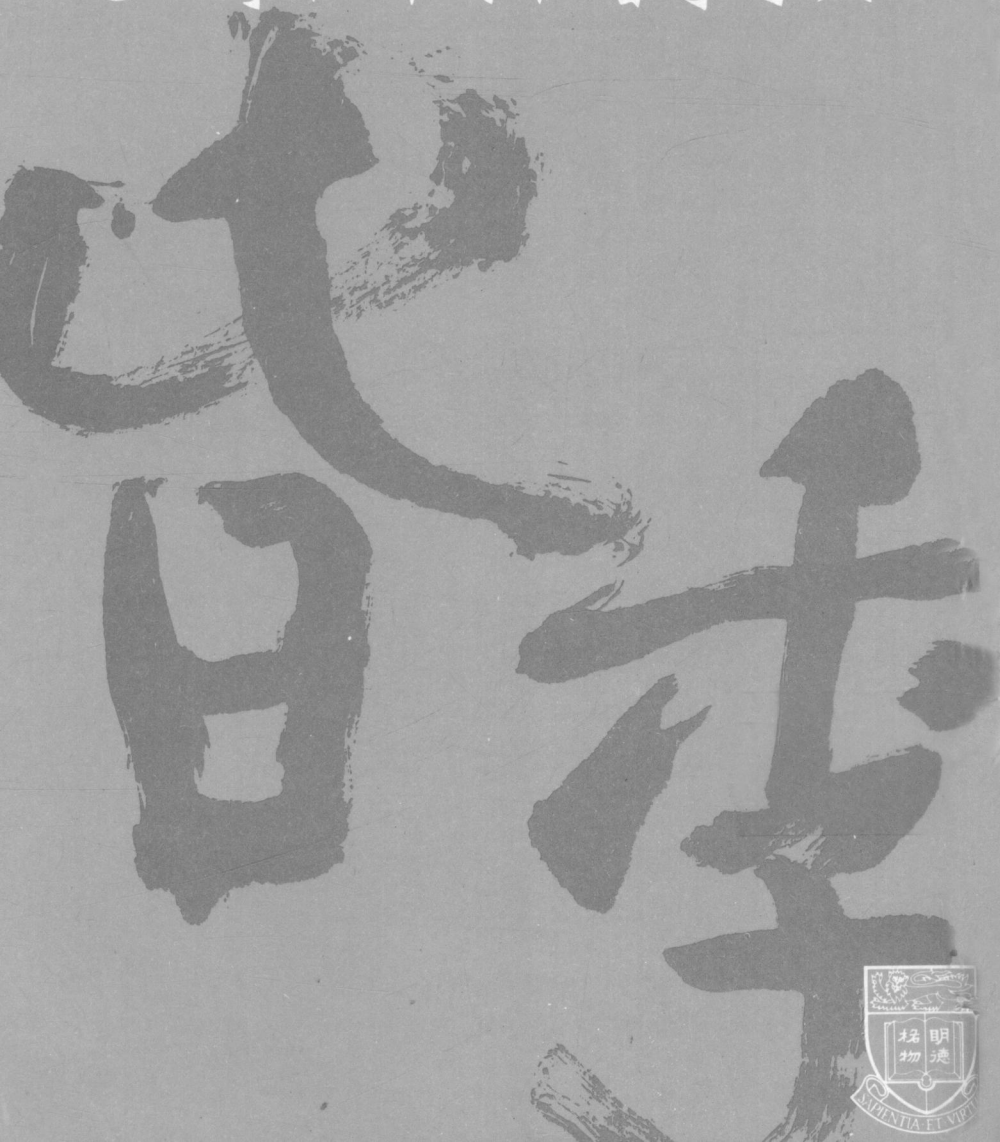


SPRING COURSES

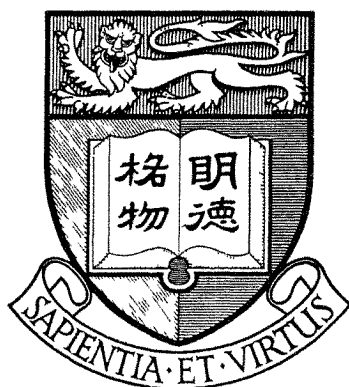
1990

University of Hong Kong  
Extra-Mural Studies

香港大學校外課程春季手冊



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# 詢問電話

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5472225 (Fax: 5597528)

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Urban & Housing Studies

9. Medical Laboratory Science 8592789  
Science & Mathematics

10. Psychology 8592790  
Social Work & Sociology

London University: External Student 8584611  
Registration 8584515  
(Fax: 8584750)

# Staff List

## DIRECTOR 系主任

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

## SENIOR STAFF TUTORS 高級專任講師

T. W. Casey 祁得理, *B.A. (Nott.), M.Phil. (H.K.), Ph.D. (Bath), F.B.I.M.*  
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),*  
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Owen H. H. Wong 黃康顯, *M.A. (H.K.), Ph.D. (Cantab.), F.I.L.*

## STAFF TUTORS 專任講師

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L. H. Rebecca Chiu 趙麗霞, *B.A. (N.S.W.), Ph.D. (A.N.U.)*  
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Miss P. J. Hung 洪琬姿, *B.Sc. (Lond.), M.Sc. (Leeds)*

## ADMINISTRATIVE STAFF 行政人員

Ms. Amy W. C. Leung 梁惠慈 (*Administrative Assistant*)  
F. S. Fong 方富盛 (*Executive Officer*)  
Mrs. Mary M. C. Li 李梁明珠 (*Executive Officer*)  
Mrs. Yvonne Wong 黃李玉珍 (*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 Extra-Mural activities will be held:
  - (a) on any public holidays.
  - (b) at a storm warning signal of No. 8 or above. (Nor will any class, or other activity, be held on the day on which a No. 8 signal is lowered.)
  - (c) during the following holiday period: January 26 to February 1, 1990 inclusive (Lunar New Year).
4. *Fees are not refundable*, except in the event of a course being over-subscribed or cancelled.
5. 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.
6. The Department reserves the right to change the time and place of course meetings and to change the course tutor should this be necessary.

## HOW TO ENROL

1. Completed enrolment forms should be sent to the Director of Extra Mural Studies, University of Hong Kong. Additional forms are available on request. To ensure that a class can take place, the Department would appreciate early enrolment by applicants.
2. 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 out in favour of the UNIVERSITY OF HONG KONG.
3. You will be notified if you are not admitted because of oversubscription or other reasons. **THE DEPARTMENT WILL NOT NOTIFY SUCCESSFUL APPLICANTS WHO ARE EXPECTED TO ATTEND THE FIRST MEETING OF THE CLASS AT THE PLACE AND TIME ADVERTISED.**
4. Applicants can also enrol in person at the following places, but it would be helpful if fee payments could be made by crossed cheque rather than by cash:
  - (i) 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: 5472225.
  - (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: 8592791 or 8592786 or 8592787.

## 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：農曆新年假期：一九九〇年一月二十六日至二月一日。
- (4) 除課程已額滿或被取消外，一切已繳學費，概不退還。
- (5) 如非特別註明，所有用中文刊登的課程都以粵語講授。
- (6) 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。
- (7) 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。劃線支票請書明支付「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③字樓。（由②字樓商場電梯上）。  
電話：5472225。  
（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：8592791 或 8592786 或 8592787。  
（星期一至五：上午九時三十分至下午一時，下午二時至五時。  
星期六：上午九時三十分至正午十二時）。

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# London University Registration

**FROM SEPTEMBER 1, 1989 ONWARDS NEW REGISTRATIONS FOR ALL LONDON UNIVERSITY PROGRAMMES ARE TO BE DEALT WITH BY THE EXTRA-MURAL STUDIES DEPARTMENT OF THE UNIVERSITY OF HONG KONG**

1. Application forms for registration as an external student of London University are available from:

Extra Mural Town Centre,  
Suite 1505, Shun Tak Centre,  
West Tower, 15/F.,  
200 Connaught Road Central,  
Hong Kong.  
(Tel. No. 8584515)

(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. Students who have already commenced their registration directly with London University must continue to deal with them directly. The Extra-Mural Department can only deal with absolutely new applications.

## **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.

**Note: Courses 1322-1338.** Special provisions apply in respect of fee refunds for these courses, as follows:

**Courses 1322-1328:** Serving teachers of Physical Education in secondary schools participating in the Hong Kong Certificate of Education Examination P.E. Pilot Scheme may apply for a full fee refund; other teachers may apply for a half fee refund.

**Courses 1329-1338:** Serving teachers of Physical Education in secondary schools participating in the Hong Kong Certificate of Education Examination P.E. Pilot scheme may apply for a half fee refund.

### **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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# Adult Education & Training

*Staff Tutor* John Holford, Telephone 8592785/8591081

## **1000. 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) & others *Wednesdays, 7 45–9 45 p m, starting April 25, 1990 Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 6 meetings* **Fee: \$395**

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 VIII.

## **1001. Effective Use of Audio-Visual Aids for Training Adults.**

Phillip A Cooke, B A, C T, MRTS, Director of the Centre for Media Resources, University of Hong Kong *Tuesday, 9 30 a m–1 00 p m & 2 15–5 00 p m on March 6, 1990 Room 332, Centre for Media Resources, Run Run Shaw Building, University of Hong Kong 1 day* **Fee: \$275**

This workshop, designed for those involved in training or teaching adults, in industry, commerce, the public sector, and adult education, will help participants to develop skills in the preparation of audio-visual aids, and in how to work effectively with programme-makers. The course will cover (a) the psychological bases of audio-visual learning, (b) how to

choose the appropriate medium for a given task; (c) "do's and don'ts" when using audio-visual aids, and techniques of effective slide presentation; (d) the use of the O.H.P.; (e) how to utilise videotape material effectively and make a video recording.

In (e) above, course participants will be involved in making a video programme. Participants should therefore think in advance of a topic from their own field which might be amenable to television treatment. They should also be prepared to discuss situations in which they have experienced difficulty in the application of audio-visual techniques. *Enrolment is limited to 12.*

### **1002. 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 February 10, 1990. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 1 day.*

**Fee: \$65**

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 limitations 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, synthesis 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.*

*See also:*

**1346. Maximising the Use of Visual Aids for Effective Instruction.**  
(Page 102)

**1811. 成人教育：理論及方法** (第215頁)



# Art & Design

Staff Tutor: Martha Lesser, Telephone 5472225

*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 when enrolling for a particular course.*

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

除特別註明外，學員必須自備與課程有關之材料。詳情將會在課程第一講闡述。

### Expressive Figure Composition.

**1011.** Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 6.00–8.00 p.m., starting February 13, 1990. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$290**

**1012.** Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 6.00–8.00 p.m., starting March 27, 1990. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$290**

Some people have spent many years learning to draw THE FIGURE, but have never addressed the issue of what to DO with the figure as an expressive subject. Planned for those with reasonable competence in life drawing, the aim of this *intermediate* level course is to help students discover and develop ways of using the figure in full, finished expressive pieces of work employing a variety of drawing and painting media.

Reference will be made to historical and contemporary uses of the figure in art. *Students should be prepared to do approximately six hours of homework each week.*

### **1013. Self Portraits/Self Discovery.**

Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 8.00–10.00 p.m., starting February 13, 1990. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$210**

Through exploration of non-traditional “self-portraits” in a variety of media we will reach into, and explore who we are beyond visual appearances. In this *intermediate level* course we will use visual means for discovery and expression of the personal self, which may—in some cases—facilitate self-transformation. *Much of the finished work for this course will be done outside of class, and students must be aware that time and motivational commitment are necessary.*

### **1014. Life Drawing Workshop.**

*Wednesdays, 6.00–8.00 p.m., starting March 7, 1990. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$460**

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.*

### **1015. 人體素描 (Life Drawing)**

主 講 人：王季麟先生 B.A. (Waterloo), B.F.A (Manitoba), M.A. (N. Dakota)

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：一九九零年二月十二日起每星期一下午八時至十時

全期學費：五百七十元（包括模特兒費）（共十二講）

本課程將以人體造形及動態作為寫畫之題材。學員需用多種畫具包括鉛筆、木炭條、粉彩及銅筆等作輪廓線描法、動姿描法、實感及質感描法等基本練習。課程並將應用幻燈片，以輔助對人體畫風格和理論的探討。學員必須以課外時間做習作。

## 1016. 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：一九九零年二月十四日起每星期三下午八時至十時

全期學費：四百一十五元 （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。

## 1017. 繪畫初階 (Beginning Painting)

主 講 人：杜建生先生 B.A. (Anhui Normal)

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：一九九零年二月十六日起每星期五下午六時至八時

全期學費：三百八十元（包括模特兒費） （共十講）

● 本課程為對繪畫有興趣之初學者而設，尤其適合有素描基礎人士。內容多元化，主要介紹基本的繪畫技巧及元素，如主題、材料、色彩、構圖等。透過對靜物及人物的寫生練習，學員可根據各人程度和風格作具體發揮。課程亦包括以幻燈片介紹名家作品，及師生共同討論習作。塑膠彩 (Acrylics) 將會是主要繪畫材料。除課堂練習外，學員必須做課外習作。學期中將會有一或兩次戶外寫生，於週末舉行。

## 1018. 初級水彩 (Basic Watercolour Painting)

主 講 人：杜建生先生 B.A. (Anhui 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：一九九零年二月十六日起每星期五下午八時至十時

全期學費：四百三十元（包括模特兒費） （共十二講）

本課程專為有素描經驗而欲進而研習水彩畫人士而設。導師將以幻燈片介紹名家作品，及通過示範介紹水彩繪畫的理論及技法，如材料的運用、色彩理論、構圖佈局等。透過對靜物及人物的寫生練習，學員可根據各人程度和風格作具體發揮。除課堂練習外，學員必須做課外習作。學期中將會有一次或兩次戶外寫生，於週末舉行。

## 1019. 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：一九九零年二月十四日起每星期三下午六時至八時

全期學費：四百一十五元 （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 viii 頁。

## 1020. 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：一九九零年二月十四日起每星期三下午八時至十時

全期學費：四百一十五元 （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，以發展個人藝術創作意念。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 viii 頁。

## 1021. 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：一九九零年二月十二日起星期一下午六時至八時

全期學費：四百一十五元 （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。

## 1022. 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：一九九零年二月十二日起星期一下午八時至十時

全期學費：四百一十五元 （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，或會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。

## 1023. 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：一九九零年二月十六日起每星期五下午六時至八時

全期學費：四百一十五元 （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。除堂課外，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 viii 頁。

## Applied Design 應用設計學

### 1024. 基本平面設計 (Introduction to Two-Dimensional Design)

主 講 人：丘正康先生 B.F.A ( York ), M.Vis A (Alberta)

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：一九九零年二月十三日起每星期二下午八時至十時

全期學費：四百一十五元 （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。

### 基礎廣告設計 (Introduction to Advertising Design)

1025. 丘正康先生主講 B.F.A.(York), M.Vis.A.(Alberta)

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：一九九零年二月十三日起每星期二下午六時至八時

全期學費：四百一十五元 （共十二講）

1026. 丘正康先生主講 B.F.A.(York), M.Vis.A.(Alberta)

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：一九九零年二月十五日起每星期四下午八時至十時

全期學費：四百一十五元 （共十二講）

本課程為廣告設計提供入門介紹，透過研究廣告設計、製作過程及各種宣傳媒介，學員能掌握及運用各種創作途徑，發揮美術與傳理的功效。課程將根據各種廣告需要，尋求其獨有的設計意念和形式，包括海報、雜誌、報紙、包裝、直接郵遞、機構宣傳設計和電視廣告等。此外亦會介紹印刷程序、字體學、視覺心理學、插畫、攝影及其他相關技巧。除講授外，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。

## 基礎攝影 (Basic Photography)

**1027.** 丘正康先生主講 B.F.A. (York), M. Vis.A. (Alberta)

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：一九九零年二月十五日起每星期四下午六時至八時

全期學費：二百四十元（包括模特兒費）（共六講）

**1028.** 丘正康先生主講 B.F.A. (York), M. Vis.A. (Alberta)

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：一九九零年三月廿九日起每星期四下午六時至八時

全期學費：二百四十元（包括模特兒費）（共六講）

本課程為對攝影有興趣之初學者而設，內容包括對相機的認識及運作、世界攝影歷史、名師作品欣賞、設計與攝影、攝影器材（測光錶、濾光鏡、各類鏡頭及菲林）、自然光線和簡單的特殊效果。學員將會進行多項構圖及攝影技巧練習，藉此學習掌握各項主題構圖及培養個人風格特色，以達傳理之效。除講授外，課程將輔以幻燈片介紹、作品討論、室內模特兒攝影及戶外攝影練習。學員須自備攝影器材及菲林。

## 1029. 攝影入門 (Photography for Beginners)

主講人：王季麟先生 B.A. (Waterloo), B.F.A. (Manitoba), M.A. (N. Dakota)

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：一九九零年二月十三日起每星期二下午八時至十時

全期學費：二百三十元（共六講）

此課程專為全無攝影經驗者而設。課程內容包括最基本之攝影知識，如攝影器材資料及用法、光圈與快門之關係及運用，以及彩色攝影之基本理論、攝影構圖基礎及名家作品風格分析討論等。課程中最少有一堂戶外攝影練習，會於星期日或公眾假期進行。學員必須自備課程內所需之攝影器材。

## 1030. 基本攝影進修 (A Guide to Better Photography)

主講人：王季麟先生 B.A. (Waterloo), B.F.A. (Manitoba), M.A. (N. Dakota)

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：一九九零年三月二十七日起星期二下午八時至十時

全期學費：二百三十元（共六講）

此課程專為曾修本部之攝影入門課程，或已具基本攝影知識者而設。課程內容將着重於攝影理論及概念之運用及實踐，導師將會以專題討論及習作方式進行授課，並最少會有一堂戶外攝影練習。學員必須自備課程內所需之攝影器材。

### 1031. 電影創作 (Experimental Film Creation)

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：一九九零年二月十二日起星期一下午六時至八時

全期學費：四百四十元 （共十二講）

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，以影像創作出一個電影作品，學員可採用分鏡頭劇本、Storyboard、硬照劇本、八米厘或錄影機進行創作。學員須自備器材。

### 1032. Introduction to Architectural Drafting and Perspective Drawing.

Dan Fedoruk, M. Arch (Manitoba). *Wednesdays, 6.00–8.00 p.m., starting February 14, 1990. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$415**

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.*

### 1033. Introduction to Architectural Drafting and Perspective Drawing.

Nelson Chu Nai-fun, B.A., B.Arch. (H.K.), M.Sc. (Lond.). *Thursdays, 8.00–10.00 p.m., starting February 15, 1990. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$415**



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.*

#### **1034. Dynamic Architectural Rendering.**

Dan Fedoruk, M. Arch. (Manitoba). *Wednesdays, 8.00–10.00 p.m., starting February 14, 1990. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

**Fee: \$415**

Architectural presentation drawings are an art-form in themselves: drawings which can excite the imagination and engage the viewers interest as self contained works. This course will address fundamental drawing modes with respect to their potential visual impact and use in a presentation scheme. It 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 oriented towards those with *intermediate* level architectural drafting and training in perspective drawing. *Students should be aware that there will be homework assignments and plan their time accordingly.*

#### **1035. Introduction to Interior Design and Spatial Planning.**

Patrick Philip Bruce, M.B.A. (Cranfield), Managing Director, Conran Design Pacific; Christopher Law, M.B.A. (City U London), Director, Conran Design Pacific, R.I.B.A.; Joyce Lawson, Associate Director, Conran Design Pacific. *Tuesdays, 6.00–8.00 p.m., starting February 13, 1990. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

**Fee: \$415**

Aimed at those who have completed "Introduction to Architectural Drafting and Perspective Drawing" or its equivalent and who have background experience in 2-D Design, this course will focus on Spaces for Living, with special emphasis on the activities of sleeping and eating. Concepts will be explored, expanded and expressed through architectural drawing, sample boards, sketch perspectives and other traditional means. Students will be introduced to uses of colour, lighting, and materials in Interiors, and the

perennial question of "What is Interior Design" will be explored. *Students should note that much of the practical work will be done as homework. Class time will be used mainly for lectures, discussion and critique.*

*In the event of oversubscription an interview will be held on February 6, 1990.*

## Art Appreciation 視覺藝術欣賞

### 1036. 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：一九九零年二月十五日起每星期四下午六時十五分至七時四十五分  
全期學費：二百五十元 （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，希冀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 viii 頁。

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

1037. 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：一九九零年二月十二日起每星期一下午六時三十分至八時  
全期學費：二百六十元 （共十二講）

1038. 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：一九九零年二月十二日起每星期一下午八時至九時三十分  
全期學費：二百六十元 （共十二講）

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

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 viii 頁。

## Art Education 藝術教育

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

#### 1039. 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：一九九零年二月十六日起每星期五下午六時至七時四十五分

全期學費：五百二十五元（共二十講）

#### 1040. 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：一九九零年二月十六日起每星期五下午七時四十五分至九時三十分

全期學費：五百二十五元（共二十講）

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 viii 頁。

## Daytime Course 日間課程

### 1041. Life Drawing Workshop.

*Fridays, 10 00 a m–12 00 noon, starting March 9, 1990 Studio 26,  
Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 12 meetings*

**Fee: \$460**

*See entry for Course No 1014.*

### 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。

# Arts Administration

Enquiries: Telephone 8592787

## 1051. 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 February 20, 1990. Dance School, Hong Kong Academy for Performing Arts, 1 Gloucester Road, Wanchai, Hong Kong. 10 meetings.*

**Fee: \$360**

A new 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 and guest lecturers will speak of stage production, movement analysis, music composition. Students will also participate in writing critical exercises.

Tom Borek is Consultant to the Dance Programme of the National Endowment for the Arts (U.S.A.) and has been 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 viii.

## 108. Funding the Visual Arts (1-Day Workshop).

Cherry Barnett, B.A. (Open), M.A. (City), Secretary General, The Friends of the Tate Gallery, London. *Saturday, March 3, 1990, 9.30 a.m.–5.30 p.m. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Town, 9/F. 1 day.*

**Fee: \$135**

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 art galleries? How is the relationship between the commercial and public galleries, the artist and the public

affected? What makes a successful gallery administrator? This workshop will explore current problems and discuss future implications.

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

### **110. Ten Contemporary Sculptors.**

Eric Wear, B.F.A. (Arkansas), M.A. (Lond.), Dip. Art History (Oxon.). *Tuesdays, 6.00–7.30 p.m., starting February 6, 1990. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.*

**Fee: \$200**

Ten sessions, each focused on the work of one European or American sculptor. Each session will deal with the development and recent work of an individual, as well as serving to highlight particular concerns and attitudes about art that they represent. Given the great diversity of contemporary art, it is important to see these sculptors not as "leaders" of their particular field, but as strong exponents of particular ways of making and thinking about art, e.g. Richard Serra for "public sculpture".

The following topics will be discussed: Minimalism; European conceptualism, sculpture and performance; sculpture in the environment, sculpture and photographic documentation; abstraction. Slides, videos and films will be used whenever possible. No previous knowledge is required. Open to anyone interested in the arts. *Enrolment is limited to 35.*

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

### **112. Theatre Now!**

Vicki Ooi, B.A. (H.K.), Ph.D. (Bristol), Senior Lecturer in English and Comparative Literature, University of Hong Kong and Director, Seals Players Foundation. *Thursdays, 6.00–7.30 p.m., starting February 8, 1990. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.*

**Fee: \$110**

What's new this season? This is a candid look at what's happening on the American & European Stage, as well as a passing glance at what's dominating the alternative theatre scene today.

Intended as a basic introduction to the major trends in contemporary theatre. It will link dramatic theory to the innovations in performance technique and stage design created by dramatists such as Chekhov, Shaw, Brecht and Pinter.

The course is open to arts administrators, to teachers with a special

interest in English and drama and to those who wish to keep generally informed.

*The deadline for enrolment will be: January 26, 1990.*

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

### **1052. Professional Stage Make-up (5 workshops).**

〔專業舞台化粧（五天課程）〕

Kago Momoyo, B.Design (Tokoyo), Dip.Fine Art (Paris), Dip.Cosmetology. (Paris), Dip. Colour Analysis (London), Guest Lecturer in Design, Hong Kong Polytechnic. *Saturdays, 2.00–6.00 p.m., starting February 17, 1990. Room 122, University Main Building, 5 meetings.*

**Fee: \$490** (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.

*Maximum No. of Students: 25.*

*Medium of instruction: Cantonese and English.*

*Deadline for enrolment: January 22, 1990.*

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

### **115. Applying for Sponsorship (1-Day Workshop).**

John Duffus, M.A. (Aberdeen), Arts Director, Pacific Images Ltd. *Saturday, January 6, 1990, 9.30 a.m.–5.30 p.m. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 1 day.*

**Fee: \$135**

To get sponsorship in the first place, you need to approach companies with proposals that are attractive, well-researched and argued, with your requirements stated on the one hand and what you can offer on the other, and this needs to be attractively presented, submitted to the right person and most importantly, submitted in good time. This workshop aims to

assist those concerned with sponsorship and covers the formulation and presentation of applications and the compilation of supporting documents, such as feasibility studies and budget forecasts. An important consideration will be students' own interests.

### **1053. Fashion Design in Vogue (5 workshops).**

〔流行時裝設計(五天課程)〕

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

**Fee: \$320**

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 and slides 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.

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

*Maximum No. of Students: 25.*

*Medium of instruction: Cantonese and English.*

**In order to receive the next issue of this Prospectus, please turn to page 232.**



# Biomedical & Health Science

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

## **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 Miss C. Ho, Department of Extra-Mural Studies, University of Hong Kong, 8592793.*

### **1062. Current Drug Therapy I.**

Stephen W. C. Tang, B.Sc.Pharm. (Oregon). *Fridays, 6.15–7.45 p.m., starting March 2, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$300**

With the advent of more effective and relatively safe drugs, doctors today are better equipped in the treatment of diseases. The objective of this course is to introduce the current use of drugs in the prevention and treatment of human diseases. This series of talks will include drug therapy on disorders of the cardiovascular, respiratory, gastrointestinal, central and peripheral nervous systems. The use of antibiotics, cold and cough medicines as well as vitamins will also be discussed.

This course is intended for nurses, dispensers, sales representatives or executives, and technicians engaged in the pharmaceutical industry and retail pharmacy. Others, such as other paramedical workers and graduate science teachers may also find it interesting and beneficial.

### **1063. Management of Urgent Health Problems (Part I).**

H. K. Mak, M.B.,B.S. (H.K.), M.H.P. (N.S.W.). *Wednesdays, 8.00–9.30 p.m., starting March 7, 1990. Room 721, Knowles Building. University of Hong Kong. 12 meetings* **Fee: \$300**

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.

#### **1064. 人體心血管循環系統的生理與疾病 (Physiology and Disorders of Human Cardiovascular System)**

主 講 人：王紀慶醫生（香港大學醫學院生理系高級講師）

地 點：香港大學邵逸夫樓206室

時 間：一九九零年三月五日起每星期一下午八時至九時三十分

全期學費：二百五十元 （共十講）

社會愈見進步，生活水準日漸提高，衛生條件也有所改善，但心血管疾病的病發率反而相對的增高了，其中的原因很多。豐富的營養加上體力活動的減少，養尊處優引起了脂肪的積聚，煙酒的刺激，精神的負擔都是加速了心血管疾病的成因；心臟突然停止跳動往往是猝死的原因之一。長期的緊張生活往往誘發高血壓引起不同器官的病變以及心肌肥大，最後導致心力衰竭的心臟病等等。本課程主要介紹心血管循環系統的解剖，生理，病理，藥理以及心臟血管疾病方面的知識，由淺入深做一個比較全面的介紹，使參加者對自己的心臟血管循環系統有更進一步的了解。

本課程為大專以上程度，特別對講授生物學的教師，衛生療養與護理方面的工作人員將有更大的幫助，同時也歡迎各階層人士參加。

#### **1065. 營養食療初階 (Introduction to Dietotherapy)**

主 講 人：許惠卿小姐 M.T.S., R.D.N.

地 點：香港大學校外課程部市區中心1室（信德中心西翼十五樓）

時 間：一九九零年四月三日起每星期二下午六時十五分至七時四十五分

全期學費：二百五十元 （共十講）

本課程結合營養與病理知識，列舉常見的疾病與各種飲食治療的方法，指導學員能更有效地為自己，家人或服務對象編排日常飲食。

課程內容包括：（一）醫院常見的餐膳與特別餐簡介；（二）膽病、高膽固醇及痛風的食療；（三）血管及心臟毛病的食療；（四）增肥，減肥及有效控制體重的飲食方法；（五）糖尿病者飲食須知；（六）腎病及低蛋白餐；（七）肝病及飲食治療；（八）腸胃病及食療；（九）癌症患者飲食。

凡醫護人員、社區健教工作者，和一般對飲食與營養有興趣的市民，而又曾修讀基本營養知識課程者，（例如秋季的「營養與健康」）皆歡迎參加。

（本課程與楊震社會服務中心合辦）。

### **1066. 嬰兒的護理 (The First Two Years of Life)**

主 講 人：香港兒科醫學會會員

主持導師：李明真醫生（香港大學兒科學系高級講師）

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：一九九零年三月二日起每星期五下八時至九時三十分

全期學費：二百五十元 （共十講）

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

### **1067. 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11室（信德中心西翼九樓）

時 間：一九九零年三月二日起每星期五下午八時至九時三十分

全期學費：三百元。 （共十二講）

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。

# **Business Studies**

*Staff Tutor: S. M. Ma, Telephone 8584565*

## **Professional Programme in Accounting**

### **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 Association 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 (a three-year course to be launched in September 1989);
- (2) A recognised university degree in accounting or a related subject;
- (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 4 and 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, 1989 for Term 2, and February 5, 1990 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 Building, 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: 8584565

## Fees

The course fee for 1989/90 is calculated at **HK \$2,500** 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.

## 1071. 中國外經貿研討會 (Seminar in China Trade and Investment)

研討會將於一九九零年二月底在香港及廣州舉行，為期一星期：週一及週三晚上六時半至九時半在香港講學兩次；週末（星期五、六及日）到廣州市進行研討，由內地有關外經貿的官員演講，並與眾學員交談；目的在於研討中國自改革、開放以來，在對外貿易和經濟合作方面的成功與問題，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。

主持人：張志錚教授（中山大學經濟系講座教授、經濟特區與港澳經濟研究室主任、廣東省經濟學會副會長）

全期學費：\$1,900（往返廣州的交通及在廣州市的食宿費用，由學員自備）。

其他詳情請向本部查詢。（電話：8584565）。

**Courses Nos. 1072 to 1080** 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.

### **1072. Auditing for Examinations.**

Wu Wai-ye, F.C.C.A., A.H.K.S.A. *Fridays, 6.00–8.30 p.m., starting February 9, 1990. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$560**

This course is intended for those who are aiming for the June 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.

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

### **1073. Company Law for HKSA Accountancy Students.**

Tsang Yu-hei, M.B.A. (UEA), F.C.C.A., A.C.I.S., A.H.K.S.A., C.P.A. *Saturdays, 2.00–4.30 p.m., starting February 10, 1990. Room 141, University Main Building. 14 meetings.* **Fee: \$560**

The course is intended for students preparing for the June 1990

ACCA/HKSA examination paper 2.2. Topics to be covered include: the elements of incorporating a company limited by shares, classes of shares and loan capital, creation of debenture and powers of trustees for debenture holders, rights and liabilities of company officers, law of meetings, rights of shareholders, reconstructions and amalgamations, and procedures of liquidation and dissolution.

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

#### **1074. 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 February 17, 1990. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$290**

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

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

#### **1075. Management Accounting.**

K. Y. Fong, B.B.A., M.B.A. (Simon Fraser). *Saturdays, 4.30–6.00 p.m., starting March 17, 1990. Room 141, University Main Building. 12 meetings.* **Fee: \$290**

The 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.



### **1076. Advanced Accounting Practice and the Regulatory Framework of Accounting.**

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 February 10, 1990. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings.*

**Fee: \$720**

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.

### **1077. Business Financial Management.**

David T. W. Wong, M.B.A. (Durham), A.C.C.A. *Saturdays, 4.00–6.00 p.m., starting February 17, 1990. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

**Fee: \$390**

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

### **1078. 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 February 12, 1990. Room 142, University Main Building. 13 meetings.* **Fee: \$540**

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.

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

### **1079. Intermediate Accounting.**

Kitty S. H. Kan, B.B.A., M.B.A. (C.U.H.K.). *Saturdays, 2.00–4.30 p.m., starting February 17, 1990. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings.* **Fee: \$600**

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.

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

### **1080. 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 February 10, 1990. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$560**

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

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

### **1081. Securities Analysis.**

Albert K. H. Poon, B.B.A. (UEA), M.Sc. (Bath). *Tuesdays, 6.00–7.30 p.m., starting February 13, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$310**

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

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

### **1082. 小型企業策劃和管理 (Small Business Management)**

主 講 人：區啟昌先生 B A (York)

地 點：香港大學本部大樓121室

時 間：一九九〇年二月十四日起每星期三下午六時至七時五十分

全期學費：四百元 (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。

### **1083. Basic Auditing.**

Elton Y. K. Tam, B.Soc.Sc. (H.K.), A.C.C.A., A.H.K.S.A. *Fridays, 8.30–10.00 p.m., starting February 16, 1990. Room 20 Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$260**

This is an introductory course for those with *no* knowledge of auditing. It is suitable for those just starting work in this field and particularly for businessmen who need to liaise with auditors. 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.

### **1084. Elementary Book-keeping and Accounts.**

Chan Kee-ming, A.C.I.S. *Saturdays, 3.30–6.00 p.m., starting February 17, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$560**

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.

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

### **1085. 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：一九九〇年二月十四日起每星期三下午六時十五分至七時四十五分

全期學費：三百九十元 （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。

由於專門術語以英語為本，學員須具有英語知識。

### **International Trade.**

**1086.** Eric Chiu, B.B.A., M.B.A. (C.U.H.K.), A.C.I.B., P.Ad. (Canada), A.C.I.S. *Fridays, 6.30–8.00 p.m., starting February 16, 1990. Room 142, University Main Building. 15 meetings.* **Fee: \$360**

**1087.** Eric Chiu, B.B.A., M.B.A. (C.U.H.K.), A.C.I.B., P.Ad. (Canada), A.C.I.S. *Fridays, 8.05–9.35 p.m., starting February 16, 1990. Room 142, University Main Building. 15 meetings.* **Fee: \$360**

This course is designed to give an overview of international trade. It covers the principles of international trade, shipping and payment terms, shipping documents, documentary credits and collections processing, import and export financing, operations of a trade finance department, foreign exchange, forward contracts and hedging, and export credit insurance.

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

### **Curtin University (formerly Western Australian Institute of Technology) B.Bus. Degree Programme in Accounting**

The Department of Extra-Mural Studies in association with the Curtin University of Technology in Western Australia offers a part-time degree programme leading to the award of a B.Bus. degree in the field of Accounting. The degree will be awarded by Curtin University. The academic programme is jointly organised by Curtin University and the Extra-Mural Studies Department and the teaching in Hong Kong is mainly provided by the Department with active support from Curtin staff. The curriculum is designed for in-service executives in Hong Kong who have an aspiration to work towards an accounting qualification while holding a full-time job. It consists of three years of study on a part-time basis. Lectures and workshops are conducted on some evenings and there are occasional weekend schools in Hong Kong. These are complemented by a carefully designed package of home-study material and consultation sessions so

that the learning process can be most effective. This is a quality distance learning programme for which the teaching services provided by the Department will give extensive academic support.

On graduation, students will be eligible for provisional membership of the Australian Society of Accountants.

Applications will be invited from prospective students in February/March 1990. Classes are expected to commence in August 1990.

Shortlisted applicants will be required to attend an intensive Introductory Course (to take place in both Hong Kong and Australia) prior to formal admission and will need to budget for both the Introductory Course expenses and the degree course fees.

The prerequisites for admission are: (1) five General Certificate of Education passes of which two must be at the Advanced Level, or equivalent; (2) a good command of English; (3) normally three years of work experience, at least one of which should be at the managerial level; (4) previous business studies at post-secondary level (e.g. an acceptable diploma or certain passes obtained in professional examinations); and (5) attendance and pass in the Introductory Course.

Those interested are invited to write, with address and telephone number, to Curtin Programme, Department of Extra-Mural Studies, University of Hong Kong, Pokfulam Road, Hong Kong or call 8584565.

Please send me information about the Curtin University B.Bus. (Accounting) Degree Programme as soon as it is available.

Name : .....

Address : .....

.....

Tel: (day-time)..... (evening).....

*(Note: it is essential that we have your telephone contact.)*

# Computer Science

Staff Tutor: F. T. Chan, Telephone 8592793

## I. Introduction Courses

### 1111. 微電腦之操作及教學應用 (Microcomputers for Teachers)

主 講 人：沃為源先生  
侯傑泰碩士

地 點：香港灣仔皇后大道東12-22號地庫循道衛理中心

時 間：一九九零年二月廿七日起每星期二下午六時至九時

全期學費：一千七百元 (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。

(本課程與循道衛理中心「專業及成人教育服務」合辦)。

教師可獲教育署退還半費。詳參第 viii 頁。

### Computer and Information Processing: A First Step.

1112. Lectures on Mondays, 6.15–8.45 p.m., starting April 30, 1990.  
Room 230, Knowles Building, University of Hong Kong. 12 meetings.

**Fee: \$420**

1113. Lectures on Tuesdays, 6.15–8.45 p.m., starting May 8, 1990.  
Room 230, Knowles Building, University of Hong Kong. 12 meetings.

**Fee: \$420**

Tutors: H. T. Luk, B.Sc. (Eng.) (H.K.), 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 to be covered include:* Basic Parts of a Computer; Data Processing; Languages and Softwares; System Development; Binary Data Representation; Data Communication.

*Languages of Instruction:* Cantonese for Course No. 1112.  
English for Course No. 1113.

### **The Principles and Applications of Microcomputer.**

**1114.** Lectures on Tuesdays, 6.30–9.00 p.m., starting February 20, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Thursdays, 6.00–7.30 p.m., starting March 1, 1990. Room 209, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings & 8 workshop meetings. **Fee: \$850**

**1115.** Lectures on Tuesdays, 6.30–9.00 p.m., starting February 20, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Thursdays, 7.40–9.10 p.m., starting March 1, 1990. Room 209, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings & 8 workshop meetings. **Fee: \$850**

**1116.** Lectures on Tuesdays, 6.30–9.00 p.m., starting February 20, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Fridays, 6.00–7.30 p.m., starting March 2, 1990. Room 209, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings & 8 workshop meetings. **Fee: \$850**

**1117.** Lectures on Tuesdays, 6.30–9.00 p.m., starting February 20, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Fridays, 7.40–9.10 p.m., starting March 2, 1990. Room 209, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings & 8 workshop meetings. **Fee: \$850**

*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.C.S. (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 students.*

### **1118. Introduction to Microcomputer Graphics.**

W. L. Mak, B.Sc. (Eng.), M.Sc. (Eng.). *Mondays, 6.15–9.15 p.m., starting April 23, 1990. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$490**

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.*

### **1119. 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 February 26, 1990. Room 151, University Main Building. 20 meetings.* **Fee: \$760**

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 converters. 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 the Hong Kong Certificate of Education Examination or equivalent.

*Enrolment is limited to 40 persons. Applicants must enclose photostat copies of the appropriate certificates along with their application forms.*

## **1120. Introduction to Digital Design**

Y. H. Chau, B.Sc. (Computer Engineering) (Alberta), M.I.E.E.E. *Lectures on Mondays, 7.00–9.00 p.m., starting April 23, 1990. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.*

**Fee: \$420**

Many applications, such as computer, are digital systems. Therefore, knowing the fundamentals of digital design will certainly help in understanding more complicated systems.

This course aims to provide an introduction to digital design techniques and the fundamental digital principles. After the course, students are expected to have a clear picture on digital techniques, so as to be able to tackle and design simple digital circuits.

This course is especially suitable for digital or electronic technicians. It is also prepared for those who want to get started with digital technology

*Syllabus:* Boolean algebra; logic gates including NAND, NOR, etc.; number systems and conversion; binary arithmetic using 2's complement representation; max-term and min-term expansion; combinational logic design and minimization using truth table and K-map; flip flop including S-R, J-K D and T; counter design with flip flops; introduction to sequential network design using state graph, Mealy machine and Moore machine.

## Introduction to UNIX

**1121.** Lectures on Thursdays, 6.30–9.30 p.m., starting February 15, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 6.00–8.00 p.m., starting February 19, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House Taikoo Shing, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,200**

**1122.** Lectures on Thursdays, 6.30–9.30 p.m., starting February 15, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 8.00–10.00 p.m., starting February 19, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,200**

**1123.** Lectures on Thursdays, 6.30–9.30 p.m., starting February 15, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Saturdays, 10.00 a.m.–12.00 p.m., starting February 24, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,200**

**1124.** Lectures on Thursdays, 6.30–9.30 p.m., starting March 22, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Tuesdays, 6.00–8.00 p.m., starting April 3, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,200**

**1125.** Lectures on Thursdays, 6.30–9.30 p.m., starting March 22, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Tuesdays, 8.00–10.00 p.m., starting April 3, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,200**

**1126.** Lectures on Thursdays, 6.30–9.30 p.m., starting May 10, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Tuesdays, 6.00–8.00 p.m., starting May 15, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,200**

**1127.** Lectures on Thursdays, 6.30–9.30 p.m., starting May 10, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Tuesdays, 8.00–10.00 p.m., starting May 15, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,200**

*Tutors:* W. C. Ying, Chief Programmer, University of Hong Kong.  
K. H. Leung, 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 introduce attendees to the philosophy, design and facilities of UNIX.

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

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

*Each student will be assigned to 1 terminal.*

*Enrolment for each course is limited to 16 students.*

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

## **Introduction to Operating System Concepts**

**1128.** Lectures on Tuesdays, 6.30–8.30 p.m., starting March 6, 1990. Room 721, Knowles Building, University of Hong Kong. Workshops on Mondays, 6.30–8.15 p.m., starting March 12, 1990. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings. **Fee: \$1,400**

**1129.** *Lectures on Tuesdays, 6.30–8.30 p.m., starting March 6, 1990. Room 721, Knowles Building, University of Hong Kong. Workshops on Mondays, 8.15–10.00 p.m., starting March 12, 1990. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings.* **Fee: \$1,400**

**1130.** *Lectures on Tuesdays, 6.30–8.30 p.m., starting March 6, 1990. Room 721, Knowles Building, University of Hong Kong. Workshops on Fridays, 6.30–8.15 p.m., starting March 9, 1990. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings.* **Fee: \$1,400**

**1131.** *Lectures on Tuesdays, 6.30–8.30 p.m., starting March 6, 1990. Room 721, Knowles Building, University of Hong Kong. Workshops on Fridays, 8.15–10.00 p.m., starting March 9, 1990. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 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.), Computer Officer, University of Hong Kong.

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 to ensure 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 IBM mainframe environment.

This course is particularly suitable for those who want to have basic understanding of the role of an operation system, and to get an exposure to a mainframe 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 line interpreter (CLI); file system; process control and CPU scheduling; memory management; input/output subsystem; system utilities; system protection and security.

*Entry Requirement: No prior knowledge of any mini or mainframe operating system is required, but some experience in using computer/PC and acquaintances with microcomputer operating system (DOS) would be an advantage.*

*Enrolment for each course is limited to 10 students.*

## II. Applications Software

### Introduction to WordPerfect

**1132.** *Tuesdays, 6.30–9.00 p.m., starting February 13, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*  
**Fee: \$720**

**1133.** *Fridays, 6.30–9.00 p.m., starting February 16, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*  
**Fee: \$720**

**1134.** *Tuesdays, 6.30–9.00 p.m., starting July 3, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*  
**Fee: \$720**

**1135.** *Thursdays, 6.30–9.00 p.m., starting July 5, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*  
**Fee: \$720**

**1136.** *Fridays, 6.30–9.00 p.m., starting July 6, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*  
**Fee: \$720**

*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, 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, newsletter, and report.

*Enrolment for each course is limited to 16 students (each student will be assigned to 1 microcomputer).*

*Medium of Instruction: Cantonese.*

## **Introduction to SYMPHONY**

**1137.** Lectures on Fridays, 7.15–9.15 p.m., starting February 16, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 6.00–7.45 p.m., starting February 26, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

**1138.** Lectures on Fridays, 7.15–9.15 p.m., starting February 16, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 7.45–9.30 p.m., starting February 26, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

**1139.** Lectures on Fridays, 7.15–9.15 p.m., starting February 16, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Tuesdays, 6.00–7.45 p.m., starting February 27, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee \$980**

**1140.** Lectures on Fridays, 7.15–9.15 p.m., starting February 16, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Tuesdays, 7.45–9.30 p.m., starting February 27, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

**1141.** Lectures on Fridays, 7.15–9.15 p.m., starting April 20, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 6.00–7.45 p.m., starting April 30, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

**1142.** Lectures on Fridays, 7.15–9.15 p.m., starting April 20, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 7.45–9.30 p.m., starting April 30, 1990. Training Centre of Wealthland

*Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 6 lecture meetings and 7 workshop meetings.*

**Fee: \$980**

**1143.** *Lectures on Fridays, 7.15–9.15 p.m., starting April 20, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Tuesdays, 6.00–7.45 p.m., starting May 1, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 6 lecture meetings and 7 workshop meetings.*

**Fee: \$980**

**1144.** *Lectures on Fridays, 7.15–9.15 p.m., starting April 20, 1990. Room 230, Knowles Building, University of Hong Kong. Workshops on Tuesdays, 7.45–9.00 p.m., starting May 1, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 6 lecture meetings and 7 workshop meetings.*

**Fee: \$980**

*Tutors-in-charge:* T. Y. Chen, Senior Lecturer in Computer Science, University of Hong Kong.

W. Y. Ho, Computer Officer, University of Hong Kong

SYMPHONY 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 electronic spreadsheet, word processing and graphics. No computer knowledge is required for this course.

*Enrolment for each course is limited to 20 students (each student will be assigned to 1 microcomputer).*

### **Business and Personal Application of Microcomputer (Symphony).**

**1145.** *Mondays and Thursdays, 6.45–9.15 p.m., starting February 12, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

**Fee: \$580**

**1146.** *Mondays and Thursdays, 6.45–9.15 p.m., starting March 12, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

**Fee: \$580**

**1147.** *Wednesdays, 6.45–9.15 p.m., starting July 4, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

**Fee: \$580**

*Tutor:* 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.



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

*Enrolment for each course is limited to 16 persons. (each student will be assigned to 1 computer).*

### **Introduction to dBASE III.**

**1148.** Lectures on Mondays, 7.15–9.15 p.m., starting February 12, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Wednesdays, 6.00–7.45 p.m., starting February 21, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

**1149.** Lectures on Mondays, 7.15–9.15 p.m., starting February 12, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Wednesdays, 7.45–9.30 p.m., starting February 21, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

**1150.** Lectures on Mondays, 7.15–9.15 p.m., starting February 12, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Fridays, 6.00–7.45 p.m., starting February 23, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

**1151.** Lectures on Mondays, 7.15–9.15 p.m., starting February 12, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Fridays, 7.45–9.30 p.m., starting February 23, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

**1152.** Lectures on Mondays, 7.15–9.15 p.m., starting April 9, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Wednesdays, 6.00–7.45 p.m., starting April 25, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

**1153.** Lectures on Mondays, 7.15–9.15 p.m., starting April 9, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Wednesdays, 7.45–9.30 p.m., starting April 25, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

**1154.** Lectures on Mondays, 7.15–9.15 p.m., starting April 9, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Fridays, 6.00–7.45 p.m., starting April 27, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Hong Kong. 6 lecture meetings and 7 workshops meetings. **Fee: \$980**

**1155.** Lectures on Mondays, 7.15–9.15 p.m., starting April 9, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Fridays, 7.45–9.30 p.m., starting April 27, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

*Tutors-in-charge:* T. Y. Chen, Senior Lecturer in Computer Science, University of Hong Kong.

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 20 students.* (each student will be assigned to 1 microcomputer).

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

## **Introduction to Database Management Systems and Structured Query Language.**

**1156.** *Lectures on Mondays, 6.30–8.30 p.m., starting February 12, 1990. Room 104, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 6.30–8.15 p.m., starting February 21, 1990. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings.* **Fee: \$1,400**

**1157.** *Lectures on Mondays, 6.30–8.30 p.m., starting February 12, 1990. Room 104, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 8.15–10.00 p.m., starting February 21, 1990. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings.* **Fee: \$1,400**

**1158.** *Lectures on Mondays, 6.30–8.30 p.m., starting February 12, 1990. Room 104, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Thursdays, 6.30–8.15 p.m., starting February 22, 1990. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings.* **Fee: \$1,400**

**1159.** *Lectures on Mondays, 6.30–8.30 p.m., starting February 12, 1990. Room 104, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Thursdays, 8.15–10.00 p.m., starting February 22, 1990. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings.* **Fee: \$1,400**

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

K. W. Chiu, B.Sc. (Computer Studies) (HK).

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/DS, 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/DS overview; ISQL (interactive SQL facility); advanced SQL programming; database facilities and utilities; SQL/DS security, integrity and error recovery; performance considerations; and introduction to other SQL/DS related products, e.g.

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

*Entry Requirement: Participants are expected to have basic computer concepts.*

*Enrolment for each course is limited to 10 students.*

### **Certificate Course in Database Design and Management**

**1160.** *Lectures on Wednesdays, 6.30–9.30 p.m., starting April 11, 1990. Room 230, Knowles Building, University of Hong Kong. Computer Workshops & Tutorials on Thursdays, 6.00–10.00 p.m., starting April 19, 1990. Training Centre of Wealthland Consultants and Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 16 lecture meetings and 12 workshop & tutorial meetings.*

**1161.** *Lectures on Wednesdays, 6.30–9.30 p.m., starting April 11, 1990. Room 230, Knowles Building, University of Hong Kong. Computer Workshops & Tutorials on Fridays, 6.00–10.00 p.m., starting April 20, 1990. Training Centre of Wealthland Consultants and Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 16 lecture meetings and 12 workshop & tutorial meetings.*

**1162.** *Lectures on Wednesdays, 6.30–9.30 p.m., starting April 11, 1990. Room 230, Knowles Building, University of Hong Kong. Computer Workshops & Tutorials on Mondays, 6.00–10.00 p.m., starting April 23, 1990. Training Centre of Wealthland Consultants and Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 16 lecture meetings and 12 workshop & tutorial meetings.*

**Fee: \$3,500** (including computer time).

*Tutor-in-Charge:* T. Y. Chen, Senior Lecturer in Computer Science, University of Hong Kong.

Database management systems are fundamental software systems that are used to increase the performance & efficiency of data manipulation. They assist in enhancing data integrity and improve data administration & 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 & synthetic approaches); Database application design; Database integrity and security; Data Dictionary and Information Resource Dictionary System; Fourth Generation Languages; Information retrieval system and 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.

*Closing date for applications: March 30, 1990.*

*Enrolment for each course is limited to 20 students.*

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.

### **III. Programming Languages**

#### **1163. 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 Mondays, 6.30–9.00 p.m., starting February 19, 1990. Room G3, James Hsiung 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.

#### **1164. 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 Mondays, 6.30–9.00 p.m., starting February 19, 1990. Room G3, James Hsiung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 6.00–7.45 p.m., starting February 28, 1990. Room 209, Run Run Shaw*

*Building, University of Hong Kong. 7 lecture meetings and 6 workshop meetings.* **Fee: \$780**

*See entry for Course No. 1163, Enrolment is limited to 20 students.*

**1165. 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 Mondays, 6.30–9.00 p.m., starting February 19, 1990. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 7.50–9.35 p.m., starting February 28, 1990. Room 209, Run Run Shaw Building, University of Hong Kong. 7 lecture meetings and 6 workshop meetings.* **Fee: \$780**

*See entry for Course No. 1163, Enrolment is limited to 20 students.*

*Medium of instruction: Cantonese for Course 1163–1165.*

**1166. 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 Mondays, 6.30–9.00 p.m., starting April 9, 1990. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 7 meetings.* **Fee: \$420**

*See entry for Course No. 1163.*

**1167. 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 Mondays, 6.30–9.00 p.m., starting April 9, 1990. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 6.00–7.45 p.m., starting April 18, 1990. Room 209, Run Run Shaw Building, University of Hong Kong. 7 lecture meetings and 6 workshop meetings.* **Fee: \$780**

*See entry for Course No. 1163, Enrolment is limited to 20 students.*

**1168. 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 Mondays, 6.30–9.00 p.m., starting April 9, 1990. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 7.50–9.35 p.m., starting April 18, 1990. Room 209, Run Run Shaw Building, University of Hong Kong. 7 lecture meetings and 6 workshop meetings.*

**Fee: \$780**

*See entry for Course No. 1163, Enrolment is limited to 20 students.*

*Medium of instruction: English for Course 1166 & 1167.*

*English & Cantonese for Course 1168.*

**1169. System Programming for Personal Computers.**

W. L. Mak, B.Sc. (Eng.), M.Sc. (Eng.). *Mondays, 6.15–9.15 p.m., starting February 19, 1990. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.*

**Fee: \$490**

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.*

**PC Assembly Language and Systems Programming.**

**1170.** *Lectures on Thursdays, 6.30–9.00 p.m., starting June 21, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Mondays, 6.15–8.00 p.m., starting July 2, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 10 lecture meetings and 10 workshop meetings.*

**Fee: \$1,400**

**1171.** *Lectures on Thursdays, 6.30–9.00 p.m., starting June 21, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Mondays, 8.00–9.45 p.m., starting July 2, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 10 lecture meetings and 10 workshop meetings.* **Fee: \$1,400**

*Tutor:* K. W. Chiu, B.Sc. (Computer Studies) (H.K.)

This course is designed for PC users, teachers and programmers who wish to extend their knowledge in PC and system 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 exercise 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 students.*

## **Introduction to C.**

**1172:** *Lectures on Mondays, 6.30–9.30 p.m., starting February 19, 1990. Room 103, University Main Building, University of Hong Kong. Workshops on Wednesdays, 6.00–8.00 p.m., starting February 21, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 5 lecture meetings and 5 workshop meetings.* **Fee: \$1,200**

**1173.** *Lectures on Mondays, 6.30–9.30 p.m., starting February 19, 1990. Room 103, University Main Building, University of Hong Kong. Workshops*



*on Wednesdays, 8.00–10.00 p.m., starting February 21, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 5 lecture meetings and 5 workshop meetings.*

**Fee: \$1,200**

**1174.** *Lectures on Mondays, 6.30–9.30 p.m., starting March 26, 1990. Room 103, University Main Building, University of Hong Kong. Workshops on Wednesdays, 6.00–8.00 p.m., starting April 4, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 5 lecture meetings and 5 workshop meetings.*

**Fee: \$1,200**

**1175.** *Lectures on Mondays, 6.30–9.30 p.m., starting March 26, 1990. Room 103, University Main Building, University of Hong Kong. Workshops on Wednesdays, 8.00–10.00 p.m., starting April 4, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 5 lecture meetings and 5 workshop meetings.*

**Fee: \$1,200**

**1176.** *Lectures on Mondays, 6.30–9.30 p.m., starting May 7, 1990. Room 103, University Main Building, University of Hong Kong. Workshops on Wednesdays, 6.00–8.00 p.m., starting May 16, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 5 lecture meetings and 5 workshop meetings.*

**Fee: \$1,200**

**1177.** *Lectures on Mondays, 6.30–9.30 p.m., starting May 7, 1990. Room 103, University Main Building, University of Hong Kong. Workshops on Wednesdays, 8.00–10.00 p.m., starting May 16, 1990. Training Centre of Wealthland Consultants & Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 5 lecture meetings and 5 workshop meetings.*

**Fee: \$1,200**

*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.

*Each student will be assigned to 1 terminal.*

*Enrolment for each course is limited to 16 students.*

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

### **Advanced Programming Using C**

**1178.** Lectures on Mondays, 7.00–9.00 p.m., starting May 7, 1990. Room 104, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 6.30–9.30 p.m., starting May 16, 1990. Room 104, Run Run Shaw Building, University of Hong Kong. 12 lecture meetings and 10 workshop meetings.

**1179.** Lectures on Mondays, 7.00–9.00 p.m., starting May 7, 1990. Room 104, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Thursdays, 6.30–9.30 p.m., starting May 17, 1990. Room 104, Run Run Shaw Building, University of Hong Kong. 12 lecture meetings and 10 workshop meetings.

*Tutors:* P. T. Ho, B.Sc. (Eng.), M.Phil., Ph.D. (H.K.), C.Eng., M.I.E.E., M.I.E.E.E., M.B.C.S., M.H.K.I.E., Senior Computer Officer, University of Hong Kong.

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

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

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.

*Entry Requirement: Knowledge of at least one programming language.*

*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 interfaces; applied data structures and algorithms; programming style and techniques; structured programming issues; efficiency considerations; and real life applications and examples.

*Enrolment for each course is limited to 16 students. (BY SELECTION).  
Closing date for applications: April 20, 1990.*

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.

## **IV. Computer Networking/Data Communications**

### **1180. Elements of Computer Networking**

*Lectures on Mondays, 6.30–8.30 p.m., starting February 12, 1990. Room 230, Knowles Building, University of Hong Kong. 10 meetings. Fee: \$480*

*Tutor-in-charge:* P. T. Ho, B.Sc. (Eng.), M.Phil., Ph.D. (H.K.), C.Eng., M.I.E.E., M.I.E.E.E., M.B.C.S., M.H.K.I.E., Senior Computer Officer, University of Hong Kong.

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:* An introduction and overview of network technology; ISO/OSI model; network topology; various network media including ethernet, token ring, and token bus; network management; standards; 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 30 students.*

## **Introduction to Local Area Networks with Microcomputers**

**1181.** *Lectures on Thursdays, 6.30–9.00 p.m., starting April 19, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Mondays, 6.15–8.00 p.m., starting May 7, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 8 lecture meetings and 5 workshop meetings.* **Fee: \$950**

**1182.** *Lectures on Thursdays, 6.30–9.00 p.m., starting April 19, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Mondays, 8.00–9.45 p.m., starting May 7, 1990. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 8 lecture meetings and 5 workshop meetings.* **Fee: \$950**

*Tutor:* K. W. Chiu, B.Sc. (Computer Studies) (H.K.)

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

Local area network is a communications technology to link up computers. LAN is widely implemented to increase connectivity and productivity of microcomputers and/or mainframe computers in 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 students.*

## **1183. Data Communications with modems and the use of Bulletin Boards.**

K. W. Chiu, B.Sc. (Computer Studies) (H.K.) and C. K. Yuen, B.Sc., (C.U.H.K.), Cert.Ed. (H.K.), Demonstrator, University of Hong Kong.

*Tuesdays, 6.30–8.45 p.m., starting May 22, 1990. Room 721, Knowles Building, University of Hong Kong. 7 meetings.* **Fee: \$480**

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 softwares 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. Chinese Computing

### **1184. 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：一九九〇年五月五日起每星期六下午二時三十分至四時三十分

全期學費：四百元 ( 共十二講 )

本課程着重介紹中文電腦之使用及倉頡輸入法。內容包括：(一)中文字之特性；(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)**

**1185.** 一九九〇年二月廿一日起每星期三及五下午六時四十五分至九時四十五分  
( 共四講 )

**1186.** 一九九〇年三月二日起每星期二及五上午九時三十分至十二時三十分  
(共四講)

**1187.** 一九九〇年三月廿一日起每星期三及五下午六時四十五分至九時四十五分  
(共四講)

**1188.** 一九九〇年四月十八日起每星期三及五下午六時四十五分至九時四十五分  
(共四講)

**1189.** 一九九〇年五月五日起每星期六下午二時三十分至五時三十分  
(共四講)

**1190.** 一九九〇年六月六日起每星期三下午六時四十五分至九時四十五分  
(共四講)

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：七百二十元

名 額：每班限收十八人

課程概述及目的：

香港地位特殊，是中西方文化，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。然而社會上現時對於中文電腦的操作，及管理人材極之缺乏，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，從而進一步將中文電腦實際應用於工商業業務上。

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
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）

[本課程與香港伍山科技發展有限公司合辦]

## 中文電腦與文書處理 (Chinese Computer System and Word Processing)

**1191.** 一九九〇年二月十七日起每星期六下午二時三十分至四時三十分，香港大學校本部大樓122室。實習課程：一九九〇年二月廿七日起每星期二下午六時至八時，灣仔莊士敦道194號-204號，灣仔商業中心，四〇二室，Daily Point Inv. Ltd.（五課講授及五課實習）

**1192.** 一九九〇年二月十七日起每星期六下午二時三十分至四時三十分，香港大學校本部大樓122室。實習課程：一九九〇年二月廿七日起每星期二下午八時至十時，灣仔莊士敦道194號-204號，灣仔商業中心，四〇二室，Daily Point Inv. Ltd.（五課講授及五課實習）

**1193.** 一九九〇年二月十七日起每星期六下午二時三十分至四時三十分，香港大學校本部大樓122室。實習課程：一九九〇年三月一日起每星期四下午六時至八時，灣仔莊士敦道194號-204號，灣仔商業中心，四〇二室，Daily Point Inv. Ltd.（五課講授及五課實習）

**1194.** 一九九〇年二月十七日起每星期六下午二時三十分至四時三十分，香港大學校本部大樓122室。實習課程：一九九〇年三月一日起每星期四下午八時至十時，灣仔莊士敦道194號-204號，灣仔商業中心，四〇二室，Daily Point Inv. Ltd.（五課講授及五課實習）

**1195.** 一九九〇年三月卅一日起每星期六下午二時三十分至四時三十分，香港大學校本部大樓122室。實習課程：一九九〇年四月十日起每星期二下午六時至八時，灣仔莊士敦道194號-204號，灣仔商業中心，四〇二室，Daily Point Inv. Ltd.（五課講授及五課實習）

**1196.** 一九九〇年三月卅一日起每星期六下午二時三十分至四時三十分，香港大學校本部大樓122室。實習課程：一九九〇年四月十日起每星期二下午八時至十時，灣仔莊士敦道194號-204號，灣仔商業中心，四〇二室，Daily Point Inv. Ltd.（五課講授及五課實習）

**1197.** 一九九〇年三月卅一日起每星期六下午二時三十分至四時三十分，香港大學本部大樓122室。實習課程：一九九〇年四月十二日起每星期四下午六時至八時，灣仔莊士敦道194號-204號，灣仔商業中心，四〇二室，Daily Point Inv. Ltd. (五課講授及五課實習)

**1198.** 一九九〇年三月卅一日起每星期六下午二時三十分至四時三十分，香港大學本部大樓122室。實習課程：一九九〇年四月十二日起每星期四下午八時至十時，灣仔莊士敦道194號-204號，灣仔商業中心，四〇二室，Daily Point Inv. Ltd. (五課講授及五課實習)

**1199.** 一九九〇年五月十九日起每星期六下午二時三十分至四時三十分，香港大學本部大樓122室。實習課程：一九九〇年五月廿九日起每星期二晚六時至八時，灣仔莊士敦道194號-204號，灣仔商業中心，四〇二室，Daily Point Inv. Ltd. (五課講授及五課實習)

**1200.** 一九九〇年五月十九日起每星期六下午二時三十分至四時三十分，香港大學本部大樓122室。實習課程：一九九〇年五月廿九日起每星期二下午八時至十時，灣仔莊士敦道194號-204號，灣仔商業中心，四〇二室，Daily Point Inv. Ltd. (五課講授及五課實習)

**1201.** 一九九〇年五月十九日起每星期六下午二時三十分至四時三十分，香港大學本部大樓122室。實習課程：一九九〇年五月卅一日起每星期四下午六時至八時，灣仔莊士敦道194號-204號，灣仔商業中心，四〇二室，Daily Point Inv. Ltd. (五課講授及五課實習)

**1202.** 一九九〇年五月十九日起每星期六下午二時三十分至四時三十分，香港大學本部大樓122室。實習課程：一九九〇年五月卅一日起每星期四下午八時至十時，灣仔莊士敦道194號-204號，灣仔商業中心，四〇二室，Daily Point Inv. Ltd. (五課講授及五課實習)

主 講 人：蘇少嫻小姐及 Daily Point Inv. Ltd. 之導師

全期學費：七百八十元

名 額：每班限收十人

本課程着重介紹倉頡輸入法第四代及多視窗文書處理系統「慧星一號」之中文文書處理。內容包括：倚天中文系統之特性；詞庫輸入法之操作；造字系統；倉頡輸入法第四代之技巧；文書處理；表格製作；列印指令等功能。

[本課程與 Daily Point Inv. Ltd. 合辦]



## VI. EMS Certificate Courses

### Certificate Course in Digital Computer Programming

**1203.** Lectures on Mondays, 6.30–9.00 p.m., starting April 9, 1990. Room 217, University Main Building, University of Hong Kong. Computer Workshops on Thursdays, 6.00–10.00 p.m., starting May 10, 1990. Room 209, Run Run Shaw Building, University of Hong Kong. 20 lecture meetings and 30 workshop meetings (workshop meetings consisting of computer, tutorial and discussion sessions).

**1204.** Lectures on Mondays, 6.30–9.00 p.m., starting April 9, 1990. Room 217, University Main Building, University of Hong Kong. Computer Workshops on Fridays, 6.00–10.00 p.m., starting May 11, 1990. Room 209, Run Run Shaw Building, University of Hong Kong. 20 lecture meetings and 30 workshop meetings (workshop meetings consisting of computer, tutorial and discussion sessions).

*Tutors:* T. Y. Chen, Senior Lecturer in Computer Science, University of Hong Kong.

W. Y. Ho, Computer Officer, University of Hong Kong.

K. S. Kwok, Senior Computer Officer, University of Hong Kong.

M. S. Luk, Senior Computer Officer, University of Hong Kong.

**Fee: \$3,000** (including computer time).

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

*Minimum Entry Qualifications:* Applicants should have 5 subjects including English and Mathematics at Grade E or above in the Hong Kong Certificate of Education Examination or equivalent. It is advantageous to the students if they have completed the Extra-Mural course, "Computer & Information: A First Step" or "The Principles and Applications of Microcomputer". In addition, it is desirable that they have attended the Extra-Mural course in BASIC programming.

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

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

*Syllabus:*

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

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

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

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

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.

*Enrolment for each course is limited to 60 students.*

*Closing date for applications: March 9, 1990.*

## **Certificate Course in Advanced Microcomputer Applications**

**1205.** Lectures on Fridays, 6.30–9.00 p.m., starting April 20, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Computer Workshops on Thursdays, 6.00–8.00 p.m., starting May 3, 1990. Training Centre of Wealthland Consultants and Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 26 lecture meetings and 25 computer workshop meetings.

**1206.** Lectures on Fridays, 6.30–9.00 p.m., starting April 20, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Computer Workshops on Thursdays, 8.00–10.00 p.m., starting May 3, 1990. Training Centre of Wealthland Consultants and Management Ltd., Suite 611, Mount Parker House, Taikoo Shing, Hong Kong. 26 lecture meetings and 25 computer workshop meetings.

**1207.** Lectures on Fridays, 6.30–9.00 p.m., starting April 20, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Computer Workshops on Saturdays, 2.00–4.00 p.m., starting May 5, 1990. Room 209 Run Run Shaw Building, University of Hong Kong. 26 lecture meetings, and 25 computer workshop meetings.

**1208.** Lectures on Fridays, 6.30–9.00 p.m., starting April 20, 1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Computer Workshops on Saturdays, 4.00–6.00 p.m., starting May 5, 1990. Room 209, Run Run Shaw Building, University of Hong Kong. 26 lecture meetings and 25 computer workshop meetings.

*Tutors:* M. F. Yau, Computer Officer, University of Hong Kong.  
K. H. Leung, Computer Officer, University of Hong Kong.  
W. Y. Ho, Computer Officer, University of Hong Kong.  
S. Y. Leung, Senior Computer Officer, University of Hong Kong.

**Fee: \$3,500** (including computer time).

This is a follow-up course of the Certificate Course in Microcomputer Applications. It aims to provide an in-depth study of microcomputer systems and applications. Course contents include an introduction to the more advanced features of DOS and BIOS, programming techniques, application design and microcomputer networking. Ample practical exercises will be given on programs and applications development.

*Minimum Entry Qualifications:* Applicants should have at least completed secondary education and have microcomputer programming experience. Preference will be given to those who have successfully completed the Certificate Course in Microcomputer Applications offered by the Department of Extra-Mural Studies, University of Hong Kong.

*Examination:*

An oral/practical examination will be conducted at the end of the course. The award of an Extra-Mural certificate is conditional on 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:*

Structure of DOS and BIOS; BASIC programming; dBASE programming; Introduction to System Analysis, Database Design and Management; Microcomputer Local Area Network (LAN).

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 20 students.*

*Closing date for applications: March 24, 1990.*

*See also:*

**1160-1162. Certificate Course in Database Design and Management.** (Page 46 )

## SEMINARS ON SPECIAL TOPICS

### Expert Systems

This seminar provides an in-depth discussion on Expert Systems. It is aimed at those who want to acquire in detail, the techniques and skill 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.

#### *Résumé of the Speaker*

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 scanner.

*The exact schedule for these seminars have to be determined with the speaker. Individuals who are interested in the above courses should send a self-addressed envelope to Miss C. Ho, Department of Extra-Mural Studies, University of Hong Kong.*

## 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** their employees/members should contact Miss C. Ho 8592793

# Economics, Banking & Statistics

*Staff Tutor: Jennifer G. H. Ng, Telephone 8592783*

## **1231. Principle of Economics I: Microeconomics.**

Joseph Hu, M.Econ. (North Carolina State). *Wednesdays, 6.15–7.45 p.m., starting March 7, 1990. Room 141, University Main Building. 20 meetings.* **Fee: \$435**

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

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

*Medium of instruction: English and Cantonese.*

## **1232. Principle of Economics II: Macroeconomics.**

Joseph Hu, M.Econ. (North Carolina State). *Wednesdays, 8.00–9.30 p.m., starting March 7, 1990. Room 141, University Main Building. 20 meetings.* **Fee: \$435**

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 and Cantonese.*

## **1233. Economics.**

Peter Yen, B.Soc.Sc., M.Soc.Sc. (H.K.). *Mondays, 7.30–9.15 p.m., starting February 19, 1990. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 23 meetings.* **Fee: \$540**

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

*Medium of instruction: English and Cantonese.*

### **1234. Basic Economics for Professional Examinations.**

Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.C.I.B., A.C.I.S., C.Dip.A.F., M.M.S. *Fridays, 6.15–9.15 p.m., starting April 20, 1990. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.*

**Fee: \$480**

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.

### **1235. Monetary Economics.**

Joseph Hu, M.Econ. (North Carolina State). *Saturdays, 2.00–4.00 p.m., starting March 3, 1990. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.*

**Fee: \$500**

This course is designed for those who will be taking the Stage 2 Monetary Economics paper of the Chartered Institute of Bankers. Topics include: the concept of money, the U.K. Financial System, the money supply, aspects of monetary theory, interest rates, monetary policy, balance of payments and exchange rates. A.C.I.B. candidates are preferred.

*Medium of instruction: English and Cantonese.*

### **1236. Elements of Banking.**

Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.C.I.B., A.C.I.S., C.Dip.A.F., M.M.S. *Mondays, 6.30–9.00 p.m., starting April 9, 1990. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 14 meetings.*

**Fee: \$435**

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

### **1237. Practice of Banking I.**

C. S. Chan, A.C.I.B. *Thursdays, 8.05–9.35 p.m., starting February 15, 1990. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.*

**Fee: \$365**

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.) Candidates must have passed the Law Relating to Banking examination conducted by the Chartered Institute of Bankers.

### **1240. Law Relating to Banking.**

Stephen Leung Sze-wing, LL.M. (Cantab.). P.C.LL. (H.K.). *Wednesdays, 7.45–10.00 p.m., starting May 30, 1990. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings.*

**Fee: \$520**

This course will cover the whole syllabus of Law Relating to Banking for A.C.I.B. Stage 2 examinations. The course content strictly follows the syllabus as required by the Chartered Institute of Bankers. Topics include: negotiable instruments, agency, partnerships, companies, securities and guarantees. A few sessions will be devoted to solving the problems from past examination papers.

### **1241. 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 February 14, 1990. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.*

**Fee: \$375**

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.

### **1242. Merchant Banking Services.**

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, 8.00–9.30 p.m., starting March 9, 1990. Room 102, James Hsioung  
Lee Science Building, University of Hong Kong. 16 meetings. Fee: \$370*

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 and Cantonese.*

### **1243. Bank Lending and Credit Analysis**

Peter Yip, A.C.I.B., D.M.S. *Thursdays, 6.15–9.15 p.m., starting April 12,  
1990. Room LG2, Hui Oi Chow Science Building, University of Hong Kong.  
6 meetings. Fee: \$285*

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 by English where appropriate.*

### **1244. Cheques—Legal Aspects and Forgery.**

Peter Yip, A.C.I.B., D.M.S. *Saturdays, 2.30–5.30 p.m., starting June 2,  
1990. Room 7, University Main Building. 4 meetings. Fee: \$190*

As cheques have been widely used as a method of payment in our daily lives, it is of vital importance to acquire a better understanding on their legal aspects and prominent cases on forgery. This course is designed to cover the topics: Bills of Exchange Ordinance, bearer and order cheques crossings, endorsements, forged signatures, fraudulent alterations, negotiability, transferability, "Not-negotiable" cheques. "Account Payee Only" cheques, etc. Exercises and case studies will be provided in order to enable the students to have active participation throughout the course.

*Medium of instruction: Cantonese supplemented by English when appropriate.*



### **1245. Import and Export Banking.**

Robert Au Sui-chee, A.C.I.B. *Saturdays, 2.15–5.15 p.m., starting February 17, 1990. Room 7, University Main Building. 10 meetings. Fee: \$490*

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 and Cantonese.*

### **1246. 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：一九九〇年五月二十四日起每星期四下午六時十五分至九時十五分

全期學費：一百九十元 (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。

### **1247. 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. *Mondays, 6.50–9.50 p.m., starting June 11, 1990. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings. Fee: \$470*

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.

### **1248. 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 April 26, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$460**

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, euro notes, 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.

### **1250. 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 March 9, 1990. Room 102, James Hsiung Lee Science Building, University of Hong Kong. 16 meetings.* **Fee: \$370**

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 and Cantonese.*

### **1251. Corporate Finance.**

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 March 12, 1990. Room 122, University Main Building. 16 meetings.* **Fee: \$370**

The aim of the program is to introduce the latest developments towards Corporate Finance. Participants are expected to have basic financial knowledge and work experience. Topics include: capital structuring,

funding management, liquidity management, foreign currency exposure management and financial markets.

*Medium of instruction: English and Cantonese.*

### **1252. 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 April 26, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$445**

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.

### **1253. 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. *Thursdays, 8.00–10.00 p.m., starting February 22, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$265**

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.

### **1254. 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 April 23, 1990. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$285**

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.

### **1255. 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12室（信德中心西翼九樓）  
時 間：一九九〇年二月十四日起每星期三下午六時至七時四十五分  
全期學費：二百一十元 （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。

### **1256. Investment Fundamentals.**

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, 8.00–9.30 p.m., starting March 12, 1990. Room 122, University Main Building. 16 meetings.* **Fee: \$370**

The course is aimed for both personal and institutional investors. Up-to-date investment appraisal and media will be discussed. Topics include: portfolio management techniques in investment markets including equity, debt metals futures and options.

Attendants are expected to have relevant basic knowledge and work experience.

*Medium of instruction: English and Chinese.*

### **1257. Hong Kong Statistics for Business.**

*Thursdays, 6.00–8.00 p.m., starting February 22, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$275**

This course is offered in cooperation with the Census and Statistics Department. It is designed to put managers, administrators and planners in closer touch with the statistical data available in Hong Kong, and to

show how such data may be used to assist in business and forecasting. The course is an integrated series of lectures/seminars by experts in the field.

<i>Topic</i>	<i>Speaker</i>
Labour, price and wage statistics: personnel management and manpower planning	Alvin Li, B.Sc., M.Sc. Senior Statistician (Census & Statistics Department)
Population and income statistics: research and marketing	Frank Yu, B.A., M.A. Senior Statistician (Census & Statistics Department)
Manufacturing and construction industries, distribution trades and services statistics: comparing profitability and performance, evaluating local market size and assessing extent and nature of competition	Siu Yiu-choi, B.Soc.Sc. Senior Statistician (Census & Statistics Department)
Trade statistics: market research, trade promotion and end-use goods analysis and forecasting	Miss Josephine Lau, B.Soc.Sc. Senior Statistician (Census & Statistics Department)
National accounts statistics: estimates of Gross Domestic Product and its components	Mrs. Lily Ouyang, B.Soc.Sc., M.Soc.Sc., M.B.A. Senior Statistician (Census & Statistics Department)
Monetary statistics: analysis and applications	Simon Lau, B.Soc.Sc., M.Phil. Economist (Monetary Affairs Branch, Government Secretariat)
Economic statistics: analysis and applications	H. Y. Cheung, B.Soc.Sc. Senior Economist (Economic Services Branch, Government Secretariat)
Panel discussion: overview of official statistics and their uses in business and administration	Frederick Ho, B.Sc., M.Soc. Sc., F.I.S. Deputy Commissioner (Census & Statistics Department) Esmond Lee, B.Soc.Sc. Principal Economist (Economic Services Branch, Government Secretariat)

## 1258. 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22室（信德中心西翼九樓）

時 間：一九九〇年二月十九日起每星期一下午六時十五分至七時四十五分

全期學費：二百五十元（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。

## 1259. Introductory Statistics.

K. C. Lo, B.Soc.Sc., M.Soc.Sc. (H.K.). *Saturdays, 2.15–3.45 p.m., starting March 17, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$375**

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 and Cantonese.*

## **1260. Quantitative Methods for Business and Economics.**

Gordon Tang, B.Sc., M.Sc. (Lond). *Tuesdays and Thursdays, 8.00–10.00 p.m., starting June 5, 1990. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$350**

This course is intended to provide the students with the quantitative tools to solve problems in business and economics. The following topics will be introduced: Methodology of Quantitative Approach in Solving Problems, Decision Analysis, Decision Tree, Utility Theory, Linear Programming Simplex Method, Network Analysis, CPM and PERT, and Introduction to Simulation.

*Medium of instruction: Cantonese and English.*

## **LONDON UNIVERSITY EXTERNAL B.Sc. ECONOMICS REVISION COURSES**

Revision courses for the following subjects in Part 1 of B.Sc. (Econ.) will be taught at Easter, 1990 by examiners and lecturers from the United Kingdom.

- 1261. Economics B1** (L.U. Syllabus No. 0002)
- 1262. Elements of Statistics** (L.U. Syllabus No. 0007)
- 1263. Banking 1** (L.U. Syllabus No. 0008)
- 1264. Introduction to Sociology** (L.U. Syllabus No. 0010)
- 1265. Mathematics for Economists** (L.U. Syllabus No. 0012)

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

如 欲 收 到 下 期 課 程 手 冊 ，  
請 翻 閱 第 232 頁 。

# Education

*Staff Tutor: John Holford, Telephone 8592785/8591081*

## **1281. New Approaches to Teaching and Counselling Young People I.**

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 February 14, 1990. Room 1, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 8 meetings.* **Fee: \$170**

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.

This course will be of value to all professionals working with young people. *Enrolment is limited to 30.*

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

## **1282. New Approaches to Teaching and Counselling Young People II.**

Atara Sivan, B.A., M.A. (Bar-Ilan), Lecturer, University of Haifa, Israel, Programme Developer, Israeli Ministry of Education & Culture. *Wednesdays, 7.45–9.15 p.m., starting February 14, 1990. Room 1, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 meetings.* **Fee: \$135**

This course is intended for students who have completed the previous course "New Approaches to Teaching & Counselling Young People I". It will explore in considerably greater depth than before, what is being meant by "informal methods". 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. Additional techniques and skills which build on from the previous course will be introduced. All professionals working with young people will find this course of value  
*Enrolment is limited to 30.*

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

## **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.*

### **I. Civic/Moral Education and Social Subjects**

#### **1283. 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, & Mrs. Anne Nicholson, B.A., Cert.Ed., Adv.Dip.Ed., M.Ed. Saturdays, 10.00–11.30 a.m., starting April 21, 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 viii.

#### **1284. Developing Environmental Awareness in CE Geography Using an Issue-based Approach.**

Miss Kwan Yim-lin, B.A. (H.K.), M.Sc. (Oxon), M.Ed. (H.K.), Lecturer in Curriculum Studies, University of Hong Kong. Fridays, 7.00–8.30 p.m., starting April 27, 1990. Room 202, Runme Shaw Building, University of Hong Kong. 6 meetings. **Fee: \$215**

Current issues relevant to environmental awareness will be used to illustrate the teaching of the current CE geography syllabus. Different strategies and working material will be integrated to encourage more pupil involvement in class. Participating teachers are expected to produce one set of classroom materials in the last session of the course. Opportunities will be provided for participating teachers to discuss and improve their work and to share ideas of teaching. *Enrolment is limited to 20.*

*Language of instruction: English (but some video tapes and newspaper cutting could be in Chinese).*

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

### **1285. Resource Development for Economics Teaching at Certificate Level.**

P. Morris, B.Ed. (Leeds), M.Sc. (CNA), D.Phil. (Sussex), Dean, Faculty of Education, University of Hong Kong & others. *Mondays, 6.15–7.45 p.m., starting April 23, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 4 meetings.* **Fee: \$190**

This is a course designed to give teachers the opportunity to work together to produce resources (worksheets, data response and other stimulus material) which will help their pupils learn to apply economic concepts. The course will be especially useful to those teachers who are attempting to produce resources as part of the school-based Curriculum Project Scheme. *Enrolment is limited to 18.*

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

### **1286. Workshop on Data-Based Questioning for the Hong Kong Certificate of Education History Course.**

A. E. Sweeting, M.A. (Oxon), Cert.Ed. (Lond.), Ph.D. (H.K.), Senior Lecturer in Curriculum Studies, University of Hong Kong. *Mondays, 6.00–7.30 p.m., starting April 2, 1990. Room 206, Runme Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$175**

The HKCE History Subject Panel has recently decided to introduce Data-Based Questions (DBQs) as a compulsory and major (50%) part of Paper 1. Most teachers are unacquainted with these types of questions both as assessment-instruments and as teaching/learning strategies. This workshop aims to help secondary school teachers consider the rationale, procedures, and implications of the important new development, and give

them practice in preparing their own DBQs. *Enrolment is limited to 25.*

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

### **1287. 中史活動教學法 (Activity Methods in Teaching Chinese History)**

主 講 人：簡麗芳女士 B.A, M Ed. (H K)，香港大學課程學系講師

地 點：香港大學邵仁枚樓203室

時 間：一九九零年二月十七日起每星期六上午十時至下午一時

全期學費：三百四十五元 (共五講)

本課程重點在介紹各種形式的教學活動，以配合不同程度的中學同學需要，主要從趣味入手，以提高學生研習中史的興趣。內容包括中史教學資料搜集，圖示法的設計與運用，習作設計的原則及方法、視聽教材簡介、模擬遊戲製作等。上課形式包括講授、教學示範、研習等。(其中一節安排參觀香港古物古蹟。) (限收二十五人)

教師可獲教育署退還半費。詳參第 viii 頁。

### **1288. Drug-Wise: An Affective Approach to Drug Education in Secondary Schools.**

J. R. Day, B.Sc., Ph.D. (East Anglia), Post Cert.Ed. (Cambridge), Lecturer in Curriculum Studies, University of Hong Kong. *Mondays, 6.00–7.30 p.m., starting February 12, 1990. Room 308, Runme Shaw Building, University of Hong Kong. 4 meetings.* **Fee: \$195**

This course, based on a British drug education package, adapted and translated into Chinese for Hong Kong will focus on affective educational methods to modify attitudes and behaviours of the young in respect of drug use and acceptability—including alcohol and tobacco. Participants will learn and experience material at all levels of learning and also how to evaluate the probable learning outcomes from use of the material.

The Methodology used will allow teachers to use the course materials as a basis for School Based Curriculum Development which will be eligible for the award of Development Grants to successful applicants under the Education Department's "School Based Curriculum Development Scheme".

The course will be especially valuable to school guidance teachers, social workers and teachers preparing to teach personal and social education in forms 1 to 7. Primary teachers may also find value in their area of responsibility for health-education. *Enrolment is limited to 20.*

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

### **1289. Sex Education: An Affective Approach in Secondary Schools.**

J. R. Day, B.Sc., Ph.D. (East Anglia), Post Cert.Ed. (Cambridge), Lecturer in Curriculum studies, University of Hong Kong. *Mondays, 6.00–7.30 p.m., starting April 23, 1990. Room 308, Runme Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$180**

The course will follow the development of the adolescent from Primary 5 or 6 to Form 6 or 7. It will highlight developmental traumas and societal pressures as revealed by Hong Kong Youth Surveys and will offer methods whereby students, in activity based sessions, can come to terms, in a risk free way with their developing sexuality. Controversial issues such as masturbation, prostitution and sexually transmitted diseases will be frankly dealt with and issues such as population control will be put in their social context.

The course will be of particular value to school guidance teachers, social workers and teachers of personal and social education skills, such as form teachers. *Enrolment is limited to 20.*

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

### **1290. 愛國民主教育：中學教材製作研習班 (Education: for Democracy and National Identity: Resource Production Workshop for Secondary Teachers)**

主 講 人：龐永欣先生、關艷蓮女士、梁一鳴先生

地 點：香港大學邵仁枚樓301室

時 間：一九九零年三月十九日起每星期一下午六時至七時三十分

全期學費：二百八十五元 (共六講)

課程目的在集合有興趣的中學教師，共同研究及創製各種適用於課內、外活動的愛國民主教育教材，講員會先介紹部份已有的材料作討論，然後由參加者自行進行製作，試用和討論。(限收二十人)

教師可獲教育署退還半費。詳參第 viii 頁。

### **1291. Teaching A-Level Economics: Content and Strategy.**

Eric. K. T. Kwok, B.Soc.Sc., Cert.Ed., M.Soc.Sc. & others. *Mondays, 6.15–7.45 p.m., starting March 5, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 4 meetings.* **Fee: \$180**

This course is designed to introduce to new teachers the content and strategy of teaching certain selected topics in A-Level Economics. Relevant reference materials and examples will be introduced. There will also be ample opportunities for participants to discuss and exchange ideas on the difficulties they have met in their own teaching. *Enrolment is limited to 25.*

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

*See also:*

**1293. Using Microcomputers in the Teaching of Geography.**  
(Page 80 )

**1350. Philosophical and Social Issues in Education.** (Page 104 )

## II. Computer Studies & the Applications of Computers

### **1292. Microcomputer Interfacing for Physics Experiments.**

Nancy Law, B.Sc., M.Phil., Cert.Ed. (H.K.), Lecturer in Curriculum Studies, University of Hong Kong & P. K. Tao, B.Sc. (C.U.H.K.), M.A. (Leeds), Cert.Ed. (H.K.), Lecturer in Curriculum Studies, University of Hong Kong. *Tuesdays & Thursdays, 6.00–8.00 p.m., starting June 12, 1990, plus 1 4-hour workshop on Saturday, June 23, 1990, 9.00 a.m.–1.00 p.m. Room 305, Runme Shaw Building, University of Hong Kong. 6 lectures plus 1 workshop.* **Fee: \$610**

This course intends to introduce the fundamentals of computer interfacing for Physics experiments to teachers. This is a practically oriented course and participants will have a chance to build their own interface modules. Participants will be required to pay for component costs (about \$200), and BBC machines (Model B and Master) will be used. Experiments covered will include measurement of time, velocity, acceleration, current, voltage, temperature, light intensity. Some commercially available interfacing packages will also be introduced. No prior knowledge of computing is required. *Enrolment is limited to 18.*

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

### **1293. Using Microcomputers in the Teaching of Geography.**

To Ka-yan, B.A., Cert.Ed., M.Phil. (H.K.), Dip. in Microcomputers in Education (Lond.) & Yeung Ka-ming, B.A., Cert.Ed. (H.K.), M.Sc. (Lond.). *Fridays, 8.00–10.00 p.m., starting March 2, 1990. Room 201, Run Run Shaw Building, University of Hong Kong. 8 meetings. Fee: \$990*

This course is designed to introduce the use of microcomputers to teachers teaching geography in senior secondary classes, who have little training in computing. Emphasis is on the application of content-free software, including spreadsheets, databases and graphics, to selected content areas of the existing senior secondary geography curricula. Participants will be encouraged to try out some of the programs introduced during practical sessions in the course, as well as in their own teaching classes.

The following topics will be included: (1) The use of microcomputers in geography teaching: possibilities and limitations; (2) Content-free software; applications in landform, soil and vegetation, farming and urban studies; and (3) Teaching strategies, classroom management, and evaluation. *Enrolment is limited to 16.*

*Language of instruction: Cantonese supplemented with English.*

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

### **1295. Workshop on The Development of Computer Aided Learning Software.**

Nancy Law, B.Sc., M.Phil., Cert.Ed. (H.K.), Lecturer in Curriculum Studies, University of Hong Kong; Jonathan Briggs, B.Sc., M.Sc. (U.K.), Senior Lecturer in School of Information Systems, Kingston Polytechnic & Thomas Chu. *Saturdays, 9.30 a.m.–12.30 p.m., starting March 3, 1990. Room 208, Runme Shaw Building, University of Hong Kong. 4 meetings. Fee: \$540*

This course will provide an opportunity for teachers to get some hands-on experience in the development of computer-aided learning software. Participants will be introduced to a variety of authoring tools, some of which are sophisticated and powerful (expensive too!). Programs to be developed include adventure games, simulations, expert/advice systems and interactive expository materials. No prior experience in programming or software development is required. Interested teachers in humanities and languages are most welcome. *Enrolment is limited to 15.*

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

## 1296. 倉頡中文電腦輸入法實效訓練 (Method of Typing Chinese Characters)

主 講 人：招錦雄先生 B.Sc., PC.Ed.(HK)

曹裕強先生 B.A.(HK)

地 點：香港大學邵逸夫樓201室

時 間：一九九零年三月二日起每星期五下午五時五十分至七時五十分

全期學費：八百一十元 (共八講)

大部份時間學員將使用本課程導師編製之電腦輔助學習軟件進行有系統之操練，經驗顯示，若循正確方法訓練，中文輸入法並不困難，使用本系統一般成年人在八至十小時練習後，可以達每分鐘十字以上之速度。本課程並將介紹常用之中文文字處理軟件之使用。本課程特別為中文科或其他使用中文科目之教師而設，參加者無須具有電腦使用之經驗。(限收二十人)

教師可獲教育署退還半費。詳參第 viii 頁。

## 1297. Control Technology for Secondary Schools.

Tong Siu-fai, Alex, B.Ed. (Nottingham), & Thomas Chu. *Mondays, 5.00–7.00 p.m., starting June 4, 1990. Room 208, Runme Shaw Building, University of Hong Kong. 4 meetings.* **Fee: \$445**

Control technology involves the use of computers to control the working of appliances in the real world. It is one of the most important applications of computers that teachers can introduce to students, and it can provide ample room for highly-motivating problem-solving projects for students. The course aims at introducing ways to integrate control technology into some existing subjects, such as mathematics, science, computing and technological studies. The course will provide a theoretical background to control technology and its part in the curriculum in certain other countries. Participants will be put into practical problem-solving situations in using general purpose interface, sensors and LEGO control blocks for various kinds of projects. The purpose is to help participating teachers to appreciate the type of learning process that one would expect to take place in bringing control technology into classroom, and to generate discussion out of the individual inspiration of the participating teachers from their own areas of interest. The practicals will mainly be done on the BBC and the IBM PC. Some experience in BASIC or LOGO programming is necessary. *Enrolment is limited to 15.*

*Medium of instruction: Cantonese.*

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

### **1298. Workshop on Using Computers to Assist School Office Work.**

S. K. Chan, B.Sc., P.Cert.Ed. (H.K.) & K. H. Chiu, B.Sc., Cert.Ed. (H.K.), *8 lectures: 1 Tuesday on February 6, 1990, 7.15–8.45 p.m., 7 Fridays, 7.15–8.45 p.m., starting February 9, 1990, plus 8 workshops on Tuesdays, 6.00–7.30 p.m., starting February 13, 1990. (Lectures) Room 206, Runme Shaw Building, University of Hong Kong; (Workshops) Room 201, Run Run Shaw Building, University of Hong Kong. 8 lectures plus 8 workshops.*

**Fee: \$850**

With the help of the computer, much routine school office work can be made more efficient and easy. This includes word processing, data processing and statistical analysis, presentation with graphs, etc.

This course is intended mainly for teachers and school office staff. It aims to provide participants with an introduction to general computer concepts, and to familiarise them with the "BASIC" operation of some commonly used softwares. These softwares include the DOS operating system, the Chinese operating system (ET), newest versions of Wordperfect, dBase III+, Symphony, etc. *Enrolment is limited to 28.*

*Medium of instruction: Cantonese.*

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

### **1299. Workshop on Developing Computer Software to Assist School Administration.**

S. K. Chan, B.Sc., P. Cert. Ed. (H.K.); & K. H. Chiu B.Sc. (H.K.), Cert.Ed. (H.K.). *8 lectures on Fridays, 7.15–8.45 p.m., starting April 6, 1990, plus 7 workshops on Tuesdays, 6.00–7.30 p.m., starting April 17, 1990. (Lectures) Room 206, Runme Shaw Building, University of Hong Kong; (Workshops) Room 201, Run Run Shaw Building, University of Hong Kong. 8 lectures plus 7 workshops.*

**Fee: \$750**

With the help of the course tutors, participants will: (a) develop a set of useful softwares on IBM XT/AT-compatible computers to assist the general administration work of their school; (b) exchange ideas on school computerization; and (c) acquire the skills to program in dBASE III+.

The major programming language used will be dBASE III+, but other related softwares like dBASE compilers, word processors, statistical packages, local area networks, etc., will be discussed.

Topics to be covered will include database concepts, file design, menus and windows, dBASE III+ programming techniques and management of



projects. Some developed softwares will be used for demonstration to illustrate (a) pupil record systems, (b) examination scores processing systems, (c) attendance and conduct recording systems, (d) award and punishment recording systems, (e) school fee/staff salary autopay systems, (f) library books processing systems, etc. *Enrolment is limited to 28.*

*Medium of instruction: Cantonese.*

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

### **1300. Electronic Mail and Information Exchange by Modem.**

Benjamin Yoong Chi-fei, B.Soc.Sc., Cert.Ed. (H.K.), Ex-Demonstrator in Curriculum Studies, University of Hong Kong. *Saturdays, 2.00–5.00 p.m., starting March 3, 1990. Room 301, Runme Shaw Building, University of Hong Kong. 2 meetings.*

**Fee: \$465**

This is a workshop course to introduce the basic concepts of telecommunication by modem and microcomputer. Participants will develop skills in hardware installation, the use of communication softwares, and the use of electronic Bulletin Boards.

The core content is not machine specific and experience in using microcomputers, though relevant and advantageous, is not essential. *Enrolment is limited to 10.*

*Medium of instruction: Cantonese.*

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

*See also:*

### **1357. Introduction to the Use of the Computer in the School Library. (Page 107)**

## **III. Language and Communication**

### **1301. Coping with Difficulties in English Reading: Techniques for Teachers.**

Ora W. Y. Kwo, B.A. (Hull), M.A. (Lond.), Lecturer in Curriculum Studies, University of Hong Kong. *Wednesdays, 5.00–7.00 p.m., starting May 23, 1990. Room 205, Runme Shaw Building, University of Hong Kong. 6 meetings.*

**Fee: \$285**

The course will help teachers (a) to identify learners' difficulties in reading English and (b) to direct learners towards a habit of efficient reading. Concrete methods will be suggested to deal with various areas of difficulty: word-by-word reading, inability to adjust reading rate to difficulty of material, written recall limited by spelling ability, inadequate vocabulary, undeveloped dictionary skill, etc. Through lectures, reading activities, and experience-sharing as readers and teachers, participants will develop strategies to help their students overcome individual reading problems, thus progressing towards independent reading. This course will mainly focus on the junior secondary level. It will be appropriate for teachers of both remedial and ordinary classes. *Enrolment is limited to 20.*

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

### **1302. A 'Bridge' Programme.**

Keith Johnson, B.A. (Cantab.), M.A., Ph.D. (Essex), Cert.Ed. (Lond.), Senior Lecturer in Education, University of Hong Kong. *Mondays, 6.00–8.00 p.m., starting February 12, 1990. Room 205, Runme Shaw Building, University of Hong Kong. 10 meetings.* **Fee: \$490**

The course is for secondary school teachers of Science, Social subjects and English, who are interested in the problems students face in switching from Chinese as the medium of instruction in primary school to English in Form I. The course presents the model for a "Bridging Programme" designed to overcome these problems and involves the development and evaluation of teaching and learning materials for such a programme. *Enrolment is limited to 20.*

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

### **1303. English for Academic Communication: Methodology and Course Design.**

Nigel J. Bruce, M.A. (Aberd.), M.Sc. (Edin.), Postgrad.Cert.Ed. (Aberd.), Cert.TEFL (Roy.Soc. of Arts), Principal Language Instructor in Language Centre, University of Hong Kong. *Saturdays, 10.00 a.m.–12.00 noon, starting February 10, 1990. Room 205, Runme Shaw Building, University of Hong Kong. 9 meetings.* **Fee: \$470**

The course is designed to involve teachers/participants in a series of workshops each structured around a problem in academic communication—relating either to learning needs or approaches, or to rhetorical features of discourse. The workshops pursue four central themes: a functional

approach to academic communication; a process approach to learning; an analytical approach to text and materials design; and an interactive approach to learning and discourse analysis. *Enrolment is limited to 20.*

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

### **1304. The New Use of English Examination (Reading and Language Systems).**

Peter Kennedy, M.Phil., M.A. (Appl. Ling.), M.A., B.A., Cert.Ed. (F.E.), RSA Cert., Dip. TEFL. *Tuesday & Wednesday, April 17 & 18, 1990. 9.30 a.m.–12.30 p.m. & 1.30–4.30 p.m. (Tuesday all day & Wednesday morning) Room 17, (Wednesday afternoon) Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 2 days.* **Fee: \$295**

The main aim of this course is to help teachers develop the appropriate skills and techniques they will need in order to prepare their students for the "Reading and Language Systems" component of the new "Use of English" examination. This component is the grammatical core of the new examination and it requires teachers to adopt a very different approach to the teaching of grammar. The course, which will be very practical, will focus on four areas: the background to the new examination, grammar, discourse and language teaching; question-types and resource materials. By the end of the course, teachers should (a) understand the requirements of this component, (b) be familiar with a variety of question-types, (c) have compiled a package of supplementary materials. *Enrolment is limited to 25.*

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

### **1305. Integrated Approaches to Teaching and Learning English at Upper Secondary Level.**

Andy Lawrence, B.Ed., Cert.Ed., M.A. (TESOL), Lecturer in Northcote College of Education. *Wednesday, April 11, 1990 & Friday, April 20, 1990, 9.30 a.m.–12.30 p.m. & 1.30–4.30 p.m. (April 11, a.m.) Room 17, (April 11, p.m.) Room 21, & (April 20, all day) Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 2 days.* **Fee: \$265**

The course is aimed at teachers of English at upper secondary level, where students need to be able to handle a variety of English texts with confidence. The course therefore aims at teachers involved in the New Use of English Examination classes. The examination itself is primarily text-based: students need to be able to handle a variety of English texts with confidence. The

course therefore aims to study English texts—the relationships that hold between words, sentences and paragraphs—in order to illustrate appropriate integrated skills activities. *Enrolment is limited to 25.*

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

### **1306. Organising the English Panel for Effective Teaching.**

Ora W. Y. Kwo, B.A. (Hull), M.A. (Lond.), Lecturer in Curriculum Studies, University of Hong Kong & Angela Mok, B.A. (C.U.H.K.), M.A., Cert.E.S.L. (Calif. State), Dip.Ed. (C.U.H.K.), Lecturer in Curriculum Studies, University of Hong Kong. *Saturdays, 9.00 a.m.–1.00 p.m., starting April 21, 1990. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 3 meetings.* **Fee: \$340**

This course aims to help English panel chairpersons and form co-ordinators (a) to review the professional dimensions of their duties, and (b) to extend skills in co-ordinating panel members for effective teaching. Through lectures, workshops and experience-sharing the course will cover topics as follows: the role of the panel chairperson; the selection of textbooks; the deployment of teaching duties; school-based material development; tests and examinations; establishment and utilization of teaching resources; staff development; extra-curricular activities; and coping with unexpected problems.

\* Each participant should bring a set of textbooks which is used for teaching in their school. *Enrolment is limited to 25.*

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

### **1308. Introduction to Testing for Secondary School Teachers of English.**

David Coniam, B.A., PGCE, M.A. *Tuesdays, 7.15–9.15 p.m., starting February 13, 1990. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$480**

The objectives of this course are: (i) to give teachers a background to the concepts, terminology and statistics essential to basic language testing; (ii) to give teachers an overview of different types of tests and the skills such tests attempt to tap; (iii) to aid teachers in the design and analysis of simple tests.

This course will give teachers of Forms 4–7 a 'hands-on' opportunity to create tests and analyse them in order to improve their awareness of public

exams and improve their in-school exams and tests. *Enrolment is limited to 20.*

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

### **1309. A Practical Approach to the Teaching of Stress and Intonation for Secondary English Classes.**

Elizabeth Samson, B.A. (Lanc.), M.A. (Birm.), Postgrad.Cert.Ed. (Leic.), Language Instructor in Language Centre, University of Hong Kong. *Saturdays, 10.00 a.m.–12 noon, starting May 5, 1990. Room 205, Runme Shaw Building, University of Hong Kong. 4 meetings.* **Fee: \$175**

This course will run in two parts (of two sessions each). The first part will consist of an overview of current theories of stress and intonation and an introduction to a simple system of annotation for teachers' use. The second part will consist of workshop sessions on ways to include the teaching of intonation in the secondary English syllabus. *Enrolment is limited to 20.*

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

### **1310. Teaching English With Video.**

L. K. Tse, B.A. (C.U.H.K.), M.Sc. (Edinburgh), Cert.Ed. (H.K.), Teaching Consultant in Curriculum Studies, University of Hong Kong. *Saturdays, 9.30 a.m.–12.30 p.m., starting May 26, 1990. Room 309, Runme Shaw Building, University of Hong Kong. 2 meetings.* **Fee: \$170**

This course is intended for teachers of English who are considering using video in their F4–F7 classes. The particular strengths of video as a language teaching resource and its various uses in the language classroom will be demonstrated. The questions of how to integrate video materials into the English lesson/programme and how not to use them will also be discussed. *Enrolment is limited to 15.*

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

## 中學中國語文科新課程教學法

### (New Secondary Chinese Language Curriculum: Teaching Methods)

主 講 人：黎歐陽汝穎女士 B.A.(CUHK), M.Ed. (HK)，香港大學課程學系講師

韓炎聯先生 B.A., Cert. Ed., M.A.(HK)，香港大學課程學系講師

謝錫金先生 B.A.(HK), Dip.Ed., M.A.(Ed.)(CUHK), M.Phil.(HK)，香港  
大學課程學系講師

鍾嶺崇先生 B.A.(CUHK), M.Ed.(HK)，香港大學課程學系教學導師

地 點：香港大學邵仁枚樓204室

全期學費：二百六十五元 (共五講) (每班限收二十人)

時 間：

**1311.** 一九九零年二月十三日起每星期二下午七時十五分至九時十五分  
(共五講)

**1312.** 一九九零年三月二十日起每星期二下午七時十五分至九時十五分  
(共五講)

**1313.** 一九九零年五月八日起每星期二下午七時十五分至九時十五分 (共五講)

新修訂的中學中國語文科課程將於一九九一年秋季實施。是次修訂的範圍頗為廣泛。本課程將以講習班形式，分析及討論新修訂課程與現行課程的異同、新課程的各個主要教學項目的教學要求和實施新課程教學的可行方法等。此課程的設置，是希望能幫助教師在新課程實施前，對新課程的各方面的要求，及可行的實施方法，有一基本的理解和認識，使他們在實施新課程時，能收事半功倍之效。本課程的教學活動包括專題講座，小組活動和教學設計示例等。

教師可獲教育署退還半費。詳參第 viii 頁。

## 1314. 中學生寫作思維過程及寫作思維過程教學法

### (The Composing Processes of Secondary School Students and the Teaching of Chinese Writing)

主 講 人：謝錫金先生 B.A.(HK), Dip. Ed., M.A.(Ed.)(CUHK), M.Phil.(HK)，

香港大學課程學系講師

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：一九九零年三月二十八日起每星期三下午八時至九時三十分

全期學費：二百零五元 (共六講)

寫作是一種認知活動和一種思維過程，這些活動大部份在腦中進行。老師們了解這些寫作思維過程，便可以幫助學生開啓他們的寫作思路。本課程將介紹近二十年中外學者在這方面的研究成果；並介紹一種新的教學法：寫作思維過程教學法。課程內容包括了：創作與靈感，觀念的衍生和取捨、長期記憶系統與寫

作、寫作策略、情緒的再經歷等。本課程的教學活動包括教案示例、教學交流、實驗報告等。 (限收三十人)

教師可獲教育署退還半費。詳參第 viii 頁。

### **1315. Workshop on 'Real' Readers for Real Readers.**

Philip K. W. Chan, B.A., M.A. (H.K.), Dip.Ed. (C.U.H.K.). *Fridays, 6.15–7.45 p.m., starting February 16, 1990. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.* **Fee: \$190**

'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 and writing about '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 30.*

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

*See also:*

**1352. Enlivening the Primary English Class.** (Page 105)

## **IV. Science and Mathematics**

### **1316. Laboratory Management for School Science Department Heads.**

P. K. Tao, B.Sc. (C.U.H.K.), Med. (Leeds), Cert.Ed. (H.K.), Lecturer in Curriculum Studies, University of Hong Kong. *Tuesdays & Thursdays, 6.00–7.30 p.m., starting May 22, 1990. Room 305, Runme Shaw Building, University of Hong Kong. 6 meetings.* **Fee: \$210**

This course is primarily intended for secondary school science subject department heads who are charged with the responsibility of overseeing the smooth running of the laboratory. Topics to be discussed include:

management tasks of the department head, tasks of the laboratory technician, laboratory safety and legal liability, equipment acquisition, storage/retrieval of equipment, stock record system using dBASE III Plus microcomputer database program. *Enrolment is limited to 30.*

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

### **1317. Enriching Biology Teaching with Interactive Methods.**

K. C. Pang, B.Sc., M.Sc., (McGill), Cert.Ed., Adv.Dip.Ed. (H.K.), Senior Lecturer in Curriculum Studies, University of Hong Kong. *3 Saturdays: March 3, 10, & April 21, 1990, 9.00 a.m.–1.00 p.m., plus 1 Monday, April 2, 1990, 5.30–7.30 p.m. Room 101, Runme Shaw Building, University of Hong Kong. 4 meetings.* **Fee: \$365**

Recently there has been a trend to enrich science teaching by a range of specific tasks and oral activities to develop students' higher cognitive skills, communicative abilities and interest in the subject. Examples of such activities include structured discussions, simulations, role plays, surveys, decision-making exercises, debates, preparing publicity materials and content analysis.

Drawing upon overseas resources such as the Science and Technology in Society Project (SATIS), this course introduces these methods to biology teachers and discusses their effective use in Hong Kong. Participants are expected to take an active role, trying out selected units and developing a unit through group efforts.

It is hoped that the participants will find the course useful in providing new ideas and resources.

All biology teachers are welcome. *Enrolment is limited to 25.*

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

### **1318. Innovative Practical Approaches in A-Level Biology.**

J. R. Day, B.Sc., Ph.D. (East Anglia), Post Cert.Ed. (Cambridge), Lecturer in Curriculum Studies, University of Hong Kong. *Saturdays, 9.30 a.m.–12.30 p.m., starting April 21, 1990. Room 308, Runme Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$530**

The course will allow participants to work on practical materials suitable for the HK Advanced Level Biology syllabus and will attempt to suggest an integrated approach to syllabus teaching to enhance the development



of guided discovery as the basis for learning. It is hoped that students using these methods would become more critical, self reliant and analytical. It is hoped that video-taped materials from this course will be suitable for development of work eligible for a grant under the Education Department's "School Based Curriculum Development Scheme". Enrolment is limited to 16.

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

### **1319. Making Certificate Level Chemistry Teaching More Interesting.**

J. B. Holbrook, Ph.D., B.Sc., Teachers Cert. (London), Senior Lecturer in Curriculum Studies, University of Hong Kong; Anne Lo, B.Ed. (Br.Col.), M.Ed. (H.K.) & S. K. Chung, B.Sc., PGCE (H.K.). *Mondays, (5 Mondays, from February 12, 1990) 6.00–8.00 p.m., and (5 Mondays, from May 28, 1990) 2.00–5.00 p.m., starting February 12, 1990. Room 306, Runme Shaw Building, University of Hong Kong. 10 meetings.* **Fee: \$765**

The course will explore ways in which Chemistry teaching can be made more interesting. The first five sessions will be concerned with supplying ideas on making teaching more relevant, incorporating role playing, simulation studies, projects, games, etc.

Participants will be guided to develop their own teaching programme and to carry this out under consultation during February–May.

The following sessions evaluate the various development and consider modifications for the future. *Enrolment is limited to 25.*

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

### **1320. The Joys of Sound and Light in the Laboratory.**

Irvin Talesnick, B.Sc., M.Sc. (Queen's University, Canada). *Thursday & Friday, 9.30 a.m.–12.30 p.m. & 2.00–5.00 p.m., on June 14 & 15, 1990. Room 306, Runme Shaw Building, University of Hong Kong. 2 days.* **Fee: \$375**

Participants will observe, discuss and perform a number of chemical demonstrations and experiments in the areas of equilibrium, acid-base chemistry, redox and gas laws. Each of the experiments is designed to introduce and/or reinforce a basic chemical concept. Throughout the

workshop the themes of teaching and learning will be emphasized. In addition to the learning experience participants will also gain an increased sense of confidence and understanding of the role of the laboratory in both teaching and testing. In all cases, safety considerations are emphasized. As a result of this workshop, participants will be able to use novel, and innovative experiments in their own classrooms. The participants will be provided with a kit of materials that will allow them to reproduce many pieces of inexpensive, safe, useful and simple laboratory equipment that they will use during the workshop. *Enrolment is limited to 25.*

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

### **1321. Secondary Mathematics Education for the 1990s.**

Frederick Leung, B.Sc., M.Ed. (H.K.), Lecturer in Curriculum Studies, University of Hong Kong; Cheung Pak-hong, B.Sc., Adv.Dip.Ed. (H.K.); Hui Wai-tin, B.Sc., M.A. (Ed.) (C.U.H.K.) & Fung Tak-wah, B.Sc., Dip.Ed. (C.U.H.K.) ; Poon Sai-wing, B.Sc., M.A. (Ed.) (C.U.H.K.) & Wong Ngai-ying, B.A., M.Phil. (H.K.), M.A. (C.U.H.K.). *Wednesdays, 6.15–7.45 p.m., starting February 14, 1990. Room 237, University Main Building. 10 meetings.*

**Fee: \$315**

Mathematics Education at secondary level has been changing significantly in most parts of the world, but not in Hong Kong. However, there is an increasing demand for re-adjusting our Mathematics curriculum to suit pupils', as well as society's, needs. One of the aims of the course is to introduce to teachers new trends in mathematics education overseas, particularly in England and the United States. Other topics include changing curricula, the importance of problem-solving, application of new technology, alternative methods of assessment, Mathematics outside the classroom, and the teacher's resources. *Enrolment is limited to 40.*

*Medium of instruction: Cantonese.*

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

*See also:*

### **1292. Microcomputer Interfacing for Physics Experiments.**

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## V. Physical Education and Sports Sciences

### 1322. Physiological Factors Influencing Sports Performance.

A. Barnett, B.Soc.Sc. (Footscray I.T.), M.A. (Ball State), Senior Physical Education Officer, Physical Education Unit, University of Hong Kong. *Saturdays, 9.00 a.m.–12 noon, starting May 5, 1990. Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 4 meetings. Fee: \$290*

This course will cover the cardio-pulmonary system, muscular endurance and strength, flexibility and other factors affecting sports performance including growth and development, body composition, somatotyping and physique, age, gender, heredity, environment and fatigue. *Enrolment is limited to 30.*

**Fee Refund:** Teachers may apply for a full or half fee refund for this course. See page viii .

### 1323. Health-Related Fitness.

Members of staff of Physical Education Unit, University of Hong Kong. *Saturdays, 9.00 a.m.–12.00 noon, starting April 7, 1990. Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 4 meetings. Fee: \$355*

This course will cover aspects of health-related fitness, including factors affecting health and sound lifestyle, diet and the assessment of fitness in school children. *Enrolment is limited to 35.*

**Fee Refund:** Teachers may apply for a full or half fee refund for this course. See page viii .

### 1324. Prevention and Care of Sports Injury.

D. Wong, M.Sc., R.P.T. & J. Wu, P.D.P.T. *Saturdays, 9.00 a.m.–12.00 noon, starting June 30, 1990. MacLehose Medical Rehabilitation Centre, 7 Sha Wan Drive, off Victoria Road, Sandy Bay, Hong Kong. 4 meetings. Fee: \$310*

This course will cover the possible causes of sports injury, prevention, the nature and extent of injury, first aid and immediate care, and cardiac rehabilitation. *Enrolment is limited to 30.*

*Language of Instruction: Cantonese.*

**Fee Refund:** Teachers may apply for a full or half fee refund for this course. See page viii .

### **1325. The Role and Value of Physical Education.**

Members of staff of Physical Education Unit, University of Hong Kong. *Tuesdays, 7.30–9.30 p.m., starting April 3, 1990. Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 4 meetings.* **Fee: \$250**

The course, which includes a variety of speakers from the University, will consider the philosophy of education and physical education, the role of education and physical education in society and the principles of physical education. *Enrolment is limited to 30.*

**Fee Refund:** Teachers may apply for a full or half fee refund for this course. See page viii .

### **1326. Social Aspects of Physical Education and Sports.**

Members of staff of Physical Education Unit, University of Hong Kong. *Tuesdays, 7.30–9.30 p.m., starting May 1, 1990. Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 4 meetings.* **Fee: \$250**

The course, which includes a variety of speakers, will cover sport as a microcosm of society, ethical and moral aspects of competitive sport, concepts of fair play and sportsmanship, sport and physical activity as a socialising agent, factors affecting participation, and the role of sport in international understanding. *Enrolment is limited to 30.*

**Fee Refund:** Teachers may apply for a full or half fee refund for this course. See page viii .

### **1327. Psychological Aspects of Physical Education.**

Members of staff of Physical Education Unit, University of Hong Kong. *Thursdays, 7.30–9.30 p.m., starting May 3, 1990. Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 4 meetings.* **Fee: \$250**

The course will cover learning theory, the acquisition of skill, factors affecting performance in sport, physical growth and motor development, group dynamics and performance. *Enrolment is limited to 30.*

**Fee Refund:** Teachers may apply for a full or half fee refund for this course. See page viii .

### **1328. The Organization and Administration of Physical Education, Recreation and Sport in Hong Kong.**

Members of staff of Physical Education Unit, University of Hong Kong. *Wednesdays & Fridays, 7.30–9.30 p.m., starting May 2, 1990. Flora Ho*

*Sports Centre, 111–113 Pokfulam Road, Hong Kong. 8 meetings.*

**Fee: \$440**

The course will cover a variety of features of P E and sport in Hong Kong including physical education within the Education System, School Sport, the organisation of leisure, recreation and sport opportunities in the community, the role of the government, municipal authorities and various institutions and associations, and factors affecting international competition and participation. *Enrolment is limited to 30.*

**Fee Refund:** Teachers may apply for a full or half fee refund for this course. See page viii .

### **1329. Teaching of Throwing Events in Athletics for HKCEE.**

Tang Kan-loi, Teacher Cert., Adv. Teacher Cert. *Saturdays, 10 00 a.m.–12.30 p m., starting February 3, 1990. Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 3 meetings.*

**Fee: \$270**

This course is designed for teachers of physical education in secondary schools. Methods of teaching throwing events in Athletics for the O-level examination syllabus will be discussed. Updated rules and regulations will be included. *Enrolment is limited to 20.*

*Medium of instruction: Cantonese.*

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

### **1330. Teaching of Track Events in Athletics for HKCEE.**

Yeung Wing-lin, Teacher Cert , Adv. Teacher Cert., Assistant Lecturer in Physical Education, Northcote College of Education, Coach, H K.A.A.A. *Saturdays, 9 00 a.m.–12.00 noon, starting March 17, 1990. Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 3 meetings.*

**Fee: \$370**

This course is designed for teachers of Physical Education in secondary schools. Methods of teaching track events in Athletics for the O-level examination syllabus will be discussed. Updated rules and regulations will be included. *Enrolment is limited to 30.*

*Medium of instruction: Cantonese.*

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

### **1331. Teaching of Jumping Events in Athletics for HKCEE.**

Tse Che-shing, Simon, B.Ed., senior coach, British Amateur Athletic Board. *Saturdays, 10.00 a.m.–12.30 p.m., starting February 24, 1990. Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 3 meetings.*

**Fee: \$270**

This course is designed for teachers of physical education in secondary schools. Methods of teaching jumping events in Athletics for the O-level examination syllabus will be discussed. Updated rules and regulations will be included. *Enrolment is limited to 24.*

*Medium of instruction: Cantonese.*

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

### **Teaching of Badminton for H.K.C.E.E.**

**1332.** Tung Kin-on, B.Ed., Physical Education Officer, University of Hong Kong. *Mondays, 5.00–7.00 p.m., starting March 5, 1990. Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 6 meetings.* **Fee: \$670**

**1333.** Li Yuk-keung, B.Ed., Physical Education Officer, University of Hong Kong. *Mondays, 5.00–7.00 p.m., starting March 5, 1990. Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 6 meetings.* **Fee: \$670**

Methods of teaching Badminton in the O-level examination syllabus will be introduced through small-group training workshops. *Enrolment is limited to 8 for each class.*

*Medium of instruction: Cantonese.*

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

### **1334. Teaching of Basketball for H.K.C.E.E.**

A. Barnett, B.Soc.Sc., M.A., Senior Physical Education Officer in Physical Education Unit, University of Hong Kong & Li Yuk-keung, Daniel, B.Ed., Physical Education Officer in Physical Education Unit, University of Hong Kong. *Wednesdays, 5.00–7.30 p.m., starting March 7, 1990. Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 6 meetings.*

**Fee: \$555**

Methods of teaching of Basketball in the O-level examination syllabus will

be introduced. Updated rules and regulations will be included. *Enrolment is limited to 20.*

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

### **1335. Teaching of Volleyball for H.K.C.E.E.**

Lam Wai-ho, B.Ed. *Wednesdays, 7.00–10.00 p.m., starting March 7, 1990. Flora Ho Sports Centre, University of Hong Kong, 111–113 Pokfulam Road, Hong Kong. 4 meetings.* **Fee: \$315**

Methods of teaching of Volleyball in the O-level examination syllabus will be introduced. Updated rules and regulations will be included. *Enrolment is limited to 24.*

*Language of instruction: Cantonese.*

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

### **1336. Refresher Course on Regulations and Rules of Volleyball for Teachers.**

Lam Wai-ho, B.Ed. *Tuesday & Wednesday, 7.30–9.30 p.m., on May 29 & May 30, 1990. Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 2 meetings.* **Fee: \$135**

This course is designed for teachers of physical education in secondary schools. The new O-level syllabus means that teachers will need to be familiar with the latest developments in a variety of sports. This course will help teachers to familiarise themselves with recent changes to the rules of Volleyball. *Enrolment is limited to 30.*

*Language of instruction: Cantonese.*

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

### **1337. Refresher Course on Regulations and Rules of Basketball for Teachers.**

Yeung Hoi-cheung. *Tuesday & Thursday, 7.30–9.30 p.m., on May 29 & May 31, 1990. Flora Ho Sports Centre, University of Hong Kong, 111–113 Pokfulam Road, Hong Kong. 2 meetings.* **Fee: \$135**

This course is designed for teachers of physical education in secondary

schools. The new O-level syllabus means that teachers will need to be familiar with the latest developments in a variety of sports. This course will help teachers to familiarise themselves with recent changes to the rules of Basketball. *Enrolment is limited to 30.*

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

### **1338. Refresher Course on Regulations and Rules of Athletics for Teachers.**

Tang Kan-oi. *Monday, Thursday & Tuesday, 7.30–9.30 p.m. on March 26, March 29, April 3, 1990. Flora Ho Sports Centre, University of Hong Kong, 111–113 Pokfulam Road, Hong Kong. 3 meetings.* **Fee: \$180**

This course is designed for teachers of physical education in secondary schools. The new O-level syllabus means that teachers will need to be familiar with the latest developments in a variety of sports. This course will help teachers to familiarise themselves with recent changes to the rules of Athletics. *Enrolment is limited to 30.*

*Language of instruction: Cantonese.*

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

### **1339. Teaching of Rhythmic Movement for the Pre-School Child.**

Mrs. Judy Ng Ip Kit-wan, Teacher Cert., Ad. Teacher Cert. *Tuesdays & Fridays, 6.30–8.00 p.m., starting February 6, 1990. Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 8 meetings.* **Fee: \$475**

This course is designed for teachers in nurseries and kindergartens. It aims to help teachers introduce methods of teaching rhythmic movement. Aspects to be covered will include programme planning, music and dance, creative movement, and rhythmic training. *Enrolment is limited to 20.*

*Medium of instruction: Cantonese.*

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



## VI. Speech Sciences

### 1340. Use and Care of the Voice in the Classroom.

Rosemary Varley, B.Sc., M.A., Ph.D., Speech Therapist, Lecturer in Speech & Hearing Sciences, University of Hong Kong. *Fridays, 6.00–7.30 p.m., starting April 6, 1990. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 4 meetings.* **Fee: \$165**

Teachers are professional users of voice. The course aims to give participants an understanding of the process of voice production. The causes and signs of voice production problems in both teachers and their pupils will be identified. Practical techniques will be presented which develop good use of the voice. *Enrolment is limited to 20.*

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

## VII. Educational Planning and Administration

### 1341. Educational Planning and Policy-Making.

Mark Bray, B.A. (Newcastle-upon-Tyne), M.Sc., Ph.D. (Edin.), Senior Lecturer in Education, University of Hong Kong; Cheng Kai-ming, B.Sc. (Special), M.Ed. (H.K.), Ph.D. (Lond.), Senior Lecturer in Education, University of Hong Kong & Andrew Wong, B.A. (C.U.H.K.), Dip.Ed., Adv.Dip.Ed. (H.K.), Ph.D. (Lond.). *Wednesdays, 6.15–7.45 p.m., starting February 14, 1990. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 8 meetings.* **Fee: \$315**

The course is designed to provide an understanding of the basic rationale underlying educational planning and policy-making. It is intended for members of the growing group of educational policy analysts, administrators, educators, newspaper reporters and others who find themselves in need of the tools for policy appraisals; and for others who require background knowledge for educational policy discussions. Topics to be considered will include a general introduction to educational planning and policy-making; basic principles of the economics of education; costing and financing of education; technical education and vocational training; the concepts of equity in educational planning; higher education; and participation in education policy-making. *Enrolment is limited to 30.*

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

### 1342. 課外活動統籌主任訓練課程

#### (Management Course for Extra-Curricular Activity Co-ordinators)

主 講 人：郭偉祥先生 M.A.

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：一九九零年三月七日起每星期三下午八時至九時三十分

全期學費：二百九十元 （共八講）

本課程專門為中學課外活動統籌主任提供有關的專業訓練。內容分三部分：一般行政管理知識，學生管理的一般原理，及在本港中學擔任課外活動統籌主任的方法及技巧。（限收三十人）

教師可獲教育署退還半費。詳參第 viii 頁。

### 1343. Financing Education.

Wong Kam-cheung, B.A. (C.U.H.K.), Dip.Ed., Adv.Dip.Ed. (H.K.), Ph.D, (Lond.). *Thursdays, 6.15–7.45 p.m., starting February 15, 1990. Room 103. University Main Building. 10 meetings.* **Fee: \$430**

This course is for school administrators and teachers who are interested in the financial aspects of schools. The course will begin with theory and concentrate on the macro aspects. In the later part focus will be shifted towards the school level. Course content includes: Concepts of Economics of Education; concepts of efficiency and equity; equity and educational finance; allocation of resources; budgeting in aided and private schools; and cost effectiveness analysis. *Enrolment is limited to 25.*

*Language of instruction: Cantonese.*

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

*See also:*

**1298. Workshop on Using Computers to Assist School Office Works.** (Page 82 )

**1299. Workshop on Developing Computer Software to Assist School Administration.** (Page 82 )

**1306. Organising the English Panel for Effective Teaching.** (Page 86 )

**1316. Laboratory Management for School Science Department Heads.** (Page 89)

**1328. Organisation & Administration of Physical Education Recreation and Sport in H.K.** (Page 94 )

**1356. Pre-school Administration.** (Page 106)

## **VIII. School and Teacher Development**

### **1344. Promoting School-Based Staff Development.**

Brian Cooke, B.A., Dip.Ed., Ph.D. (Durh.), Professor in Curriculum Studies, University of Hong Kong. *Saturdays, 10.00 a.m.–12.00 noon, starting April 28, 1990. Room 204, Runme Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$245**

Schools are increasingly viewed as starting points and settings for staff development. They are encouraged to regard the continued training of their teachers as an essential part of their work, and to make special provision for it.

This course aims to assist principals and senior teachers in local secondary schools in promoting and extending staff development in their schools. It will consider ways of planning, implementing and evaluating staff development and in-service programmes and activities, which may be for the whole staff, subject departments, or for groups of teachers with special interests or responsibilities. Case studies from Hong Kong and overseas will be used, and participants will be encouraged to report on their own experiences. *Enrolment is limited to 20.*

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

### **1345. School-Based Curriculum Planning for Teachers of the Mentally Handicapped.**

N. B. Crawford, B.A. (Open), M.Ed. (Birm.), Teacher's Cert. (Lond.), Dip.Sp.Ed. (Wales), Lecturer in Education, University of Hong Kong; & W. C. Y. Lau, B.A. (H.K.), M.Sc. (Lond.), Cert.Ed. (H.K.), Lecturer in Education, University of Hong Kong. Dates by arrangement. 2 one-day workshops.

This year for the first time INSTEP is promoting a school-based curriculum planning package for teachers of the mentally handicapped. The package is available to all interested schools and organisations. It consists of:

- \* A one-day introductory curriculum planning workshop;

- \* A one-day advanced curriculum planning workshop to be held after six months.

Nick Crawford has considerable experience in curriculum development in the U.K. and in Hong Kong. He has organised curriculum workshops, and has been a school principal.

Winnie Lau has worked as an educational psychologist in Hong Kong for eleven years and has extensive practical experience within both special and mainstream provision.

All learning materials (including a booklet for each participant) will be provided. Workshops will be conducted on the premises of the host school, and on dates to be agreed.

Interested schools are recommended to apply early, as only a limited number of these workshops can be held during the year. Enquiries in the first instance to Nick Crawford, Department of Education, University of Hong Kong (Tel: 8592522). The fee for the course is:

For up to 25 participants: \$5,500.

For 25 to 40 participants: \$7,500.

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

### **1346. Maximising the Use of Visual Aids for Effective Instruction.**

William C. W. Pang, Dip.Ed. Technology (Plymouth Polytechnic). *Saturdays, 10.00–11.30 a.m., starting March 17, 1990. Room 301, Runme Shaw Building, University of Hong Kong. 10 meetings.* **Fee: \$475**

This course is aimed at developing an appreciation of visual media in teaching and learning with an in-depth survey of the use of the overhead projector. Characteristics of various types of visual aids will be discussed, ranging from the traditional chalkboard to modern computer graphics. Included will be a workshop on the production of learning materials for the overhead projector as compared with those generated by computer software. Participants can thus acquire skill in both the production and presentation techniques of overhead projector transparencies.

In-service teachers, school resource personnel, librarians, technicians and training officers will find this course particularly beneficial. *Enrolment is limited to 16.*

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

### **1347. Careers Guidance in Secondary Schools.**

Chan Joe-chak, B.Sc. (Hons.), Cert.Ed., M.Ed. (H.K.) & Mrs Lilian Chan, B.A., M.A. (Ed.), Dip.Ed. *Wednesdays, 5.25–7.55 p.m., starting February 14, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 18 meetings.* **Fee: \$955**

The aims of this course are: (1) To provide careers teachers with the basic necessary theories and principles pertaining to careers guidance; (2) To help them acquire basic skills instrumental to carrying out their work; (3) To allow them an opportunity to design a workable calendar tailored to the needs of their school and pupils. *Enrolment is limited to 35.*

*Medium of instruction: English and Cantonese.*

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

### **1348. Reliable and Valid Assessment of Pupils in Schools.**

P. Boyle, B.A. (Hons.), M.Ed., Senior Educational Technologist, City Polytechnic & K. Stafford, B.A., Litt.B., M.Ed. Principal Educational Technologist, City Polytechnic. *Fridays, 6.15–7.45 p.m., starting May 18, 1990. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$345**

The workshops will focus on assessment issues facing teachers, for example, the optimal form of assessment items and the most appropriate way to link assessment to curriculum objectives. The aim of the course is to provide the general background information necessary, link theory and practice, and most importantly, provide practical sessions to construct examples of good assessment tools. The course will be especially relevant to teachers who wish to develop effective ways of assessing their pupils.

*Enrolment is limited to 20.*

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

### **1349. The O.K. Teacher—Practical Psychology in the Classroom Using a Transactional Analysis Framework.**

George Harper Adams, M.A. (Oxford) & Winnie C. Y. Lau, B.A. (H.K.), M.Sc. (Lond.), Cert.Ed. (H.K.), Lecturer in Education, University of Hong Kong. *Fridays, 7.15–9.15 p.m., starting February 16, 1990. Room 206, Runme Shaw Building, University of Hong Kong. 10 meetings.* **Fee: \$670**

This course is a programme of practical psychology in the classroom. It aims to help teachers understand transactions in the classroom from within a Transactional Analysis framework, and to help teachers understand themselves and what is going on in the classroom with a goal of furthering human growth and achieving autonomy. *Enrolment is limited to 18.*

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

### **1350. Philosophical and Social Issues in Education.**

Ms. Sherrill Leung Shiu Lai-hung, B.S.Sc., M.A., Cert.Ed., Adv.Dip.Ed., M.Ed. (Notre Dame College). *Tuesdays, 7.45–9.45 p.m., starting February 13, 1990. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 15 meetings.* **Fee: \$1,195**

This course is intended to provide an introduction to the philosophical and sociological analyses of education. It also aims to help students to examine assumptions, justifications and implications of educational theories as well as practice. The course will cover issues fundamental to the consideration of educational policies and strategies including the concept of education, nature of educational theory, aims of education, content and process of education, and the relation of education to society, economy and polity.

The course is suitable for primary and secondary teachers, school administrators, and members of the public interested in education. It may also be of particular help to candidates preparing for the College of Preceptors' Licentiate Diploma. *Enrolment is limited to 25.*

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

## **IX. Primary Courses**

### **1351. 如何在小學組織及推行課外活動**

#### **(How to Conduct Extra-Curricular Activities in Primary Schools)**

主 講 人：梁兆棠先生

地 點：香港大學邵仁枚樓206室

時 間：一九九零年二月二十八日起每星期三下午七時四十五分至九時十五分

全期學費：一百九十五元 (共六講)

本課程適合小學教師。內容包括：(一)課外活動的功能、角色和行政原則；(二)如何組織較大型之課外活動設計；(三)小學各學科的課外活動設計；(四)如何解決組織及推行課外活動所遇到之困難。(限收三十五人)

教師可獲教育署退還半費。詳參第 viii 頁。

### **1352. Enlivening the Primary English Class.**

John C. P. Lee, MIL, Dip.RSA. *Wednesdays, 7.45–9.15 p.m., starting February 14, 1990. Room 21, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$260**

This course will introduce various techniques for enlivening primary English lessons. The content of the course will be drawn from successful school experience. It will include lectures as well as demonstrations of skills in teaching listening, speaking, reading and writing for primary school children. There will be an emphasis on games and activities.

*Enrolment is limited to 25.*

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

### **1353. 如何當一個好的班主任**

#### **(How to Become a Better Class Teacher in Upper Primary Classes)**

主 講 人：鍾名揮先生

地 點：香港大學邵仁枚樓206室

時 間：一九九零年五月一日起每星期二下午七時四十五分至九時十五分

全期學費：一百五十元 (共四講)

本課程主要針對小學高年級班主任工作，內容包括：(一)班主任角色與功能的探討；(二)如何處理與家長之關係；(三)小學生成長中的各階段心理發展特點；(四)討論課堂秩序問題的具體處理方法；(五)如何以遊戲及活動形色去進行品德教育。(限收三十人)

教師可獲教育署退還半費。詳參第 viii 頁。

## X. Pre-School and Kindergarten Courses

### 1354. 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：香港大學課程部市區中心24室（信德中心西翼九樓）

時 間：一九九零年二月十六日起每星期五下午八時至九時三十分

全期學費：二百三十元（共十講）

這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 viii 頁。

### 1355. Teaching Music to Pre-Schoolers.

Anne E. Boyd, Ph.D. (York), B.A. (Syd.). *Mondays, 6.00–7.30 p.m., starting March 12, 1990. Room 123, University Main Building, 6 meetings.* **Fee: \$200**

This course will begin with a consideration of the role of music in early childhood development. It will then demonstrate a music curriculum which the tutor has developed for 4-year olds in a multi-cultural English language medium kindergarten (and has now taught successfully for 3 years). No previous knowledge of music is required. *Enrolment is limited to 20.*

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

### 1356. Pre-school Administration.

Rose Ho Siu Mui, M.Ed. (Hawaii). *Saturdays, 10.00 a.m.–12 noon, starting February 17, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 9 meetings.* **Fee: \$250**

The course aims to familiarise participants with recent management and administration skills in the teaching field. It also aims to review the role of a teacher in the preschool field, classroom management, attending staff



meetings effectively, working with parents and making effective use of community resources. Better time-management will also be discussed.

*Enrolment is limited to 25.*

*Medium of instruction: Cantonese.*

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

*See also:*

**1339. Teaching of Rhythmic Movement for the Pre-School Child.**  
(Page 98 )

## **XI. Library Studies**

**1357. Introduction to the Use of the Computer in the School Library.**

Kathryn Kay Young, M.Ed., M.Lib.Sc. *Thursday, 7.30–9.30 p.m., on February 22, 1990. Hong Kong International School, Elementary School, 6 South Bay Close, Repulse Bay, Hong Kong. 1 meeting. Fee: \$80*

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.*

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

**1358. Developing Special Activities for School Libraries.**

Kathryn Kay Young, M.Ed., M.Lib.Sc. *Thursdays, 7.30–9.00 p.m., starting March 1, 1990. Hong Kong International School, Elementary School, 6 Repulse Bay Close, Repulse Bay, Hong Kong. 3 meetings. Fee: \$140*

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. Course participants will develop a plan for possible student library activities within their own school. *Enrolment is limited to 30.*

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

### **1359. Story-Telling.**

Mrs. Kathleen Main, M.A., Dip.Lib , A.L.A. *Tuesday, 7.30–9.30 p.m., on May 8, 1990. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 1 meeting.* **Fee: \$65**

The aim of this course is to show how valuable story-telling can be as a tool for teachers, parents and librarians to encourage enjoyment of books and reading. Drawing on her own experience, the tutor will give practical suggestions for increasing confidence and competence in story-telling. *Enrolment is limited to 30.*

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

### **1360. Subject Cataloguing and Bibliography Preparation Workshop.**

Ms. Agatha Sit, B.A., M.L.S. (Br. Col.), Assistant Librarian in University of Hong Kong Libraries. *Tuesdays, 7.15–9.15 p.m., starting May 15, 1990. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 5 meetings.* **Fee: \$295**

This course will examine the basic principles and practices of applying Library of Congress Subject Headings, and Sears Subject Headings; and the use of a thesaurus to provide subject descriptions for monographs and Audio/Visual materials and to prepare subject bibliographies. Emphasis will be on both manual and machine methods of subject retrieval of English and, if course members wish, Chinese language materials. *Enrolment is limited to 25.*

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

### **1361. Workshop on The Production and Management of Teaching Resources.**

Mrs. Mary Leong, B.A. (Exon), Dip.Lib. (Lond.), A.L.A., Education Librarian, University of Hong Kong. *Saturday, 2.30–4.30 p.m., on March 31, 1990. Room 206, Runme Shaw Building, University of Hong Kong. 1 meeting.* **Fee: \$65**

This workshop is designed to encourage school librarians and teachers interested in school-based curriculum development to produce simple teaching materials and collections of resources to support project work and other classroom activities. Ways in which a curriculum resources corner could be set up in the school library or classroom, and how teachers and school librarians can co-operate to produce teaching materials appropriate to their own particular requirements, will be explored. Topics will include sources of free and low-cost materials, and solutions to the problems of packaging, storage and management of in-house and commercially-produced resources. *Enrolment is limited to 15.*

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

*See also:*

### **896. Certificate Course in Sports and Health Sciences. (Page 223)**

#### **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。

# Engineering

*Staff Tutor: F. T. Chan, Telephone 8592793*

## **1371. Quality Management for Manufacturing and Service Industries.**

Philip L. Y. Chan, B.Sc., Ph.D. (H.K.), F.S.S. Lecturer in Industrial & Manufacturing Systems Engineering, University of Hong Kong. *Wednesdays & Thursdays, 6.15–7.45 p.m., starting February 7, 1990. (Wednesdays) Room 167, University Main Building; (Thursdays) Room 102, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.*

**Fee: \$230**

Organizations nowadays are facing the problem of producing good quality products/services at competitive prices. The modern trend of theories advocates that quality can only be built-in but not inspected-in. This course covers different aspects of Total Quality Control for manufacturing and service industries ranging from marketing, product design, purchasing, process design, process control and after-sale service. Topics will include: the importance of top management's involvement. Deming's theory and his 14 points, quality circles, statistical process control, control charts, sampling inspection and Taguchi's theory. Some controversial issues in quality management will also be discussed. This course is designed for people in upper and middle levels of management who are concerned with the quality of their products/services, and particularly for those who are directly involved in quality assurance and quality control activities.

## **1372. 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., Head, University Engineering Workshops, University of Hong Kong. *Tuesdays, 6.15–7.45 p.m., starting March 20, 1990. Room 7, University Main Building. 8 meetings.*

**Fee: \$210**

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 currently 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.

### **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。

# English Studies

Staff Tutor: Duncan Macintosh, Telephone 5472225

## English Language Courses

The English Language courses offered in the Spring of 1990 are primarily intended for those who wish to prepare themselves before applying for a place in one of the Department's Certificate Courses in the Use of English or in English for Business in the year 1990-91. The tuition provided will give them a better chance of passing the appropriate entrance examination that they will need to sit later in the year. Other applicants who do not have the time to attend a full course lasting one or two academic years may also be admitted to these courses.

### EFFECTIVE ENGLISH

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

### Courses

#### A. In Hong Kong

Course No. At the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. (*N.B. This course is held in the morning*)

**1381.** Tuesdays and Thursdays, 8.30-10.00 a.m., starting February 8, 1990. 30 meetings. **Fee: \$575**

At the University of Hong Kong.

**1382.** Mondays and Fridays, 6.15-7.45 p.m., starting February 9, 1990. 30 meetings. **Fee: \$575**

**1383.** Mondays and Fridays, 8.00-9.30 p.m., starting February 9, 1990. 30 meetings. **Fee: \$575**

**1384.** Wednesdays and Fridays, 6 15–7.45 p.m., starting February 9, 1990. 30 meetings. **Fee: \$575**

**1385.** Wednesdays and Fridays, 8.00–9.30 p.m., starting February 9, 1990. 30 meetings. **Fee: \$575**

At Wah Yan College, Queen's Road East.

**1386.** Tuesdays and Thursdays, 6.30–8.00 p.m., starting February 13, 1990. 30 meetings. **Fee: \$575**

#### B. *In Kowloon*

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

**1387.** Mondays and Wednesdays, 6.30–8.00 p.m., starting February 7, 1990. 30 meetings. **Fee: \$575**

**1388.** Tuesdays and Thursdays, 6.30–8.00 p.m., starting February 8, 1990. 30 meetings. **Fee: \$575**

**1389.** Wednesdays and Fridays, 6.30–8.00 p.m., starting February 9, 1990. 30 meetings. **Fee: \$575**

### **BUSINESS CORRESPONDENCE**

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

- Basic Principles: lay-out of a business letter, conventional usage, style and the use and abuse of commercial jargon.
- Negotiations: how to make trade enquiries, how to negotiate for more favorable terms and how to place orders.
- Complaints: how to write letters of complaint and to reply to them.
- Sales Letters: tuition will be given in how to write sales letters to suit particular situations.
- Memoranda: how to write memoranda to suit a variety of different situations.
- Reports: how to write effective reports, and short reports in particular.

Throughout the courses considerable attention will be paid not only to what to say to suit different circumstances, but also the implications of expressing oneself in a variety of different ways. Practice assignments will therefore be set and later discussed in class.

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

*Closing date for applications: 2nd February, 1990.*

## **Courses**

### *A. In Hong Kong*

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

**1390.** Fridays, 6.15–7.45 p.m., starting February 16, 1990.  
15 meetings. **Fee: \$360**

At the University of Hong Kong.

**1391.** Mondays, 6.15–7.45 p.m., starting February 12, 1990.  
15 meetings. **Fee: \$360**

At Wah Yan College, Queen's Road East.

**1392.** Fridays, 6.30–8.00 p.m., starting February 16, 1990.  
15 meetings. **Fee: \$360**

### *B. In Kowloon*

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

**1393.** Tuesdays, 6.30–8.00 p.m., starting February 13, 1990.  
15 meetings. **Fee: \$360**

**1394.** Wednesdays, 6.30–8.00 p.m., starting February 14, 1990. 15 meetings. **Fee: \$360**

## **INTRODUCTION TO CORRESPONDENCE**

These courses are intended for those who have recently started working in an office. The tuition provided will also be of value to those who are proposing to apply for admission to one of the Department's Use of English courses or to one of the Department's English for Business courses in the year 1990/91.

The syllabus will cover the lay-out and convention of correspondence,



letters to friends to suit a variety of situations, how to apply for employment how to write letters for publication in newspapers and simple memoranda and reports

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

## Courses

### A In Hong Kong

Course No	At the University of Hong Kong
<b>1395.</b>	Fridays, 6 15–7 45 p m , starting February 16, 1990 15 meetings <b>Fee: \$360</b>

### B In Kowloon

Course No	At Wah Yan College, 56 Waterloo Road
<b>1396.</b>	Mondays 6 30–8 00 p m , starting February 12, 1990 15 meetings <b>Fee: \$360</b>
<b>1397.</b>	Thursdays, 6 30–8 00 p m , starting February 15, 1990 15 meetings <b>Fee: \$360</b>

## Reading Skills

### 1398. Effective Reading Understanding.

P D Reynolds, B A (Dublin), M Ed (Toronto) *Mondays and Wednesdays, 2 00–4 00 p m , starting February 12, 1990 Room 15, Extra Mural Town Centre, Shun Tak Centre, West Tower 9/F. 12 meetings* **Fee: \$350**

The ability to read a text for a thorough understanding of what is said in it is of the greatest importance to everyone, and especially to those who are employed in any occupation where written communication is commonly used Unfortunately, however, many people have considerable difficulty in reading understanding It may be they fail to get the point of what is written in a particular text or it may be that they take so long to read effectively that they do not leave themselves with enough time to get on with the hundreds of other things they have to do. Either way, they fail to be as effective as they should or realise their full potential.

There is no need to be ashamed of having reading difficulties, but something needs to be done about them. This course is therefore intended to help those who wish to improve their effective English reading skills. The tutor will provide guidance in the following topics basic to all understanding of second-language reading:

- intentions of the reader;
- intentions of the writer;
- types of reading matter;
- different approaches to reading;
- skills in effective understanding of written material;
- “understanding” in reading;
- personal and cultural background to understanding;
- levels of understanding.

He will also provide plenty of opportunity for practical reading and tuition in how to improve.

Enrolment will be limited to 20 in order to enable the tutor to provide the maximum personal attention to all those attending. They are also expected to participate actively and complete the practical reading assignments that will be set from time to time.

*Enrolment will be by selection of those applicants most qualified to benefit from the course of tuition.*

*Closing date for applications: 3rd February, 1990.*

## **English for Appreciation**

### **1399. Anglo-Irish 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 February 16, 1990. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$195**

The popularity of Anglo-Irish literature shows us very clearly there is considerable interest in this genre. This course will therefore take a look at the works of particular Irish writers and recurrent preoccupations in Irish literature. Topics to be discussed will be selected from the following according to the interests of the group:

- Irish Augustan drama: the plays of Congreve, Farquhar, Goldsmith & Sheridan
- Swift’s Irish satires: “Gulliver’s Travels” & “A Modest Proposal”
- Ruins of the Mind: the ‘Big House’ fiction of Edgeworth, Somerville

& Ross, Bowen, Johnston and Farrell

- Irish Victorian Novelists: Banim, Griffin, Carleton
- Irish wits: the plays of Shaw, Wilde & Behan
- Writing Rebellion: the literature of the 1916 Rising
- Yeats' poetic development
- Irish fantasy fiction: "The Third Policeman", "The Crock of Gold" & "King Goshawk and the Birds"
- the works of James Joyce
- Poetic responses to the violence of Northern Ireland: Montague, Muldoon, Mahon & Heaney
- Contemporary Irish fiction (Moore, McGhern, Banville); drama (Friel, Kilroy & McIntyre); poetry (Muldoon, Mahon & Heaney)
- The language of silence: the plays of Samuel Beckett

The classes will take the form of discussions, talks and readings augmented occasionally by audio-visual material. Notes and other course material will be issued at class meetings.

Although this course will be of particular interest to those who attended the introductory course in the autumn of 1989, it will also be open to those who were unable to do so.

#### **1400. A Short Study and Appreciation of Drama.**

Mrs. D. H. Shroff, B.A. (Bombay). *Wednesdays, 6.15–7.45 p.m., starting February 21, 1990. Room 141, University Main Building. 15 meetings.*

**Fee: \$275**

For very many generations, in countries throughout the world, plays have always enthralled literally millions of people. They are written, not so that they can be read or studied at length, but in order to be acted on the stage and enjoyed by all those who go to see them. It is for this reason that in literature, drama has always achieved great popularity and touched a large number of people.

In this course we will consider a number of one-act plays by contemporary writers in order to see why it is they appeal to wide audiences and also discuss their finer points, which include characterisation, plot and theme. All the themes are drawn from everyday situations dealing with life in general and human relationships in particular. By taking parts and reading the plays aloud in class, those attending the course will have an opportunity not only of seeing how a play can come 'alive' to an audience, but also of improving their own command of spoken English.

Copies of the plays to be considered will be available to all those who enrol.

# English for Specific Purposes

*Staff Tutor: John Bensly, Telephone 5472225*

## Spoken English

### Courses in Oral Presentations.

*Tutor:* Mrs. C. Macaskill, B.A. (Wits.).

*Days:* Saturdays.

*Starting:* 24th February, 1990.

*Place:* Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/FI.

Course No. **1401**. 2.15–3.45 p.m. 10 meetings. **Fee: \$230**

Course No. **1402**. 4.00–5.30 p.m. 10 meetings. **Fee: \$230**

Effective Oral presentations are increasingly frequently the key to success whenever an executive wishes to convince a group of people of the importance and validity of the message he wishes to get across to them. These courses are therefore designed for those in Government Service, commerce or industry who are expected to prepare and present effective, informative or persuasive speeches. The emphasis of the tuition will be on the practical rather than the theoretical aspects of public speaking and will include the following: Audience analysis; Formulating objectives; Planning and structuring for maximum effectiveness; Persuasive communication; Preparation techniques; Voice production; Eye contact; Non-verbal communication; Audio-visual aids.

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

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

*presentations they have to make. Copies of all degrees, diplomas and certificates awarded should also be attached to application forms.*

*Closing date for applications: 10th February, 1990.*

### **1403. Intonation in Idiomatic English.**

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 February 20, 1990. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$330**

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

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

Methods of correcting errors will be suggested and graded aural-oral exercises in English Intonation will be provided. Intonation practice will be related to everyday idiomatic English in order to increase the student's range of expression. *Enrolment limited to 30 students.*

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

*Closing Date for applications: 10th February, 1990.*

## **English for Teachers**

### **1404. Literature in English Language Teaching.**

Peter Kennedy, B.A. (Wales), M.A. (Sussex), M.A. (Essex), M.Phil. (Dublin), P.G.C.E. (Lond.). *Thursdays, 6.15–7.45 p.m., starting February 22, 1990. University of Hong Kong. 10 meetings.* **Fee: \$230**

For many English language teachers literature seems to be a luxury they cannot afford in the classroom. Literary texts seem to be too difficult for their pupils and, anyway, priority has to be given to examinations, to grammar, and to developing competence in the four skills. Yet dull textbooks with banal dialogues and two-dimensional characters often fail to motivate pupils or to bring the language alive and off the page.

Poems are not eggs but their language is fresh; stories and plays which have vivid characters and unpredictable events hold our attention. This course aims to show that it is possible to draw on the fresh, original, unexpected language of literature without resorting to difficult texts or neglecting the requirements of the syllabus.

It will be a practical course and will best suit English language teachers at secondary school who want to enliven textbooks/lessons and stimulate their pupils' imaginations so that they may discover and use English, not just absorb it passively.

*Enrolment will be limited to 30 students and will be by selection of those best qualified to benefit from the course.*

*Closing date for applications: 10th February, 1990.*

**In order to receive the next issue of this Prospectus, please turn to page 232 .**

如 欲 收 到 下 期 課 程 手 冊 ，  
請 翻 閱 第 232 頁 。

# Geography & Geology

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

## 1431. 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：一九九零年三月一日起每星期四下午八時零五分至九時三十五分

全期學費：二百一十元（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）環境意識警覺；（三）地球破壞的現況；（四）香港的污染與資源破壞；（五）環境保育背後的思想；（六）綠色政治與精神生活；（七）環境污染與個人健康；（八）環境保育與傳媒的角色；（九）香港的民間與官方環保工作；（十）改善生活質素的個人具體行動；（十一）環境保育與公民教育；（十二）怎樣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 viii 頁。

## 1432. 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：一九九零年二月廿二日起每星期四下午六時三十分至八時

全期學費：三百五十元（共十一講及四次野外考察）

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

利用。(限收三十五人。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 viii 頁。

### **1433. 寶石學入門 (Introduction to Gemmology)**

主 講 人：陳志强先生 F. G. A. (英國寶石學會院士)

歐陽秋眉女士 F. G. A. (英國寶石學會院士)

地 點：香港大學校外課程部市區中心18室(信德中心西翼九樓)

時 間：一九九零年二月十五日起每星期四下午八時至十時

全期學費：五百元 (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 8592792*

## **1441. Appreciation of Chinese Relics.**

Mr. Lo Kam-kau, James, Committee Member of the Hong Kong Archaeological Society. *Tuesdays, 4.30–6.00 p.m., starting February 13, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings plus 1 site visit.* **Fee: \$220**

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).

## **1442. 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：一九九零年二月十九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、維修及補養古文物方面的知識。內容包括：（一）國畫、（二）陶瓷、（三）銅器、（四）玉器、（五）「考古」：國內最新發掘出土文物的分析及其提供的歷史價值和意義。（限收二十二人）

### 1443. 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：一九九零年五月七日起每星期一下午六時至七時卅分  
全期學費：二百一十元（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）

### 1444. 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：一九九零年二月十四日起每星期三下午六時十五分至七時四十五分  
全期學費：二百四十元（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）

### 1445. 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：一九九零年四月廿五日起每星期三下午六時十五分至七時四十五分  
全期學費：二百四十元（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 8592788*

## **1451. 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 February 26, 1990. Room 208, Run Run Shaw Building, University of Hong Kong. 5 meetings. Fee: \$145*

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 and English.*

## **1452. 廣播劇創作與編劇 [與天主教社會傳播處合辦] (Creative Script-Writing for Radio Drama)**

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：一九九零年六月十三日起每星期三下午六時四十五分至十時

全期學費：一百四十五元 （共四講）

本課程主要為一些廣播劇寫作有興趣的人士而設。講授內容包括：廣播劇的產生過程，由構思、搜集資料、分幕至寫成劇本，並分析對白、人物、佈局等有關理論。

四次課程中，學員除接受理論方面的知識，兼有寫作實習，學員更需依時完成三項習作。課程將安排實地錄音試播。（限收二十六人）

### **1453. 圖書出版基礎課程 (Book Publishing: A Foundation Course)**

主 講 人：中英文教出版事業協會委員

地 點：香港大學校本部大樓地下 M7 室

時 間：一九九零年三月二日起每星期五下午六時卅分至九時

全期學費：二百五十元 (共八講)

本課程由中英文教出版事業協會與香港出版學會共同策劃；透過八個專題：總論、編輯、設計、製作、市場及營業、宣傳及推廣、財務管理、版權法及合約，對出版行業作一個全面性的介紹與論述。講者均是各大中英文教科書、圖書、雜誌出版社有關部門的負責專業人士。

學員須有預科畢業及以上的程度及曾在出版社工作六個月以上者。

### **1454. 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：一九九零年四月廿三日起每星期一下午六時四十五分至八時四十五分

全期學費：一百四十五元。(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)

### **1455. 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：一九九零年二月十六日起每星期五下午七時十五分至九時十五分

全期學費：一百六十元 (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。

## 1456. 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15室（信德中心西翼九樓）

時 間：一九九零年二月廿四日起每星期六下午四時至五時卅分

全期學費：一百八十五元 （共七講）

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

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

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

## 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。

本期開設下列三班，編號 **1457** 至 **1459** 。

**1457.** 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：一九九零年二月二十日起每星期二下午七時十五分至九時十五分

全期學費：一百二十五元 （共六講）

**1458.** 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：一九九零年四月三日起每星期二下午七時十五分至九時十五分

全期學費：一百二十五元 （共六講）

**1459.** 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：一九九零年五月廿二日起每星期二下午七時十五分至九時十五分

全期學費：一百二十五元 （共六講）

**1460. 教學錄影帶節目：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：一九九零年六月四日起每星期一下午七時十分至九時十分

全期學費：一百五十元 （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，及錄影帶在教育的各種應用。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。

**1461. 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：一九九零年三月十七日起每星期六下午二時十分至四時十分

全期學費：二百六十元 （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參加。（限收三十四人）

## **1462. 電影藝術及欣賞：理論與作者風格 (Film Art and Film Appreciation II)**

主 講 人：黎秋華先生 B.A. (H.K.)

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：一九九零年六月二日起每星期六下午二時十分至四時十分

全期學費：二百六十元 （共十講）

本課程試從不同類型的電影去比較作者風格，例如愛森斯坦的蒙太奇理論，巴士的寫實主義，尚盧高達的新浪潮等等。學員如能對歐洲、亞洲或美國方面的電影導演有普遍認識，更能增加學習興趣。課程輔以影片或電視錄影帶作觀賞討論。會選修本部電影課程者將獲優先取錄機會。（限收三十四人）

## **1463. 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：一九九零年二月十六日起每星期五下午八時十分至九時五十分

全期學費：二百一十五元 （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）

## **自我辨認與人際溝通**

### **(Intra-Personal Relationships in Human Communication)**

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，知覺力與定型趨向等等。

整個過程着重小組討論，對從事文化教育事業、社會工作及公共關係者，均會有很大的專業上的幫助。

本期開設下列兩班，編號 **1464** 及 **1465**，每班限收二十八人。

#### **1464. 陳毓祥博士主講**

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：一九九零年六月廿三日星期六上午九時至正午十二時（及由七月一日星期日上午九時至七月三日星期二下午九時的三日兩夜的小組活動）  
（共三十小時）

全期學費：三百八十五元

（另食宿費一百四十元，報名時一共需繳費五百二十五元）

備註：如日期略有改變，當提早另行通知。

#### **1465. 陳毓祥博士主講**

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：一九九零年六月廿三日星期六上午九時至正午十二時（及由七月四日星期三上午九時至七月六日星期五下午九時的三日兩夜的小組活動）  
（共三十小時）

全期學費：三百八十五元

（另食宿費一百四十元，報名時一共需繳費五百二十五元）

備註：如日期略有改變，當提早另行通知。

### **人際關係與人際溝通**

#### **(Inter-Personal Relationship in Human Communication)**

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

整個過程着重小組討論，對從事文化教育事業、社會工作及公共關係者，均會有很大的專業上的幫助。

本期開設下列兩班，編號 **1466**及 **1467**，每班限收二十四人。

#### **1466. 陳毓祥博士主講**

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：一九九零年六月廿三日星期六下午二時至五時（及由六月廿五日星期一至上午九時至六月廿七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：三百八十五元

（另食宿費一百四十元，報名時一共需繳費五百二十五元）

備註：如日期略有改變，當提早另行通知。



**1467. 陳毓祥博士主講**

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：一九九零年六月廿三日星期六下午二時至五時（及由七月七日星期六上午九時至七月九日星期一下午九時的三日兩夜的小組活動）  
（共三十小時）

全期學費：三百八十五元

（另食宿費一百四十元，報名時一共需繳費五百二十五元）

備註：如日期略有改變，當提早另行通知。

**實用心理與人際溝通**

**(Practical Psychology in Human Communication)**

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。

本期開設下列兩班，編號 **1468** 及 **1469**，每班限收二十人。

**1468. 陳毓祥博士主講**

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：一九九零年六月廿三日星期六下午七時至十時（及由六月廿八日星期四上午九時至六月卅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：四百三十五元

（另食宿費一百四十元，報名時一共需繳費五百七十五元）

備註：如日期略有改變，當提早另行通知。

**1469. 陳毓祥博士主講**

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：一九九零年六月廿三日星期六下午七時至十時（及由七月十日星期二上午九時至七月十二日星期四下午九時的三日兩夜的小組活動）  
（共三十小時）

全期學費：四百三十五元

(另食宿費一百四十元，報名時一共需繳費五百七十五元)

備註：如日期略有改變，當提早另行通知。

## 聲藝與口才 (The Art of Expression)

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，情感的貫注又具感染力，而達到悅耳傳神，聲情並暢的境地，那就有賴於口才的訓練，運聲技巧的掌握，語調情感的控送，以至將聲藝應用諸不同聽覺藝術底範疇時的不同表達方法去作一個較深入的認識與探討，這個課程所提供的，也就是環繞着聲音藝術的有關研究和學習機會。課程內容包括：聲調控送的技巧；粵音九聲的變化；常用語音的分類；演說技巧及練習；司儀方法及練習；唸詞方法及口才訓練等。

本期開設下列兩班，編號 **1470** 及 **1471**，每班限收二十六人。

### 1470. 彭永才先生主講

地點：香港太古城地利亞修女紀念中學424室(小學部英皇道入口)

時間：一九九零年三月九日起每星期五下午七時至九時卅分

全期學費：二百二十五元 (共八講)

### 1471. 彭永才先生主講

地點：香港太古城地利亞修女紀念中學424室(小學部英皇道入口)

時間：一九九零年五月廿五日起每星期五下午七時至九時卅分

全期學費：二百二十五元 (共八講)

## 1472. 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：一九九零年二月廿七日起每星期二下午六時十分至七時四十分

全期學費：一百五十元 (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(1)自己向自己表達(思想方法的運用)，(2)一對一的相對表達(兩

個人之間的問題處理)，(3)一對多的表達（處理兩到二十或更多人的問題，諸如演講、在會議中發表意見等），(4)理辯式的表達（交涉、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）

### **1473. 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：一九九零年四月廿四日起每星期二下午六時十分至七時四十分

全期學費：一百九十元（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）

### **1474. 廣告與顧客行爲 (Advertising and Consumer Behaviour)**

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：一九九零年三月八日起每星期四下午六時卅分至八時

全期學費：一百四十五元（共七講）

廣告與顧客行爲分析均為市場策略訂定時的重要工具。從明瞭顧客為何要購買何種產品，到滿足其需要過程當中，可以試測到廣告活動能否奏效。並可從各種不同之顧客羣中，進行市場分割，使選擇出一個最適合自己產品的顧客羣，而令此產品的成功率達到最大。

本課程會介紹顧客的種類，顧客行爲調查，消費者之需要及其購買動機，並從社會上各種差異，如文化，經濟等來分類顧客羣，廣告如何利用調查資料來刺激購買動機等。

## 1475. 廣告學與市場管理 (Advertising in Marketing Management)

主 講 人：張林森先生

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九零年三月一日起每星期四下午八時三十分至十時

全期學費：一百六十元 （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。

本課程學員最適宜同時選修隨後之廣告研習班。（限收三十六人）

## 1476. 廣告研習班 (Advertising Workshop)

主 講 人：張林森先生，（另邀請資深廣告從業員為客座主講人）

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九零年五月三日起每星期四下午八時卅分至十時

全期學費：二百六十元 （共十二講）

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

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

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

## 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、廣告用異房技巧、戶外商品攝影法、報紙廣告、海報、包裝紙及封面等。學員除了研習一般設計步驟、文字處理、編排設計、印刷常識、工具運用（如燈箱、特殊效果及顏色黏貼菲林、噴筆……）等外，並需大部份時間作拍攝及異房沖晒實習。本課程內將會免費提供講義及各種專業攝影及黑房器材。但學員需自付消耗性材料如菲林、藥水等（約一百八十元）。

本期開設下列四班，編號 **1477** 至 **1480**，每班限收十二人。

### **1477.** 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：一九九零年三月二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 ( 共十五講 )

### **1478.** 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：一九九零年三月三日起每星期六下午二時至四時  
全期學費：九百六十元 ( 共十五講 )

### **1479.** 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：一九九零年三月三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 ( 共十五講 )

### **1480.** 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：一九九零年三月五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 ( 共十五講 )

# Law

*Staff Tutor: W. B. Howarth, Telephone 8584606*

## Degree Courses

### **London University External LL.B. Degree Revision Courses.**

Revision courses for candidates sitting the London University External LL.B. Intermediate, Final Part I and Part II Examinations will be offered in March/April 1990. They will be taught mainly by lecturers invited from the United Kingdom.

#### **Intermediate Examination:**

- 1511. Elements of the Law of Contract**
- 1512. Criminal Law**
- 1513. English Legal System**
- 1514. Constitutional Law.**

#### **Final Part I Examination:**

- 1515. Law of Tort**
- 1516. Principles of the Law of Evidence**
- 1517. English Land Law**
- 1518. Law of Trusts.**

#### **Final Part II Examination:**

- 1519. Jurisprudence and Legal Theory**
- 1520. Company Law**
- 1521. Succession**
- 1522. Family Law.**

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

## Professional Courses

### 1523. Common Professional Examination.

Revision courses for candidates sitting the C.P.E. examinations of Manchester Polytechnic or other Polytechnics in the United Kingdom will be offered from 5—24 April, 1990. These courses will be taught by lecturers invited from the United Kingdom.

The courses offered will be in:

- Contract;
- Tort;
- Constitutional and Administrative Law.

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

## Law for Laymen

### 1524. 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：一九九零年二月十三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。

# Management Studies

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

## **1551. 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 fortnightly 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*

Five 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, February 17, 1990.



### *Assessment*

Assessment of students' progress will be by coursework tests undertaken by the distance learning mode and reviewed by tutors in the tutorials.

**Fee: \$2,500** (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 Wednesday, 17 January, 1990.

## **1552. An Introduction to Business Management.**

Vincent Ng, B.S., M.B.A., M.S., D.B.A., Ph.D. (Calif.). *Wednesdays, 6.00–7.30 p.m., starting February 14, 1990. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$290**

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.

## **1553. 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 February 13, 1990. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$380**

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.

#### **1554. Management Concepts and Practices.**

Andy Ng, B.Admin., B.Comm., M.B.A. (Ottawa). Dip.Fin.Mgt. (New England), A.A.S.A., A.A.I.B., M.A.C.S., M.B.I.M. *Mondays, 8.00–9.30 p.m., starting February 13, 1990. Room 141, University Main Building. 12 meetings.* **Fee: \$290**

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.

#### **1555. Strategic Management.**

Mrs. M. W. K. Chan, B.Sc. (UMIST), M.B.A. (Bradford). *Fridays, 7.45–9.15 p.m., starting February 16, 1990. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$290**

Many organizations today are facing strong challenges to their ability to survive and grow in the complex business environment of today. In the face of these difficulties an increasing number of these companies have adopted the Strategic Management Approach. The approach is based on the idea that employees will perform more effectively if they understand the direction in which the organization is heading. The course will examine the basic processes involved in a Strategic Management Approach, looking at the formulation of policy, the establishment of objectives for the enterprise, the social responsibility of the firm, the analysis of the environment and selection, implementation and evaluation of alternative strategies. The tutorial approach will essentially be practical, involving a case study for each topic.

### **1556. Developing Managerial Skills.**

Joseph K. N. Chan, B.A., Dip.Soc.Wk. (H.K.), M.I.P.M. *Tuesdays, 6.00–7.30 p.m., starting February 13, 1990. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$290**

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.

### **1557. 組織與管理 (Organization and Management)**

主 講 人：吳宏昌先生

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：一九九零年二月十三日起每星期二下午七時四十五分至九時十五分

全期學費：二百九十元 （共十二講）

在當今急劇變化的時代裏，如何在多變的管理環境中有效地藉着「他人」的力量達成組織「既定」目標是每個企業主管都希望做到的。而良好的管理實務往往決定於管理人員能否明瞭組織內個人及羣體的行為。本課程旨在介紹有關管理及組織之理論，從而加深一般基層管理人員對人類行為的認識，以提高其管理技能。內容包括：激勵、員工態度與工作滿足感、權力與影響力、領導行為、羣體行為、決策與溝通、規劃與控制、人事管理、矛盾與衝突。

### **1558. Analysis and Design of Systems for Business Management.**

Chow Man-chu, B.Sc. (New York), M.B.A. (Miami), Cert.Dip.A.F., M.Inst.A.M. *Tuesdays, 6.00–7.30 p.m., starting February 13, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$290**

The business analyst is concerned with the development and implementation of effective administrative procedures and information systems which are

vital to performance in the operations of an organization. These systems will be analyzed in this course, together with the administrative components and features of their design and implementation, in such areas as corporate planning, marketing, production, finance, purchasing and personnel policy. Other techniques to be considered include the conducting of feasibility studies, forms design, costing and benefits analysis in the review of systems in the organization.

### **1559. 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 February 14, 1990. Room 11, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$290**

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.

### **1560. Organization and Methods.**

Samuel San, B.E. (N.S.W.). *Saturdays, 4.00–5.30 p.m., starting February 17, 1990. Room 24, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$290**

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.

### **1561. Communication in Management.**

Mrs. M. W. K. Chan, B.Sc. (UMIST), M.B.A. (Bradford). *Fridays, 6.00–7.30 p.m., starting February 16, 1990. Room 20, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$290**

Forms of communication are the lifeblood of an organization and the means by which the management of an enterprise achieves its objectives. This course will introduce the theory, principles and practice of communication. Specific topics to be examined will include the communication process, barriers to its proper working, the process of persuasion, nonverbal and visual communication, written communication through letters and reports, listening and interviewing, and communicating with groups. Also to be examined are presentational speaking, applications in advertising and public relations, and communication relevant to jobs and employment

### **1562. 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：一九九零年二月十二日起每星期一下午六時至七時三十分

全期學費：二百九十元 （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。

### **1563. 決策分析 (Decision Analysis in Management)**

主 講 人：鄧裕南先生 B.Sc.(Econ.), M.Sc. (Lond)

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：一九九零年二月十六日起每星期五下午六時至七時三十分

全期學費：二百九十元 （共十二講）

這是一個實用課程，幫助學員去改進作決策之技巧，本課程旨在介紹學員認識決策分析的原理及如何利用數量成法去幫助作出適當之決策。課程包括：決策理論、或然率概念、多目標決策方法、效用理論及財務上之決策方法等。

### **1564. 生產控制 (Production Control)**

主 講 人：曾淵滄博士

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：一九九零年三月三日起每星期六下午三時四十五分至五時十五分

全期學費：二百九十元 （共十二講）

生產控制的目的主要是策劃及控制生產物料的流程、進入、過程及離開工廠而令公司產生最高利益以符合公司的目標。因此，生產控制必須有一套衡量系統以測定顧客的需求、生產能力、資金流動情況及人力等問題。因此，要做好生產控制的工作，就必須熟悉一些生產決策的計算方法以解決問題。基本課題包括：需求預測、需求視察調整、經濟生產量、存貨系統與控制、工作程序安排與分配。

### **1565. 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 February 17, 1990. Room 103,  
University Main Building. 14 meetings.* **Fee: \$380**

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.

### **1566. 酒店管理 (Hotel Management)**

主 講 人：袁福綿先生 M.H.C.I.M.A., M.I.T.T., M.A.B.E., M.I.M., M.I.P.R.,  
M.B.I.M., F.B.S.C.

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15室（信德中心西翼九樓）

時 間：一九九零年二月十六日起每星期五下午八時至九時三十分

全期學費：二百五十元 （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。

### **1567. An Introduction to Marketing Management.**

Y. K. Chan, B.B.A., M.B.A. (C.U.H.K.). *Tuesdays, 7.15–8.45 p.m., starting February 13, 1990. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$290**

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.

### **1568. Marketing Management.**

Eddie Y. F. Chan, B.Sc. (Birm), M.Sc. (Lond.) *Mondays, 8.00–9.30 p.m., starting February 12, 1990. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$290**

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 market opportunities, researching and selecting target markets, developing 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.

### **1569. 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 February 14, 1990. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$290**

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.

### **1570. The Marketing of Industrial Products.**

Thomas K. H. Li, B.Sc. (Loughborough), M.B.A. (Bradford). *Mondays, 6.00–7.30 p.m., starting February 12, 1990. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$290**

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

### **1571. An Introduction to Product Management.**

Stanley K. C. Wat, M.Sc. (Salford). *Saturdays, 4.00–5.30 p.m., starting February 17, 1990. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$290**

A successful marketing programme depends heavily on having an appropriate and effective system of product management in the organization. In this course the key elements to product management will be reviewed, ranging from strategies, the nature of decision-making, tactical considerations, and day-to-day operations. A number of important aspects of the marketing concept will be analyzed, including product life cycle and market share. Marketing examples from Hong Kong will be scrutinized where appropriate. The course has been designed for those who have just taken up a career or who intend to enter the field of marketing management.



### **1572. Marketing and Product Management.**

Leung Fuk-hing, B.B.A. (C.U.H.K.). *Fridays, 7.45–9.15 p.m., starting February 16, 1990. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$240**

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.

### **1573. Consumer Behaviour and Its Implications for Marketing Management.**

Stanley K. C. Wat, M.Sc. (Salford). *Saturdays, 2.00–3.30 p.m., starting February 17, 1990. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$290**

The process by which the consumer goes about selecting a product is a subject of prime interest to Marketing Managers, since by understanding this activity they may more clearly set the priorities and form of their own managerial activity. This course will focus upon the way that information is received and processed at the level of the consumer, how it is acquired and perceived by the consumer, and the links between the retained information and the eventual purchasing decision. Particular attention will be paid to the implications of different types of consumer behaviour to marketing management. The course is designed primarily for executives involved in Marketing, but will also be suitable for a wider group of managers who are concerned with the implications of purchasing decisions. An active participation by the class will be encouraged.

### **1574. Advertising: the Formulation of Ideas and Analysis of Strategy.**

Eppie Tam, B.B.A., M.B.A. (Northeast Louisiana). *Saturdays, 4.00–5.30 p.m., starting February 17, 1990. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$290**

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.

### **1575. 市場策略計劃 (Strategic Marketing Planning)**

主 講 人：李鎮源先生

地 點：香港大學許愛周科學館 L G 2 室

時 間：一九九零年二月十三日起每星期二下午七時至八時三十分

全期學費：二百九十元 (共十二講)

現代商業新趨向是把市場計劃溶合於一般商業策略之中，而仔細的分析更有助於解決市場學上之商業難題。本課程主旨在簡潔而有系統地介紹市場策略的計劃、執行和控制。學員可在課程中學習如何分析市場問題及利用有關市場學的知識去解決這些問題。課程內容包括市場調制四大要點（即產品、價格、推價、利潤）的設計，市場目標的確立、及環境變化對近代商業的影響。

### **1576. 零售管理 (Retailing Management)**

主 講 人：曾淵滄博士

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：一九九零年二月十七日起每星期六下午二時至三時三十分

全期費用：二百九十元 (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。

### **1577. Fundamentals of Organizational Behaviour.**

Eppie Tam, B.B.A., M.B.A. (Northeast Louisiana). *Saturdays, 2.00–3.30 p.m., starting February 17, 1990. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$290**

The major challenges thrown up by the field of Organizational Behaviour are the ways that organizations are designed for functioning and the ways that individuals and groups behave within this framework. We often do

not have ready answers for why people and the organizations they work in are disfunctional. The purpose of this course is to examine research-based and practical work carried out in the behaviour of people in organizations and the ways in which people and organizations may be brought together with a view to promoting organizational and managerial effectiveness. Case material and involvement by class participants will figure as a major feature of this course.

### **1578. 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. *Wednesdays, 7.15–8.45 p.m., starting February 14, 1990. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings. Fee: \$250*

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.

### **1579. 實用人事管理及勞資關係技巧**

#### **(Practical Personnel Management & Labour Relations Techniques)**

主 講 人：趙志光先生

地 點：香港大學校本部大樓 7 室

時 間：一九九零年二月十二日起每星期一下午六時三十分至八時

全期學費：二百九十元 (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。

### **1580. 人事管理學 (Personnel Management and Office Administration)**

主 講 人：張紫荊碩士

地 點：香港大學校本部大樓103室

時 間：一九九零年二月十七日起每星期六下午二時至三時三十分

全期學費：二百九十元 (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。

### **1581. 求職擇業 (Personal Career Counselling)**

主 講 人：黎俊康先生 B.S.W., M.Ed. (Manitoba)

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：一九九零年二月十七日起每星期六下午二時至三時三十分

全期學費：二百五十元 (共十講)

每個人都須要去計劃自己的事業，但只有少數人在這方面獲得有系統的幫助及輔導。本課程對象以正計劃移居北美洲並準備在當地求職擇業之人仕為主，以分享交談形式讓參加者有機會去探討有關尋求事業發展方向、求職技巧、和適應不同文化等等問題。

*See also:*

### **1000. Helping Adults Learn: A Workshop for Teachers, Trainers, Facilitators. (Page 1 )**

# Medical Laboratory Science

*Staff Tutors:* Wilson W. S. Ng, Telephone 8592789  
Stephen W. N. Wu, Telephone 8592789  
Daniel H. S. Lee, Telephone 8592793

## **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, 1990 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.*

### **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”.

# Music

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

## **1591. Lyrical Works of the Romantic Epoch.**

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 February 19, 1990. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$390**

The main emphasis of this course will be placed on the discussion of interpretational criteria in Chopin's Nocturnes, Brahms' Intermezzi and Schumann's Kinderscenen. A brief look on the historical and sociocultural background of Romanticism in France and Germany after the Napoleonic Wars will help to understand the changing approaches towards the piano and the conventions of performance practice (especially: the inseparability of dynamic and agogic means, and pedaling) in Romantic music.

## **1592. Works by the "Early Moderns".**

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 February 22, 1990. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$390**

This course has been designed for those interested in piano music composed at and shortly after the turn of the century; it will present in-depth analysis and stylistic consideration, and develop performance criteria, for Stravinski: Piano Sonata; Bartok: Suite, Hindemith: Second Piano Sonata, Prokofiev: Visions Fugitives.

## **1593. Music and Dance Styles.**

Ms. Daryl Ries, B.S. (New York), Director, Dancescope. *Wednesdays, 8.15–9.45 p.m., starting February 21, 1990. Redgrave Room, 16/F., Hong Kong Arts Centre. 12 meetings.* **Fee: \$410**

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-wava 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.*

### **1594. Art and Craft of Movement.**

Ms. Daryl Ries, B.S. (New York), Director, Dancescope. *Saturdays, 2.00–4.00 p.m., starting February 24, 1990. Redgrave Room, 16/F., Hong Kong Arts Centre. 10 meetings.* **Fee: \$410**

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.*

### **1595. 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：一九九零年二月二十日起每星期二下午八時至九時卅分

全期學費：二百一十元 (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。

## **1596. 西洋音樂史：從巴洛克到古典樂派 (History of Western Music: From Baroque to Classicism)**

主 講 人：丘放淮先生 B.A. (Seward, Nebraska)

地 點：香港大學梁球珺樓 LG102 室

時 間：一九九零年二月二十日起每星期二下午六時卅分至八時

全期學費：二百三十元 (共十二講)

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

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

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

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

## **1597. 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：一九九零年六月八日起每星期五下午七時四十五分至九時四十五分

全期學費：三百二十五元 (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，柔中帶剛，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：四郎探母（包括全部京白）（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。



## 1598. 中國民歌 (Chinese Folk Songs)

主 講 人：董華強先生 B.A. (Wu Han)

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：一九九零年二月十九日起每星期一下午五時四十分至六時五十五分

全期學費：二百一十元 （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）

## 1599. 聲樂初階 (Introduction to Vocal Singing)

主 講 人：麥志成先生 F T C L , A R C M , C S S (S Cecilia)

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九零年三月一日起每星期四下午五時四十五分至七時

全期學費：二百五十元 （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）

## 1600. 中級聲樂 (Intermediate Vocal Singing)

主 講 人：麥志成先生 F T C L , A R C M , C S S (S Cecilia)

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九零年三月一日起每星期四下午七時十分至八時廿五分

全期學費：二百一十元 （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部之「聲樂初階」，初級班學員須於上課前十四天報名，始獲優先考慮機會。（限收十八人）

## 1601. 高級聲樂 (Vocal Singing: Advanced Level)

主 講 人：麥志成先生 F.T.C.L., A.R.C.M., C.S.S.(S Cecilia)

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九零年五月十七日起每星期四下午七時十分至八時廿五分

全期學費：二百一十元 （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。會選修本部之中級聲樂者將優先取錄，但須於上課前十四天報名。（限收十四人）

## 1602. 高級音樂理論 (Advanced Music Theory)

主 講 人：丘放淮先生 B.A. (Seward, Nebraska)

地 點：香港太古城地利亞修女紀念中學315室（小學部英皇道入口）

時 間：一九九零年二月廿一日起每星期三下午六時三十分至八時

全期學費：二百四十五元 （共十二講）

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

## 1603. 和聲入門 (Introduction to Harmony)

主 講 人：丘放淮先生 B.A. (Seward, Nebraska)

地 點：香港太古城地利亞修女紀念中學315室（小學部英皇道入口）

時 間：一九九零年二月廿一日起每星期三下午八時至九時三十分

全期學費：二百四十五元 （共十二講）

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

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

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

#### **1604. 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：一九九零年二月廿四日起每星期六下午二時至四時  
全期學費：三百四十五元 （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）

#### **1605. 默劇基礎訓練 (Mime Workshop)**

主 講 人：鄭碧儀女士 B.A. (C.U.H.K.), Diploma, L'ecole Jacques Lecoq du  
Mime, Mouvement et Théâtre (Paris)  
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：一九九零年六月廿一日起每星期四下午六時至八時  
全期學費：二百六十元 （共八講）

默劇是以身體語言作為表演媒介的藝術，對慣於運用語言來表情達意的人士來說，默劇實在是對他們藝術天份的一種挑戰。

課程內容包括簡介默劇歷史、身體基本訓練、介紹啞劇技巧、默劇基本技巧訓練、形體動作分析以及即興演出。學習重點在於發展學員的舞台觸角以及在演出時對時空的掌握。學員上課需穿運動衫褲或緊身舞衣。（限收二十人）

# Oriental Languages

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

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

## Mandarin

### Intensive Introductory Mandarin

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

*Textbook: Sarah Tsou: Teach Yourself Living Mandarin (with tapes) (Longman) (Available at leading Book Stores)*

**1611.** Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Mondays and Thursdays, 8.15–9.30 a.m., starting February 26, 1990. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 36 meetings.*

**Fee: \$1,100**

**1612.** Ms. Jenny Sze, B.A. (Tientsin). *Tuesdays, 7.15–9.45 p.m., starting March 6, 1990. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 18 meetings.*

**Fee: \$1,100**

**1613.** Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal) and Ms. Tung Chun-Kay, B.A. (Tientsin Normal). *Fridays, 7.30–9.45 p.m., starting March 9, 1990. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.*

**Fee: \$1,100**

**1614.** Joseph Kung, B.A. (New York). *Mondays and Wednesdays, 6.00–7.30 p.m., starting February 26, 1990. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 30 meetings.*

**Fee: \$1,100**

*Enrolment: limited to 20 per course.*

### **1615. Mandarin for Business Conversation.**

Mrs. Alice Chang, B.A. (National Chung-Hsin). *Fridays, 5.10–7.30 p.m., starting March 9, 1990. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 18 meetings.* **Fee: \$1,100**

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.

*Textbook:* Arranged by course instructor at the first meeting.

**1616.** Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Tuesdays and Fridays, 8.15–9.30 a.m., starting March 13, 1990. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 36 meetings.*

**Fee: \$1,150**

**1617.** Ms. Jenny Sze, B.A. (Tientsin). *Wednesdays, 6.15–8.30 p.m., starting February 28, 1990. Room 206, Run Run Shaw Building, University of Hong Kong. 20 meetings.*

**Fee: \$1,150**

**1618.** Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Thursdays, 7.30–9.45 p.m., starting March 1, 1990. Room 206, Run Run Shaw Building, University of Hong Kong. 20 meetings.*

**Fee: \$1,150**

### **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 Madarin provided that they pass the final examination, and have attended at least 75% of the meetings.

**1619.** Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Mondays, 7.30–9.45 p.m., starting March 19, 1990. Room 102, Runme Shaw Building University of Hong Kong. 40 meetings.*

(No meetings from July 23 to August 27, 1990 during the summer vacation)

**Fee: \$2,350** (includes all teaching material and examination fee except textbook).

*Enrolment is limited to 12.*

## **Cantonese**

### **1620. 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 March 6, 1990. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings. Fee: \$1,100*

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 22 per course (to 16 for Course 1621).*

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

### **1621. 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 March 6, 1990. Room 18, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.*

**Fee: \$1,100**

**1622. Cantonese I.**

C. S. Hung, B.A.(Chi-nan), Language Instructor, University of Hong Kong. *Wednesdays and Fridays, 7.15–8.45 p.m., starting March 7, 1990. Room 101, Runme Shaw Building, University of Hong Kong. 33 meetings.*

**Fee: \$950****1623. Cantonese I.**

Mrs. Caroline Law, B.A. (U.C.). *Mondays and Thursdays, 2.00–3.30 p.m., starting March 5, 1990. Room 10, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.*

**Fee: \$950****1624. Cantonese I.**

Mrs. Caroline Law, B.A. (U.C.). *Thursdays, 6.15–8.45 p.m., starting March 1, 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: \$950****Cantonese II**

This course, intended for students who have completed Cantonese I or who can prove that they have had equivalent training in Cantonese, will concentrate on oral expressions and idioms.

*Enrolment: limited to 12 per course.*

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

**1625. 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 March 7, 1990. Room 16, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 18 meetings.*

**Fee: \$1,100****1626. Cantonese II.**

C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Thursdays, 7.15–9.15 p.m., starting March 8, 1990. Room 105, James Hsiung Lee Science Building, University of Hong Kong. 15 meetings.*

**Fee: \$1,100****1627. Cantonese II.**

Mrs. Caroline Law, B.A. (U.C.). *Tuesdays and Fridays, 2.00–3.30 p.m., starting March 6, 1990. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.*

**Fee: \$1,100**

### **1628. Cantonese II.**

Mrs. Caroline Law, B.A. (U.C.). *Tuesdays, 6.15–8.15 p.m., starting March 6, 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: \$1,100**

*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).

### **1629. Cantonese III.**

C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays, 7.15–9.15 p.m., starting March 6, 1990. Room 106, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.*

**Fee: \$1,100**

### ***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).



### **1630. Chinese Characters I.**

Mrs. Caroline Law, B.A. (U.C.). *Fridays, 6.15–8.15 p.m., starting March 2, 1990. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$1,150**

### **1631. Chinese Characters I.**

Mrs. Caroline Law, B.A. (U.C.). *Wednesdays, 2.00–4.00 p.m., starting March 7, 1990. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$1,150**

## **Japanese**

### **1632. Introductory Japanese.**

Mrs. Carrie Kwan, B.A. (Monash). *Mondays, 6.15–8.30 p.m., starting March 5, 1990. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$1,150**

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 24.*

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

### **1633. Intermediate Japanese.**

James Bullen, M.A. (Sydney). *Tuesdays, 7.15–9.30 p.m., starting February 27, 1990. Room 122, University Main Building. 16 meetings.* **Fee: \$1,250**

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 8.*

*Textbook: Japanese for Beginners and An Introduction to Modern Japanese (Japan Times) (Available at Hong Kong Book Centre).*

## 日語文憑班 (Certificate Course in Japanese)

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

**課程概括：**本課程分為「基本日語」和「高級日語」兩階段，每階段為期一年。「基本日語」着重日語的發音，中日語法的比較，「假名」基本文法，基本常用語句，更着重實用日語會話，文法則包括動詞用法及語句結構等等，以期學員於修業期滿後，能應付各種場合之日語交談及閱讀日本報刊；「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之困難。

**入學資格：**基本日語：年滿十八歲者皆可報名。

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

**報名手續：**填妥報名表，連同學費交回本部。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。

**結業考試：**基本日語：由各班導師個別安排。

高級日語：一九九〇年八月十日下午七時起在香港大學或校外課程部市區中心舉行。

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

- (1) 在每階段之上課次數達到五分之四；
- (2) 在學習過程中，充分完成所有習作；
- (3) 必須考試及格。

**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)

**1634.** 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：一九九零年二月十二日起每星期一及星期三上午九時卅分至十一時四十五分

全期學費：九百三十五元

**1635.** 繆小青小姐主講 (共卅六講)

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：一九九零年一月廿二日起每星期一下午六時十五分至八時四十五分  
(由五月三十日起，另加每星期三下午六時十五分至八時四十五分，在39號室上課)

全期學費：九百三十五元

## 中級日語 (Intermediate Japanese)

**1636.** 李寶能先生主講 (共廿二課)

地點：香港大學邵仁枚樓102室

時間：一九九零年二月七日起每星期三下午七時十五分至九時三十分

全期學費：六百五十元

專供會修讀五十小時以上初級日語人仕或本部基本日語期終考試不合格學員進修。

## 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。

外界人士報名時，請附有關日文課程之個人學歷證件副本。

## 1637. 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：一九九零年二月廿八日起每星期三下午七時十五分至九時十五分

全期學費：五百七十五元 (共二十講，限收三十人)

### 1638. 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：一九九零年二月十日、二月廿四日、三月十日及三月廿四日星期六下午二時卅分至六時

全期學費：一百九十元 （共四講）

本課程利用日語錄映教材進行研討，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。

### 1639. 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：一九九零年二月廿八日起每星期三下午六時十五分至八時三十分

全期學費：四百七十五元 （共十講）

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

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

此課程將依「日本國際交流基金」所編的「文法工——助詞の諸問題I」內容作教學大綱。（限收十八人）

### 1640. 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：一九九零年三月十六日起每星期五下午六時卅分至八時四十五分

全期學費：五百八十元 （共十九講）

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。

## 基本普通話（Basic Putonghua）

**1641.** 蘇翼孫先生主講（共四十講）

地點：香港大學邵仁枚樓102室

時間：一九九零年二月十三日起每星期二及星期五下午七時十五分至九時卅分

全期學費：八百八十五元

**1642. 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801室

時間：一九九零年二月十五日起每星期四及星期五下午七時至九時十五分

全期學費：八百八十五元

### 中級普通話 (Intermediate Putonghua)

**1643. 張開齡女士主講** (共廿二講)

地點：香港太古城地利亞修女紀念中學425室(小學部英皇道入口)

時間：一九九零年二月十三日起每星期二下午六時四十五分至九時

全期學費：五百八十元

本課程專為會進修外界之初級普通話申請者而設，以便銜接升讀一九九零年本部所辦之高級普通話課程。(限收三十人)

### 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、及部份北京地方話語彙的講授。學員結業考試合格，上課次數超過百分之八十，可獲普通話合格證明書。

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

附註：此項課程於每年八月招生，有意選修者，請留意本部於八月出版之課程手冊。

### 1644. 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：一九九零年三月十九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：五百六十五元 (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)

### 1645. 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：一九九零年三月十九日起每星期一下午四時至六時  
全期學費：五百六十五元 (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 viii 頁。 (只限課程編號 1645)

#### **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.

# Oriental Studies

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

## **1681. Chinese Painting: Appreciation and Techniques.**

James Lo, B.A. (Lingnan). *Saturdays, 2.00–3.30 p.m., starting March 3, 1990. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$350**

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, plumflower, orchid, bamboo, chrysanthemum, other types of flowers and birds will also be covered. *Enrolment is limited to 15.*

## **1682. Traditional Chinese Astrology and Astronomy.**

Koon-ki T. Ho, B.A. (C.U.H.K.), A.M., Ph.D. (Ill.). *Thursdays, 10.30 a.m.–12.00 noon, starting March 1, 1990. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$200**

In China, there was no clear cut demarcation between astronomy and astrology and they were not separated until modern times. The earliest Chinese records of astronomical observations dated back to sometime four thousand years ago and it is generally agreed that Chinese developed their own tradition of astronomy and hence astrology independently of studies in Europe.

This course aims at providing a general introduction to Chinese traditional astronomy and astrology. Topics to be covered include: origin and history of Chinese astronomy; foundation of Chinese astrology in astronomy basic principles of Chinese astrology, and the methods of interpreting the portents.

## **1683. Hong Kong: Historical Development & Cultural Background since 1842.**

Kwan Lai-hung, M.A., Ph.D., (Lond.), M.B.I.M., A.M.I.T.D. *Wednesday, 6.00–7.30 p.m., starting May 2, 1990. Room 11, Extra-Mural Town*



Centre, Shun Tak Centre, West Tower, 9/F. 7 meetings plus 1 field trip.

**Fee: \$265**

The remoulding of Hong Kong as the meeting point between the East and the West is significant, especially after the coming of the British in 1842. At the same time Chinese political, social and cultural influences are still dominating. To understand the background, the following topics will be dealt with: the Western impact on China through this territory as a point of contact and conflict; the three treaties and the making of a Colony; the founding of local institutions, religious charitable, educational and others; the development of a unique cross-cultural place where the East meets the West; the Japanese occupation.

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

## Literature

### 1684. 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）

李薌玲女士（大都會月刊主編）

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）

時 間：一九九零年三月五日起每星期一下午八時二十分至九時五十分

全期學費：二百元（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）

### 1685. 語文教學與課外閱讀

#### (Language Teaching & Supplementary Reading Materials)

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（巴金利道入口）

時 間：一九九零年二月廿二日起每星期四下午六時十五分至八時十五分

全期學費：二百四十五元 （共十一講）

學習語文，必須經過兩個不同途徑，一是閱讀，二是寫作。課外閱讀，不但可訓練學生之閱讀能力，並可陶冶性情，激勵心志，啓發思想，開拓視野，故學生不可忽略。而課外活動之吸收，成效之深淺，從讀書報告即見其端倪。

把課外閱讀與中國語文教學結合起來，成爲語文教學的一個環節。本課程旨在指導在職教師如何爲學生選擇課外讀物，說明課外閱讀的原則與態度，並以實例講授寫作讀書報告之要點與方法。對中學各級必讀之課外書，亦將分門別類詳予介紹。（限收三十六人）

教師可獲教育署退還半費。詳參第 viii 頁。

### 1686. 大陸性愛文學述辭

#### (Sex Problem in Current Chinese Literature)

主 講 人：朱國能先生 M.A. (H.K.)

地 點：香港大會堂八樓南會議室

時 間：一九九零年二月廿六日起每星期一下午七時至九時

全期學費：一百七十五元 （共八講）

大陸的作家，近年來隨着經濟開放政策，其寫作態度也有急劇轉變，這就是打破三十多年來被束縛的一切禁忌，大做「資產階級自由化」與「精神污染」的作品。

在「文革」以後，已有作家去寫寡婦再嫁、婚外情，像《未亡人》、《愛，是不能忘記的》。到了八十年代初期，作家再進一步，毫不保留地去表現戀愛中火辣辣、熱騰騰的擁抱、熱吻，這是大陸文學被封閉三十多年以後的一次「文學革命」。

本課程主要探討一九八五年以後大陸作家突破性禁忌的幾本代表作，像古華的《芙蓉鎮》、《貞女》，蔣子龍的《蛇神》，王安憶（女作家）之《荒山之戀》、《小城之戀》，楚良的《對第三者的審判》，及張賢亮那種極受批判的《男人的一半是女人》。

透過這一系列的作品，我們將了解大陸的青年男女性愛、婚姻、婚外情、

性飢渴、性苦悶等方面的真面目，也認識到文學如何反映現實，刻劃人性的社會功能。

#### 1687. 中國現代文學作家論（四）

##### (An Introduction to Writers of Contemporary Chinese Literature IV)

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）

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：一九九零年二月廿四日起每星期六下午二時至三時卅分

全期學費：三百一十元（共十六講）

中國自一九一八年一月，第一批新品種的嬰兒（新詩、散文、小說、劇本）在北京誕生後，近六十年來，中國現代文壇上出現了大量有創作成就的作家，而且有不少作家的主要作品，在國際文壇上已獲得了應有的地位和尊重。

本課程將在新詩、散文、小說及劇本等文學形式中，選講一些主要作家及其主要作品。對每一位在中國現代文學中，具有代表性的作家底思想本質、創作歷程、表達技巧、作品風格、文壇地位及作品對當代及後世文壇的影響等，都作全面性的介紹、分析與評論。這個課程是為中學中文教師及現代文學的愛好者而設，共分若干階段講授。本課程為第四階段，就下列作家中選講十二人：

周作人、茅盾、丁玲、郁達夫、戴望舒、姚雪垠、胡風、趙滋蕃、洪深、楊牧（葉珊）、洛夫、張默、向明、白樺、雁翼、流沙河、阿紅、公劉、痖弦、彭歌等。

本課程選講之作家，已包括：高等程度會考之「中國語言文學」新課程中應考之大部現代作家及其作品。（限收二十五人）

教師可獲教育署退還半費。詳參第 viii 頁。

#### 1688. 中國現代文學作家論（十七）

##### (An Introduction to Writers of Contemporary Chinese Literature XVII)

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）

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：一九九零年二月廿三日起每星期五下午六時至七時三十分。

全期學費：三百一十元（共十六講）

中國自一九一八年一月，第一批新品種的嬰兒（新詩、散文、小說、劇本）在北京誕生後，近六十年來，中國現代文壇上出現了大量有創作成就的作家，而且有不少作家的主要作品，在國際文壇上已獲得了應有的地位和尊重。

本課程將在新詩、散文、小說及劇本等文學形式中，選講一些主要作家及其主要作品。對每一位在中國現代文學中，具有代表性的作家底思想本質、創作歷程、表達技巧、作品風格、文壇地位及作品對當代及後世文壇的影響等，都作全面性的介紹、分析與評論。這個課程是為中學中文教師及現代文學的愛好者而設，共分若干階段講授。本課程為第十七階段，就下列作家中選講十二人：

豐子愷、葉紹鈞、袁可嘉、巴金、秦牧、梁容若、朱光潛、楊朔、白先勇、張愛玲、羅門、胡適、黃國彬、張秀亞、顏元叔、臧克家、林冷、賀敬之、蘇雪林、田漢等。

• 本課程選講之作家，已包括：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，應考之全部現代作家及其作品。（限收三十人）

教師可獲教育署退還半費。詳參第 viii 頁。

## **1689. 中學及預科中國文學知識的重點教學（二） (The Essence of Teaching Chinese Literature II)**

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）

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：一九九零年二月廿三日起每星期五下午七時三十分至九時

全期學費：三百三十元（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。

課程主要內容是：承接本課程上期（一）未完之：（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（先秦至元代文學），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 viii 頁。

## 1690. 詩經選介 (Selected Text from the Book of Songs)

主 講 人：潘小磐先生

地 點：香港大學校外課程部市區中心 16 室（信德中心西翼九樓）

時 間：一九九零年二月廿六日起每星期一下午六時四十分至八時十分

全期學費：二百一十五元 （共十四講）

詩經為我國二千五百年前之一部詩歌總集，雜採民歌雅樂，經先聖論纂而成，得三百零五篇，“詩三百”是舉大數而言耳。歷代文士篇章及禮節名目，蓋多取材於是，誠為藝林寶藏，茲特試為選介，對於諸家箋注，絕不墨守，但求真切，以與同好共研討之！

## 1691. 清詩選講 (Selected 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：一九九零年三月一日起每星期四下午七時至八時

全期學費：一百五十元 （共十二講）

清詩承宋元明詩之傳統，別具特色；兼擅唐宋長處，運古入化，自出心裁，如鹽點水，俱能辨味、而不著迹；命意措詞，各有佳處，清代文化，以康乾兩朝為最盛；本課內容：（一）先講錢（謙益）吳（梅村）王（漁洋）三大家名作；（二）次講江左三大家，袁（枚、隨園）蔣（心餘）趙（翼）代表作；（三）續講嶺南三大家，屈（翁山番禺人）陳（恭尹順德人）梁（佩蘭南海人）之著名作品。並提示作法，以資隅反。派發講義，藉收研習之益。

## 1692. 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：一九九零年三月一日起每星期四下午八時至九時

全期學費：一百五十元 （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，漢樂府之遺意；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；東坡、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。

## 1693. 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：一九九零年四月三十日起每星期一下午七時至九時

全期學費：一百四十五元（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）

## 1694. 中國文學簡史 (History of Chinese Literature)

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（輔以國語）。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九零年三月三日起每星期六下午四時十五分至五時四十五分

全期學費：一百五十元（共八講）

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

## 1695. 實用文體及撰作 (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（輔以國語）

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九零年五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：一百八十元（共十講）

實用文體，範圍甚廣，且寫作方法，與一般文體有異，為適應一般青年及各機構行政人員進修，內容將包括：寫作的基礎；題材、主題、佈局、表現方法，常用新聞體裁；短評；公函與商業信札；訪問紀要與會議紀錄；文評、影評與電影廣告；總結報告與調查報告；知識性小品文；對聯與應酬文體。此外兼述各類文體之源流、特點、結構、辭彙與寫作方法；並選授名作，以為示範，酌發講義，便於學習。

## 1696. 朗誦講座 (Verse and Prose Speaking)

主 講 人：何家松先生

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：一九九零年二月廿二日起每星期四下午六時卅分至八時卅分

全期學費：二百六十元（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，動作的设计），個人朗誦的指導方法；訓練集體朗誦的步驟；集體朗誦的技巧運用；隊型的編排，和聲誦讀的處理，二人對話誦讀的方法，造型的朗誦；視讀的訓練法，新詩、散文、詩、詞、曲的朗誦；誦材的編選，及評判朗誦的準則。

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

教師可獲教育署退還半費。詳參第 viii 頁。

## Philosophy

### 1698. 堪輿學與社會風俗 (Geomancy and Social Customs)

主 講 人：袁匡任先生 Dip. Ed. (CUHK)

地 點：香港太古城地利亞修女紀念中學423室（小學部英皇道入口）

時 間：一九九零年二月十五日起每星期四下午七時卅分至九時卅分

全期學費：二百五十元（共十講）

中國堪輿學是一種社會宗教學，與中國社會民風有極深遠之關係。它與國有之祭祀、禮法、曆律、民族活動、村族鄉例有密切之淵源，尤其是古代中國之傳統風俗，有濃厚之社會特色和民族宗教精神，而堪輿學是一種相地術，包括宮廷建築、宅相、墓相，從科學態度論：它是具有天文、地理、水利及環境保護、美化及建築心理學。而現代中國社會仍保留它那種深入民間不可淹沒之社會實用價值。本課以現代社會風俗探究堪輿學之真理。本課程有十講，主題包括：（一）古代明堂論；（二）宮廷及陵墓之相地術；（三）鄉村風俗與堪輿；（四）現代宅相之吉凶；（五）祭祀與神位；（六）羅盤原理之變化；（七）海外華人社會與堪輿；（八）名人與堪輿；（九）國運與堪輿；（十）討論及實地考察。

## **1699. 周易卦理與社會倫理 (The Book of Changes and Social Ethics)**

主 講 人：袁匡任先生 Dip. Ed. (CUHK)

地 點：香港太古城地利亞修女紀念中學423室（小學部英皇道入口）

時 間：一九九零年五月三日起每星期四下午七時卅分至九時卅分

全期學費：二百五十元 （共十講）

周易是中國文化之中心，歷代聖賢皆好周易，易卦本為占卜之書，但經數千年來，無論陰陽五行家、兵家、醫師、理學家、宗教家，均以易學為宗，繁衍中國特色之社會及宗教倫理思想。而周易之宗教與文化精神實可作為民族宗教之藍本，痛惜近代五四政潮後，禮法破壞，外來思想乘虛而入，喪失吾國有之民族尊嚴與精神價值，國難重重，而政治偉人，只懂民主、科學，卻忽略宗教救國、倫理救國，甚少關心中國社會之宗教倫理之問題與隱憂，吾人本着宗教倫理為團結家國之力量不可少，同輩互勉之。

本課以易卦之卦理去闡釋中國現代社會應如何走向倫理大道為目的，發揮易以乾坤正氣，自強不息樂觀進取，自求多福的社會精神。內容包括：（一）易卦之起源；（二）周易與佛道；（三）易理與命運；（四）周易之宗教思想；（五）周易與家庭倫理；（六）六十四卦精義；（七）周易與術數；（八）周易與社會進化；（九）周易與科技；（十）周易與政經。

## **1700. 佛經要義 (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：一九九零年二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：一百九十元 （共十二講）

本課程於下列各題作深入研討：（一）釋迦世尊行道的重要事例；（二）業障與果報的論析；（三）轉識成智的概說；（四）空與有兩輪關係；（五）佛教傳入中國概況；（六）佛教天台宗指引。

## **1701. 佛經專書導讀：阿彌陀經 (Selected Buddhist Text)**

主 講 人：葉文意女士

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）

時 間：一九九零年三月七日起每星期三下午八時至九時三十分

全期學費：一百九十元 （共十一講）



本經介紹阿彌陀佛意義，淨土環境，人物及往生淨土必須具備的條件（福德資糧）。講者將作深入淺出的解說，並發揮淨土精義。（限收二十二人）

## 1702. 中國哲學 (Chinese Philosophy)

主 講 人：鄭焯堅碩士

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九零年二月廿六日起每星期一下午七時至八時十五分

全期學費：一百六十五元 （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，劉勰，韓愈，柳宗元，周張邵，二程，朱熹，陸九淵，王陽明，王船山，顏習齋，戴震，章實齋，康有為，梁啟超，陳獨秀，李大釗，魯迅，胡適，及專題：先秦邏輯批判，中哲天命觀，批孔與儒法之爭，雜家與西方哲學折衷主義，先秦諸子比較，玄學、道教，佛學，陰陽五行，中國無神論，中國各期各派思想與中外文化交流。

## 1703. 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：一九九零年二月廿六日起每星期一下午八時卅分至十時

全期學費：一百八十元 （共十二講）

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

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

## 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 **1704** 及 **1705**。

#### **1704.** 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：一九九零年二月十三日起每星期二下午五時四十分至七時卅分

全期學費：一百八十元（共八講）

#### **1705.** 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：一九九零年二月九日起每星期五下午五時四十分至六時五十五分

全期學費：一百八十元（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，實珍魚目，聊供一察，亦可消閒云爾！

本期開設下列兩班，編號 **1706** 及 **1707**，每班限收二十四人。

截止報名日期：一九九零年四月廿一日。

#### **1706.** 何秉聰先生主講

地點：新界沙田火炭約坳灣街33至35號世紀工業中心十一樓 G 座（電梯梯11字）

時間：一九九零年五月五日起每星期六下午三時至六時。

全期學費：二百四十元（共六講）

### 1707. 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：一九九零年五月六日起每星期日下午三時至六時

全期學費：二百四十元（共六講）

### 1708. 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20室（信德中心西翼九樓）

時間：一九九零年三月七日起每星期三上午九時卅分至十一時卅分

全期學費：二百八十五元（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）

### 1709. 楷書入門 (Regular Script 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：一九九零年五月十六日起每星期三上午九時三十分至十一時三十分

全期學費：二百八十五元（共十講）

本課程適合書法基礎班和初學人仕參加，教導學員從實習中掌握寫楷書之方法，並指導學員如何欣賞每一位書法家之特點和風格，本課程主要着重於唐楷，如柳公權、歐陽詢、趙孟頫等。（限收二十五人）

### 1710. 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11室（信德中心西翼九樓）

時間：一九九零年三月一日起每星期四上午九時卅分至十一時卅分

全期學費：二百八十五元（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習作批改的機會。（限收二十人）

### **1711. 山水畫基礎班 (Basic Chinese 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：一九九零年三月十三日起每星期二上午九時卅分至十一時卅分

全期學費：二百八十五元 （共十講）

本課程專為曾選修初級程度國畫的學員而設。課程內容包括山水畫之基本概念、構圖、着色、運筆、用紙等之技巧，並即時示範及個別指導。  
（限收二十人）

### **1712. 山水畫深造班 (Advanced Chinese 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：一九九零年五月廿二日起每星期二上午九時卅分至十一時卅分

全期學費：二百八十五元 （共十講）

本課程專為曾選修「山水畫基礎班」之學員而設。課程內容主要深入研究山水畫之精粹所在和如何分析作品特點，並挑選一些有代表性之作品作教材，通過不斷實習以達到鞏固學員之基礎技法，從而帶動學員進入另一層面領悟傳統山水畫之神韻及意境。本課程將會分組形式授課。  
（限收十八人）

### **1713. 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：一九九零年三月九日起每星期五上午九時卅分至十一時卅分

全期學費：二百八十五元 （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）

## 1714. 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：一九九零年五月廿五日起每星期五上午九時卅分至十一時卅分

全期學費：二百八十五元（共十講）

本課程適合曾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。

## 1715. 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：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：一九九零年二月廿七日起每星期二下午六時卅分至八時卅分

全期學費：二百五十元（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）

## 1716. 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：九龍柯士甸道162號聖瑪利嘉諾撒女書院47室（巴金利道入口）

時 間：一九九零年五月八日起每星期二下午六時卅分至八時卅分

全期學費：二百一十五元 （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方技巧，加深發揮潛能。初學及有興趣人士均可參加。（限收十八人）

## 1717. 東方紙黏土與四季花鳥

### (Oriental Paper Clay and Flowers & Birds in Four Seasons)

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（小學部英皇道入口）

時 間：一九九零年三月一日起每星期四下午六時卅分至八時卅分

全期學費：二百五十元 （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。由淺入深，內容授以紅蘿白、山竹、月季花、心口針、水仙、壁畫、荷花錦鯉、秋菊、筆座、小雞、梅花、麻雀、樹石等…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，初學及有興趣人士均可參加。（限收二十人）。

## 1718. 東方紙黏土與四季花鳥創作

### (Oriental Paper Clay and Flowers & Birds in Four Seasons: An Advanced Course)

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（小學部英皇道入口）

時 間：一九九零年五月十七日起每星期四下午六時卅分至八時卅分

全期學費：二百一十五元 （共八講）

本課程是東方紙黏土與四季花鳥的延續，內容加強，有草菇、白菜、康乃馨、小鴨、假石山、跳舞蘭、心口針、扇形掛畫、花籃、白天鵝、燈座等。此

外，學員更可自由創作，並配上逼真的色彩，每堂均有示範及實習，使學員對東方紙黏土與四季花鳥，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）

### **1719. 花鳥山水畫的寫生與白描 (Flowers, Birds & Landscape Chinese Paintings:Free-hand Drawing)**

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（巴金利道入口）

時 間：一九九零年三月二日起每星期五下午六時卅分至八時

全期學費：二百二十五元 （共十二講）

寫生與白描是花鳥山水畫必經階段，兩者相輔相承，缺一不可。白描法——以勾勒線條為主，力求逼真寫實。寫生法——以面對現實，向大自然取材，達成真善美之境界。

課程內容花鳥以梅、蘭、菊、竹、四時花卉、昆蟲、鳥類、金魚、蝦、蟹、水草、蔬菜等。而山水之鹿角、蟹爪技法、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、潑墨皴、大小勾雲法、染雲、瀑布、波濤等。每講均有臨場示範、實習、及派發畫稿。課程由淺入深，使學員領會花鳥山水畫精華，及多姿多彩的變化。歡迎初學及有興趣人士均可參加研習。（限收二十人）

### **1720. 花鳥山水畫的臨摹與欣賞 (Flowers, Birds & Landscape Paintings: Copying & Appreciation)**

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（巴金利道入口）

時 間：一九九零年六月一日起每星期五下午六時卅分至八時

全期學費：二百元 （共七講）

花鳥山水畫自古至今一直有很多人仕欣賞及收藏。欣賞——宋朝是花鳥畫的全盛時期，教授學員怎樣欣賞一幅名畫。繼而臨摹歷代各家各派名畫。臨摹——是習花鳥山水畫必經過程之一。畫中結構、造形、筆法、設色、神韻、氣勢、構圖等等……。課程以紫藤、秋海棠、桃花、玫瑰、水仙、荷花、小鷄、麻雀、翠鳥等，配以四時樹石。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。每講必有示範、臨堂實習、及派發畫稿，以供學員參巧及臨摹。初學及有興趣人士均可參加修習。（限收十八人）

## 1721. 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：一九九零年二月廿六日起每星期一下午六時卅分至八時卅分

全期學費：二百二十五元 （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）

## 1722. 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：一九九零年五月七日起每星期一下午六時卅分至八時卅分

全期學費：二百二十五元 （共八講）

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

## 1723. 國畫魚蝦蟹構圖配景與設色技法 (Fish, Shrimp & Crab in Chinese Painting)

主 講 人：徐達之先生

地 點：香港大學鈕魯詩樓229室

時 間：一九九零年三月十日起每星期六下午二時四十分至四時十分

全期學費：三百八十五元 （共二十講）

本課程為適應曾經研習各類水墨畫或花鳥山水課程而欲進一步研習魚蝦蟹



配景構圖與設色技法者而設。內容包括：(一)魚類水墨構圖設色技法，(二)蝦類水墨寫作技法；(三)蟹類水墨寫作技法；(四)魚類配景構圖設色技法，(五)蝦蟹配景構圖設色技法；(六)魚蝦蟹聯合構圖寫作技法；(七)魚蝦蟹各類配景、構圖、設色技法；(八)每課編發講義並附習作樣稿；(九)每課隨堂示範寫作構圖技法；(十)每課隨堂批改堂課及家課習作。(限收二十五人)

## 1724. 六體千字文書法寫作應用研習 (Six Styles of the One Thousand Character Prose)

主 講 人：徐達之先生

地 點：香港大學鈕魯詩樓229室

時 間：一九九零年三月十日起每星期六下午四時二十分至五時五十分

全期學費：三百八十五元 (共二十講)

本課程為適應對中國書法藝術寫作已有楷書基礎而有進一步研習行書、草書、章草、隸書、篆書等各體書法藝術寫作與應用者而設，以千字文一千個不相同的中文字為各體書法寫作研習對象，並運用以集成文句或對聯加以應用在日常生活中。內容包括：(一)正楷千字文寫作技法；(二)行書千字文寫作技法；(三)草書千字文寫作技法；(四)章草千字文寫作技法；(五)隸書千字文寫作技法；(六)篆書千字文寫作技法；(七)各體千字文集句寫作應用技法；(八)各體千字文集聯寫作應用技法。(九)每課編發講義並附習作樣稿；(十)每課隨堂示範寫作技法；(十一)每課批改堂課及家課習作。(限收二十五人)

## 1725. 國畫梅蘭竹菊水墨設色構圖技法 (Flowers in Chinese Painting)

主 講 人：徐達之先生

地 點：香港太古城地利亞修女紀念中學423室(小學部英皇道入口)

時 間：一九九零年三月十二日起每星期一下午七時至九時

全期學費：三百八十五元 (共十五講)

本課程為有意研習梅花、蘭花、綠竹、菊花等水墨與設色構圖寫作技法者而設。內容包括：(一)梅蘭竹菊又名四君子畫的源流與特點；(二)梅花的風貌及寫作方法；(三)蘭花的神韻及水墨設色表現技法；(四)墨竹與綠竹與書法運筆聯貫的寫作技法；(五)菊花的飄逸花朵及枝葉構圖設色技法；(六)四君子畫與風、晴、雨、露、雪的感染構圖寫作技法；(七)梅蘭竹菊聯合構圖技法；(八)每課編發講義並附習作樣稿；(九)每課隨堂示範寫作技法，包括：構圖、調墨、設色、運筆輕重、各種技法；(十)每課隨堂批改堂課及家課習作。(限收二十五人)

## **1726. 中文各體書法寫作與集聯應用研習 (Chinese Calligraphy & Couplets)**

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（小學部英皇道入口）

時 間：一九九零年三月十四日起每星期三下午七時至九時

全期學費：三百八十五元 （共十五講）

本課程為有意研習中文各體書法寫作技法與集聯加以應用者而設。內容包括：（一）中文書法源流；（二）甲骨文字的寫作研習；（三）鐘鼎文字的寫作研習；（四）小篆文字的寫作研習；（五）漢碑隸書的寫作研習；（六）魏碑文字的寫作研習；（七）魏晉名家書法寫作研習；（八）唐宋名家書法寫作研習；（九）各體書法集聯應用研習；（十）每課編發講義並附習作樣稿；（十一）每課隨堂示範寫作方法並批改堂課及家課習作。（限收二十五人）

## **1727. 現代山水畫法 (Modern Chinese Landscape Painting)**

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：一九九零年三月二日起每星期五下午六時三十分至八時

全期學費：二百八十五元 （共十五講）

本講現代山水畫法，非謂揚棄我國固有之畫法。相反，必須在我國傳統之山水畫基礎上，一面接受傳統之全面技法，同時吸收新理論，新方法，以創造與現實不脫節之現代山水畫；故對傳統之筆墨技巧，如用筆之提按頓挫、中鋒、側鋒及順、逆、拖、擦等筆法之運用及用墨濃淡乾濕之水份操縱，破墨、積墨、潑墨等法在畫面上之運用。至對構成山水畫內容之樹木畫法，山石皴法，烟、雲、山、泉之表現，天時陰晴之變化，皆須逐步以理論及示範施教，分階段培養學生扎實之筆墨功夫，以作為進一步學習之奠基。（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，以建立書學研習的基礎。（二）教師們在研習中，掌握了書法藝術學習上循序漸進的基本理論與方法，便可在學校教學中指導學生們進行學習。凡對書法藝術有興趣，而能撥出時間進行練習者，歡迎參加研習：

本期開設下列兩班，編號 **1728** 及 **1729**，每班限收二十人。

教師可獲教育署退還半費。詳參第 viii 頁。

**1728. 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：一九九零年二月十五日起每星期四上午九時至十一時  
全期學費：四百八十元（共十八講）

**1729. 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：一九九零年二月十五日起每星期四下午三時至五時  
全期學費：四百八十元（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 **1730** 及 **1731**，每班限收十六人。

**1730. 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：一九九零年二月廿六日起每星期一上午九時至十一時  
全期學費：五百八十五元（共十八講）

**1731. 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：一九九零年二月廿六日起每星期一下午三時至五時  
全期學費：五百八十五元（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 **1732** 及 **1733**，每班限收十人。

**1732. 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：一九九零年二月廿八日起每星期三上午九時至十一時

全期學費：六百八十五元（共十四講）

**1733. 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：一九九零年二月廿八日起每星期三下午三時至五時

全期學費：六百八十五元（共十四講）

**1734. 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：一九九零年三月八日起每星期四下午六時十五分至七時四十五分

全期學費：二百一十五元（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。

**1735. 篆刻技巧與印石 (The Art of Seal Engraving)**

主講人：盧人俊先生

地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）

時間：一九九零年三月十日起每星期六下午四時十五分至五時四十五分

全期學費：二百一十五元（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。

## 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 **1736** 及 **1737**，每班限收二十五人。

### 1736. 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：一九九零年六月七日起每星期四下午六時十五分至七時四十五分

全期學費：一百五十元 (共八講)

### 1737. 盧人俊先生主講

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：一九九零年六月九日起每星期六下午四時十五分至五時四十五分

全期學費：一百五十元 (共八講)

## 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。

# Philosophy

*Staff Tutor: Koon-ki T. Ho, Telephone 8592787*

## **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.

### **1751. Paper VI. Research Paper.**

Ms. Terry S. H. Yip, B.A. (C.U.H.K.), A.M., Ph.D. (Illinois) and C. F. Cheung, B.A., M.Phil. (C.U.H.K.), Dr.phil. (Freiburg). *Wednesdays, 6.30–8.30 p.m., starting June 27, 1990. Room 22, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings. (Enrolment is limited to 20.)*

**Fee: \$500**

### **1752. Paper VIII. Recent Philosophy.**

H. M. Cheng, B.A., M.Phil. (C.U.H.K.), Research Student (St. Antony's College, Oxford University). *Mondays and Thursdays, 7.45–9.45 p.m., starting June 21, 1990. Room 12, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 25 meetings.*

**Fee: \$1,300**

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

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

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

Special application form should be used.

*Closing date for applications: June 13, 1990.*

Courses to be offered in 1990 Autumn semester will include Paper VII. Post-Hegelian Philosophy and Phenomenology, and Paper VIII. Philosophy of Religion. Students interested may send a note with a self-addressed envelope to Miss Winnie Cheung for information.

## 哲學概論文憑課程〔與香港哲學會合辦〕 (Certificate in Philosophy)

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。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。

學員可隨意選修「哲學基礎」或「哲學專題」，有意考取文憑者，則須於申請時一併報讀兩部份。

課程主任：黃慧英女士 B. A., M. Phil., Ph. D. (C.U.H.K.), M.A. (York)

主 講 人：吳甦先生 M. Phil., Ph. D. Candidate (New Asia Institute for Advanced Chinese Studies)

陶國璋先生 Ph. D. (New Asia Institute for Advanced Chinese Studies)

葉錦明女士 B. A., M. Phil., Ph. D. Candidate (C.U.H.K.)

文潔華女士 B. A., M. Phil., Ph. D. Candidate (C.U.H.K.)

張燦輝先生 B. A., M. Phil. (C.U.H.K.), Dr phil. (Freiburg)

及香港哲學會社員

入學資格：高等或高級程度會考合格或以上程度

### 796. 哲學專題 (Selected Topics on Philosophy)

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：一九九零年二月三日起每星期三（下午八時至九時三十分）及星期六（下午二時十五分至四時十五分）

全期學費：一千〇五十元（共三十四講）

### 1753. 哲學導論 (Introduction to Philosophy)

主 講 人：吳甦先生 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：一九九零年二月二十日起每星期二下午八時至九時三十分

全期學費：二百二十元（共十二講）

現代人類一方面知識膨脹，另一方面却因為觀念混亂，價值失落而陷入迷茫。哲學，是每一時代的智者所點燃的理性燈塔，照亮人類生命的航道。

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

### **1754. 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：香港大學屬樹雄科學館101室

時 間：一九九零年三月二日起每星期五下午六時十五分至七時四十五分

全期學費：二百三十元 （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）大思想家之特色；（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；（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選評；（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。

### **1755. 真善美與哲學八路 (Philosophy of Truth, Goodness and Beauty)**

主 講 人：鄭焯堅先生 M. Phil. (C.U.H.K.)

地 點：香港大學屬樹雄科學館101室

時 間：一九九零年三月二日起每星期五下午八時至九時三十分

全期學費：二百三十元 （共十二講）

真善美是人生最高之目的及最高價值之境界。

本課程通過哲學方式詳加探討。選講範圍：（一）論哲學之意義、價值；（二）真善美為何是 人生 最高目的及價值境界？如何轉成淺易人生日用？（三）真善美與「知」、「情」、「意」及「誤」、「惡」、「醜」之辯證關係；（四）哲學、科學、宗教、道德、文藝等如何表現真、善、美。（五）哲學八路與真善美：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。



專題研究：(一)真：思想求真之精簡規律；感性、知性及理性之求真要訣；求「理」與求「真」何別？何謂理之六型與真之五義？（配合「大思想家最新思想法」課程）；(二)善：何謂天理良心？社會福利可否代替道德？何謂廿世紀新道德觀？(三)美：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。

## 1756. 中國人生哲學 (Chinese Philosophy of Life)

主 講 人：尹德華先生 LL B., (Zhongshan Univ)  
地 點：香港大學梁球瑠樓 LG 101室  
時 間：一九九零年三月五日起每星期一下午六時三十分至八時  
全期學費：二百一十五元 (共十講)

中國的人生哲理在於儒家的仁義，道家的無為，法家的計謀，佛家的靜寂等，其精華是“內聖外王”。但這些傳統精神是否適合今日的功利世界？

本課程藉着介紹八位中國哲人的生平與主張，探討歷代人生哲理的精華，以及現代人安身立命之道。內容包括：(一)引論，樂觀、悲觀與達觀。(二)儒家，孔子的命運論，與有為人生觀。(三)道家，老子的欲望說，與無為人生觀。(四)法家，韓非的人性論，與功利人生觀。(五)禪宗，慧能的頓悟說，與自覺人生觀。(六)理學，程頭的貞節說，與自律人生觀。(七)新儒家，孫中山的革命論，與服務人生觀。(八)新道家，林語堂的享受說，與曠達人生觀。(九)新理學，馮友蘭的境界說，與和諧人生觀。(十)結論，“內聖外王”與自強人生觀。

## 1757. 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：一九九零年二月二十四日起每星期六下午三時至四時三十分  
全期學費：二百二十元 (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。

# Political Science

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

## 1761. 四十年來中國社會主義發展的回顧與前瞻 (Socialism in China Since 1949)

主 講 人：盧子健博士、張炳良先生、曾澍基先生等  
地 點：香港大學校本部大樓201室  
時 間：一九九零年三月三日起每星期六下午二時至四時  
全期學費：二百五十元 （共十二講）

本課程介紹和分析近四十年來社會主義在中國的發展，特別是十年改革的脈絡、策略和局限。希望藉此使學員認識中國的政治、經濟、社會及思潮等概況，並掌握分析中國的角度與方法。

課程內容包括：(一)導論：認識中國問題的幾個分析角度；(二)中國社會主義的政治及思想路線：從毛澤東到鄧小平；(三)中國社會主義體制之政治制度、經濟制度、法律制度、及社會組織制度；(四)十年改革：經濟體制改革、政治體制改革、及法制改革發展；(五)十年改革以來新思潮的發展；(六)中國社會主義體制發展的回顧與前瞻。

(本課程與滙點及當代中國學會合辦)

## 1762. 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10室 (信德中心西翼九樓)  
時 間：一九九零年二月廿七日起每星期二下午七時四十五分至九時十五分  
全期學費：二百四十元 （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

齊調整政策；(六)無產階級文化大革命的成因與影響；(七)「林彪事件」所揭示的中國人民解放軍的角色演變；(八)「四人幫」的興起與滅亡；(九)從毛澤東思想到鄧小平路線探究中國共產黨在意識型態上之轉變；(十)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 viii 頁。

### **PRIOR ENROLMENT IS ESSENTIAL**

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

如 欲 收 到 下 期 課 程 手 冊 ，  
請 翻 閱 第 **232** 頁 。

# Psychology

*Staff Tutor:* Mrs. Y. L. Cheng, *Telephone* 8592790

## **1771. Psychology of Religion—and of Everything Else.**

Erik Kvan, *cand. theol.*, formerly Senior Lecturer & Head, Department of Psychology, University of Hong Kong. *Fridays, 8.05–9.35 p.m., starting February 9, 1990. Room 14, Extra-Mural Town Centre, West Tower, 9/F. 12 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 Judæo-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.

## **1772. Personal Growth Groups**

Grace Cheung, *B.Soc.Sc. (C.U.H.K.)* and Rachel Poon, *M.Soc.Sc. (H.K.)*. *Fridays, 6.00–9.00 p.m., and Saturdays, 9.00 a.m.–6.00 p.m., starting March 2, 1990. 2 Friday and 2 Saturday meetings. Conference Room C, Catholic Institute of Religion and Society, 130 Waterloo Road, Kowloon. 4 meetings.* **Fee: \$720**

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 occurs in the context of relationships—first in the family, then in other combinations 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. *Enrolment is limited to 30.*

*Medium of Instruction: Cantonese.*

### **1773. 佛洛伊德——其人及其學說 (Sigmund Freud: The Person and His Theory)**

主 講 人：沈啓明先生（臨床心理學碩士）

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）

時 間：一九九零年二月五日起每星期一下午七時三十五分至九時三十五分

全期學費：二百五十元（共八講）

近一個世紀以來，奧地利心理學家弗洛伊德（Sigmund Freud）所創立的心理分析學（Psychoanalysis）不僅成爲了現代心理學的主要流派，並影響到與心理學直接有關的哲學、教育學、醫學等學科，而且繼續滲透到文學、藝術、宗教及其他社會生活領域。心理分析學已發展成二十世紀的主要社會思潮之一。

本課程主要是從弗洛伊德之個人背景及成長經歷去介紹及演譯其學說，希望學員對這位聞名的心理學家及其理論有一正確的認識。內容共八講，包括心理分析學、潛意識的理論、發展心理學與性格的關係、變態心理學及弗洛伊德對性愛、宗教、藝術及文化的看法。

### **1774. 精神健康與變態心理學導論 (Introduction to Mental Health and Abnormal Psychology)**

主 講 人：區美蘭女士（臨床心理學碩士）及客座講師

地 點：香港大學校外課程部市區中心24室（信德中心西翼九樓）

時 間：一九九零年二月七日起每星期三下午六時三十分至八時

全期學費：三百四十五元（共十三講）

本課程是爲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 viii 頁。

### **1775. 心理學導論(二) (Introductory Psychology II)**

主 講 人：黃世強碩士

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）

時 間：一九九零年二月六日起每星期二下午六時至七時三十分

全期學費：二百五十元 （共十二講）

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

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

會修讀心理學導論（一）者得優先取錄。

教師可獲教育署退還半費。詳參第 viii 頁。

### **1776. 情緒抑鬱症：成因，併發症及輔導工作 (Depression: Causations, Complications and counselling approaches)**

主 講 人：鄧素琴博士（臨牀心理學博士）

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）

時 間：一九九零年二月二日起每星期五下午六時至八時

全期學費：三百一十元 （共十講）

本課程是專為教師、護士、輔導員及社會工作人員而設。課程內容包括：（一）情緒抑鬱症各種成因及輔導模式如生理、心理分析、心理動力、學習認知、人際關係、學習無助及社會壓力等；（二）不同類型的情緒抑鬱症及其併發症；（三）如何預早察覺自殺危機及其適當輔導法。（限收三十人）

教師可獲教育署退還半費。詳參第 viii 頁。

### **1777. 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：香港大學校本部大樓141室

時間：一九九零年二月五日起每星期一下午六時十五分至七時四十五分

全期學費：三百元（共十二講）

每個人的思想、情緒、行為、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。這課程是特別為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。（限收三十五人）

教師可獲教育署退還半費。詳參第 viii 頁。

## 1778. 心理學與神秘世界 (Psychology and Mysterious World)

主講人：鄭焯堅碩士

地點：香港大學本部大樓151室

時間：一九九零年二月十三日起每星期二下午八時至九時三十分

全期學費：二百七十元（共十二講）

本課程以心理學為核心，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、求籤、扶乩、風水；（十一）命運與自由。

# Science & Mathematics

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

## **1781. 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 field of biomedical 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 areas of research and laboratory analysis, clinical and para-clinical diagnosis, surgery, patient care and monitoring will be covered.

*For further details and for special enrolment forms, please contact Miss Ciney Ho, Department of Extra-Mural Studies, University of Hong Kong. (8592793).*

*Closing date for applications: August 30, 1990.*

## **1782. 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., Vincent Ng, B.S., M.B.A., M.S., D.B.A., Ph.D. (Calif.). *Mondays, 6.30–8.00 p.m., starting February 12, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.* **Fee: \$190**

With the dramatic changes 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 technological 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 laboratory supervisors and those preparing for careers requiring expertise in laboratory management.



### **1783. Laboratory Safety**

C. C. Li, B.Sc. (H.K.), M.Sc. (Lond.), C. Y. Ng, B.Sc. (H.K.), S. H. Wong, B.Sc. (Sask.), C. K. Yuen, B.Sc. (C.U.H.K.), Cert.Ed. (H.K.). *Mondays, 6.30–8.00 p.m., starting February 12, 1990. Room G4, James Lee Science Building, University of Hong Kong. 8 meetings.* **Fee: \$280**

Every individual working in a laboratory should be aware of the hazards involved and be consciously taking precautions against accidents. Staff in a supervisory capacity such as secondary school teachers or laboratory superintendents have also the responsibility of organizing laboratory sessions in such a way that hazards can be minimized. The importance of recognising potential hazards and adequate planning in laboratory safety management techniques will be emphasized. Topics to be covered include: recognition of potential hazards; fire, explosion, chemical, physical, electrical and biological hazards; protective measures against hazards; first aid; safety management, and safety regulations in various laboratories. Participants are expected to have some science background. *Enrolment is limited to 40.*

### **1784. 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 May 18, 1990. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.* **Fee: \$120**

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.

### **1785. Introduction to Forensic Science.**

W. M. Chow, B.Sc. (Lond.), Ph.D. (Strathclyde). *Mondays, 8.00–9.30 p.m., starting February 19, 1990. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$200**

Forensic science is the application of science to law. In Hong Kong, forensic science helps the law enforcement authorities by providing scientific evidence in court. This course is designed for those who have the interest to know more about this branch of science. Participants are not expected to possess prior knowledge of scientific principles or techniques. Scientific terminology and equations will be kept to a minimum in the lectures and thus renders the course also suitable for non-scientists. The contents of the course include: crime scene investigation; physical evidence, glass, soil, hairs, fibres and paint; inorganic analysis; organic analysis; arson and explosive investigations; fingerprints; document examination; and drugs. *Lectures will be conducted in Cantonese and supplemented with English.*

### **1786. The Art of Computer Architecture**

Joe Poon, B.Sc., Ph.D. (Sussex). *Mondays, 8.00–9.30 p.m., starting April 2, 1990. Room 11, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$350**

This course attempts to present a broad view of the computer architecture design techniques and the latest development in the field. It is arranged at a level suitable for those with no previous exposure to computer engineering and aims to take participants through to a reasonable level of design proficiency, emphasizing the techniques used daily by computer designers. The course can also serve as a refresher for those educated in an earlier technology. Topics include: an introduction to computer hardware, software and firmware; methodology of computer design; performance evaluation and measurement; and case studies.

### **1787. Elementary Statistics II: Methods.**

K. Liu, B.Sc., M.Sc. (C.N.A.A.). *Fridays, 6.20–7.50 p.m., starting February 16, 1990. Room 23, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 11 meetings.* **Fee: \$380**

This course is a continuation of Elementary Statistics I and the topics to be discussed include: types of data; presentation of data, frequency distribution, histogram, frequency polygon; measure of central tendency—mean, mode, median; measure of dispersion—range, variance, sampling distribution; point and interval estimation; hypothesis testing and linear regression. Participants with a background of the concepts of probabilities are preferred. *Lectures will be conducted in English and supplemented with Cantonese. Closing date for applications: February 9, 1990.*

### **1788. Quantitative Methods.**

K. Liu, B.Sc., M.Phil. (C.N.A.A.). *Fridays, 8.00–9.30 p.m., starting February 16, 1990. Room 23, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 11 meetings.* **Fee: \$380**

This course is designed to give an introduction to some basic quantitative methods to participants with an interest in Management Science, Business Administration or Economics. Candidates preparing for various professional examinations should also find this course relevant to their studies. Topics to be discussed include: linear programming; transportation and assignment problems; network analysis; PERT; inventory control; queues; decision tree; and replacement. Applicants with a knowledge of elementary statistics are preferred. *Lectures will be conducted in English and supplemented with Cantonese.*

### **1789. An Introduction to Abstract Algebra**

Chan Wai-kiu, B.Sc. (H.K.). *Mondays, 6.15–8.00 p.m., starting April 9, 1990. Room G4, James Lee Science Building, University of Hong Kong. 6 meetings.* **Fee: \$250**

This course gives an introduction to some basic algebraic structures such as group, ring and field. Emphasis will be put on the application of these abstract theories in other fields of science. Participants are expected to have a mathematical knowledge at secondary school level.

### **1790. Introduction to Topology.**

E. Li, B.Sc., M.Sc. (Wash.), A.Lee, B.A. (H.K.), M.A. (Mich.). *Fridays, 6.20–7.50 p.m., starting May 18, 1990. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$280**

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

The subject will be treated geometrically as far as possible and the practical aspects will always be emphasized. In fact, participants will eventually

find that many of the ideas are beautiful, interesting and relevant to everyday life. Mathematics teachers advising extracurricular activity groups may find this course inspiring and helpful.

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

### **1791. 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：一九九零年三月廿六日起每星期一下午六時二十分至七時五十分

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。

### **1792. 天文學入門 (Introduction to Astronomy)**

主 講 人：李偉才先生 B.Sc. (H.K.)、黃衍藩先生

地 點：香港大學邵仁枚樓101室

時 間：一九九零年二月十五日起每星期四下午七時三十分至九時

全期學費：二百二十元 （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。

# Social Work & Sociology

*Staff Tutor: Mrs. Y. L. Cheng, Telephone 8592790*

## **1800. Introduction to Gestalt Therapy.**

Kenny Lo Kin Yiu, M.S.W. (Carleton), Diploma in Gestalt Therapy (Gestalt Institute of San Francisco). *Fridays, 7.40–9.40 p.m., starting February 9, 1990. Room 28, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$600**

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.*

*Closing date for applications: January 22, 1990.*

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

## **1801. Introduction to Gestalt Art Therapy.**

Kenny Lo Kin Yiu, M.S.W. (Carleton University, Canada), Diploma in Gestalt Therapy (Gestalt Institute of San Francisco), Postgraduate Certificate in Expressive Art Therapy (J.F. Kennedy University, U.S.A.). *Saturdays, 2.00–5.00 p.m., starting February 10, 1990. Room 206, Run Run Shaw Building, University of Hong Kong. 10 meetings.*

**Fee: \$810** (including art material fee)

Recently, Gestalt therapy and art therapy have become increasingly

exposed in the counselling field in Hong Kong. These two approaches are unique and share many similarities as they are experiential and experimental in nature. This course is an attempt to integrate Gestalt therapy and art therapy based on the profound work done by Dr. Janie Rhyne in her well-known book "The Gestalt Art Experience". The emphasis will be on exploring the unfinished business of one's life. Participants will learn how to do therapy creatively by using various art media.

This course is designed for helping professionals to acquire basic knowledge of Gestalt therapy and art therapy or their personal and professional growth. It will work in an experiential mode responding to the present situation as it emerges. Readiness for risk taking and full attendance are desirable. The format of class is a combination of didactic presentations, discussions, and individual personal work sessions. *Enrolment is limited to 12.*

*Medium of instruction: Cantonese.*

*Closing date for applications: January 22, 1990.*

## **1802. Application of Self and Communication in Youth Counselling**

Helios K. C. Lau, M.Soc.Sc. (Clinical Psychology). *Lectures on Mondays, 7.15–9.45 p.m., starting February 12, 1990. Room 105, James Hsioung Lee Science Building, University of Hong Kong. Residential Workshop on February 24 & 25, 1990. Full-day Workshops on March 24 & 31, 1990. 6 lecture meetings, 1 residential workshop and 2 full-day workshops. 50 hours.* **Fee: \$1,150** (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. *Enrolment is limited to 20.*

The residential workshop will be held at the University Kadoorie Research Centre in Shek Kong.

*Medium of Instruction: Cantonese.*

*Deadline for Application: January 20, 1990.*

**For Refund:** Teachers may apply for a half fee refund for this course. See page viii.

### **1803. Introduction to Group Counselling.**

Timothy Leung, Ph.D. (North Texas). *Wednesdays, 6.30–9.30 p.m., starting February 7, 1990. 12 meetings.* **Fee: \$480**

The course aims to provide a theoretical and practical base for those concerned human service personnel such as teachers, social workers and volunteer counsellors who have little or no background training in group counselling but who are at present engaging in group work. Those with experience in groups as participants and/or leaders are desirable.

The course will consist of a comprehensive presentation of the various topics in group counselling. The areas to be covered include: rationale for group counselling, group dynamics and stages of development, group membership and group leadership, planning, basic skills for group leaders, introducing, conducting and processing exercises, getting started, leading the middle sessions of a group, closing a session or group, dealing with problem situations, and professional and ethical issues in group practice.

### **1804. 如何建立及提高兒童的語言能力**

#### **(Helping Children's Language and Speech Development)**

主 講 人：鄭美寬小姐（言語治療師）

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：一九九〇年二月五日起每星期一下午七時四十分至九時四十分

全期學費：三百一十元（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 viii 頁。

### **1805. 如何幫助幼兒發展社交技能 (How to Promote Social Skills in Young Children)**

主 講 人：盧劉美顏（教育心理學碩士）

地 點：香港大學校外課程部市區中心15室（信德中心西翼九樓）

時 間：一九九〇年二月十日起每星期六上午十時至中午十二時三十分

全期學費：一百八十元（共四講）

社交發展是幼兒整個身心發展過程中重要的一環，如何協助幼兒的社交發展更是幼兒教育工作者及家長所關心的課題。本課程共四講，內容包括：（一）影響社交發展的因索，以及如何幫助幼兒發展信任，自主和主動的態度；（二）如何引導兒童發展社交認知能力：（甲）學前兒童的認知及道德、對錯觀念的發展；（乙）社交概念的認識；（丙）如何引導兒童思考別人的感受和處境；（丁）如何引導兒童思考及解決問題；（三）遊戲和社交發展的關係；（四）社交技能：（甲）決定社交地位的一些行為特徵；（乙）幫助兒童建立社交技能的一些提議。（限收三十五人）

教師可獲教育署退還半費。詳參第 viii 頁。

### **1806. 認識及服務弱智人士 (Understanding and serving the Mentally Handicapped Person)**

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

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。



時 間：一九九〇年二月五日起每星期一下午六時至七時卅分  
全期學費：三百一十元 （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。

課程內容包括緒論、社會對弱智人士之服務，弱智之成因及本質，弱智人士之需要及其在家庭、學校、社會及職業方面之適應，教學技巧及行為處理等等。

講授方面以粵語為主。方式包括專題講座、電影、討論及參觀弱智人士服務機構等。（限收三十名，在職專業者及弱智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）。

教師可獲教育署退還半費。詳參第 viii 頁。

## **1807. 自我鬆弛及應付壓力的技巧 (Relaxation and Stress Management Skills)**

主 講 人：鄧漢忠先生（臨床心理學碩士）

地 點：香港大學鈕魯詩樓721室

時 間：一九九〇年二月五日起每星期一下午六時十五分至七時四十五分

全期學費：三百元 （共十講）

在都市化的香港，壓力尤為普遍：面對及應付壓力往往成為一般人生活裏重要的一環。本課程以體驗性學習小組形式，介紹自我鬆弛及應付壓力的技巧。內容包括壓力的成因及產生、應付方法、自我鬆弛技巧及如何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為重要。

此課程適合於一般市民，與輔導工作有關的行業如社工、教師、學生輔導員等更可學以致用於他們日常工作中。（限收三十人）

教師可獲教育署退還半費。詳參第 viii 頁。

## 1808. 學前教育服務機構行政管理文憑課程 (Certificate in the Administration and Management of Pre-school Education Institutions)

主 講 人：梁偉康先生 B.S.Sc., M. S. Sc., PQSW., D. T. M.

朱治偉先生 Dip S. W., Cert in Teaching.

吳克儉先生 B. S. Sc., M. P. A., Cert. P. M. 及 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：一九九〇年三月十四日至七月四日及九月五日至十二月十二日每星期三下午六時三十分至九時三十分

全期學費：一千七百元

課程主旨：本課程專為擔任幼兒中心及幼稚園督導工作之人士而設，目的在為學員提供一套有效的管理方法，以改善學前教育服務機構之行政管理，進而改善服務的質素。本課程已舉辦了五屆，着重理論和實踐；除一般理論講授外，並透過小組研習及「計劃習作」（Project Work），使學員更有效地掌握一套較有系統和可行的管理方法，應用於學前教育服務機構日常的管理工作上。

課程內容：主要包括：（一）管理理論；（二）目標與年度計劃製訂；（三）設計課程之小組方法；（四）員工挑選與僱用過程；（五）職員培訓與發展；（六）員工督導之形式、方法與安排；（七）員工評核方法；（八）領導之風格與技巧；（九）解決員工衝突之方法；（十）財政預算與控制；（十一）課程評估；（十二）大型活動之策劃方法；（十三）處理問題員工之技巧；（十四）如何主持會議；（十五）園內外活動場所設計、辦公室管理及檔案系統之建立等。此外，學員將被編配到研習小組進行「計劃習作」，每一小組由一位導師負責指導。

入學資格：（一）中學會考合格及擁有幼兒服務文憑或幼稚園教師文憑之在職幼兒中心或幼稚園主任或副主任，或

（二）曾在幼兒中心或幼稚園任教七年或以上幼師。

畢業文憑：課程結束後，學員若能符合下列條件者，將獲頒發文憑：

（一）上堂出席率不少過八成；

（二）完成課程習作及「小組計劃習作」，並獲得六十分合格分數及

（三）考試合格。

報名手續：申請者須於二月十三日前，將（一）申請表格，（二）一千七百元支票及（三）學歷證件副本寄回香港大學校外課程部（學前教育服務機構行政管理文憑課程）主任收。各申請人並應於申請表格上寫上幼兒中心或幼稚園名稱及其本人職位。各申請人有可能被安排由課程導師接見，以決定取錄與否。（限收三十五人）

教師可獲教育署退還半費。詳參第 viii 頁。

## 1809. 幼兒成長文憑課程 (Certificate in Child Development)

課程策劃及統籌：岳佩蕭博士 ( Dr Sylvia Oppen ) ( 香港大學教育學系講師 )  
鄭鍾幼齡女士 ( 香港大學校外課程部專任講師 )

主 講 人：兒科醫生、幼兒教育家、心理學家及社會工作者  
地 點：香港大學校外課程部市區中心14室 ( 信德中心西翼九樓 )  
時 間：(一)電台廣播授課時間：(甲)一九九零年五月二日起每星期三  
上午十時廿五分至十時五十五分  
於香港電台第五台播出  
(共四十講)  
(乙)一九九零年五月四日起每星期五  
下午十時三十分至十一時於香港  
電台第五台重播。  
(二)小組導修時間：由一九九零年五月十二日至一九九一年三  
月三十日星期六下午二時至五時 ( 每月兩  
次 ) ( 共七十二小時 )

全 期 學 費：一千七百元

課 程 主 旨：本課程是專為幼兒教育工作者及關心幼兒成長之人士而設，目的在為學員提供一套較完整及有系統的幼兒發展知識及啟導方法，使他們能全面深入了解幼兒成長的經過，進而改善他們教養幼兒的質素。

課 程 內 容：(一)廣播部份將以廣播及函授方式講解由零至六歲幼兒生長，發展的需要，各種身體及心智發展狀況如動作、語言、認知、社會行為、情緒和道德各方面等，講授將以西方醫學、心理學、社會學及幼兒教育理論為本，並討論各理論在香港實際情況的適用性，特別着重香港獨特社會、文化及環境因素對幼兒成長的影響。課程亦會談及基本技巧包括觀察及研究幼兒成長的方法、處理行為困擾的做法、幼兒保健之道及教養方法等。

(二)小組導修將以專題討論形式深入探討整個廣播課程中論及之基本概念及理論基礎。內容包括幼兒身心發展各派學說的分析及評論、行為問題的理論模式及處理方法、社會文化及環境因素、均衡營養及健康教育之概念等。導師並會運用其他視聽教材、角色扮演及示範等方法再次詳細討論及講解各種在廣播部份所提及的培育幼兒及處理問題的技巧。

學 習 方 法：本課程是以「遙距教學」為學習模式。本部將提供教科書及學習指南給每一位學員，他們除了以函授及廣播方式自學以外，

均須出席每月兩次的小組導修課，參與討論，完成習作及期終考試等。

入 學 資 格：(一) 在職幼兒教育工作者或  
(二) 中五程度以上而日常生活及工作經常接觸幼兒之人士。

畢 業 文 憑：課程結束後，學員若能符合下列條件者，將獲頒發文憑：  
(一) 小組導修出席率不少過八成；  
(二) 完成課程習作，並獲得六十分合格分數及  
(三) 考試合格。

報 名 手 續：申請者須於三月卅一日前，將(一)申請表格；(二)一千七百元支票及(三)學歷證件副本寄回香港大學校外課程部。各申請表格上寫上服務機構名稱及其本人職位。(限收五十人)

教師可獲教育署退還半費。詳參第 viii 頁。

## 1810. 幼兒成長廣播函授課程 (Radio Course on Child Development)

課程策劃及統籌：岳佩蕭博士 ( Dr. Sylvia Opper ) ( 香港大學教育學系講師 )  
鄭鍾幼齡女士 ( 香港大學校外課程部專任講師 )

主 講 人：兒科醫生、幼兒教育家、心理學家及社會工作者

時 間：電台廣播授課時間：(甲)一九九零年五月二日起每星期三上午  
十時廿五分至十時五十五分於香港電  
台第五台播出 (共四十講)  
(乙)一九九零年五月四日起每星期五下午  
十時三十分至十一時於香港電台第五  
台重播。

全 期 學 費：五百元 ( 包括全部教材 )

課 程 內 容：將以廣播及函授方式講解由零至六歲幼兒生長，發展的需要，各種身體及心智發展狀況如動作、語言、認知、社會行爲、情緒和道德各方面等，講授將以西方醫學、心理學、社會學及幼兒教育理論爲本，並討論如何應用各理論於香港實際情況，特別着重香港獨特社會、文化及環境因素對幼兒成長的影響。課程亦會談及基本技巧包括觀察及研究幼兒成長的方法、處理行爲困擾的做法、幼兒保健之道及教養方法等。

學 習 方 法：本課程之學習將以電台講授配合函授進行，參加學員可獲派發指定教科書，學習指南及習作。全部教材將於開課前寄出，完成習作由導師批改及寄回。如有疑問，可附於習作上詢問。

備 註：學員修畢全部課程及完成不少於全部習作百分之八十，可獲發

聽講證書。

教師可獲教育署退還半費。詳參第 VIII 頁。

## **1811. 成人教育：理論及方法** **(Adult Education: Theories and Methods)**

主 講 人：郭凱儀女士（成人教育碩士）

John Holford, Ph D (Edin), M Sc in Educational Studies (Surrey), Staff  
Tutor in Extra-Mural Studies

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：一九九零年二月十二日起每星期五下午七時四十分至九時四十分

全期學費：二百八十元 （共十講）

本課程的對象是在福利機構，教會等及人事工作單位負責設計及推行成人教育的工作者。課程的目標是加強參加者對成人教育方面的理論及工作方法的知識，於修業期滿後，學員應能掌握設計課程及推行成人教育的基本技巧。

本課程的特色是採用「活動教學法」，去激發學員對成人教育的理論及方法等各方面的探討，課程本身就是教學法的一種示範，提供一個實踐的機會，讓參加者能以自己作為學員的一份子的體驗，更充份了解成人學生的需要及特點，對日後推行工作有更深入的體會，內容方面，包括下列課題：（一）成人如何學習？（二）成人教育的發展趨勢；（三）成人教育的形式探討；（四）如何設計課程？（五）如何帶領學習活動？（包括發問技巧，小組顧問團，學習團，實驗教學法等）及（六）評估方法。（限收三十人）

## **1812. 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：一九九零年二月二十日起每星期二下午七時三十分至九時

全期學費：二百六十五元 （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)

### **1813. 成人公民教育——理論技巧新視域 (Civic Education for Adults: A New Perspective on Theories & Techniques)**

主 講 人：沈濟全先生 (社會工作碩士)

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：一九九零年二月十日起每星期六上午十時至中午十二時正

全期學費：三百元 (共十講)

在社區裏，已有不少團體如青年中心、社區發展計劃、民生關注組織、論政團體、教會以至議員辦事處等積極推動正規教育系統以外的成人公民教育。但在理想推動之餘，這類活動的反應卻又常強差人意，究竟原因何在呢？

本課程的特色就在於以一批判反省的角度，引領參加者檢視現有實踐情況的局限，重新認識學習成人公民教育的目標、理論及實踐技巧。課程大綱如下：  
(一)引言：香港成人公民教育的實踐評議；(二)着重批判的公民教育模式；(三)敏銳評估成人學員的需要；(四)怎樣「推銷」你的活動；(五)重新認識「程序設計」；(六)及(七)課程活動技巧新視域；(八)準確評估課程活動的成效；(九)創作一個邁向九零年代的公民教育課程；(十)結語：成人公民教育的社區化。

### **1814. A-Level Sociology: Part II.**

Kwong Mui Ling, M.A. (Carleton University, Canada). *Saturdays, 9.30 a.m.–12.30 p.m., starting February 3, 1990. Room 23, Extra-Mural Town Centre. Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$550*

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

The thrust of this course will primarily centre around analysis, application and research. In practical terms, participants will be provided with assistance in conducting research project(s) of their own choice—which is an integral part of the A.E.B./H.K.U. A-Level examination papers. Furthermore, students

will be expected to develop their techniques/styles in answering long essay questions. There will also be a thorough study of questions set in previous examinations.

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

*Medium of Instruction: English supplemented with Cantonese.*

### **1815. Communication Skills For Nurses**

Richard Fielding, Ph.D., Dip.Clin.Psych and Debra Nestel, B.A., R.N. *Tuesdays, 7.35–9.35 p.m., starting February 13, 1990 Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.*

**Fee: \$390**

The importance of communication skills for nurses is becoming increasingly apparent. Research has shown that skill in communicating with patients is not acquired simply by experience but instead tends to deteriorate following professional training. Many nurses have not been taught basic techniques of communication, effect on patient satisfaction and consequently on compliance with instructions.

This course is designed for nurses who wish to increase their knowledge and skills in the area of communication. It is aimed primarily at nurses who have completed the Certificate course in Nursing Behavioural Sciences and seek to build upon previous instruction in this area. Nurses with good knowledge of the process of perception and memory will also be considered.

The course will cover the following topics: verbal and non-verbal communication, initial interviews, listening skills and techniques for encouraging communication, giving reassurance and support, exposition techniques, dealing with emotions, and interprofessional and intraprofessional communication. *Enrolment is limited to 20.*

### **1816. A Problem-Solving Approach to Nursing.**

Debra Nestel, B.A., R.N. *Mondays, 9.15–10.45 a.m. starting February 12, 1990. Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.*

**Fee: \$210**

This course aims to provide participants with a basic working knowledge of 'a problem-solving approach to nursing'. This approach to nursing is widely practised in Western countries providing a client-centred focus for

care. The course begins with an introduction to the approach, its historical development, and its relationship to nursing models. The next five sessions examine in detail each of the stages of the problem-solving approach—assessment, planning implementation and evaluation. Client-care studies will be used to illustrate the stages. Nursing diagnoses, nursing care plans and nursing audits are some of the topics to be presented in these sessions. The next session will focus on the application of the approach to specific practice areas—surgery, medicine, psychiatry, obstetrics and gynaecology, paediatrics, etc. The final session presents ways to implement the approach in the participants' own areas of practice pointing to areas of resistance from colleagues and institutions. An overview of the course in this session will complete the course.

The course is open to registered nurses in Hong Kong. *Enrolment is limited to 20.*

### **1817. Introduction to Health Planning**

H. K. Mak, M.B.,B.S. (H.K.), M.H.P. (N.S.W.), A.H.A. (Australia). *Fridays, 8.05–9.35 p.m., starting February 9, 1990. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings. Fee: \$340*

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.

### **1818. Certificate in Nursing Behavioural Sciences.**

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



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

*Course Aims and Objectives:*

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

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

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

*Course Content:*

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

*Assessment and Award:*

Successful completion will be dependent upon a minimum attendance at

75% of the lectures. Assessment consists of two class tests, a research project and one final examination. Students will be expected to achieve a minimum pass mark of 50% in all areas of assessment. Successful candidates will be awarded a Certificate by the Department of Extra-Mural Studies, University of Hong Kong.

*Course Tutors* : R. Fielding, Ph.D., Dip.Clin.Psych.—Course Director  
Andrea Y. Lo, B.Sc., M.Sc., Sur.  
D. F. Nestel, B.A., R.N.  
Daisy K. N. Wong, B.Soc.Sc. and  
Guest Lecturers

*Course duration* : Over 120 contact hours

*Lectures* : Wednesdays, 5.40–7.40 p.m. and  
Saturdays, 9.15 a.m.–12.15 p.m.,  
April–June, 1990 and September–January, 1991

*Starting date* : April 25, 1990

*Project Work* : July–December, 1990

*Place of Meeting* : Room 21 (Wednesday class) and Room 14 (Saturday class), Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

*Course Fee* : **HK \$2,500**

*Admission Requirements:*

Applications will be considered from registered nurses who have a minimum of 1 year post basic experience in clinical, managerial or teaching practice. Both sponsored and private students will be considered. The course will be limited to a maximum of 30 students, with preference being given to those sponsored by their employer. To this end, a letter of sponsorship should be attached to the application form. As the course will be conducted mainly in English, participants are expected to have a working usage of the language.

*Special enrolment forms will be available on request.*

*Closing Date for Applications: March 31, 1990.*

**1819. 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21室（信德中心西翼九樓）

時間：一九九零年六月九日星期六下午二時三十分至五時三十分

全期學費：五十元

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？情緒反覆無常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。（限收五十人）

（本課程由防止虐待兒童會贊助）

## **1820. 專題研習（二）：認識及處理反叛性強兒童 (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：一九九零年六月二十三日星期六下午二時三十分至五時三十分

全期學費：五十元

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：反叛性強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）

## 1821. 專題研習(三)：如何察覺及處理中學生的精神健康問題 (How to Detect and Handle the Mental Health Problems of Secondary School Students)

主 講 人：社會工作者、臨牀心理學家、輔導員

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：一九九零年二月十七日星期六上午九時至下午一時

全期學費：一百四十元

對 象：中學教師、社會工作者

一般中學生都會受到不同程度的心理困擾,例如升學和就業問題、戀愛與朋儕關係、家庭糾紛、代溝問題及物慾引誘等。而本港現今社會現狀如狹小的居住環境、空氣及噪音污染、緊張生活節奏、考試壓力、都市化社會的次級人際關係及社會疏離現象等,都會令有適應困難及不能抵受壓力的學生產生不安及失落感,進而出現精神困擾。

本研習班藉着講解、習作及角色扮演等,幫助參加者了解中學生心理不健全的形成因素,早期徵象,並引領參加者進入探討如何察覺、預防、輔導及照顧有心理及精神困擾的學生。(限收三十人)

### 免費公開講座

#### 「家人如何協助精神病患者康復」

主 講 人：精神科醫生、社會工作者

地 點：香港大學校外課程部市區中心17室（信德中心西翼九樓）

時 間：一九九零年六月十六日星期六下午三時至五時

對 象：精神病患者家人、親友及有興趣人士

內 容：精神病患者在康復過程中,家人及親友的支持與關懷至為重要。而家人在協助病者過程中實際上會面對重大壓力及遇上困擾。此講座旨在透過有關工作人員的專業知識及實踐經驗,向家人介紹因精神病患而引起的問題的處理方法及改善之處,如何為精神病患者建立一個健康而具支持的家居環境及家人如何運用社區資源和各種服務以協助患者重返社會等。

參加辦法：有興趣者請填妥報名表格,親到本部或郵寄(附附回郵信封)索取入場券。

*See also:*

**1002. Simulation Games: a workshop for facilitators. (Page 2 )**

# Sports Sciences

*Staff Tutor: T. W. Casey, Telephone 8592787*

## **896. Certificate Course in Sports & Health Sciences.**

*Tuesdays & Thursdays, 7.45–9.15 p.m., starting February 15, 1990. 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.*

*Course Directors:* Dr. David Fang, M.B.,B.S. (H.K.), M.Ch. (Orth.) (Liv.), F.R.C.S. (Edin.), F.R.A.C.S.  
Mr. Michael A. Speak, B.A. (Hull), M.Ed. (Liv.), D.P.E. (Lough.), Cert.Ed. (Nott.).

*Course Co-ordinator:* Mr. 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.

**Fee: \$3,300** for approximately 100 lecture hours.

The Department of Extra-Mural Studies will offer this course from February to November, 1990, 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 & 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 instructional competence in a range of practical 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 training 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.

### *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 qualifications 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 passport size photograph (Applicant's name should be written on the back of the photograph) along with their application forms. **DO NOT STICK THE PHOTOGRAPH ON THE APPLICATION FORM: IT SHOULD BE LOOSELY ATTACHED.** Applications which are not accompanied by relevant documents will not be considered.

*Enrolment is limited to 28 students.*

*Assessment and Award of Certificate:* The Certificate in Sports and Health Sciences will be awarded based on satisfactory attendance (75%), course work, and assessment at regular intervals, including a short written examination.

*Closing date for application January 3, 1990*

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 8592787, 8592785

**Fee Refund:** Teachers may apply for a half fee refund for this course  
See page viii

*See also*

Courses No 1322–1339 inclusive in the Education Section for short courses on Physical Education and Sports Science under the INSTEP Programme (Pages 93–98 )

**In order to receive the next issue of this Prospectus, please turn to page 232.**

如 欲 收 到 下 期 課 程 手 冊 ，  
請 翻 閱 第 232 頁 。

# Translation

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

## **1861. 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.Sci. (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 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 every week\* for 22 weeks.

\*see the Date of Commencement.

### *Admission Requirements*

Applicants should

- I. hold a degree other than that in 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\$3,000** and must be paid upon receipt of official notice of admission.

Fee paid is not refundable or transferable.

### *Application Procedure*

Special application forms should be used. Completed application forms should be accompanied by

- 1) photostat copies of official certificates and examination results,
- 2) other relevant documents

and should reach Dr. K. K. Ho, Department of Extra-Mural Studies, University of Hong Kong, Pokfulam Road, not later than February 5, 1990.

*Enrolment is limited to 30 students.*

### *Date of Commencement*

February 23, 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 Dr. Koon-ki T. Ho, Telephone: 8592792.*

## **1862. 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., F.H.K.T.S.  
地 點：香港大學梁銶琚樓 L G 106室  
時 間：一九九零年二月二十日起每星期二下午六時十五分至七時三十分  
全期學費：一百九十元 (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)

## **1863. 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., F.H.K.T.S.  
地 點：香港大學梁銶琚樓 L G 106室  
時 間：一九九零年二月二十日起每星期二下午七時四十分至九時十分  
全期學費：二百二十五元 (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)

## **1864. 實用翻譯 (Practical Translation)**

主 講 人：余懿迪先生 (前德臣西報編輯)  
地 點：香港大學屬樹雄科學館 G 1 室  
時 間：一九九零年二月廿一日起每星期三下午七時十五分至八時四十五分  
全期學費：二百一十五元 (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)

## 1865. 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：一九九零年三月九日起每星期五下午八時卅分至十時  
全期學費：二百一十五元 (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)

### 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 232 頁 。

# Urban & Housing Studies

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

## **1881. Introduction to Property Development and Management**

Eric S. K. Cheng, B.A. (Arch. Studies), B.Blg., M.A.Cost E., A.R.I.C.S., A.H.K.I.S. *Thursdays, 6.15–8.30 p.m., starting February 8, 1990. Room 151, University Main Building. 12 meetings* **Fee: \$330**

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

### **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 232.**

## 1990/91 Extra Mural Prospectus

The next issue of the Extra Mural Prospectus will be available in mid-August 1990. If you wish to be sent a copy of the Prospectus in August, 1990, 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 "1990/91 Prospectus".

### 一九九〇/九一年度校外課程手冊

本部將於一九九〇年八月中派發一九九〇年秋季之校外課程手冊。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「秋季手冊」字樣。

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Please send me a copy of the 1990/91 Prospectus. A \$3.60 postal stamp has been enclosed.

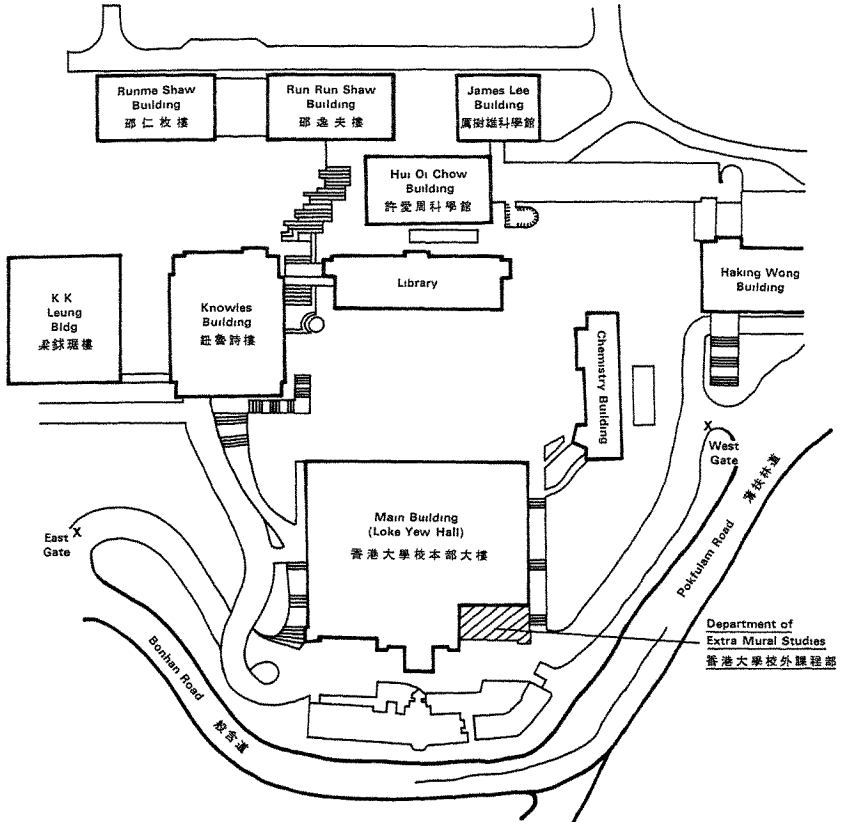
請惠寄一九九〇／九一年度校外課程手冊乙本。內附三元六角郵票一個。

Name 姓名
Full Postal Address 地址
(1990/91 P)

附註：請於一九九〇年七月十五日以前寄回上列表格。

Note: Please return the above coupon before July 15, 1990.

# UNIVERSITY OF HONG KONG GENERAL LAYOUT



SPRING COURSES

1990

University of Hong Kong  
Extra-Mural Studies

香港大學校外課程春季手冊

