

香港大學校外課程手冊

一九八四至八五年度

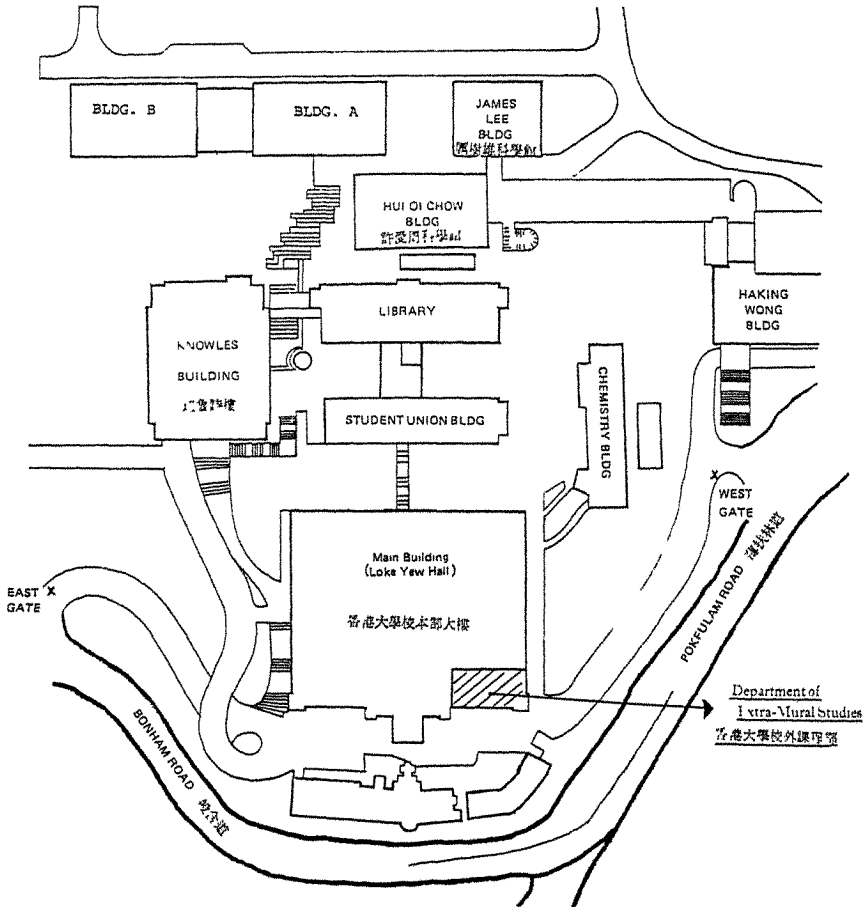
PROSPECTUS 1984-85



Extra Mural Studies

University of Hong Kong

UNIVERSITY OF HONG KONG GENERAL LAYOUT



Staff List

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SENIOR STAFF TUTORS

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

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

SENIOR ASSISTANT TO THE DIRECTOR

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STAFF TUTORS

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

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

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

Helen H. I. Place, *M.Soc.Sc., D.Phil. (Waikato)*

H. K. Wong, *B.A.(H.K.), M.A. (Brunel), Dip.Soc.St. (H.K.)*

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

John D. Young, *B.A. (Cal-State), M.A., Ph.D. (Cal-Davis)*

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ADMINISTRATIVE ASSISTANT

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DEMONSTRATORS

Samuel D. H. Chan, *B.Sc. (H.K.)*

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

Miss Wong Wo-bik, *B.F.A. (Columbus), M.F.A. (Temple)*

SECRETARY

Mrs. Yvonne Wong

GENERAL INFORMATION

1. There are normally no entry requirements except that applicants should be over 18 years of age. Occasionally to have the full benefit of a course applicants must possess certain defined qualifications. Applicants are therefore advised to read the description of a course carefully. Professional courses usually have clearly defined entry requirements.
2. The Director may at his discretion refuse to admit an applicant.
3. No Extra-Mural activities will be held:
 - (a) on any public holidays.
 - (b) at a storm warning signal of No. 8 or above. (Nor will any class, or other activity, be held on the day on which a No. 8 signal is lowered.)
 - (c) during the following holiday period: February 18-24, 1985 inclusive (Lunar New Year).
4. *Fees are not refundable*, except in the event of a course being oversubscribed or cancelled.
5. Statements of Attendance or transcripts will be issued *only* on receipt of a \$10 processing fee and a stamped-addressed envelope within two years of the completion of the course.
6. The Department reserves the right to change the time and place of course meetings and to change the course tutor should this be necessary.

HOW TO ENROL

7. Completed enrolment forms should be sent to the Director of Extra-Mural Studies, University of Hong Kong. Additional forms are available on request. To ensure that a class can take place, the Department would appreciate early enrolment by applicants.
8. You should send your application form together with the appropriate fee either in the form of a postal order, money order or crossed cheque made out in favour of the UNIVERSITY OF HONG KONG.
9. You will be notified if you are not admitted because of oversubscription or other reasons. **THE DEPARTMENT WILL NOT NOTIFY SUCCESSFUL APPLICANTS WHO ARE EXPECTED TO ATTEND THE FIRST MEETING OF THE CLASS AT THE PLACE AND TIME ADVERTISED.**
10. Applicants can also enrol in person at the following places, but it would be helpful if fee payments could be made by crossed cheque rather than by cash:
 - (i) Department of Extra-Mural Studies, University of Hong Kong, University Main Building, Ground Floor, Pokfulam Road, Hong Kong (during office hours). Tel: 5-8592791 or 5-8592787 or 5-8592783.
 - (ii) Extra-Mural Town Centre, Wing On Centre, 8th floor, 111, Connaught Road Central (opposite Rumsey Street Car Park). Telephone: 5-450021 (3 lines). (Weekdays: from 9 a.m. to 6 p.m., Saturdays: 9 a.m. to 1 p.m.)

入 學 須 知

1. 除特別規定學歷之課程外，祇需要年齡超過十八歲，不限資格，均可申請入學。學員應詳閱課程簡介。
2. 學員被取錄與否，由校外課程部主任審核報名申請書決定之。
3. 本部在下列期間將暫停授課：
甲：本港公眾假期。
乙：本港天文台懸掛八號或以上風球；不論該風球是否仍然懸掛或已於當日較早時除下，是日一切校外課程及活動均全部取消。
丙：農曆新年假期：一九八五年二月十八日至二月廿四日。
4. 除課程額滿或取消外，已繳學費，概不退還。
5. 除非特別註明，所有中文課程將以粵語講授。
6. 學員可於課程完結後二年內向本部繳交十元手續費及一貼足郵票之回郵信封，申請發給聽講證書或結業證書副本。
7. 於必要時，本部有權對原定主講人，上課地點及時間作出更改。

報 名 手 續

8. 請填妥報名表格後連同劃線支票，銀行本票或郵政滙票，郵寄「香港大學校外課程部主任收」。劃線支票請書明支付「香港大學」。
9. 報名表格可隨時向本部索取。敬希有志修讀本部課程者儘早報名，以便課程能如期舉辦。
10. 申請人如獲取錄，本部不另通知，可依照課程簡章所列之地點及時間上課。如課程取消或改期或申請人未獲取錄，則另函通知。
11. 申請人亦可親往下列地點報名，（繳費時宜用劃線支票）：
甲：香港大學校外課程部
薄扶林道香港大學校本部大樓地下。
電話：5—8592791 或 5—8592787 或 5—8592783。（辦公時間內）。
乙：香港大學校外課程部市區中心
香港干諾道中一百一十一號永安中心八樓（蘇士街停車場對面）。
電話：5—450021（3綫）。（星期一至五：上午九時至下午六時。
星期六：上午九時至下午一時）。

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Archaeology

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

69. Hong Kong: the Archaeological & Historical Scene. S. M. Bard, O.B.E., E.D., M.B.,B.S., Hon.D.Litt (H.K.), J.P. *Tuesdays, 6.00-8.00 p.m., starting October 2, 1984. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings plus 1 field trip.* **Fee: \$210**

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

Fee Refund: on being accepted for this course, teachers of history and social studies will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (Closing date for applications: *September 25, 1984*)

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”.

Art & Design

Staff Tutor : Martha Lesser, Telephone 5-450021

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

PRACTICAL STUDIO COURSES

These are practical studio classes in the Visual Arts with emphasis on artistic skills and creative growth of the individual. Work will be carried out in the various media described. It must be stressed that in order for students to gain full benefit from studio courses they must be prepared to do work outside of class time, and should take this into consideration when enrolling for a particular course.

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

除特別註明外，學員必需自備與課程有關之材料，詳情將會在課程第一講闡述。

70. Two-Dimensional Design. Martha Lesser, B.S. (N.Y.U.). *Thursdays, 6.00-8.00 p.m., starting October 4, 1984. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$235**

Two-Dimensional Design is the "grammar" of the language of visual art and the basis of communication through visual means. It is the essential foundation from which the artist, photographer or designer commences his or her creative work. This highly structured course will provide an introduction to the elements and principles of Two-Dimensional visual form. Through experimentation with a variety of materials, aspects to be explored will include: line, shape, tone, colour, texture, mass, illusionism, and dynamics. Reference will be made to existing works of photography, painting, drawing, etc. so that students can see how 2-D Design has been applied, and can be applied to their own work. *Students should note that there will be approximately six hours of homework and should plan their time accordingly.*

71. Life Drawing. Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 6.00-8.00 p.m., starting October 2, 1984. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$345** including model fee

The human body, with its contrasts and changes of structure and form, is a fascinating and challenging subject for continuing study and practice in drawing. That "life drawing" is *live* drawing adds a unique quality; one that will be emphasized in this course. Using a variety of media including graphite, chalks, charcoal, poster colours, crayons, felt pens, and others, students will

explore and experiment with gesture, mass, tone, line, plastic space, and other drawing elements. Both beginners and more advanced students are welcome. *Students will be expected to complete homework assignments each week, and should plan their time accordingly.*

72. Life Drawing Workshop. Sandra Dakin, B. Ed. (Lon.), Co-ordinator. *Thursdays, 6.00–8.00 p.m., starting October 4, 1984. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$270**

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 member of the Art and Design teaching staff 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. In the event of oversubscription an interview will be required on September 27, 1984.*

73. Basic Watercolour Painting. Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Tuesdays, 7.00–9.00 p.m., starting October 2, 1984. Pokfulam Studio, 144 Pokfulam Road. 12 meetings.*

Fee: 255 including model fee

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

74. Intermediate Watercolour Painting. Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Mondays, 8.00–10.00 p.m., starting October 1, 1984. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$235**

As a follow-up to Introduction to Watercolour Painting, this experimentally-based course is planned for those who have mastered the basic techniques of traditional watercolour painting. Using a variety of water-based media including: inks, felt pens, water soluble pencils and others, in addition to standard watercolour paints, students will explore colour, composition and technique. Students will be also guided on an individual and group basis to discover creative and technical means for personal expression. *Only those who have successfully completed Introduction to Watercolour Painting or have a strong foundation in drawing or painting should apply. Students should note that there will be homework assignments each week and plan their time accordingly. In the event of oversubscription an interview will be held on Monday September 24, 1984.*

75. Painting Lessons from the Masters. Ben Lau, B.A. (Stony Brook).
Mondays, 6.00-8.00 p.m., starting October 1, 1984. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings. Fee: \$330 including model fee

Through the examination and analysis of selected paintings by Old and Modern Masters, students will begin to understand and practise the basic language of Western Painting. The formal conceptual elements of colour, shape, line, texture, tone, paint application, and others will be applied to the traditional subjects of landscape, still life, and the figure, as a way of exploring technical and aesthetic applications of both oil and acrylic paint. Special attention will be paid to the language and expressive use of colour. *Applicants must have had previous drawing experience. Homework assignments will be given and students should plan their time accordingly. While tuition ends at 8.00 p.m., the Studio will remain open till 9.30 p.m. so students may continue to work. In the event of oversubscription an interview will be held on September 24, 1984.*

76. Introduction to Chinese Landscape Painting. Chui Tze Hung.
Wednesdays, 8.00-10.00 p.m., starting October 10, 1984. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$235

Embodied in Chinese Landscape painting are most of the techniques and concepts applicable to Chinese painting as a whole. In this comprehensive survey course students will be introduced to the basics of tools and materials, painting strokes, dots and lines, planes and volume, light and dark, and texture as applied to trees, rocks, grasses, mountains, clouds, mist and water subjects. In addition varieties of philosophical and aesthetic approaches to Chinese landscape will be discussed with the aid of slides and reproductions. Towards the end of the course students will be encouraged to explore and develop their personal approach to landscape painting in the Chinese media. *Students should note that there will be homework assignments each week and plan their time accordingly.*

**77. 基本傳統山水畫
(Introduction to Traditional Chinese Landscape Paintings)**

主 講 人：熊海先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：一九八四年九月廿九日起每星期六下午二時卅分至四時卅分。

全期學費：二百三十五元。（共十二講）。

本課程旨在輔導學員掌握山水畫之基本技法，包括用筆、用墨和用色等，并透過寫生練習發展個人創作意念。本課程將着重堂課示範及練習，并於學期內在假日及星期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。

78. 山水畫入手新試 (Approaches to Chinese Landscape Painting)

主 講 人：徐子雄先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：一九八四年十月二日起每星期二下午八時至十時。

全期學費：二百三十五元。（共十二講）。

本課程專為研習現代山水畫者而設。內容將著重研習山水畫的多種技法及入手方法，並對中西處理風景題材的異同處作比較。課程並輔予幻燈片研討及專題示範，且於星期日及假期舉行兩至三次郊外寫生以實踐創作理論。除課堂練習外，學員必須每週預備四小時做習作。

79. 水墨畫寫樹法 (Trees in Chinese Ink Painting)

主 講 人：熊海先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：一九八四年十月十日起每星期三下午六時至八時。

全期學費：二百三十五元。（共十二講）。

樹木乃山水畫之重要畫素。本課程旨為有國畫基礎者而設，並以各種樹類為寫畫題材，透過筆墨運用及戶外寫生練習，鼓勵學員探索樹態及質感之寫法，從而發揮想像力，以達完整之構圖。本學期內將於假日及星期日舉行最少兩次之戶外寫生。除課堂練習外，學員必須以課外時間做習作。

80. 基本素描 (Basic Freehand Drawing)

主 講 人：韓偉康先生。

地 點：香港大學校外課程部市區中心 10 室。

時 間：甲班：一九八四年十月十日起每星期三下午八時至十時。

乙班：一九八四年十月五日起每星期五下午六時至八時。

全期學費：二百八十元。（共十二講）。

（報名時請註明甲班或乙班。）

素描乃最基本之藝術表達形式。深厚之素描基礎不獨可以用於舒發個人思想及感情，並有助於其他視覺藝術之探索及學習。

本課程將從基本素描技法入手，務使學員認識線條、光暗、質量、形態及空間在繪畫構圖上之意義及運用關係，並從創作練習，作品欣賞及探討過程中，啟發其對環境之觀察能力及對藝術內涵和靈感之領悟。

本課程將著重堂課練習。學員並須每週預備四至六小時做課外習作。

81. 中級素描 (Basic Freehand Drawing II)

主 講 人：韓偉康先生。

地 點：香港大學校外課程部市區中心 10 室。

時 間：一九八四年十月五日起每星期五下午八時至十時。

全期學費：二百八十元。（共十二講）。

本課程專為有素描基礎者而設。內容之編排，着重不同物料和工具之實驗及運用。學員將本其所習繪畫之知識，對構圖和色彩原理及繪畫風格等，作更深入之研討，並探索藝術意念在平面空間之表達方法。

學員每週須付出四至六小時做習作。

如報名人數超額，將於九月廿八日舉行面試。

82. 人體素描 (Life Drawing)

主 講 人：韓偉康先生。

地 點：香港大學校外課程部市區中心 10 室。

時 間：一九八四年十月十日起每星期三下午六時至八時。

全期學費：三百四十五元（包括模特兒費）。（共十二講）。

本課程將以人體造形及動態作為寫畫之題材。學員需用多種畫具包括鉛筆，木炭條，粉彩及鋼筆等作輪廓線描法，動姿描法，質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。

83. 版畫（混合材料） (Introduction to Mixed Media Printmaking)

主 講 人：廖少珍女士。

地 點：香港薄扶林道一百四十四號薄扶林畫室。

時 間：一九八四年九月廿二日起每星期六下午二時三十分至五時正。

全期學費：三百五十元。（共十二講）。

本課程主要是探討版畫的製作技巧及材料的運用，特別強調如何運用多種材料和媒介的實驗性，並在探討過程中尋找新技法。其中包括有：實物拓印、玻璃單幅版畫印、漏印、移印，油性及水性顏料印刷、單色及多色印法，木板、石膏版、金屬版等，最後混合不同材料及各類版種、技法製版。在研習時將放映幻燈片，介紹原作品和名家複製品，讓學員欣賞、參考及了解。（限收十五人）

84. 基本書道 (Introduction to Chinese Calligraphy)

主 講 人：翟仕堯先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：甲班：一九八四年十月五日起每星期五下午六時至八時。

乙班：一九八四年十月五日起每星期五下午八時至十時。

全期學費：二百三十五元。（共十二講）。

（報名時請註明甲班或乙班。）

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

課程將著重於書寫之實習。除堂課練習外，學員必須以課外時間做習作。

85. 中級書道 (Intermediate Chinese Calligraphy)

主 講 人：翟仕堯先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：一九八四年十月二日起每星期二下午六時至八時。

全期學費：二百三十五元。（共十二講）。

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

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

除堂課練習外，學員必須以課外時間做習作及閱讀參考書籍。

86. 攝影進階 (A Guide to Better Photography)

主 講 人：王和璧女士。

地 點：香港大學校外課程部市區中心 14 室。

時 間：甲班：一九八四年九月廿六日起每星期三下午六時至七時。

乙班：一九八四年十一月十四日起每星期三下午六時至七時。

全期學費：一百六十元。（共六講）。

（報名時請註明甲班或乙班。）

並非每位使用相機的人都想成為職業攝影師的；但業餘攝影者亦希望能夠拍得精采照片。這個課程旨在討論運用相機的最基本技巧，包括在不同情況下應用不同的鏡頭及菲林，構圖的美學，室內外光及一切初級的攝影技巧。課程通過幻燈片講座，使學員更進一步明白攝影的過程。學員需要做簡短的習作以便幫助其進展程度。

87. 初級攝影 (Introduction to Photography)

主 講 人：楊煥明先生。

地 點：香港大學校外課程部市區中心 13 室。

時 間：一九八四年十月五日起每星期五下午七時卅五分至九時五十分。

全期學費：三百四十五元。（共十二講）。

本課程著重啟發學員對攝影藝術的理解及觀賞照片的基本能力。課程將研習一般照相機的運用，採光原理及黑房沖晒技術等，並簡介攝影史與近代重要攝影家的作品，學員必須以課外時間做習作。

88. Introduction to Photography. Robert Thomson. *Mondays, 7.35-9.50 p.m., starting October 1, 1984. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$370**

Aimed at those with a serious interest in Photography as a vehicle for expression and communication, the basic studio and darkroom techniques of Black and White photography will be introduced and choices of equipment and materials discussed. Among the topics to be covered are: the features and functions of different cameras and lens, uses of different films, light meters, and natural and artificial light. Basic darkroom work will include, film processing, contact prints, enlargements, and basic techniques of image control at the printing stage. Composition and basic aesthetics as applied to photography will be discussed, and illustrated talks and demonstrations will be given. There will be a visit to the tutor's studio for a class session in portrait photography. Students will be expected to experiment in the media, and class critiques will be held on the results of these. *Students must provide their own cameras. Basic darkroom materials and supplies to be used during class sessions will be provided, and the cost of these is included in the course fee. Scheduled access to the Department's darkroom is available during the term.*

Enrolment is limited to 16.

89. Certificate Course in Creative Photography.

In the early years of photography, just knowing technology was enough to qualify one as a "photographer"; "picture-making" alone was magic enough. Today basic cameras and films are so simple that a child can press a button and take a picture. Thus it has become the responsibility of the modern photographer to learn not only technical knowledge and skills, but to learn to "press the buttons" of his or her mind and vision and to tap the originality, creative perception, and sensibilities within themselves. Photography today is more than a simple and quick way to record external visual reality; increasingly in the second half of the 20th Century photography has been used as an instrument and vehicle for the photographer's expression as a communicative visual artist.

Aimed at those with a serious interest in Creative and Fine Arts Photography, this course is primarily concerned with communicative and impactful image-

making. Students will expand their visual and aesthetic awareness, as well as their technical knowledge and skill, in order to express visual ideas and concepts in photography. We hope to disprove the myth that to take masterful photographs you must first spend a great deal of money on equipment. By deliberately *not* using an *excess* of expensive equipment, students will discover how to use, to the fullest extent, that which is reasonably within the purchasing power of the serious photographic enthusiast. While the emphasis will be towards creative and fine arts photography, the concepts and techniques are applicable to the broad range in photography.

Applications are open to those with experience in basic Black and White photography, including darkroom techniques and procedures.

Course content includes:

Autumn term: Intermediate Black & White Photography (Described below)
Introduction to Colour photography (Described below)
Two-Dimensional Design (see entry for Course No. 70)

Spring term: Experimental Black and White Photography
Experimental Colour Photography
Approaches to Photography: an Historical Over-view

Summer term: Independent Photography Project under the guidance of course tutors

No formal class sessions will be held in the Summer.

Students will be required to attend class sessions three evenings per week in the Autumn term, and two evenings per week in the Spring term. Courses are of 12 meetings each with the exception of the lecture course "Approaches to Photography: an Historical Over-view", which has 15 class meetings.

An Extra-Mural Certificate will be awarded upon satisfactory completion of course assignments and an independent photography project. There will be a portfolio review at the end of each term, and a final portfolio examination at the end of the course in Autumn 1985. The panel for this final examination will include the course tutors and other professional photographers. Students will be required to attend at least 80% of the scheduled meetings.

An interview for admission will be held on Monday, September 24, 1984.

Closing date for applications: September 20, 1984.

Enrolment is limited to 16 students.

Students taking the Certificate course will have priority of access (over non-certificate students) to the Department's darkroom which will be available in the daytime during the term, with additional evening sessions between terms, i.e. from immediately after the Christmas break to Lunar New Year.

For further information please contact the Staff Tutor in Art and Design.

Fee: \$1,800

90. Intermediate Black and White Photography. Robert Thomson. Tuesdays, 7.35-9.50 p.m., starting October 2, 1984. Room 13, Extra-Mural Town Centre, Wing On Centre. 8/F. and Tutor's Studio, Central. 12 meetings **Fee: \$385**

Black and White photography remains an exciting and creative means of expression partly because of the degree of manipulation and control one can have of the media. Through the exploration of a variety of techniques and materials students will develop a greater means of individual expression in black and white photography. In addition to personal work, students will be given assigned projects to help broaden their experience. Among the topics to be covered are varieties of B & W films and papers, and chemical and technical alteration of these to achieve special effects. To gain knowledge of control at the shooting stage, still life, portraiture and fashion model photography will be the in-class subjects for the exploration of lighting, filters, lens, etc. There will also be a class session on reproduction and duplication. Studio sessions will be held at the tutor's studio in Central. In addition, there will be illustrated talks on the Black & White work of well known photographers. *This course is aimed at students with previous experience of basic camera and darkroom procedures for black and white photography. Assignments will be given, and class critiques will be held on the result of these. The cost of materials for use during class sessions has been included in the fee. In the event of oversubscription an interview will be held on Tuesday, September 25, 1984.*

91. Introduction to Colour Photography. Wong Wo-bik, B.F.A. (Columbus), M.F.A. (Temple). Wednesdays, 7.35-9.50 p.m., starting October 10, 1984. Room 13, Extra-Mural Town Centre, Wing On Centre 8/F. 12 meetings. **Fee: \$430**

In recent years technical developments in the field of colour photography have made this media much more accessible and controllable to the photographic enthusiast. Aimed at those with a basic working knowledge of Black and White photography including the use of cameras and darkroom procedure, students will be introduced to the technical and aesthetic aspects of colour photography. Technical studies will include: exploration of varieties of film, including colour negative film, different colour printing methods, both from negative and slides, "posterization", a method of block colour printing, retouching and conservation techniques, application of lighting situations, both daylight and tungsten, to create different effects, and other techniques used to control and modify colour in photography. Illustrated talks will cover the aesthetic value of colour, and how to become more aware of colour for use in expressive colour photography. A brief history of colour photography and of contemporary trends will be given. *Assignments will be given, and class critiques will be held on the results of these. There will be one field trip on a Sunday. Paper and chemicals for use during class time will be provided and the cost of these is included in the course fee.*

Enrolment is limited to 16 students. In the event of oversubscription, an interview will be held on Wednesday, September 26, 1984.

92. Intermediate Colour Photography. Wong Wo-bik, B.F.A. (Columbus), M.F.A. (Temple). *Thursdays, 7.35-9.50 p.m., starting October 4, 1984. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$410**

Starting with a general review of colour photography, emphasis will be placed on use of films, and on the more advanced techniques of colour printing. This project-oriented course will also emphasise visual selection and creative studio work as well as spontaneous, "on the spot" shooting. "Zone System", a previsualisation technique which is usually applied to black and white photography will be modified for colour in order to enable students to have better control of light and colour, in natural and artificial lighting situations. The conventional "single frame" format of photography, will be extended in terms of creative visual ideas, and physical modification of films and papers. Included will be photographic collage and montage, and sequential-imaging methods. Experiments with sound or music, in conjunction with visuals, will be explored to produce audio-visual programmes. In addition, techniques for accurate reproduction of art work and other copy work will be demonstrated. Selected works of well-known international and local photographers in the field of advertising, photojournalism, fashion, and fine-arts photography, will be examined and discussed, with emphasis on the creative origins of their work. The aim is to offer students a fuller knowledge of photography in the hope that this will enable them to find their own direction in the media. *Assignments will be given, and class critiques will be held on the results of these. Paper and chemicals for use during class time will be provided and the cost of these is included in the course fee. Limited access to the Department's darkroom will be available in the daytime during the school term. In the event of oversubscription an interview will be held on Thursday, September 27, 1984.*

Enrolment is limited to 16 persons.

APPLIED DESIGN

93. Introduction to Graphic Design. Alice Lo, B.A. (CNA). *Mondays, 6.00-8.00 p.m., starting October 1, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$235**

Aimed at those who are considering graphic design as a career, this studio course will provide the student with a broad view of the role, function and practice of the graphic designer. Among the topics to be covered are: basic elements and principles of design, corporate visual identity and imagery as used in stationery, labels, packaging, etc. Promotion advertising and publicity graphics, architectural graphics, and others will be discussed. *Students should note that homework assignments will be given and plan their time accordingly.*

94. Illustration for Graphic Design. Patrick Lo, B.A. (Middlesex), M.A. (R.C.A.). Mondays, 6.00–8.00 p.m., starting October 1, 1984. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. **Fee: \$235**

There are a great variety of techniques and approaches that can be used in illustration for graphic design. In theory it is unlimited: in reality limits are set by costs, printing processes, client specifications, etc. This studio course, while emphasising the media and technique of illustration, will also include information on layout, printing methods, and the client-illustrator relationship. *Students will be expected to do homework each week and should plan their time accordingly. Previous drawing experience is essential. In the event of oversubscription an interview will be required on September 24, 1984.*

95. 商業美術設計 (Commercial Art & Design)

主 講 人：馬耀平先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八四年十月十日起每星期三下午八時至十時。

全期學費：二百三十五元。（共十二講）。

旨在透過商業美術設計之實例介紹，使學員建立設計理論之基礎，並能在短期內掌握一定的意念構思能力及平面表達技巧。

課程內容包括：器材及物料運用，平面設計及色彩原理，字體設計，插圖技巧，正稿製作及印刷常識等。並輔予幻燈片作研討，及實地參觀實用設計之製作過程。學員必須以課外時間做習作。

96. 噴畫技術及運用 (Air Brush Painting)

主 講 人：馬耀平先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：一九八四年十月四日起每星期四下午八時至十時。

全期學費：二百九十五元。（共十講）。

近年來噴畫技術在藝術及商業設計之領域中帶有刺激性影響。適當之噴筆技術運用及配以其他設計物料，則可製造獨特之效果。

導師將從其豐富之商業插圖經驗入手，使學員實習各種噴筆技巧，以發揮其他美術創作。課程並輔予幻燈片研討及專題示範，同時提供簡單及廉宜之噴畫工具設置方法，務使學員可在居所內自行創作。

學員須具繪畫經驗並自備噴筆及其他物料。如報名人數超額，將於九月廿七日舉行面試。

97. Introduction to Architectural Drafting and Perspective Drawing. Steve Leung Chi-tien, B.A. (H.K.), M.H.K.I.A. *Mondays, 8.00-10.00 p.m., starting October 1, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$235*

Architectural and perspective drawings are used for communication among architects, builders, interior designers, and others: they are an international language. Students will be introduced to basic architectural drafting and perspective drawing, and it is hoped that by the end of the course they will have the necessary knowledge and skills to produce simple, yet effective, drawings and plans. Emphasis will be on practical work, though illustrated lectures will also be given. Among the topics to be covered are: use of drafting tools, simple projections, plans, elevations, sections, axonometrics, isometrics, details and working drawing, perspective and presentation techniques. *It is essential that students be prepared to complete weekly homework assignments.*

98. The Basics of Interior Design.

The skills of design conceptualization and of drafting are inseparable in the profession of interior design, whilst experience has shown that even the *basics* of both cannot adequately be covered in only one 12-meeting course. For that reason we are offering Introduction to Architectural and Presentation Drawing for Interior Design, and, Introduction to Interior Design, as described below, as a package. A package of Intermediate Interior Design will be offered in the Spring term. *A limited number of places will be available for students wishing to take only one of these courses, though priority will be given to those taking both. While no previous experience in the subject is required, an interview will be held on September 25, 1984.*

Fee, as a package: \$450

99. Introduction to Architectural and Presentation Drawing for Interior Design. Anne Sixt, B.A. (Concordia), Dip. Interior Design (Museum School, Montreal). *Tuesdays, 6.00-8.00 p.m. or 8.00-10.00 p.m., starting October 2, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$235*

Technical drawing and presentation skills are essential for those interested in the increasingly competitive profession of Interior Design. Architectural and presentation drawings are the fundamental and vital means of communication with architects, builders, and perhaps most important, with clients. Among the topics to be covered in this basic course are: dimensional floor plans, elevations, simple perspective and working drawings, layout, rendering, effective presentation, and others as applied to basic space planning, furniture, and architectural furnishings. Slide talks and demonstrations will be given as required. *Students should note that there will be approximately six hours of homework each week.*

100. Introduction to Interior Design. Anne Sixt, B.A. (Concordia), Dip. Interior Design (Museum School, Montreal). *Thursdays, 6.00–8.00 p.m. or 8.00–10.00 p.m., starting October 4, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$235**

As an introduction to the profession of interior design, this course will cover the basic analysis, conceptualisation, and communication of ideas through space planning and analysis, colour, materials, finishes, furnishings and accessories, as explored through a series of small domestic and commercial projects. Whilst only an introduction to the subject, with successful completion of class and homework assignments, students will have a small portfolio of two or three finished projects. *There will be approximately six hours of homework each week. In the event of oversubscription an interview will be held on Thursday September 27, 1984. Those applying should be available for either the 6.00–8.00 p.m. or 8.00–10.00 p.m. session. While drafting experience is not a pre-requisite for entry, those with drafting experience will be given priority.*

DAYTIME COURSES

101. Life Drawing. Martha Lesser, B.S. (N.Y.U.). *Thursdays, 10.00 a.m.–12.00 noon, starting October 4, 1984. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$345** including model fee

See entry for Course No. 71.

102. Life Drawing Workshop. Irene Miller, Co-ordinator. *Fridays, 10.00 a.m.–12.00 noon, starting October 5, 1984. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$270**

See entry for Course No. 72.

In the event of oversubscription an interview will be required on September 28, 1984.

103. Interior Decoration. Anne Sixt, B.A. (Concordia), Dip. Interior Design (Museum School, Montreal). *Mondays, 10.00 a.m.–12.00 noon, starting October 1, 1984. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings including one half-day field trip.* **Fee: \$235**

People are becoming increasingly aware of their surroundings, particularly their home environment. This survey course is planned to develop basic residential decorating skills and awareness in the non-professional. Among the topics to be covered are: drawing of simple plans, space planning, colour theory and co-ordination of schemes, fabrics and furnishing, major furniture styles, window treatments, use of plants, accessories, display of art in the home, and others. Special consideration will be given to design problems specifically related to Hong Kong. By the end of the course students will have completed the design of a small flat. Slide talks will be given, and there will be one half-day field trip to major show rooms. *Homework assignments will be given, and students should plan their time accordingly.*

104. Introduction to Batik. Marion Hughes, D.A. (Dundee College of Art), Cert. Ed. (Glasgow). *Wednesdays, 10.00 a.m.-12.00 noon, starting October 10, 1984. Pokfulam Studio, 144 Pokfulam Road. 12 meetings.* **Fee: \$320**

Batik is a very old, traditional, textile craft originating in Iran and spreading to Egypt, India, South East Asia, Japan & China. It is a fabric printing method utilizing a resist, in this case hot wax, which is applied to cloth. When the cloth is dipped in dye only those places not waxed become coloured. Many effects can be achieved through this basic technique, using different waxes, methods of application, and dying processes. *Other than fabric, the cost of materials for use during class time is included in the fee.*

ART APPRECIATION

105. The Indic World: Expressions of the Sacred Through Art. Mrs. Rajeshwari Ghose, B.A. (Calcutta), M.A. (H.K.). *Thursdays, 6.00-7.30 p.m., starting October 18, 1984. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings.* **Fee: \$200**

This illustrated series of fourteen lectures will trace in broad outline the concept of the sacred as expressed through the visual arts. The main religions covered will be Hinduism, Buddhism, Jainism and Islam. Its main focus will be on a study of religious symbolism in art (including the iconography of the principal deities) and identifying the characteristic features of the major schools of Indian art.

106. An Introduction to the Religion and Art of South Asia. Mrs. Rajeshwari Ghose, B.A. (Calcutta), M.A. (H.K.). *Wednesdays, 10.00 a.m.-12.15 p.m., starting October 17, 1984. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings.* **Fee: \$200**

This illustrated course will provide an introduction to the origin and development of Hinduism and Buddhism in India and study the regional transformations that they underwent in South Asia. It will then focus on the history and development of Hindu-Buddhist art in India, Burma and Sri Lanka.

See also :

- 195. 幼稚園美勞創作活動教學(一)(第 50 頁)
- 196. 幼童的美術教學(第 50 頁)
- 432. 古今陶瓷欣賞(第 123 頁)
- 433. 山水國畫的基本寫法(第 123 頁)
- 439. 現代的花鳥畫法(第 126 頁)
- 442. 篆刻藝術(第 127 頁)

Business Studies

Staff Tutor : Susan Cameron, Telephone 5-8592784

Courses Nos. 107 to 116 are designed to be of assistance to those preparing for the examinations of the Association of Certified Accountants, the Hong Kong Society of Accountants, the Institute of Cost and Management Accountants and the Institute of Chartered Secretaries and Administrators. The courses are a complement to, not a substitute for, correspondence courses. The courses have been designed on the assumption that all participants are serious students and will undertake all homework as set by tutors. Students should make their own arrangements for sitting the relevant examinations.

107. Foundation Accounting. Norman W. Y. Ngai, B.A. (Sheff), A.C.M.A., A.H.K.S.A., M.B.I.M. *Fridays, 6.15-8.15 p.m., starting October 5, 1984. Room 103, University Main Building. 18 meetings.* **Fee: \$380**

This course covers most of the topics in the syllabus for level 1 of the ACCA/HKSA examinations. The main areas of study will be: introductory topics in accounting and the accounting equation; books of prime entry and book-keeping; manufacturing, trading and profit and loss accounts, balance sheets and related adjustments and provisions; bank reconciliation statements; final accounts for sole trader and partnerships; incomplete records; accounting for non-profit-making organizations; introductions to the financial framework of limited companies including the issues of shares and debentures, increase and reduction in capital, mergers and acquisitions, and final accounts for internal and external uses.

108. Costing: principles and techniques. Li Ki-cheung, A.C.C.A., A.C.I.S. *Mondays, 7.15-9.15 p.m., starting October 1, 1984. Room 101, Building B, University of Hong Kong. 15 meetings.* **Fee: \$315**

The nature, process and elements of costing will be defined and particular attention will be paid to process costing, standard costing, budgets, costs for decision making, marginal costs and cost centre responsibility and control. The course will be helpful to candidates studying for the HKSA first costing paper.

109. Auditing for Examinations. Part 1. Lau King-pong, A.C.C.A., HND Bus.Studies. *Tuesdays, 6.30-8.00 p.m., starting October 2, 1984. Room 142, University Main Building. 14 meetings.* **Fee: \$220**

Part 1 will cover the nature, purpose and general principles of auditing, the concept of the internal control and the system base audit approach, audit planning control and documentation, audit of transactions, audit evidence and audit working papers. Other aspects will be covered in Part 2 which will begin in Spring 1985. This course is intended for those with little experience who are aiming for the ACCA/HKSA examinations, paper 2.1.

110. Quantitative Analysis: Part 1. H. B. Yeung, B.Sc. *Saturdays, 2.00-3.30 p.m., starting September 22, 1984. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 13 meetings.* **Fee: \$210**

This course is for those taking Paper 2.6 of the ACCA/HKSA examinations. *PART A* of the syllabus, Statistical Concepts and Practices, will be covered in this first part of the course. The remaining sections of the syllabus will be covered in Part 2 which will be offered in Spring 1985.

111. Advanced Cost Accounting I. Patrick Chan, B.Sc., M.B.A. *Fridays, 6.15-8.15 p.m., starting October 5, 1984. Room 142, University Main Building. 10 meetings.* **Fee: \$210**

Designed to be of assistance to students taking the ACCA/HKSA Paper 2.4 examination, this course is structured in two parts. Part 1 introduces the concepts relevant to the application of accounting techniques using different costing methods under various production environments, the design of appropriate costing systems, the determination of standard product cost using mathematical and statistical models, and the recording, analysis, and reporting of production cost flow. Other elements in the syllabus will be covered in Part 2 which will be offered in the Spring programme 1985.

112 Hong Kong Taxation. Dickson Wong, B.B.A., Dip.Fin.Mgt., C.P.A., A.C.A. (Aust), A.T.I.H.K. *Mondays, 6.00-7.30 p.m., starting September 24, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$160**

This course will cover the main topics of the HKSA/ACCA level 2 (paper 8) examination, under the five headings: profits tax, salaries tax, property tax and interest tax, depreciation allowances, personal assessment. There will also be general discussion of the Hong Kong Taxation system.

113. Advanced Accounting Practice. To Pak-lam, A.C.C.A., A.H.K.S.A. *Saturdays, 2.00-4.30 p.m., starting September 29, 1984. Room 122, University Main Building. 16 meetings.* **Fee: \$420**

The A.C.C.A. syllabus of Level 2 Paper 9 will be followed and topics selected for discussion in detail are: the accounts of limited companies including group accounts and the accounting treatment of associated companies, requirements of Companies Act 1981, statement of standard accounting practice, current cost accounting, earnings per share, capital re-organisation and reconstructions, statement of changes in financial position for group companies, piecemeal realisation of partnership, contract account; investment account with income tax complication; interpretation of accounts. This course is suitable for A.C.C.A. candidates or students who have attained L.C.C. higher accounting and who wish to advance their accounting knowledge.

114. Financial Management for Decision-making. Elmen Li Pak-kee, A.C.C.A., A.C.M.A., A.H.K.S.A., A.C.I.S., M.B.I.M. *Tuesdays, 7.15-9.15 p.m., starting September 25, 1984. Room 121, University Main Building. 14 meetings.*
Fee: \$300

Using a step-by-step problem-solving approach, a basic framework of financial management for decision-making will be introduced. Areas for discussion will include: overview of financial management; financial analysis for decision-making; profit planning and budgeting; cash management; management of receivables; management of inventory; capital budgeting; weighted-average cost of capital; capital asset pricing model; capital structure management; long and short term financing decisions; dividend policies; lease v buy decisions; valuation of firms. Students who are taking the Financial Management paper in professional examinations may also find this course helpful to them as a revision aid.

115. Corporate Financial Management. Alan Wong, M.A. *Saturdays, 2.00-5.00 p.m., starting September 29, 1984. Room 201, University Main Building. 10 meetings.*
Fee: \$315

Relevant for those studying for paper 3.2 of the ACCA/HKSA examinations the main focus will be on capital structure and cost of capital, dividend policies, consumption and investment decisions, capital budgeting topics including discounted cash flow, risk and uncertainty, capital rationing, project ranking and inflation, and the management of cash, creditors, debtors and inventory. Other topics to be touched on include portfolio theory and share price valuation. This course is for *serious students* who have completed or are about to complete Level 2 of the examination scheme. Each session will consist of a lecture followed by a practical exercise.

116. General Principles of Law for Bankers. C. H. Chiu, A.I.B. *Mondays, 7.50-9.20 p.m., starting September 24, 1984. Room 121, University Main Building. 20 meetings.*
Fee: \$315

Especially designed for those studying the Local IOB Stage I. The course is based on the Local syllabus and is divided into eight areas, the legal system, law of contract, law of contract and negotiable instruments, law of person, law of tort, law of property, law of wills and law of trust. It is most suitable for those intending to take the April 1985 examination.

117. Elementary Book-keeping and Accounts. Chan Kee-ming, A.C.I.S. *Thursdays, 7.15-9.30 p.m., starting October 4, 1984. Room 121, University Main Building. 15 meetings.*
Fee: \$350

This course will cover the principles of elementary book-keeping; the theory of double entry system; the keeping of books of original entry such as: sales

book, returns inwards/outwards books, cash book and petty cash; bank account, bank reconciliation statement; cheques and bank drafts; the ledger, debtors and creditors account; the trial balance; the final account and the balance sheet; the journal and the adjustment.

The course is particularly suitable for those who are not intending to become professional accountants but who need to be able to understand accounting principles and methods and to operate a set of financial books of records.

118. Practical Auditing. Robert Fuller, F.C.C.A. *Mondays, 6.00–7.30 p.m., starting October 1, 1984. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$160**

The objective of the course is to provide an understanding of auditing concepts and the methodology and techniques to enable participants to carry out effective audit assignments. The course is designed for those who have a knowledge of auditing theory but little practical experience and those who are now in an auditing environment and who wish to develop their approach. It is not suitable for beginners. In addition to lecture sessions, exercises will be given to emphasize important points and to demonstrate a practical audit approach.

119. Computer Auditing: a basic appreciation. George Leung, A.C.I.S. *Wednesdays, 6.15–7.45 p.m., starting October 10, 1984. Room 103, University Main Building. 11 meetings.* **Fee: \$175**

The technique of computer auditing is developing rapidly. This course will briefly consider the fundamental concepts of EDP and the principles of auditing, then review computer auditing practice in general, by looking at the various controls in a computer environment and their use in auditing, and will follow on with a deeper analysis of the audit of a computer application using appropriate case studies. Although the course is at an introductory level it will be assumed that all applicants already have a basic knowledge of auditing.

120. Hong Kong Profits Tax. Tam Tak-ding, C.P.A., A.C.C.A., A.H.K.S.A., A.C.I.S. *Fridays, 6.00–7.30 p.m., starting September 28, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$190**

Hong Kong Profits Tax will be discussed under eight headings: basis period, assessable profits, allowable deductions, depreciation allowance, partnership assessment, provisional tax, personal assessment and objection.

121. Business Administration for Non-profit Making Societies and Clubs. J. Young, A.C.C.A., M.B.I.M. *Mondays, 7.45–9.15 p.m., starting October 1, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$160**

This course is designed for committee members and honorary treasurers of

clubs and non-profit making associations such as owners' incorporated associations, credit unions and trade unions. The main topics will be: the general principles of accountancy in relation to cash book/bank reconciliations, journal entries/general ledgers, profit and loss statements and income and expenditure accounts; the appraisal and interpretation of accounts, the role of a supervisory committee and the application of personal computers.

122. Small Business Management. H. Y. Tai, M.B.A., F.C.C.A., C.P.A., A.H.K.S.A. *Mondays, 6.15-7.45 p.m., starting September 24, 1984. Room 121, University Main Building. 12 meetings.* **Fee: \$190**

Various aspects of small business management will be examined, including: the appraisal and evaluation of business opportunities, the role of the small business entrepreneur, formation, an appraisal of the functions of marketing, accounting, finance, and personnel, and the related subjects of general business law, taxation and insurance and office technology for the small business. A number of question and answer sessions will be used to explore business ideas and tackle management problems. *At the time of enrolling applicants should submit a short note on their business ideas or specific management problems, and be prepared to discuss these in class.*

Medium of instruction: Cantonese with English.

123. Principles of Lending: a Risk Analysis Approach. Patrick Tse, B.Soc.Sc., M.B.A. *Tuesdays, 7.45-9.15 p.m., starting September 25, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings.* **Fee: \$125**

Instead of using the traditional financial analysis approach to analyse credit proposals, this course will introduce a conceptual framework for analysing different risk areas associated with different lending situations and the structuring of credit facilities to mitigate the risk. Emphasis will be put on working capital financing and general term lendings. Project financing will also be touched upon. The course will be conducted in lectures supplemented by case study. Some banking and accounting knowledge is necessary in order to take full advantage of this course.

124. Understanding Company Financial Statements. Mak Kam-kie, B.Sc., M.B.A., M.B.I.M., C.Dip.A.F. *Fridays, 7.45-9.15 p.m., starting September 28, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$190**

The objective of the course is to provide basic knowledge in interpreting financial statements and analysing the financial position of trading/manufacturing concerns and banks. Various techniques of financial analysis will be introduced: ratio analysis in profitability, liquidity, gearing and efficiency, fund flow analysis. Exercise and case study will be presented. Applicants will be expected to have some knowledge of accounting/book-keeping.

125. International Trade. Ip Tsun-nin, B.Com. *Thursdays, 7.45-9.15 p.m., starting September 27, 1984. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.*
Fee: \$240

Students will be given an overall picture of international trade with particular emphasis on shipping and payment terms and shipping documents, documentary credits and collections, document checking, services provided by banks, the inward and outward bills department, foreign exchange and the Hong Kong Export Credit Insurance Corporation.

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

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

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八四年十月四日起每星期四下午六時十分至七時四十分。

全期學費：二百二十元。（共十四講）。

此項課程包括介紹香港稅務法例之內容，特別注重利得稅、薪俸稅、物業稅與利息稅，亦涉及有關個人之估稅問題。除作簡易之原理講述外，主講人亦與學員討論實際之應用問題、與如何填寫各種報稅表格及如何向稅局追討發還超額繳納之稅款，各學員應在開課前購買——「香港稅務法例」，作為聽講時參考之用。

由於專門術語皆以英語為本，學員須具有英語知識。

127. 公司秘書實務 (Company Secretarial Practice)

主 講 人：黃念本先生，Dip.M.S., B.Sc., A.C.I.S., A.T.I.H.K., A.C.E.A.

地 點：香港大學校本部大樓 121 室。

時 間：一九八四年九月二十六日起每星期三下午七時十五分至九時十五分。

全期學費：二百六十元。（共十二講）。

本課程要旨在於詳細介紹公司秘書的實務工作。除討論公司秘書的一般職權以外，還兼顧及秘書的其他職務，例如策劃和投資信證等工作。申請人應曾修讀公司秘書的入門課程或對公司秘書的工作，有基本認識。

128. 商業管理 (Management in Business)

主 講 人：黃偉雄先生，B.B.A.

地 點：九龍尖沙咀諾士佛台 4-5 號格致英文書院。

時 間：一九八四年十月一日起每星期一下午六時三十分至八時。

全期學費：二百五十元（共十五講）。

本課程是由「工商管理導論」課程發展過來。講授時將更深入探討行政上的策劃、組織、管理、聘用及操縱方法之主要功能，適合一般步入中層行政職級的人仕進修。

129. 法定會計表之編製 (Preparation of Published Accounts)

主 講 人：張耀鴻先生，M.A., F.C.C.A., F.H.K.S.A.

地 點：香港大學校外課程部市區中心 20 室。

時 間：一九八四年十一月十三日起每星期二下午七時四十五分至九時十五分。

全期學費：一百九十元。（共十二講）。

香港註冊之有限公司每年皆需編製會計報表以供股東參閱。本課程之目的在介紹編製此等報表時所應注意之事項，其中包括要符合香港公司法，遵守會計師公會定下之會計準則，及提供適當之資料以提供投資人士參考。學員於修畢此課程後會對會計報表有一定之認識。學員應有初級會計知識。由於專門術語皆以英語為本，學員亦應對基本之英語字句有認識。

130. 投資學 (Fundamentals of Investment)

主 講 人：文曉鈴小姐，B.B.A. (Finance)。

地 點：香港大學校外課程部市區中心 28 室。

時 間：一九八四年九月二十六日起每星期三下午六時至七時三十分。

全期學費：一百九十元。（共十二講）。

最近十多年來，金融市場上出現了不少新的投資工具和投資方法。香港作為世界主要金融中心之一，實和這些新發展息息相關。本課程旨在以深入淺出的方式，介紹香港可直接或間接使用的各種投資工具、投資理論和投資策略，並提供實例研究。課程內容包括：投資的作用、風險與收益、股票、債券、可換股債券、期權、商品期貨、金融期貨、黃金、房地產、互惠基金、個人投資計劃等等。輔以英語解釋專門名詞；講義為英文。

See also :

138. **Basic Economics for Professional Examinations.** (Page 29)

368. 商業日語 (第 107 頁)

469. 電腦和電腦化入門 (第 142 頁)

471. **Computerisation: an Executive's Viewpoint.** (Page 143)

474. **Introduction to Data Processing.** (Page 144)

Economics, Banking & Statistics

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

131. Financial Futures and Options. Paul C. Y. Huang, M.A. (Econ.) (Chicago). *Thursdays, 6.00-7.00 p.m., starting September 27, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$150**

This course is designed for those who wish to understand how the financial futures and option markets can be properly utilized in today's volatile world. Topics will include nature of the exchange and markets (with emphasis on equity, precious metals, currency and interest rate futures); technical and fundamental price analysis; relationships between cash, futures and option markets; trading, hedging and arbitraging strategies; "Range" concept of investing; actual construction of model portfolio.

132. Economics of Everyday Life. Eddie Leung, B.S.Sc., M.A. *Fridays, 8.00-9.30 p.m., starting September 28, 1984. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$150**

The basic concepts of economic theory and their applications will be introduced. Emphasis will be placed on interpretation of current affairs with economic analysis. Students preparing for professional/academic examinations may find it helpful.

133. The Hong Kong Economy. Chow Chun-shing, M.A., Ph.D. (Hawaii). *Wednesdays, 6.15-7.45 p.m., starting September 26, 1984. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings.* **Fee: \$190**

Students will be provided with an overview of the Hongkong economy with emphasis on its features and up-dated statistics. Topics to be discussed will include: the political framework, manufacturing and service industries, external trade, financial system, the real estate market, labour and wages, prices and inflation, Government policy on public expenditure, housing, population and infrastructure as well as economic relationships between Hong Kong and China.

134. Economic Theory. K. K. Cheung, B.A., M.A. (Econ.) (Carleton). *Mondays, 5.40-7.40 p.m., starting September 17, 1984. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 18 meetings.* **Fee: \$350**

This course is designed for those who wish to understand the basic principles of micro- and macro-economics. Topics concerning utility and value, prices and costs, markets and firms, national income analysis, money and banking, public finance, trade and payment, economic growth and development and stabilization policy will be examined in relation to the Hong Kong economy. Good mathematics is not required but ability to interpret graphical presentation is essential.

135. Economic Principles. Amy Tsuji, M.A. (Econ.) (Cornell). *Wednesdays, 6.15-7.45 p.m., starting September 12, 1984. Room 503, Knowles Building, University of Hong Kong. 14 meetings.* **Fee: \$230**

This concise course is designed as a one-semester programme on economic theory (micro- and macro-economic theory) together with some application of economic tools of analysis to other economic disciplines such as international trade and finance, economic development, etc. As there are no pre-requisites to the course, all concepts will be introduced at an elementary stage. Subsequently, the structure and analysis will be advanced to university level. Whenever possible, the Hong Kong situation will be used as case study. Sound mathematics is not required. Instead, heavy reliance will be placed on the use of graphical tools.

136. Applied Macroeconomics. Woo Kwai-hung, M.Econ. (N. Carolina State). *Saturdays, 2.30-4.30 p.m., starting September 29, 1984. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$230**

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.

137. Monetary Economics. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B., A.C.I.S., C.Dip.A.F., M.M.S. *Fridays, 7.00-9.00 p.m., starting October 12, 1984. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 18 meetings.* **Fee: \$300**

This course is designed for those who will be taking the Stage 2 Monetary Economics paper of the Institute of Bankers. Topics to be discussed will include: the concept of money, the U.K. financial system, interest rates, overview of monetary theory, monetary policy and control, balance of payments, exchange rates/markets, international financial system and Eurocurrency markets.

138. Basic Economics for Professional Examinations. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B., A.C.I.S., C.Dip.A.F., M.M.S. *Saturdays, 2.30-5.30 p.m., starting September 22, 1984. Room 142, University Main Building. 12 meetings.* **Fee: \$320**

This revision course is intended for those who are preparing for the first Economics paper of professional examinations. Topics covered will be those commonly related to the syllabus of HKSA/ACCA/ICSA/IOB Examinations.

139. Practice of Banking I. C. S. Chan, A.I.B. *Thursdays, 7.30-9.00 p.m., starting September 27, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$240**

The objective of the course is to provide students with basic banking knowledge. Topics to be discussed will include: relationship of banker and customer, banking operations and services, types of account-holder, securities for advances and advances to customers. This course may be suitable for students who are preparing themselves for professional examinations in banking.

140. Practice of Banking I. Lau Ying-chi, A.I.B. *Mondays, 6.15-7.45 p.m., starting September 17, 1984. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$300**

This is an introductory course. Topics to be discussed will include: general and special relationship between banker and customer, banking law and banking operations, types of account-holder, special dealing, securities for advances, etc.

141. Practice of Banking II. Lau Ying-chi, A.I.B. *Tuesdays, 5.40-7.10 p.m., starting September 18, 1984. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.* **Fee: \$300**

This is a course suitable for those who have taken the first course in Banking. Topics to be discussed include: the principles of good lending; secured and unsecured advances to private and corporate customers; interpretation of statements of accounts; management accounting—forward planning, budgeting, fund flow statement, cash projection; interpretation of bank account performance; overtrading; investment, insurance and trust services; marketing of banking services; import and export finance; merchant banking.

142. Practice of Banking II. Robert S. C. Au, A.I.B. *Mondays, 7.55-9.25 p.m., starting September 24, 1984. Room 122, University Main Building. 15 meetings.* **Fee: \$240**

The main objective of this course is to assist those candidates who will be taking Paper 2 of Practice of Banking of the Institute of Bankers. Areas of discussion will include: credit evaluations from bankers' viewpoints, typical cases studies, marketing management and planning, financial statements analysis and forecasting, finance and advance for industries and commerce, securities for advances and legal aspects etc.

143. Elements of Banking. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B. A.C.I.S., C.Dip.A.F., M.M.S. *Thursdays, 7.00-9.00 p.m., starting October 11, 1984. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 18 meetings.* **Fee: \$300**

This course is designed for those who will be taking the Elements of Banking paper of the Institute of Bankers. The objective is to provide banking students with basic knowledge of the monetary and financial system: the place of banks in the national economy and the framework within which they operate. Topics covered will include money, evolution of banking, British banking system, central and commercial banks, the Hong Kong banking industry and bank services.

144. Export-Import Banking. Robert S. C. Au, A.I.B. *Saturdays, 2.30-5.00 p.m., starting September 29, 1984. Room 141, University Main Building. 8 meetings.* **Fee: \$220**

This course is designed to help students understand the bills department in a bank—its structure, its functions, its facilities and how it can be used to serve the customers involved in foreign trade business. Topics to be discussed include: the structure of a typical bills department, general theory of documentary credit, bills of exchange, bills of lading and relevant documents, the working of the import and export bills department, computer data entries, etc. This course is suitable for those working in a bank or in an import and export trading company.

145. Banking Operations in Hong Kong. Kong Hin-man, A.I.B., A.C.I.S., A.F.I.B.A., C.Dip.A.F., Dip.M.A.Inst.M., M.B.I.M. *Mondays, 6.15-7.45 p.m., starting October 1, 1984. Room 122, University Main Building. 16 meetings.* **Fee: \$250**

Hong Kong is one of the leading financial centres in the world. Most of the world's major banks and financial institutions are operating here for Asia-Pacific business. Various kinds of financial services are designed and marketed to customers ranging from multinational corporations to consumers. The course will cover typical financial services and include loan syndications, flotation of bonds and notes, unit/investment trust, financial futures, currency options, electronic Banking etc.

146. An Introduction to Internal Controls in the Banking Environment. Graham H. Wong, B.Comm, A.C.A. (Aust.), A.H.K.S.A. *Mondays, 8.00-9.30 p.m., starting September 24, 1984. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$150**

The objective of this course is to enable students to study and evaluate internal controls and risks in the banking environment. It will specifically enable students to adopt a systems approach to the study of the activities of a bank, and to understand the concepts of control and risk. Internal control objectives and techniques will be identified and evaluated.

147. Finance of International Trade. Kong Hin-man, A.I.B., A.C.I.S., A.F.I.B.A., C.Dip.A.F., Dip.M.A.Inst.M., M.B.I.M. *Fridays, 6.00-7.30 p.m., starting October 5, 1984. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings.* **Fee: \$250**

The objective is to help participants understand the various approaches and developments in international trade settlements. All the relevant trade financing techniques are discussed. Currency and interest rate risk management are also covered. The course is also useful for those who are preparing for the Institute of Bankers examination.

148. Finance of International Trade. Robert S. C. Au, A.I.B. *Wednesdays, 7.55-9.25 p.m., starting September 26, 1984. Room 503, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$260**

This course is designed for those who will be taking Stage 2 Part B examination of the Institute of Bankers. It is also appropriate for junior bankers. Practical cases and relevant topics will be discussed. They include various types and functions of documentary credits according to updated uniform customs and practice, banking services for bills operations, different countries' exchange-controls regulations, international monetary institutions, forward exchange, Euro-currency markets, factoring, import/export finance, interest and exchange rates/markets etc.

149. Foreign Exchange and Money Markets. Kong Hin-man, A.I.B., A.C.I.S., A.F.I.B.A., C.Dip.A.F., Dip.M.A.Inst.M., M.B.I.M. *Fridays, 7.45-9.15 p.m., starting October 5, 1984. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings.* **Fee: \$250**

Exchange Rates and Interest rates movement can affect every corporate treasurer and individual. Various means and approaches can be adopted to hedge against fluctuations. Activities in spot, forward, swaps, financial futures, currency options markets are discussed. Internal control and working procedures are also included.

150. Introduction to Credit Analysis. Lau Kam-kwan, B.Sc., M.B.A. *Mondays, 8.00-9.30 p.m., starting September 17, 1984. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.* **Fee: \$320**

Participants will be provided with a general introduction to the basic lending concepts and the various analytical tools, both qualitative and quantitative ones, used in the assessment of borrowers in a banking environment. The course is divided into two parts. Part A starts with a review of basic accounting concepts and covers the common quantitative tools—spreading and analysis of financial statements, ratio analysis, cashflow projections, liquidation analysis. Part B focuses on the qualitative aspects of a lending decision, and includes an overview

of international trade transactions, the concepts of asset conversion cycle, the three common lending rationales (i.e. asset conversion, asset protection and cashflow lending).

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

Medium of instruction: English and Cantonese.

151. Techniques of Credit Analysis. Jimmy Woo, B.Sc. (Calgary), M.B.A. (H.K.). *Wednesdays, 8.00-9.30 p.m., starting September 26, 1984. Room 141, University Main Building. 12 meetings.* **Fee: \$200**

This course is intended as an introduction to the principles and procedures necessary for sound credit analysis. It is designed for credit analysts who need to further develop their analytical skills and for those non-practitioners trying to understand the subject better. Comprehensive coverage will be given to the characteristics and analysis of both long term and short term loans. Considerable attention will be given to quantitative methods that are frequently used by credit analysts. A few sessions will be devoted to the analysis of special industries including real estate, shipping and financial institutions.

152. Elementary Statistical Theory. Lo Chi-ning, M.Sc. (Lond.), F.S.S. *Fridays, 6.30-8.30 p.m., starting September 28, 1984. Room G5, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$250**

The course intends to introduce students to a basic range of statistical ideas and techniques, and is also suitable for candidates taking professional examinations. The syllabus consists of frequency distributions, measures of central tendency and dispersion; elementary probability theory, conditional probability, independence, Bayes' rule; discrete and continuous probability distributions (e.g. binomial, Poisson, normal), mathematical expectation (e.g. mean, variance); sampling ideas; estimation and hypothesis testing; regression and correlation; time series and forecasting.

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

主 講 人：由香港商品交易所有限公司安排期貨業人士主講。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八四年十月十五日起每星期一下午七時四十五分至九時四十五分。

全期學費：一百八十元。（共八講）。

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

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

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

地 點：星期一於香港大學校外課程部市區中心 14 室。

星期五於香港大學校外課程部市區中心 28 室。

時 間：一九八四年九月十七日起每星期一及星期五下午七時四十五分至九時四十五分。

全期學費：一百元。（共五講）。

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

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

主 講 人：徐志輝先生，A.I.B.

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八四年九月十八日起每星期二下午七時十五分至九時十五分。

全期學費：五百元。（共二十五講）。

本課程參考銀行學會第二部份科目 Law Relating to Banking 範圍而設，內容包括委託人與代理人，合夥及有限公司的組織，支票及票據；銀行與客戶的關係，（包括客戶破產、死亡、失常及扣押令對銀行的影響），各類抵押品的認識，（包括房地產、擔保、證券、保單、債券等）。

資歷及錄取條件：服務於銀行界，對各種業務有基本認識，年資不少於兩年；中學畢業以上而 A.I.B. Stage I 及格者。（包括公開試及格或已認可豁免者）。報名時申請人必須附上 A.I.B. Stage I 合格證書副本。

本課程限收四十六人。如報名人數超額，將由講者甄選資格適合之學員。

See also :

43I. 財經文件翻譯（第 122 頁）

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 170 頁 。

Management Studies

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

156. An Introduction to Business Management. Auyeung Ying-fai, B.A. (Whitworth Coll.), M.B.A. (Portland State). *Wednesdays, 6.00-7.30 p.m., starting September 26, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$195**

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 will be examined, together with the design of structures necessary to accomplish organizational objectives, as well as 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—and case studies will also be reviewed. 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.

157. Management Principles and Policy. Benjamin Fung, B.Comm. (Concordia), Grad.Dip.Mgt. (McGill), A.C.I.S., Dip.M., M. Inst.M. *Tuesdays, 6.00-7.30 p.m., starting September 25, 1984. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$195**

The objective of the course is to introduce participants to an understanding of the wider responsibilities of management as a preparation for the holding of senior management posts. Topics to be discussed comprise the definitions of management; the identification of management functions and responsibilities; the formulation and execution of policy; the setting of objectives; the exercise of delegation, authority and responsibility; structure and theories of organization; the establishment of appropriate forms of organization; the roles of senior and junior management and differences between them; direction and motivation; training and development; organizational careers and individual development.

158. Organizational Life and the Individual. Paul Kua, B.A. (Pomona), M.B.A. (UCLA). *Mondays, 7.45-9.15 p.m., starting September 24, 1984. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$195**

From the day we start to work to the day we retire, our lives are shaped and to a degree controlled by the various organizations or institutions with which we are associated. Yet we often fail to see modern organizations in proper perspective. We often lose control of our organization lives and allow the "systems" to define us, instead of the other way round. The course surveys the views of outstanding organizational behaviourists in an effort to help students gain a better under-

standing of modern organizations and organizational lives. It will consider how organizations, especially the more successful ones, operate and relate to their members. It will also discuss how well-meaning individuals can pursue their interests without hurting others, at the same time contributing to the organizations' objectives, and thereby create a more meaningful existence at work.

159. Decision Making and Problem Solving. Paul Ng, B.Eng., M.B.A. (McGill). *Tuesdays, 6.00-7.30 p.m., starting September 25, 1984. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$195**

Effective decision making and problem solving are essential to success in management. This course aims to provide managers and administrators with a systematic and logical approach to making decisions and solving problems and hence improve their skills in management and organizational problems. The course will appraise the principles and methods of analysing problems, and evaluating situations leading to rational decision making. Some quantitative decision-making techniques will be examined and practical cases will be reviewed and discussed.

160. An Introduction to Operational Research. Dannie Leung, B.Sc. (Birm.), M.Sc. (Lancaster). *Thursdays, 7.15-8.45 p.m., starting September 27, 1984. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$195**

Operational Research is a most useful technique for all managers and administrators, enabling them to understand and use the more advanced methods of information collection, processing and control which lead to a more efficient organization. Students should have a basic knowledge of algebra but all other mathematical concepts will be explained. The course has been designed to suit those who have no previous knowledge of Operational Research and to act as an introductory course for those who wish to pursue more advanced studies in this area.

161. Organization and Methods. Samuel San, B.E. (N.S.W.). *Saturdays, 3.45-5.15 p.m., starting September 29, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$195**

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.

162. Marketing Management: Analysis, Planning and Control. Paul Mak, B.Sc. (H.K.), M.B.A. (Sheffield). *Fridays, 6.00-7.30 p.m., starting September 28, 1984. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

Fee: \$195

Marketing in the modern sense has evolved from its origins in selling and distribution into a comprehensive philosophy for relating an organization's products to consumer needs. The application of the marketing concept makes it necessary that all elements are properly established in their own right and co-ordinated. This applies particularly to establishing the appropriate organization, research into market needs, channels of distribution, selling, pricing policies and advertising and sales promotion activities. Particular attention will be paid to marketing in the context of Hong Kong. This course is intended for junior executives whether in a specialist marketing area or not, and those engaged in general management who wish to gain a greater insight into the relevance and working of the marketing function in a business operation.

163. Marketing in a Modern Business Environment. Hun D. Wong, B.A., M.B.A. (Manitoba). *Saturdays, 2.00-3.30 p.m., starting September 29, 1984. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$195*

The practice of marketing today is made difficult in conditions of a turbulent economy, fuelled by inflation, high interest rates and variable consumer demand. Such conditions in turn throw into relief an organization's marketing skills and ability to adapt to changing conditions. It is within this framework that the marketing function is defined in this course. Aimed at those engaged in marketing products or those about to enter the field, the course will examine the degree of strategic planning needed for a marketing operation, ways of analyzing a market, the development of targets and an effective marketing plan, as well as the mix of specialisms and administrative systems necessary. This course will be illustrated with cases for analysis and simulated decision-making.

164. Marketing Management: Cases and Practice. Lam Kwong-yuen, M.B.A. (San Francisco), F.C.M.A., A.H.K.S.A. *Tuesdays, 7.15-8.45 p.m., starting September 25, 1984. Room G3, James Hsiung Lee Science Building, University of Hong Kong. 12 meetings.*

Fee: \$195

Within any business environment, executive decisions in marketing must be taken as a result of comprehensive management information and the application of common sense to local conditions. These decisions are not solely the preserve of marketing specialists, but require understanding from all people of authority in an organization. This course is designed for those thus affected. Combining theory and practical case application, the class will examine the separate elements of the marketing mix and the ways in which they inter-relate. The process of ideas from market research, product formulation, through to launch and ongoing marketing strategy will be reviewed. The case method will be used to supplement the discussion of fundamental marketing concepts.

165. Strategic Marketing Planning. Dominic Chan, B.Comm. (Concordia), M.B.A. (Hawaii). *Wednesdays, 8.00-9.30 p.m., starting September 26, 1984. Room 209, Building A, University of Hong Kong. 12 meetings. Fee: \$195*

Given the current climate of competition in the business environment, strategies are required to attain the goals of individual corporations. The success of every corporation relies on the careful formulation and implementation of appropriate marketing strategies. In this course, three major elements of strategic marketing planning will be reviewed: (1) analytical prerequisites for planning which include ways to analyze customers, competitors, environmental trends, marketing characteristics, company capabilities and cost dynamics; (2) formal strategic planning methods which include portfolio analysis, marketing attractiveness, business assessment and the profit impact of marketing strategy (PIMS) programme; and (3) creative and managerial aspects of planning which include ways to define creatively and segment the business, the human side of planning, and ways of implementing planning and preparing a strategic marketing plan. This course has been specially designed for marketing executives and those who wish to pursue a career in this field.

166. The Management of Marketing Overseas. Andy Poon, B.Sc. (Central London Poly), M.B.A. (City). *Saturdays, 3.45-5.15 p.m., starting September 29, 1984. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$195*

Marketing overseas presents challenges in management and control beyond those in the domestic market. Designed for executives in marketing and related areas, this course will deal with the major areas of consideration, such as the social and cultural aspects of regional marketing, financial frameworks, marketing information systems and their analysis. The marketing process itself will be reviewed, notably strategy for entry and expansion, product and pricing decisions, selection of the appropriate channels and related communication decisions, importing and exporting. A major theme to this course will be the development of an overall system of planning and control relating to international markets.

167. International Marketing Management. Kenneth Yiu, B.S., M.B.A. (Minn. State-Mankato), A.M.B.C.S., M.I.D.P.M., M.Inst.M., M.B.I.M. *Mondays, 7.45-9.15 p.m., starting September 24, 1984. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$195*

The field of international marketing may be interpreted in terms of economic phenomena, selling opportunities in different countries, regional market characteristics or the various socio-cultural environments. Within this framework the entrepreneur must also be aware of the opportunities and constraints of marketing policy including product decisions, pricing, channels of distribution, marketing research and means of communication. This course, which will include case study and class discussion, has been designed for those who wish to deepen their knowledge of import/export factors and features of multi-national marketing planning.

168. Advertising: Media Analysis and Planning. Barry A. Kirkham, F.R.Econ.S., F.S.S., M.I.L., M.Inst.M., M.B.I.M. *Fridays, 2.00-3.30 p.m., starting September 29, 1984. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$195**

The media function within an advertising agency is one of the most critical for ensuring that the product is presented to the target audience in the most efficient, cost-effective manner. The objective of this course is to examine the modern developments in research and planning techniques in the advertising industry, particularly with the application of statistical method and computer modelling, to define how different media groups interact with each other. Specific case examples will be considered to illustrate the creation of appropriate models for the market. The course has been designed for executives in the fields of marketing and advertising who are, or intend to be, involved in the media function.

169. Advanced Marketing Practice: the Case Study Approach. David Y. Chu, B.S., M.S. (Northeastern), M.B.A. (Harvard), M.Inst. M. *Fridays, 6.15-7.45 p.m., starting September 28, 1984. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$195**

Practice at the highest level of the marketing function is built upon a knowledge, of the various functions involved and the way they inter-relate. However, skill at this level demands an ability to assess how the complex factors in the marketing environment may involve either conventional or non-standard responses to situations as they arise. This course, which will take the form of the analysis of case material and a market research project, is designed for practitioners who already possess a good working knowledge of the theory and practice of marketing and who wish to involve themselves in the consideration of advanced marketing demands and the skills required to meet them. Preparatory work will be required of students prior to most of the classes.

170. An Introduction to Factory Management. Malcolm Holmes, D.M.S. *Tuesdays, 7.45-9.15 p.m., starting September 25, 1984. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$195**

The management of a production facility is arguably at the heart of Hong Kong's economic success. Designed as a foundation for those about to enter or recently involved in factory management or supervision, this course will give an appreciation of the disciplines involved in factory management and their inter-relationship. Some of the techniques to be covered include production planning and its execution, work study, costing, inventory control, quality assurance, and the recruitment of labour. Consideration will also be given to the responsibility of the production function relating to the financial and marketing aspects of company policy and to the development of a systematic approach to all aspects of factory management.

171. The Management of Air Freight Operations. Alan Miu, A.M.I.P.M., A.M.I.T.D. *Tuesdays, 6.45-8.45 p.m., starting September 25, 1984. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings. Fee: \$250*

The Air Freight Industry has developed in Hong Kong to be one of the vital links in the supply to business enterprises and in the export of manufactured goods. In this course all aspects of air cargo procedures and movement will be analysed and discussed. Particular reference will be made to the criteria for acceptance of different types of cargo, the calculation of appropriate freight charges, rules pertaining to airway bills, cargo documentation, procedures for claims and liabilities, dangerous goods, and the necessary import/export regulations in force in Hong Kong. The course has been designed for those who specialize in Air Cargo forwarding, shippers and exporters, and will be illustrated with examples and exercises.

172. An Introduction to Business Finance. Ho Yiu-wah, B.A., M.Sc.(Manc.). *Mondays, 7.45-9.15 p.m., starting September 24, 1984. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$195*

Financial management is concerned with the raising and using of money by individuals, businesses and governments. This course will introduce the fundamental concepts and practices of business finance. The major subjects to be covered include investment and the financing decisions of the firm; the financial system; concept of valuation; capital budgeting techniques; risk and return; sources of financing; cost of capital and capital structure decisions; dividend policies; and the impact of inflation and taxation on financial decisions.

173. Fundamentals of Shipping Practice. Ng Wai-ye, B.Comm.(Concordia). *Saturdays, 3.45-5.15 p.m., starting September 29, 1984. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. Fee: \$195*

This course is designed for those who wish to acquire a basic knowledge of export/import shipping practice. Topics to be discussed include: containerization; different kinds of shipping companies and their functions; general structure and ship types; freight rate structure; conference and non-conference carriers; the relationship between ship owners and merchants; shipping documents and working procedure of a shipping company; loading and stowage of cargo; how to choose the most appropriate carrier. Current issues concerning the shipping industry will also be discussed.

174. International Business. Selina Lock, B.B.A., M.B.A. (Wisconsin). *Saturdays, 2.00-3.30 p.m., starting September 29, 1984. Room 121, University Main Building. 12 meetings. Fee: \$195*

This course is designed to provide students with the basic knowledge of the nature, form and scope of International Business. It will be focussed on three

major aspects: International Marketing, including planning and organizing for international markets, differences in the cultural, political and marketing environments: International Management, including case studies in foreign operations management, developing international objectives and strategy and the relevant administrative practices: International Finance, including the International Monetary System, source of funds, import/export financing, taxation of the multinational business, foreign investment decisions, including the cost of capital and financial structures.

175. Management Information Systems. Leung Kit-wing, B.Sc. (Newcastle Poly), M.A. (Lancaster). *Mondays, 8.00-9.30 p.m., starting September 24, 1984. Room 141, University Main Building. 12 meetings. Fee: \$195*

The modern entrepreneur is faced with increasing complexity in the conduct of business. Management Information Systems (MIS) is a discipline which has been developed to address complexity and problem-solving in the area of managerial responsibility. In this course a systematic approach will be adopted to the identification of problems in an organizational setting and the pursuit of alternative methods of solution. The development of MIS will be analyzed and illustrated by means of a case study.

176. An Introduction to Financial Management. Samuel Nguy, B.Sc. (Ottawa), M.B.A. (McGill). *Saturdays, 2.00-3.30 p.m., starting September 29, 1984. Room 103, University Main Building. 12 meetings. Fee: \$195*

Geared to those who have no formal training in the finance functions, this course will address itself to the financial bases on which a business organization is established. At the heart of this process will be the understanding of financial statements, the evaluation of projects using different criteria and the selection of optimal financial criteria. Also to be considered will be elements of internal auditing, inventory evaluation and control, the management of funds, profit planning, budgeting, financial reporting systems, and the analysis of liquidity performance.

**177. 管理學與企業組織導論
(An Introduction to Management and Organization)**

主 講 人：黃錦華先生。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八四年九月二十四日起每星期一下午六時至七時三十分。

全期學費：一百九十五元。（共十二講）。

本課程旨在介紹工商企業組織的管理理論和實踐。內容包括：組織結構、行政人員主要職責、管理訊息系統、工作設計及商務決策方案。本課程亦會研究組織變遷和發展的原理。主要課題包括人力資源計劃、激勵與領導原理、和組織內歧見的調和。

**178. 管理學與企業組織
(Business Management and Organization Studies)**

主 講 人：何慶年先生。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八四年十月十三日起每星期六下午三時四十五分至五時十五分。

全期學費：一百九十五元。（共十二講）。

本課程的要旨在介紹基本工商管理的理論及其應用。內容包括：管理的定義及要旨，行政人員的工作及職責。此外，本課程並會討論組織的成長及其結構，組織的變遷及發展，激勵原理，領導才能討論等。上課除講授外，並有個案研究，實例討論，務使理論與實踐互相聯繫，促進對組織及管理學更深切的認識。

179. 市場學與市場研究 (Marketing and Marketing Research)

主 講 人：吳佩萍碩士。

地 點：香港大學校外課程部市區中心 20 室。

時 間：一九八四年九月二十九日起每星期六下午二時至三時三十分。

全期學費：二百三十元。（共十四講）。

市場學乃商業經營的重要一環。故本課程主旨在評定及衡量市場學的功能。內容包括市場策畧；產品計劃；價格決定；銷售技巧；分配路線及國際市場所產生之問題。並將會深入探討市場研究。範圍包括市場研究，目的及組織；資料搜查及分析；調查表的形式；抽樣原理及消費者行爲的分析等。

180. 生產管理 (Production Management)

主 講 人：黃昭欽碩士。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八四年九月二十八日起每星期五下七時四十五分至九時十五分。

全期學費：一百六十五元。（共十講）。

近年來香港工業已邁進一新紀元，力求科學化管理，而工業界管理人士更須對整個生產觀念，有更鮮明之認識。本課程旨在介紹生產管理之基本概念，並將集中討論下列各點，以供工業界督導人員及經理人員參考：生產形式、生產職務、廠房設計、生產計劃、生產排期、生產管制。

See also:

122. Small Business Management. (Page 25)

286. Company Law for Senior Management. (Page 87)

287. An Introduction to Chinese Law for Businessmen. (Page 88)

288. 商人及其法律概論 (第 88 頁)

469. 電腦和電腦化入門 (第 142 頁)

471. Computerisation: an Executive's Viewpoint. (Page 143)

Personnel Management

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

181. Certificate in Personnel Management.

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

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

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

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

Duration September 26, 1984 to April 17, 1985.

Place Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F.

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

Fee \$1,250.

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

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

Admission Requirements

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

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

Enrolment is limited to 40 students.

Last date for application: August 24, 1984.

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

182. Modern Trends in Personnel Management. Ng Sik-keung, B.Soc.Sc., M.Soc.Sc. (H.K.), A.C.I.S. *Saturdays, 2.00-3.30 p.m., starting September 29, 1984. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

Fee: \$195

The function of Personnel Management will be examined as it applies to both the public and private sector, with an emphasis on the differentiation of role according to the nature of the organization. The major policy areas will be critically reviewed, including those of manpower planning and resource allocation, staff and industrial relations, organizational development, and the development of policies to act in pursuit of organisational objectives. Consideration will also be given to the behavioural assumptions which lie behind the translation of personnel policy into practice. The course will be of interest to those who wish to deepen their interest in the human factor in the work situation and to see the development of Personnel Management in its modern setting. Cross-cultural studies will be covered in various aspects of personnel research where appropriate.

183. Manpower Management and Industrial Relations. Gloria S. Wong, B.A. (Toronto), B.Comm. (Windsor), M.B.A. (Br. Columbia). *Mondays, 7.00-8.30 p.m., starting September 24, 1984. Room 415, Knowles Building, University of Hong Kong. 12 meetings.*

Fee: \$195

This course provides a comprehensive conceptual framework for the practitioner of human resources management and those who are interested in becoming involved in these functions. The course first examines the role of the personnel specialist in job analysis, manpower planning, recruitment, selection, training, performance appraisal, career development, motivation, job evaluation and administration of compensation systems. The emphasis will be placed on the impact of trade unions in the workplace, the industrial relations system and management, joint consultation, grievance administration, industrial actions, conciliation and arbitration, the role of the labour department in the context of local labour legislation: the employment ordinance, labour relations ordinance and the labour tribunal ordinance.

184. 人事管理學 (Personnel Management and Office Administration)

主 講 人：司徒初先生。

地 點：香港大學校外課程部市區中心 20 室。

時 間：一九八四年九月二十六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。（共十二講）。

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

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

See also :

501. 人事管理在社會服務機構（第 159 頁）

Education

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

185. Social Studies in Secondary Schools. Chow Yiu-wing, B.Soc.Sc. (C.U.H.K.), Dip.Ed. (H.K.). *Fridays, 6.15-7.45 p.m., starting September 28, 1984. Room 209, Building A, University of Hong Kong. 15 meetings. Fee: \$180*

A course for secondary school teachers of Social Studies, dealing with the E.P.A., History and Geography aspects of the Social Studies syllabus for Forms I-III and with emphasis being placed on subject content and teaching methods. Cantonese and English will be used as the medium of instruction.

Enrolment is limited to 40.

Fee Refund: on being accepted for this course, teachers of Social Studies in Secondary Schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 18, 1984.*)

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

主 講 人：王齊樂先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：甲班：一九八四年九月二十六日起每星期三上午九時至十一時。

乙班：一九八四年九月二十六日起每星期三下午三時至五時。

全期學費：二百六十元。（共十八講）

（報名時請註明甲班或乙班）

本課程旨在介紹和討論小學行政的理論和可行的實施方法。適合負責小學行政的校長、副校長、主任及一般小學教師參加。課程內容包括：小學行政組織的構想、校政計劃的訂定和實施、校長的職責教職員間的分工、教務工作的處理、班主任的工作、學校與家庭的聯繫和文書事務的處理等。（每班限收四十人。）

申請教署退還半費手續：凡政府、補助或私立小學之校長及教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月十五日前報名。）

187. 學校德育講座 (Moral Education)

主 講 人：王齊樂先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：甲班：一九八四年九月二十八日起每星期五上午九時至十一時。

乙班：一九八四年九月二十八日起每星期五下午三時至五時。

全期學費：二百六十元。（共十八講）。

（報名時請註明甲班或乙班）

本課程要旨，在於介紹有關學校德育的一般理論和實施方法。為切合學員的實際需要，將着重問題的討論與意見的交流和歸納。內容包括：德育的涵義、學校訓導的原則、學校訓導的組織、德育訓練的內容和方法、問題學生的成因、個案的研究等。歡迎學校校長、訓導主任及在職教師參加。（每班限收 30 人）。

申請教署退還半費手續：凡政府、補助或私立學校之校長及教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月十八日前報名。）

188. 書法講座（教師班） (The Learning & Teaching of Chinese Calligraphy)

主 講 人：王齊樂先生。

地 點：香港大學校外課程部市區中心 22 室。

時 間：甲班：一九八四年九月二十四日起每星期一上午九時至十一時。

乙班：一九八四年九月二十四日起每星期一下午三時至五時。

全期學費：三百六十元。（共十八講）。

（報名時請註明甲班或乙班）

本課程專為教師而設。目標有二：（一）引起教師們對中國書法藝術的興趣，進而學習傳統書法的基本理論與實踐，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，便可以在學校中指導學生們進行學習。（每班限收二十人）。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月十四日前報名。）

189. 弱智兒童的管教 (Understanding and Helping the Mentally Handicapped Child: An Appreciation of the Problem)

主 講 人：鄒美娜女士及本港對弱智兒童有研究及直接工作經驗之專業人士擔任。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八四年十月二日起每星期二下午七時四十五分至九時十五分。
全期學費：一百八十元。（共十四講）

本課程之目的為使社會人士、家長、及直接為弱智兒童工作之教師、護士、社會工作者、或訓導員，對弱智兒童有基本之了解，並在管理方面，有正確之認識。

課程內容包括緒論，社會對弱智兒童之照顧，弱智兒童之成因及本質（包括醫療方面），弱智兒童之需要及其在家庭，學校，社會及職業方面之適應問題，教育問題，職業訓練等等。

講授方面以粵語為主。方式包括專題講座，電影，討論及參觀弱智兒童訓練機構等。限收二十五名。在職專業者及兒童家長將獲優先取錄。

（本課程由香港弱智人士服務協進會贊助。）

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月二十日前報名。）

190. 學科測驗與教師 (Attainment Tests and Teachers)

主 講 人：陳永昌博士。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八四年十一月十六日起每星期五下午七時三十分至九時四十五分。

全期學費：一百九十元。（共十二講）。

本課程旨在介紹學科測驗之種類及製作過程，教師有機會參考現行本港及世界各地的學科試卷，研究及討論命題、分析、及分數含義，以達教育的目標。

（限收 40 人）

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者。須於十一月六日前報名。）

191. 中國現代文學作家論（六） (An Introduction to Writers of Contemporary Chinese Literature VI)

主 講 人：丁平先生、張雪軍小姐。

地 點：香港大學校外課程部市區中心 22 室。

時 間：一九八四年十月五日起每星期五下午七時四十五分至九時十五分。

全期學費：二百元。（共十六講）。

中國文學自一九一八年一月，第一批新品種的嬰兒（新詩、散文、小說、劇

本)在北京誕生後,近六十年來,中國現代文壇上出現了大量有創作成就的作家,而且有不少作家的主要作品,在國際文壇上已獲得了應有的地位和尊重。

本課程將在新詩、散文、小說及劇本等文學形式中,選講一些主要作家及其主要作品。對每一位在中國現代文學中,具有代表性的作家底思想本質、創作歷程、表達技巧、作品風格、文壇地位及作品對當代及後世文壇的影響等,都作全面性的介紹、分析與論評。這個課程是為中學中文教師及現代文學的愛好者而設,共分若干階段講授。本課程為第六階段,就下列作家中選講十人:

朱光潛、梁實秋、錢鍾書、卞之琳、魯迅、聞一多、朱自清、何其芳、臧克家、袁可嘉、周作人、林語堂等。

申請教署退還半費手續:凡政府、補助或私立學校之中文科教師進修以上課程而欲教育署退還半費,可於接獲本部取錄函件及申請書後,連同學費收據,向教育署申請。(如欲教育署退還半費者,須於九月二十五日前報名。)

192. 中國文學史(二) (Chinese Literature Through the Ages II)

主 講 人:丁平先生。

地 點:香港大學校外課程部市區中心 14 室。

時 間:一九八四年九月二十九日起每星期六下午二時至三時三十分。

全期學費:一百七十元。(共十六講)。

本課程自先秦起,至廿年代「文學革命」爆發前夕止,以時代為「經」,以文學的各種形式底演變和發展歷程為「緯」。依照中國歷史的進展,對每一朝代各種文學形式中的主要作品,作有系統的、客觀的分析與研究。

課程內容包括:先秦文學、兩漢文學、魏晉南北朝文學、唐五代文學、宋代文學、明清文學,以及「文學革命」前夜文學等八編,共三十五章。分兩個階段講授,本課程為第二階段。

本課程主要為香港中學中文教師而設;但對中國文學史的發展有興趣的人士歡迎參加。(限收四十人。)

申請教育署退還學費手續:凡政府、補助或私立學校之中文科教師進修以上課程而欲教育署退還學費,可於接獲本部取錄函件及申請書後,連同學費收據向教育署申請。(如欲教育署退還學費者,須於九月十九日前報名。)

193. 中國現代文學史(一) (Chinese Modern Literature I)

主 講 人:丁平先生。

地 點:香港大學校外課程部市區中心 22 室。

時 間:一九八四年十月五日起每星期五下午六時至七時三十分。

全期學費：一百七十元。（共十六講）。

自一九一七年一月，胡適以文學改良芻議一文，發動「文學革命」之後，中國文學又走出了一條新的道路——用語體文表達人類的思想、情感與智慧。

中國文學的發展，自詩經到現在，已有二千多年的歷史了，這是我們祖先留下的無數文化遺產中，一批豐碩的果實。

在中國現代文學的過去六十年中，詩歌、散文、小說及劇本等四種形式，雖然不能說是平衡發展，但每一種形式，都各自有其可觀的收穫，這是鐵一般的事實。

本課程自一九一七年起，至一九八三年底止，以年代為「經」，以文學的四種形式為「緯」，將六十年來文學的發展，劃分為若干時期，對每一時期各種文學形式的主要作家及其主要作品，將作有系統的敘述，分析與研究。分兩階段講授，本課程為第一階段。

本課程主要為香港中學中文教師而設，但對中國現代文學史的發展有興趣者，歡迎參加。（限收四十人。）

申請教署退還半費手續：凡政府、補助或私立學校之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月二十四日前報名。）

194. 活動教學——音樂 (Teaching Music in Activity-Approach Classes)

主 講 人：林陳仕豐女士，A.T.C.L., A.Mus.T.C.L., L.T.C.L., L.R.S.M., A.R.C.M.

地 點：香港薄扶林道聖保羅男校音樂室。

時 間：一九八四年九月二十六日起每星期三下午五時四十五分至七時十五分。

全期學費：一百六十元。（共十二講）。

活動教學是讓學生透過各種不同形式的教學活動（音樂、舞蹈、遊戲、設計教學等）達到學習的目的。

本課程的重點在鼓勵學生積極參與音樂活動從中不斷探索及研討，使學習活動化。內容包括歌唱、節奏樂器、律動、音樂聆聽和讀譜練習，並介紹工作咭設計及旋律創作等各項教學技巧，是一個演繹與創作並音樂與學科結合的均衡課程。內容盡量誘發學生的學習興趣和鼓勵他們嘗試通過音樂表達自己的情緒，加深他們對音樂的感受和領悟力。（限收三十人。）

申請教署退還半費手續：凡政府、補助或私立學校之音樂科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月十五日前報名。）

195. 幼稚園美勞創作活動教學 (一)
(Teaching Creative Art Activities in Kindergartens (I))

主 講 人：黎佩娟女士。 講授語言：粵語輔以英語。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八四年十月二日起每星期二下午六時至七時三十分。

全期學費：一百三十元。 (共十二講)。

課程着重幼稚園美勞活動教學上的實際問題，作探討式講授，使學員瞭解兒童繪畫活動的發展過程、美勞課堂的處理、活動題材、工具設備、美術鑑賞和課室佈置等問題。課程輔以多項兒童美勞活動範例幻燈片。學員更有機會參與美勞活動設計，兒童觀察和課題實踐。本課程適合幼稚園教師及幼兒工作人士就讀。(限收四十人。)

申請教署退還半費手續：凡在職幼稚園教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。(如欲教育署退還半費者，須於九月二十日前報名)。

196. 幼童的美術教學 (Teaching Art to Young Children)

主 講 人：林漢超先生。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八四年九月二十八日起每星期五下午五時四十五分至七時十五分。

全期學費：一百三十元。 (共十二講)。

此課程專為任教於小學及幼稚園的美術教師而設。內容包括繪畫對幼童心態發展的影響，兒童的美術觀，美術工作的材料及過程，和美術教師的角色與訓練。(限收 40 人。)

申請教署退還半費手續：凡政府、補助或私立小學及幼稚園之美術教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。(如欲教育署退半費者，須於九月十八日前報名。)

See also :

- 69. **Hong Kong: the Archaeological & Historical Scene. (Page 6)**
- 248. **Creative Language Teaching: Techniques for Enlivening the English Lesson. (Page 68)**
- 249. **Teaching Verse Speaking to Children. (Page 69)**
- 250. **Comparative Phonetics of English and Cantonese. (Page 69)**

253. **A Shakespearean Tragedy and Comedy: Hamlet and Twelfth Night.** (Page 71)
295. 小學數學教師進修講座 (第 92 頁)
306. **Modern Dance and Music Workshop.** (Page 96)
307. **Dance for the Musical Theatre.** (Page 97)
406. 普通話教學法 (第 112 頁)
414. 中國語文講座：現代漢語詞匯和修辭 (第 116 頁)
416. 現代散文選講 (第 117 頁)
417. 現代詩歌選講 (第 117 頁)
422. 朗誦講座 (第 119 頁)
447. 中國哲學思想 (第 130 頁)
452. 學習心理學 (第 132 頁)
453. 心理及教育測驗概論 (第 132 頁)
454. 引導兒童觀察和學習自然科學 (第 133 頁)
466. **A-Level Biology for School Teachers.** (Page 140)
467. **Chemistry of Plastics, Fuels and Pollution.** (Page 140)
468. **Laboratory Safety.** (Page 141)
493. **Your Child and You.** (Page 155)
494. **Children with Behaviour Problems: Diagnosis and Treatment.** (Page 155)
495. **Psychology and Management of the Mentally Handicapped.** (Page 156)
496. **School Deviance and Classroom Control.** (Page 156)
497. **Crisis Intervention in School Settings.** (Page 157)
508. 防止虐待兒童——幼兒工作者的角色 (第 162 頁)
509. 兒童遊戲作為治療用途之運用 (第 163 頁)
510. 兒童照顧與輔助方法 (第 163 頁)
511. 發展性小組工作 (第 164 頁)
512. 在課室內推行團體諮商活動 (第 164 頁)
513. 青年輔導工作 (第 165 頁)
514. 適用於青少年工作之人際關係練習及輔導技巧 (第 165 頁)
515. 犯罪與不良少年行為：社會學專題研討 (第 166 頁)
516. 社會及教育研究：方法及應用 (第 167 頁)
518. **A-Level Sociology.** (Page 167)

Engineering

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

Course Nos. 197 to 199 lead to the award of University Certificates. They have clearly defined entry requirements and applicants are advised to read the description carefully before applying. Special application forms are available on request from the Department. Applicants must enclose photostat copies of the appropriate certificates along with their application forms. Applicants should note that they are not allowed to attend any other course or sit any other examination during the year.

Course fees will be collected after the selection process, but applicants should send, with their application form, a non-refundable fee of \$30.

197. Certificate Course in Fundamentals of Digital Computers. *Wednesdays, 6.30-8.30 p.m., starting October 10, 1984. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 30 lecture periods plus 12 laboratory instruction periods. Each period will consist of 2 hours.*

Tutors : H. F. Li, M.S., Ph.D. (Calif.), M.I.E.E.E. (Tutor-in-charge)

P. Y. S. Cheung, B.Sc., Ph.D., D.I.C. (Lond.), A.C.G.I.

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

Fee: \$1,000 (including examination fee)

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

Enrolment is limited to 40 persons.

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

Closing date for applications : September 10, 1984. A special application form is available on request from the Department. Applicants must enclose photostat copies of the appropriate certificates along with their application forms. Applications which are not accompanied by the relevant documents will not be considered.

Outline of Syllabus :

1. Numbers and Codes
2. Boolean Algebra
3. Logic Circuits
4. Computer Circuits
5. Counter and Shift Registers
6. Arithmetic Operation
7. Timing and Control
8. Memory Elements
9. D/A and A/D conversion
10. Computer Organisation.

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

198. Certificate Course in Advanced Electric Machines and Drives.

C. C. Chan, B.Sc., M.Sc. (Tsin Hua), Ph.D. (H.K.), C.Eng., M.I.E.E., Sen.M.I.E.E.E., M.H.K.I.E., Lecturer in Electrical Engineering, University of Hong Kong. *Thursdays, 7.15-9.15 p.m., starting October 11, 1984. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 30 meetings.*

Fee: \$875 (including examination fee)

This course provides practising engineers with the opportunity to deepen their knowledge in the theory of electric machines, and to broaden their knowledge in the field of special machines, thyristor drives and the recent developments of machines and drives.

Syllabus : Steady-state and dynamic behaviour of d.c. and a.c. machines. Machines in power systems. Practical transient problems. Unbalanced operation of machines. Design principles of rotating machines. Miniature machines including servomotors and stepping motors. Power electronic control of machines. Electric drives with emphasis on their applications in local industry.

Entry qualifications : Applicants with a Bachelor's degree, Polytechnic Associateship, Polytechnic Higher Diploma with more than 1 year working experience or Higher Certificate with more than 2 years working experience in Electrical Engineering or equivalent and engaged in an appropriate profession, will be considered for admission. In exceptional cases, consideration for admission will be given to applicants without professional or graduate qualifications provided that they are over 25 and have had at least two years of related industrial experience in responsible positions.

Enrolment is limited to 40 persons.

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

Closing date for applications : September 10, 1984. A special application form is available on request from the Department.

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

199. Certificate Course in Electric Power Transmission. C. T. Choy, M.I.E.E., Sen.M.I.E.E.E., M.H.K.I.E., Lecturer in Electrical Engineering, University of Hong Kong. *Thursday, 7.15-9.15 p.m., starting October 11, 1984. Room G5, James Hsioung Lee Science Building, University of Hong Kong. 30 meetings.* **Fee: \$875** (including examination fee)

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

Syllabus: Power Plants—Sulphur Hexafluoride (SF₆) switchgear, vacuum circuit breakers, current transformers and loading limits of power transformers. Computer methods in power system analysis—application of network topology, load flow studies, short circuit calculations, stability studies and generation scheduling.

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

Enrolment is limited to 40 persons.

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

Closing date for applications: September 10, 1984. A special application form is available on request from the Department.

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

See also:

- 245. Report Writing for Engineers.** (Page 67)
- 261. Geotechnical Methods.** (Page 74)
- 477. Introduction to Microcomputer Architecture.** (Page 145)
- 478. Basic Electronics for Digital Computers.** (Page 146)
- 479. Principles of Computer Hardware.** (Page 146)
- 480. Fundamentals of Data Communications.** (Page 146)
- 481. Digital Computer Organisation, Design and Engineering.** (Page 147)

English Studies

Staff Tutor : Duncan Macintosh, Telephone 5-456443

CERTIFICATE COURSES IN THE USE OF ENGLISH

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

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

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

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

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

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

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

The Extra-Mural Certificate in the Use of English in Grades 'A', 'B', and 'C', is recognised by the Institute of Chartered Secretaries and Administrators for exemption purposes from the English Paper in their Examination.

ENTRANCE REQUIREMENTS: Those who have completed a First Year course sufficiently well in the year 1983-84 or who possess a Departmental Certificate in English for Business in Grade A, B or C may enrol in a Second Year course without any further test.

Applicants who do not possess these qualifications must

- a) have gained a Grade D in English Language in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus 'A', Grade B, or the equivalent in an approved examination *and* be able to produce evidence of further study at post-secondary level.
- b) have passed the Cambridge University Local Examinations Syndicate First Certificate in English Examination *and* be able to produce evidence of further study at post-secondary level.
- c) have obtained a Grade 'C' Pass in English at G.C.E. 'O' level or in Grade 'E' or above in the Hong Kong Advanced Level Examination.

Applicants possessing any of the qualifications (a), (b) or (c) above should *attach copies of their certificates to their application forms, and sit the Use of English Entrance Examination.*

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

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

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

- 6.30 p.m. on 31st August, 1984
- 10.00 a.m. on 1st September, 1984
- 4.30 p.m. on 1st September, 1984
- 6.30 p.m. on 7th September, 1984
- 12 Noon on 8th September, 1984
- 4.30 p.m. on 8th September, 1984

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

- 6.30 p.m. on 31st August, 1984
- 6.30 p.m. on 7th September, 1984

EARLY APPLICATION STRONGLY ADVISED
LIMITED NUMBER OF ENTRANCE
EXAMINATION PLACES AVAILABLE

COURSES—First Year

A. *In Hong Kong*

Course No. At the Extra-Mural Town Centre, Wing On Centre, 8/F.
(*Note : these courses will be held in the morning.*)

- | | | |
|-------------|--|-------------------|
| 200. | Mondays and Wednesdays, 8.30–10.00 a.m., starting
October 1, 1984. 50 meetings. | Fee: \$600 |
| 201. | Tuesdays and Thursdays, 8.30–10.00 a.m., starting
October 2, 1984. 50 meetings. | Fee: \$600 |

At the University of Hong Kong

202. Tuesdays and Thursdays, 7.15-8.45 p.m., starting
October 2, 1984. 50 meetings. **Fee: \$600**
203. Tuesdays and Thursdays, 8.00-9.30 p.m., starting
October 2, 1984. 50 meetings. **Fee: \$600**

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

204. Mondays and Wednesdays, 6.30-8.00 p.m., starting
October 1, 1984. 50 meetings. **Fee: \$600**
205. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
October 2, 1984. 50 meetings. **Fee: \$600**
206. Wednesdays and Fridays, 6.30-8.00 p.m., starting
October 5, 1984. 50 meetings. **Fee: \$600**

At Wah Yan College, Queen's Road East.

207. Mondays and Wednesdays, 6.30-8.00 p.m., starting
October 1, 1984. 50 meetings. **Fee: \$600**
208. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
October 2, 1984. 50 meetings. **Fee: \$600**

3. *In Kowloon*

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

209. Mondays and Wednesdays, 6.30-8.00 p.m., starting
October 1, 1984. 50 meetings. **Fee: \$600**
210. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
October 4, 1984. 50 meetings. **Fee: \$600**

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

211. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
October 4, 1984. 50 meetings. **Fee: \$600**

At Wah Yan College, 56 Waterloo Road.

212. Mondays and Wednesdays, 6.30-8.00 p.m., starting
October 1, 1984. 50 meetings. **Fee: \$600**
213. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
October 4, 1984. 50 meetings. **Fee: \$600**

Second Year

A. In Hong Kong

Course No. At the Extra-Mural Town Centre, Wing On Centre, 8/F.
(Note: Course 214 is held in the morning).

214. Mondays and Wednesdays, 8.30-10.00 a.m., starting
October 1, 1984. 50 meetings. Fee: \$600

215. Tuesdays and Thursdays, 8.00-9.30 p.m., starting
October 2, 1984. 50 meetings. Fee: \$600

At the University of Hong Kong.

216. Mondays and Wednesdays, 6.15-7.45 p.m., starting
October 1, 1984. 50 meetings. Fee: \$600

217. Tuesdays and Thursdays, 6.15-7.45 p.m., starting
October 2, 1984. 50 meetings. Fee: \$600

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

218. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
October 2, 1984. 50 meetings. Fee: \$600

At Wah Yan College, Queen's Road East.

219. Mondays and Wednesdays, 6.30-8.00 p.m., starting
October 1, 1984. 50 meetings. Fee: \$600

220. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
October 2, 1984. 50 meetings. Fee: \$600

B. In Kowloon

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

221. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
October 4, 1984. 50 meetings. Fee: \$600

222. Wednesdays and Fridays, 6.30-8.00 p.m., starting
October 5, 1984. 50 meetings. Fee: \$600

At Wah Yan College, 56 Waterloo Road.

223. Mondays and Wednesdays, 6.30-8.00 p.m., starting
October 1, 1984. 50 meetings. Fee: \$600

224. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
October 4, 1984. 50 meetings. Fee: \$600

ENROLMENT

Closing Date: 4th September, 1984, unless all the places in the Entrance Examination have been allocated before that date.

Applicants wishing to apply at the same time for a Use of English course and an English for Business course should in the first instance pay both fees, i.e. \$600 for the Use of English and \$750 for English for Business. The fee for the course that they are accepted for will be retained and the fee for the course that they are not accepted for will be refunded. If they are not accepted for either course, both fees will be refunded. No applicant may attend both courses at the same time.

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

CERTIFICATE COURSES IN ENGLISH OF BUSINESS

The ability to express himself clearly in English is something that every businessman needs to pay very considerable attention to if he is going to be able to communicate effectively with his clients not only in Hong Kong, but also in many of those countries that Hong Kong does business with. Within his company too, the businessman needs to understand what his colleagues have to say and to communicate with them. Here again, a good command of English is often of the utmost importance.

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

SYLLABUS

General English	remedial tuition will be provided with a view to eradicating the most common errors the students make.
Oral English	the students will be given tuition in conversational English.
Commercial Correspondence:	
<i>basic principles</i>	format and convention;
<i>commercial jargon</i>	the students will be shown how to avoid outmoded jargon and redundancy;
<i>letters of application</i>	tuition will be given in how to write letters of application for employment and references;
<i>letters of enquiry and replies to them</i>	tuition will be given in how to write letters making trade enquiries, how to reply to them, how to place orders and how to acknowledge them;
<i>letters of complaint and adjustment</i>	tuition will be given in how to write letters of complaint and how to reply to them appropriately;
<i>collection letters</i>	tuition will be given in how to write the first and second letters of reminder and the final demand letter when payment of an account is overdue;
<i>sales letters</i>	tuition will be given in how to write sales letters to suit particular occasions;
<i>correspondence summaries</i>	tuition will be given in how to summarise a series of letters.
Other Forms of Written Communication	memoranda; notices; forms.

Report-writing	tuition will be given in how to write full reports with recommendations, short reports and 'mixed-form' reports.
Reporting Meetings	tuition will be given in how to prepare agenda and write minutes.
Reading and comprehension	practice will be given in the comprehension of commercial and general texts.
Note-writing	tuition will be given in the making of tabulated notes on written material and the taking of notes on spoken material.

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

ADMISSION REQUIREMENTS :

- A. The following applicants are exempted from sitting the Entrance Examination:
- i. *University Graduates* : they should be employed on a full-time basis in relevant occupations and should attach copies of their degree certificates to their application forms. They should then attend a special interview as follows: between 3.00 and 8.30 p.m. at the Extra-Mural Town Centre, Wing On Centre, 8/F., 111 Connaught Road Central, on 29th August, 3rd September, 6th September or 10th September. Applicants should therefore state on their application forms the date and the approximate time they wish to attend for interview. They will then be interviewed on a "first come, first served" basis on the dates indicated above. Waiting time will be reduced as far as possible, but some delays are inevitable.
 - ii. *Holders of the Departmental Certificate in the Use of English with a Writing Skills Grade 'C' or above awarded in 1983 or 1984* : they should attach a copy of their Certificate with a *full* statement stating why they wish to be enrolled to their application forms which should be submitted by *24th August, 1984*.
- B. Applicants holding any of the following qualifications should sit the Entrance Examination on any of the scheduled dates indicated below and state on their application forms the date and place they wish to do so:
- a Departmental Certificate in the Use of English in Grade D;
 - a 'Good Pass' at Departmental Use of English, First Year level;

- Grade 'D' or above in the Use of English Paper of the Hong Kong Advanced Level Examination;
 a Grade 'C' Pass or above in English at G.C.E. 'O' level, *plus evidence of further study at post-secondary level.*

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

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

- (A) Loke Yew Hall, University of Hong Kong, Main Building.
 6.30 p.m. on 31st August, 1984
 2.30 p.m. on 1st September, 1984
 6.30 p.m. on 7th September, 1984
 2.30 p.m. on 8th September, 1984
- (B) Extra-Mural Town Centre, Wing On Centre, 8/F.
 6.30 p.m. on 28th August, 1984
- (C) Wah Yan College, 56 Waterloo Road, Kowloon.
 6.30 p.m. on 30th August, 1984
 6.30 p.m. on 6th September, 1984

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

Note: Applicants will be informed of the result of the Entrance Examination very shortly after the last examination on 10th September; the fees of those who have failed to gain admission will then be refunded.

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

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

The Extra-Mural Certificate in English for Business is recognised by the Institute of Chartered Secretaries and Administrators and the Association of International Accountants and qualifies the holders for exemption from the English Paper in those organisations' Examinations.

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

COURSES

A. In Hong Kong

- Course No. At the Extra-Mural Town Centre, Wing On Centre, 8/F.
225. Mondays and Wednesdays, 6.15-7.45 p.m., starting
 October 15, 1984. 60 meetings. **Fee: \$750**

At the University of Hong Kong

226. Wednesdays and Fridays, 6.15-7.45 p.m., starting
October 10, 1984. 60 meetings. **Fee: \$750**

At Wah Yan College, Queen's Road East.

227. Mondays and Wednesdays, 6.30-8.00 p.m., starting
October 8, 1984. 60 meetings. **Fee: \$750**
228. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
October 9, 1984. 60 meetings. **Fee: \$750**

B. *In Kowloon*

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

229. Mondays and Wednesdays, 6.30-8.00 p.m., starting
October 10, 1984. 60 meetings. **Fee: \$750**
230. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
October 11, 1984. 60 meetings. **Fee: \$750**

At Wah Yan College, 56 Waterloo Road.

231. Mondays and Wednesdays, 6.30-8.00 p.m., starting
October 10, 1984. 60 meetings. **Fee: \$750**
232. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
October 11, 1984. 60 meetings. **Fee: \$750**

ENROLMENT

Closing Date : September 7, 1984, unless all the places in the Entrance Examination have been allocated before that date.

Applicants wishing to apply at the same time for an English for Business course and a Use of English course should, in the first instance, pay both fees, i.e. \$750 for English for Business and \$600 for Use of English. The fee for the course that they are accepted for will be retained and the fee for the course they are not accepted for will be refunded. If they are not accepted for either course, both fees will be refunded. No applicant may attend both courses at the same time.

Applicants wishing to apply for a place in a Use of English course and an English for Business course should apply to sit the English for Business Entrance Examination by 30th August and the Use of English Entrance Examination by 8th September. If they pass the English for Business Entrance Examination they will be informed accordingly, and should not then sit the Use of English Entrance Examination.

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

SPECIAL ENGLISH

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

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

These courses are intended for working adults who are unable to apply for a place in one of the Department's Use of English courses because they do not possess the basic entrance qualifications. If, however, they complete the 'Special English' course they have been attending satisfactorily, they will be allowed to apply for a place in one of the Use of English courses in the year 1985-86 and, provided they pass the Entrance Examination satisfactorily, their application will be accepted.

ENTRANCE QUALIFICATIONS: Grade 'E' in the Hong Kong Certificate of Education. *Enrolment of students may be by selection of those most qualified to benefit from the course of tuition.*

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

COURSES

A. In Hong Kong

Course No. At the Extra Mural Town Centre, Wing On Centre, 8/F,
(*Note: Courses 233, 235 and 236 will meet in the morning*)

- | | | |
|------|--|-------------------|
| 233. | Mondays and Wednesdays, 8.30-10.00 a.m., starting
October 1, 1984. 50 meetings. | Fee: \$600 |
| 234. | Mondays and Wednesdays, 8.00-9.30 p.m., starting
October 1, 1984. 50 meetings. | Fee: \$600 |
| 235. | Tuesdays and Thursdays, 8.30-10.00 a.m., starting
October 2, 1984. 50 meetings. | Fee: \$600 |
| 236. | Wednesdays and Fridays, 8.45-10.15 a.m., starting
October 5, 1984. 50 meetings. | Fee: \$600 |

At the University of Hong Kong

- | | | |
|------|---|-------------------|
| 237. | Tuesdays and Thursdays, 7.15-8.45 p.m., starting
October 2, 1984. 50 meetings. | Fee: \$600 |
| 238. | Wednesdays and Fridays, 7.15-8.45 p.m., starting
October 5, 1984. 50 meetings. | Fee: \$600 |

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

239. Mondays and Wednesdays, 6.30-8.00 p.m., starting
October 1, 1984. 50 meetings. **Fee: \$600**

B. *In Kowloon*

Course No. At Mansfield College, Knutsford Terrace.
(adjacent to Kimberley Road, behind the Miramar Hotel)

240. Mondays and Wednesdays, 6.30-8.00 p.m., starting
October 1, 1984. 50 meetings. **Fee: \$600**

241. Tuesdays and Thursdays, 6.30-8.00 p.m., starting
October 4, 1984. 50 meetings. **Fee: \$600**

At Wah Yan College, 56 Waterloo Road.

242. Wednesdays and Fridays, 6.30-8.00 p.m., starting
October 5, 1984. 50 meetings. **Fee: \$600**

SPOKEN ENGLISH

243. Certificate Course in English Speech.

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

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

Applicants should bear in mind that this is not a general English course and *grammatical competence will be assumed*.

A proportion of the places offered is reserved for teachers of English who perform sufficiently well in the Entrance Test. As this course is intended for working adults, those studying in school, college or university will not be admitted.

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

Entrance Requirements : All applicants should

1. have gained Grade D or above in English Language in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade B or above, or the equivalent in an approved examination.
2. attach a photocopy of their certificate to their application form.
3. sit the English Speech Entrance Test.

The Entrance Test will consist of a Listening Test and an Interview. Listening Tests will be held in the Extra-Mural Town Centre, Wing On Centre, 8th floor, 111 Connaught Road Central, on 4th and 5th September, at 6.00 p.m. Applicants should indicate on their application forms on which evening they wish to be tested.

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

Closing Date for Applications : 1st September, 1984.

Enrolment limited to 32 students.

Fee : \$780, inclusive of examination.

Duration : 60 1½ hour sessions, inclusive of examination.

Time : Mondays and Wednesdays, 6.15–7.45 p.m., starting September 24, 1984.

Place : Extra-Mural Town Centre, Wing On Centre, 8/F.

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

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

ENGLISH FOR TRANSLATORS

244. Certificate Course in Translation Techniques.

The importance of English/Chinese and Chinese/English translation in Hong Kong is constantly increasing. The Certificate Course in Translation Techniques seeks to meet the demand for trained translators and interpreters in Government service and commerce and industry.

Syllabus

Historical Perspective;

General Translation: Chinese to English;

General Translation: English to Chinese;

Contrastive Analysis: English/Chinese;

Translation Theory: Textual Approach, and Stylistics and Criticism;

Types of Translation: News and Journalism, and Business and Commerce.

A list of recommended books that are kept in the Extra-Mural Library will be sent to all successful applicants upon enrolment.

Admission Requirements : All applicants should possess one of the following qualifications:

— a degree from an approved University;

or

— a pass in at least two subjects in the Advanced Level Examination of Hong Kong University or the Hong Kong Advanced Level Examination, plus three further subjects at Grade 'C' in the G.C.E. 'O' Level Examination, one of which must be in English Language and another in Chinese Language, or equivalent examinations.

All applicants should attach copies of their certificates to their application forms.

Entrance Examination : All applicants possessing one or other of the qualifications mentioned above should sit the Entrance Examination at the following time and place: 6.30 p.m. on 13th September, 1984, in the Extra-Mural Town Centre, Wing On Centre, 8th floor, 111 Connaught Road Central.

Preference will be given to applicants who are actively engaged in translation and/or interpreting. Successful applicants will be informed of their enrolment by 25th September. Those applicants who are unsuccessful will also be informed accordingly and their fees will be refunded.

Enrolment will be limited to 25 students.

Closing date for applications : 13th September, 1984.

Time : 6.15-7.45 p.m., on Tuesdays and Thursdays, starting October 2, 1984.

Place : Extra-Mural Town Centre.

Duration : 63 sessions, inclusive of two examination sessions.

Fee : \$800, inclusive of examination fee.

Award : Students will be awarded an Extra-Mural Certificate provided they:
— pass the examination;
— complete the assignments set during the year satisfactorily;
— attend at least 75% of the meetings scheduled.

Tutors : Miss Helen O. W. Chau, M.A. (Wisconsin), B.A. (Berea), Lecturer in Translation, Hong Kong Polytechnic;

Mrs. Karen C. K. Y. Lee, B.A. (H.K.), Demonstrator, Department of English Studies and Comparative Literature, University of Hong Kong;

Daniel Y. L. Ngai, Dip. Language and Literature (Fudan), Lecturer in Translation, Department of Languages, Hong Kong Polytechnic;

Miss Diana Yue, B.A. (H.K.), Senior Lecturer in Translation, Hong Kong Polytechnic.

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

ENGLISH FOR PROFESSIONAL USE

245. Report Writing for Engineers. P. T. Morris, B.A. (N.U.I.), M.A. (H.K.), L.Phil., S.T.L. (J.S.I.), Senior Lecturer in English, Hong Kong Polytechnic. *Fridays, 6.30-8.00 p.m., starting October 12, 1984. Wah Yan College, 56 Waterloo Road, Kowloon. 10 meetings.* **Fee: \$150**

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

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

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

Enrolment will be limited to 30 students and will be by selection of those most qualified to benefit from the course of tuition. Applicants should be qualified engineers and should attach a statement to their application forms describing their duties and the situations in which they have to write reports and stating who their employer is.

Closing date for applications: 1st October, 1984.

246. Basic Medical English. Mrs Anita Chang, B.A. (H.K.). *Wednesdays, 8.00-9.30 p.m., starting October 10, 1984. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 25 meetings.* **Fee: \$400**

This course is intended for those medical doctors who qualified outside Hong Kong and who now wish to apply for registration to practice in Hong Kong. Such doctors frequently experience difficulties in expressing themselves fluently in English, and so the course is designed to meet their needs by providing them with tuition in conversational English, with particular reference to the types of conversation that are likely to occur in clinical settings, current English usage and the application of the language to medical purposes. Attention will therefore be paid to the following: medical terms and vocabulary; how to complete statutory forms; how to write simple notes and memoranda and the reading and comprehension of medical texts.

Enrolment. Enrolment will be limited to 25 students and will be by selection of those most capable of benefitting from the course of tuition.

247. Legal English. Jean Hopkin, B.A. (Middx Poly.), Dip.Law, Barrister-at-Law. *Mondays, 6.15-7.45 p.m., starting October 8, 1984. University of Hong Kong. 10 meetings.* **Fee: \$150**

The necessity for the accurate and correct use of English is particularly important in a legal context. This course is therefore designed to assist those

people whose work brings them into contact with legal terminology, but to whom English is a second language. The emphasis throughout will be on the understanding of legal texts, the usage of legal phrases and an increased vocabulary of specialised terms. Applicants should realize that this is *not* a General English course and so a sound knowledge of General English and grammatical competence will be assumed.

All applicants should have obtained a Grade 'C' or above in English at G.C.E. 'O' level. Enrolment is limited to 25 students and will be by selection of those most qualified to benefit from the course of tuition.

Closing date for applications: 1st October, 1984.

Recommended reference material:

Mozley and Whitely: Law Dictionary, 9th Edition (available from the Hong Kong Book Centre, 25 Des Voeux Road Central)

A Glossary of Applied Legal Terms (H.K. Government Publication)

Words and Phrases Legally Defined (this is a standard work of reference that may be consulted in libraries).

ENGLISH FOR TEACHERS

248. Creative Language Teaching: Techniques for Enlivening the English Lesson. William Cheng, B.A., M.A. (Ed.) (H.K.), Dip. in Appl. Ling. (Edin.), Senior Lecturer, School of Education, Chinese University of Hong Kong. *Wednesdays, 6.15-7.45 p.m., starting October 10, 1984. Room 141, University Main Building. 10 meetings.* **Fee: \$150**

The new English syllabus stresses the importance of paying attention to the learner's needs and interests. The course aims to introduce techniques for developing language skills through the use of interesting activities. Topics include:

Variety in listening comprehension activities;

Playing and working with words—designing creative vocabulary expansion techniques;

Grammar without tears—creative drills, grammar games and awareness exercises for teaching structure;

Drama techniques for teaching EFL skills;

Exploiting the information gap—a technique for encouraging communicative use of English in class;

Problem solving in EFL;

Discussions that work;

Developing reading strategies.

Enrolment limited to 30 students.

Fee Refund: on being accepted for this course, teachers of English in Secondary Schools will be sent a half fee refund application form, which they

should forward to the Director of Education, together with their fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: October 1, 1984.*)

249. Teaching Verse Speaking to Children. Mrs Esma Wright, L.R.A.M., (Teacher's Diploma). *Wednesdays, 6.15-7.45 p.m., starting October 17, 1984. Room 209, Building A, University of Hong Kong. 10 meetings. Fee: \$150*

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

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

Enrolment limited to 25 students.

Fee Refund: on being accepted for this course, teachers of English will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: October 8, 1984.*)

250. Comparative Phonetics of English and Cantonese. Raymond Huang, B.A. (Lingnan), M.A. (Leeds) I.P.A.Cert.Phon., P.G.C.E. (London), L.R.A.M., L.T.C.L. (London). *Tuesdays, 6.30-8.30 p.m., starting October 2, 1984. Room 132, Wah Yan College, 1st Floor, Queen's Road East. 12 meetings. Fee: \$240*

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

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

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

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

The tutor is author of a number of books on phonetics, including 'English

Pronunciation Explained with Diagrams” and co-author of ‘Intonation in Idiomatic English”, Books I & II.

Fee Refund: on being accepted for this course, teachers of English will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications : September 22, 1984.*)

ENGLISH FOR APPRECIATION

251. Poetry Reading and Appreciation. Mrs D. H. Shroff, B.A. (Bombay). *Tuesdays, 6.15-7.45 p.m., starting October 9, 1984. Room 503, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$125**

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

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

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

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

252. The Art and Appreciation of Short Story Writing. Mrs D. H. Shroff, B.A. (Bombay). *Fridays, 6.15-7.45 p.m., starting October 12, 1984. Room 141, University Main Building. 10 meetings.* **Fee: \$125**

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

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

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

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

Reading Text : (obtainable from the Hong Kong Book Centre, 25 Des Voeux Road Central) P. J. W. Taylor (Ed.): *Modern Short Stories* (Oxford U.P.)

253. A Shakespearean Tragedy and Comedy: Hamlet and Twelfth Night. Mrs Lyn Austin, B.A., M.Phil. (H.K.). *Fridays, 6.15-7.45 p.m., starting October 12, 1984. Room 17, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$125*

Which two Shakespearean plays contain the death of a father, a lot of spying, disguise, a rip-roaring sword fight, a foolish courtier, the theme of madness and an over-romantic attitude to love? Two of Shakespeare's greatest plays, the tragedy, *Hamlet*, and the comedy, *Twelfth Night*.

This course is designed to illuminate the similarities and differences between Shakespearean tragedy and comedy through close examination of the texts of the plays as well as class discussion aimed at revealing current critical opinions of the plays. Class participation is a must.

Textbooks (obtainable from the Hong Kong Book Centre, On Lok Yuen Building, 25 Des Voeux Road Central): Arden Shakespeare University Paperbacks: *Hamlet*; *Twelfth Night*.

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.

European Languages

Staff Tutor : Duncan Macintosh, Telephone 5-456443

Courses in Spanish Language.

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

Days for all courses : Tuesdays and Thursdays.

Starting date for all courses : 9th October, 1984.

Place : Room 17, Extra-Mural Town Centre, Wing On Centre, 8/F.

First Year

Course No. **254.** 5.30-6.30 p.m. 50 meetings. **Fee: \$500**

Course No. **255.** 7.40-8.40 p.m. 50 meetings. **Fee: \$500**

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

Enrolment limited to 34 persons per course.

Textbook : *El Espanol Al Dia*, Book I, obtainable from the Hong Kong Book Centre, Des Voeux Road Central.

Second Year

Course No. **256.** 6.35-7.35 p.m. 50 meetings. **Fee: \$540**

This is primarily a continuation course intended for those who have previously completed Spanish I, but those others who have a basic knowledge of the language or who have been studying it elsewhere for about a year will also find it of considerable value. Tuition will be given in vocabulary building, the comprehension of simple Spanish texts and in writing and speaking skills.

Enrolment limited to 34 persons.

N.B. Priority will be given to applicants who have completed one of the Department's First Year courses in the year 1983-84. Other applicants will be enrolled only if vacancies are still available after 1st October, 1984, and on the basis of their previous study of the Spanish language.

Textbook : *El Espanol Al Dia*, Book II, obtainable from the Hong Kong Book Centre, Des Voeux Road Central.

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

Geography & Geology

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

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

主 講 人：鈕柏榮先生、袁貞偉先生、鄧玉瓊小姐。

地 點：(甲) 香港大學許愛周科學館 LG2 室 (日期請參閱時間甲項)。

(乙) 香港大學許愛周科學館 G1 室 (日期請參閱時間乙項)。

時 間：(甲) 由一九八四年十月十日起每星期三下午六時三十分至七時四十五分。(七講)。

(乙) 由一九八四年十一月廿八日起每星期三下午七時至八時十五分。

(四講)。

全期學費：二百元。(整個課程共十一講及四次野外考察)。

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

258. 珠寶的科學鑑定 (Identification of Precious Stones)

主 講 人：歐陽秋眉女士, F.G.A. (英國寶石學會院士)。

地 點：香港大學許愛周科學館 G1 室。

時 間：一九八四年十月六日起每星期六下午二時卅分至五時卅分。

全期學費：六百六十元(包括實驗材料)。(共十四講)。

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

本課程理論與實踐並重，使學員有機會操作鑑別寶石。(限收十七人)。

259. 地質學導論(二) (Introduction to Geology)

主 講 人：鈕柏榮先生。

地 點：香港大學 A 座大樓 208 室。

時間：一九八四年九月二十八日起每星期五下午六時三十分至八時。

全期學費：一百八十元。（共十二講及一次戶外考察）。

地質學導論（二）為導論（一）的延續，內容包括：地質圖的閱讀；地殼運動與地震；香港地質概畧；極點投影圖的應用，導論（二）將有少許習作；學員可能要求自備方格紙及透明紙。（選讀本課程的學員無須先修讀地質學導論（一））。

260. Countryside Recreation: Planning and Management Principles.
Miss Tang Yuk-king, B.A., Dip.Ed. (H.K.), M.Sc. (London). *Tuesdays, 6.15-7.45 p.m., starting October 9, 1984. Room 208, Building A, University of Hong Kong. 10 meetings and 1 field trip.* **Fee: \$175**

Recreation in the countryside is becoming increasingly popular, but its enjoyment would be enhanced if participants knew how countryside recreation areas are planned and managed. This course is therefore designed for those who have no experience in this field but who are active visitors to the countryside.

The content of the course will include, procedures in preparing recreational plans; principles governing the distribution of different types of recreational areas and footpath networks, landscaping and managing recreational sites; design of recreational sites; design of recreational facilities; visitor survey etc. At the end of the course, field work will be arranged for the participants to apply the knowledge so gained.

The course will be conducted in Cantonese.

Enrolment limited to 20.

261. Geotechnical Methods: Recent Developments & their Applications in Modern Building Industry. J. C. W. Lau, M.Sc. (Manc.), Ph.D. (London), C.Eng., M.I.C.E., M.I. Struct.E., M.H.K.I.E., F.G.S. *Saturdays, 9.30 a.m.-12.45 p.m., starting October 6, 1984. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings.* **Fee: \$250**

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

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

Enrolment is limited to 30.

History

Enquiries, Telephone 5-8592791

262. Public Administration in Hong Kong: History and Analysis. Simon Vickers, B.A. (Oxford), Ph.D. (Delhi), Administrative Officer, Hong Kong Government. *Wednesdays, 6.00-7.30 p.m., starting October 10, 1984. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$140**

This course will examine the nature of Hong Kong's government in the light of its historical provenance, 17th century to 20th century. The development of the British colonial system and its rationale will be covered, with particular emphasis on the modern period, 1850 onwards. The relationship of colonies with the metropolis, the position in the structure of government of Secretary of State, Governor, Executive Council, Legislative Council, Cadets/Administrative Officers, appointed advisers, will all be examined. The course will be rounded up with analysis of theories and practices of colonialism and imperialism, comparisons with non-British colonial systems, decolonization, and an overview, in terms of political theory, of colonial in comparison with other systems of government.

The content of this course could clearly be considered useful background for anyone living in Hong Kong, but it would obviously have particular importance for those studying public administration, politics or modern history, and is essential for anyone specialising in Hong Kong Government affairs at university level. Priority will be given to graduates and matriculants in the event of over-subscription.

Enrolment is limited to 20.

263. 香港考古與出土文物欣賞 (Hongkong Relics)

主 講 人：盧金球先生（香港考古學會執行委員）。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八四年十月一日起每星期一下午六時至七時三十分。

全期學費：一百四十元。（共八講及二次野外考察）。

本課程介紹有關考古學對香港古代文物的研究，如史前和歷史時代遺物，以往及最近發掘出土文物等方面知識，內容包括：陶器、石器、青銅器、貝類、陪葬物、古墓、摩崖、石刻、古廟、古跡、灰窖、陶窖及考古遺址等。並參觀考古學會發掘過程，及安排參與實習。

See also :

408. Modern China's Relations with the Outside World. (Page 113)

410. Hong Kong: Cultural Background and Profile of the Past. (Page 114)

Journalism & Communication

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

264. Modern Journalism. Clare Hollingworth, O.B.E., and other guest speakers. *Tuesdays, 10.15 a.m.-12.15 p.m., starting October 9, 1984. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings. Fee: \$225*

The presentation of news, analytical features and editorial views through newspapers, magazines, radio and television will be considered from a variety of viewpoints. A team of local and overseas speakers will include Derek Davies, Editor of the Far Eastern Economic Review, Sylvana Foa, Chief of the United Press International for Asia, David Bonavia, Peking Correspondent for the Times, Anthony Lawrence and Jim Bidaulph, former BBC Correspondents, Sarah Monks, Executive Editor of the South China Morning Post, Chris Hilton, TV anchor man and commentator, Hugh Gibb, documentary film maker, and a senior representative of the Government Information Service.

Topics to be discussed will cover the work of foreign correspondents, local reporters and the special techniques required for news analysis and, in a different field, reviewing books and the arts. The activities of a major news agency will be described and examined together with ways of entering the profession. The value of a free press and the dangers arising from control of the Media, except in times of war, and the uses and abuses of public relations organisation will also be considered.

Prospective students, whether working in journalism or television, or hoping to do so, should be of a high calibre and should be fluent in both written and spoken English. They may be selected by interview after a short written test. They should also note that they will be expected to participate actively in discussion and by contributing written exercises. Initially, these exercises will consist of simple reports based on newspaper cuttings, followed by class critiques. Thereafter, in the belief that the best way to learn about reporting is by reporting, students will be expected, after listening to Jim Bidaulph, for instance, to simulate their own short news broadcasts and comments. Clare Hollingworth has agreed to act throughout as course-coordinator and "editor-in-chief".

Enrolments will be strictly limited to 30.

Applicants should preferably provide a sponsoring letter from their employer and should attach to their application form a brief statement as to why they wish to join this course. Closing date for applications: October 1, 1984.

265. Modern Journalism: Workshop. Clare Hollingworth, O.B.E. *Thursdays, 10.15-11.45 a.m., starting October 18, 1984. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 6 meetings. Fee: \$150*

Two or three of the sessions will be devoted to visits to the offices and production departments of a weekly magazine, daily newspaper and an up-to-date wire

service. The object will be to gain an understanding of their administration and how the new high technology machines are operated. Some of the most modern equipment in the world is already in use in Hong Kong.

Other sessions will discuss the art of feature writing, interviewing officials under recognised rules and the law of libel as a deterrent in places under British jurisdiction. Specialised writing on travel, diplomacy and defence will be discussed if there is a demand for them, together with the difficult art of writing editorials and book reviews.

Enrolment will be strictly limited to 15 persons.

266. Communication in Business. Miss Ellen Ho, M.Ed. (Hawaii). *Wednesdays, 6.30-8.00 p.m., starting October 10, 1984. Room 208, Building A, University of Hong Kong. 15 meetings.* **Fee: \$185**

For scientific administration, business executives should be more aware of the theories and problems relating to communication in a business organization.

To this end, the following areas will be covered in detail: principles of business communication, theories of speech communication, tactics of speaking to an audience, negotiating, discussion, chairing meetings, conducting interviews, art of persuasion and organizational communication. Discussion will be encouraged and audio visual aids will be applied when necessary.

Enrolment is limited to 25.

**267. 廣告管理文憑課程
(Certificate Course in Advertising Management)**

主 講 人：黃瑞良先生，B.A.(H.K.)，M.B.A.(Stanford)

(電視企業有限公司集團經理)

潘啟迪先生，B.A.(H.K.)，M.B.A.(C.U.H.K.)

(李奧貝納廣告公司創作主任)

關越強先生，B.S.Sc.，M.B.A.(C.U.H.K.)

(電視廣播有限公司市場調查研究經理) —— 課程主任。

地 點：香港大學校本部大樓 122 室。

時 間：一九八四年十月十六日起每星期二下午七時十分至九時二十五分。
(共四十講，另加考察或實習)。

學 費：一千二百五十元。

名 額：不超過三十六人。

課程主旨：以體驗、講授、實習、及研討方式，來探討市場及消費等問題；再將廣告學分成廣告創作、傳媒策劃、及客戶服務三方面來研究；最後輔以專題研討與實習，使學員於一年內對廣告管理有一定的專業上的認識。

課程內容：（一）市務概念：包括市務概覽，程序與策畧，市場背景與社會形態。
（二）消費者行爲：包括消費者行爲模式，環境因素，消費者的選購抉擇，及有關例案研究。
（三）廣告管理：包括廣告行業概覽、廣告預算、及廣告公司的挑選，及與廣告公司的合作。
（四）廣告創作：包括廣告意念傳達過程與創作歷程。
（五）傳媒策劃：包括香港的傳媒概覽，傳媒功能分析，策劃程序，效果檢定、調查研究、及電腦的影響。
（六）客戶服務：包括對外聯絡、對外統籌、整體宣傳策劃、廣告藍圖、效果檢定、例案研究、及小組習作研討與習作分派。
（七）專題研討：包括廣告創作門派及其風格、推出新產品方法，「舊酒入新瓶」的技巧、廣告法例、市場調查研究，及廣告行業趨勢。

入學資格：（一）具大專教育程度及一年以上廣告行業經驗。或
（二）中學會考成績良好而具三年以上廣告業行政經驗，並獲僱主推薦。

畢業文憑：課程結束後，學員若能（一）出席率超過百分之八十，（二）平時作業成績良好，及（三）畢業考試合格，則可獲本部頒發之文憑。

申請手續：申請者須於九月廿二日以前，將（一）申請表格，（二）劃線支票，（三）二吋半身近照二張，（四）學歷證件副本，（五）原服務機構推薦信，（六）個人履歷表，包括工作經驗與興趣，及（七）回郵信封，寄回香港大學校外課程部廣告管理文憑課程主任收。

268. 電視編劇文憑課程（與電視廣播有限公司合辦） (Certificate Course in Television Script-Writing)

主 講 人：劉天賜先生（電視廣播有限公司製作總監）——主任主講人
鄧偉雄先生（電視廣播有限公司副製作總監）
梁健璋先生（電視廣播有限公司創作主任）
陳翹英先生（電視廣播有限公司助理創作主任）
吳 雨先生（電視廣播有限公司製作主任）
甘國亮先生（電視廣播有限公司節目經理助理）

(其他主講人包括電視廣播有限公司資深之行政與編導人員,如招振強先生、王晶先生、馮志強先生、李添勝先生、陳方女士、吳昊先生、李沛權先生、羅卡先生、黃孝廉先生、林麗真女士、趙崇文先生、關悅強先生、曾勵珍女士)。

地點：電視廣播有限公司訓練中心(九龍對衡道五號A及廣播道嘉柏園二樓)。

時間：一九八四年十月廿八日起每星期日上午十時至正午十二時。
(共三十講,另三十小時以上實習)。

學費：八百八十五元。

名額：限收二十人。

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

課程內容：(一)各類劇本的編寫、製作與欣賞(包括中篇劇、長篇劇、單元劇、武俠劇、趣事、處境喜劇等);(二)各類節目編寫(包括兒童節目,紀錄片旁白、訪問、綜合節目等);(三)現場體驗與觀察;(四)節目的分析、調查與策劃;(五)劇本寫作實習。

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

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

申請手續：申請者須於九月廿七日以前,將(一)申請表格,(二)劃線支票,(三)二吋半身近照二張,(四)學歷證件副本,(五)回郵信封,(六)個人履歷表,包括工作經驗與興趣,(七)另附一份二千字以內之諷刺幽默短劇習作;寄回香港大學校外課程部電視編劇文憑班課程主任收。

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

顧問：胡仙女士，O.B.E., J.P. (星島報業有限公司董事長)
岑維休先生，C.B.E., J.P. (華僑日報社長)。

主講人：唐碧川先生，M.B.E. (星島晚報總編輯) (首席主講人)
胡殷先生 (香港浸會書院傳理系講師)
梁業昌先生 (電視企業有限公司出版經理)
周融先生 (英文虎報總經理)
丁紹源先生 (前中大新聞翻譯文憑課程講師)
宋郁文先生 (成報主編)
趙潤桓先生 (香港電台高級新聞時事節目主任)
梁天偉先生 (香港商業電台新聞經理)。

地點：香港大學校外課程部市區中心 18 室。

時間：一九八四年十月十日起每星期三下午七時十分至九時四十分。

學費：八百六十五元。(共三十八講，另加兩個星期六的實習與參觀)。

名額：三十二人。

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

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

入學資格：申請人須至少具下列任何一項資格：

(甲) 持有大專畢業證書。

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

(丙) 在各大報館、電台、電視台或出版機構從事記者或行政工作三年以上。

結業文憑：課程結束後，學員若能符合下列三項條件，則可領得本部頒發之文憑。

(一) 畢業考試合格；

(二) 上課次數超過百分之八十；

(三) 完成所有課程中的作業。

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

270. 雜誌編輯 (Magazine Editing)

主 講 人：鄭宜迅先生（雜誌編輯與出版專業人仕）。

地 點：香港大學紐魯詩樓 503 室。

時 間：一九八四年十月五日起每星期五下午七時十五分至八時四十五分。

全期學費：一百二十元。（共十講）。

雜誌的編輯，是專門的學問，是一種藝術、亦是一項管理學；雜誌的編輯，更是作家與廣大羣象之間的橋樑；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。

271. 出版的策劃與設計入門 (Graphics in Publishing)

主 講 人：何圻光先生，M.A.(Missouri)。

地 點：香港大學 A 座大樓 208 室。

時 間：一九八四年九月廿四日起每星期一下午六時卅分至八時卅分。

全期學費：一百二十元（共七講）。

在現代化的社會，任何機構都需要出版刊物，如何掌握出版的技術，便成爲一門必備的學問，本課程用深入淺出的方法，爲出版界、新聞界、雜誌編輯、及校刊、公司社團刊物的新入行人仕提供基本與實用的常識。

講授內容將包括：字體的認識；排字問題；畫版、貼版與插圖運用的方法；版面設計的基本原理；雜誌與報紙的版面設計；其他刊物的設計；彩色的運用；選紙與訂裝。

本課程與雜誌編輯學是相輔的課程，宜共同或先後選修，講授時比較着重英文刊物。（限收三十二人）。

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

主 講 人：宋燦熙先生，B.A.(Canterbury)（理工學院視聽中心署理主任），
黎秋華先生，B.A.(H.K.)（香港電台教育電視署理節目主任）。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年九月廿二日起每星期六下午二時十分至四時十分。

全期學費：二百五十元。（共十四講）。

本課程利用講解及分組討論形式，將電影工業各環節逐一介紹，先從認識各類攝影器材開始，繼而介紹菲林類別，內容包括：（一）攝影機及鏡頭的運用；

(二) 電影語言；(三) 拍攝技巧；(四) 燈光效果；(五) 音響控制；(六) 劇本創作；(七) 剪接功能；(八) 製作預算。課程除講授外，並輔以影片示範，及實地拍攝工作，務求使理論與實際互相配合，歡迎對電影藝術及電影製作過程有興趣的人仕參加。(限收廿四人)。

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

主 講 人：宋燦熙先生，B.A.(Canterbury) (理工學院視聽中心署理主任)，
黎秋華先生，B.A.(H.K.) (香港電台教育電視署理節目主任)。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八五年一月十二日起每星期六下午二時十分至四時十分。

全期學費：一百七十五元。(共八講)。

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

274. 廣告學與市場管理 (Advertising in Marketing Management)

主 講 人：張林森先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年九月廿七日起每星期四下午八時卅分至十時。

全期學費：一百一十元。(共八講)。

廣告的作用，是在於商品的推銷以至市場的推廣，所以廣告學與市場管理，實在是關連的。本課程首先介紹市場管理學的重要性，消費者的心理與市況，工商機構中的銷售策略；繼而講授廣告學的各門知識，包括：(一) 廣告策劃，如製作過程，宣傳目的與市場目標；(二) 廣告媒介，如策略、電視、報紙、廣播，雜誌、郵遞、推銷與戶外宣傳等；(三) 廣告創作，包括撰稿、編排、印刷、電視與廣播製作、商標、包裝等；(四) 廣告管理，包括廣告代理與廣告宣傳計劃的處理。本課程學員最適宜同時選修隨後之廣告研習班。(限收四十人)。

275. 廣告研習班 (Advertising Workshop)

主 講 人：張林森先生 (另麥子凌先生及歐安邦先生為客座主講人)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年十一月廿二日起每星期四下午八時卅分至十時。
全期學費：一百六十五元。（共十二講）。

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

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

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

276. 公共關係 (Public Relations)

主 講 人：香港公共關係學會委員。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年十月十二日起每星期五下午八時十分至九時五十五分。

全期學費：一百五十元。（共十講）。

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

本課程對從事文化教育事業、社會工作、一般工商企業、以及有志投身公共關係行業者，均有極大之專業上幫助。（限收四十人）。

277. 自我辨認與人際溝通 (Intra- and Inter-Personal Relationships in Human Communication)

主 講 人：陳毓祥博士。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年九月十四日起每星期五下午六時至十時。

全期學費：二百八十五元。（共三十小時包括由十月二十日星期六下午三時至十月廿一日星期日下午七時的兩日一夜的小組活動）。

除了導引出人際關係的主題及理論上的專有解釋及概念外，更盡力增進學員們的自我了解及介紹人與人之間的技巧，再輔以心理測驗及「相互觀察與糾正小組」的方式，來促進學員們對該門學科之認識。討論項目包括：傳播之原則及理論，自我的成長，自我的認識，人際間的隔漠，知覺力與定形趨向等等。

整個過程着重小組討論，對從事文化教育事業，社會工作及公共關係者，均會有很大之專業上的幫助。（限收二十四人）。

278. 實用心理與人際溝通 (Practical Psychology in Human Communication)

主 講 人：陳毓祥博士。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八四年九月十八日起每星期二下午六時至十時。

全期學費：二百八十五元。（共三十小時包括由十一月三日星期六下午三時至十一月四日星期日下午七時的兩日一夜的小組活動）。

以小組討論，「互相觀察與糾正小組」及實習方式，幫助學員去領畧有效之傳播溝通技巧，從而解決個人及人際間的問題，討論範圍包括：人際溝通處事分析；人際溝通的領導問題；人性理解；人際溝通的羣體語言；勸誘的傳播技巧與宣傳方法；家庭成員的二十種溝通技巧；人際間的相互吸引問題；人際溝通問題中之適應性與不良心理反應及人際溝通與小組壓力。

本課程適合對傳播學有初步認識的學員選修。而對一般從事文化教育事業、社會工作及公共關係、及需進一步理解人際溝通的各項問題的人仕，幫助尤大。報名者宜先選修本部之「自我辨認與人際溝通」課程。（限收二十人）。

279. 表達的技巧 (Public Speaking)

主 講 人：楊鳴章神父，M A (Syracuse)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年十月二日起每星期二下午六時至七時三十分。

全期學費：一百四十五元。（共十二講）。

從心理學分析思想意見傳達的技巧與實際運用，並就修辭學觀點加以研究批評，講授時特別着重不同場合講辭的撰寫、體裁、編排、表達與評估，日常的應對與辭語的表達。重點配合職業上的實際需要。

本課程除對傳播界、教育界、社會工作者及公關人仕有幫助外，對各項日常工作與社交會議場面，尤有啟發作用。（限收四十人）。

280. 理辯學 (Persuasion)

主 講 人：楊鳴章神父，M.A.(Syracuse)。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年十月四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。（共十二講）。

「理辯學」實質上是「表達的技巧」之連續。學員最好先修「表達的技巧」，但此非入學先決條件。課程重點在於理辯與勸導，特重心理學分析人類行為，理辯與社會關係，影響人類意見種種因素，及如何避免受不良影響。範圍旁及大眾傳播群衆心理及與傳播有關之法律問題。課程內容理論與實際並重，語言、

文字兼涉。與工商、教育、傳播等均有密切關係，重點配合職業上實際需求。（限收四十人）。

281. 實用廣告攝影設計 (Photographic Design for Advertising)

主 講 人：蔡克信先生。

地 點：香港英皇道 1044 號福昌樓三樓 B4 叁影室 (Studio 3)。

時 間：甲班：一九八四年十月四日起每星期四下午七時至八時三十分。

乙班：一九八四年十月四日起每星期四下午八時四十五分至十時十五分。

丙班：一九八四年十月五日起每星期五下午七時至八時三十分。

丁班：一九八四年十月五日起每星期五下午八時四十五分至十時十五分。

全期學費：每班五百六十五元。（共二十講）。

（報名時請註明甲班、乙班、丙班或丁班）。

本課程為一般喜愛美術、設計及攝影人仕而設。提供較為深入之廣告設計技巧，而其中側重介紹攝影在設計上之運用。通過理論、欣賞、示範及實習，使學習更趨完善。習作包括一般商品攝影佈光方法、模特兒攝影、廣告用黑房技巧、戶外商品攝影法、報紙廣告、海報、包裝紙及封面等。學員除了研習一般設計步驟、文字處理、編排設計、印刷常識、工具運用（如燈箱、特殊效果及顏色黏貼菲林、噴筆……）等外，並需大部份時間作拍攝及黑房沖晒實習。本課程內將會免費提供講義及各種專業攝影及黑房器材。但學員需自備消耗性材料如菲林、藥水等。（每班限收十二人）。

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

主 講 人：蔡克信先生。

地 點：香港太古城聖約翰男女書院 303 室。（小學部英皇道入口）。

時 間：一九八四年十月十五日起每星期一下午七時卅分至九時十五分。

全期學費：一百七十五元。（共十二講）。

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

課程內容包括設計工具材料之運用、廣告創作過程與步驟、圖案、插畫之關係、中英文字處理、編排設計、背景之特別效果、印刷問題等常識。

本課程適合一般廣告業人仕、社團活動的負責人、學校的美術教師、及其他對此類設計有興趣人仕選修，而講授時則儘量深入淺出，使部份初學者易於入手。（限收三十人）。

See also:

168. Advertising: Media Analysis and Planning. (Page 39)

Law

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

The courses in this section are designed to be of assistance to those preparing for such professional examinations as the Institute of Chartered Secretaries and Administrators, the Association of International Accountants and the Chartered Institute of Arbitrators, but are not intended to serve as a substitute for correspondence courses. Those intending to sit these examinations should make their own arrangements.

283. Law and Practice of Arbitration.

The course is intended for people sitting the Part I Examination of the Chartered Institute of Arbitrators and for members of the Institute who wish to improve their knowledge. Applicants may opt to take only Part A or Part B, but those intending to sit for the Part I Examination are advised to join the full course.

The course is organized in co-operation with the Hong Kong Branch of the Chartered Institute of Arbitrators and the Hong Kong Law Journal.

Part A. Elements of the Law of Contract, Tort & Evidence. *Thursdays, 6.15-8.30 p.m., starting September 20, 1984. Room 237, University Main Building. 21 meetings.* **Fee: \$580**

Tutors : A. D. McInnes, LL.B. (Auck.), Solicitor.

L. Pegg, LL.B. (Birm.), M.A. (H.K.), Cert.Ed. (Leeds), Lecturer in Law, University of Hong Kong.

Andrew Bruce, B.A. (A.N.U.), LL.B. (A.N.U.), Barrister and Solicitor of the Supreme Court of South Australia, Crown Counsel.

Part B. Arbitration Law, Practice and Procedure. *Thursdays, 6.30-8.30 p.m., starting February 28, 1985. Room 237, University Main Building. 11 meetings.* **Fee: \$310**

Tutors : A. Hamilton, M.A. (Cantab.) F.I.C.E., F.C.I.Arb., F.H.K.I.E.

N. T. Kaplan, Q.C., Barrister, F.C.I.Arb.

Further details are available on application.

Composite fee: \$800

284. Company Law. Jerry H. L. Szeto, B.Com (Acc.) (Birm.), Solicitor. *Tuesdays, 7.15-9.30 p.m., starting January 8, 1985. Room 237, University Main Building. 15 meetings.* **Fee: \$280**

Topics to be discussed: formation, memorandum and articles and alterations thereto; prospectuses; contracts and dealings with companies; share capital; allotment and transfer of shares; dividends; debentures; directors, officers and members; meetings; private companies; overseas companies; winding up.

285. General Principles of English Law. John White, LL.B. (Edin.), Dip.Crim. (Cambridge). Lecturer in Law, Hong Kong Polytechnic. *Thursdays, 6.15-8.30 p.m., starting September 27, 1984. Room 103, University Main Building. 20 meetings.* **Fee: \$370**

A course designed to be of assistance to candidates preparing for the Part I Examination of the Institute of Chartered Secretaries and Administrators. The course covers the nature and sources of English Law; administration of the law; associations; general principles of the law of Property, Trusts, Contract and Torts.

London University External LL.B. Degree Courses.

The following courses will be offered to help candidates prepare for the London University External LL.B. Examinations. They are organized in co-operation with the Hong Kong Law Journal.

Intermediate Examination

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

Final Part I Examination

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

Final Part II Examination

Jurisprudence and Legal Theory; Company Law; Succession; and Family Law.

Further details are available on application.

LAW FOR LAYMEN

286. Company Law for Senior Management. Leo K. W. Lok, LL.B. (H.K.), P.C.LL. (H.K.), M.B.A. (C.U.H.K.), Solicitor. *Fridays, 6.15-7.45 p.m., starting October 12, 1984. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$200**

The course is geared for senior management and will consider the following topics: the company as distinct from unincorporated associations; company incorporation (significance of memorandum and articles of association); company charges, debentures and mortgages (the ultra-vires rule); powers and responsibilities of company directors; civil and criminal liabilities of company directors; capital structure, acquisition of private/public companies; company insolvency and winding-up. It will also discuss how business concerns can comply with the requirements of the Companies Ordinance. There will also be an analysis of the latest amendments. Emphasis will be placed on the responsibilities of directors which is recently a subject of great concern.

287. An Introduction to Chinese Law for Businessmen. Frankie Leung, B.A. (H.K.), M.Sc. (Birm.), M.A. (Oxon). Barrister-at-law (Gray's Inn). *Fridays, 7.30-9.00 p.m., starting September 28, 1984. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 7 meetings.* **Fee: \$140**

The course is intended to give businessmen an introductory knowledge of the law of the People's Republic of China. It will discuss the development of Chinese law, joint-venture legislation and practice, law of intellectual and industrial property, shipping law and practice, banking law and practice, insurance, economic contract law, labour legislation, foreign trade law and practice, conciliation, mediation and arbitration, China's practice of international law relating to trade, laws of the Special Economic Zones, the legal profession, notaries and future trends.

288. 商人及其法律概論
(An Introduction to Law for Businessmen)

主 講 人：單錦帆先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年九月廿七日起每星期四下午八時零五分至九時三十五分。

全期學費：一百七十五元。（共十二講）。

本課程旨在介紹在香港經商者對有關法律應有之基本認識。內容包括公司法、合夥法、契約法、僱傭案例，勞工賠償條例及小額錢債案件之處理等。

289. 新聞從業員初級法律課程
(An Introduction to Law for Journalists)

主 講 人：鄧兆駒先生、陳江耀先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八四年十月十日起每星期三下午八時十五分至九時四十五分。

全期學費：二百四十五元。（共十七講）。

詳細資料可向香港灣仔港灣道25號，海港中心14字樓，職業訓練局(5-8932341 內綫 283)或本部索取。

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

主 講 人：黃夏萍小姐。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八四年九月廿七日起每星期四下午八時至九時三十分。

全期學費：一百七十五元。（共十五講）。

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

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

主 講 人：文世昌先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八五年一月九日起每星期三下午六時十五分至七時四十五分。

全期學費：一百四十元。（共十講）。

本課程旨在對地產界及相關行業之人仕，介紹香港地產交易及物業發展各方面之法律知識。內容包括港九新界土地業權之特徵，官地契約之內容，樓宇交易之手續，買賣合約之內容及違約之後果，按揭類別，物業交易之法律文件例如轉讓契、授權書、信託聲明書等基本認識，地產發展有關之法律問題，例如收地賠償、城市設計、租務管制、樓花買賣等。

292. 住客與業主 (Landlord & Tenant)

主 講 人：文世昌先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八四年十一月十三日起每星期二下午六時十五分至七時四十五分。

全期學費：一百元。（共八講）。

本課程目的在使市民認識香港現行法律對業主及住客的保障，着重說明土地支配權及樓宇的買賣手續。

See also :

155. 銀行實務與法律（第 34 頁）

247. **Legal English.** (Page 67)

430. 法律文件翻譯（第 122 頁）

499. 社會工作人員與有關家庭法例（第 158 頁）

Librarianship

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

293. Certificate Course for Library Assistants. *Mondays & Thursdays, 6.15-7.45 p.m., starting September 27, 1984. Room 418, Knowles Building, University of Hong Kong.* **Fee: \$840**

Tutors : Miss L. B. Kan, B.Sc. (H.K.), M.A., M.L.S. (Calif.), Ph.D. (H.K.), Librarian, University of Hong Kong (Director of Studies).
Miss Lillian Chan W. Y., B.A. (Manitoba), M.L.S. (West Ontario), Asst. Librarian, City Polytechnic.
Kwong, C. H., A.L.A., Librarian, Education Department.
C. F. Lee, M.A. (H.K.), M.L.S. (Columbia), Asst. Librarian, Chinese University of Hong Kong.
Ng Yip-lap, F., B.A. (Great Union), M.L.S. (Hawaii), M.A. (H.K.), Asst. Librarian, University of Hong Kong.
Quinn, Malcolm, LL.B. (Lond.), M.A. (Sheff), A.K.C., A.L.A. Deputy Librarian, University of Hong Kong.
Mrs. Wong Tsang Y. C., B.A., M.A. (H.K.), Dip.Lib. (CAE), ALAA, Asst. Librarian, Hong Kong Polytechnic.
Miss Wong Pui-ying, B.A. (Nat. Taiwan), M.L.S. (N.Y.), Asst. Librarian, University of Hong Kong.
Wu Heng-yü, J., B.A. (National Taiwan), Cataloguer, Chinese University of Hong Kong.

The course consists of four sections:

- Part 1: Library Routines & Methods
No. of Meetings: 34
- Part 2: General Library Principles & Practice
No. of Meetings: 15
- Part 3: Children's & school libraries
No. of Meetings: 10
- Part 4: Practical Work & Visits to Libraries
Time: April 2,3,4,9,10,11, 1985 (9 a.m.-12 noon; 2-5 p.m.)
April 20 & May 4, 1985 (2.30-5.30 p.m.)

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

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

Enrolment is limited to 30 persons. Priority will be given to those working in libraries. Those who are able to enclose a letter from their employers are advised to do so.

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

Closing date for applications : September 18, 1984.

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

Date of Examination : June 15 and 29, 1985.

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

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

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

Mathematics

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

294. 基礎微積分 (An Introduction to Calculus)

主 講 人：鄧偉廉先生。

地 點：香港大學A座大樓 209 室。

時 間：一九八四年十月一日起每星期一下午六時十五分至七時四十五分。

全期學費：一百三十五元。（共十二講）。

現代社會裏，無論在學術或工商界中，數學的基礎知識是不可缺少的工具。本課程主要為各界人士介紹微積分學的基本知識，以培養運用數學分析方法的能力。

內容包括函數極限；微分；微分法則；極值；定積分及不定積分；面積及體積的計算；三角函數；對數函數；冪函數積分方法和實際應用舉例。

295. 小學數學教師進修講座 (Some Topics in Primary Mathematics)

主 講 人：馮源先生、楊延壘先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八四年十月卅一日起每星期三下午七時五十五分至九時五十五分。

全期學費：一百三十五元。（共八講）。

本課程專為小學教師而設。課程共八講。講題包括數學學習的層次、數學規律的尋找、幾何空間觀念的培養、質數雜談、 π 的故事、數學的欣賞等。

申請教署退還半費手續：凡政府、補助或私立小學之數學科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於十月二十四日前報名）。

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 170 頁 。

Music

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

296. 京劇的藝術與功架 (Peking Opera)

主 講 人：郭錦華女士、劉洵先生。

地 點：香港大學校本部大樓 M7 室（陸佑堂入口處左便）。

時 間：一九八四年十月十七日起每星期三下午六時十五分至七時四十五分。

全期學費：一百八十五元。（共十講）。

京劇是唱、唸、做、打的綜合性藝術，以抽象、誇張、虛擬的形式，表達古代帝王將相、才子佳人、忠孝節義、神妖鬼怪等故事內容，使京劇各個行當，如生、旦、淨、丑，都具備整套程式功夫，以確保京劇固有多樣化的藝術風格，而京劇的獨特處，就是程式表演超越故事內容。

因此本課程除介紹京劇的特質外，特別注重以下三種功夫的訓練：包括壓腿、踢腿、躡子、飛腳、翻身等的「基本功」；古兵器運用及對打形式的「把子功」，身訓組合、起霸、一趟馬、走邊的「身段功」，通過此種訓練，便會對於京劇的手、眼、身、步法配合和運用，逐步理解，使成為表演的基礎，而此種基本程式，亦可以通過變化及組合，用來表達現實的生活。

郭女士為「老水仙花」郭繼香之孫女，曾為中國京劇院的台柱演員，拜師王瑤卿、程玉青、方連兄等老前輩。曾在「楊門女將」中演楊七娘、「天門陣」中演穆桂英，多次出國演出，揚名國際，劉先生亦為國內名京劇藝術家，曾多次出國演出。（限收十八人）。

297. 古典音樂的認識與欣賞 (Understanding Classical Music)

主 講 人：尤迪中先生，B.Mus (McGill)。

地 點：香港大學校本部大樓 M7 室（陸佑堂入口處左便）。

時 間：一九八四年十月二日起每星期二下午六時至七時卅分。

全期學費：一百四十五元。（共十二講）。

在香港，音響器材、唱片和錄音帶頗受大眾歡迎。再加上各種音樂會，欣賞西歐古典音樂成為許多人的愛好。對於那些初入門的人仕，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仕提供一些欣賞古典音樂的基本常識。

在十二講裏，將涉及歐洲古典音樂發展概況，即從萌芽時期到現代音樂的演進；各樂派之源流、風格及影響；傑出作家之代表作品；曲式與樂曲；各種樂器之音色及性能；管弦樂隊之組合等。俾使音樂愛好者在課程結束後，對古典音樂有着一定程度的認識和欣賞能力。講授將輔以圖片、唱片及錄音帶。

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

主 講 人：尤迪中先生，B.Mus.(McGill)。

地 點：香港大學校本部大樓 M7 室（陸佑堂入口處左便）。

時 間：一九八四年十月九日起每星期二下午七時四十分至九時十分。

全期學費：一百二十五元。（共十一講）。

從 1800 年到現在，可分為兩個風格截然不同的樂派（即 Romantic Period 和 20th Century Music）。浪漫派在十九世紀初葉開始孕育萌芽，到中葉形成一股巨大的洪流，以雷霆萬鈞之勢，沖擊整個歐洲大陸。迄今為止，仍是音樂史上最輝煌的時代。到二十世紀初，音樂史開始了一場大革命，從熱情奔放的浪漫派進入了抽象及不協調和聲的現代樂派。

本課程將討論這個時期的時代背景，樂器之組合，及欣賞各傑出作曲家之代表作品。

講授將輔以唱片，錄音帶及圖片。

299. 中國民歌 (Chinese Folk Songs)

主 講 人：郁慶五先生（前北京中央樂團獨唱組長）。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年十月十五日起每星期一下午五時四十分至六時五十五分。

全期學費：一百四十五元。（共十四講）。

中國幅員廣大，有近三十個省和自治區等，五十多個民族，故民族語言和地方方言繁複，因此民歌特別豐富多彩。

本課程將每課選唱各省或地區之民歌一首，講解該地之民族簡況和風土人情，民歌特點，輔以錄音帶欣賞，並講授歌曲讀譜及歌唱發聲法常識，每個學員均有機會被個別指導和個人之聲音鑑別。（限收二十五人）。

300. 聲樂初階 (Introduction to Vocal Singing)

主 講 人：麥志成先生，F.T.C.L., A.R.C.M., C.S.S.(S.Cecilia)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年十月四日起每星期四下午五時四十五分至七時。

全期學費：一百六十五元。（共十六講）。

聲樂的訓練，着重呼吸的控制，發聲的方法，發音的練習，咬字的準確，節奏的配合，至於聲樂的修養，中西歌曲的處理，亦在講授範圍之內，學員將會有被個別指導的機會，講授時亦輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練，知識與技巧，參加者最宜先具基本的音樂知識。（限收二十六人）。

301. 中級聲樂 (Intermediate Vocal Singing)

主 講 人：麥志成先生，F.T.C.L., A.R.C.M., C.S.S.(S.Cecilia)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年十月四日起每星期四下午七時十分至八時廿五分。

全期學費：一百四十五元。（共十講）。

聲樂的訓練，着重呼吸的控制，發聲的方法，發音的練習，咬字的準確，節奏的配合，至於聲樂的修養，中西歌曲的處理，亦在講授範圍之內，學員將會有被個別指導的機會，講授時亦輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練，知識與技巧，參加者最宜先選修本部之「聲樂初階」，初級班學員須於上課前十四天報名，始獲優先考慮機會。（限收十八人）。

302. 高級聲樂 (Vocal Singing: Advanced Level)

主 講 人：麥志成先生，F.T.C.L., A.R.C.M., C.S.S.(S.Cecilia)。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年十二月十三日起每星期四下午七時十分至八時廿五分。

全期學費：一百四十五元。（共八講）。

講授範圍將包括基本音樂發聲法，樂曲介紹，歌曲處理，演唱風格及吐辭等，講授時將輔以唱片及錄音帶。

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練，知識與技巧。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）。

303. 音樂基本理論 (Basic Music Theory)

主 講 人：任策先生，B.S. (St. John) (前北京交響樂團指揮)。

講授語言：國語（輔以英語）。

地 點：香港太古城聖約翰男女書院 209 室（小學部英皇道入口）。

時 間：一九八四年十月十日起每星期三下午六時卅分至八時。

全期學費：一百四十五元。（共十二講）。

學會認識簡譜和五線譜，對喜愛音樂的人們是一項頂有意義的樂趣。本課程包括學會數拍子，算音程，認調性，區別大調和小調，弄清楚基本音樂術語，記號。本課程將引導學員初步領畧和聲，複調，曲式，配器各科的概念。

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

主 講 人：任策先生，B.S. (St. John) (前北京交響樂團指揮)。

講授語言：國語(輔以英語)。

地 點：香港太古城聖約翰男女書院 209 室(小學部英皇道入口)。

時 間：一九八四年十月十日起每星期三下午八時至九時卅分。

全期學費：一百四十五元。(共十二講)。

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

本課程以簡明動作示範，着重練習，使學員在短期內學會初步的音樂指揮。

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

主 講 人：洪漢寶先生(香港現代舞蹈劇團副總監)。

地 點：香港藝術中心 LB 排練室。

時 間：一九八四年十月四日起每星期四下午六時三十分至八時三十分。

全期學費：二百元。(共十講)。

隨着現代舞之發展，影響了各種古典舞之變化與趨向，其中也包括了中國舞蹈。

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

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

306. Modern Dance and Music Workshop. Miss Daryl Ries, Director of the Modern Dance Theatre of Hong Kong. Saturdays, 1.30-3.30 p.m., starting October 6, 1984. Redgrave Room, 16/F., Hong Kong Arts Centre. 10 meetings. Fee: \$250

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

ment ease, sensitivity and expression, and the expansion of an articulated and expressive movement vocabulary.

Enrolment is limited to 20.

Fee Refund: on being accepted for this course, teachers of music and dance will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications : September 26, 1984.*)

307. Dance for the Musical Theatre. Miss Daryl Ries, Director of the Modern Dance Theatre of Hong Kong. *Wednesdays, 8.00-9.30 p.m., starting October 10, 1984. Redgrave Room, 16/F., Hong Kong Arts Centre. 12 meetings.*

Fee: \$240

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

Enrolment is limited to 20.

Fee Refund: on being accepted for this course, teachers of music and dance will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications : October 1, 1984.*)

See also :

194. 活動教學——音樂 (第 49 頁)

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

Oriental Languages

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

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

MANDARIN

Intensive Introductory Mandarin

This is an experimental course for those 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.

308. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Tuesdays and Fridays, 7.15-9.15 p.m., starting October 9, 1984. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 25 meetings.* **Fee: \$750**

309. Joseph Kung, B.A. (New York). *Mondays and Wednesdays, 5.30-7.30 p.m., starting October 8, 1984. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 25 meetings.* **Fee: \$750**

Enrolment : limited to 20 per course.

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

310. Mandarin for Business Conversation (I). Chan Pok, B.Sc. (Peking). *Fridays, 5.30-7.30 p.m., starting September 28, 1984. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.* **Fee: \$650**

This course is designed for those 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.

311. Intermediate Mandarin. Jerry Law, B.A. (Peking Catholic University). *Wednesdays, 6.15-8.30 p.m., starting October 10, 1984. Room 206, Building A, University of Hong Kong. 20 meetings.* **Fee: \$680**

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.

Certificate Course in Mandarin.

Participation is limited to students who have successfully completed Elementary Mandarin, or those who can prove that they have had *at least* one-hundred hours of training in the past. The emphasis here will be on pronunciation and fluency, but students will also be introduced to written characters and should be able to read simple passages by the completion of the course. Students will be awarded an Extra Mural Certificate in Mandarin provided that they pass the final examination, and have attended at least 75% of the meetings.

312. Fu-tsay Chien, B.A. (Nanking Normal). *Tuesdays and Thursdays, 7.15-8.45 p.m., starting October 16, 1984. Room 206, Building A, University of Hong Kong. 66 meetings.*

313. Fu-tsay Chien, B.A. (Nanking Normal). *Tuesdays and Thursdays, 3.50-5.20 p.m., starting October 16, 1984. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 66 meetings.*

Fee: \$1,450 (include all teaching material and examination fee, except textbook).

Enrolment: limited to 12 per course.

CANTONESE

314. Introductory Cantonese for Business Conversation. Mrs. Caroline Law, B.A. (U.C.). *Tuesdays and Thursdays, 5.30-7.30 p.m., starting October 9, 1984. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 25 meetings.*

Fee: \$760

This course is designed for those who wish to learn Cantonese for the purpose of conducting business in Hong Kong. The emphasis will be on business-related vocabulary, but some attention will be paid to daily expressions and the more practical aspects of the language.

Enrolment: limited to 15.

Cantonese I

The main emphasis will be on basic grammar in spoken Cantonese and ample opportunity will be given for practising pronunciation and short sentence construction orally.

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

Enrolment limited to 25 per course. (To 18 for Course 315)

315. Cantonese I for Executives. L. T. Tan, B.A. (Chi-nan), formerly Language Instructor, University of Hong Kong. *Tuesdays and Fridays, 5.45-7.15 p.m., starting October 9, 1984. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 33 meetings.*

Fee: \$760

316. Cantonese I. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Wednesdays and Fridays, 7.15-9.15 p.m., starting October 10, 1984. Room 101, Building B, University of Hong Kong. 25 meetings. Fee: \$580*

317. Cantonese I. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Mondays and Thursdays, 2.00-4.00 p.m., starting October 8, 1984. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 25 meetings. Fee: \$580*

318. Cantonese I. K. K. Chan, B.A. (C.U.H.K.) and Miss Cheng Yan-kuen, B.A. (C.U.H.K.). *Mondays and Thursdays, 6.00-7.15 p.m., starting October 1, 1984. Room 37, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue). 40 meetings. Fee: \$580*

Cantonese II

This course, intended for students who have completed Cantonese I or who can prove that they have had equivalent training in Cantonese, will concentrate on oral expressions and idioms.

Textbook: Lung Sing, Basic Cantonese in One Hundred Hours.

Enrolment limited to 20 per course.

319. Cantonese II for Executives. K. C. Fung, B.A., Dip.M.S. (H.K.). *Wednesdays, 5.30-7.00 p.m., starting October 10, 1984. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings. Fee: \$680*

320. Cantonese II. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Thursdays, 7.15-9.15 p.m., starting October 11, 1984. Room 105, James Hsiung Lee Science Building, University of Hong Kong, 15 meetings. Fee: \$580*

321. Cantonese II. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Tuesdays and Fridays, 2.00-4.00 p.m., starting October 9, 1984. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings. Fee: \$580*

322. Cantonese II. K. K. Chan, B.A. (C.U.H.K.) and Miss Cheng Yan-kuen, B.A. (C.U.H.K.). *Tuesdays, 6.15-8.15 p.m., starting October 16, 1984. Room 39, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue). 15 meetings. Fee: \$580*

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).

323. Cantonese III. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays, 7.15-9.15 p.m., starting October 16, 1984. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$580**

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 and in finding characters in Chinese dictionaries.

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.

324. Chinese Characters I. Mrs. Caroline Law, B.A. (U.C.). *Fridays, 6.15-8.15 p.m., starting October 26, 1984. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 13 meetings.* **Fee: \$480**

325. Chinese Characters I. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Wednesdays, 2.00-4.00 p.m., starting October 24, 1984. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 13 meetings.* **Fee: \$480**

JAPANESE

326. Introductory Japanese. Yuko Miyazoe, B.A. (Tokyo Women's University), M.A. (EIU), Certificate in TJFL (National Language Research Institute of Japan). *Mondays, 6.15-8.30 p.m., starting September 24, 1984. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$785**

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

Enrolment limited to 14.

Textbook : Japanese for Beginners (Osaka University for Foreign Studies).

327. Intermediate Japanese. Yuko Miyazoe, B.A. (Tokyo Women's University), M.A. (EIU), Certificate in TJFL (National Language Research Institute of Japan). *Fridays, 6.15-8.30 p.m., starting October 5, 1984. Room 206, Building A, University of Hong Kong. 16 meetings.* **Fee: \$780**

Mainly designed for non-Chinese speaking people who have learned Japanese for over 50 hours, this course provides further training in the Japanese language, with more emphasis on grammar, sentence construction and more complicated colloquial Japanese.

Enrolment limited to 8.

Textbook: 'Japanese for Beginners' and 'An Introduction to Modern Japanese' (Japan Times) (Available at Hong Kong Book Centre).

日語文憑班 (Certificate Course in Japanese)

宗旨：本課程的開設是完全適應香港環境之所需，提供一項有系統性而分階段的日語訓練，給予一般從事工商、文教等各業人仕一種進修日本語文的機會，以提高他們的工作條件及通過日語的學習，進而加深了解另一種文化。

課程概括：本課程共分基本班和高級班兩階段。每階段為期一年。基本班着重日語的發音，中日語法的比較，「假名」基本文法，基本常用語句，更着重實用日語會話，文法則包括動詞用法及語句結構等等，以期學員於修業期滿後，能應付各種場合之日語交談及閱讀日文報刊。高級班着重較高程度之語言運用，文字寫作及閱讀，較艱深文句之分析，以期學員能充份操縱此種語文。

主 講 人：基本班由曾經留學日本之華人導師主持，彼等均有多年教授日語經驗，並曾在各大學校任教。高級班由精通中國語文之日語講師主持，故在學習過程中，學員均不會在聽講時有語言上之困難。

入學及考試：本部招收基本班學生，至於高級班，則優先取錄本部基本班結業學員，外界申請讀高級班者，可作為後補生，並附學歷證件副本，各班學員被取錄後，不得轉班。為提高被取錄機會，申請者須將其第二或第三選擇之班別編號列明在表格上。高級班結業學員若符合下列三種條件，將獲頒發文憑：（1）學員在每階段之上課次數超過五分之四；（2）在學習過程中，充份完成所有習作及；（3）必須考試及格。

畢業考試日期：一九八五年八月二日下午七時起在香港大學或校外課程部市區中心。

基本日語班課本：日本語（國際學友會日本語學校編）

（可到香港圖書中心，南天書局及金巴利道智源書局等地購買）

高級日語班課本：現代日本語（中國圖書發行社）

（總經銷：香港中環域多利皇后街三聯書店。電話：5-250102-7）

學 費：基本班全期五百七十五元。高級班全期六百五十元。

基本日語 (Basic Japanese)

328. 王靜芬學士主講。（共四十講）。

地 點：香港大學厲樹雄科學館 106 室。

時 間：一九八四年九月二十日起每星期四下午七時十五分至九時卅分。

329. 張廣壽學士主講。（共四十講）。

地 點：香港大學厲樹雄科學館 101 室。

時 間：一九八四年九月十九日起每星期三下午七時十五分至九時卅分。

330. 張瑞麒學士主講。（共四十講）。

地 點：香港大學校本部大樓 122 室。

時 間：一九八四年九月二十日起每星期四下午七時十五分至九時卅分。

331. 張民衍學士主講。（共七十二講）。

地 點：香港大學厲樹雄科學館 101 室。

時 間：一九八四年十月二日起每星期二及四下午六時十五分至七時卅分。

332. 張民衍學士主講。（共七十二講）。

地 點：香港大學厲樹雄科學館 101 室。

時 間：一九八四年十月二日起每星期二及四下午七時四十五分至九時。

333. 黃少佳學士主講。（共七十二講）。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八四年十月九日起每星期二及五下午七時廿分至八時卅五分。

334. 黃少佳學士主講。（共七十二講）。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八四年十月九日起每星期二及五下午八時四十五分至十時。

335. 陳效贊學士（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 18 室。

時 間：一九八四年九月十七日起每星期一上午九時卅分至十一時四十五分。

- 336.** 陳效贊學士（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 18 室。
 時間：一九八四年十月二日起每星期二上午九時卅分至十一時四十五分。
- 337.** 梁安玉碩士主講。（共四十講）。
 地點：香港醫院道 26 號育才中學二樓 105 室。
 時間：一九八四年九月十七日起每星期一下午六時四十五分至九時。
- 338.** 梁安玉碩士主講。（共四十講）。
 地點：香港醫院道 26 號育才中學二樓 105 室。
 時間：一九八四年九月十八日起每星期二下午六時四十五分至九時。
- 339.** 梁安玉碩士主講。（共四十講）。
 地點：香港醫院道 26 號育才中學二樓 105 室。
 時間：一九八四年九月二十日起每星期四下午六時四十五分至九時。
- 340.** 伍錦源碩士主講。（共七十二講）。
 地點：香港太古城聖約翰男女書院 301 室。（小學部英皇道入口）。
 時間：一九八四年十月一日起每星期一及三下午六時四十五分至八時。
- 341.** 伍錦源碩士主講。（共七十二講）。
 地點：香港太古城聖約翰男女書院 301 室。
 時間：一九八四年十月一日起每星期一及三下午八時零五分至九時二十分。
- 342.** 鄭熙學士主講。（共四十講）。
 地點：香港太古城聖約翰男女書院 301 室。
 時間：一九八四年九月二十日起每星期四下午六時四十五分至九時。
- 343.** 鄭熙學士主講。（共四十講）。
 地點：香港太古城聖約翰男女書院 301 室。
 時間：一九八四年九月廿一日起每星期五下午六時四十五分至九時。
- 344.** 董翠樺學士。（共四十講）。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 25 室。（金巴利道入口）
 時間：一九八四年九月十七日起星期一下午六時十五分至八時卅分。
- 345.** 董翠樺學士主講。（共四十講）。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 25 室。
 時間：一九八四年九月十九日起每星期三下午六時十五分至八時卅分。

346. 譚林通學士主講。(共七十二講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 37 室。
 時間：一九八四年十月一日起每星期一及四下午七時十五分至八時卅分。
347. 陳耀德學士主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 39 室。
 時間：一九八四年九月十七日起每星期一下午六時十五分至八時卅分。
348. 李家寶學士主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 39 室。
 時間：一九八四年九月十九日起每星期三下午六時十五分至八時卅分。
349. 蔡元學士主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 39 室。
 時間：一九八四年九月廿一日起每星期五下午六時十五分至八時卅分。
350. 劉鑑義碩士主講。(共七十二講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 38 室。
 時間：一九八四年十月二日起每星期二及五下午六時十五分至七時卅分。
351. 李小達碩士主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 38 室。
 時間：一九八四年九月十九日起每星期三下午六時十五分至八時卅分。
352. 李小達碩士主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 38 室。
 時間：一九八四年九月二十日起每星期四下午六時十五分至八時卅分。
353. 黃健雄碩士主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 23 室。
 時間：一九八四年九月廿一日起每星期五下午六時卅分至八時四十五分。
354. 黃鳳屏學士主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 41 室。
 時間：一九八四年九月二十日起每星期四下午六時十五分至八時卅分。

高級日語 (Advanced Japanese)

355. 陳志成學士主講。(共四十講)。
 地點：香港大學厲樹雄科學館 G1 室。
 時間：一九八四年九月廿七日起每星期四下午七時十五分至九時卅分。

- 356.** 周品晶碩士主講。(共四十講)。
 地點：香港大學B座大樓 101 室。
 時間：一九八四年九月廿五日起每星期二下午七時十五分至九時卅分。
- 357.** 守川邦明先生主講。(講授語言：國語及日語)。(共四十講)。
 地點：香港大學厲樹雄科學館 105 室。
 時間：一九八四年九月廿八日起每星期五下午七時十五分至九時卅分。
- 358.** 西牧義江先生主講。(講授語言：國語及日語)。(共七十二講)。
 地點：香港大學A座大樓 209 室。
 時間：一九八四年十月九日起每星期二及四下午六時十五分至七時卅分。
- 359.** 西牧義江先生主講。(講授語言：國語及日語)。(共七十二講)。
 地點：香港大學A座大樓 209 室。
 時間：一九八四年十月九日起每星期二及四下午七時四十五分至九時。
- 360.** 陳效贊學士(香港大學語言中心兼任導師)主講。(共四十講)。
 講授語言：國語及日語。
 地點：香港大學校外課程部市區中心 18 室。
 時間：一九八四年十月四日起每星期四上午九時卅分至十一時四十五分。
- 361.** 伍錦源碩士主講。(共四十講)。
 地點：香港太古城聖約翰男女書院 301 室。(小學部英皇道入口)。
 時間：一九八四年九月廿五日起每星期二下午六時四十五分至九時。
- 362.** 蘇壽富美碩士主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 25 室(金巴利道入口)。
 時間：一九八四年九月廿五日起每星期二下午六時十五分至八時卅分。
- 363.** 李家寶學士主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 39 室。
 時間：一九八四年九月廿七日起每星期四下午六時十五分至八時卅分。
- 364.** 劉鑑義碩士主講。(共七十二講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 38 室。
 時間：一九八四年十月二日起每星期二及五下午七時卅分至八時四十五分。
- 365.** 黃健雄碩士主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 38 室。
 時間：一九八四年九月廿四日起每星期一下午六時卅分至八時四十五分。

日語深造班課程 (Follow-up Japanese Courses)

本部開辦下列日文課程，給予高級班學員結業後進修，外界人士曾修讀日文二百小時以上者亦可參加，每班限收十八人，以便各學員得以小組研討方式學習日文寫作與會話，每人均可同時報讀下列兩個課程，名額有限。請儘快報名。

外界人士報名時，請附有關日文課程之個人學歷證件副本。

366. 高級日語會話 (Advanced Japanese Conversation)

主 講 人：守川邦明先生。（講授語言：國語）。

地 點：香港大學厲樹雄科學館 105 室。

時 間：一九八四年九月廿六日起每星期三下午七時十五分至九時十五分。

全期學費：三百八十五元。（共二十講）。

367. 日文閱讀與寫作 (Practice of Reading & Writing Japanese)

主 講 人：陳志成先生。

地 點：香港大學校外課程部區中心 24 室。

時 間：一九八四年九月廿四日起每星期一下午七時四十五分至九時四十五分。

全期學費：三百八十五元。（共二十講）。

368. 商業日語 (Business Japanese)

主 講 人：林秀華學士（前南京師範大學日語講師）。

地 點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 27 室。

時 間：一九八四年九月廿八日起每星期五下午六時三十分至八時四十五分。

全期學費：三百八十五元。（共二十講）。

本課程專為有日文基礎之學員而設，內容包括商業應酬用語；出入口貿易、推銷、保險、財經、運輸、旅遊等行業之專用語；及商業函件之寫作，每一課的內容將包括語句、詞匯、課文、語法、會話及練習。

申請人須具進修日文二百小時左右之程度，或曾修畢本部主辦之高級日語，申請者請於上課前十天報名，並於表格「資歷」部份填寫本身之日語程度，本部有權拒絕不合程度或遲來之申請。（限收二十四人）。

普通話（國語） (Putonghua)

普通話課程，已有過萬學員參加，據初步的調查與統計，香港人士對普通話的學習，興趣日益濃厚，有進一步提倡的需要，故本部將陸續擴充普通話班，並由本部兼任導師重編教材，以適應目前香港的需要，使普通話的教學，更趨系統化，更容易為各界人士接受。普通話合格證明書只頒發給高級普通話班畢業學員。

為提高被取錄機會，申請者須將其第二或第三選擇之班別編號列明在表格上。

學員一經被取錄後，不得轉班。

普通話課本：普通話教程（香港大學校外課程部編），（可到中環域多利皇后街三聯書局購買。）高級班則由各導師加插輔導教材。

基本普通話（國語） (Basic Putonghua)

整個課程為期一年。內容有國語注音符號（包括注音字母及中國現行標準拼音法），國粵語發音，語法和詞句的差異，聲調與語法的練習，特重高低聲調的調號，調值與類別，及四音節的變化，並輔以會話與各類文章的選讀。每班共計九十二小時，限收三十人。本課程是以普通話講授。

全期學費：五百七十五元。

369. 張莘女士主講。（共四十講）。
- 地點：香港大學B座大樓 102 室。
- 時間：一九八四年九月十八日起每星期二下午七時十五分至九時卅分。
370. 張丹女士及張孝先生主講。（共四十講）。
- 地點：香港大學B座大樓 102 室。
- 時間：一九八四年九月二十日起每星期四下午七時十五分至九時卅分。
371. 譚惠霞女士主講。（共四十講）。
- 地點：香港大學厲樹雄科學館 106 室。
- 時間：一九八四年九月十七日起每星期一下午七時十五分至九時卅分。
372. 譚惠霞女士主講。（共四十講）。
- 地點：香港大學校本部大樓 122 室。
- 時間：一九八四年九月廿一日起每星期五下午七時十五分至九時卅分。

373. 黎萍女士主講。(共四十講)。
地點：香港大學校外課程部市區中心 18 室。
時間：一九八四年九月廿一日起每星期五上午九時至十一時十五分。
374. 張丹女士主講。(共七十二講)。
地點：香港大學校外課程部市區中心 18 室。
時間：一九八四年十月九日起每星期二及五下午三時四十五分至五時。
375. 張丹女士主講。(共七十二講)。
地點：香港大學校外課程部市區中心 18 室。
時間：一九八四年十月九日起每星期二及五下午五時十分至六時廿五分。
376. 譚惠霞女士主講。(共四十講)。
地點：香港般含道聖保羅書院音樂室。
時間：一九八四年九月二十日起每星期四下午六時四十五分至九時。
377. 李雅琴女士主講。(共四十講)。
地點：香港醫院道 26 號育才中學二樓 104 室。
時間：一九八四年九月十九日起每星期三下午六時四十五分至九時。
378. 李雅琴女士主講。(共四十講)。
地點：香港醫院道 26 號育才中學二樓 104 室。
時間：一九八四年九月廿一日起每星期五下午六時四十五分至九時。
379. 陳萬里女士主講。(共四十講)。
地點：香港醫院道 26 號育才中學二樓 104 室。
時間：一九八四年九月十七日起每星期一下午六時四十五分至九時。
380. 陳萬里女士主講。(共四十講)。
地點：香港醫院道 26 號育才中學二樓 104 室。
時間：一九八四年九月二十日起每星期四下午六時四十五分至九時。
381. 黎萍女士主講。(共四十講)。
地點：香港醫院道 26 號育才中學二樓 105 室。
時間：一九八四年九月十九日起每星期三下午六時四十五分至九時。
382. 丁國玲女士主講。(共四十講)。
地點：香港醫院道 26 號育才中學二樓 105 室。
時間：一九八四年九月廿一日起每星期五下午六時四十五分至九時。

- 383.** 胡維堯女士主講。(共四十講)。
 地點：香港太古城聖約翰男女書院 304 室(小學部英皇道入口)。
 時間：一九八四年九月十七日起每星期一下午六時四十五分至九時。
- 384.** 胡維堯女士主講。(共四十講)。
 地點：香港太古城聖約翰男女書院 304 室。
 時間：一九八四年九月十九日起每星期三下午六時四十五分至九時。
- 385.** 張開齡女士主講。(共四十講)。
 地點：香港太古城聖約翰男女書院 304 室。
 時間：一九八四年九月十八日起每星期二下午六時四十五分至九時。
- 386.** 張開齡女士主講。(共四十講)。
 地點：香港太古城聖約翰男女書院 304 室。
 時間：一九八四年九月二十日起每星期四下午六時四十五分至九時。
- 387.** 黃麗生女士主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 24 室(金巴利道入口)。
 時間：一九八四年九月十八日起每星期二下午六時十五分至八時卅分。
- 388.** 黃麗生女士主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 25 室。
 時間：一九八四年九月二十日起每星期四下午六時十五分至八時卅分。
- 389.** 黃麗生女士主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 25 室。
 時間：一九八四年九月廿一日起每星期五下午六時十五分至八時卅分。
- 390.** 黎萍女士主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 41 室。
 時間：一九八四年九月十七日起每星期一下午六時十五分至八時卅分。
- 391.** 黎萍女士主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 41 室。
 時間：一九八四年九月十八日起每星期二下午六時十五分至八時卅分。
- 392.** 支宇濤先生主講。(共四十講)。
 地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 41 室。
 時間：一九八四年九月十九日起每星期三下午六時十五分至八時卅分。

393. 張蘊麗女士主講。(共四十講)。
地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 37 室。
時間：一九八四年九月十九日起每星期三下午六時十五分至八時卅分。

394. 黎宣女士主講。(共四十講)。
地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 37 室。
時間：一九八四年九月廿一日起每星期五下午六時十五分至八時卅分。

高級普通話 (Advanced Putonghua)

以文章選讀、會話、拼讀拼音文章為主，並掌握按詞連寫拼音文章。同時加入較高深的助語詞、感嘆詞、同字異音、同音異字、歇後語、及部分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。

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

每班為期一年，限收廿二至廿六人。全期學費：五百八十五元。

395. 張丹女士主講。(共卅八講)。
地點：香港大學 B 座大樓 102 室。
時間：一九八四年九月廿六日起每星期三下午七時十五分至九時卅分。

396. 張丹女士主講。(共卅八講)。
地點：香港大學 B 座大樓 102 室。
時間：一九八四年九月廿八日起每星期五下午七時十五分至九時卅分。

397. 黎萍女士主講。(共卅八講)。
地點：香港大學校外課程部市區中心 18 室。
時間：一九八四年九月廿六日起每星期三上午九時至十一時十五分。

398. 張丹女士主講。(共卅八講)。
地點：香港大學校外課程部市區中心 18 室。
時間：一九八四年九月廿四日起每星期一下午四時十五分至六時三十分。

399. 黎萍女士主講。(共卅八講)。
地點：香港大學校外課程部市區中心 24 室。
時間：一九八四年九月廿七日起每星期四下午五時卅分至七時四十五分。

400. 李雅琴女士主講。(共卅八講)。

地點：香港醫院道 26 號育才中學二樓 104 室。

時間：一九八四年九月廿五日起每星期二下午六時四十五分至九時。

401. 丁國玲女士主講。(共四十三講)。

地點：香港般含道聖保羅書院音樂室。

時間：一九八四年九月十八日起每星期二下午六時四十五分至八時四十五分。

402. 胡維堯女士主講。(共卅八講)。

地點：香港太古城聖約翰男女書院 304 室(小學部英皇道入口)。

時間：一九八四年九月廿八日起每星期五下午六時四十五分至九時。

403. 張蘊麗女士主講(共卅八講)。

地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 37 室(金巴利道入口)。

時間：一九八四年九月廿五日起每星期二下午六時十五分至八時卅分。

404. 黎萍女士主講。(共卅八講)。

地點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 41 室。

時間：一九八四年九月廿八日起每星期五下午六時十五分至八時卅分。

405. 黎萍女士主講。(共四十三講)。

地點：香港中區太古大廈 2016 室。(由一九八五年五月二日起在香港大學校外課程部市區中心 16 室上課)。

時間：一九八四年九月廿七日起每星期四下午八時至十時。

406. 普通話教學法 (Teaching Putonghua)

主講人：張丹女士。

講授語言：普通話。

地點：香港般含道聖保羅書院音樂室。

時間：一九八四年九月十七日起每星期一下午六時四十五分至八時四十五分。

全期學費：三百八十元。(共二十講)。

本課程專為有志投入普通話教學工作及現職普通話教師開設的進修深造課程。內容有漢語拼音，注音符號的產生、運用、拼寫規則，高深會話練習，小學、中學、成人普通話教學方法，課堂講授技巧及課堂實習講授。語言實驗室的使用操作。學員應達到勝任各種類型的教學工作。經考試合格後，可獲合格證明書。入學資格：能操流利普通話，對兩種拼音方法有認識，有意投入普通話教學工作(在職普通話教師持學校推薦書優先取錄)。(限收二十五人)。

截止報名日期：九月三日。

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

Oriental Studies

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

407. Understanding Chinese Customs and Traditions. Mrs. Nana Tsao, M.A., Dip.Ed. (H.K.). *Thursdays, 10.15 a.m.-12.15 p.m., starting November 8, 1984. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 7 meetings.*

Fee: \$145

This series of lectures is designed for those who wish to learn something of Chinese life and culture, with reference to Hong Kong. Topics include historical background to Chinese customs and traditions; Chinese family and kinship; Chinese religion; marriage and burial customs; and the festivals celebrated in Hong Kong. The lectures will be illustrated with slides and films.

408. Modern China's Relations with the Outside World: Myth and Reality I. Owen H. H. Wong, M.A. (H.K.), Ph.D. (Cantab.), Terence T. T. Pang, M.Phil., Cert.Ed. (H.K.) and William Dockery, M.A. (Cornell), Cert.Ed. (H.K.). *Wednesdays, 4.30-6.00 p.m., starting October 10, 1984. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.*

Fee: \$150

As many different interpretations overshadow China's external relations in the modern era—Marxist, Confucian, Fairbankian, etc., this course aims at clarifying some of the following basic issues in the understanding of China's diplomatic machinery and approaches: to what extent was modern China's diplomacy Sinocentric? In what ways did China 'respond' to the 'challenges' of the West? How did Chinese intellectuals and statesmen react to the tragic fate of their country? Was the Manchu regime a 'running dog' of the imperialist powers? And how did the powers react to each others' influence in China?

Hence the topics covered will include: the 'traditional' diplomatic framework of China, including the contemporaneous tributary system, Canton system and Kiakhta system; the British missions to China in the eighteenth and early nineteenth centuries; the impact of the two Opium Wars and the appeasement policy of Kiyung; the co-operative policy in the 1860's and its breakdown; Sino-Russian and Sino-Japanese diplomacy in the late nineteenth century; the Scramble for Concessions; the Open Door Policy of the United States and the Boxer Uprising; and the policies of the powers during the 1911 Revolution.

Another course on the external relations of China during the twentieth century will be conducted in the spring term.

409. Chado: Japanese Culture and Tea Ceremony. Mrs. Yukiko S. Jolly, Ph.D. (Texas). *Tuesdays, 6.00-8.00 p.m., starting October 9, 1984. Room 613, Main Library Building, University of Hong Kong. 10 meetings.*

Fee: \$250

Although Japanese culture in ancient times shared much of its heritage with that of China, it later developed unique, independent characteristics of its own

in the various aspects of fine arts, literature, religion, martial arts, architecture and many others. The tea ceremony is an example.

Chakyo written by Lu Yu in the 8th-century Tang Dynasty on the medicinal use of tea and its making was introduced to Japan by a Japanese monk. The Japanese, then, a few centuries later, formalized his philosophy and method into a systematic form of art known as the "tea ceremony" or *chado*.

After a brief survey of Japanese culture, the philosophical and religious aspects of *chado* will be introduced from historical perspectives as well as aesthetic and non-verbal communicational aspects. Through a few demonstrations, learners will be exposed to other areas of the traditional art, e.g. physical movement and manners in a Japanese sense.

The theoretical background of the *chado* and its demonstrations are based on the principles of the URASENKE SCHOOL OF CHADO headquartered in Kyoto, Japan. An official certificate for the elementary level may be issued by the URASENKE SCHOOL to the participant who has successfully completed two successive terms of 20 meetings.

Enrolment is limited to 20.

410. Hong Kong: Cultural Background and Profile of the Past. Kwan Lai-hung, M.A., Ph.D. (London), M.B.I.M., A.M.I.T.D. *Wednesdays, 6.15-7.45 p.m., starting October 17, 1984. Room 24, St. Mary's Canossian College, 162 Austin Road, Kowloon. (Entrance at the junction of Kimberley Road and Austin Avenue). 9 meetings plus 1 field trip. Fee: \$175*

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

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

Enrolment is limited to 25.

LITERATURE

411. 留美華人作家及其作品 (Chinese Writers in America)

主 講 人：李韓玲小姐（公教報文藝版編輯）。

地 點：香港大會堂八樓南會議室。

時 間：一九八四年十月一日起每星期一下午七時至八時。

全期學費：九十元。（共十二講）。

中國近數十年來，雖然已經漸漸從戰爭的創傷恢復過來，但大部份人民仍然

長期生活在憂患中。僵化的思想和政黨的論爭不但帶給人民極大的痛苦，更加嚴重地阻礙了文學的正常發展。值此乖厄的國運底下，一批為數不少的作家應時而生，他們寄居海外，言人所不敢言，寫盡「國家興亡，匹夫有責」的感慨，使這幾十年的中國文學從慘淡中見到顏色。

本課程將著重研究這些留美華人作家的背景與他們作品的關係，及探討其作品的題旨與時代訊息。最重要的是希望透過本課程看到這些作家怎樣從這個大時代擷取素材，怎樣在惡劣的環境下絕不妥協的創作並獲至成功。他們的例子將成為有志於文學創作的同學的榜樣，亦有助於提高學員的文學欣賞能力，此外，課程的討論範圍亦將括及這些留美作家的文學地位、影響、寫作技巧和風格等等。這些將列入本課程範圍內的作家包括了張愛玲、白先勇、於梨華、劉紹銘、夏志清、李歐梵、楊牧、張錯、聶華苓、陳若曦、張系國等。（限收二十五人）。

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

主 講 人：李韓玲小姐（公教報文藝版編輯）。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年十月八日起每星期一下午八時二十分至九時五十分。

全期學費：一百四十五元。（共十講）。

在文學的範疇裏，欣賞和創作是相輔相承的功夫。多讀名家篇章，當有助提高寫作能力。假如能夠親自執筆創作，自然更能體念「文章千古事，寸心我自知」的感情。

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

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

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

主 講 人：梁安玉小姐，B.A.(H.K.), M.A.(Tsukuba)。

地 點：香港大學校外課程部市區中心 17 室。

時 間：一九八四年十月六日起每星期六下午四時至五時卅分。

全期學費：八十五元。（共七講）。

五四以來的中國作家，留日的相當多，著名的如魯迅、郁達夫等人，中國文

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

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

主 講 人：范國先生。

地 點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 24 室（金巴利道入口）。

時 間：一九八四年十月一日起每星期一下午六時卅分至八時卅分。

全期學費：一百九十元。（共十二講）。

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

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

申請教署退還學費手續：凡政府，補助或私立學校之中文科教師進修以上課程而欲教育司署發還學費，可於接獲本部取錄函件及申請書後連同學費收據向教育署申請。（如欲教育署退還學費者，須於九月二十日前報名）。

415. 香港文學三十年初探 (Introduction to Hong Kong Literature)

主 講 人：陳錦昌先生。

地 點：香港大學校外課程部市區中心 17 室。

時 間：一九八四年十一月廿四日起每星期六下午四時至五時卅分。

全期學費：八十五元。（共七講）。

中國近代政壇風雲色變，到了五十年代，不少作家學人相率南下，為香港的文學事業，奠定長遠發展的基礎。當時在美元文化大力鼓吹之下，文學雜誌如雨後春筍，像《人人文學》、《海瀾》、《文壇》、《文學世界》、《蕉風》、《中國學生周報》等，名作家徐訏、黃思聰、黃崖、司馬長風等南遷後作品多嗟歎離離，一時掀起了文壇的懷鄉潮，成為這個冷戰年代的悲劇主題。另一方面，馬朗、貝娜

荅、李維陵等人出版前衛刊物《文藝新潮》，積極推介西方文學理論，為香港現代文學播下第一顆種子。

本課程將分七講，利用圖片資料，簡介當時文學的發展概況，各種思潮和主張，並討論小說、散文、新詩各體裁上的成就，分析名家藝術風格。

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

主 講 人：何達先生（職業作家）。

地 點：香港大會堂八樓南會議室。

時 間：一九八四年十月四日起每星期四下午七時至八時。

全期學費：一百一十元。（共十四講）。

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

申請教署退還學費手續：凡政府、補助或私立學校之中文科教師進修以上課程而欲教署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還學費者，須於九月廿五日前報名。）

417. 現代詩歌選講 (Selected Modern Chinese Verse)

主 講 人：何達先生（職業作家）。

地 點：香港大會堂八樓南會議室。

時 間：一九八四年十月四日起每星期四下午八時至九時。

全期學費：一百一十元。（共十四講）。

講者以從事詩歌創作五十餘年的經驗，根據中國新詩發展的道路，分別論述先驅者，新月派、象徵派、現代派、抗戰詩、朗誦詩、政治諷刺詩、民歌風、樓梯體、以及當前有關朦朧詩的討論，並介紹各個階段重要詩人：胡適之、冰心、郭沫若、馮至、徐志摩、陳夢家、聞一多、李金髮、卞之琳、戴望舒、艾青、田間、戚克家、馬凡陀、李季、聞捷、郭小川等人的詩作，再剖析各派的源流、風格、詩作的特徵，表達的技巧及藝術的成就。

申請教署退還學費手續：凡政府、補助或私立學校之中文科教師進修以上課程而欲教育署退還學費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還學費者，須於九月廿五日前報名。）

418. 唐宋八大家古文研究 (Eight Prose-writers of the Tang & Sung Periods)

主 講 人：陳耀南博士。

地 點：香港大學校本部大樓 122 室。

時 間：一九八四年十月十七日起每星期三下午七時四十五分至九時十五分。

全期學費：一百二十元。（共十講）。

唐宋古文，與中國傳統文化精神及語言文字之關係至深，而韓、柳、歐、蘇諸家，實為巨擘。退之以三代兩漢氣盛言宜之辭，救六代以來采溢於情之失，俊偉光明，下啟理學，而子厚為其羽翼。永叔則情深文至，子瞻則清雄豪邁，荆公則卓犖矜練，又有明允、子由、子固、贊襄厥美，古文運動，遂告成功。本課程就向來所稱八大家之文章地位、貢獻及著名篇章，詳加析述，以助欣賞。

419. 史記菁華 (Selections from the Book of History)

主 講 人：潘小磬先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年十月八日起每星期一下午六時四十分至八時十分。

全期學費：一百五十五元。（共十四講）。

龍門史記，搜載漢初以前之史料故事，內容豐富、文字精妙，史學家古文家均奉為圭臬，實為我國古代一大奇書。顧卷帙繁博，研誦為難，茲擬選其穠華，畧為介紹。初步將從項羽本紀，越世家，信陵君列傳，刺客列傳、滑稽列傳，太史公自序等篇，摘講若干片段。正如淮南子所云：嘗一鱗肉，知一饒之味、亦未嘗非佳事也！

420. 唐詩選講 (Selected Tang Poetry)

主 講 人：陳本先生。

地 點：香港大會堂八樓南會議室。

時 間：一九八四年十月一日起每星期一下午八時至九時。

全期學費：九十元。（共十二講）。

唐人律絕，為最優美、最富感染力之純文學；世俗所謂「唐音」。流傳至廣。茲擇其文成法立，言情言景，易知易從者為準，以清真雅正為旨歸。首講李（白）、杜（甫）、王（維）、孟（浩然）、高（適）、岑（參）之名作；本期再加晚唐李（商隱）、杜（牧）等之名篇。詳析聲調之運用，鍊字鍊句之技巧。開示門徑，便於初學，俾易收舉一反三之效。並派發講義。

421. 實用文體及撰作 (Practical Chinese)

主 講 人：譚達先先生（前國內大學講師）。講授語言：粵語（輔以國語）。
地 點：香港大學校外課程部市區中心 15 室。
時 間：一九八四年十月十三日起每星期六下午四時十五分至五時四十五分。
全期學費：一百二十元。（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；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。

422. 朗誦講座 (Verse and Prose Speaking)

主 講 人：何家松先生（香港朗誦節中文朗誦委員會主席）。
地 點：甲班：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）。
乙班：香港大學 B 座大樓 102 室。
時 間：甲班：一九八四年九月二十日起每星期四下午六時卅分至八時三十分。
（共八講）。
乙班：一九八四年九月十七日起每星期一下午七時卅分至九時卅分。
（共八講）。

全期學費：一百四十五元。（報名時請註明甲班或乙班）。

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

本課程着重理論與實際經驗的結合，並有示範及錄音以輔助教師於訓練時有所參攷。（每班限收三十人）。

申請教署退還半費手續：凡政府、輔助或私立學校之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於該班開課前十天報名）。

PHILOSOPHY

423. 佛學要義 (Outline of Buddhist Philosophy)

主 講 人：羅時憲先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年九月廿六日起每星期三下午六時十五分至七時四十五分。

全期學費：一百三十五元。（共十二講）。

本課程將依下述六個主題，講述佛家的教、理、行、果：（一）佛家世界觀，（二）佛家的有情觀，（三）業與輪迴，（四）三法印，（五）修道法，（六）涅槃論。

424. 佛經選講：維摩經 (Selected Buddhist Text)

主 講 人：羅時憲先生。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八四年十月十日起每星期三下午八時至九時卅分。

全期學費：一百三十五元。（共十一講）。

維摩經是大乘佛學中站在中道正觀的立場，「彈偏斥小」，以顯示「不二法門」的經典。自東晉以來，除空有兩宗學人必加鑽研之外，亦為文人學士所喜誦習。本課程依據姚秦鳩摩羅什譯，參以唐代玄奘譯本，括述全經要義，並選經中重要章段，詳細講解。（限收二十人）。

425. 中國哲學 (Chinese Philosophy)

主 講 人：鄭焯堅碩士。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年十月八日起每星期一下午七時至八時十五分。

全期學費：一百一十元。（共十二講）。

中國哲學：精深博大，對社會人生之實效價值，早已引起全球學者所重視。此課程不但適合哲理思想及義理文學之愛好者，且對一般人之生活修養及智慧啟發有助。講解深入淺出，寓高深於趣味，初學易懂，選講範圍：周易，孔孟荀，老莊，墨子，列子，惠施，公孫龍子，韓非子，呂不韋，董仲舒，王充，劉劭，劉勰，韓愈，柳宗元；周張劭，二程，朱熹，陸九淵，王陽明；王船山，顏習齋，戴震，章實齋，康有為，梁啟超，陳獨秀，李大釗，魯迅，胡適；及專題：先秦邏輯批判，中哲天命觀，批孔與儒法之爭，雜家與西方哲學折衷主義，先秦諸子比較，玄學，道教，佛學，陰陽五行，中國無神論，中國各期各派思想與中外文化交流。

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

主 講 人：鄭焯堅碩士。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年十月八日起每星期一下午八時卅分時至十時。

全期學費：一百三十五元。（共十二講）。

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

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

TRANSLATION

427. 翻譯的基本觀念和技巧

(Basic Concepts and Techniques of Translation)

主 講 人：鍾陳穎嘉女士。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年九月廿八日起每星期五下午七時至八時卅分。

全期學費：一百四十五元。（共十二講）。

翻譯是一種藝術，也是一種重要的工具學問。然而翻譯不是件簡單的工作，也不如想像中的容易。單就中英文翻譯工作而言，搞翻譯的人應最少需要掌握這兩種文字的使用，而東西方語言的結構，習慣以及詞藻均迥然不同，更增加了翻譯工作的困難。本課程旨在介紹翻譯的基本觀念，也探討各種翻譯的技巧。課程內容包括「信、達、雅」之翻譯原則，意譯與直譯，成語及慣用語之翻譯等。講授時會列舉譯例加以闡釋並作討論。（限收二十五人）。

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

主 講 人：倫伯豪先生，B.A.(London), M.I.L.。

地 點：香港大學鈕魯詩樓 418 室。

時 間：一九八四年十月二日起每星期二下午六時十五分至七時卅分。

全期學費：一百二十五元。（共十二講）。

由於中文取得和英文同等的法律地位，加上近年來香港與中國的商業及其他活動轉趨頻密，因而翻譯的人材俱不應求、本課程將講授翻譯的基本理論，漢英語法的比較，翻譯的標準、原則、與技巧上的困難，特別着重各種實例的解釋（限收二十五人）。

429. 英漢翻譯研習班 (Seminar in Translation: From English to Chinese)

主 講 人：倫伯豪先生，B.A.(London), M.I.L.。

地 點：香港大學鈕魯詩樓 418 室。

時 間：一九八四年十月二日起每星期二下午七時四十分至九時十分。

全期學費：一百六十五元。（共十二講）。

本課程為一深造課程，通過研討和實習，明確翻譯的標準，講授各種翻譯技巧，幫助參與者具備一個翻譯工作人員所應有的質素，翻譯是一門實踐課，當以習作為主，通過練習和講師的講評，結合實例，逐步提高參與者的翻譯水平，進而協助其應付一般公開試。申請人須具預料程度。（限收二十五人）。

430. 法律文件翻譯 (Legal Translation)

主 講 人：陳善祥先生（前任香港政府高等法院翻譯主任）。

地 點：香港大學厲樹雄科學館 G1 室。

時 間：一九八四年十月十日起每星期三下午七時十五分至八時四十五分。

全期學費：二百元。（共十五講）。

翻譯在香港已趨專業化，為配合各種政府部門及私人的工商業與法律機構翻譯與行政上的需要，本課程將包括：法律文件翻譯與其他文件翻譯之異同；閱讀一般法律文件的方法；一般法律文件名詞的翻譯（包括民事與刑事法律各種名詞的翻譯）；現代及傳統中國法律名詞翻譯的異同；法律文件與名詞翻譯的實習（包括各種契約，規條、陳辭、案件等等）。（限收二十五人）。

431. 財經文件翻譯 (Translation of Economic & Financial Documents)

主 講 人：范孟桓，LL.B.(London)（香港政府民政署首席中文主任）。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年十月五日起每星期五下午八時卅分至十時。

全期學費：一百六十五元。（共十二講）。

通過實用的教材，為正從事或希望從事翻譯財政經濟文件的人士提供基本及

較有系統的訓練。課程包括財經詞語及概念的基本知識，常見報刊上財經資料和書籍的翻譯練習，及中英文財經法例試譯。入學資格為中七或以上程度，現職翻譯人員可獲優先考慮。（限收二十六人）。

ART & CULTURE

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

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

主 講 人：何秉聰先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年九月廿八日起每星期五下午五時四十分至六時五十五分。

全期學費：一百二十元。（共十二講）。

近日各地仿古陶瓷，製作精巧迫肖，直可亂真。本課程著重古今陶瓷之比較，增進辨真識力。古人製器固屬艱難；今人仿造亦非易事。故古今陶藝皆有其欣賞價值。本課程將就製作技術、釉色、土質為特點作古今陶瓷欣賞之重點講述。

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

主 講 人：陶灑先生。（國立中山大學法學士）。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年十月十二日起每星期五下午六時三十分至八時。

全期學費：二百元。（共十五講）。

本課程內容包括：

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

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

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

主 講 人：徐達之先生。

地 點：香港大學鈕魯詩樓 229 室。

時 間：一九八四年十月六日起每星期六下午二時四十分至四時十分。

全期學費：二百六十五元。（共二十講）。

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

本課程共講授三十小時，梅蘭竹菊佔十八小時，蔬菜瓜果及題款用印佔十二小時。

凡曾選習四君子畫及花卉畫課或未曾選習者，均可參加研習。（限收二十五人）。

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

主 講 人：徐達之先生。

地 點：香港大學鈕魯詩樓 229 室。

時 間：一九八四年十月六日起每星期六下午四時二十分至五時五十分。

全期學費：二百六十五元。（共二十講）。

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

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

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

凡曾選習書法課程、或有書法寫作興趣者，均可參加研習。（限收二十五人）。

436. 國畫花鳥蟲魚寫作技法 (Flowers, Birds, Insects and Fish in Chinese Paintings)

主 講 人：徐達之先生。

地 點：香港太古城聖約翰男女書院 302 室（小學部英皇道入口）。

時 間：一九八四年十月八日起每星期一下午七時至九時。

全期學費：二百六十五元。（共十五講）。

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

本課程共講授三十小時，（花鳥寫作佔十八小時，魚蝦草蟲佔十二小時）凡會選習花鳥畫課程或未曾選習者，均可參加研習。（限收二十五人）。

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

主 講 人：徐達之先生。

地 點：香港太古城聖約翰男女書院 302 室（小學部英皇道入口）。

時 間：一九八四年十月十日起每星期三下午七時至九時。

全期學費：二百六十五元。（共十五講）。

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

凡會選習書法課程，或稍有書法基礎者均可參加研習。（限收二十五人）。

438. 山水畫的技法 (The Art of Chinese Landscape Painting)

主 講 人：李撫虹先生、李孫宇先生。

地 點：九龍彌敦道 242 號立信大廈八樓香港教師會。

時 間：一九八四年十月六日起每星期六下午三時至四時卅分。

全期學費：二百六十五元。（共二十講）。

中國山水畫，係以大自然為對象。大自然的形相色彩，變化萬端，從而繪寫的技法，遂亦不一而足。故無論筆墨線點皴擦之運用、渲染設色烘托之處理，四時氣候，風雨晝夜寒熱之情況，與及山巒泥石，樹木泉瀑之探索，屋宇樓台橋梁舟車，人物動物之點綴，須有切實之講解和示範。在此的短促時間，倘能循序習作，也有其相當的效果。（限收二十五人）。

439. 現代的花鳥畫法 (Flowers & Birds in Chinese Paintings)

主 講 人：李撫虹先生，李孫宇先生。

地 點：九龍彌敦道 242 號立信大廈八樓香港教師會。

時 間：一九八四年十月六日起每星期六下午四時四十五分至六時十五分。

全期學費：二百六十五元。（共二十講）。

花鳥畫的範圍，照西畫的分法，却佔領了動物和植物的一部份，故其題材，亦極廣寬。而在技法上，也有鈎勒（工）沒骨（意，即畧筆）的兩大流派，後來更有所謂鈎花點葉者，即把鈎勒沒骨的方法混合施用。

本課所舉則並非混合而為融和（亦即世稱嶺南派『其實為現代國畫派』所稱『新院體畫』）至是可稱四變。

本課對花鳥之流變，及共寫法係由臨摹寫生以至創作，莫不一一闡明，及予以示範。而對筆墨敷彩，款誌題詠，亦有包羅於內。（限收二十五人）。

440. 篆刻與印章 (Seal Engraving)

主 講 人：盧人俊先生。

地 點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 24 室（金巴利道入口）。

時 間：一九八四年九月廿八日起每星期五下午六時十五分至七時四十五分。

全期學費：一百五十元。（共十二講）。

學習刻印，務使學印者在短期之內領悟刻印的方法，刻印的樂趣，盡量着重實踐，手法和刀法等技巧，使學印者對刻印的基本概念，有全面的認識；包括自製刻刀方法與自製印章錦匣等等。使學者認識到刻印會豐富人生，賞印亦是一種生活情趣。（限收二十八人）。

441. 篆刻深造班 (Advanced Seal Engraving)

主 講 人：盧人俊先生。

地 點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 24 室（金巴利道入口）。

時 間：一九八四年十二月廿一日起每星期五下午六時十五分至七時四十五分。

全期學費：一百元。（共八講）。

深造班專為已完成篆刻初級班人士或有篆刻基礎和興趣繼續深造者而設。此深造班課程全面以篆刻示範，治印技巧。學員作業，導師改印，教與學均以實踐為主。復以刀法，手法，佈白等等為輔。務令學員刻印盡量領畧方寸之間的篆刻藝術，讓學印者多嘗治印的樂趣。（限收二十二人）。

442. 篆刻藝術 (The Art of Seal Engraving)

主 講 人：陳秉昌先生、陳正誠先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年十月六日起每星期六下午四時十五分至五時四十五分。

全期學費：一百六十五元。（共十四講）。

篆刻是我國特有的一種藝術，乃由文字、美術及雕刻三者結合而成，至今數千年來仍有留存之價值。本課程對理論、技術、石之種類等，分別詳為講解，作一整體之介紹，並作示範及放映幻燈片，以增加學者之欣賞力與興趣，使在短期內能有所認識而自作篆刻。（限收二十八人）。

See also :

- 69. **Hong Kong: the Archaeological & Historical Scene.** (Page 6)
- 76. **Introduction to Chinese Landscape Painting.** (Page 9)
- 77. 基本傳統山水畫（第 9 頁）
- 79. 水墨畫寫樹法（第 10 頁）
- 84. 基本書道（第 12 頁）
- 85. 中級書道（第 12 頁）
- 191. 中國現代文學作家論（六）（第 47 頁）
- 192. 中國文學史（二）（第 48 頁）
- 193. 中國現代文學史（一）（第 48 頁）
- 296. 京劇的藝術與功架（第 93 頁）
- 299. 中國民歌（第 94 頁）
- 305. 中國現代舞蹈與音樂（第 96 頁）
- 447. 中國哲學思想（第 130 頁）
- 456. 今日中國研究文憑課程（第 135 頁）
- 458. 中國對列強外交政策（第 136 頁）
- 459. 中國共產黨的理論與實踐（第 136 頁）
- 460. 五四運動與現代中國政治（第 137 頁）

Philosophy & Psychology

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

443. Buddhism in Asia. Mrs. Rajeshwari Ghose, B.A. (Calcutta), M.A. (H.K.).
Mondays, 6.00-7.30 p.m., starting October 15, 1984. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings. **Fee: \$200**

The important features of Buddhism will be introduced, and then the spread of this faith will be traced through South East Asia and the Far East. Topics to be covered include: the philosophical and religious climate of India at the time of the Buddha; the life and teachings of the Buddha; the evolution, tenets and iconography of Mahayana Buddhism; the development of Tantric Buddhism in India, Nepal and Tibet; the contributions of Ceylon to Buddhism; the role of Buddhism in Burma, Thailand and Cambodia; the nature of Buddhism in ancient Java and present day Bali; the major schools of Chinese and Japanese Buddhism, e.g. Pure Land and Zen. The lectures will be extensively illustrated with slides where applicable.

444. Atheism, Alienation and Christianity. Charles J. Mooney, B.A. (Dublin), *Mondays, 6.15-7.45 p.m., starting October 8, 1984. Room 237, University Main Building. 10 meetings.* **Fee: \$150**

Atheism is always a possible view for a person in a world where God is not immediately evident. In this series we will discuss the characteristics of modern atheism, distinguish its various forms and trace its rise. We will go on to examine the place of atheism in the thought of Ludwig Feuerbach, Karl Marx, Friedrich Nietzsche, August Comte, Sigmund Freud, Jean-Paul Sartre and Merleau Ponté. In the process, the various meanings of alienation will also be examined. Traditionally the alienated man is regarded as the man who does not believe in God: however, in atheistic thought, belief in God is the profound source of alienation. Numerous Christian thinkers such as Dostoyevski, Henri de Lubac, Karl Rahner and Etienne Borne, have grappled with the phenomenon of atheism: their thought along with that of others will be discussed.

445. 哲學文憑課程 (Certificate in Philosophy)

主 講 人：陶國璋先生、李偉傑先生。

地 點：(甲)香港大學校外課程部市區中心 22 室。

(乙)香港大學校外課程部市區中心 15 室。

時 間：(甲)一九八四年九月二十六日起每星期三下午七時四十五分至九時十五分。

(乙)一九八四年九月二十九日起每星期六下午二時十分至四時十分。
(每星期三及星期六上課)

課程將在一九八五年七月二十七日完結。

學 費：全期一千一百元。

本課程的目的旨在有系統地介紹中國和西方哲學的主要內容，從而提高學員的思辨推理能力，以便能自覺地建立健全的人生觀。基本課題及其內容詳列如後：

(甲)基本科目

- (一) 哲學概論——哲學之意義；倫理學、知識論及價值論的一般問題；形上學之意義和一般問題(十二小時)
- (二) 邏輯——分語言、演譯法和歸納法三部份，其中包括對思想謬誤分析，科學方法之性質與應用等(共二十四小時)

(乙) 哲學史

- (一) 中國哲學史——先秦諸子時期；魏晉玄學時期；隋唐佛學時期；宋明理學時期；中國近代哲學思想之趨勢(共二十二小時)
- (二) 西洋哲學史——希臘哲學；中古神學；十七、十八世紀之理性主義與經驗主義之哲學及康德之批判哲學；十九世紀哲學的趨勢(共二十二小時)

(丙) 哲學專題

- (一) 倫理學——介紹中西倫理學說的各種形態，促進對價值問題之瞭解，對現存社會的道德問題作深入的基層反省(共十四小時)
- (二) 知識論——知識的結構與成素；知覺、感覺及語言等能力之作用；可能知識之界域等。(共十六小時)。
- (三) 形上學——形上學之意義與其可能性；形上學之思維方式；形上學的觀念，形上學之諸形態(共十六小時)

各課題中將加插小組導修，使學員在討論過程中，能應用所學到的哲學知識。

名 額：限收三十人。

入學資格：大學入學試合格或以上程度。

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

報名手續：申請者須於九月十七日前將(一)申請表格，(二)劃綫支票，(三)半身近照乙張；(四)學歷證件副本寄回香港大學校外課程部。

446. 哲學導論 (Introduction to Philosophy)

主 講 人：陶國璋先生。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八四年十月四日起每星期四下午八時至九時三十分。

全期學費：一百五十元。（共十二講）。

古希臘一位哲學家說：「年輕的人，應及早研讀哲學；甚至年長的，也不要放棄唸哲學；因為固立靈魂的健康，是沒所謂太早或太遲的。」

本課程的目的在於普及哲學，使「哲學」一詞不再披上神秘的色彩。課程分下列三部份：（一）倫理學 (Ethics)——探討人生的意義、價值觀念等問題。（二）形上學 (Metaphysics)——研究宇宙真實體，存有 (Being) 等問題（三）知識論——反省如知識確立的基礎，我們的知識是否可靠等問題。

447. 中國哲學思想 (An Outline of Chinese Philosophy)

主 講 人：陶國璋先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年十月九日起每星期二下午五時四十五分至七時三十分。

全期學費：一百八十元。（共十二講）。

中國哲學以儒家、道家、佛家思想為主流，墨家、法家為支流。儒家的貢獻在「立人極」，道家在「明事變」，佛家則在「察業識」（罪惡意識）。本課程將以儒、道、佛三家思想為中心，旁及墨法二家。內容包括：（一）儒家的人生哲學，易經的形上學；（二）道家的「無」，「齊物」、「逍遙」的境界形上學；（三）墨家的「天志」、「尚同」、「兼愛」理論，（四）法家的「法」、「術」、「勢」主張；（五）佛家的「緣起」，「空」、「涅槃」等玄思哲理。

本課程對講授中國歷史及中國語文科的中學教師尤為合適。

申請教署退還半費手續：凡政府、補助或私立學校之中學教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月二十八日前報名。）

448. 心理學導論（一） (Introductory Psychology I)

主 講 人：黃世強碩士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八四年十月四日起星期四下午六時至七時三十分。

全期學費：一百四十元。（共十二講）。

在過去數十年來，一般人對心理學的興趣都不斷加增，為使學員對心理學有

基本認識，特別提供心理學導論課程；整個課程將分為兩部份，第一部份在本季介紹普通心理學的綱要，第二部份在明年春季上課，集中研讀社會心理學。

心理學導論（一）內容包括：心理學之概念，源流及派別；學習的理論和歷程，記憶與遺忘；動機的性質，生理及心理的動機；感覺與知覺等。

449. 心理學、疾病和行為 (Psychological Implications of Illness)

主 講 人：余洪傑美女士。

地 點：香港大學校本部大樓 142 室。

時 間：一九八四年十月一日起每星期一下午六時十五分至七時四十五分。

全期學費：一百四十元。（共十二講）。

縱使常云「小病是福」，一般來說，生病仍是令人討厭的；生病影響我們的身體，同時也影響我們對自己，對別人，和事物的觀感，我們的行為也或多或少因此而有改變。本課程的目的是幫助學員了解疾病與人的感受和行為的關係。

課程內容包括：心理學與疾病的關係；感覺與訊息傳遞；學習與記憶；性格與精神緊張；疾病對不同年紀的人的影響，華人對健康和疾病二者的觀念；疾病與行為；住院及治療引起的心理影響；患上不治之症（如癌）及面對死亡等。歡迎學員提供實例研討。

450. 從心理學去了解婦女與健康 (Women and Health: a Psychological Perspective)

主 講 人：余洪傑美女士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八四年九月二十八日起每星期五下午六時至七時三十分。

全期學費：一百元。（共八講）。

現今的婦女，在社會和事業上都取得與男性相等的地位，但是有些生理上的轉變和健康問題都是女性專有，而異於男性的。本課程之目的是分析一些婦女常碰到的生理及健康問題，和這些問題對婦女心理及行為所產生的影響，進而提供預防及補救辦法作為參考。

課程內容包括：（一）傳統文化和觀念對婦女地位和性格的假設，及這些假設怎樣影響我們對婦女的健康與疾病的態度；（二）兩性對生病的體驗；（三）醫療對性別的偏見；（四）月經週期與行為改變；（五）懷孕及生育；（六）產後情緒低落；（七）更年期的心理轉變；（八）女性癌症及治療。本課程並非純為婦女而設，男女學員同等歡迎，並希望參加者提出實例討論。

451. 了解弱能人仕 (Understanding the Disabled)

主 講 人：蘇華福女士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八四年十一月二十三日起每星期五下午六時至七時三十分
(另第八、九節課在一九八五年一月十九日下午二時至五時上課)。

全期學費：一百四十元。(共十講)。

本課程的目的是促進學員對弱能人仕的初步認識，弱能範圍包括弱聽、弱智、身體弱能、羊癇、意外受損、癱瘓等。內容包括：弱能的成因；弱能人仕的成長過程，他們在幼童，青少年及成年各階段的心理發展和需要；家人的心態和反應；對弱能人仕的處理方式及協助他們康復的途徑；他們在生活上、學業及職業的適應等。

452. 學習心理學 (Psychology of Learning)

主 講 人：梁浩榮先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八四年九月二十七日起每星期四下午七時四十五分至九時十五分。

全期學費：一百五十元。(共十二講)。

學習是一個我們每天都經歷的過程，而並非是在學或受訓練的人所獨享的；分別是學生和受訓的學員花較多時間和精力在各種型式，有範圍的學習活動上，而其他人把大部份時間用於應付工作上，而自覺或不自覺地學習週圍的事物，因此，若能明白學習的過程和各種影響學習的因素，便提高學習的興趣，收更大的果效。

本課程的目的是促進學員們對學習的了解，特別歡迎在職教師及家長來參與。課程內容包括：學習的生理基礎；學習的原動力；學習的能力；學習的理論；學習的分類；學習過程的分析與指導（一）：學習曲線；學習過程的分析與指導（二）：記憶與遺忘；影響學習的內在因素與學習指導（一）；影響學習的外在因素與學習指導（二）；年齡與學習。

申請教署退還半費手續：凡政府、補助或私立學校之中學教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月廿四日前報名。）

453. 心理及教育測驗概論 (An Introduction to Psychological and Educational Testing)

主 講 人：侯傑泰先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年十月五日起每星期五下午七時四十五分至九時十五分。
全期學費：一百四十元。（共十講）。

本課程旨在介紹各類心理及教育測驗之原理及應用方法。適合教師、學校社會工作者及工作範圍涉及評估青少年能力、個性之人士參加。課程內容包括：智力、性向、興趣、態度、性格等各類測驗之原理及編製方法介紹；測驗之信度、效度及項目分析；評估及選擇適當測驗之方法。本課程以介紹各類測驗及量度工具為主，學員並有機會嘗試各類代表性之測驗，了解自己之興趣、性向等。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月廿五日前報名。）

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

主 講 人：陳婉雲小姐。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年十一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：一百一十元。（共八講）。

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

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

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於十月六日前報名。）

455. The Structure of Change: a new approach to communication and psychotherapy. George Zee, S.J., M.A., C.A.G.S. (Anna Maria), Diploma from the Gestalt Training Centre in San Diego, Certified Practitioner in the Art of Neuro-Linguistic Programming (NLP). *Saturdays, 2.30-5.30 p.m., starting October 6, 1984. Audio-visual Room, Wah Yan College, 56 Waterloo Road. 6 meetings.* **Fee: \$180**

This course will introduce some of the innovative techniques of Neuro-Linguistic Programming, which deal mainly with the structure of subjective

experience. Fundamental skills and rapid and reliable ways of building rapport, gathering information, designing interventions and bringing about positive changes will be covered. The well-renowned Gestalt therapist, John O. Stevens, thinks that "NLP represents a huge quantum jump in our understanding of human behaviour and communication. It makes most current therapy and education obsolete."

Enrolment is limited to 30.

(This course will be conducted in Cantonese)

See also :

- 423. 佛學要義 (第 120 頁)
- 425. 中國哲學 (第 120 頁)
- 426. 西洋哲學與中國 (第 121 頁)

太 古 城 校 外 課 程

- | | |
|-------------------|----------------|
| 282. 廣告設計實用技巧 | 303. 音樂基本理論 |
| 304. 合唱指揮法初學 | 436. 國畫花鳥蟲魚寫作法 |
| 437. 六體千字文書法寫作與應用 | 340. 基本日語 |
| 341. 基本日語 | 342. 基本日語 |
| | 343. 基本日語 |
| 361. 高級日語 | 383. 基本普通話 |
| | 384. 基本普通話 |
| 385. 基本普通話 | 386. 基本普通話 |
| | 402. 高級普通話 |

Political Science

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

456. 今日中國研究文憑課程 (Certificate in Contemporary China Studies)

宗旨：中國的動向，素為國人所關懷；特別是在今天香港前途未決的時候，當更具切身關係。而中國目前實行開放政策，歡迎外國、港澳投資與貿易，從事於此方面的工作者，就必需具備這方面的專業知識。有見及此，本部特別開辦此項課程，作全面而系統地講授。歡迎業務上與中國有密切聯繫、擔任中國政治歷史社會科目教職、以及任何希望有更深一層認識中國之人士參加。

內容：思想、理論、政治、經濟、文化、社會的政策和變革。除由專業及客座講師講授外，並以小組討論形式增強理解。

課程主持：金思愷先生（香港大學亞洲研究中心高級研究員）。
梁君國先生（香港大學政治系導師）。

講授語言：粵語（輔以國語及英語）。

地點：香港大學校外課程部市區中心 15 室。

時間：一九八四年十月十六日至一九八五年六月十一日每星期二下午七時四十五分至十時。

全期學費：九百元。

名額：限收廿五人。

入學資格：大專程度，如工作上對了解中國有特別需要人仕，將會優先考慮；學員最宜有政治學或同類課程知識。

畢業文憑：課程結束後，學員若能符合下列條件，則可領得本部頒發之文憑：（一）上課次數超過八成；（二）完成所有課程中的作業；（三）提交一份學期報告而得滿意成績。

報名手續：申請者須於十月二日前，將（一）申請表格，（二）九百元支票，（三）半身近照乙張及（四）其他學歷證件副本寄回香港大學校外課程部「今日中國研究文憑課程」主任收。

457. 政治學導論 (Introduction to Political Science)

主 講 人：陳漢宣先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年十月十六日起每星期二下午六時三十分至八時。

全期學費：一百四十元。（共十講）。

本課程旨在介紹有關政治學的基本範疇和概念，透過對一些政治學理論的探討，去了解其主要論據和課題，幫助學員了解和分析政治行為和制度的運作。

課程內容主要分三部份：（一）討論政治之性質、檢定和研究方法，並介紹有關一般政治理論。（二）以西方自由制度為例，比較不同政制的特色；（三）研究一些基本政治學概念，包括政治精英，政治參與，傳統與制度，意識形態，政治發展等。

458. 中國對列強外交政策 (Chinese Foreign Policy)

主 講 人：盧永鴻先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年九月二十五日起每星期二下午七時四十分至九時二十分。

全期學費：一百四十元。（共九講）。

中華人民共和國建國後即實行「一面倒」外交政策，直到七十年代初期才刻意打破其在國際孤立的地位，此後中國與世界強國如美國、西歐、日本及蘇聯等國家，交往頻仍，中國亦進而擠身於世界舉足輕重的地位。本課程旨在探求中國外交政策理論的轉變及原因，並詳述與列強關係的發展，最後探討在國際動盪的局勢下，中國扮演的角色。

459. 中國共產黨的理論與實踐 (Communist Party in China: theory and practice)

主 講 人：金思愷先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年十月十六日起每星期二下午八時十分至九時四十分。

全期學費：一百四十元。（共十講）。

中國共產黨現正對政治，經濟體系作廣泛深入的改革，這種改革是以往三十餘年來理論實踐的結果，要瞭解這些改革和變化，必須以其原先的理論為基礎，結合其實踐過程，才能看到改革時演化新的理論及其實踐特色與作用。講者分別從政治、軍事、經濟、外交等方面作有系統的講述，以增進學員們的正確理解。

460. 五四運動與現代中國政治 (The May-Fourth Movement and Contemporary Chinese Politics)

主 講 人：鄭華君先生、李順威先生。

地 點：香港大學校本部大樓 142 室。

時 間：一九八四年十月十八日起每星期四下午六時十五分至七時四十五分。

全期學費：一百三十元。（共十講）。

「五四」是第一次文化大革命（1915-24），其中不只是學生示威和工人罷工，它還孕育出現代中國的胚胎——要了解中國共產運動的興起，中國知識分子的命運與時代歷程，民主和現代化在中國所面臨的障礙，毛澤東為何要搞文化革命等至今仍和我們有密切關係的問題，便得追源六十多年前的五四運動，本課程將從不同角度剖析「五四」探討這運動的發展如何影響今日中國文化與政治的演化。

課程內容包括：五四運動的歷史背景、性質和影響（1840-1983）；從文化運動到政治運動：五四的歷程（1915-1924）；文化大革命：五四對中國傳統的衝擊；文化大革命：民主、自由與中國現代化；文化大革命中的思想與文學；知識分子的坎坷前路（一）；知識分子的坎坷前路（二）；五四的群眾運動：工人；五四時期的社會問題；天安門廣場上的風暴：從五四到四五。

461. 自由主義與香港的自由制度 (Liberalism & 1997)

主 講 人：陳漢宣先生，張楚勇先生，莫若誠先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八四年十月十七日起每星期三下午八時至九時三十分。

全期學費：一百四十元。（共十講）。

本課程的內容分兩部份，第一部份簡介自由主義的理論和法治思想，同時指出法蘭克福學派對自由主義的批評。另一部份以香港為例，分析香港保障自由的制度，和九七問題與自由制度的關係。本課程適合高中或以上學歷人士選讀。

內容大綱：（一）自由主義的理論基礎；（二）波柏爾（Karl Popper）與法蘭克福（Frankfurt）學派之辯爭；（三）開放社會與封閉社會的比較；（四）海耶克（F. A. Hayek）的法治思想；（五）英式自由制度的特點；（六）香港自由制度分析；（七）九七與自由制度。

462. *The Transition: 1984-1997*. Kathleen Cheek-Milby, Ph.D. (Cincinnati). *Saturdays, 10.30 a.m.-12.30 p.m., starting November 3, 1984. Room 105, James Hsiung Lee Science Building, University of Hong Kong. 3 meetings. Fee: \$60*

The seminar will focus on what to expect during the transitional period prior to 1997. Pertinent issues in the public administration of Hong Kong will be

highlighted. Discussion will be centred on the likelihood of both procedural and substantive changes in policy making and the following components of policy-making will be examined: Policy-makers: the role of Hong Kong civil servants, Executive Council, Legislative Council, Urban Council, District Boards and Advisory Commissions; Policy Process: from a systems perspective, how inputs and demands become outputs of the government machinery; Policy: what types of policies may evolve.

Where possible, appropriate public officials will address the seminar on current issues and their possible resolution.

See also :

262. Public Administration in Hong Kong: History and Analysis.

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PRIOR ENROLMENT IS ESSENTIAL

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

Science

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

463. 自製天文望遠鏡 (Amateur Telescope Construction)

主 講 人：黃隆先生。

地 點：香港大學醫學院李樹芬樓 1 號演講室。

時 間：一九八四年十月十一日起每星期四下午六時四十五分至八時四十五分。

全期學費：一百四十元。 (共六講)。

自從太空館建成以來，對天文有興趣人士逐漸增加，甚多天文愛好者當然希望擁有一枝望遠鏡，親自觀察星空奧秘。

本課程便特別為有意自製一枝擁有強力倍數，分解力高的天文望遠鏡人士而設。講者希望把以往十多年的磨製望遠鏡經驗介紹出來。課程內容主要講解製作牛頓反射式天文望遠鏡的方法，同時於講座後示範磨製望遠鏡主鏡手法、拋光和製作配件等。鑑於實際磨鏡時必會出現很多技術上的問題，所以本課程包括實習時間。

因實習地點所限，本課程只收二十五人。學員將分組各自合資製造一枝六吋口徑的牛頓反射式望遠鏡，價值約三百元，預計六星期內完成。

實習內容：粗磨、幼磨；造瀝青模、拋光；測試主鏡及製箝鏡管。

464. 觀賞魚的基本飼養方法 (Fundamentals of Aquariculture)

主 講 人：林金鵬先生。

講授語言：粵語（輔以國語）。

地 點：香港大學 B 座大樓 101 室。

時 間：一九八四年十月十八日起每星期四下午七時十五分至八時四十五分。

全期學費：一百四十元。 (共八講)。

本課程是為適應初學飼養金魚及熱帶魚之愛好者，以短期內學會掌握基本養魚知識與技巧而設。課程大致分為三部份：魚類學簡介（形態、生態、分類）；飼養前的準備事項（容器設計、附屬設施、選種、魚體鑑別、運輸方法等）；飼養方法（管理——水質、水溫、pH 值、飼料、魚病預防及治理等）。（限收四十人）。

465. Therapeutic Applications of Radiation. *Tuesdays, 6.30-8.00 p.m., starting October 9, 1984. Upper Lecture Theatre, Li Shu Fan Building, Sassoon Road. 7 meetings. Fee: \$140*

Tutors : Dr. L. K. Chan, Dr. P. Choi, Dr. W. H. Kwan, Mr. C. M. Shen, Dr. P. Teoh, Mr. K. H. Tsui and Dr. G. Wong, members of the Radiotherapy Division, Queen Mary Hospital.

The destructive effects of ionizing radiation on living cells, especially those in an active state, have led to their widespread use in the management of malignant diseases. Nowadays radiotherapy plays an important role in the curative treatment of some primary cancers, as well as in the palliation of those which have already metastasized, and are beyond the scope of surgical excision.

This course provides some general concepts of radiotherapy. Topics to be discussed include: physical principles of radiation; biological principles of radiation (e.g. radiosensitivity of tissues, radiation sickness); diagnostic and radiotherapy machines (e.g. computer tomography); clinical radiotherapy (e.g. assessment and choice of treatment, treatment planning); role of radiotherapy in the management of cancers of the cervix, lung, head and neck, lympho-reticular system etc; role of radiotherapy in non-malignant disorders; and patient care. The course is expected to be of interest to nurses, patients and their relatives.

466. A-Level Biology for School Teachers. *Wednesdays, 6.15-7.45 p.m., starting September 26, 1984. Upper Lecture Theatre, Li Shu Fan Building, Sassoon Road. 8 meetings.* **Fee: \$120**

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

K. S. Lee, B.Sc. (Hull).

S. W. Tsang, M.Med.Sci. (H.K.), Clinical Bacteriologist, Department of Microbiology, University of Hong Kong.

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

A-level biology teachers will be provided with a deeper and up-dated understanding of some biochemistry-related topics in the 1985 A-level biology syllabus. Topics include: membrane biochemistry, membrane transport; enzymes, coenzymes, prosthetic groups and inhibitors; energy yielding processes with reference to carbohydrate and fat metabolism; basic immunology; genes and chromosomes, genetic code, mutations, protein biosynthesis and a brief introduction to genetic engineering. Time will be reserved in each session for questions and discussion.

Enrolment is limited to 40.

Fee Refund: on being accepted for this course, teachers of Biology will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 19, 1984.*)

467. Chemistry of Plastics, Fuels and Pollution. R. M. Letcher, Ph.D. (London), Senior Lecturer in Chemistry, University of Hong Kong. *Wednesdays, 6.30-8.00 p.m., starting October 17, 1984. Ground Floor Lecture Theatre, Chemistry Building, University of Hong Kong. 7 meetings.* **Fee: \$200**

A thorough and up-dated coverage of some newly introduced topics to the Hong Kong Schools Chemistry syllabus (effective from September, 1984) will be provided. Topics will include: polymer chemistry, fuels and related compounds and detergents. Special attention will be paid to the discussion of the everyday application of the above chemicals, and to the associated pollution problems. Appropriate laboratory demonstrations will also be included to illustrate lecture material. Safety in organic chemistry laboratories will also form part of the course. This course is intended to be of particular value to chemistry teachers in secondary schools in furthering their appreciation of the social and economic consequences of developments in chemistry.

Fee Refund: on being accepted for this course, teachers of Chemistry will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application : October 9, 1984*).

468. Laboratory Safety. Mondays, 6.15-7.45 p.m., starting October 8, 1984. Room G4, James Lee Science Building, University of Hong Kong. 10 meetings.

Fee: \$150

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

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

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

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

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

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

Enrolment is limited to 40.

Fee Refund: on being accepted for this course, teachers of science will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications : September 28, 1984*).

Computer Science

Enquiries, Telephone 5-8592793

469. 電腦和電腦化入門 (Computerisation Made Simple)

主 講 人：陳俊光先生。

講授語言：粵語（輔以英語）。

地 點：香港大學A座大樓 207 室。

時 間：一九八四年十月十一日起每星期四下午六時十五分至八時十五分。

全期學費：一百七十元。（共八講）。

鑑於電腦已經越來越廣泛地被應用於社會上的各行各業，故對電腦和電腦化的基本認識便更形迫切。

本課程之目的為幫助一般工商從業人員認識電腦的功能，電腦化過程中所牽涉到的問題，成功地推行電腦化的步驟及介紹電腦在各行各業上的應用。內容深入淺出，學員無需具備電腦知識。本課程的實例個案和幻燈片等能加深學員對工商機構電腦化的瞭解。

470. Microcomputers for Beginners. Chan Mee-ye, B.A., B.S. (Calif.), Assistant Lecturer, Centre of Computer Studies & Applications, University of Hong Kong. *Lectures on Mondays, 6.30-8.30 p.m., starting October 1, 1984. Lectures in Room G5, James Lee Science Building, University of Hong Kong, and workshops in Room 136, Knowles Building, University of Hong Kong. 8 Lecture meetings and 6 workshops.*

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

- (a) *Tuesdays, 6.30-8.30 p.m., starting October 16, 1984.*
- (b) *Wednesdays, 6.30-8.30 p.m., starting October 17, 1984.*
- (c) *Thursdays, 6.30-8.30 p.m., starting October 18, 1984.*
- (d) *Fridays, 6.30-8.30 p.m., starting October 19, 1984.*

Fee: \$960 (Please indicate preferred workshop on enrolment form)

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

Enrolment is limited to 32 students.

471. Computerisation: an Executive's Viewpoint. Y. H. Siu, B.Eng. (McGill). *Mondays, 6.15-8.15 p.m., starting October 1, 1984. Room 104, James Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$250**

This course aims at discussing computerisation from the executive's viewpoint. No prior technical knowledge of business data processing is required as basic computer concepts will be dealt with in a depth sufficient for understanding the usage of computers as would be experienced by an executive. Topics to be covered include:

What is a computer system? A brief introduction to computer hardware, software functions and their limitations; case study: the configuration of a typical large computer user in Hong Kong.

Computer applications. The uses of computers in business, including batch, online and realtime applications.

Justification for computerisation. Brief discussion of the common mistakes made in computerisation; the evaluation of costs and benefits.

Computer facilities and services. Bureau services vs in-house computer system, consultancy services and software packages.

The user's role in computerisation.

472. Basic Principles of Computer Systems. P. F. Tse, B.Sc. (H.K.), Computer Officer, University of Hong Kong. *Mondays, 6.15-8.15 p.m., starting September 24, 1984. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 13 meetings.* **Fee: \$265**

This course aims to provide an explanation of how computer systems operate. It is designed for people who have no previous knowledge of computers and is specially suitable for people thinking of taking up data processing as a career, as well as those employees whose work involves contact with computer systems. It may be considered as a preliminary to the 'Certificate Course in Digital Computer Programming'.

The syllabus will include: the structure of a computer; input; storage; processing; control; output; data representation; binary arithmetic; algorithm; flowcharting; computer programming language; the nature of data processing systems; storage units; input/output units; method of processing.

473. Basic Principles of Computer Systems. P. F. Tse, B.Sc. (H.K.), Computer Officer, University of Hong Kong. *Saturdays, 2.30-4.30 p.m., starting September 22, 1984. Room 230, Knowles Building, University of Hong Kong. 13 meetings.* **Fee: \$265**

See entry for Course No. 472, but please note that all discussions will be conducted in Cantonese. 討論語言：粵語（輔以英語）。

474. Introduction to Data Processing. C. W. Liu, B.Sc. (H.K.). *Wednesdays, 6.30-8.30 p.m., starting October 10, 1984. Room 230, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$265**

This course is intended for those whose work involves contact with computer systems and who wish to obtain a fundamental understanding of the principles and methods of electronic data processing. It will be helpful to those who are preparing to take Data Processing in EDP, accounting, business or management examinations. No previous knowledge of computers is necessary but applicants should have passed English and Mathematics in the Hong Kong Certificate of Education Examination or equivalent. It may be considered as a preliminary to the 'Certificate Course in Digital Computer Programming'.

The syllabus will include: overview of data processing development; punched-card data-processing; basic elements of a computer; information representation; data collection and organization; data storage; input/output devices; file updating, sorting and searching; direct access methods and random-processing; concepts of real-time, time-sharing and on-line systems; database management information systems; appreciation of programming languages; the role of the systems analyst and relationships between users and computer people.

Relevant case studies or examples will be introduced.

475. Fundamentals of Computer Systems and Data Processing. W. K. Hui, B.Sc. (H.K.) and C. W. Liu, B.Sc. (H.K.). *Mondays and Thursdays, 6.30-8.30 p.m., starting October 1, 1984. Room 230, Knowles Building, University of Hong Kong. 35 meetings.* **Fee: \$420**

The syllabus will include: basic components of a computer; stored-programme computer; systems software; logic operators; hardware concepts; concepts of input/output device control; concepts of files; data structures; data processing concepts; life cycle of a project, including feasibility study, systems analysis, design, specification, development, documentation, turn-over and project control; sorting techniques; appreciation of programming languages; numerical methods, simple statistics; modelling and simulation.

It will be very helpful to those who are preparing to sit for the Part I examination of the British Computer Society, as this course covers most of the syllabus of the Part I General Papers. Applicants must have knowledge of at least one high level programming language such as FORTRAN, COBOL etc. They should have passed 5 subjects including English and Mathematics in the Hong Kong Certificate of Education Examination or equivalent.

Enrolment is limited to 35 persons. Applicants must enclose photostat copies of appropriate certificates along with their application forms.

476. Introduction to Structured Analysis. C. S. Lo, B.Sc. (Brown). *Mondays, 6.45-8.45 p.m., starting October 1, 1984. Room G3, James Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$240**

This course is an introduction to the modern tools of conducting requirement studies for computer end users. Stress will be placed on how to minimise the arbitrariness of the traditional way of analysis. Examples will be used whenever possible to illustrate the way of using the tools of structured analysis. This course is intended for programmers who wish to venture into analysis and for management personnel who wish to investigate the way of automating their business.

Topics to be discussed will include: meaning & terminology of structured analysis; guidelines for drawing data flow diagrams; levelled data flow diagrams with case study; the use of data dictionary; the implementation of data dictionary; structured English and alternatives; modelling & packaging the structured specification.

It is preferable that applicants should have completed the Extra-Mural Certificate Course in Digital Computer Programming, or equivalent.

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

477. Introduction to Microcomputer Architecture. C. S. Lo, B.Sc. (Brown). *Mondays, 6.45-8.45 p.m., starting December 10, 1984. Room G3, James Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$240**

Students will be provided with an intelligent appreciation of computer hardware systems from both the user's and the programmer's viewpoint. Attention will also be focused on methods of interpreting the technical information provided by hardware manufacturers. The course is intended for those who already have a basic knowledge of computer systems and would like to pursue the following topics in detail:

Review of digital logic circuits; basic machine organization & data representation.

Semiconductor chips technology.

Microprocessor architecture; examples of microprocessors; microcomputer organization; input & output techniques; memory management; microcomputer control software.

Applications of microprocessors and microcomputers.

Future trends in microcomputer usage.

Fundamental ideas will be illustrated by practical examples.

Minimum Entry Qualifications: applicants should have preferably completed an introductory course in fundamental computer principles, e.g., the Extra-Mural course entitled "Basic Principles of Computer Systems", and/or "Fundamentals of Computer Systems and Data Processing". Knowledge of assembly language is desirable but not essential. Applicants should have passes in Mathematics and English in the Hong Kong Certificate of Education Examination or equivalent.

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

478. Basic Electronics for Digital Computers. Joseph C. L. Ho, B.A.Sc (Ottawa), M.A.Sc. (Waterloo). *Fridays, 6.30–8.30 p.m., starting October 12, 1984 Room 230, Knowles Building, University of Hong Kong. 14 meetings. Fee: \$240*

This course aims to present an analytical description of the basic logic elements in integrated-circuit building blocks from which digital computers and systems are assembled. Current information on new integrated-circuit products will be provided to illustrate how these circuit elements may be applied in practice.

Topics to be discussed will include: a review of Boolean algebra and combinational logic design; logic circuit families: TTL, ECL, IIL, MOS gates, etc.; the MOS/bipolar interfacing techniques; flip-flops, decoders, counters and registers; digital comparators, parity checkers and carry look-ahead adders; read-only memories: structure and applications in character generators, programmable logic arrays, etc.; random-access memories: static RAM, dynamic RAM and refreshing techniques; analog/digital conversion: sampling theorem, quantization and various A/D, D/A converters; pipeline organization of digital systems; introduction to bit-slice microprocessors: ALU and microprogram sequencer.

Minimum Entry Requirements: applicants should have a basic knowledge of computers and electronics, in particular semiconductor devices and circuits.

479. Principles of Computer Hardware. W. K. Hui, B.Sc. (H.K.) and C. W. Liu, B.Sc. (H.K.). *Fridays, 6.30–8.30 p.m., starting October 5, 1984. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings. Fee: \$250*

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

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

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

480. Fundamentals of Data Communications. K. K. Leung, B.Sc. (Eng.), (Surrey), A.M.I.E.E. *Tuesdays, 6.45–8.45 p.m., starting October 2, 1984. Room 207, Building A, University of Hong Kong. 10 meetings. Fee: \$230*

This course discusses different aspects of data communication from the point of view of a user. It starts with elementary concepts in data communication and

then works through the more complicated part of communication network design. It is designed for those who are involved in the design of large or small scale teleprocessing networks and in computer operations. Course content will include:

- Data communication terms and definitions;
- Transmission codes and transmission modes;
- Communication lines characteristics and line conditioning;
- Modems and communication interfaces;
- Multiplexers and concentrators;
- Error detection principle and recovery procedures;
- Network protocol and line control procedures;
- Digital transmission system;
- Data switching principles: Packet switching, Circuit switching, etc.;
- System design considerations in Data network.

Preference will be given to those with a knowledge of computer operations and electronics. Applicants must enclose photostat copies of appropriate certificates along with their application forms.

481. Digital Computer Organization, Design and Engineering. Lai Chee-yan, B.Sc. (H.K.), Cert.Ed., M.Sc. (Tech.) (Manc.), M.I.E.E.E., A.M.B.C.S. Thursdays, 6.25-8.25 p.m., starting October 11, 1984. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 25 meetings. **Fee: \$335**

This course follows part of the syllabus of the British Computer Society Examinations, and will be of special help to those who are already working in the computer field, or intend to sit for professional examinations. Topics include:

Logic: Gates, combinational logic techniques and minimization methods.

A/D and D/A conversion.

System technology: information theory, error correcting codes, memory management, ROM; interrupt; interfacing.

Real-time, time-sharing, on-line and multiprocessing systems.

Peripheral technology: computer communications, V.D.U., data-transmissions, satellite communications, multiple-access techniques, earth-station.

Computer architecture, security problems, simulation, minicomputers.

Minimum Entry Qualifications : applicants should have some basic knowledge of electronics and computers and preferably have completed an introductory course in computer programming and fundamental computer principles, for example, the Extra-Mural course entitled "Basic Principles of Computer Systems", and/or "Fundamentals of Computer Systems and Data Processing". In addition, applicants should have passes in Physics, Mathematics and English in the Hong Kong Certificate of Education Examination or equivalent.

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

Certificate/Advanced Certificate Courses in Digital Computer Programming.

The Department of Extra-Mural Studies will offer the Certificate/Advanced Certificate Courses in Digital Computer Programming in February, 1985. These courses aim to provide a thorough training in computer programming. They will benefit those persons whose duties involve knowledge of programming languages.

Those interested should write to Miss Au Yeung, Department of Extra-Mural Studies, University of Hong Kong. Further details are available on request.

See also :

- 119. Computer Auditing: a basic appreciation. (Page 24)**
- 197. Fundamentals of Digital Computers. (Page 52)**

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

Biomedical Science

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

482. Hospital and Home Dialysis for Patients with Kidney Failure.
Poon Fuk-hay, M.B.,B.S. (H.K.), M.R.C.P. (U.K.). *Wednesdays, 6.15-7.45 p.m., starting October 10, 1984. Room 142, University Main Building. 6 meetings.*

Fee: \$130

Haemodialysis is an effective way to manage patients with end-stage kidney failure. The aim of this course is to introduce the principles and techniques of haemodialysis, including the treatment of water for haemodialysis, various types of artificial kidneys and haemodialysis machines, different types of vascular access and methods of heparinization, problems and emergencies in haemodialysis. Peritoneal dialysis, with particular reference to CAPD (Continuous Ambulatory Peritoneal Dialysis), as an alternative mode of renal replacement therapy will be discussed. Common causes of kidney failure in Hong Kong and drug treatments for patients on maintenance dialysis will also be covered.

This course is intended for nurses, dispensers, patients interested in haemodialysis and CAPD and relatives of chronic renal failure patients. It is a supplement to the practical training in a Dialysis Centre but cannot replace it. Intending students should have a knowledge of Biology.

483. Biotechnology: Its Significance for Science, Industry, and Society.
Eugene N. Castagnoli, B.A. (U.C.L.A.), M.D. (Zurich), formerly medical marketing advisor for Hoffman-La Roche, Switzerland. *Saturdays, 2.00-3.30 p.m., starting September 29, 1984. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.*

Fee: \$180

Biotechnology, the application of scientific, engineering and marketing principles to the processing of materials by biological agents to provide goods and services, will unquestionably revolutionize life on this planet, and this course will present the reasons why this is so both from the scientific and business operational points of view.

This course is especially timely for Hong Kong in view of the publically avowed intention of local government and business representatives to establish new, high-tech industries in the territory, and will give its participants a 'feel' of and suggestions for participating in the shaping of things to come as they are now being hewn out by the tools of biotechnology. It is recommended to members of both the scientific community, e.g. physicians, pharmacists, lab personnel, biochemists, chemical engineers, etc. and the business community, e.g. investors, industrial developers, manufacturers, distributors, marketing personnel, etc.

484. 幼兒常見的疾病及其護理 (Common Diseases and Problems in Infancy and Childhood and Their Care)

主 講 人：黎滿平醫生，M.B.B.S.(HK), M.R.C.P.(UK)。

講授語言：粵語（輔以英語）。

地 點：香港大學鈕魯詩樓 415 室。

時 間：一九八四年十月十八日起每星期四下午八時至九時三十分。

全期學費：一百五十元。（共八講）。

本課程的目的是使學員認識幼兒常見的疾病及心理行爲，及其正確的處理方法。內容包括嬰兒的餵飼問題、嬰兒的疾病如黃疸、肚瀉及其他傳染病如德國麻疹、麻疹和水痘等、兒童發熱、痙攣、哮喘及腸胃病等問題與及家居安全、兒童心理發展和問題等等。整個課程以中文爲主並附以幻燈圖片。

這課程適合一般家長、護士、教師、兒童護理工作者及對兒童疾病之處理有興趣的人仕修讀。

485. 人體血球功能及血液化驗概述 (The General Laboratory Aspects of the Study of Blood)

主 講 人：辛耀和先生，B.Sc., M.T.(ASCP), A.I.M.L.S.

講授語言：粵語（輔以英語）。

地 點：香港大學A座大樓 207 室。

時 間：一九八四年十月十五日起每星期一下午八時至九時。

全期學費：一百一十元。（共八講）。

本課程的主旨在對血液化驗作趣味性的討論，圖文並茂。內容包括：血液的成份及功能。血液化驗的程序：紅白血球素，血球容積計，血球計數，血液凝固。介紹先進的電腦化血液檢驗儀器。並討論血液化驗的結果，例如貧血、白血病、及血球增多症等等。

本課程適合一般在職醫療人員、護士、化驗所技術人員及任何對血液學有興趣之人仕參加。

486. 日常自用藥物簡介 (Introduction to Self-Medicated Drugs)

主 講 人：薛家強，B.S.Pharm., R.Ph.(U.S.A.)。

講授語言：粵語（輔以英語）。

地 點：香港大學厲樹雄科學館G 4室。

時 間：一九八四年十月十五日起每星期一下午八時至九時三十分。

全期學費：一百二十元。（共六講）。

本課程內容包括：潰瘍的成因及治理，輕瀉及止痛藥的選擇，痔的形成與用

藥，一般傷風咳嗽及退燒止痛藥物的使用，治療暗瘡藥品，藥性洗頭水，及太陽護膚藥品的認識。

本課程適合一般對常用藥物有興趣的人仕修讀。

487. 藥用劑型簡介 (Introduction To Drug Dosage Forms)

主 講 人：黃家寧，B.Sc.Pharm.(U.K.), M.P.S., 廖義方，B.Sc.Pharm.(U.S.A.),
馬永楷，B.Sc.Pharm., Ph.D.(London), M.P.S.

講授語言：粵語（輔以英語）。

地 點：香港大學校本部大樓 142 室。

時 間：一九八四年十月十七日起每星期三下午八時至九時。

全期學費：一百元。（共六講）。

在日常用的藥物中，我們都會見到不同的藥用劑型，例如有片劑 (Tablet)、水劑 (Liquid Preparation) 或軟膏劑 (Cream) 等等。醫療用藥必須製成劑型，使便於臨牀應用，達到發揮藥物的最大治療功效。同一藥物用於不同的醫療目的時需要製成不同的劑型，例如阿氏匹靈 (Aspirin) 的製劑便有普通片劑、腸溶衣片劑 (Enteric Coated Tablet)、水溶性片劑 (Soluble Tablet)、栓劑 (Suppository)、膠囊 (Capsule)、長效製劑 (Sustain Release Tablet or Capsule) 及水劑等。使用不同的劑型時能產生不同的治療功效。

本課程將扼要地介紹不同劑型的功用，製造方法，製成效果及使用者選擇某一種劑型時要考慮的因素。

本課程適合護士、醫藥代表及任何對藥物興趣的人仕參加。

488. 常用藥物簡介 (Drugs in Common Use)

主 講 人：古永亮（倫敦大學藥劑學士）；
李克楷（利物浦大學藥理學學士）；
何美美（倫敦大學藥理學學士）。

講授語言：粵語（輔以英語）。

地 點：香港大學 A 座大樓 207 室。

時 間：一九八四年十月十日起每星期三下午六時十五分至七時三十分。

全期學費：一百五十元。（共十講）。

隨着文明的進步，藥物已成爲我們生活的一部份；不但在生病時會服藥，就是在日常生活中亦不知不覺地服用了相當數量的藥物，如吸煙，飲酒，喝茶或咖啡等。此外，有些藥物更被大眾所廣用，如止痛丸，退燒丸，胃藥，避孕丸及鎮靜劑

等，往往為家中常備。因此我們應具備這些普通藥物的知識，使能適當地應用它們及避免其所引起的副作用。

本課程將扼要地闡述一般常用藥物之作用，副作用，施用方法，及這些藥物在人體內吸收化學變化及排泄等程序。本課程適合任何對藥物有興趣的人仕參加。

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, 1985 and for the Ordinary-level course in January, 1985: 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.

預早報名之重要

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

Health Science

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

489. 婦女與健康護理 (Health Care for Women)

主 講 人：由香港婦產科學會會員擔任。

地 點：香港大學校外課程部市區中心 22 室。

時 間：一九八四年十月十日起每星期三下午六時至七時三十分。

全期學費：一百四十元。（共十四講）。

本課程旨在為婦女提供有關她們身體機能之基本認識，對婦女不同年齡應注意之健康問題及各類普通疾病的料理作深入淺出之討論。課程內容包括：婦女生理剖析，青春及更年期，妊娠前後及母乳哺飼，節育與不孕，整容、健美、減肥、受心理影響的疾病，白帶與性病，癌症及其預防，在職婦女問題及吸煙的害處。

490. 學齡前兒童的健康 (Health of the Pre-school Child)

主 講 人：由香港兒科醫學會會員擔任。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八四年九月二十一日起每星期五下午八時至九時三十分。

全期學費：一百元。（共九講）。

本課程旨在向家長及兒童教育、護理工作者，介紹有關二歲至五歲兒童的一般醫學衛生常識。內容包括兒童生理及心理衛生；兒童身心的發展過程；童年常見的意外及其預防；小兒常見疾病及一般護理。

491. 青春期健康與行為 (Health and Behaviour in Adolescence)

主 講 人：孔應冬醫生、劉偉楷醫生、翁文彬先生及余瑞萍小姐。

地 點：香港大學厲樹雄科學館 G5 室。

時 間：一九八四年十月九日起每星期二下午七時十五分至八時四十五分。

全期學費：九十元。（共八講）

本課程專為社會工作者，輔導員，教師及有興趣家長而設，旨在增加學員對青春期正常心理、生理的認識，藉以明瞭青少年的各種行為及社會問題，如認同危機、性行為與妊娠、行為問題與罪行，心理問題與精神病等。課程共八講，用粵語講述。

492. Personal Development of Contemporary Women. Rosann Santora Kao, Ph.D. (N.Y.U.), *Tuesdays, 10 a.m.-12.15 p.m., starting October 9, 1984. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings. Fee: \$160*

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

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

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

Social Work & Sociology

Staff Tutor : H. K. Wong, Telephone 5-8592790

493. Your Child and You. Shirley W. Fozzard, B.Sc., Dip.Soc., A.I.M.S.W., Director (Foster Care), Save the Children Fund. *Wednesdays, 9.30 a.m.-12.00 noon, starting October 10, 1984. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings. Fee: \$270*

Parents will be helped to understand themselves, their children and the inter-relationship between them and thus increase confidence, satisfaction and enjoyment in their parental role.

Topics to be covered will include parenting theories, roles and tasks; parenting methods; problems of over-protection, over-control, freedom and constraint; meeting the different needs of the children; children with problems of feeding, toilet training, nervous twitches, nail biting, self-destructive behaviour, rebellious behaviour, etc; the roles of parents in behaviour management; the identification of problems that require professional help; parents' self awareness, accepting and meeting their own needs.

The course will be of interest to parents with children up to the age of 16. High audience participation and experimental work will be integrated with lecture presentation. It is expected that by the end of the course, participants will be able to experience the increased confidence in parenting that arises from increased knowledge and skills and enhanced relationships.

Enrolment is limited to 14.

494. Children with Behaviour Problems: Diagnosis and Treatment. Shirley W. Fozzard, B.Sc., Dip.Soc., A.I.M.S.W., Director (Foster Care), Save the Children Fund. *Saturdays, 10.00 a.m.-12.30 p.m., starting October 6, 1984. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings. Fee: \$270*

Teachers, social workers and counsellors working with children with behavioural problems either individually or in groups will find this course helpful.

Topics to be discussed will include a developmental approach to the origins of difficult behaviour, such as acting out, bizarre and disruptive behaviour, withdrawal and bullying; specific problems of the emerging adolescent, such as delinquency, alcoholism, drug abuse and sexual problems; the ABC of behaviour management; the use of behaviour approach in the family, the school and the club group; formulating, monitoring and evaluating treatment plans and effectiveness of intervention.

It is expected that by the end of the course, participants will be able to: identify children with specific problems in their care; assess the child's needs, formulate a treatment plan, carry out the plan, monitor and evaluate their intervention; identify those children whose problem behaviour requires treatment beyond their expertise and make an appropriate referral; and transfer the

knowledge and skills gained during the course to a variety of situations and settings.

Enrolment is limited to 14.

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application: September 26, 1984.*)

495. Psychology and Management of the Mentally Handicapped. Clare McNally, B.A., M.Sc. (Clin. Psy.) (Manchester). *Fridays, 6.15-7.45 p.m., starting October 5, 1984. Room 207, Building A, University of Hong Kong. 10 meetings.*

Fee: \$160

An overview of the problem of mental handicap will be given and approaches to assessment and management discussed. In particular a behavioural approach, examining the use of reinforcement contingencies in determining behaviour, will be emphasised.

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

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application: September 25, 1984.*)

496. School Deviance and Classroom Control. Augustus Yeung, B.A., Dip.Ed., M.A., (Toronto). *Wednesdays, 7.00-9.00 p.m., starting October 10, 1984. Room G5, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.*

Fee: \$180

The problem of school deviance is an important issue in the Sociology of Education, and the question of classroom control often baffles practising teachers and school administrators. This course aims at understanding classroom life and controlling deviance with the aid of sociological perspectives such as the Control Theory, Conflict Theory, Functional Theory and Symbolic Interactionism. To mobilize classroom resources, the psychological theory of group dynamics will also be employed.

The topics to be covered necessarily include the identification of structural constraints, the study of social organization of the school, the adolescent sub-culture, the structure of interpersonal relations in classroom interaction, the authority structure of the teacher, differential effects of punitive and non-punitive teachers on the outcome of classroom deviance, the applications of rewards and punishments, ways of analyzing the deviant per se and a detailed examination

of the institution of the family. In addition, attempts will also be made to unravel recent empirical studies on school deviance.

This course is designed for teachers, school administrators, parents and persons concerned with the phenomenon of school deviance. No prior sociological knowledge is necessary.

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application: October 1, 1984.*)

497. Crisis Intervention in School Settings. Robert Tang, M.Soc.Sc. (Clinical Psychology), (H.K.). *Wednesdays, 6.00-7.30 p.m., starting October 10, 1984. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings.*

Fee: \$130

Teachers, school social workers, student counsellors as well as parents interested in acquiring the skills and attitude necessary to help youths and teenagers in psychological crisis will find this course useful. It aims at the promotion of mental health by early detection of problem areas and the use of various interpersonal as well as social resources to alleviate the problems, which invariably will enable the crisis victims to emerge from the crisis state as stronger individuals with more ability to tackle future life stress. A comprehensive model of crisis intervention will be presented in a small group format.

Medium of instruction is mainly in Cantonese.

Enrolment is limited to 20.

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application: September 30, 1984.*)

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

主 講 人：陳偉道先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年十月四日起每星期四下午七時四十五分至九時四十五分。

全期學費：二百二十元。 (共十二講)。

本課程特別為有志於從事社會工作之各界人士，及社工界之義務工作者而設，內容深入淺出，詳盡介紹社會工作之理論與實務，使參加者對社會工作有基本之認識及瞭解。

授課方式以講解為主並輔以小組討論。歡迎參加者提出問題及實際經驗討

論。課程大綱包括：社會工作之歷史、原則、價值及目標；社會工作者之職責及所扮演的角色；個案工作、小組工作、及社區發展等方法；如何與受助者溝通及建立關係；社會工作教育之特質和課程綱要以及社會工作之新趨勢等。

499. 社會工作人員與有關家庭法例 (Family Law & the Social Worker)

主 講 人：陳爵先生。

地 點：香港灣仔軒尼詩道 15 號溫莎公爵社會服務大廈 207 室。

時 間：一九八四年十月二日起每星期二下午六時至七時三十分。

全期學費：一百一十元。（共五講）。

本課程專為社會工作人員而設，旨在闡述香港有關家庭的法例，如婚姻法，離婚法、和收養兒女法等；並討論分居及離婚所引起的財產問題，子女問題，和其他經濟問題等。

本課程並介紹香港現存的各種法律援助及諮詢計劃，及社會工作者如何能充份利用此等資源以協助其工作對象。歡迎學員提出在工作上所遇到有關這方面的問題以作討論。

500. 義工計劃管理 (The Management of Volunteer Programmes)

主 講 人：義務工作發展局訓練部幹事。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八四年十月六日起每星期六上午九時三十分至中午十二時三十分。

全期學費：一百九十元。（共七講）。

義務工作人員是社會建設中不可或缺的人力資源；義工是任何人都可參與的一個社會服務行列，他們本着愛心，獻出一己的力量，為改善社會而帶來龐大的人力資源。「義工計劃」就是指機構有系統地規劃及任用這股人力資源以推動各項服務並邁向社區建設的理想——建立自助與充滿關懷的社區。

義工計劃的管理，是從「人力資源的管理」的角度去剖析目前本港一般社會服務機構的義工任用情況，從而為本課程的學員提供一個基本而全面的「義工計劃的管理」的概念，並從實際案例中，研究「義工計劃」在不同服務性質的機構內的可行性與功能及其建立的程序等。此外，更特別針對義工的招募、訓練、督導、調協與認許等作較深入的探討。

本課程專為從事社會服務行列而又會在其工作上任用義工的人士而設，特別適合機構內的義工協調員參加。上課形式除講授外，更有小組討論及研習並輔以習作、幻燈片等。（限收二十四人）。

（本課程由義務工作發展局贊助）。

501. 人事管理在社會服務機構 (Personnel Management in Social Welfare Organizations)

主 講 人：李安先生。

地 點：香港大學校外課程部市區中心 23 室。

時 間：一九八四年十一月廿四日起每星期六上午九時三十分至中午十二時。

全期學費：二百元。（共八講）。

人事管理之目的在如何有效地使每一組織能完成其特定之目標及其社會責任。隨着社會急劇的發展，不少組織的結構已日漸繁複，而人事管理則在其行政結構中，負起知人善任、人盡其才及一切人事與人際關係的責任。今日不少社會服務組織的行政已踏入八十年代的現代管理，組織內每一成員都直接或間接地參與人事管理事務，因此有認識人事管理之必要。

本課程特別為社會服務機構社會工作者及各級員工而設，希望於課程完畢後，各學員具基本之理論，同時更進一步了解其工作環境及其與社會之關係，並具獨立思考能力，進而對其服務作出貢獻。

全部課程共分十節，內容包括：（一）組織概論；（二）人事管理功能；（三）員工招募與培訓；（四）接見要素；（五）員工福利；（六）工業關係；（七）員工評估；（八）專業督導；（九）人力計劃；（十）領袖行為分析。

本課程除講授及小組討論外，更着重角色式扮演及適當之小型實驗，使各學員得以親身體驗。（限收二十人）。

502. 如何處理老年人之心理及適應問題 (Aiding the Aged: Psychological Perspective)

主 講 人：李永浩先生（香港大學精神病治療學系講師）；
梁永亮先生（臨床心理學碩士）。

地 點：香港大學紐魯詩樓 230 室。

時 間：一九八四年十月二日起每星期二下午七時三十分至九時三十分。

全期學費：二百元。（共十講）。

此課程將與學員探討因年老而引起之一連串心理及社會適應問題。焦點將集中於老年人慣常所經歷到的抑鬱、智能衰退、失眠、精神壓力、焦慮及一般日常生活自我照顧之困難。

課程除對此等問題作一理論性的探索外，更着重實際臨床技巧之培植、在課堂上以角色示範之形式作為訓練的模式。

適合從事老年服務之工作人員，如護士、社會工作者、職業治療員、物理治療員及對老年問題有興趣之人士參加。（限收二十五人）。

503. 老人中心的管理 (Management of Elderly Centres)

主 講 人：朱丹娜女士。

地 點：香港洛克道三號小童群益會總部三樓講室。

時 間：一九八四年十月十日起每星期三下午六時三十分至八時。

全期學費：一百四十元。（共八講）。

本課程特別為老人中心的管理人員而設；旨在將理論及香港老人中心實際工作經驗結合，並透過講座、小組討論及習作，藉以提高管理的效率。

課程內容包括：（一）老人中心的角色及功能；（二）老人福利服務之行政概論；（三）服務機構之組織與分工；（四）機構內部協調與溝通；（五）人事管理與策劃；（六）程序設計及評估；（七）檔案資料及物料之處理；及（八）財務管理及預算。

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

主 講 人：林君一先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年十月五日起每星期五上午十時三十分至下午十二時十五分。

全期學費：一百六十元。（共十講）。

兒童院家長長久以來是社會工作從業員中工作壓力比較重的一群——長時間地面對來自不同問題家庭的孩子。既要是親人、又是教師，也是朋友，很易就會產生失落、徬徨、孤單，直接間接地將服務質素拉下來。

本課程之目標旨在為兒童院家長提供精簡的有關工作訓練，務使學員能更深入地了解自己工作的意義及影響，特別容易產生壓力的地方及社會工作者與住院工作人員彼此間所應互有之關係。

本課程有異於慣常之講授，而較注重於日常工作之實踐，因為住院工作者很多時是提供服務的第一線，面對不斷的工作挑戰，純理論之提供不能解決問題，反之然應提供的是社會工作化了的實際生活經驗及注意角度，使住院服務同工亦能從社工的角度去看自己的工作。為求達致共修之裨益，參加者需儘量提供本身之經歷及問題，藉着學員與導師間之雙方面交流而找出可行的辦法，從使達致生活化了的社會工作實踐。

本課程特別為兒童住院服務工作者而設，經驗年資不拘，不同的經驗更能刺激良佳的討論。而有興趣從事兒童住院服務者亦歡迎參加，藉此而對此行業有一較佳之認識。（限收二十人）。

（本課程由聖基道兒童院贊助）

505. 青年工作者與家庭生活教育 (Youth Workers and Family Life Education)

主 講 人：江任燕琼女士。

地 點：九龍窩打老道 130 號牧民中心，香港公教婚姻輔導會（界限街瑪利諾小學裏面）。

時 間：一九八四年十月六日起每星期六上午十時至下午十二時三十分。

全期學費：一百八十元。（共八講）。

家庭生活教育乃香港青少年與家庭服務重點工作之一，目的在培養和諧的人際關係，改善家庭生活質素，防止家庭破裂。對象廣泛而以青少年為主，由於青年階段是生理、心理、精神及智力快速增長時期；是喜歡嘗試，冒險時期；是充滿理想，幻想時期；更是心緒凌亂，尋找自我時期，需要成人輔助以準備進入成年生活。

本課程特別以家庭生活教育範圍內有關青年部份為中心，著重討論青年在身心成長，自我觀念，家人相處，友伴、性觀念、異性交往、前途、戀愛，婚姻等所引起之問題。

家庭生活教育之推行着重知識、態度、技巧三方面運用。本課程目的協助為青年工作之人士如青年中心工作者，教師等了解推行家庭生活教育之特色；各專題均採用小組活動、討論、角色扮演等技巧，啟發參加者之實際感受，分享彼此之經驗及着重個人參予及主動策劃，以收理論實踐之效，使學員日後能適當地應用於實際工作中。（限收二十四人）。

506. 婚姻輔導 (Counselling in Marriage Problems)

主 講 人：張俞壽韶女士。

地 點：香港大學校外課程部市區中心 14 室。

時 間：一九八四年十月十二日起每星期五上午九時卅分至下午十二時卅分。

全期學費：二百五十元。（共十講）

夫妻感情決裂使家庭生活暗淡，個人個性抑壓，而透過婚姻輔導能促進夫妻二人個性的成長，及彼此關係的改進。

此課程專為對婚姻輔導有初步認識而欲加深了解其特質與輔導技巧的社會工作人員而設；旨在闡釋婚姻輔導的重點，輔導員的自覺，透過不同的輔導技巧，探索當事人內心。發展其內在資源。

除授課外，配以角式扮演，並通過學員實際經驗的分享，作出技巧示範。（限收三十人）。

507. 精神健康與變態心理學導論 (Introduction to Mental Health and Abnormal Psychology)

主 講 人：劉家祖先生（臨床心理學碩士）。

地 點：香港大學厲樹雄科學館 105 室。

時 間：一九八四年十月一日起每星期一下午七時十五分至九時十五分。

全期學費：二百二十元。（共十二講）。

近年來由於社會對精神健康教育的關注增加，大眾傳播媒介對心理問題的渲染和偶爾一些不盡實的報導；生活壓力增加以及社會急劇的轉變，使許多人對個人或所認識的親友的精神健康更加關心。我們不時聽到有人問：「我是否心理不平衡？」或「某某這些時候舉止怪異是否心理變態，？」

本課程是為一般市民以及有機會接觸心理有問題的人仕的專業工作者，例如社工，護士、教師等等而設，內容主要是分析何謂變態心理，介紹常見的變態心理癥狀成因和處理有此等問題的人仕的方法。範圍涉及：「正常」和「變態」的概念，神經官能症（Neuroses），精神症（Psychoses），情感失常（Affective Disorders），異態性心理（Sexual Deviations），青少年及兒童期的心理問題，性格失常（Personality Disorders）與及維持心理健康的因素等等。課程的目的主要是減少對這些問題存有的誤解及因而引起不必要的焦慮，其次是幫助預防這些問題的出現。最後一旦問題出現，可以及早辨認及提供適當的治療服務。

本課程共分十二講，形式主要包括講座，個案分析和小組討論，授課以中文為主，參加者應具有中五或以上程度。

508. 防止虐待兒童——幼兒工作者的角色 (Child Abuse and Neglect: the Role of Child Care Workers)

主 講 人：防止虐待兒童會代表。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年十月一日起每星期一下午六時十分至七時四十分。

全期學費：一百四十元。（共八講）。

虐待兒童問題現今已深受很多國家及社會的關注，在香港，不少專業人仕亦已開始對此問題作出研究。而幼兒工作者在防止虐待兒童方面所擔當的職位尤其重要，透過他們日常工作上的接觸，能預早發現被虐兒童及了解其家庭狀況，協助解決他們的問題。

本課程特為幼兒工作者而設。主要介紹一些虐兒基本概念及理論，其成因及影響，並會探討本港虐兒情況，指導如何發掘虐兒個案，解釋被虐兒童的特徵及處理方法等。課程將着重實際行動方面，以幼兒工作者在整個探索及應付虐兒事件過程中所扮演的角色為中心。

本課程祇接受任職於幼兒中心或幼稚園的人仕參加，故報名時，請填上工作機構的名稱。（限收二十五人）。

本課程由防止虐待兒童會贊助。

申請教署退還半費手續：凡政府、補助或私立學校之幼稚園教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月二十日前報名。）

509. 兒童遊戲作為治療用途之運用 (Child's Play: a therapeutic tool)

主 講 人：梁永亮先生。（臨床心理學碩士）

地 點：香港大學校本部大樓 141 室。

時 間：一九八四年十月一日起每星期一下午六時廿五分至七時五十五分。

全期學費：一百八十元。（共十二講）。

大多數人心目中，兒童遊戲只不過是消磨時間之活動，只可以帶來一些歡樂的時光，但在心理學家來說，遊戲對於兒童的發展有深遠之影響。本課程着重介紹不同心理門派對兒童遊戲的觀點，解釋遊戲對每個兒童的情緒、性格及智態發展所佔之重要地位，而從這些理論，心理學家提出一連串實際的原則和技巧，利用不同種類的遊戲方式，包括單獨和團體，用不同的玩具和實物，去協助兒童達到最理想之心理發展，或矯正一些有問題之心態及行爲。

本課程將會介紹之心理學說甚廣，其中包括主要心理學派，如 psychoanalysis, cognitive psychology, humanistic psychology, behaviourism 及 play therapy 等。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月二十日前報名。）

510. 兒童照顧與輔助方法 (Helping Methods in Childcare)

主 講 人：沈啟明先生。（臨床心理學碩士）。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年十月四日起每星期四下午六時至七時三十分。

全期學費：一百五十元。（共十講）。

本課程特為兒童護理工作者，幼稚園及小學教師而設，旨在介紹分析兒童行爲之基本理論架構，及對各種輔助兒童方法作一綜合導論。內容包括「遊戲治療」及遊戲的運用，對兒童的心理輔導，繪畫及故事的運用，行爲更易法簡介，兒童問題之預防方法及家長訓練。課程除短講外並包括小組討論及角色扮演等。（限收四十人）。

申請教署退還半費手續：凡政府、補助或私立學校之幼稚園或小學教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月廿四日前報名。）

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

主 講 人：李安先生。

地 點：香港大學校外課程部市區中心 23 室。

時 間：一九八四年九月廿九日上午至三十日下午為週末研習營；及十月六日起連續七個星期六上午九時三十分至十一時三十分。週末營集合時間及地點為九月廿九日上午九時於本部市區中心。

全期學費：三百四十元。（包括週末營費）。 （共十二講）。

發展性小組工作着重協助人際關係之建立、生長與發展。其目的在提供適當之機會給予每一小組之組員，在融洽、安穩及互助之氣氛下，嘗試新的社交方法，並實習扮演新的人生角色。課程範圍將包括下列各項：互相認識及互信；緊張情緒之鬆持及自我之描述；內省；生活圈；友誼研究；心聲之溝通；個人在小組之角色；領袖才能；角色扮演；自我檢討。

本課程特別為具有基本青少年小組工作訓練而正在服務於各類型青少年機構之工作人員而設，例如社會工作者及教師等。全部課程共分十二節，將以實驗性學習小組形式上課；而該學習小組將是一個小型實驗，各學員將視自己為整個實驗的一部份。藉此各學員得以親身體驗小組之歷程，並能現身說法，從而更深入自我了解，重新探測及研究人際關係。各學員務須自發地熱烈參予全部課程。

上課型式：（1）首五講將在週末研習營內舉行，藉以給各學員一個連續而深入之探討。（2）第六，第七及第八課以授課型式舉行，給予重要基本理論。（3）最後四講以實習型式舉行。各學員在適當輔導下，親自主持或參與實習小組，藉以嘗試學以致用。（限收十七人）。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月十九日前報名。）

512. 在課室內推行團體諮商活動 (Group Guidance Activities in the Classroom)

主 講 人：鄭偉文先生。

地 點：香港大學校外課程部市區中心 13 室。

時 間：一九八四年十月六日起每星期六下午二時至五時。

全期學費：四百二十元。（共十四講）。

本課程目的在於訓練中等教師就學生需要配合教學活動在課室內推行團體諮商活動；透過經驗性的學習活動幫助學生探討有關學習及個人成長方面的問題。

是項課程採用結構性小組方法進行團體諮商活動。前八講以 Workshop 形式引導學員學習結構性小組的理論，設計和帶領技巧。後六講由學員選定諮商主題模

擬設計和帶領團體諮商活動。諮商主題包括：學習技巧訓練，人際關係及社際技巧訓練、溝通技巧訓練，價值觀念探討，生涯學習，自我觀念探索等。

（限收十八人）。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月廿五日前報名。）

513. 青年輔導工作 (Youth Counselling)

主 講 人：劉家祖先生(臨床心理學碩士)；關莉施女士(臨床心理學碩士)

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年十月十日起每星期三下午七時四十五分至九時四十五分。

全期學費：二百元。（共十一講）。

青少年由於生理、心理的發展與其社會角色的轉變，要面對著種種沖擊和適應的困難。這是每一個接觸青年的工作者都知悉的。近年來青年輔導越來越被重視，被認為是協助青少年成長重要的一環。

本課程是特別為青年工作者，學校社會工作者及教師而設。課程以講授，小組討論，角色扮演，及個案分析等形式，剖析青少年的成長心理，介紹基本輔導的原則和策略，青年輔導的特色與及分析在本港特殊的社會、經濟、政治及教育體系下青少年面對的獨特問題。目的是幫助參予者對青年問題及輔導方法的認識，辨別自己與青年工作時可能遇到的困難，從而增進與青少年的溝通和協助他們解決問題的能力。

參加課程者應具有大專程度。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月卅日前報名。）

514. 適用於青少年工作之人際關係練習及輔導技巧 (Youth Work Counselling Techniques)

主 講 人：曾慶寧先生。

地 點：甲班：香港大學校外課程部市區中心 21 室。

乙班：香港大學A座大樓 206 室。

時 間：甲班：一九八四年八月四日起連續五個星期六下午一時四十五分至五時四十五分。又於一九八四年八月八日起連續五個星期三下午六時四十五分至九時四十五分。

乙班：一九八四年九月二十九日起每星期六下午二時十五分至五時四十五分。

全期學費：三百八十元。（共十講）。

隨着社會的急劇轉變，墨守成規及被動性的青少年工作程序及訓練方式，已不再適用於八零年代的青少年工作；而經過嘗試而證明有顯著成效的人際關係訓練及輔導訓練，已被採用於青少年領袖訓練、小組工作、小組輔導工作以至教學工作中，以協助青少年的全面發展及成長。

本課程是特別為具有興趣於青少年工作之在學、在職以及教學工作者而設，目的是幫助學員認識及活用人際關係練習及輔導技巧。希望於課程完畢後，學員能對其工作環境及對象有進一步了解，進而能獨立思考，設計適合其工作環境及對象的練習；並幫助青少年認識及發揮其內在的潛能。

此課程以實驗性小組形式上課，並要求學員繳交小量功課。各學員之收益，將與其參予之積極性，開放之態度及出席率有極大之關係。

報名時請註明甲班或乙班。（每班限收十六人）。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，甲班須於七月廿四日前報名；乙班須於九月十九日前報名）。

515. 犯罪與不良少年行為：社會學專題研討 (Crime & Juvenile Delinquency: A Sociological Approach)

主 講 人：楊光祖先生。（加拿大安省教育研究院院士）。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八四年十月五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：一百八十元。（共十講）。

本課程從社會學及心理學角度介紹犯罪與不良少年行為，內容包括社會學之新概念和理論，影響青少年犯罪之社會因素，從學校和家庭教育看青少年不良行為及青少年犯罪。同時將香港與台灣、日本、韓國、英國和美國等地作一比較，並介紹以上地區或國家在預防青少年犯罪所作出的對策。除講授及討論外；並附有影片及圖表說明。

本課程特別為教師、社會工作者、學校輔導主任、警務及懲教人員等而設，內容深入淺出，有系統地介紹犯罪與不良少年行為，務使參加者對以上社會問題有更進一步之認識及瞭解。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月廿五日前報名。）

516. 社會及教育研究：方法及應用 (Social and Educational Research: Methods and Applications)

主 講 人：侯傑泰碩士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八四年十月五日起每星期五下午六時至七時三十分。

全期學費：一百五十元。（共十講）。

各類小型社會及教育研究愈來愈受重視。本課程旨在討論各類研究之原理、應用及分析方法；尤其側重較常用之調查、訪問及觀察法。適合教師、社工人員或任何有興趣進行各類小型調查或其他研究之人士參加。課程內容包括：（一）各種研究方法之原理及設計；（二）調查研究——抽樣原理及問卷設計；（三）訪問法之技巧及應用；（四）資料統計及分析。課程以實用為主，輔以各類範例，適合初學或有興趣進一步研究者；教師或社會工作者亦可利用各類研究法更深入了解學生或青少年小組之興趣、個性、家庭背景、成績等因素之相互關係。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於九月廿五日前報名。）

517. 犯罪學專題研討：教育與犯罪 (Topical Studies in Criminology)

主 講 人：葉永茂先生。

地 點：香港大學A座大樓 207 室。

時 間：一九八四年十月八日起每星期一下午六時十五分至七時四十五分。

全期學費：一百五十元。（共十講）。

此課程闡述教育與犯罪的關係。將深入研究學校教育在防止及產生犯罪機會上所扮演之角色，更討論一般生活與犯罪成因的關係。

此課程適合教育界工作者、社會工作者、警察及感化工作者。學員應有社會學、心理和犯罪學之基本知識。

518. A-Level Sociology. Augustus K. Yeung, B.A., Dip.Ed., M.A. (Toronto). Mondays, 7.50-9.50 p.m., starting October 1, 1984. Room 16, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. **Fee: \$240**

The main objectives of this course are: (a) to present sociology as a perspective for understanding social phenomena and human behaviour in group life; (b) to acquire a comparative knowledge and understanding of particular concrete societies, including Chinese societies; and, (c) to develop the students' abilities

in sociological argumentation, logical thinking and the use of evidence. Students will be introduced to sociological concepts and theories with reference to concrete examples.

Topics to be covered will include: the sociological perspective; the distribution and diversity of peoples and societies; social life; social changes and development; and, methods of social inquiry.

This foundation course in sociology is specially designed to facilitate private candidates who will be sitting for the Hong Kong Advanced Level Examination and/or G.C.E. Those sitting for “Introductory Sociology” in external degree examinations will also find this course together with a planned extension course in the Spring Term useful.

See also :

290. 社會工作者法律須知 (第 88 頁)

Housing Studies

Staff Tutors : Mrs. Priscilla Tso, Telephone 5-8592782
Miss N. P. Lee, Telephone 5-8592787

519. Introduction to Property Development and Management. A. A. Bunting, M.Arch., Ph.D. (H.K.), D.P.A. (Glasgow). *Tuesdays, 6.15-8.30 p.m., starting October 2, 1984. Room 237, University Main Building. 10 meetings.*

Fee: \$150

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.

Certificate in Housing Management.

The aim is to provide a local qualification in Housing Management for people already working in the field. The course is intended to provide a firm grounding in the theory and practice of housing management.

The course runs over three academic years. Year I and Year II prepare candidates for the Part I and Part II Examinations and Year III for the Final Examination.

A Certificate in Housing Management, issued by the Department of Extra Mural Studies, University of Hong Kong, will be awarded to a candidate on passing the Final Examination and on producing evidence of having had at least three years' approved experience in housing management work.

Applicants must be sponsored by their employers as some of the lectures are held during office hours.

Further details are available on request. Applications for 1985/86 must be submitted before *November 30, 1984.*

See also :

261. Geotechnical Methods: Recent Developments & their Applications in Modern Building Industry. (Page 74)

291. 香港地產物業法例 (第 89 頁)

292. 住客與業主 (第 89 頁)

1985 Spring Extra Mural Prospectus

The next issue of the Extra Mural Prospectus will be available early in January 1985. As there are now over 26,000 extra mural students a year it will not be possible, as in the past, to automatically send a copy to all current students. Consequently, if you wish to be sent a copy of the Prospectus in January, 1985, kindly complete and return the name and address slip below, together with a \$1 stamp, to the Department of Extra-Mural Studies, University of Hong Kong, Hong Kong. The envelope should be marked "Prospectus".

一九八五年度春季校外課程手冊

本部將於一九八五年一月初印發一九八五年春季校外課程手冊。有意索取者請填妥下列表格，並附郵票一元，逕寄「香港大學校外課程部主任」。信封請註明「春季手冊」字樣。

I enclose a \$1 postal stamp, please send me a copy of the 1985 Spring Prospectus.

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3.	Economics, Banking & Statistics	5-8592783
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4.	Archaeology	
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	Health Science	5-8592782
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5.	Chinese Studies	
	Journalism & Communication	5-8592788
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	Housing Management	5-8592790

General Enquiry:	5-8592786; 5-8592783; 5-8592792 and 5-450021.
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香港大學校外課程手冊

一九八四至八五年度

PROSPECTUS 1984-85



Extra Mural Studies

University of Hong Kong