

香港大學校外課程手冊

一九八五年春季

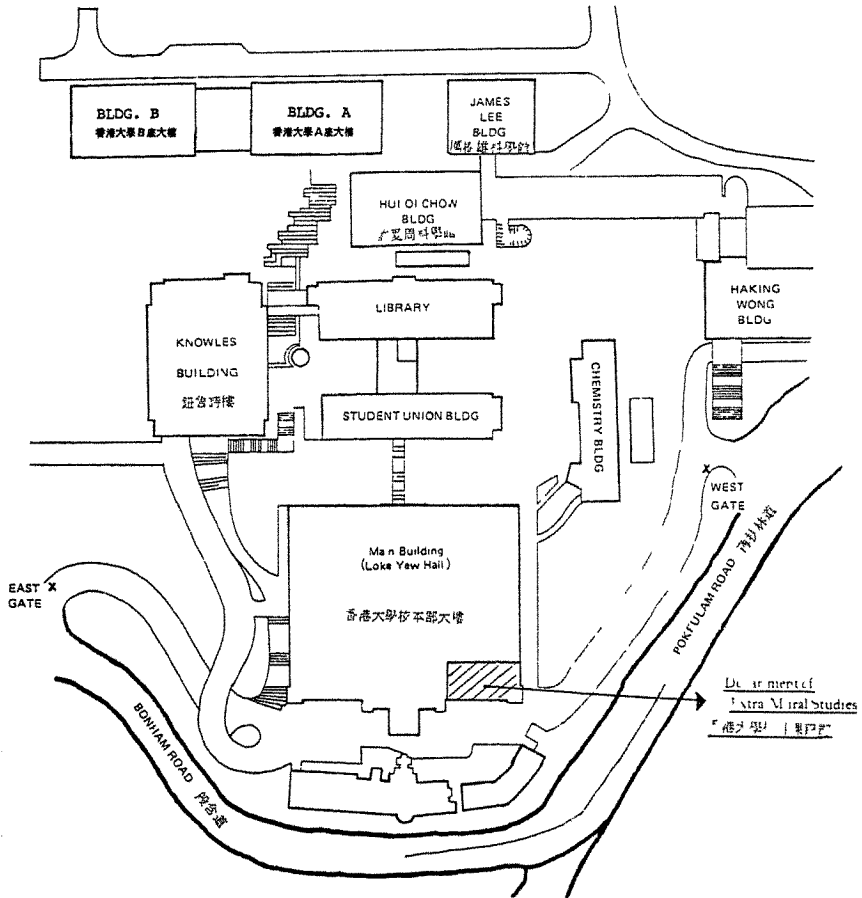
SPRING PROSPECTUS
1985



Extra Mural Studies

University of Hong Kong

UNIVERSITY OF HONG KONG GENERAL LAYOUT



LIBRA PRESS LTD.
56 Wong Chuk Hang Road, Hong Kong

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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

除特別規定學歷之課程外，祇需要年齡超過十八歲，不限資格，均可申請入學。學員應詳閱課程簡介。

學員被取錄與否，由校外課程部主任審核報名申請書決定之。

本部在下列期間將暫停授課：

甲：本港公眾假期。

乙：本港天文台懸掛八號或以上風球；不論該風球是否仍然懸掛或已於當日較早時除下，是日一切校外課程及活動均全部取消。

丙：農曆新年假期：一九八五年二月十八日至二月廿四日。

除課程額滿或取消外，已繳學費，概不退還。

除非特別註明，所有中文課程將以粵語講授。

學員可於課程完結後二年內向本部繳交十元手續費及一貼足郵票之回郵信封，申請發給聽講證書或結業證書副本。

於必要時，本部有權對原定主講人，上課地點及時間作出更改。

報 名 手 續

請填妥報名表格後連同劃線支票，銀行本票或郵政滙票，郵寄「香港大學校外課程部主任收」。劃線支票請書明支付「香港大學」。

報名表格可隨時向本部索取。敬希有志修讀本部課程者儘早報名，以便課程能如期舉辦。

申請人如獲取錄，本部不另通知，可依照課程簡章所列之地點及時間上課。如課程取消或改期或申請人未獲取錄，則另函通知。

申請人亦可親往下列地點報名，（繳費時宜用劃線支票）：

甲：香港大學校外課程部

薄扶林道香港大學校本部大樓地下。

電話：5—8592791 或 5—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（秣士街停車場對面）。

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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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。

520. Life Drawing. Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Mondays, 8.00-10.00 p.m., starting February 25, 1985. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

Fee: \$345 including model fee

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

521. Basic Watercolour Painting. Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota). *Tuesdays, 8.00-10.00 p.m., starting February 26, 1985. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 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.*

522. Figure Composition. Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 6.00–8.00 p.m., starting February 26, 1985. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$345** including model fee

Planned for those with previous experience in drawing the human figure, the aim of this intermediate level course is to help students discover and develop ways of using the figure in full, finished pieces of work, employing a variety of drawing and painting media. Reference will be made to historical and contemporary uses of the figure in art. *Students should be prepared to do approximately six hours of homework each week. Enrolment is limited to 17 persons and in the event of oversubscription an interview will be held on February 12, 1985.*

523. Life Drawing Workshop. Tutor to be announced. *Thursdays, 6.00–8.00 p.m., starting February 28, 1985. Room 10, Extra-Mural Town Centre, Wing On Centre. 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 February 14, 1985.*

524. Introduction to Chinese Landscape Painting. Chui Tze Hung. *Wednesdays, 8.00–10.00 p.m., starting February 27, 1985. 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.*

525. 基礎水墨畫 (Basic Chinese Ink Painting)

主 講 人：熊海先生。

地 點：香港大學校外課程部市區中心 11 室。

時 間：一九八五年二月廿七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）。

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

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

526. 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：一九八五年二月二十八日起每星期四下午六時至八時。

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。

527. 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：一九八五年三月二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，並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，並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。

528. 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：一九八五年二月二十七日 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，實感及質感描法等基本練習。課程並將應用幻燈片，以輔助對人體畫風格和理論的探討。學員必須以課外時間做習作。

529. 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：一九八五年二月二十七日起每星期三下午八時至十時。

乙班：一九八五年三月一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。

530. 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：一九八五年三月一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，將於二月十五日舉行面試。

531. 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：一九八五年三月一日起每星期五下午六時至八時。

乙班：一九八五年三月一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。

532. 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：一九八五年二月二十六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。

533. 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：一九八五年三月一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。

534. Introduction to Photography. Robert Thomson. *Mondays, 7.35-9.50 p.m., starting February 25, 1985. 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.

535. Introduction to Colour Photography. Wong Wo-bik, B.F.A. (Columbus), M.F.A. (Temple). *Thursdays, 7.35-9.50 p.m., starting February 28, 1985. 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 Thursday, February 14, 1985.

536. Experimental Black and White Photography. Robert Thomson. Tuesdays, 7.35-9.50 p.m., starting February 26, 1985. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. and Tutor's Studio, Central. 12 meetings. **Fee: \$385**

Designed for those who have completed Intermediate Black and White Photography or the equivalent, this course will extensively cover the use of Kodalith film—a high contrast graphic art film—internegative materials, and uses of black and white infrared film. Among the techniques to be explored towards dynamic and creative imagery are: solarization, half-tone contrast, drop-out tone, colour slide reversal for use in black and white, use of screens, direct alteration of negatives, and others. Printing methods of local bleaching, dying, and toning will be discussed at length. In addition, intricate and advanced lighting techniques such as tent lighting, lighting for multiple exposure with controlled positioning for special effects, and application of filters will be explored through a variety of studio subjects. Assignments will be given, and class critiques will be held on the results of these. One session will be devoted to finishing and presentation of black and white photography, and to the selection and preparation of photographic materials and equipment for location shooting. Studio sessions will be held at the tutor's studio in Central. *In the event of oversubscription an interview will be held on February 12, 1985.*

537. Experimental Colour Photography. Wong Wo-bik, B.F.A. (Columbus), M.F.A. (Temple). Wednesdays, 7.35-9.50 p.m., starting February 27, 1985. Room 13, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. **Fee: \$430**

Aimed at students with basic technical knowledge of colour photography, this course will explore experimental ideas and creative uses of colour photographic materials and techniques. Additive and subtractive ways to create colours will be discussed in depth and advanced colour printing methods, through correct use of dodging and burn-in, will be explored. Colour concepts of photography will be taught in relation to this, and synthetic and machine-altered colours will be examined in detail. Non-silver processes such as Cyanotype and Vandyke methods will be introduced, and hand colour techniques, using photo oil and pencil as applied to silver and non-silver prints, will be covered. Various approaches to photography, including fine art, conceptual, photojournalism, mixed media, and others will be surveyed, and students will be offered assignments based on these, including an experimental bookmaking project. Techniques of editing and selection, presentation, conservation, and framing and matting of photographs will also be discussed. Illustrated lectures will be given throughout. *In the event of oversubscription an interview will be held on February 13, 1985.*

538. Approaches to Photography: An Historical Over-view. Wong Wo-bik, B.F.A. (Columbus), M.F.A. (Temple). Wednesdays, 6.00-7.15 p.m., starting February 27, 1985. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings. **Fee: \$185**

The art and science of photography has not only recorded what we see, it has

affected the ways in which we see. Aimed at anyone with an interest in photography, this illustrated lecture and discussion course will begin with the history of photography. Aesthetic and technical concepts, from the early pictorial approach to contemporary trends will be examined; photojournalism, advertising and fashion photography, fine arts photography, instant photography, alternative and mixed-media photography will be explored, and compared to painting and other visual arts. Machine-made images such as teleprint, xerox, and computer imagery will also be discussed. Well known local and overseas photographers, when available, will be invited to discuss their work.

APPLIED DESIGN

539. Information Graphics. Patrick Lo, B.A. (Middlesex), M.A. (R.C.A.). Mondays, 6.00–8.00 p.m., starting February 25, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. **Fee: \$235**

This is a relatively new area in the field of graphic design. Aimed at those already in the design field, this course will help students to plan charts, diagrams, tables, graphic systems, sign systems, maps and other forms of Information Graphics for both public and educational usage. In addition to the aesthetic aspects, students will learn how to research and analyse non-visual information and translate this into clear and effective graphic form. The psychology of colour in relation to the subject will also be covered. *Assignments will be given each week and students should plan their time accordingly. In the event of oversubscription an interview will be held on February 11, 1985.*

540. Graphic Design for Hotels. Tommy Dy, Asia/Pacific Regional Art Director, Holiday Inn. Mondays, 6.00–8.00 p.m., starting February 25, 1985. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings. **Fee: \$235**

The types and forms of graphic design required for hotels is broad and varied, having to maintain continuity of image while promoting individuality of design. Aimed at those already familiar with basic design concepts, it is hoped that students will complete eight to ten related projects. Among the topics to be covered are: logos and stationery; promotional materials, press kits and brochures; room and restaurant items; advertising, decoration, in-house materials, and others. *Students should note that there will be homework assignments each week and should plan their time accordingly. In the event of oversubscription an interview will be required on February 11, 1985.*

541. 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 22 室。

時 間：一九八五年二月二十五日起每星期一下午八時至十時。

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。

542. 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：一九八五年二月二十八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）。

近年來噴筆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，將於二月十四日舉行面試。

543. 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 February 25, 1985. Room 11, 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.*

544. 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 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 February 12, 1985.*

Fee, as a package: \$450

545. 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. starting February 26, 1985. 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.*

546. Introduction to Interior Design. Anne Sixt, B.A. (Concordia), Dip. Interior Design (Museum School, Montreal). *Thursdays, 6.00-8.00 p.m., starting February 28, 1985. 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, February 14, 1985. While drafting experience is not a pre-requisite for entry, those with drafting experience will be given priority.*

547. Intermediate Interior Design

Priority for entry to the following two courses will be given to those who have successfully completed the package course, "The Basics of Interior Design". However, a limited number of places may be available for students wishing to take only one of these courses. *An interview will be required on February 12, 1985.*

Fee, as a package: \$450.

548. Intermediate Architectural and Presentation Drawing for Interior Design. Anne Sixt, B.A. (Concordia), Dip. Interior Design (Museum School, Montreal). *Tuesdays, 8.00-10.00 p.m., starting February 26, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$235**

Aimed at further developing the skills learned in the basic course, emphasis will be placed on pictorial drawing, rendering, and presentation techniques, with special attention to one-point and two-point perspective. Floor plans, sectional elevations and isometric views will also be covered. Slide talks and demonstrations will be given as required. *Students should note that there will be approximately six hours of homework each week. An interview will be held on Wednesday, February 13, 1985.*

549. Interior Design II. Anne Sixt, B.A. (Concordia), Dip. Interior Design (Museum School, Montreal). *Thursdays, 8.00-10.00 p.m., starting February 28, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$235**

The focus of this course will be the completion of several design projects utilizing concepts and techniques learned in Introduction to Interior Design. Students will be expected to produce portfolio quality designs for a variety of interior spaces, including private and residential, and public and semi-public such as office, restaurant, lobbies, etc. Students will engage in the full design process including presentation boards and working drawings. Class time will be spent on demonstrations, discussions, critiques, and individual consultation. *There will be a minimum of six hours homework each week. An interview will be held on Wednesday, February 13, 1985.*

DAYTIME COURSES

550. Introduction to Freehand Drawing. Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 10.00 a.m.-12.00 noon, starting February 26, 1985. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.*

Fee: \$280 including model fee

Using still life, the figure and other subjects, students will explore the basic drawing concepts and techniques of contour, gesture, light and dark, and plastic space. Among the materials to be used will be: pencil, charcoal, ink, felt pens, conté crayon and others. *There will be a minimum of six hours of homework each week, and students should plan their time accordingly.*

551. Figure Composition. Martha Lesser, B.S. (N.Y.U.). *Thursdays, 10.00 a.m.-12.00 noon, starting February 28, 1985. Room 10, Extra-Mural Town Centre, 8/F. 12 meetings.* **Fee: \$345** including model fee

See entry for Course No. 522.

In the event of oversubscription an interview will be required on February 14, 1985.

552. Life Drawing Workshop. Irene Miller, Co-ordinator. *Fridays, 10.00 a.m.-12.00 noon, starting March 1, 1985. Room 10, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$270**

See entry for Course No. 523.

553. Basics of Interior Design. Anne Sixt, B.A. (Concordia), Dip. Interior Design (Museum School, Montreal). *Mondays and Wednesdays, 10.00 a.m.-12.00 noon, starting February 25, 1985. Room 11, Extra-Mural Town Centre, Wing On Centre, 8/F. 24 meetings.* **Fee: \$450**

See entry for Course No. 544, except that entry will be limited to those taking the whole package. In the event of oversubscription, an interview will be held on February 11, 1985.

ART APPRECIATION

852. An Introduction to the Art and Culture of South-east Asia. Mrs. Rajeshwari Ghose, B.A. (Calcutta), M.A. (H.K.). *Mondays, 6.00-7.30 p.m., starting April 1, 1985. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$170**

This series of lectures will introduce the Sacred Art of Sri Lanka, Burma, Thailand, Indonesia and Cambodia. It will introduce the culture of the area before the coming of Indic influences to this region and try to analyse the main cultural trends as exhibited through the visual arts of architecture, sculpture and painting. The subject matter and art styles of the major monuments of the region will be analysed.

See also:

- 767. 古今陶瓷欣賞(第 93 頁)
- 768. 山水國畫的基本寫法(第 93 頁)
- 769. 南北兩宗的山水畫(第 93 頁)
- 771. 山水畫構圖與水墨設色技法(第 94 頁)
- 773. 書法藝術的寫作與欣賞(第 95 頁)

Business Studies

Staff Tutor : Susan Cameron, Telephone 5-8592784

Courses Nos. 554 to 564 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. They 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.

554. Foundation Accounting. Norman W. Y. Ngai, B.A. (Sheff), F.C.M.A., A.H.K.S.A., M.B.I.M. *Fridays, 6.15-8.15 p.m., starting March 1, 1985. 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.

555. Higher Accounting. Chan Siu-pang, A.C.C.A., A.H.K.S.A., F.A.I.A., M.B.I.M., F.A.A.I. *Thursdays, 7.15-9.30 p.m., starting February 28, 1985. Room 121, University Main Building. 16 meetings.* **Fee: \$370**

This course will cover many of the topics in the syllabus of the L.C.C. Higher Accounting examination. In particular it will cover relevant U.K. Companies Acts, SSAPs and procedures for branch accounts, hire purchase and group accounts, cash budgeting and related statements, interpretation of accounts and statements of changes in financial position. The course will also be useful to those at the intermediate level of the professional accountants examination.

NOTE: Instruction will be in English and Chinese.

556. Advanced Accounting Practice. To Pak-lam, A.C.C.A., A.H.K.S.A. *Saturdays, 2.00-4.30 p.m., starting March 2, 1985. Room 121, University Main Building. 16 meetings.* **Fee: \$400**

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 and Companies (Amendment) Ordinance 1984, 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.

557. Auditing for Examinations. Part 2. Mrs. Wong Wu Wai-ye, A.C.C.A., A.H.K.S.A. *Tuesdays, 6.30-8.00 p.m., starting February 26, 1985. Room 142, University Main Building. 14 meetings.* **Fee: \$220**

Part 2 continues to work through the examination syllabus. Beginning with the verification of assets and liabilities, other topics to be studied are audit guidelines on client stocktaking, post balance sheet action, legal matters and liabilities, the audit report, computer system audit, law on distribution of profit and the audit committee.

558. Costing: principles and techniques. Li Ki-cheung, A.C.C.A., A.C.I.S. *Mondays, 7.15-9.15 p.m., starting February 25, 1985. 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.

559. Advanced Cost Accounting 2. Patrick Chan, B.Sc., M.B.A. *Fridays, 6.15-8.15 p.m., starting March 1, 1985. Room 142, University Main Building. 10 meetings.* **Fee: \$210**

This is a direct follow on from the Advanced Cost Accounting 1 course offered by the same tutor last autumn. The remaining elements of the syllabus for ACCA/HKSA Paper 2.4 will be offered. It is possible for new students to join the programme at this stage but they should have made a good start in studying the 2.4 syllabus already. Further details are obtainable on request.

560. Quantitative Analysis: Part 2. H. B. Yeung, B.Sc. *Saturdays, 2.00-3.30 p.m., starting March 2, 1985. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 13 meetings.* **Fee: \$210**

For students of ACCA/HKSA Paper 2.6. This course *continues* studies begun in the autumn. The main emphasis will be on parts C and D of the syllabus. New students may enrol but they should already have worked through parts A and B, as these sections of the syllabus will not be covered again.

561. Corporate Financial Management. Alan Wong, M.A. *Saturdays, 2.00-5.00 p.m., starting March 2, 1985. 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.

562. 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 February 26, 1985. 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.

563. General Principles of Law for Bankers. Chiu Chan-ha, A.I.B. *Wednesdays, 6.00-8.00 p.m., starting February 27, 1985. Room 51, Mansfield College, Knutsford Terrace, Kowloon. 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.

564. U.K. Taxation. Jackson Young, Dip.M.S., A.C.C.A., M.B.I.M. *Mondays, 6.00-7.30 p.m., starting March 4, 1985. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings.* **Fee: \$225**

Designed for those whose work requires a knowledge of the U.K. Tax System, the course is also suitable for students taking the U.K. Tax option in the professional accountants' examinations. The course will look at the general fiscal system but concentrate on income tax, corporation tax, allowances and taxes on capital.

565. Elementary Book-keeping and Accounts. Chan Kee-ming, A.C.I.S. Mondays, 6.15-8.45 p.m., starting March 11, 1985. Room 121, University Main Building. 15 meetings. **Fee: \$390**

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.

566. Basic Auditing. C. C. Kwong, A.C.C.A., A.H.K.S.A., C.P.A. Mondays, 7.45-9.15 p.m., starting March 4, 1985. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 11 meetings. **Fee: \$170**

This is an introductory course for those with *no* knowledge of auditing. It is suitable for those just starting work in this field and for businessmen who need to liaise with auditors. Beginning with principles of auditing the course will survey existing traditional auditing techniques as well as take a brief look at recent developments such as computer auditing. International standards and guidelines of practice will be covered as well as the professional duties of the auditor.

567. Practical Auditing. Robert Fuller, F.C.C.A. Mondays, 6.00-7.30 p.m., starting March 11, 1985. 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 will cover, briefly, the basic elements of auditing but the main emphasis will be on practical application of knowledge. *The course is most suitable for those with some auditing knowledge* but little practical experience and for those who are now in an auditing environment and who wish to develop their approach. In addition to lecture sessions exercises will be given to emphasize important points and to demonstrate a practical audit approach.

568. Computer Auditing: a basic appreciation. George Leung, A.C.I.S. Wednesdays, 6.15-7.45 p.m., starting March 6, 1985. 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.

569. Hong Kong Profits Tax. Tam Tak-ding, C.P.A., F.C.C.A., A.H.K.S.A., A.C.I.S. *Fridays, 6.00-7.30 p.m., starting March 8, 1985. 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.

570. 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 March 8, 1985. 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. Exercises and case studies will be presented. Applicants will be expected to have some knowledge of accounting/book-keeping.

571. International Trade. Ip Tsun-nin, B.Com. *Fridays, 7.15-8.45 p.m., starting March 1, 1985. Room 121, University Main Building. 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.

572. Import and Export Practice. Joseph K. H. Tam, M.I.Ex., M.Inst.A.M. (Dip), A.I.B.A. (Melbourne), Dip.B.A. *Mondays, 7.45-9.45 p.m., starting March 4, 1985. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$320**

The primary objective of the course is to provide students with an overview of import and export practice and to enable those presently working in the I/E field to grasp the principles needed to process their daily routines efficiently and correctly. Students should already have a basic knowledge of i/e practices. Topics include: elements of export law, forms of payment, cargo insurance, credit insurance, types of documentary credits and principles of operations, import and export financing, uniform customs on documentary credits (ICC 400) and collections (ICC 322) will be discussed.

573. System development and management for Non-EDP Executives. Edward Tong, B.Sc., R.I.A. *Thursdays, 7.45-9.15 p.m., starting February 28, 1985. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 14 meetings.* **Fee: \$220**

The basic principles of developing business systems will be introduced together with a methodology for the on-going management of a system. The course is

designed to be useful for managers, executives and accounting personnel who have no previous computer system development experience, but who now find themselves needing to develop such a system, or, leading a company task force in system development and management.

574. 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：一九八五年三月十一日起每星期一下午六時三十分至八時。

全期學費：二百四十元 （共十五講）。

本課程是由「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。

575. 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：一九八五年三月七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。

576. 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：一九八五年三月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。

577. 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 28 室。

時 間：一九八五年三月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）。

在香港註冊的有限公司每年皆需編製會計報表供股東參閱。本課程旨在介紹編製報表時所應注意的事項：例如要遵守香港公司法和會計師公會定下的會計準則，及提供適當之資料以提供投資人士參考。學員應具備初級會計學知識。由於專門術語皆以英語為本，學員亦應有具備基本英語的知識。

See also :

797. 電腦和電腦化入門 (第 109 頁)

800. **Computerisation: an Executive's Viewpoint.** (Page 110)

803. **Introduction to Data Processing.** (Page 111)

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。

Economics, Banking & Statistics

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

578. Hongkong Statistics for Business. *Thursdays, 5.40-7.40 p.m., starting March 7, 1985. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 11 meetings.* **Fee: \$400** (including publications and reports)

This course is offered in cooperation with the Census and Statistics Department. It is designed to put managers, administrators and planners in closer touch with the statistical data available in Hong Kong, and to show how such data may be used to assist in business and forecasting. The course is an integrated series of lectures/seminars by experts in the field.

Closing date for application: February 11, 1985.

Population and household statistics	M. C. Leong, M.I.S. Senior Statistician
Labour: employment, unemployment, underemployment	Donna Shum, B. Soc. Sc., Acting Senior Statistician
External trade statistics: sources, methods and uses	H. W. Fung, B. Soc. Sc., M. Soc. Sc., F.I.S. Senior Statistician
Prices and wages	John Lee, B.A., M. Soc. Sc. Senior Statistician
Distributive trades and services	M. Y. Yeung, B.A. Senior Statistician
Manufacturing industries and the construction industry: operating characteristics, cost structure and inter-industry comparisons	Josephine Lau, B. Soc. Sc. Senior Statistician
National accounts statistics: estimates of Gross Domestic Product and its components	Frederick Ho, B.Sc., F.I.S. Assistant Commissioner
Monetary statistics: money supply, loans and advances, liquidity, interest rates, exchange rates	Elley Mao, B. Soc. Sc., M. Phil. Economist (Monetary Affairs Branch, Government Secretariat) Joseph Wong, B. Soc. Sc., M. Phil. Statistician

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

C. K. Law, B. Soc. Sc., M. Econ.
Senior Economist
(Economic Services Branch,
Government Secretariat)
Lily Fong, B. Soc. Sc., M. Soc. Sc.,
M.B.A.
Senior Statistician

Applications of statistics in planning: government planning, business planning

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

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

K. Y. Tang, B. Soc. Sc.
Principal Assistant Secretary
(Economic Services Branch,
Government Secretariat)
Frederick Ho, B. Sc., F.I.S.
Assistant Commissioner

579. Fixed Income Securities Analysis. Jimmy C. M. Chu, B.Comm., M.B.A., C.F.A. *Mondays, 6.30-8.00 p.m., starting March 4, 1985. Room 101, James H. Lee Science Building, University of Hong Kong. 10 meetings. Fee: \$130*

This course is designed to provide an overview of fixed income securities and their investment evaluation. Course emphasis will be placed on developing concept and analytical techniques for evaluating the risk-return relationships and price behaviour of long-term fixed income securities. Course topics include overview of fixed income securities, bond yield measures and price volatility, determinants of interest rates and term structure of interest rates, quality, appraisal for corporate bonds, convertible bonds and warrants, options on fixed income securities, and floating rate notes and certificates of deposit. Participants are assumed to have basic knowledge in business finance, corporate financial analysis, money and capital markets.

580. Economic Theory. K. K. Cheung, B.A., M.A. (Econ.) (Carleton). *Mondays, 6.15-8.15 p.m., starting March 4, 1985. Room 237, University Main Building. 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.

581. Applied Microeconomics. Woo Kwai-hung, M. Econ. (N. Carolina State). *Saturdays, 2.30-4.30 p.m., starting March 2, 1985. Room 23, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$200**

Application of microeconomic analysis to decision making in a business organization. Economic techniques which may be employed for directing and operating business enterprises include linear programming, marginal economic analysis, capital budgeting, break-even analysis and evaluation of potential investments.

582. The Economics of Money and Banking. Woo Kwai-hung, M.Econ. (N. Carolina State). *Wednesdays, 6.15-7.45 p.m., starting February 27, 1985. Room 503, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$160**

The role of financial intermediaries, such as commercial banks, merchant banks and central banks, is essential to the proper functioning of a modern economy. The course will trace the creation of money and bank credit, demand for money, money supply and the rate of interest, term structure of interest rates, and the role of monetary policy. The banking systems of Hong Kong and the U.S. will be analysed. Students are expected to have studied the principles of economic theory.

583. Monetary Economics. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B., A.C.I.S., C.Dip.A.F., M.M.S. *Thursdays, 6.30-9.00 p.m., starting February 28, 1985. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 16 meetings.* **Fee: \$330**

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

584. 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 March 2, 1985. Room 142, University Main Building. 12 meetings.* **Fee: \$320**

This 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/ICMA/IOB Examinations.

585. An Introduction to British Economic Policies. Cheng Chi-ping, B.A. (Lond.). *Mondays, 7.55-9.25 p.m., starting March 4, 1985. Room 122, University Main Building. 20 meetings.* **Fee: \$300**

This course aims at providing a general discussion on selected British Economic policies and is designed for those who will be taking the part three Economic Policies and Problems paper of the Institute of Chartered Secretaries and Administrators and other professional bodies examinations in connection with the British Economy.

586. Elements of Banking. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.I.B., A.C.I.S., C.Dip.A.F., M.M.S. *Fridays, 6.30-9.00 p.m., starting March 1, 1985. Room G5, James Hsioung Lee Science Building, University of Hong Kong. 16 meetings.* **Fee: \$330**

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.

587. Practice of Banking I. C. S. Chan, A.I.B. *Fridays, 8.00-9.30 p.m., starting March 1, 1985. Room 28, 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.

588. Practice of Banking I. Lau Ying-chi, A.I.B., Higher Cert. in Business Management Studies (H.K. Polytechnic). *Mondays, 6.15-7.45 p.m., starting March 4, 1985. Room 122, University Main Building. 20 meetings.* **Fee: \$300**

This course follows the syllabus of the A.I.B. examination. Topics to be discussed will include: general and special relationship between banker and customer, the collecting banker, the paying banker, banking operation, types of account holders, dealings upon the death, mental disorder, bankruptcy and liquidation of customers, security for advances—land, insurance policies, stock and shares, book debts, guarantee and debenture. Applicants are expected to have AIB Stage 1, a degree or other post secondary qualifications.

589. Practice of Banking I. B. Swaminathan, M.A. (Econ.), C.A.I.I.B., A.I.B. *Wednesdays, 7.35-9.05 p.m., starting March 6, 1985. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$240**

The aim is to prepare students for Practice of Banking I examination of Stage 2 Banking Diploma of the Institute of Bankers. The course content will follow the syllabus as required by the A.I.B. examinations. Candidates must have passed the Law Relating to Banking examination conducted by the Institute of Bankers.

590. Practice of Banking II. Lau Ying-chi, A.I.B., Higher Cert. in Business Management Studies (H.K. Polytechnic). *Tuesdays, 5.40-7.10 p.m., starting March 5, 1985. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.* **Fee: \$300**

Topics to be discussed include: the principles of good lending, secured and unsecured advances to private and corporate customers, interpretation of accounts and accounting ratios, budgeting fund flow statement, cash projection, interpretation of bank account performance, overtrading, banking services—investment, insurance, trusteeship, import and export finance, merchant banking and marketing of banking business. Applicants are expected to have AIB Stage 1, a degree or other post secondary qualifications.

591. Foreign Exchange and Money Markets. Kong Hin-man, A.I.B., A.C.I.S., C.Dip.A.F., Dip.M.A. Inst.M., M.B.I.M. *Mondays, 6.00-7.30 p.m., starting March 4, 1985. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 16 meetings.* **Fee: \$250**

Exchange rates and interest rate movements can affect every corporate treasurer and individual investor. Various approaches can be adopted to hedge the risk. Activities in spot, forward, swaps, financial futures and options markets are discussed. Internal control procedures are also included.

592. Finance of International Trade. Kong Hin-man, A.I.B., A.C.I.S., C.Dip.A.F., Dip.M.A. Inst.M., M.B.I.M. *Mondays, 7.45-9.15 p.m., starting March 4, 1985. Room 14, 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. Cashflow management techniques for importers and exporters will be discussed. The course will be useful for those who are preparing for the Institute of Bankers examination.

593. Finance of International Trade. Robert S. C. Au, A.I.B. *Wednesdays, 7.55-9.25 p.m., starting March 6, 1985. Room 503, Knowles Building, University of Hong Kong. 15 meetings.* **Fee: \$260**

This course is designed for those who will take Stage 2 Part B examination

of the Institute of Bankers. It covers many topics including various types and functions of documentary credits according to updated uniform customs and practice, banking services for bills operations, different countries' exchange controls regulations, forward rate of exchange, Euro-currency markets, factoring, import and export finance. Former examination questions will be discussed in the class.

Applicants' are expected to have passed the Stage I (A.I.B.) examinations.

594. Merchant Banking Services. Kong Hin-man, A.I.B., A.C.I.S., C.Dip.A.F., Dip.M.A.Inst.M., M.B.I.M. *Fridays, 6.30–8.00 p.m., starting March 1, 1985. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 16 meetings.* **Fee: \$250**

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

595. Import-Export Banking. Robert S. C. Au, A.I.B. *Saturdays, 2.30–5.00 p.m., starting March 2, 1985. Room 141, University Main Building. 8 meetings.* **Fee: \$220**

This course is especially designed for banking staff and Import-export firms' shipping clerks or supervisors to understand better the bills department in a bank—its structure, functions, facilities and how it provides important services and operations related to foreign trade business. Topics will include: the theories and practice of all documentary credits, bills of exchange and other shipping documents, different sections of bills department, computer data entries etc.

596. Introduction to Credit Analysis. Lau Kam-kwan, B.Sc., M.B.A. *Tuesdays, 6.30–8.00 p.m., starting March 5, 1985. Room 18, 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.

597. Techniques of Credit Analysis. Jimmy Woo, B.Sc. (Calgary), M.B.A. (H.K.). *Tuesdays, 8.00-9.30 p.m., starting March 5, 1985. Room 503, Knowles Building, University of Hong Kong. 14 meetings.* **Fee: \$230**

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.

598. Elementary Statistical Theory. Lo Chi-ning, M.Sc. (Lond.), F.S.S. *Fridays, 6.30-9.00 p.m., starting March 1, 1985. Room 230, Knowles Building, University of Hong Kong. 12 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.

599. 銀行學初階 (Elements of Banking)

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：星期三於香港大學校外課程部市區中心 28 室。

星期四於香港大學校外課程部市區中心 20 室。

時 間：一九八五年三月六日起每星期三及星期四下午七時五十分至九時五十分。

全期學費：三百元。（共十八講）。

本課程將以香港銀行學會第一部為藍本，並可適用於該會之會員資格考試，內容包括：貨幣導論，儲蓄與投資，一般財務機構，銀行簡介，英倫銀行，銀行同業市場，各類不同銀行，流通轉讓票據，貸放原理及實務，香港銀行業一般認識，銀行及銀行公會法例，各類銀行代客付欸辦法，票據交換，各類主要銀行服務。

錄取條件：申請人必須為香港銀行學會會員。報名時請於申請表上填上會員編號或附上有關證明文件。

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

主 講 人：徐志輝先生，A.I.B.

地 點：星期二於香港大學校外課程部市區中心 14 室。

星期四於香港大學校外課程部市區中心 20 室。

時 間：一九八五年五月廿一日起每星期二及星期四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）。

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

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

本課程限收三十八人。如報名人數超額，將由講者甄選資格適合之學員。

See also:

563. General Principles of Law for Bankers. (Page 19)

701. Banking Law and Practice in Hong Kong. (Page 69)

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 140 頁 。

Management Studies

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

601. 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 February 27, 1985. 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.

602. 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 February 26, 1985. Room 20, 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.

603. Decision Making and Problem Solving. Paul Ng, B.Eng., M.B.A., (McGill), and Lawrence Cheung, Dip.M.S., M.Inst.M., M.B.I.M. *Tuesdays, 6.00-7.30 p.m., starting February 26, 1985. Room 30, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$195**

Effective decision making and problem solving are essential for 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.

604. Organization and Methods. Samuel San, B.E. (N.S.W.). *Saturdays, 3.45-5.15 p.m., starting March 2, 1985. 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.

605. Management Information Systems. Leung Kit-wing, B.Sc. (Newcastle Poly), M.A. (Lancaster). *Mondays, 8.10-9.40 p.m., starting February 25, 1985. 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. Part of this course is relevant to the A.C.C.A. Level 2 examinations.

606. Marketing Management: Analysis, Planning and Control. Paul Mak, B.Sc. (H.K.), M.B.A. (Sheffield). *Fridays, 6.00-7.30 p.m., starting March 1, 1985. 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.

607. Marketing Management: Cases and Practice. Lam Kwong-yuen, M.B.A. (San Francisco), F.C.M.A., A.H.K.S.A. *Saturdays, 3.45-5.15 p.m., starting March 2, 1985. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 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.

608. Advanced Marketing Practice: The Case Study Approach. David Y. Chu, B.S., M.S. (Northeastern), M.B.A. (Harvard), M.Inst.M. *Tuesdays, 7.15-8.45 p.m., starting February 26, 1985. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 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.

609. Marketing: Theory and Practice. Ray Wong, B.A. (Lawrence), M.B.A. (C.U.H.K.). *Saturdays, 3.45-5.15 p.m., starting March 2, 1985. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$195**

The course is designed to lead those new to marketing and those already involved but without formal marketing training to a level that will enable them adequately to perform their marketing functions. The concepts, terms and techniques of marketing will be reviewed and analyzed to provide students with an opportunity to acquire abilities and skills in approaching marketing problem solving. The course will include several Hong Kong marketing cases. Emphasis will be placed on the application of marketing knowledge to the solution of marketing problems and decision making.

610. The Management of Marketing Overseas. Andy Poon, B.Sc. (Central London Poly), M.B.A. (City). *Saturdays, 3.45-5.15 p.m., starting March 2, 1985. 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 of this course will be the development of an overall system of planning and control relating to international markets.

611. Advertising and Public Relations. Brian H. Leong, B.A. (Wisconsin). *Mondays, 8.00-9.30 p.m., starting February 25, 1985. Room 206, Building A, University of Hong Kong. 12 meetings. Fee: \$195*

The activities of Advertising and Public Relations have developed as important communication channels in support of the marketing function and are complementary to one another. Their role will be discussed within the broader definition of marketing objectives and strategies, with particular emphasis on how to position a product and the importance of research in determining market strategies. Certain case studies will be used to illustrate ways of communicating a message through advertising and public relations, especially in the field of consumer products. The course will be suitable for executives who are, or intend to be, involved in the fields of marketing, advertising or public relations.

612. An Introduction to Business Finance. Ho Yiu-wah, B.A., M.Sc. (Manc.). *Mondays, 7.45-9.15 p.m., starting February 25, 1985. Room 30, 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 or governments. This course will introduce the fundamental principles and practices of business finance. The major subjects to be covered include: the workings of the financial system; basic financial mathematics and valuation concept; investment decision and management; financing decision and policy; and the impact of inflation and taxation on financial decisions.

613. An Introduction to Financial Management. Samuel Nguy, B.Sc. (Ottawa), M.B.A. (McGill). *Saturdays, 2.00-3.30 p.m., starting March 2, 1985. 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.

614. Credit and Loan Administration. Benjamin Fung, B.Comm. (Concordia), Grad.Dip.Mgt. (McGill), A.C.I.S., Dip.M., M.Inst.M. *Tuesdays, 7.45-9.15 p.m., starting February 26, 1985. Room 20, Extra-Mural Town Centre, Wing On Centre, 8/F. 18 meetings.* **Fee: \$300**

The success of any loan depends on how closely it is monitored, regardless of how skilfully and judiciously it is assessed at the sanction stage. The course has specifically been designed for loan officers who want to gain a better insight into the concepts, methodology and techniques to monitor credit and post loan administration. Coverage will be given to both Commercial and Corporate Credits. Topics to be covered will include: credit origination; types of loans; target customer criteria; credit evaluation; structuring the credit; procedures for preparing credit proposal; credit approval; collateral; loan documentation; monitoring client accounts; line excesses and tolerance approval; credit renewal; loan review and classification; follow-up of problem loans; loan default, restructuring and legal proceedings.

615. An Introduction to Transport Studies. Li Siu-ming, B.B.A. (Hawaii), M.B.A. (Texas). *Mondays, 6.15-7.45 p.m., starting February 25, 1985. Room 503, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$195**

Transportation affects our everyday lives as well as being an important feature of the social and economic development of societies. The course will review the economic and social impact of transport, physical distribution and cargo operations, passenger travel, freight and fare structures, planning policy and marketing for land, sea and air. Both the domestic and international aspects of the transport industry will be considered. The course will be of interest to those working in one of the branches of the transport industry as well as those with a more general interest in transportation development.

616. An Introduction to Factory Management. Malcolm Holmes, D.M.S., *Tuesdays, 7.45-9.15 p.m., starting February 26, 1985. 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.

617. An Introduction to Operational Research. Dannie Leung, B.Sc. (Birm.), M.Sc. (Lancaster). *Wednesdays, 8.00-9.30 p.m., starting February 27, 1985. Room 103, University Main Building. 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.

618. Fundamentals of Shipping Practice. Laurie Kou, B.Com. (Concordia). *Saturdays, 3.45-5.15 p.m., starting March 2, 1985. 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.

619. 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 February 26, 1985. 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.

620. 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：一九八五年三月二日起每星期六下午三時四十五分至五時十五分。
全期學費：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。

621. 投資理論之應用及實踐 (Investment Theories and Applications)

主 講 人：鄭文華先生。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八五年二月二十五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）。

作為一個世界金融中心，香港股票市場提供了一個完整及富地區獨特性的資金市場。本課程主旨為探討及分析各種投資理論及其概念之應用。課題包括股票市場的結構及功用、直接及間接投資、投資分析之技巧及股價理論、財務報告分析與投資收益、收購及合併細則、投資組合及基金管理，課程並包括股市發展個案研究及討論。

622. 商業管理學概念與實務 (Management Concepts and Practices)

主 講 人：吳奕敏先生。

地 點：香港大學校外課程部市區中心 30 室。

時 間：一九八五年三月二日起每星期六下午二時至三時三十分。

全期學費：一百九十五元。（共十二講）。

本課程以系統的方法，介紹商業組織與管理學的基本概念，使學員易於了解商業組織的結構和功能。內容包括商業的功能、商業組織的形成、管理學原理、營銷、生產、財務、人事和資訊系統的管理、國際貿易的原理和運作等重點。上課除講授基本原理以外，並輔以個案討論，務求學員能掌握理論工具，解決業務上碰到的管理問題。

623. 商業與財務 (Commerce and Financing)

主 講 人：吳奕敏先生。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八五年三月二日起每星期六下午四時十五分至五時四十五分。

全期學費：一百九十五元。（共十二講）。

本課程旨在闡述財務管理之概念，基本原理與方法。內容包括：財務組織及其功能、利率之決定、資金運用、資產管理、財務系數之分析、投資決策、股息分派決策及財務報告表之分析等。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，促進對財務及商業之關係有深切的認識。

624. 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：一九八五年三月一日起每星期五下午七時四十五分至九時十五分。

全期學費：一百六十五元。（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。

625. 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：一九八五年三月二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。

See also

574. 商業管理 (第 22 頁)

578. Hong Kong Statistics for Business. (Page 24)

800. Computerisation: an Executive's Viewpoint. (Page 110)

Personnel Management

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

626. 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 October 2, 1985 to May 7, 1986.

Place Extra-Mural Town Centre.

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.

Period for application: 15 March-1 June 1985.

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

627. 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 March 2, 1985. 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.

628. 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 February 25, 1985. Room 415, Knowles Building, University of Hong Kong. 12 meetings. Fee: \$195*

The 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.

629. Practical Personnel Management. S. K. Law, B.B.A. (C.U.H.K.), A.I.P.M., A.C.I.S., M.B.I.M. *Wednesdays, 7.00-8.30 p.m., starting February 27, 1985. Room 209, Building A, University of Hong Kong. 12 meetings. Fee: \$195*

The role of the personnel manager is concerned with attracting, retaining and helping people to adjust to the work situation in an organization. Specifically, the role embraces recruitment and selection, manpower planning, training and development, wages and salaries administration, performance appraisal, employee services and communication with employees. These functions will be considered, together with those aspects of industrial relations important in Hong Kong, such as the Employment Ordinance, management and labour relations, grievance/disciplinary procedures, joint consultation, and labour tribunals. The course will be attractive to supervisory staff from different industries who wish to broaden their knowledge of personnel matters, as well as specialists in the area.

630. Techniques in Personnel Management. Helen Price, B.Sc. (Queen's Belfast). *Saturdays, 2.00-3.30 p.m., starting March 2, 1985. Room 28, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$195**

The course provides coverage of the practical aspects of the implementation of Personnel Policy including recruitment, induction, training and appraisal of staff. Specific methods and techniques will be discussed and their application examined to demonstrate the importance of a systematic approach to personnel matters. Participants will not only gain a knowledge of the methods available but will also be helped to identify the areas of skill and knowledge which they need to pursue further.

631. Training and Development in an Organizational Context. Francis Wong, B.A. (Salford). *Saturdays, 2.00-3.30 p.m., starting March 2, 1985. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 12 meetings.* **Fee: \$195**

The object of human resource management is to ensure organizational effectiveness through the development of individual potential and satisfaction at work. The focus of this course will be the role which training and development play in modern management. Systematic approaches to training will be examined together with the situation of introducing new training methods. The relationship of manpower planning to the development of human resources will also be considered, as well as ways in which training and development may improve the individual quality of working life. The course will be of most value to specialists in the personnel and human resource functions.

632. 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：一九八五年二月二十七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 :

785. Introduction to Industrial and Organizational Psychology. (Page 102)

839. 人事管理在社會服務機構（第 129 頁）

Education

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

633. Playing is Learning for Living. Mrs. Janet Smith and others. *Tuesdays, 7.45-9.45 p.m., starting February 5, 1985. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$240**

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

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

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

Enrolment is limited to 25.

634. Social Studies for Teachers of Forms 4 & 5. *Wednesdays, 6.00-7.30 p.m., starting February 6, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$180**

Tutors : Chow Yiu-wing, B.Soc.Sc. (C.U.H.K.), Dip.Ed. (H.K.).

Timothy Leung, M.Ed. (North Texas State), Dip.Soc. Sc. (H.K. Baptist), Student Counsellor, University of Hong Kong.

Leung Yat-ming, B.A., Cert.Ed. (H.K.), M.A. (Sussex), Lecturer in Education, University of Hong Kong.

This course is designed for potential teachers of social studies preparing for the forthcoming Social Studies Certificate of Education Examination. It will consist of a series of lectures and discussions on selected units in the C.D.C. syllabus. Topics to be discussed include the adolescent stage, family life education, human relationships, communication, rules and society and career education.

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 : January 24, 1985.*)

185. Social Studies in Secondary Schools. Chow Yiu-wing, B.Soc.Sc. (C.U.H.K.), Dip.Ed. (H.K.). *Fridays, 6.15-8.30 p.m., starting January 11, 1985. Room 209, Building A, University of Hong Kong. 11 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: January 2, 1985.*)

635. Government & Public Affairs for Advanced Level Teachers. E. V. Roberts, M.Sc. (Econ.), Dip.Ed. (Wales), Lecturer in Political Science, University of Hong Kong, & others. *Thursdays, 7.15-9.30 p.m., starting March 7, 1985. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 8 meetings. Fee: \$180*

The aim of this course is to introduce and discuss the approaches to the teaching of Government and Public Affairs at the Advanced Level. Further details are available on application.

Enrolment is limited to 40.

Fee Refund: on being accepted for this course, teachers of Government and Public Affairs in secondary schools will be sent a full fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 25, 1985.*)

636. 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：一九八五年二月二十七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）

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。（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，須於二月十七日前報名。）

637. 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 14 室。

時 間：一九八五年三月一日起每星期五下午七時四十五分至九時四十五分。

全期學費：二百六十元。（共十八講）。

本程課要旨，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。（限收 30 人）。

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

638. 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：一九八五年三月四日起每星期一上午九時至十一時。

乙班：一九八五年三月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，須於二月二十二日前報名。）

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

主 講 人：弱智人士服務協進會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：一九八五年三月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，須於二月二十五日前報名。）

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

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

地 點：香港薄扶林道聖保羅男校音樂室。

時 間：一九八五年二月二十七日起每星期三下午六時至七時三十分。

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，須於二月十七日前報名。）

641. 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：一九八五年一月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。（如欲教育署退還半費者，須於一月十日前報名。）

642. 幼稚園美勞活動教學（二） (Teaching Art Activities in Kindergartens (II))

主 講 人：黎佩娟女士。 講授語言：粵語輔以英語。

地 點：香港大學校外課程部市區中心 22 室。

時 間：一九八五年三月一日起每星期五下午七時四十五分至九時十五分。

全期學費：一百三十元。（共十二講）。

此課程乃幼稚園美勞活動教學（一）的延續，透過深入介紹瞭解美勞活動的功能在兒童成長發展過程中的重要性，與其他學科的相輔教學——美勞與語文發展、識數活動、自然環境觀察、音樂律動、扮演及遊戲等的實際關係，並作現時香港幼稚園教學環境下的美勞活動創作嘗試，課題實踐活動等。輔以幻燈片介紹。實習材料由學員自備。

本課程適合幼稚園教師及幼兒工作人士就讀，參加者必須完成幼稚園美勞活動教學（一）課程，方可選修。（限收 30 人）。

申請教署退還半費手續：凡在職幼稚園教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十九日前報名。）

643. 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 22 室。

時 間：一九八五年三月一日起每星期五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，須於二月十九日前報名）。

644. 中國文學史（一）（Chinese Literature Through the Ages I）

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：一九八五年三月二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家及其重要作品，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、元代文學、明清文學，以及「文學革命」前夜文學等八篇，共三十五章。分兩個階段講授，本課程為第一階段。

本課程主要為香港中學中文教師而設；但對中國文學史的發展有興趣的人士，歡迎參加。（限收 40 人）。

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

645. 中國現代文學史（二）（Chinese Modern Literature II）

主 講 人：丁平先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八五年三月五日起每星期二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獲，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，本課程為第二階段。

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，須於二月十九日前報名。）

646. 中國現代文學作家論（七） (An Introduction to Writers of Contemporary Chinese Literature VII)

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 21 室。

時 間：一九八五年三月五日起每星期二下午七時四十五分至九時十五分。

全期學費：二百元。（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。本課程為第七階段，就下列作家中選講十二人：

李廣田、徐志摩、徐訏、馮至、曹禺、老舍、沈從文、茅盾、郁達夫、丁西林、蘇雪林、靳以、趙友培、白先勇、楊牧、洛夫、余光中等。（限收 40 人）

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

See also :

676. Can New Approaches Improve Students' Examination Results? (Page 57)

677. **New Orientations in English Language Teaching.** (Page 57)
680. 新初中地理課程簡介(第 59 頁)
707. 小學教學的一些課題(第 71 頁)
720. **Modern Dance and Music Workshop.** (Page 75)
744. 普通話教學法(第 83 頁)
757. 朗誦講座(第 89 頁)
782. 學習心理學(第 100 頁)
783. 心理及教育測驗概論(第 101 頁)
784. 引導兒童觀察和學習自然科學(第 101 頁)
794. **A-Level Biology for School Teachers.** (Page 107)
819. **Children with Behaviour Problems.** (Page 119)
820. **Explorations in Counselling.** (Page 119)
822. **School Deviance and Classroom Control.** (Page 120)
823. 如何建立及提高兒童的語言能力(第 121 頁)
824. 兒童遊戲作為治療用途之運用(第 121 頁)
825. 兒童照顧與輔助方法(第 122 頁)
826. 防止虐待兒童——幼兒工作者的角色(第 122 頁)
828. 青年輔導工作(第 123 頁)
829. 青少年輔導工作技巧(第 124 頁)
830. 人際關係及輔導技巧於教學工作上的應用(第 125 頁)
831. 在學校中如何應用小組理論和工作技巧(第 125 頁)
832. 青年小組工作(第 126 頁)
833. 發展性小組工作(第 126 頁)
834. 了解青少年與性問題(第 127 頁)
835. 學生及青少年的危機介入(第 127 頁)
846. 學校道德教育之理論基礎——文憑課程(第 133 頁)
848. 社會及教育研究：方法及應用(第 136 頁)

Engineering

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

647. Outdoor Lighting Installation. W. L. Sin, B.Sc. (H.K.), C.Eng., M.I.E.E., M.H.K.I.E., M.C.I.B.S., Sen.Mem.I.E.E.E., Senior Lecturer in *Electrical Engineering, Hong Kong Polytechnic. Fridays, 7.00–9.15 p.m., starting March 1, 1985. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 8 meetings.* **Fee: \$160**

This short course outlines the principles and performances of three types of lighting installations: floodlighting, streetlighting, and tunnel lighting. Consideration will be given to lamp characteristics and performances, selection of the correct lamp type for a particular installation, design calculation, standard installation and maintenance requirements. Illuminance Diagram and Zonal Flux Diagram will be discussed in detail, with sample calculations and with reference to IES codes.

Entry qualifications : Applicants with a Bachelor's degree, Polytechnic Higher Diploma or Higher Certificate in Electrical Engineering or equivalent and engaged in building service engineering will be considered for admission.

Enrolment is limited to 30.

648. High Voltage Engineering. This 20 meeting course will be offered from July, 1985 and will be taught by 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. Further details are available on request.

See also :

674. Report Writing for Engineers. (Page 56)

**In order to receive the next issue of this
Prospectus, please turn to page 140.**

English Studies

Staff Tutor : Duncan Macintosh, Telephone 5-456443

ENGLISH LANGUAGE COURSES

The English Language courses offered in the Spring of 1985, are primarily intended for those who wish to prepare themselves before applying for a place in one of the Department's Certificate courses in the Use of English or in English for Business in the year 1985-86. The tuition provided will give them a better chance of passing the appropriate entrance examination that they will need to sit later in the year. Other applicants who do not have the time to attend a full course lasting one or two academic years may also be admitted to these short courses.

SPECIAL ENGLISH

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

Courses

A. In Hong Kong

At the Extra-Mural Town Centre, Wing On Centre, 8/F.

(Note : Courses 650, 652, 653 and 655 will meet in the morning and Courses 649 and 651 will meet in the afternoon).

- | | | |
|------|--|------------|
| 649. | Mondays, 4.30-6.00 p.m., starting February 4, 1985.
20 meetings. | Fee: \$300 |
| 650. | Tuesdays, 8.30-10.00 a.m., starting February 5, 1985.
20 meetings. | Fee: \$300 |
| 651. | Wednesdays, 4.30-6.00 p.m., starting February 6, 1985.
20 meetings. | Fee: \$300 |
| 652. | Thursdays, 8.30-10.00 a.m., starting February 7, 1985.
20 meetings. | Fee: \$300 |
| 653. | Fridays, 8.30-10.00 a.m., starting February 8, 1985.
20 meetings. | Fee: \$300 |

654. Fridays, 8.00-9.30 p.m., starting February 8, 1985.
20 meetings. **Fee: \$300**

655. Saturdays, 8.30-10.00 a.m., starting February 9, 1985.
20 meetings. **Fee: \$300**

At the University of Hong Kong.

656. Thursdays, 6.15-7.45 p.m., starting February 7, 1985.
20 meetings. **Fee: \$300**

657. Fridays, 6.15-7.45 p.m., starting February 8, 1985.
20 meetings. **Fee: \$300**

658. Fridays, 8.00-9.30 p.m., starting February 8, 1985.
20 meetings. **Fee: \$300**

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

659. Tuesdays, 6.30-8.00 p.m., starting February 5, 1985.
20 meetings. **Fee: \$300**

660. Thursdays, 6.30-8.00 p.m., starting February 7, 1985.
20 meetings. **Fee: \$300**

At Wah Yan College, Queen's Road East.

661. Fridays, 6.30-8.00 p.m., starting February 8, 1985.
20 meetings. **Fee: \$300**

3. In Kowloon

At St. Mary's Canossian College, 162 Austin Road
(entrance from Kimberley Road, Tsimshatsui).

662. Wednesdays, 6.30-8.00 p.m., starting February 6, 1985.
20 meetings. **Fee: \$300**

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

663. Mondays, 6.30-8.00 p.m., starting February 4, 1985.
20 meetings. **Fee: \$300**

664. Wednesdays, 6.30-8.00 p.m., starting February 6, 1985.
20 meetings. **Fee: \$300**

At Wah Yan College, 56 Waterloo Road.

665. Mondays, 6.30-8.00 p.m., starting February 4, 1985.
20 meetings. **Fee: \$300**

666. Fridays, 6.30-8.00 p.m., starting February 8, 1985.
20 meetings. **Fee: \$300**

BUSINESS CORRESPONDENCE

These courses are intended for those who are employed in commerce and industry and relevant Government departments and who need to handle correspondence independently. The syllabus is as follows:

- Basic Principles: lay-out of a business letter, conventional usage, style and the use and abuse of commercial jargon.
- Trade Enquiries: how to make trade enquiries, how to negotiate for more favourable terms and how to place orders.
- Complaints: how to write letters of complaint and to reply to them.
- Applications: how to apply for employment and how to write references for applicants.
- Memoranda: how to write memoranda to suit a variety of different situations.
- Notices: how to draft notices to suit a variety of different situations.
- Correspondence Summaries: how to summarise a series of letters so as to draw out the points raised in each letter or in the correspondence as a whole and how to make recommendations for further action.

Throughout the courses considerable attention will be paid not only to what to say to suit different circumstances, but also the implications of expressing oneself in a variety of different ways.

Entrance Qualifications : a Pass in English at G.C.E. 'O' level. Preference will be given to applicants with higher qualifications than this and/or those who have completed relevant post-secondary courses. *Copies of certificates awarded should be attached to application forms.* Enrolment will be by selection of those who are most capable of benefitting from the course of tuition, and so applicants may wish to add a statement to their application forms saying why they wish to be enrolled in the course. *As courses at particular centres sometimes are very quickly oversubscribed, applicants are advised to indicate a second choice of course (state the course number only) in addition to their first choice.*

Closing date for applications : 12th February, 1985.

Courses

A. In Hong Kong

At the Extra-Mural Town Centre, Wing On Centre, 8/F.

667. Fridays, 6.15-7.45 p.m., starting March 1, 1985.
15 meetings. **Fee: \$240**

B. In Kowloon

At St. Mary's Canossian College, 162 Austin Road
(entrance from Kimberley Road, Tsimshatsui).

668. Mondays, 6.30-8.00 p.m., starting February 25, 1985.
15 meetings. **Fee: \$240**
669. Fridays, 6.30-8.00 p.m., starting March 1, 1985.
15 meetings. **Fee: \$240**

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

- 670.** Thursdays, 6.30–8.00 p.m., starting February 28, 1985.
15 meetings. **Fee: \$240**

INTRODUCTION TO CORRESPONDENCE

These courses are intended for those who have recently started working in an office. The tuition provided will also be of value of those who are proposing to apply for admission to one of the Department's Use of English courses or to one of the Department's English for Business courses in the year 1985–86.

The syllabus will cover the lay-out and convention of correspondence, letters to friends to suit a variety of situations, how to apply for employment, how to order goods and to reply to orders, how to make complaints and to reply to them, how to write letters for publication in newspapers and simple memoranda and reports.

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

Courses

A. In Hong Kong

At Wah Yan College, Queen's Road East.

- 671.** Thursdays, 6.30–8.00 p.m., starting February 28, 1985.
15 meetings. **Fee: \$220**

B. In Kowloon

At St. Mary's Canossian College, 162 Austin Road
(entrance from Kimberley Road, Tsimshatsui).

- 672.** Fridays, 6.30–8.00 p.m., starting March 1, 1985.
15 meetings. **Fee: \$220**

ENGLISH SPEECH

- 673. Intonation in Idiomatic English.** 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 February 26, 1985. Room 132, Wah Yan College, 1st Floor, Queen's Road East. 12 meetings.* **Fee: \$240**

By showing the contrast in stress and intonation between English and Chinese (Cantonese and Mandarin) the tutor will help the Chinese student to grasp: the tonal and rhythmic system of his mother tongue, and how errors in his English speech arise from his native language habits.

Methods of correcting errors will be suggested and graded aural-oral exercises on English Intonation will be provided. Intonation practice will be related to everyday idiomatic English in order to increase the student's range of expression.

Enrolment limited to 30 students.

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

ENGLISH FOR PROFESSIONAL USE

674. 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 March 1, 1985. 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.

675. Legal English. Jean Hopkin, B.A. (Middx Poly.), Dip.Law. *Wednesdays, 6.15-7.45 p.m., starting February 27, 1985. 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: 15th February, 1985.

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

676. Can New Approaches Improve Students' Examination Results?

Margaret A. Falvey, M.A. (Birmingham), Cert.Ed. (Newcastle), Senior Instructor in Education, Chinese University of Hong Kong. *Tuesdays, 6.15-7.45 p.m., starting February 26, 1985. Room 503, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$150**

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

Topics covered will include the following:

- New Approaches to Language Teaching—and educational perspective;
- Teaching the new Secondary English Syllabus—some practical examples for application in the classroom;
- Developments and Changes in the H.K.C.E. English Examinations—teachers' and students' perspectives;
- Reading and writing skills needed for H.K.C.E. Papers I and III;
- The relevance of new approaches when preparing students for examinations—some practical classroom examples;
- New approaches with large classes in noisy classrooms.

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

Enrolment limited to 30 students.

Fee Refund: on being accepted for this course, teachers of English in Secondary Schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 16, 1985.*)

677. New Orientations in English Language Teaching. William Cheng B.A., M.A. (Ed.) (H.K.), Dip. in App.Ling. (Edin.), Supervisor, English Language Unit, School of Education, Chinese University of Hong Kong. *Wednesdays, 6.15-7.45 p.m., starting February 27, 1985. Room 141, Main Building, University of Hong Kong. 12 meetings.* **Fee: \$175**

Teachers will be introduced to some of the new developments in English language teaching and their possible impact on syllabus design and classroom procedures. Lectures and discussions will be supported by the showing of films.

Topics to be considered will include the following:

- The rise and fall of methods;
- Recent trends in syllabus design;
- Communication in the classroom;
- Teaching grammar in the context of the communicative approach;
- Organising group activities and pair work;
- Resources for teaching listening comprehension;
- Designing language teaching games;
- Exploiting the information gap;
- The teaching of reading—past and present;
- Developing reading strategies;
- Awareness activities for language learning;
- Teaching written English.

Enrolment limited to 30 students.

Fee Refund: on being accepted for this course, teachers of English in Secondary Schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 18, 1985.*)

ENGLISH FOR APPRECIATION

678. The Poem and the Reader. Mrs Doreen Preston, M.A. (Oxon.). *Thursdays, 6.30–8.00 p.m., starting February 28, 1985. Seminar Room 'B', Department of English Studies and Comparative Literature, Main Building, 1st Floor, University of Hong Kong. 10 meetings.* **Fee: \$125**

This course aims at making more poems available to more people. Participants will therefore have an opportunity to read and discuss a wide variety of poems from different periods and different backgrounds. The focus will be on close reading of individual poems, and so copies of a number of poems will be made available in class for reading and discussion.

The poems have been chosen and grouped to encourage students to think about such matters as the relation between the poet and the speaker of the poem or the speaker and his subject, to consider how each of us responds to the particular tone of the individual poet and to look at what different poets make of the opportunities and challenges of different forms. There will also be an opportunity for students to discover for themselves some aspects of change and continuity in English poetry through the reading of poems grouped by theme but widely separated in time.

Enrolment Qualifications. Enrolment will be limited to 25 persons and may be by selection of those best qualified to benefit from the course of tuition. Preference will be given to those who have attended the Department's course 251, 'Poetry Reading and Appreciation' in 1984 and to others with a background in English literature.

Geography & Geology

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

679. 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)由一九八五年二月二十七日起每星期三下午六時三十分至七時四十五分。(七講)。

(乙)由一九八五年四月十七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)。

680. 新初中地理課程簡介 (The New Junior Secondary Geography Curriculum for School Teachers)

主 講 人：陳培佳先生、張國麟先生、朱劍如博士、薛鳳旋博士。

地 點：(甲)香港大學校外課程部市區中心 28 室。(日期請參閱時間甲項)

(乙)香港大學許愛周科學館 LG1 室。(日期請參閱時間乙項)

時 間：(甲)一九八五年三月一日起每星期五下午六時至七時卅分。

(乙)一九八五年四月十三日起每星期六上午十時至十二時。

全期學費：一百二十元。(共九講)。

本港中一至中三之地理科將於一九八六年九月開始採用新課程，為促進初中地理科教師對新課程的認識，及掌握新課程的概念和施教方法，香港地理學會與本部特別合辦這個課程，利用講授及研習，對下列題目作一簡介：從人與土地的關係去研究景觀；科技和社會價值觀對改變自然環境的影響；人類決策與環境中社會、經濟、及政治因素變化之關係；空間相互作用；如何利用模擬遊戲及角色扮演於教學；從比對不同功能的地圖中解釋不同地理現象的相互關係等。

本課程限收四十位地理教師，每間學校可推薦一位。

申請教署退還半費手續：凡政府、補助或私立學校之地理科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十一日前報名。）

681. 戶外康樂設施的籌劃與設計 (Countryside Recreation: Planning and Management Principles)

主 講 人：鄧玉瓊小姐。

地 點：香港大學厲樹雄科學館 JLG 3 室。

時 間：一九八五年三月十一日起每星期一下午六時十五分至七時四十五分。

全期學費：一百七十五元。（共十講及一次戶外考察）。

近年來市民對戶外康樂活動的興趣越來越濃厚，而可供戶外康樂活動的場地設施也不斷增加，故此若能對本港一般郊野戶外康樂活動場地的設計和設備有更多認識，便有助於叫這些活動更多姿多采。

課程內容包括簡介本港各類野外活動設施的特色，並當中的分佈原理；康樂場所的設計和綠化技巧；以及場所的保養和管理方法等。在課程完結前，將有一次戶外考察，以便學員能對課程所提供的資料加以應用。（限收二十人）

682. 地質學導論 (Introduction to Geology)

主 講 人：鈕柏榮先生。

地 點：(甲)香港大學許愛周科學館 G1 室(日期請參閱時間甲項)。

(乙)香港大學A座大樓 208 室(日期請參閱時間乙項)。

時 間：(甲)由一九八五年三月八日起每星期五下午七時至八時三十分。

(乙)由一九八五年五月三日起每星期五下午七時至八時三十分。

全期學費：二百五十五元。（共十四講另三次戶外考察）

地質學和自然地理學均以地球為研究對象，前者側重於地球從形成到現在為止的整個過程，後者側重於地理環境，兩者有密切聯繫。

本課程目的是介紹一般地質知識，加強學員對自然界的認識。本課程較詳細地討論礦物及岩石的特徵及其鑑定方法；討論一般礦產的形成與分類；討論地殼本身經過運動後所留下的痕跡（如褶皺，斷裂等）；並畧述香港地質概況。

83. 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：一九八五年三月二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）。

84. 寶石礦物學 (Gemstone Mineralogy)

主 講 人：歐陽秋眉女士、陳道德先生。

地 點：香港大學A座大樓 208 室

時 間：一九八五年三月五日起每星期二下午六時三十分至八時三十分。

全 期 學 費：二百二十元。（共十講）。

寶石實際是較為稀有而美觀的礦物，要深入認識和鑑別寶石及解釋其複雜的現象，必須具有一定礦物學及結晶學知識。本課程的目的在於使學員具有足夠的礦物學知識來解釋及分析複雜的寶石中的現象，以便能更好地從事實石鑑別工作。本課程適合於具有一定寶石學知識的人士。

課程內容包括：（一）晶體生長的基本規律，晶體內部構造對物理性質的影響。（二）礦物化學組成的規律及其與物理性質的關係。（三）寶石中瑕疵及包裹體的類型及成因，（四）寶石礦物的形成、類型及其分佈。

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 140 頁 。

History

Enquiries, Telephone 5-8592791

685. 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 February 27, 1985. 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.

686. 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：一九八五年一月二十八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:

746. Hong Kong: Historical and Cultural Legacies. (Page 84)

Journalism & Communication

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

687. Communication in Business. Mrs. Ellen Wu, M.Ed. (Hawaii).
Mondays, 7.15-9.15 p.m., starting March 25, 1985. Room 102, Building B, University of Hong Kong. 11 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.

688. 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：香港大學鈕魯詩樓 503 室。

時 間：一九八五年三月八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，大至銷路廣濶的雜誌，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。

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

主 講 人：何圻光先生，M.A.(Missouri)。

地 點：香港大學A座大樓 208 室。

時 間：一九八五年三月十八日起每星期一下午六時卅分至八時卅分。

全期學費：一百六十五元。（共十講）。

本課程是為雜誌出版及工作人仕介紹版面設計及編排的基本概念。內容包括字體及字體選用、圖片處理及編裁、版面處理及設計（例如單頁、跨頁及目錄頁等）、彩色及雙色印刷之運用、選紙、釘裝及版面編排的新趨向。本課程亦包括一或兩次堂上練習，務求令學員對這門學科有實際體驗。講授時將會側重英文刊物。（限收三十二人）。

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

主 講 人：宋燦熙先生，B.A.(Canterbury)，
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：一九八五年三月十六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）。

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

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

主 講 人：宋燦熙先生，B.A.(Canterbury)，
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：一九八五年五月十八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，先從認識各類型攝影器材開始，繼而介紹非林類別，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士參加。（限收廿四人）。

692. 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：一九八五年三月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）。

693. 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：一九八五年五月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）。

694. 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：一九八五年三月十五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）。

695. 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：一九八五年二月一日起每星期五下午六時三十五分至九時五十分。
（共五次）。

全期學費：二百八十五元。（共三十小時，包括由二月十六日星期六下午三時至二月十七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、人際間的隔膜、知覺力與定形趨向等等。

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

696. 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 30 室。

時 間：一九八五年一月二十二日起每星期二下午六時至十時。（共四次）。
全期學費：二百八十五元。（共三十小時，包括由一月二十六日星期六下午三時至一月二十七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士，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）。

697. 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：一九八五年三月五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）。

698. 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：一九八五年三月七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眾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）。

699. 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：一九八五年三月七日起每星期四下午七時至八時三十分。

乙班：一九八五年三月七日起每星期四下午八時四十五分至十時十五分。

丙班：一九八五年三月八日起每星期五下午七時至八時三十分。

丁班：一九八五年三月八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、設計及攝影入仕而設。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）。

700. 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：一九八五年三月十八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:

611. Advertising and Public Relations. (Page 35)

703. 新聞從業員高級法律課程 (第 69 頁)

太古城校外課程

700. 廣告設計實用技巧

718. 現代音樂入門：欣賞與分析

717. 中級音樂理論

771. 山水畫構圖與水墨設色技法

773. 書法藝術的寫作與欣賞

Law

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

London University External LL.B. Degree Revision Courses.

Revision courses for candidates sitting the London University External LL.B. Intermediate, Final Part I and Part II Examinations will be offered in March/April 1985. They will be taught by lecturers invited from the United Kingdom. Details are available on application.

Closing date for applications : February 1, 1985.

701. Banking Law in Hong Kong. Leo K. W. Lok, LL.B. (H.K.), P.C.LL. (H.K.), M.B.A. (C.U.H.K.), Solicitor. *Fridays, 6.00-7.30 p.m., starting March 1, 1985. Room 25, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.*

Fee: \$200

The course is geared for upper-middle management in banking and financial institutions. The following topics will be considered: the Banking Ordinance and Deposit-taking Companies Ordinance; comparison with the Money Lenders Ordinance; law of negotiable instruments and cheques; securities for bankers including land, certificates of deposit, share certificates, guarantees, and pitfalls to avoid; the law of mortgages; hire-purchase and leasing; remedies against defaulting clients. The effects on bankers of the Conveyancing and Property Ordinance, which came into effect in November, 1984 will also be discussed.

702. 市民與法律 (Law & the Citizen)

主 講 人：韓譚春先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八五年一月廿二日起每星期二下午六時至七時三十分。

全期學費：一百二十五元。（共十講）。

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

703. 新聞從業員高級法律課程 (Law for Journalists: Advanced Course)

主 講 人：陳兆愷先生、陳江耀先生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八五年三月六日起每星期三下午八時至十時。

全期學費：三百二十元。（共十六講）。

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。

704. 公司法及合股經營法概論 (Company Law & Partnership)

主 講 人：單錦帆先生、黃夏萍小姐。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八五年三月廿七日起每星期三下午六時至七時三十分。

全期學費：一百八十元。（共十講）。

本課程旨在介紹本港公司法及合股經營法之基本原則及其分別。內容包括：各種公司之組織及章程，招股及股份轉讓手續，股東及董事之權利與義務，資產及負債之規定，公司結業手續，合股經營之定義及與公司組織之分別，合股人之權利，義務及責任，合股人之間的關係，拆夥及結業手續等。

705. 契約法 (Law of Contract)

主 講 人：錢純武先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八五年二月廿八日起每星期四下午八時零五分至九時三十五分。

全期學費：一百一十元。（共八講）。

本課程旨在使市民對香港契約有一基本認識。講授內容將包括契約之定義及分類；契約之訂立及形式；立契約人之應具條件；有效及無效與不合法契約；契約之結束；破壞契約之後果；契約之轉讓。

706. 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 25 室。

時 間：一九八五年四月九日起每星期二下午六時十五分至七時四十五分。

全期學費：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，買賣契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、信託證明書等基本認識，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。

See also:

600. 銀行實務與法律 (第 31 頁)

675. Legal English. (Page 56)

Mathematics

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

07. 小學數學的一些課題 (Some Topics in Primary Mathematics)

主 講 人：畢堅先生、馮源先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八五年二月廿七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。（共十二講）。

本課程專為現職小學教師而設，就小學高年級數學中若干課題，如近似值、方程式比例、簡易測量、圖像、對稱等之課程範圍及教學法進行討論。

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，須於二月十四日前報名）。

108. 概率統計引論

(Introduction to Probability and Statistics)

主 講 人：鄧偉廉先生。

地 點：香港大學許愛周科學館 LG1 室。

時 間：一九八五年三月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：二百二十五元。（共二十講）。

概率與統計是現代社會必不可少的數學工具與數學語言。內容包括：隨機事件與概率；隨機變量及其分佈；分佈函數的性質與特徵；幾種重要的分佈種數；大數定律與中心極限定理；統計方法之隨機抽樣與統計量；參數估計與假設檢驗；方差分析；相關分析與迴歸分析等。

109. 向量微積分 (Vector Calculus)

主 講 人：鄧偉廉先生。

地 點：香港大學厲樹雄科學館 G5 室。

時 間：一九八五年三月五日起每星期二下午七時十五分至八時四十五分。

全期學費：一百三十五元。（共十二講）。

向量微積分是一門建立於初等微積分基礎上的關於多個變數微積分和向量分析的課程。此課程引導學生初步掌握三維空間（甚至 n 維空間）數學分析的概念，理論與方法，其中包括偏導數、全微分，二重積分，三重積分以及三維空間解析幾何等。

Music

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

710. 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：一九八五年三月十三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、走邊等的「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，曾為中國京劇院的合柱演員，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）。

711. 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：一九八五年三月五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。

12. 西洋音樂史：從巴洛克到古典樂派 (History of Western Music: From Baroque to Classicism)

主 講 人：尤迪中先生，B.Mus.(McGill)。

地 點：香港大學校本部大樓 M7 室（陸佑堂入口處左便）。

時 間：一九八五年三月十二日起每星期二下午七時四十分至九時十分。

全期學費：一百二十五元。（共十一講）。

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

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

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

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

13. 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：一九八五年三月十一日起每星期一下午五時四十分至六時五十五分。

全期學費：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）。

14. 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：一九八五年三月七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）。

715. 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：一九八五年三月七日起每星期四下午七時十分至八時廿五分。

全期學費：一百四十五元。（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）。

716. 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：一九八五年五月十六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）。

717. 中級音樂理論 (Intermediate Music Theory)

主 講 人：丘放淮先生，B.A. (Seward, Nebraska)。

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：一九八五年三月六日起每星期三下午六時三十分至八時。

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。本期將加強其他樂理的進修。

718. 現代音樂入門：欣賞與分析
(Introduction to Contemporary Music: Appreciation & Analysis)

主 講 人：丘放淮先生，B.A. (Seward, Nebraska)。

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：一九八五年三月六日起每星期三下午八時至九時三十分。

全期學費：一百四十五元。（共十二講）。

二十世紀是一個競新奇，求變異的時代。各流派的音樂，到了這一時代，無論在旋律、節奏、和聲、以至其它方面的構成，都與「傳統」的音樂有別。

本課程是為那些有心探究音樂世界的新生兒——二十世紀音樂而設，作系統化介紹其中的樂派樂風如浪漫派晚期、印象派、新古典派，及其它創新性樂派並其代表作家如馬勒（G. Mahler）、德布西（C. Debussy）、拉威爾（M. Ravel）、巴托克（B. Bartók）、史塔溫斯基（I. Stravinsky）、荀白克（A. Schönberg）、及柯普蘭（A. Copland）等大師作品，旁及其它重要作曲家。本課程也為喜好傳統音樂者另闢新天地，使他們對音樂有完整的認識。本課程講授時將輔以圖片、唱片、錄音帶，並派發有關資料。

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

主 講 人：洪漢寶先生（漢韶舞坊藝術總監及導師）。

地 點：香港藝術中心 LB 排練室。

時 間：一九八五年三月七日起每星期四下午六時三十分至八時三十分。

全期學費：二百元。（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）。

720. Modern Dance and Music Workshop. Miss Daryl Ries, Director of the Modern Dance Theatre of Hong Kong. *Saturdays, 2.00-4.00 p.m., starting March 2, 1985. 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 movement ease, sensitivity and expression, and the expansion of an articulated and expressive movement vocabulary.

Enrolment is limited to 20.

Fee Refund: on being accepted for this course, eachers of music and dance will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 16, 1985.*)

721. 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 March 6, 1985. 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.

PRIOR ENROLMENT IS ESSENTIAL

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

Oriental 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.

722. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Tuesdays and Fridays, 7.15-9.15 p.m., starting March 5, 1985. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 25 meetings.* **Fee: \$750**

723. Joseph Kung, B.A. (New York). *Mondays and Wednesdays, 5.30-7.30 p.m., starting March 4, 1985. 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.)

724. Mandarin for Business Conversation (I). Chan Pok, B.Sc. (Peking). *Fridays, 5.30-7.30 p.m., starting March 1, 1985. 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.

725. Intermediate Mandarin. Jerry Law, B.A. (Peking Catholic University). *Wednesdays, 6.15-8.30 p.m., starting March 13, 1985. 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.

CANTONESE

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 726)

726. 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 March 12, 1985. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 33 meetings.* **Fee: \$760**

727. 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 March 6, 1985. Room 101, Building B, University of Hong Kong. 25 meetings.* **Fee: \$580**

728. Cantonese I. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Mondays and Thursdays, 2.00-4.00 p.m., starting March 4, 1985. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 25 meetings.* **Fee: \$580**

729. 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 March 11, 1985. 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.

730. Cantonese II for Executives. K. C. Fung, B.A., Dip.M.S. (H.K.). *Wednesdays, 5.30-7.00 p.m., starting March 13, 1985. Room 18, Extra-Mural Town Centre, Wing On Centre, 8/F. 20 meetings.* **Fee: \$680**

731. Cantonese II. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Thursdays, 7.15-9.15 p.m., starting March 14, 1985. Room 105, James Hsioung Lee Science Building, University of Hong Kong, 15 meetings.* **Fee: \$580**

32. Cantonese II. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Tuesdays and Fridays, 2.00-4.00 p.m., starting March 2, 1985. Room 15, Extra-Mural Town Centre, Wing On Centre, 8/F. 15 meetings.* **Fee: \$580**

33. 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 March 5, 1985. 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.

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.

734. Chinese Characters I. Mrs. Caroline Law, B.A. (U.C.). *Fridays, 6.15-8.15 p.m., starting March 22, 1985. Room G4, James Hsiung Lee Science Building, University of Hong Kong. 13 meetings.* **Fee: \$480**

735. Chinese Characters I. Francis Sham, B.A. (Sun Yat-sen), formerly Senior Chinese Language Officer. *Wednesdays, 2.00-4.00 p.m., starting March 13, 1985. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 13 meetings.* **Fee: \$480**

JAPANESE

736. 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 March 4, 1985. Room G1, James Hsiung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$785**

Mainly designed for non-Chinese speaking people who wish to acquire the basic 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).

737. 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 March 8, 1985. 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，各學員被取錄後，不得轉班。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)

738. 陳志成學士主講。（共四十講）。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八五年三月四日起每星期一下午七時四十五分至十時（五月二十二日起另加每星期三下午七時四十五分至十時）。

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，每班名額有限，以便各學員得以小組研討方式學習。外界人士報名時，請附有關日文課程之個人學歷證件副本。

739. 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：一九八五年三月十三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）。（限收十八人）。

740. 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。（金巴利道入口）。

時 間：一九八五年三月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，或會修畢本部主辦之高級日語，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。

各學員一經被取錄後，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。

741. 羅孝慈先生主講。（共四十講）。

地點：香港大學厲樹雄科學館 105 室。

時間：一九八五年二月十二日起每星期二下午七時十五分至九時卅分。
（六月二十七起另加每星期四下午七時十五分至九時卅分）。

742. 張孝先生主講。（共四十講）。

地點：九龍尖沙咀柯士甸道 162 號聖瑪利嘉諾撒女書院 24 室。
（金巴利道入口）。

時間：一九八五年一月二十一日起每星期一下午六時十五分至八時三十分。
（四月四日起另加每星期四下午六時十五分至八時三十分）。

743. 普通話朗誦與表達
(Verse and Prose Speaking and Expression in Putonghua)

主講人：羅孝慈先生。

地點：香港大學鈕魯詩樓 503 室。

時間：一九八五年三月廿一日起每星期四下午六時半至八時。

全期學費：一百二十五元。（共十二講）。

普通話是最具音樂性與表達力的語言。至於如何去產生高低抑揚的效果、音韻柔和的美感、情緒變化的動力、與說服感染的功能，則要依賴朗誦的技巧、台詞的訓練、演說的方式、言辭的選擇、與音韻的學習，使普通話變成一種最具動性與活力的言語，而講授時更採用最輕鬆、靈活、趣味的方法，有說、有唱、有演之活動教材，務使語言學習與生活結合，美化生活，將普通話的表達提升至一個最標準與完善的水平。

本課程適合會修畢本部開辦之高級普通話班之學員選修，至於外界報名者，請附有關學歷文件副本，以證明彼等具有同等水準，本部有權退回不合資格之申請。（限收二十六人）。

744. 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：一九八五年三月四日起每星期一下午六時四十五分至八時四十五分。

全期學費：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：二月四日。

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

745. Twentieth Century China's Relations with the Outside World: Continuity and Change. Owen H. H. Wong, M.A. (H.K.), Ph.D. (Cantab.) and William Dockery, M.A. (Cornell), Cert.Ed. (H.K.). *Wednesdays, 6.30-8.00 p.m., starting March 13, 1985. Room 208, Building A, University of Hong Kong. 10 meetings.* **Fee: \$150**

During the twentieth century China has undergone numerous internal changes; likewise, the country's relations with external powers have not been entirely steady. The establishment of the Republic of China in 1912 coincided with an upsurge of militarism in Japan, whose aggressive policies towards China greatly affected Chinese affairs until the end of World War II. The United States and the Soviet Union also played significant roles in China in the twentieth century. The establishment of the Peoples Republic of China in 1949 saw the beginning of a determined effort by China to "stand up" and regain its rightful position among nations. Though Chinese leaders since 1949 have consistently held to this goal, the means by which they have sought to achieve it have varied considerably over time.

This course will raise and attempt to answer various questions which arise in the study of twentieth century Chinese foreign relations: To what extent have the framers of twentieth century Chinese foreign policy employed concepts and methods inherited from the Qing? Have foreign relations determined the course of internal politics or has Chinese foreign policy been largely a product of internal developments? What role does China see for itself in the world of the 1980s?

Topics covered will include: the Twenty-one Demands and disunity; the May Fourth Movement and the impact of Marxism; mounting Japanese aggression and the Second Sino-Japanese War (World War II); the Civil War, 1945-49; how the United States "lost" China; the years of Sino-Soviet Co-operation; the Sino-Soviet split, isolation during the Cultural Revolution; re-entry into international diplomacy in the 1970s; Foreign Relations and the Four Modernizations; and perspectives on China's future role as a great power.

746. Hong Kong: Historical and Cultural Legacies. 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 March 13, 1985. 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**

While the historical and cultural legacies in Hong Kong are legion, this course attempts to pin-point several topics of interest which high-light life in Hong Kong from the early days to this century. These topics include: ancient Tuen Mun and other naval strategic points in the waters of Hong Kong; the legend and relics of Sung Dynasty in Hong Kong; the cult of Tin Hau (Queen of Heaven)

and temples of traditional religion; early Christian activities and historic buildings; the moulding of a British Colony and the evolution of the city.

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

Enrolment is limited to 25.

LITERATURE

747. 鄉土文學的演變與論戰 (Chinese "Local" Literature: Development & Issues)

主 講 人：李韋玲小姐（公教報文藝版編輯）。

地 點：香港大會堂八樓南會議室。

時 間：一九八五年三月十一日起每星期一下午七時至八時。

全期學費：九十元。（共十二講）。

如果文學是一部譜了曲的民族史的話，那它所刊載的其中一章——鄉土文學——就是描繪廣大老百姓喜怒哀樂的一首牧歌。

七十年代，台灣文學界出現了所謂「鄉土文學之爭」，一些學者嚴厲地批評了這股文學浪潮，認為它在鼓吹無產階級文學，鼓吹左傾思想，於是一場文學論戰開始了，同時在七十年代末期，中國大陸開始有傷痕文學出現，這種文學，鄉土意識特濃，亦可稱為鄉土文學的一種，時至今日，亦演變為另一種政治論爭，甚至被目為一種精神污染。

在這個課程當中，我們將探討新文學運動以來，中國鄉土文學的價值和地位，並以時代及地域背景作一比較。將討論的作家包括了早期的沈從文、丁玲、蕭紅、蕭軍、近期中國大陸的金兆、台灣的王拓、王禎和、陳映真、黃春明，及尚在獄中的楊青矗等等。

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

主 講 人：李韋玲小姐（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：一九八五年三月四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，自然更能體會「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）。

749. 日本現代小說 (Modern Japanese Novels)

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：一九八五年三月廿三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）。

在近代世界文學史上，小說佔了很重要的地位，可以說是成績最驕人的一種文學體裁。比諸外國，日本的小說傳統是很深遠的，完成於十一世紀初的「源氏物語」，被譽為世界最早的長篇小說巨著；此後數百年間，通俗小說的流傳亦相當廣，到了明治維新，即十九世紀中葉，受到西方文藝思潮的影響，小說一躍而雄霸了日本文壇，成為文學主流，小說家人材輩出，如森鷗外，夏目漱石，芥川龍之介，谷崎潤一郎，井上靖，阿部公房，六十年代獲得諾貝爾文學獎的川端康成，七十年代，剖腹自殺而震撼中外的三島由紀夫，女作家有吉佐和子，曾野綾子等。本課程主要是透過介紹和探討日本現代小說家的作品，從而認識日本小說的特色和面貌。

750. 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：一九八五年五月十八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）。

六十年代的香港文壇紛呈異采，首先是左翼作家一番沉寂之後捲土重來，先後創辦《文藝世紀》、《南洋文藝》、《海洋文藝》、《文藝伴侶》等刊物，提倡寫實主義，作品開始本土化。至於國內南遷作家亦漸漸適應香港生活，轉而對文學的藝術性要求深化，其中尤以徐速主編的《當代文藝》影響至鉅。至於現代主義作家則成立了「現代文學美術協會」，大力推介西方思潮，尤注重存在主義，其中劉以鬯接辦《香港時報》「淺水灣」副刊，可謂此一發展的里程碑。此外，當時文壇

上還有一批新生代的青年，自發性地組織起來，學習文藝思想，掀起了文社運動的壯闊波瀾，造就不少新進作家，如西西、崑南、蔡炎培、葉維簾等，為香港文壇注入了新血。

本課程將簡述各重要發展的流變，主要的文藝論爭，分析名家作品，並以訪問形式，邀請文社潮的作家現身說法。

751. 五四以來中國新文學的發展 (Chinese Literature after the May 4th Movement)

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：一九八五年三月七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）。

五四以後之散文、新詩、小說與戲劇，作品繁多，作家輩出，各有其溯源、風格、與路線。本課程先述胡適等新文學運動的起源，繼談新文學運動後之名家，諸如魯迅、巴金、矛盾、冰心、朱自清、徐志摩等等之作品特色與影響；兼析當時的主要文學團體，如創造社、新月社、語絲社、文學研究會等等的組織與主張，最後更補充左聯的出現與文壇內政治立場的分野。及至中日戰爭爆發，文學又以寫實及團結抗日為口號，創作路線，由是一變，而蕭紅、蕭軍等東北作家，最受文壇注目。在另一方面，無名氏等的唯美派，又逐漸成為另一個文學支流。（限收三十五人）。

752. 四九年以後之中國文學 (Chinese Literature after 1949)

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：一九八五年三月七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）。

二次世界大戰後，中國歷史經歷着重大的改變與劇烈的曲折。中國新老作家寫下多方面反映社會環境與歷史事件的作品。本課程講述自一九四九年後的比較重要的作家與其作品包括周立波、柳青、艾蕪、周而復、楊朔、歐陽山、揚沫、劉賓雁、王蒙、諶容、戴厚英、聞捷、嚴陣、李瑛、陳映真、陳若曦、張系國、白先勇、聶華苓、於梨華、鹿橋等，除對之作文藝性的分析外，亦聯繫與作品有關的具體現實。

753. 對聯的創作與欣賞 (Chinese Couplets: Composition and Appreciation)

主 講 人：陳耀南博士。

地 點：香港大學校本部大樓 122 室。

時 間：一九八五三月十三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）。

對聯是一種最具生活感與藝術性的中國文學，充份表現中國語言文字特質與及對稱均衡的美感，源遠流長，盛於明清兩代，至今未衰，仍然在各種場合受到歡迎。歷來不乏諧趣、幽默、精警、典雅、工巧之作，對聯作者繁多。方地山有聯聖之稱，甚至政治家如曾國蕃、林則徐等，亦有佳作，本課程擬就修辭、鍊句、聲調、典故運用等角度，探討對聯的寫作原理，文字結構，並廣舉範例，以明其發展流變、藝術特質，以提高文學欣賞力，增加生活情趣。

754. 史記菁華 (Selections from the Book of History)

主 講 人：潘小磐先生。

地 點：香港大學校外課程部市區中心 18 室。

時 間：一九八五年三月十一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）。

史記居廿四史之首，所載前代之史料至為豐富。前期已介紹殷、周、秦三本紀之感生故事，越世家之勾踐復國及陶朱公故事，項羽本紀，信陵君列傳等。本期再介紹淮陰侯列傳、司馬相如列傳、刺客列傳、滑稽列傳、太史公自序等。史記描寫生動，文字精妙，向為史學家古文家之圭臬。本課程於講解方面，更多引古今事，參互佐證，詳為分析，以助欣賞。

755. 宋詩選講 (Selected Sung Poetry)

主 講 人：陳本先生。

地 點：香港大會堂八樓南會議室。

時 間：一九八五年三月十一日起每星期一下午八時至九時。

全期學費：九十元。（共十二講）。

近百年來，世人多趨重宋詩，以其造句平易自然，能深入淺出，耐人尋味，頗有古詩「一唱三嘆」之遺音，極富理趣、感染力強。本期首先選講北宋名家：蘇（東坡）、黃（山谷）、王（安石）、陳（后山）各家名作，畧示規範，詳釋作法，便於初學。並編發講義，可資學習。

756. 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：一九八五年三月二十三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。

757. 朗誦講座 (Verse and Prose Speaking)

主 講 人：何家松先生（香港朗誦節中文朗誦委員會主席）。

地 點：九龍柯士甸道 162 號聖瑪利嘉諾撒女書院 24 室（金巴利道入口）。

時 間：一九八五年一月三十一日起每星期四下午六時卅分至八時三十分。

全期學費：一百四十五元。（共八講）。

本講座詳細介紹有關朗誦方面的基本知識、技巧運用及訓練方法等，使教師及喜愛朗誦者對朗誦能有較系統而全面的認識。講授內容包括：朗誦的意義及功用；朗誦的情意表達技巧（聲調的控送，節奏的處理，情感的表達，動作的設計）；個人朗誦的指導方法；訓練集體朗誦的步驟；集體朗誦的技巧運用；隊型的編排；和聲誦讀的處理；二人對話誦讀的方法；造型的朗誦；視讀的訓練法；新詩、散文、詩、詞、曲的朗誦；誦材的編選；及評判朗誦的準則。

本課程着重理論與實際經驗的結合，並有示範及錄音以輔助教師於訓練時有所參攷。（限收三十二人）。

申請教署退還半費手續：凡政府、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，須於一月二十一日前報名）。

PHILOSOPHY

758. 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：一九八五年三月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。

759. 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：一九八五年三月六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）。

760. 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：一九八五年三月十一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，初學可懂，選講範圍：周易，孔孟荀，老莊，墨子，列子，惠施，公孫龍子，韓非子，呂不韋，董仲舒，王充，劉劭，劉勰，韓愈，柳宗元；周張劭，二程，朱熹，陸九淵，王陽明；王船山，顏習齋，戴震，章實齋，康有為，梁啟超，陳獨秀，李大釗，魯迅，胡適；及專題：先秦邏輯批判，中哲天命觀，批孔與儒法之爭，雜家與西方哲學折衷主義，先秦諸子比較，玄學，道教，佛學，陰陽五行，中國無神論，中國各期各派思想與中外文化交流。

761. 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：一九八五年三月十一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，李大劍等）與西方哲學，及中西文化交流。

TRANSLATION

762. 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，B.A.(H.K.).

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八五年三月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）。

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

主 講 人：王翊佳先生，B.A.(H.K.).

地 點：香港大學鈕魯詩樓 418 室。

時 間：一九八五年三月十二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，因而翻譯的人材供不應求，本課程將講授翻譯的基本理論，漢英語法的比較，翻譯的標準、原則、與技巧上的困難，特別着重各種實例的解釋。（限收二十五人）。

764. 英漢翻譯研習班
(Seminar in Translation: From English to Chinese)

主 講 人：王翊佳先生，B.A.(H.K.)。

地 點：香港大學鈕魯詩樓 418 室。

時 間：一九八五年三月十二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。申請人須具預科程度。（限收二十五人）。

765. 公事文件翻譯 (Documentary 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：一九八五年三月十三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）。

翻譯在香港已日趨專業化，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，本課程將包括公事文件翻譯的技巧，會議程序及會議紀錄、議案等的翻譯；銀行文件的翻譯；商業信札的翻譯；一般演說詞的翻譯；啓示、柬帖、通告、便條及其他報告等的翻譯。（限收二十五人）。

766. 財經文件翻譯
(Translation of Economic & Financial Documents)

主 講 人：范孟桓先生，LL.B.(London), A.C.I.S., M.I.L.

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八五年三月八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.

767. 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：一九八五年三月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。

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

主 講 人：陶濤先生（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：一九八五年三月十五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。

769. 南北兩宗的山水畫 (Chinese Landscape Paintings of the Northern & Southern Schools)

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：一九八五年三月廿三日起每星期六下午三時至五時。

全期學費：二百六十五元。（共十五講）。

中國山水畫，至唐而大備。直至明代，董其昌與莫是龍，把它分做南北兩宗。南宗以王維的水墨淺絳為主體，極意推崇；北宗以李思訓的青綠金碧為準的，加以輕視。其實南宗的輕淡柔美，北宗的鈎勒壯觀，固各有千秋。

本課除將兩者之內容和優點加以闡明外，以調和兩者為宗旨。故對示範，係以學者之習作，邁向雄深雅健之途徑為鵠的。（限收二十五人）。

770. 國畫魚蝦蟹配景構圖設色技法 (Composition & Colouring in Chinese Paintings of Fish, Prawn & Crab)

主 講 人：徐達之先生。

地 點：香港大學紐魯詩樓 229 室。

時 間：一九八五年三月廿三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）。

本課程為適應曾經研習魚蝦蟹水墨畫課程，而有意進一步研習其配景構圖與設色技法者，或未曾研習而有興趣研習魚蝦蟹國畫寫作技法者而設。旨在精研魚蝦蟹活動造形之外，延伸到配景構圖與設色等技法。內容包括：（一）各種魚類水墨與設色造形；（二）蝦蟹的水墨設色造形；（三）魚類配景構圖；（四）蝦蟹配景構圖；（五）魚類寫生與寫意；（六）蝦蟹寫生與寫意；（七）魚蝦蟹聯合構圖；（八）魚蝦蟹配景構圖與設色技法；（九）每課編發講義；（十）每課即席示範並批改習作。（包括課室及課外習作）。（限收二十五人）。

771. 山水畫構圖與水墨設色技法 (Composition & Colouring in Chinese Landscape Painting)

主 講 人：徐達之先生。

地 點：香港太古城聖約翰男女書院 302 室（小學部英皇道入口）。

時 間：一九八五年三月廿五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）。

山水畫是中國繪畫的綜合藝術，包涵多種國畫技法，尤其講求構圖意境與水墨設色技法。本課程為適應對山水畫稍有寫作基礎而有意深入研習山水畫構圖意境，發揮水墨設色各項技法者而設。內容包括：（一）中國山水畫的源流；（二）山水畫工具的選擇與運用；（三）山水畫的內涵；（四）歷代山水畫名家作品選習；（五）山水畫臨摹法；（六）山水畫寫生法；（七）山水畫構圖意境研習；（八）水墨山水畫技法；（九）山水畫設色技法；（十）山水畫題字與用印；（十一）每課編發講義，附習作樣稿；（十二）每課即堂示範並批改習作。（限收二十五人）。

72. 各體書法集聯應用寫作研習
(Chinese Calligraphy: mixed styles & couplets)

主 講 人：徐達之先生。

地 點：香港大學紐魯詩樓 229 室。

時 間：一九八五年三月廿三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）。

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

773. 書法藝術的寫作與欣賞
(Chinese Calligraphy: Practice & Appreciation)

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：一九八五年三月廿七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）。

中國書法藝術，由公元前十六世紀殷商時代的甲骨文起，演變至周秦的大篆、小篆、石鼓文字，以至漢隸八分，晉、唐、宋、元、明、清及近代的楷、行、草體，或如龍騰鳳翥，或如驚蛇走虺，或如雲鶴遊天，羣鴻戲海，或如怒猊抉石，渴驥奔泉，莫不神奇萬狀，變化無窮，愈研習愈見其奇，愈欣賞愈感其妙。

本課程特為有心研習書法藝術者而設，內容包括：（一）鍾繇、王羲之書法藝術寫作；（二）虞世南、歐陽詢書藝風格；（三）顏真卿、柳公權書藝研習；（四）徐浩、李邕書藝筆法；（五）蘇軾、黃山谷、米芾書藝欣賞；（六）篆隸書藝寫作與欣賞；（七）每課編發講義並附習作樣本；（八）每課即席示範並批改習作。（限收二十五人）。

774. 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：一九八五年三月八日起每星期五下午六時十五分至七時四十五分。

全期學費：一百五十元。（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鋪匠等等。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）。

775. 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：一九八五年六月七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。（限收二十二入）。

776. 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：一九八五年三月二十三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:

524. Introduction to Chinese Landscape Painting. (Page 6)

525. 基礎水墨畫（第 6 頁）

526. 山水畫入手新試（第 7 頁）

527. 基本傳統山水畫(第 7 頁)
531. 基本書道(第 9 頁)
532. 中級書道(第 9 頁)
638. 書法講座(教師班)(第 45 頁)
644. 中國文學史(一)(第 48 頁)
645. 中國現代文學史(二)(第 48 頁)
646. 中國現代文學作家論(七)(第 49 頁)
710. 京劇的藝術與功架(第 72 頁)
713. 中國民歌(第 73 頁)
719. 中國現代舞蹈與音樂(第 75 頁)
778. 中國哲學簡述(第 98 頁)
787. **Government and Politics in China.** (Page 104)
790. 中國人民共和國三十五年——導論(第 105 頁)

太古城校外課程

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| 700. 廣告設計實用技巧 | 718. 現代音樂入門：欣賞與分析 |
| 717. 中級音樂理論 | 771. 山水畫構圖與水墨設色技法 |
| 773. 書法藝術的寫作與欣賞 | |

Philosophy & Psychology

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

777. 哲學導論 (Introduction to Philosophy)

主 講 人：吳明先生。

地 點：香港大學校外課程部市區中心 13 室。

時 間：一九八五年三月二日起每星期六下午二時三十分至四時。

全期學費：一百五十元。（共十二講）。

現代人類一方面知識膨脹，另一方面却因為觀念的混亂，價值的失落而陷入迷茫。哲學，是每一時代的智者所點燃的理性燈塔。哲學不僅不神秘，而正是要克服神秘，以照亮人類生命的航道。

本課程既屬導論性質，將注重啓發批判性之思維模式，以問題為中心，培養哲學思辨。內容包括下列四部份：（一）知識論——甚麼是知識，知識成立之根據，知識之成素與結構、知識之極限等問題。（二）形上學——形上學之意義與可能性、本體論、宇宙論等問題。（三）價值論——價值之根源、價值之相對性與絕對性、自由與道德等問題。（四）文化哲學——語意學、歷史哲學、美學之簡介。

778. 中國哲學簡述 (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：一九八五年三月五日起每星期二下午六時至七時三十分。

全期學費：一百五十元。（共十二講）

中國哲學以儒家、道家、佛家思想為主流。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，易傳的形而上學；（二）道家之「無」，「齊物」、「逍遙」等境界型態的形上學；（三）佛家的「緣起」，「空」、「涅槃」等玄思哲理。

（學員可參考牟宗三著：《中國哲學十九講》一書）。

779. 完人之尋索——基督教與東西思潮對理想人格建構的探討 (Ways to Self-realization)

主 講 人：溫偉耀博士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八五年三月五日起每星期二下午七時四十五分至九時十五分。
全期學費：一百三十元。（共十講）。

「人是人！」這是一句莊嚴的宣告。但今天的悲劇是在這現代化、都市化的社會，人往往生存在一種「非人」的狀態中。人被降格為一件物品，或只是一具被物慾所支配的形軀。究竟如何才可以真真正正地做個人？

本課程將選取一些具有代表性的思潮和它們所提議的途徑，綜合地探索如何可以完成理想人格的問題。其中包括海德格存在主義的「真人觀」；人文主義心理學及心理治療理論對人性的診斷；前期馬克斯主義論在共產社會裏人的自我創造；中國儒家思想論道德自我的確立；及佛教禪宗的自我超越觀等。最後將從基督教的角度，對以上各說作一總結及綜合的評論。

780. 心理學導論（二） (Introductory Psychology II)

主 講 人：黃世強碩士。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八五年二月廿八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）。

此課程乃心理學導論（一）之延續，其目的為使學員對普通心理學有進一步的認識，而其內容則着重社會及文化對個體行為之影響。

課程綱要：自然環境，文化背景及社會結構對心理發展及思想的影響；觀念之形成和改變；羣體的結構和成員的行為，羣體力學；領袖和領導；偏見之形成；現代都市生活及稠密之人口對行為之影響等。

會修讀心理學導論（一）者得優先取錄。

781. 兒童心理簡介 (Child Psychology)

主 講 人：林建華先生。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八五年三月一日起每星期五下午七時四十五分至九時十五分。

全期學費：一百三十元。（共十講）。

每個兒童都有其獨特的個性，在其成長的過程中，除了先天性的因素影響外，後天的環境，父母、教師、朋輩都佔有重要的位置。

本課程先介紹兒童的心理成長過程，例如人格、社會行為、情緒、智力、語言等各方面的發展，繼而討論怎樣利用遊戲、學習環境、餘暇生活、獎罰制度去幫助兒童的成長；此外並涉及父母的教養方式、教師的態度、成年人的期望對兒童心

理及行為的影响。本課程歡迎家長，幼兒工作人員，幼稚園教師，小學教師及對兒童工作有興趣的人士參加。

除講授外歡迎學員提出實例研討。

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：一九八五年三月二十五日起每星期一下午六時十五分至七時四十五分。

全期學費：一百四十元。（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。

782. 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：一九八五年三月二十一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，而其他人士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，須於三月九日前報名。）

783. 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：一九八五年三月一日起每星期五下午六時至七時三十分。

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，須於二月十一日前報名。）

784. 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 28 室。

時 間：一九八五年四月十二日起每星期五下午六時至七時三十分。

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，須於三月二十五日前報名。）

853. Introduction to Select Major Schools of Buddhist and Indian Philosophy. Mrs. Rajeshwari Ghose, B.A. (Calcutta), M.A. (H.K.). *Fridays, 6.15-7.45 p.m., starting March 1, 1985. Room 208, Building A, University of Hong Kong. 8 meetings.* **Fee: \$120**

This course will introduce the major systems of thought which influenced the Hindu-Buddhist world. There are six major Hindu schools and four Buddhist schools, two usually classified as belonging to Theravada and two to Mahayana. The schools to receive special attention will be Advaita, Sankhya-Yoga, the school of Ramanuja, and the Madhyamikas. The teaching of Nagarjuna 龍樹 (i.e. the Madhyamikas) played a very important part in Chinese Buddhist philosophy and hence will be treated at greater length. The T'ien-T'ai and Ch'an Schools were very much influenced by Nagarjuna. Sankara, Ramanuja and Nagarjuna will be the three main philosophers to be studied.

While no previous knowledge of philosophy is essential, this course is aimed at students interested in exploring the world of abstract concepts such as the theory of knowledge, the nature of the world and the individual etc. Students will be expected to have the time to read a few simple books and the class notes.

854. The Fascinating World of South and South East Asian Myths. Mrs. Rajeshwari Ghose, B.A. (Calcutta), M.A. (H.K.). *Thursdays, 8.00-9.30 p.m., starting April 18, 1985. Room 24, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$140**

This illustrated course is meant for people interested in the folk, bardic and pilgrimage traditions of South and South East Asia, and for those who enjoy stories! It will explore selected myths and legends drawn from written texts, oral traditions, and repertoire for the Puppet theatre, (particularly for Indonesia) and attempt to study the social, religious and ethical themes of traditional societies as expressed through the medium of myths. Hagiographies (lives of saints) and myths often reveal not only the value system of a society but also portray the nature of protest movements against these social systems. The 36 nats of Burma were types drawn from the real world and were very often deified personages, of people fighting against the sociopolitical tyranny of the times! The last recorded 'appearance' of a nat was when the Burmese fought the British at Mandalay! The 37th Nat was the Buddha! The 'lives' of Hindu saints often reflect surprising attitudes of protest against the organised structure of society with its caste hierarchies.

Selected myths from the Indian, Sri Lankan, Burmese and Indonesian traditions will be studied. Photographic slides will be used as visual aids where practicable.

785. Introduction to Industrial and Organizational Psychology. Anne Marie Francesco, Ph.D. (Ohio State). *Mondays, 6.00-7.30 p.m., starting March 4, 1985. Room 21, Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$140**

To employers and employees alike, some of the questions that puzzle them

are: how can one select the best person for the job? What is the best way to lead people? Why do people work hard? They are also questions Industrial and Organizational Psychologists have done a lot of research on.

This course will cover the practical aspects of Industrial and Organizational Psychology; it is designed to introduce some of the major topics in several areas. Through discussion, case histories, exercises and films, we will explore such topics as how to organise; finding and selecting the best people for a job; training and developing people on and off the job; what motivates people to work; and how to be a good leader. Students' participation is essential.

786. 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, 2.30-5.30p.m. starting February 9, 1985. 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.

859. 分析與批評 — 從有關九七輿論說起

本課程將由一九八五年五月起上課。有關簡介可在本部及市區中心辦事處索取。

See also:

- 758.** 佛學要義 (第 89 頁)
- 760.** 中國哲學 (第 90 頁)
- 761.** 西洋哲學與中國 (第 90 頁)

Political Science

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

787. Government and Politics in China. Peter T. Y. Cheung, B.S.Sc. (C.U.H.K.), M.A. (Indiana). *Wednesdays, 6.15-7.30 p.m., starting March 6, 1985. Room 230, Knowles Building, University of Hong Kong. 12 meetings. Fee: \$140*

China has experienced unprecedented and enormous changes since the establishment of the People's Republic in 1949. In order to understand China's drastic socio-economic transformation, some knowledge of its government and politics is essential.

This course aims to introduce Chinese politics to beginners by focusing on the development of political institutions and the role of elites in shaping China's political development. In the first section, there will be an introduction to the Chinese Communist Revolution and the major tenets of Communist ideology. The nature and characteristics of the Communist Party, the State apparatus and the People's Liberation Army, and their respective roles in the Chinese political system will be discussed. The profile of Chinese elites and the involvement of the masses will also be examined. The emphasis of the second section will be on the transformation of economic organizations and social structures in contemporary China and in what ways these changes help to achieve the goals of socialism and modernization. Finally, the principles of Chinese foreign policy, China's impact on the future of Hong Kong, and the major issues confronting the Chinese leadership in the 1980's will be considered.

788. 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：一九八五年二月五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）。

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。

789. 公民教育 (Civic Education)

主 講 人：陳漢宣先生、黃宏發先生。

地 點：香港大學校外課程部市區中心 24 室。

時 間：一九八五年二月二日起每星期六下午二時至四時。

全期學費：二百五十元。（共十五講）。

在一片鼓吹參與、民主聲中，在推行民主或政治教育課程呼之欲出之際，本課程之設立旨在與在職教師及有志從事教育工作人士，以討論方式探討以下兩類與公民教育有關之問題：

（甲）公民教育的內涵：公民與公民教育；道德與政治；自由與民主；自由主義與社會主義之政制；香港現行之政制。

（乙）如何推行公民教育：課程內容宜怎樣處理？如何在意識灌輸、制度與概念之掌握及理論之探討作取捨？如何令學生對公民課程內容感興趣？公民課程應否列為必修科？如何評核學生的進度？公民課程與課外活動之關係等。

790. 中華人民共和國三十五年——導論 (The First 35 years of the PRC)

主 講 人：陳文鴻博士。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八五年二月二十七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）。

本課程將從政治、經濟、社會三方面簡述中華人民共和國三十五年（一九四九年至一九八四年）來的發展。除了通過歷史事實勾畫出發展的大概情況外，特着重討論中國社會在這三十五年裏經歷的政治、經濟和社會三方面的結構性變化，例如黨和政府部門的組織及其運作的關係，經濟計劃制度在生產、分配、工資等方面的演變；意識形態在不同時期對社會組織，包括居民委員會、里弄等地區羣體的影響。此外亦討論政、經、社三方面變化的相互影響和中國社會的歷史發展的趨勢。討論中特簡略地帶入一九四九年以前中國社會的情況中，一九四九年解放的歷史意義，以及借用蘇聯、東歐社會主義國家的一些歷史經驗與中國的發展情況作比較和參考。

本課程並不要求學員對中華人民共和國三十五年歷史有深入的了解，歡迎教師及具大專程度的學員參加。

Science

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

791. Lasers: Basic Theory and Applications. Robin J. Kennedy, Ph.D. (Canterbury), Lecturer, Physics Department, University of Hong Kong. *Thursdays, 8.00–9.30 p.m., starting January 31, 1985. Room 142, University Main Building. 6 meetings.* **Fee: \$100**

Laser technology is one of the most rapid developments of the twentieth century and has opened dramatic changes in many areas. The applications of lasers are to be found in almost any discipline such as chemistry, medicine, welding, meteorology, communication, photography and national defence. In fact, all areas of modern life have been changed through the remarkable laser. This course is designed for laymen with an interest in this modern technology. Topics to be discussed include: basic theory and concepts of lasers; system design; laser output; beam properties; and technological applications.

792. Cell Culture Techniques in Biomedical Research. *Mondays, 6.30–9.00 p.m., starting March 4, 1985. Room 217, Northcote Science Building, Pokfulam Road. 8 meetings.* **Fee: \$200**

Tutors : J. S. Tam, M.Sc. (Toronto),
T. C. Yip, B.Sc. (London)

Cells in culture provide great insight into the various aspects of cell biology such as growth, differentiation, cytotoxicity, hormone or drug action, transformation etc. Established cell culture techniques have also proved to be extremely useful in virology and in the study of cell-secreted products such as interferon, lymphokines and monoclonal antibodies. This course is intended for those with an interest in cell culture techniques. The aim is to provide some basic knowledge of the theory and practice of culturing cells in laboratories. Topics to be discussed include: characteristics of cells in culture; preparation of glassware and media; sterilization techniques; establishment of primary cultures; subculturing of established cell lines; synchronization of cultured cells; and biomedical applications of cell culture.

793. An Introduction to Gemmology. M. Tilley, F.G.A. (G.G.). *Mondays, 7.00–9.00 p.m., starting March 4, 1985. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 8 meetings.* **Fee: \$220**

This course is designed for interested laymen. Topics to be discussed include: a basic knowledge of the more popular stones such as diamonds, rubies, sapphires, emeralds etc.; other organic products, such as pearl, coral and ivory; some basic instrumental procedures of testing by refractometer, polariscope and microscope; and the differentiation between natural and man-made stones.

794. A-Level Biology for School Teachers. *Wednesdays, 6.15-7.45 p.m., starting February 27, 1985. Upper Lecture Theatre, Li Shu Fan Building, Sassoon Road. 8 meetings.* **Fee: \$140**

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), Ph.D. (H.K.)

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: February 18, 1985.*)

795. Introduction to Birdwatching in Hong Kong. Michael Webster, M.A., M.B.O.U., former Chairman of the Hong Kong Bird Watching Society. *Wednesdays, 6.30-7.30 p.m., starting February 6, 1985. Room 167, University Main Building.* **Fee: \$150**

Increasing leisure is encouraging more and more people to go out into Hong Kong's countryside, and natural history, especially birdwatching, is becoming more popular as a hobby. Over 370 species of birds have been recorded here, and at least 250 of these are recorded annually. This course is designed to introduce the newcomer and beginner to Hong Kong's bird life, and at the same time outline the part birds play in the balance of nature, and the part even amateurs can play in extending our knowledge; ornithology is one of the few sciences where there is still a need for amateurs. Two field meetings will be held.

796. 天文學入門 (Introduction to Astronomy)

主 講 人：李偉才先生，B.Sc.(HK)、梁榮武先生，B.Sc.(HK)、黃衍藩先生。

地 點：香港大學鈕魯詩樓 415 室。

時 間：一九八五年三月一日起每星期五下午七時至九時。

全期學費：一百五十元。 (共八講)。

天文學可說是一門古老，但亦是最尖端的科學之一。近年由於太空科技的急速發展，很多宇宙的奧秘亦逐漸被揭開，當然還有部份爭論性的問題依然懸疑未決。

鑑於自香港太空館於四年多前成立以來，香港市民對天上的日、月、星辰漸感興趣，本課程藉此向愛好天文學的人士提供一個較系統性的系列專題講座。

本課程適合具有中學程度人士參加。內容包括：天文學的發展歷程、太陽、月球、行星世界、恆星、星雲、星團、銀河系等的概括認識。此外，還會對恆星演化、黑洞、外太空生命、宇宙起源等有趣問題加以探討。同時亦會介紹如何認識星空及使用望遠鏡觀察等實用技術。如天色許可，還會安排一次實地觀星活動。

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”.

Computer Science

Enquiries, Telephone 5-8592793

797. 電腦和電腦化入門 (Computerisation Made Simple)

主 講 人：陳俊光先生，B.Sc.(Eng.)(H.K.)，M.B.A.(C. U.H.K.)，M.I.E.E.E.，
A.M.I.E.E.

講授語言：粵語（輔以英語）。

地 點：香港大學鈕魯詩樓 418 室。

時 間：一九八五年三月六日起每星期三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。

798. Microcomputers for Beginners. W. K. Kwan, B.Sc.(Eng.), M.Phil. (H.K.), M.A.C.M., Computer Officer, University of Hong Kong. *Lectures on Mondays, 6.30-8.30 p.m., starting March 4, 1985. Lectures in Room 104, James Hsioung 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 March 19, 1985.*
- (b) *Wednesdays, 6.30-8.30 p.m., starting March 20, 1985.*
- (c) *Thursdays, 6.30-8.30 p.m., starting March 21, 1985.*
- (d) *Fridays, 6.30-8.30 p.m., starting March 15, 1985.*

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 students with confidence in the art of micro-computer use.

Enrolment is limited to 32 students.

799. Microcomputers for Beginners. W. K. Kwan, B.Sc.(Eng.), M.Phil. (H.K.), M.A.C.M., Computer Officer, University of Hong Kong. *Lectures on Tuesdays, 6.30-8.30 p.m., starting May 7, 1985. Lectures in Room 207, Building A, University of Hong Kong, and workshops in Room 136, Knowles Building, University of Hong Kong. 8 lecture meetings and 6 workshops.*

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

- (a) *Mondays, 6.30-8.30 p.m., starting May 20, 1985.*
- (b) *Wednesdays, 6.30-8.30 p.m., starting May 22, 1985.*
- (c) *Thursdays, 6.30-8.30 p.m., starting May 23, 1985.*
- (d) *Fridays, 6.30-8.30 p.m., starting May 24, 1985.*

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 students with confidence in the art of micro-computer use.

Enrolment is limited to 32 students.

800. Computerisation: an Executive's Viewpoint. Y. H. Siu, B.Eng. (McGill). *Thursdays, 6.15-8.15 p.m., starting April 18, 1985. Room 14, Extra-Mural Town Centre, Wing On Centre, 8/F. 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.

801. Basic Principles of Computer Systems. P. F. Tse, B.Sc. (H.K.), Computer Officer, University of Hong Kong. *Mondays, 6.15-8.30 p.m., starting March 4, 1985. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 12 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.

802. Basic Principles of Computer Systems. P. F. Tse, B.Sc. (H.K.), Computer Officer, University of Hong Kong. *Saturdays, 2.30-4.45 p.m., starting March 2, 1985. Room 230, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$265**

See entry for Course No. 801, but please note that all discussions will be conducted in Cantonese. 討論語言：粵語（輔以英語）。

803. Introduction to Data Processing. C. W. Liu, B.Sc. (H.K.). *Mondays, 6.30-8.30 p.m., starting February 25, 1985. Room 103, University Main Building. 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.

804. Introduction to Computer Organisation. Lai Chee-yan, B.Sc. (H.K.), Cert.Ed., M.Sc. (Tech.) (Manc.), M.I.E.E.E., A.M.B.C.S. *Fridays, 7.00–9.00 p.m., starting March 1, 1985. Room 418, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$325**

This course is intended for those people whose work involves frequent contacts with computers or who are taking programming courses. Its aim is to give newcomers to the computing field a broad perspective and understanding of computers and their applications so that they can cope with the changes arising from computerisation in their professions. It follows part of the syllabus of Part I of the British Computer Society Examinations.

Topics will include:

- Concept of a stored-program computer. Input and output.
- Binary, octal and hexadecimal notations. Truth tables.
- Sequential logic.
- Storage and transmission of data.
- Database, computer networks.
- Principles and implementation of instruction codes. Microprogramming.
- High and low level programming languages.
- Methods of addressing the memory.
- Operating system and multiprogramming.
- Characteristics and performance of contemporary computer equipment.
- Computer security and reliability.
- Future development trends.

Minimum Entry Qualifications: No previous knowledge of computers is necessary but applicants should have passes in Physics, Mathematics, and English in the Hong Kong Certificate of Education Examination or equivalent.

Certificate Course in Digital Computer Programming.

805. *Lectures on Tuesdays, 6.30–9.00 p.m., starting March 5, 1985; Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Thursdays, 6.00–10.00 p.m., starting March 28, 1985; Room 207, Building A, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.*

806. *Lectures on Tuesdays, 6.30–9.00 p.m., starting March 5, 1985. Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Fridays, 6.00–10.00 p.m., starting March 29, 1985; Room 207, Building A, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.*

807. *Lectures on Fridays, 6.30–9.00 p.m., starting March 8, 1985; Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Tuesdays, 6.00–10.00 p.m., starting April 2, 1985; Room 230, Knowles Building, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.*

808. *Lectures on Fridays, 6.30–9.00 p.m., starting March 8, 1985; Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Wednesdays, 6.00–10.00 p.m., starting April 3, 1985; Room 207, Building A, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.*

Tutors: F. T. Chan, B.Sc., M.Phil.(H.K.), M.B.C.S., Computer Officer, University of Hong Kong. (Tutor-in-charge)

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

W. C. Ying, B.Sc. (Eng.) (H.K.), M.Sc. (Lond.), M.B.C.S., M.I.E.E.E., M.A.C.M., Chief Programmer in the Dental Data Processing Unit, University of Hong Kong.

Fee: \$1,700 (including computer time).

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

Minimum Entry Qualifications: Applicants should have 5 subjects including English and Mathematics at Grade E or above in the Hong Kong Certificate of Education Examination or equivalent. It is advantageous to the students if they have completed the Extra-Mural course, "Basic Principles of Computer Systems" or "Introduction to Data Processing". In addition, it is desirable that they have attended the Extra-Mural course in BASIC programming.

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

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

Syllabus:

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

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

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

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

Ample computer time will be provided for problem exercises and projects.

Closing date for application: February 8, 1985.

Enrolment for each course is limited to 54 students.

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the Department.

809. Advanced Certificate Course in Digital Computer Programming.
Lectures on Thursdays, 6.30-9.00 p.m., starting March 7, 1985; Room 230, Knowles Building, University of Hong Kong. Computer Workshops on Mondays, 6.00-10.00 p.m., starting April 1, 1985; Room 207, Building A, University of Hong Kong. 20 lecture meetings and 25 workshop meetings, twice weekly.

Tutors: F. T. Chan, B.Sc., M.Phil. (H.K.), M.B.C.S., Computer Officer, University of Hong Kong. (Tutor-in-charge)

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

M. S. Luk, B.Sc. (Special) (H.K.), M.B.A. (Cran.I.T.), Senior Computer Officer, University of Hong Kong.

Fee: \$2,000 (including computer time).

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

Minimum Entry Qualifications: applicants should have completed successfully a Certificate Course in Digital Computer Programming offered by the Department of Extra-Mural Studies, University of Hong Kong, or equivalent.

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

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

Syllabus:

PASCAL.

Data Processing: handling of data; storage devices; introduction to systems analysis and design; project management; concepts of data base.

Data and File Structures: linear lists, stacks, queues, etc.; applications of fundamental data structures to programming techniques, searching and sorting; sequential files, indexed sequential files and direct files, their organization and processing.

Searching and Sorting Algorithms: linear search, binary search, direct search; internal and external sorts.

Programming Methodology: program style, design, efficiency, debugging and testing.

Assignments.

Ample computer time will be provided for exercises and assignments.

Closing date for application: February 8, 1985.

Enrolment is limited to 54 students.

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the Department.

See also:

568. Computer Auditing: a basic appreciation. (Page 20)

845. 微型電腦之操作及教學應用 (第 132 頁)

Biomedical Science

Staff Tutor : Sarah S. C. Hui, *Telephone* 5-8592793

810. Introduction to Cancer. Doctors from the Hong Kong Anti-Cancer Society. *Thursdays, 6.15-7.45 p.m., starting March 7, 1985. Room 415, Knowles Building, University of Hong Kong. 8 meetings. Fee: \$150*

Cancer is responsible for about 7000 deaths each year in Hong Kong. A subject of endless research and study to the scientist, cancer still is, to the general public, a mysterious and even fearful entity. In recent years, much progress have been made both in the field of basic research into the causes of cancer, and in its treatment.

This series of talks will cover the general background knowledge of cancer, common cancers in Hong Kong, the treatment of cancer with surgery, radiotherapy and chemotherapy, the early detection and prevention of cancer, and lastly, the difficult art of coping with a cancer patient in the family.

The course is designed for the general public.

811. Dialysis and Renal Transplantation for Kidney Failure Patients. C. P. Ho, M.B.B.S. (H.K.), M.R.C.P. (U.K.), Senior Medical Officer, Renal Unit, Princess Margaret Hospital. *Mondays, 6.30-8.30 p.m., starting March 4, 1985. Room 230, Knowles Building, University of Hong Kong. 6 meetings. Fee: \$150*

The treatment of patients suffering from end stage renal diseases include haemodialysis, peritoneal dialysis and kidney transplantation. The object of this course is to introduce the principles of these different modes of therapy. The topics covered include water treatment for haemodialysis, various types of artificial kidneys and haemodialysis machines, different types of vascular access, continuous ambulatory peritoneal dialysis (CAPD) and various aspects of kidney transplantation. Common causes of kidney failure in Hong Kong and their drug treatments will also be covered.

This course is intended as an introduction for nurses, dispensers and people interested in this field. The course will be conducted in Cantonese supplemented by English and will be illustrated with slides. Intending students should have a knowledge of biology.

812. Fundamentals of Applied Pharmacology. S. Dai, M.B. (Taiwan), Ph.D. (H.K.), Senior Lecturer in Pharmacology, University of Hong Kong. *Wednesdays, 7.45-9.15 p.m., starting February 27, 1985. Room 230, Knowles Building, University of Hong Kong. 10 meetings. Fee: \$180*

An understanding of how drugs act on our bodies and how our bodies react to drugs forms the basis for the treatment of various ailments. This course consists of a simple approach to applied pharmacology in systems such as digestion, respiration, circulation, reproduction, and nervous systems. It is aimed at those who already have some fundamental knowledge of human anatomy and physiology such as nurses, pharmacists, dispensers, other medical and health workers, and graduate science teachers.

813. 常見疾病之生理現象及藥物療理 (Physiological Changes in Common Diseases and Their Drug Treatment)

主 講 人：何美美（倫敦大學藥理學學士）；
古永亮（倫敦大學藥劑學士）；
李克楷（利物浦大學藥理學學士）。

講授語言：粵語（輔以英語）。

地 點：香港大學A座大樓 206 室。

時 間：一九八五年三月四日起每星期一下午六時十五分至七時三十分。

全期學費：一百二十元。（共八講）。

本課程將簡淺地介紹一些常見的疾病，其症狀、成因、病理反應和藥物治療的基本原理。內容包括發燒、失眠、高血壓、腎病、哮喘、肺結核、胃潰瘍及糖尿病等疾病。

這課程適合一般對生理和藥物療理有興趣的人仕修讀。（限收三十人）。

814. 保護皮膚與頭髮之藥品製劑 (Skin and Hair Care: the Use of Cosmetics)

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

講授語言：粵語（輔以英語）。

地 點：香港大學紐魯詩樓 415 室。

時 間：一九八五年二月廿八日起每星期四下午八時至九時。

全期學費：一百二十元。（共十講）。

本課程將會介紹皮膚及頭髮護理之基本原理與及化粧品之用途，內容包括皮膚與頭髮的生理結構，各類化粧品，如潤膚露，胭脂、粉、香水、辟味劑及其他各樣護膚物品，肥皂，洗頭水及護髮素等的成份，皮膚敏感及美容外科手術等項目。

本課程內容將適合一般在職美容師，髮型師及任何對化粧品有興趣的人仕進修。

Health Science

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

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：香港大學校外課程部市區中心 25 室。

時 間：一九八五年三月四日起每星期一下午八時零五分至九時三十分。

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。

815. 心臟血管的健康 (Health of the Cardiovascular System)

主 講 人：由香港心臟學會會員擔任。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八五年三月四日起每星期一下午八時至九時三十分。

全期學費：一百一十元。（共十講）。

本課程旨在向各界人士提供有關心臟及血管機能的基本常識，進而介紹常見疾病的護理原則。內容包括心臟血管的正常功能，保健方法，疾病的防範及認識和心動停止的急救。

816. 神經系統疾病的認識 (An Understanding of Disorders of the Nervous System)

主 講 人：黃震遐醫生、余毓靈醫生、黃至惠醫生。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八五年三月七日起每星期四下午六時至七時三十分。

全期學費：一百三十元。（共十二講）。

本課程旨在增加一般市民對神經系統疾病的了解，着重有關預防和早期症狀的認識，藉以明瞭檢查和醫療方法。內容包括失憶，痴呆，頭痛，行走不便，麻木，神經痛，中風，頭顱創傷，腦腫瘤，腦感染，癲癇，眩暈及聽覺、視覺神經疾病等。

817. 嬰兒的護理 (The First Two Years of Life)

主 講 人：由香港兒科醫學會會員担任。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八五年三月一日起每星期五下午八時至九時三十分。

全期學費：一百一十元。（共十講）。

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

492. Personal Development of Contemporary Women. Rosann Santora Kao, Ph.D. (N.Y.U.). *Tuesdays, 10 a.m.-12.15 p.m., starting April 16, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 5 meetings. Fee: \$100*

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

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

818. Women and Stress. Rosann Santora Kao, Ph.D. (N.Y.U.). *Tuesdays, 10 a.m.-12.15 p.m., starting February 26, 1985. Room 22, Extra-Mural Town Centre, Wing On Centre, 8/F. 5 meetings. Fee: \$100*

In an urban setting such as Hong Kong stress is often taken for granted. People cope with anxiety without ever knowing the toll it is taking upon their bodies and minds. This course addresses itself to the study of the sensitive relationship between a woman's emotions and their manifestations in bodily feelings. Participants will learn how to detect symptoms of stress in themselves and other family members. The various techniques for managing stress will also be discussed. Students will be encouraged to evaluate their own daily life patterns and to decide which methods of stress management will work best for them. Particular attention will be given to the changing roles of women in cross-cultural urban settings in Asia.

Social Work & Sociology

Staff Tutor : H. K. Wong, Telephone 5-8592790

819. 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 March 2, 1985. 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: February 20, 1985.*)

820. Explorations in Counselling. David McCormick, B.Soc.Sc. (U.C.), M.Div., Ph.D. (Southwestern Theological Seminary). *Wednesdays, 7.35-9.00 p.m., starting March 6, 1985. Lecture Room No. 3, 2/F., The Boys' & Girls' Clubs Association, 3, Lockhart Road, Wanchai, Hong Kong. 10 meetings. Fee: \$150*

This is a foundation course aimed at those who may wish or must by nature of their job do some counselling but are not skilled enough to proceed effectively. The course will be in three parts. The first part deals with the person as counsellor. Topics will include the attributes of a good counsellor, authenticity, and responsibility in varying forms. The second part deals with the counsellee and the goals of counselling in general. The third part deals with the context of counselling. It will examine what happens within the counselling situation and matters such

as initiating counselling, creative listening, listening as dialogue, catharsis, and growth.

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for application: February 24, 1985.*)

821. Care of the Terminally Ill. David McCormick, B.Soc.Sc. (U.C.), M.Div., Ph.D. (Southwestern Theological Seminary). *Wednesdays, 6.00–7.25 p.m., starting March 6, 1985. Lecture Room No. 3, 2/F., The Boys' & Girls' Clubs Association, 3, Lockhart Road, Wanchai, Hong Kong. 10 meetings. Fee: \$150*

The purpose of this course is to better prepare the professional caring community—doctors, nurses, hospital staff, social workers, ministers, etc.—and interested lay people in dealing with the terminally ill and their problems. Objectives of ministry to the dying, the terminal trajectory and stages of dying will be examined. The specific problems of confirmation of diagnosis, defining death, euthanasia and prolonging life will be discussed. Understanding family grief, family relationships and reaction, and developing a team approach in such work will also be considered.

822. School Deviance and Classroom Control. Augustus Yeung, B.A., Dip.Ed., M.A., (Toronto). *Wednesdays, 7.00–9.00 p.m., starting February 27, 1985. Room G5, James Hsioung Lee Science Building, University of Hong Kong. 12 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: February 17, 1985.*)

823. 如何建立及提高兒童的語言能力 (Helping Children's Language and Speech Development)

主講人：李影霞小姐。(語言治療師)。

地點：香港大學校外課程部市區中心 16 室。

時間：一九八五年五月二日起每星期四下午五時卅分至七時卅分。

全期學費：一百六十元。(共八講)。

語言不單是表達思想和溝通的工具，它在兒童的認知，情緒及社交發展各方面均扮演一個重要的角色。若能在語言發展的重要期間給予兒童適當的語言刺激，便可促進他們在語言及其他各方面的發展。此外，兒童在語言或溝通上有任何困難，若能及早發覺和予以適當的輔導，亦可幫助他們建立良好的溝通能力。

本課程專為家長及從事幼兒工作人士而設，包括幼兒工作者、幼稚園教師、護士、兒科醫生等。課程內容包括語言發展的理論架構及提供如何建立和提高兒童語言能力的方法，授課形式除講授外亦以研習為主，包括角色扮演及小組討論。(限收二十人)。

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，須於四月廿二日前報名。)

824. 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：一九八五年二月十一日起每星期一下午六時三十分至八時。

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。本課程著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，須於一月三十日前報名。）

825. 兒童照顧與輔助方法 (Helping Methods in Childcare)

主 講 人：曾潔雯女士（臨床心理學碩士），蔡次玲女士（臨床心理學碩士）。

地 點：香港大學校外課程部市區中心 21 室。

時 間：一九八五年三月一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）。

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為之基本理論架構，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，行為更易法簡介，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，須於二月十八日前報名。）

826. 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：一九八五年三月四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，不少專業人士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士參加，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，須於二月二十二日前報名。）

827. 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：一九八五年三月一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）

828. 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：一九八五年二月廿七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：二百四十元。（共十二講）。

青少年由於生理、心理的發展與其社會角色的轉變，要面對著種種沖擊和適

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。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十七日前報名。）

829. 青少年輔導工作技巧 (Youth Counselling Techniques)

主 講 人：曾慶寧先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八五年二月一日起連續三個星期五下午六時十五分至九時四十五分
又於二月二日起連續七個星期六下午二時十五分至五時四十五分。

全期學費：四百元。（共十講）。

隨着社會的急劇轉變，墨守成規及被動性的青少年輔導工作程序及訓練方式，已不再適用於八零年代的青少年工作；而經過嘗試而證明有顯著成效的輔導訓練，已被採用於青少年輔導工作、小組輔導工作以至教學工作中，以協助青少年的全面發展及成長。

本課程是特別為具有興趣於青少年工作之在學，在職以至教學工作者而設，目的是幫助學員認識及活用輔導技巧。希望於課程完畢後，學員能對其工作環境及對象有進一步了解，進而能獨立思考，並幫助青少年認識及發揮其內在潛能。

此課程以實驗性小組形式上課，並要求學員繳交小量功課。各學員之收益，將與其參予之積極性，開放之態度及出席率有極大之關係。（限收十六人）。

申請教署退還半費手續：凡政府、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，須於一月十九日前報名。）

830. 人際關係及輔導技巧於教學工作上的應用 (Counselling in the classroom: an expanded role for teachers)

主 講 人：鄺偉文先生。

地 點：香港大學A座大樓 206 室。

時 間：一九八五年三月二日起每星期六下午二時至五時。

全期學費：四百元。（共十三講）。

教學工作除涉及知識及學能的傳授外，亦擔負輔導學生的任務，現存教育制度存在的種種問題，形成學生的學習及情緒上的壓力加重教師於教學過程中負起的輔導工作。

此課程專為中學教師而設，旨在訓練教師於教學中應用人際關係及輔導的基本概念與技巧，以協助學生解決學習及成長上的困難，課程內容分理論與概念和技巧訓練兩部分，尤重後者，授課形式以學員的學習經驗為主導，並側重技巧訓練的學習活動。（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。（如欲教署退還半費者，須於二月廿日前報名。）

831. 在學校中如何應用小組理論和工作技巧 (Application of Small Group Theories and Techniques)

主 講 人：梁麗珍女士。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八五年二月廿八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。（共十講）。

集體活動及興趣小組是青少年在學校生活中主要的一部份，本課程旨在介紹團體生活小組中運行的知識、個人與小組的相互關係，學校教師和輔導人員如何運用小組的技巧，積極地協助學生彼此的人際關係和進行小組輔導工作。

本課程分別介紹小組的基本理論，包括小組與個人的關係；小組歷程與領袖訓練；小組溝通；小組活動的程序和技巧；小組輔導的技巧；以及學校小組的種類和性質。

課程除講授外，並加設小組形式的練習，角式扮演，幻燈片或電影介紹等。適合在職教師，課外活動導師，學校輔導人員，學校社工人員，青少年工作者及小組領袖。（限收三十五人）。

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，須於二月十八日前報名。）

832. 青年小組工作 (Use of Groups in Working with Youth)

主 講 人：黎國雄先生。

地 點：香港大學校外課程部市區中心 23 室。

時 間：一九八五年三月二日起每星期六上午九時三十分至十二時。

全期學費：三百二十元。（共十四講）。

在青年全面發展和成長的過程中，小組的功能無可置疑，從小組生活中，社會工作人員可透過不同形式的小組程序去讓年青人體驗人生的意義，認識自我，學習與人相處的技巧，認識社會問題和結構，培養組織能力和領導才能，處理日常生活中的困擾等，令生活過得更充實及有價值。

本課程特為在職的青年工作者及教師而設，旨在介紹小組工作的基本理論和方法，課程除描述小組方法在青年工作中的應用和發展，青年人的心態和需要等概念外，更藉着經驗性的學習方式，令學員親身體驗小組的互動模式及發展過程，了解小組的溝通情況，動力和常見問題，學員更有機會在實習中分享帶領青年小組的經驗和技巧。

本課程採用綜合的多元化方式授課，其中包括討論、模擬活動、角色扮演、個案研究、短講等，上述形式要求學員的踴躍出席及參與。（限收二十五人）。

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，須於二月二十日前報名。）

833. 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 14 室。

時 間：一九八五年三月二日上午至三日下午為週末研習營；及三月九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三月二日上午準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；緊張情緒之鬆馳及自我之描述；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，須於二月二十日前報名。）

834. 了解青少年與性問題 (Understanding Sexuality and Youth)

主 講 人：曾家達先生（香港大學講師）。

地 點：香港大學B座大樓 101 室。

時 間：一九八五年二月廿八日起每星期四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）。

本課程專為青少年輔導工作者，外展工作者、學校社會工作者及中學教師而設，課程除講授外，包括小組討論交流與及家課練習，要求學員們投入積極參與。

課程內容包括對現時流行對性問題的態度和探討方法之批判，指出自然科學模式之局限與及道德主義之偏差，繼而引出人文科學之觀點，以冀達到對性問題有較準確之了解，並特別討論性在香港青少年中間的問題。

主要課程包括：性愛、婚姻三合一的神話，人文科學觀點，有關性價值觀的討論，青少年與成人世界的衝突，性與成長過程，性經驗的基礎，有關青少年與性問題的爭論，及性教育的方向等。

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，須於二月十八日前報名。）

835. 學生及青少年的危機介入 (Crisis Intervention in Schools)

主 講 人：鄧漢忠先生（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：一九八五年二月廿八日起每星期四下午六時至七時三十分。

全期學費：一百三十元。（共八講）。

本課程以小組學習型式，介紹危機介入的技巧。內容包括心理危機的定義及研究，介入危機的專門技巧和減輕一般學生的心理壓力的方法。

此課程適合於在職教師，學校社工人士及學生輔導員。在完成此課程之後，

參與者應可以準確及迅速地認辨危機的存在而及時運用適當的技巧以介入，使學生可以在短時間內得以康復和回復正常的生活。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月十八日前報名。）

836. 青少年訓練之設計與實施 (Designing and Implementing Youth Training Schemes)

主 講 人：陳建基先生。

地 點：香港大學校外課程部市區中心 15 室。

時 間：一九八五年四月廿七日起每星期六上午九時卅分至中午十二時卅分。

全期學費：二百八十元。（共十講）。

一項有果效的訓練工作是必須經過嚴謹的策劃與安排；內裏各項程序的設計以至實際施行時的技巧，其過程均充滿着許多值得研究與探求的學問。

近年來，訓練活動已逐漸成為青少年服務機構的重點工作之一。無論是舉辦一次過的研討會，週末訓練營，或是長期的兒童培訓計劃，領袖才能訓練以及各方面的義工訓練等，相信這些工作在推動整體的青少年服務的歷程中，實已立下不少功勞。

課程內容特別針對在設計及施行青少年訓練事工時的概念、知識、原則、步驟與方法作為重點介紹。並透過實際的訓練程序介紹、分析、設計練習及實驗性的技巧探討以啟發參加者對青少年訓練工作的掌握與應用。

本課程適合在工作上會與青少年訓練工作有關的人士參加；例如：青少年中心的工作員，負責課外活動的教師，制服團體及青少年組織的領袖，義務導師等。上課形式著重討論、研習、經驗交流及實驗性的活動。（限收廿五人）。

837. 外展社會服務——工作理論及技巧 (Outreach Social Work Service—theory and practice)

主 講 人：鄭之灝先生、謝萬恆先生。

地 點：香港洛克道三號小童羣益會總部三樓講室。

時 間：一九八五年三月一日起每星期五下午七時十五分至九時正。

全期學費：二百四十元。（共十二講）。

青少年問題日益嚴重，社會工作員究竟如何能夠從兒童中心及青少年中心內走到街頭、球場、波樓、遊戲機中心、快餐店等青少年聚集的地方，為他們解決所面臨的困難及問題，輔導他們、防止他們步向歧途呢？

本課程特別為青少年工作者、感化、監務工作者、義工及教師等而設。課程

主要由資深前綫工作人員負責，其目的乃探討外展社會工作對象次文化（gang sub-culture），嘗試跳出傳統看法，分享由實際工作經驗綜合所得之分析架構及常用之工作技巧，如危機介入、平衡心理、分離法、組合法、小組重建等。

課程內容力求結合理論及實踐，啓發思考及提供對外展工作較全面的認識，形式則包括講授、小組討論、技巧研習、實地探訪等。

838. 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 16 室。

時 間：一九八五年三月二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）。

839. 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 14 室。

時 間：一九八五年五月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）。

840. 自我認識與人際關係 (Self Understanding and Interpersonal Relations)

主 講 人：黎國雄先生。

地 點：香港大學校外課程部市區中心 16 室。

時 間：一九八五年二月十一日起每星期一下午七時五十分至九時五十分。

全期學費：二百二十元。（共十二講）。

我們不是魯賓遜，可以獨居孤島；每一個人都需要在人羣中與人接觸和建立關係，在這個個人際交往的過程中，我們更可進一步了解自己；邁向成長。

此課程試圖介紹一些認識自己的方法和人際溝通上的概念，提高學員的自覺性，以預防人際間問題的產生。課程以模擬練習、小組討論、角色扮演、心理測驗、短講及個案研究等形式進行，學員須主動參與，互相分享及交流經驗。內容大致包括自我了解的模式；溝通的原則和技巧；聆聽、自我了解的模式；溝通的原則和技巧；聆聽、自我表白和回應的概念；信任；表達的能力和技巧；合作與競爭；人際間的衝突；工作關係等。（限收三十人）。

841. 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：一九八五年二月二十五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。

842. 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A座大樓 208 室。

時 間：一九八五年三月七日起每星期四下午七時至九時。

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，更著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）。

843. 發展有效的人際溝通技能 (Developing Effective Communication)

主 講 人：江任燕瑛女士。

地 點：香港大學校本部大樓 122 室。

時 間：一九八五年二月九日起每星期六上午十時至下午十二時十五分。

全期學費：二百元。（共十講）。

一個以分享溝通理論以及著重親身體驗為主的課程。內容包括溝通目的，溝

通模式，溝通障礙，語言及非語言的溝通，溝通與成長的關係。並研討有關運用於個別面談及小組形式的溝通技巧，以達致有效溝通，促進更佳輔導功能與和諧的人際關係。

本課程適合教師，社會工作人員，輔導員，人事科及管理階層人員等。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。如欲教育署退還半費者，須於一月三十日前報名。）

844. 社會工作導論 (Introduction to Social Work)

主 講 人：陳偉道先生。

地 點：香港洛克道三號小童群益會總部三樓講室。

時 間：一九八五年三月十一日起每星期一下午七時至九時。

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，並歡迎參加者提出問題及實際經驗討論。課程大綱包括：社會工作之歷史、原則、價值及目標；社會工作者之職責及所扮演的角色；個案工作、小組工作、及社區發展等方法；如何與受助者溝通及建立關係；社會工作教育之模式和訓練方法；社會工作之挑戰和趨勢等。

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

主 講 人：侯傑泰碩士。

地 點：香港灣仔軒尼詩道 22 號循道衛理中心三樓電腦室。

時 間：一九八五年四月十三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：八百元。（共十二講）。

本課程特為初學電腦之教師而設，學員毋須具有使用電腦之知識及經驗。課程包括基本電腦常識及各種與教學有關之軟件操作介紹。主要內容：（一）電腦基本概念，微電腦系統組織；（二）微電腦機械部份及其附件之操作，簡單維修技巧；（三）磁碟操作系統（DOS 及 CP/M）；（四）各類高級電腦語言、資料系統，文字處理、統計程式等軟件介紹；對 BASIC、LOGO、WORDSTAR、dBASE、ABSTAT 等作詳細之學習；（五）簡介各類現成與教育有關之軟件，包括成績表編印、時間表設計、教育測驗等。

本課程對使用微電腦（尤其是蘋果Ⅱ型相容之類型）作一全面之介紹。課室備有多部電腦，學員可分二人小組即時練習。

本課程因電腦設施所限只收二十名。

本課程與循道衛理中心「專業及成人教育服務」合辦。

846. 學校道德教育之理論基礎——文憑課程 (Certificate Course in the Theoretical Foundations of Moral Education)

主 講 人：文思慧博士、張燦輝博士、周兆祥博士、葉保強博士及客座講師。

時 間：由一九八五年三月四日起至六月廿七日止；再由九月二日起至十一月底止逢星期一及星期四下午六時卅分至八時卅分。（共五十五講）。

地 點：香港中環永樂街七號永安祥大廈 10 字樓（李寶椿大廈對面）。

全期學費：一千一百元。

名 額：二十五人。

課程對象：此課程主要為中學教職員而設。

結業文憑：課程結束後，學員若能符合下列條件，則可得本部頒發之文憑：（一）出席率超過百份之八十；（二）經評核合格，評核將包括：（甲）研習（佔百份之三十）；（乙）參與日常討論之質素（佔百份之三十）；（丙）試卷作業（佔百份之四十）。

報名手續：申請者須於二月十六日前將下列文件寄回香港大學校外課程部：（一）申請表格；（二）劃綫支票；（三）半身近照乙張；（四）附頁以約一百字寫述申請者在學校於德育中所擔任之職責及其對本課程之期望。

前 言：

一九八二年中文大學教育學院校友會主辦之德育研討會的「總結與建議」有以下的評述：「除了教育工作者的質素，大會中最具爭論性的問題是德育的內涵與師資訓練課程，當我與小組組長座談時，發覺小組中有一個共通的現象，就是每當話題接觸到德育的內涵時，組員往往是避重就輕，或甚至避而不談。這現象是否證實了我們在這問題上的混淆和欠缺立足點？……我們不能祇是大談推銷術，却不知推銷品的內容，倘若事實真正如此，我真害怕會有「瞎子領瞎子」的危險。」

這文憑課程為針對此重要問題而設。

課程簡介：

德育為全面教育中不可忽畧之環節，近期在香港之漸獲重視是一可喜趨勢。唯道德教育到底與德目教條之灌輸有異，前者著重培養學生在各牽涉倫理考慮的場合中發揮判斷能力，後者則著重營塑有某套特定價值信念的人。

我們深以為在當今香港這類瞬息萬變的社會裏，無論向學生輸入多少具體的

道德條目，終亦不能提供他們在未來歲月中作一個負責任、明是非的現代人之所需。再者，道德教育中的「自主性」這基本精神之培訓，亦與灌輸性、單向性、不批判、不懷疑的教導方法互不相容。基此，我們希望在這課程中，提出道德教育不離道德概念與原則的基本反省。更希望在教師協助同學建立這個基礎之後，同學乃可隨時隨地應用這些理論於現實處境上，亦可就現實問題而同頭檢討所持觀念之可信性，成為既不獨斷亦具道德敏感性的現代人。

另一方面，我們亦會在這課程中，提及作為道德教育的工作者，教學時所面臨的一些原則性考慮，如怎樣處理個人堅信的價值觀念等等。

最後，因為道德判斷難免關係著對當世問題的認識與反省，我們亦將提供一些現代社會中值得深刻探究的倫理課題。希望透過對這些棘手問題的共同探討，大家可以逐步體味到一元式灌輸式道德教育之不足，並為日後更文明，更合理的道德教育課程奠下基礎。

大綱：

I. 理倫問題

1. 道德性概念與道德性思辯：
基本倫理學觀念介紹；
倫理信念及其證立；
無理與不合理之道德論證。
2. 道德發展與道德教育：
Piaget-Kohlberg 理論及其他對道德發展觀點簡介；
道德教育中的灌輸、價值中性、權威等問題研究。
3. 道德教育中的「人」的觀念：
社會科學中的「人」的理念；
自由與命定；
人作為踐德者。
4. 公民教育的基礎概念：
人權、公正、自由在現代。

II. 香港道德教育課題選講

1. 傳統價值問題研究：
習例與戒規；
性與道德；
生死問題探討。
2. 人際關係問題研究：
個人與家庭、個人與友儕、個人與社羣的價值考慮。
3. 科技社會中的道德問題研究：
環境倫理、醫藥倫理、商業倫理、消費者權益之價值考慮。

4. 校內道德教育中之原則實踐問題：
各德育理倫之引伸效果；
學校之「道德氣氛」；
項目、活動、方法方面之商榷。

III. 研習

約 26 小時，由學員、講師及客座講師分別主持。

申請教署退還半費手續：凡政府、補助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於二月廿二日前報名。）

847. 幼兒中心管理文憑課程 (Certificate Course in Child Care Centre Management)

主 講 人：梁偉康先生，B.S.Sc. (Social Work), P. Q.S.W., D.T.M., M.I.T.D.
莊明蓮女士，B.S.Sc. (Social Work), M.Sc.(Econ.)
鄧惠雄先生，B.S.Sc. (Social Work)
劉淑兒女士，B.S.Sc. (Social Work)

地 點：香港中環永樂街七號永安祥大廈 10 字樓。（李寶椿大廈對面）。

時 間：一九八五年三月六日至七月十日及一九八五年九月四日至十二月四日逢
星期三下午六時三十分至九時三十分。

講授語言：粵語（輔以英語）。

全期學費：八百元。

名 額：三十至三十五名。

課程主旨：香港的幼兒服務工作發展十分迅速，每年均有多間新的幼兒中心成立。負責幼兒中心的行政和管理工作是由中心主任和副主任所擔任，她們絕大部份是沒有接受較有系統化的管理訓練，以致在督導中心員工或中心行政管理方面，均出現不少困難；而且由於每年均有新中心成立，新升任中心主任的幼兒工作人員普遍缺乏行政管理經驗。有見及此，本部特別開辦此項課程，對行政管理作全面而有系統地講授，務使學員完成課程後能將現代最新的管理知識應用於實際的日常管理工作方面。

課程內容：本課程為期十個月，着重將最新的管理知識和「實際的管理技巧」（Practical Management Skills）灌輸給各學員。課程內容主要包括：
（一）組織與管理之原則；（二）系統和有效的策劃；（三）職員督

導之目標、功能、形式、方法與安排；（四）職員培訓和組織發展；（五）動機理論；（六）各種主管級人員之「行政風格」（Administrative Styles）；（七）控制方法和財政的控制體系設立；（八）實際的管理技巧介紹，主要包括：時間管理，小組方法進行課程策劃，處理問題員工之實際技巧，「解決衝突方法」（Conflict-resolution Methods），如何主持有建設性的會議，服務評估方法，計劃性的更變，最新管理工具、計劃草擬方法、服務策劃和發展……等。

講授方法：除講課形式外，其他講授方法包括：小組討論、個案學習、小組習作、角色扮演、模擬練習、及電影放映等。

入學資格：中學會考合格及擁有幼兒服務文憑（理工或社會福利署頒授）之在職幼兒中心（包括幼兒園和育嬰所）主任或副主任級管理人員；或具有五年幼兒工作經驗而將升任幼兒中心管理級之工作人員。

畢業文憑：課程結束後，學員若能符合下列條件者，將獲頒發「幼兒中心主任管理和實踐文憑」；（一）上課次數超過八成；（二）完成課程中的作業；（三）「小組計劃工作報告」（Group Project）；（四）期終考試（一九八五年十二月十八號舉行）。

報名手續：申請者須於二月十六日前，將（一）申請表格、（二）八百元支票、（三）半身近照二張及（四）學歷證件副本寄回香港大學校外課程部「幼兒中心管理和實踐文憑課程」主任收。各申請人並應於申請表格上寫上中心名稱及其本人職位。各申請人有可能被安排由課程導師接見，以決定取錄與否。

848. 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：一九八五年三月一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，須於二月十八日前報名。）

849. 犯罪學：中級課程 (Criminology)

主 講 人：葉永茂博士。

地 點：香港中環永樂街七號永安祥大廈 10 字樓（李寶椿大廈對面）。

時 間：一九八五年三月五日起每星期二下午六時至七時三十分。

全期學費：一百四十元。（共九講）。

此課程將對以下課題作較為深入的討論：暴力問題；性犯罪事件；犯罪心理學。

討論範圍將包括此等之成因、現況、法律、執行、及防範措施等；並選用個案以闡釋各事項。除講授外，並配合幻燈片及講義以說明課題。

參加學員應具有中學以上程度及對社會學或心理學或犯罪學有基本認識；此課程尤其適合社會工作者，教師，警察，監獄事務人員，及感化工作者。

855. 軟性藥物與犯罪及社會的關係 (Soft Drugs, Crime and Society)

主 講 人：葉永茂博士。

地 點：香港中環永樂街七號永安祥大廈 10 字樓（李寶椿大廈對面）。

時 間：一九八五年三月五日起每星期二下午七時四十五分至九時。

全期學費：一百二十元。（共九講）。

隨着軟性藥物的濫用漸趨普遍，此問題已備受社會人士關注。此課程闡述軟性藥物與犯罪及社會的關係，何種普遍藥物被編類為軟性藥物，並討論此等藥物對心理及生理的影響。

此課程適合教育界工作者、社會工作者，及從事刑事司法者。

850. A-Level Sociology: Part II. Augustus Yeung, B.A., Dip.Ed., M.A. (Toronto). *Mondays, 7.00-9.00 p.m., starting February 4, 1985. Room G5, James Hsiung Lee Science Building, University of Hong Kong. 12 meetings. Fee: \$240*

The aim of this course is to provide participants with an opportunity of

scrutinizing social phenomena and social processes from the theoretical perspectives they have previously acquired. Topics to be discussed will include immigration and race relations, obedience to authority, the mass media, religion, social policy, theories of development and trends in sociology.

The thrust of this course will primarily centre around analysis, application and research. In practical terms, participants will be provided with assistance in conducting research project(s) of their own choice—which is an integral part of the A.E.B./H.K.U. A-Level examination papers. Furthermore, students will be expected to develop their techniques/styles in answering long essay questions. There will also be a thorough study of questions set in previous examinations.

In essence, this foundation course in sociology is designed to facilitate private candidates who will be sitting for the above public examinations. Technically, it is an extension of the one offered in the Fall Term. However, private candidates who have previously studied sociology may also apply.

Enrolment is limited to 25.

免費公開講座

(一) 「如何處理易發脾氣的孩子」

主講人：理盧幼慈碩士。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八五年一月十二日（星期六）下午三時至五時。

(二) 「訓練兒童自治及思考方法」

主講人：理盧幼慈碩士。

地 點：香港大學校外課程部市區中心 25 室。

時 間：一九八五年一月十九日（星期六）下午三時至五時。

Housing Studies

Staff Tutors: Mrs. Priscilla Tso, Telephone 5-8592782
Miss N. P. Lee, Telephone 5-8592787

851. Foundation Course in Building Technology. A. A. Bunting, M.Arch., Ph.D. (H.K.), D.P.A. (Glasgow), Principal Lecturer, Department of Building & Surveying, Hong Kong Polytechnic. *Tuesdays, 6.15-8.30 p.m., starting February 26, 1985. Room 237, University Main Building. 10 meetings.* **Fee: \$160**

A course for people engaged in property management and development and those with an interest in the construction process.

It deals with the organization of the Building Industry and the basic principles of construction and choice of materials with reference to foundations, walls, roofs, doors, windows, water supply, drainage, plasterwork and decoration. It will also include an introduction to contractual arrangements.

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.

1985/86 Extra Mural Prospectus

The next issue of the Extra Mural Prospectus will be available in mid-August 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 August, 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".

一九八五至八六年度校外課程手冊

本部將於一九八五年八月中印發一九八五至八六年度校外課程手冊。有意索取者請填妥下列表格，並附郵票一元，逕寄「香港大學校外課程部主任」。信封請註明「課程手冊」字樣。

I enclose a \$1 postal stamp, please send me a copy of the 1985/86 Prospectus.

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Note: Please return the above coupon before August 15, 1985.

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