaintance with the fundamental physical, political, economic, social and cultural features of the country (or one of the countries) where the language is spoken;
- either special knowledge of a particular subject related to the country concerned, or a special skill, possessed to an effectively professional level, in technical translation or liaison interpreting.
- completion of matriculation examinations before applying (copies of certificates should be enclosed).

Attendance: Students are required to attend 80% of the lectures; and the Department reserves the right to exclude students from lectures if they have been absent for two consecutive lectures.

For further details of the examination and membership regulations, candidates are strongly recommended to write to: The Institute of Linguists, Mangold

House, 24a Highbury Grove, London N5 2EA, United Kingdom.

Advisory Board:

Dr. Serena Jin, Senior Lecturer in Translation, the Chinese University of Hong Kong, and President of Hong Kong Translation Society

Mr. T. C. Lai, JP, Former Director, Department of Extra-Mural Studies, The Chinese University of Hong Kong

Dr. C. C. Liu, President, Institute of Linguists, Hong Kong Regional Society

Professor Benjamin T'sou, F.I.L., Associate Director, City Polytechnic of Hong Kong

Director of Studies:

C. C. Liu, B.A. (Lond.), M.Phil., Ph D. (H.K.), F.I.L., F.R.S.A.

Co-Directors of Studies:

Tommy K. K. Ho, B.A. (C.U.H.K.), A.M., Ph.D. (Ill.)

Owen H. H. Wong, M.A. (H.K.), Ph.D. (Cantab.), F.I.L.

Workshop Coordinator: Miss Lam Kam-fong, Florence, M.I.L.

Duration:

6 workshops on Saturdays and 34 lectures from September 1990 to May 1991. Total number of lecture hours: 120.

Course No. 986. *Mondays, 6.30—9.30 p.m., starting September 10, 1990. Room LG110, K.K. Leung Building, University of Hong Kong.*

Fee: \$2,850

Course No. 987. *Thursdays, 6.30—9.30 p.m., starting September 13, 1990. Room LG101, K.K. Leung Building, University of Hong Kong.*

Fee: \$2,850

Language Workshops (6 Saturday afternoons). 2.30—5.30 p.m. on September 15, 22, December 1, 8, 1990 and February 2, 9, 1991. Room 102, James Hsioung Lee Science Building, University of Hong Kong.

Workshops are compulsory.

Constituent Courses:

- 1) Translation to English
- 2) British Background
- 3) World Topics
- 4) Translation to Chinese

Enrolment is limited to 35 per class.

988. Certificate Course in Translation.

Aim:

Hong Kong is now entering into a new era in which its relations with China have become unprecedentedly intimate both economically and politically. As a result, there will be an increase in demand for persons possessing techniques of translation from English into Chinese and vice versa. The need for such personnel is becoming more acute as we are approaching closer to 1997.

In response to this need, the Department of Extra-Mural Studies has designed a Certificate Course in Translation. The purpose of this course is to provide a curriculum which would form a solid basis for those wishing to choose professional translation as their long-term career. People currently engaged in translation may also find this programme enlightening and useful.

Course Directors:

Koon-ki T. Ho, B.A. (C.U.H.K.), A.M., Ph.D. (Illinois)
Department of Extra-Mural Studies,
University of Hong Kong.

Kenneth K. L. Au, B.Soc.Sc. (H.K.), M.A. (C.U.H.K.)
Department of Applied Linguistics,
City Polytechnic of Hong Kong.

Raymond Shing-chai Lie, B.A., M.A. (C.U.H.K.)
Department of English Language and Literature,
Hong Kong Baptist College.

Course Contents:

Basic Concepts and Techniques in Translation
Translation through Contrastive Studies
Translation Across Cultures
Translation: English into Chinese
Translation: Chinese into English
Oral Translation
Practical Translation

Teaching Medium:

The medium of instruction will be either English or Cantonese, depending on the preference of individual lecturers.

Teaching Staff:

Mr. Daniel K. W. Au (Government Chinese Language Officer)

Mr. Kenneth K. L. Au (Department of Applied Linguistics, City Polytechnic of Hong Kong)

Dr. Koon-ki T. Ho (Department of Extra-Mural Studies, University of Hong Kong)
Mr. Raymond Lie (Department of English Language and Literature, Hong Kong Baptist College)
Dr. K. K. Sin (Department of Applied Linguistics, City Polytechnic of Hong Kong)
Mr. Alan C. Tse (Department of Applied Linguistics, City Polytechnic of Hong Kong)
Miss Elaine Tsoi (Educational Technology Unit, Hong Kong Polytechnic) and guest lecturers.

Duration of Studies:

Two evenings of 2½ hours each week* for 22 weeks.

*see the Date of Commencement.

Admission Requirements:

Applicants should

- (I) hold a degree in any disciplines except translation and/or
- (II) A) gain at the Hong Kong Certificate of Education Examination or equivalent Grade E or above in five subjects including English Language and Chinese Language at one and the same time with
 - 1) Grade C or above in English Language (Syll. B) or Grade A in English Language (Syll. A).
 - 2) Grade C or above in Chinese Language.
- B) gain at the Hong Kong Advanced Level Examination or equivalent Grade E or above in three subjects at one and the same time.

Preference will be given to degree holders.

No translation knowledge is needed, even though proven working experience in translation will be an advantage.

Award of Certificate:

The Certificate in Translation will be awarded provided that students (1) pass the written examination; (2) attend at least 80% of the meetings, and (3) complete all course assignments and a translation project.

Course Fee:

Tuition fee for the entire Certificate Course is **HK\$3,300** and must be paid upon receipt of official notice of admission. Fee paid is not refundable or transferable.

Application Procedures:

Special application forms should be used. Complete application forms should be accompanied by (1) photostat copies of official certificates and examination results; (2) other relevant documents and should reach Mr. F. S. Tang, Department of Extra-Mural Studies, University of Hong Kong, Pokfulam Road, *not later than August 17, 1990. Enrolment is limited to 30.*

Date of Commencement: September 11, 1990.

Note: The written examination will take place sometime immediately after the last class. Thereafter students will be given three months to complete a translation project.

Time and Place:

Tuesdays, 7.00—9.30 p.m.

Room 16, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.;

Fridays, 7.00—9.30 p.m.

Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

Enquiries should be addressed to Mr. F. S. Tang, Tel. No.: 859 2788.

989. 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：香港大學梁銓瑠樓 LG 106 室

時 間：一九九〇年十月二日起每星期二下午六時十五分至七時三十分

全期學費：二百二十元 (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)

**990. 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.(CUHK),M.I.L.

地 點：香港大學梁銓瑠樓 LG 106 室

時 間：一九九〇年十月二日起每星期二下午七時四十分至九時十分

全期學費：二百六十元 (共十二講)

本課程為一深造課程，通過研討和實習，以了解翻譯的標準，講授各種翻譯技巧，幫助參與者具備翻譯工作人員所應有的知識。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）

991. 實用翻譯 (Practical Translation)

主 講 人：余焯迪先生（前德臣西報編輯）

地 點：香港大學厲樹雄科學館 G1 室

時 間：一九九〇年九月廿六日起每星期三下午七時十五分至八時四十五分

全期學費：二百四十五元 （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）

992. 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21室（信德中心西翼九樓）

時 間：一九九〇年九月廿八日起每星期五下午八時卅分至十時

全期學費：二百四十五元 （共十二講）

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

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

**In order to receive the next issue of this
Prospectus, please turn to page 285.**

Urban and Housing Studies

Staff Tutor L. H. Rebecca Chiu Telephone 859 2786

Diploma in Housing Management.

The course aims to provide a professional qualification in Housing Management for people already working in the field. It is intended to provide a firm grounding in the theory and practice of housing management. This course is recognized by the U.K. Institute of Housing which is incorporated by the Royal Charter.

The course runs over three academic years. Each year will cover five papers ranging from housing studies, through management studies, building studies and legal studies to social studies. Students will be examined at the end of each year.

A Diploma 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, completing the Practical Experience Requirement satisfactorily and producing evidence of having had at least three years approved experience in housing management work.

Applicants must be matriculants and sponsored by their employers as some of the lectures are held during office hours. Candidates must submit application one year in advance as, on passing the Entrance Test, candidates are required to take and pass a Pre-course on 'Communication' before being admitted to the Diploma Course.

Further details are available on request. Applications for the 1990/91 Pre-course must be submitted before September 30, 1990.

996. 城市規劃與香港的發展 (Town Planning and The Development of Hong Kong)

主 講 人：香港都市規劃師學會

講授語言：粵語（輔以英語）

地 點：香港大學屬樹雄科學館 G5 室

時 間：一九九〇年十月五日起每星期五下午七時至八時三十分

全期學費：二百六十元 （共十講）

由於香港都市及新市鎮迅速發展，而土地利用的規劃直接影響一個都市或地方的生活環境，所以城市規劃已漸受市民重視。

這課程旨在介紹都市規劃的概念、理論及實踐。本課程內容包括規劃理論，規劃大綱，區域規劃的實踐及發展管制，新市鎮的規劃及城市規劃條例的演變等。

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.

報 名 從 速

報名人數是本部得悉外界對本部課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本部課程者從速報名。

1991 Spring Extra Mural Prospectus

The next issue of the Extra Mural Prospectus will be available in early January 1991. If you wish to be sent a copy of the Prospectus in January, 1991, kindly complete and return the name and address slip below, together with a \$3.60 stamp, to the Department of Extra-Mural Studies, University of Hong Kong, Pokfulam Road, Hong Kong. The envelope should be marked "Spring Prospectus".

一九九一年春季校外課程手冊

本部將於一九九一年一月初派發一九九一年春季之校外課程手冊。有意索取者請填妥下列表格，並附郵票三元六角，逕寄「香港薄扶林道香港大學校外課程部主任」收。信封請註明「春季手冊」字樣。

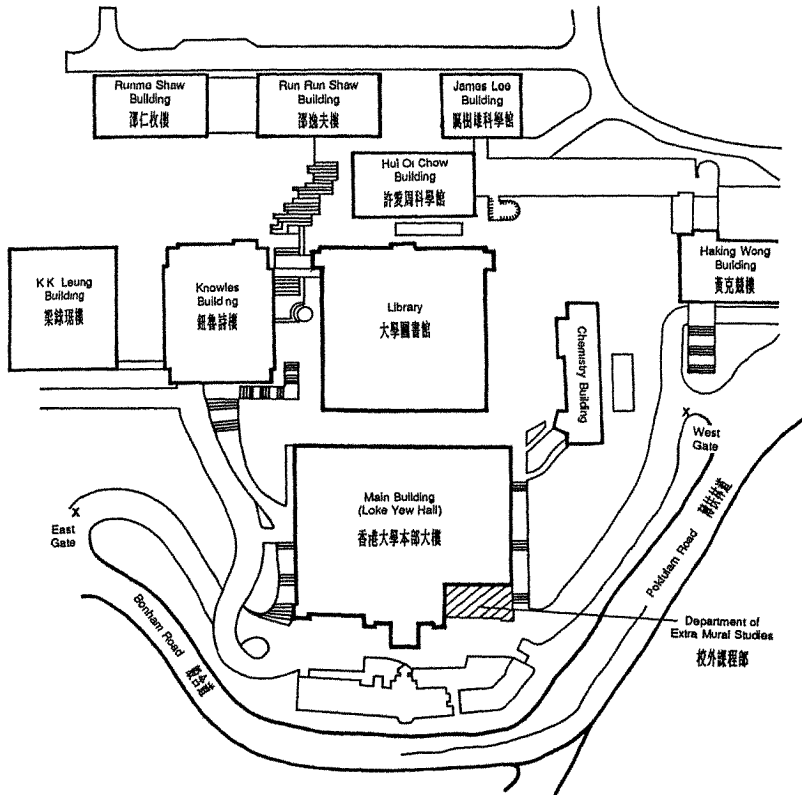
Please send me a copy of the 1991 Spring Prospectus. A \$3.60 postal stamp has been enclosed.

請惠寄一九九一年春季校外課程手冊乙本。內附三元六角郵票一個。

| |
|------------------------|
| Name 姓名 |
| Full Postal Address 地址 |
| (1991 P) |

附註：請於一九九〇年十二月一日以前寄回上列表格。
Note: Please return the above coupon before December 1, 1990.

UNIVERSITY OF HONG KONG GENERAL LAYOUT



AUTUMN COURSES

1990

University of Hong Kong
Extra-Mural Studies



香港大學校外課程秋季手冊

