

AUTUMN COURSES

1988

University of Hong Kong
Extra-Mural Studies

香港大學校外課程秋季手冊



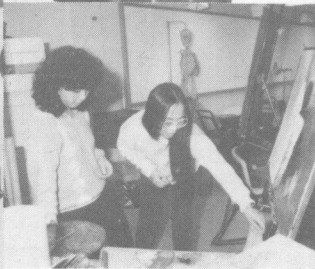
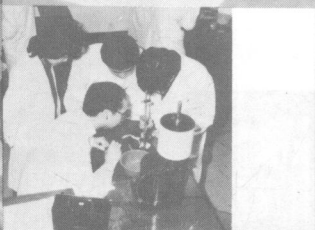
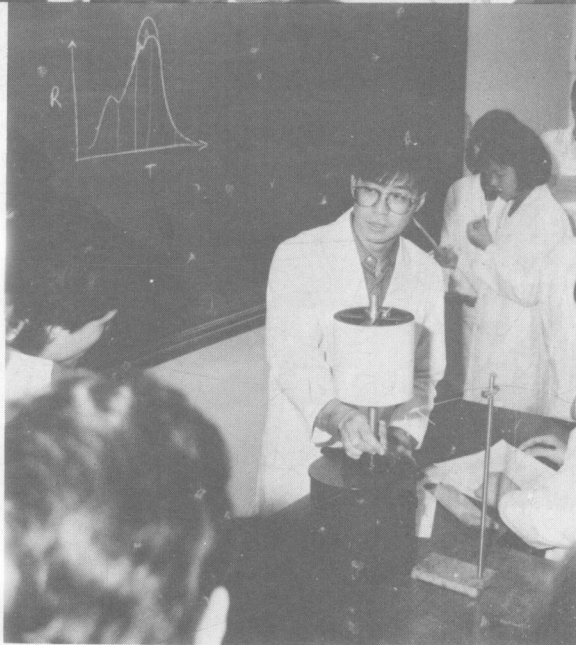
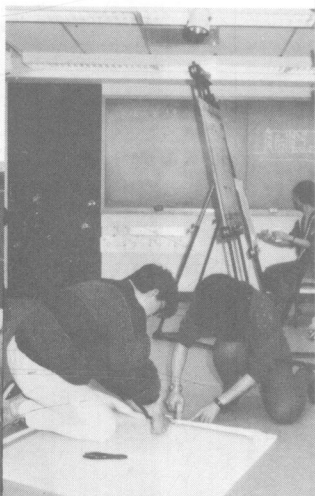
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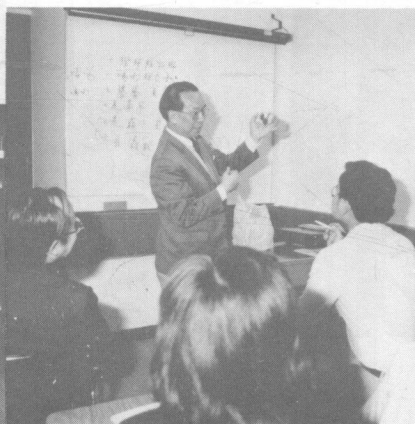
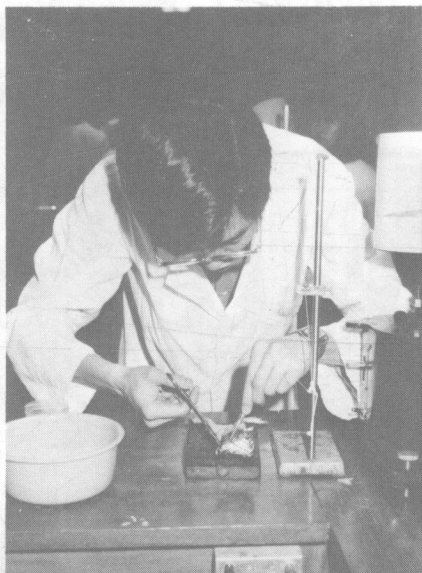
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| 1. | Art & Design
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| 2. | Business Studies
Economics, Banking & Statistics
Law
Social Work & Sociology | 5-8592783
5-8592790 |
| 3. | Education
Engineering
Librarianship
Management Studies | 5-8592785
5-8592791 |
| 4. | Contemporary China Studies
Geography & Geology
History & Archaeology
Journalism & Communication
Music
Oriental Languages
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Political Science
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| 5. | Arts Administration
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Sports Sciences | 5-8592787
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| 6. | Biomedical & Health Science
Computer Science
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| 7. | Housing Management | 5-8592786 |
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General Enquiries: 5-8592791, 5-8592786, 5-8592783
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* Until Oct. 2, 1988.

GENERAL INFORMATION

1. There are normally no entry requirements except that applicants should be over 18 years of age. Occasionally to have the full benefit of a course applicants must possess certain defined qualifications. Applicants are therefore advised to read the description of a course carefully. Professional courses usually have clearly defined entry requirements.
2. The Director may at his discretion refuse to admit an applicant.
3. No Extra-Mural activities will be held:
 - (a) on any public holidays.
 - (b) at a storm warning signal of No. 8 or above. (Nor will any class, or other activity, be held on the day on which a No. 8 signal is lowered.)
 - (c) during the following holiday periods: December 21, 1988 to January 2, 1989 inclusive (Christmas and New Year) and February 5 to 12, 1989 inclusive (Lunar New Year).
4. *Fees are not refundable*, except in the event of a course being over-subscribed or cancelled.
5. Statement of Attendance or transcript will be issued *only* on receipt of a \$10 processing fee and a stamped-addressed envelope within two years of the completion of the course.
6. The Department reserves the right to change the time and place of course meetings and to change the course tutor should this be necessary.

HOW TO ENROL

1. Completed enrolment forms should be sent to the Director of Extra Mural Studies, University of Hong Kong. Additional forms are available on request. To ensure that a class can take place, the Department would appreciate early enrolment by applicants.
2. Application forms (one for each course) should be sent together with the appropriate fee either in the form of a crossed cheque or money order (one for each course) made out in favour of the UNIVERSITY OF HONG KONG.
3. You will be notified if you are not admitted because of oversubscription or other reasons. THE DEPARTMENT WILL NOT NOTIFY SUCCESSFUL APPLICANTS WHO ARE EXPECTED TO ATTEND THE FIRST MEETING OF THE CLASS AT THE PLACE AND TIME ADVERTISED.
4. Applicants can also enrol in person at the following places, but it would be helpful if fee payments could be made by crossed cheque rather than by cash:
 - (i) Department of Extra Mural Studies, University of Hong Kong, University Main Building, G/F, Pokfulam Road, Hong Kong.
(Weekdays: 9.30 a.m. to 1 p.m., 2 to 5 p.m., Saturdays: 9.30 a.m. to 12 noon). Tel: 5-8592791 or 5-8592786 or 5-8592783.
 - (ii) Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F., 200, Connaught Road Central, Hong Kong. (Access via lifts on the 2/F of the Shopping Arcade).
(Weekdays: 9.30 a.m. to 5.45 p.m., Saturdays: 9.30 a.m. to 12.30 p.m.) Telephone: 5-472225.

入 學 須 知

- (1) 除個別課程（例如專業訓練）有特定的入學資格外，本部所有課程一律公開。任何人士只需年滿十八歲，便可申請入學，至於有關課程的特定入學資格，請參閱課程簡介。
- (2) 校外課程部主任有絕對權力去決定是否接受任何入學的申請。
- (3) 本部將在下列期間暫停授課：
甲：本港所有公眾假期。
乙：天文台懸掛八號或以上風球。而無論該風球已否於較早時除下，當日一切課程與活動均全部取消。
丙：聖誕節與新年假期：一九八八年十二月二十一日至一九八九年一月二日。
丁：農曆新年假期：一九八九年二月五日至二月十二日。
- (4) 除課程已額滿或被取消外，一切已繳學費，概不退還。
- (5) 如非特別註明，所有用中文刊登的課程都以粵語講授。
- (6) 學員可於課程完結後的兩年內向本部申請頒發聽講證書或結業證書。申請人需先繳交手續費十元，並附上貼足郵票的回郵信封，否則概不受理。
- (7) 於必要時，本部有權就原定主講人、上課地點和時間作出更改。

報 名 手 續

- (1) 請先填妥報名表格然後連同劃線支票或銀行本票（每項課程請用報名表和支票各一張），郵寄「香港大學校外課程部主任」收。劃線支票請書明支付「香港大學」。
- (2) 報名表格可隨時向本部索取。請儘早報名，以便課程能如期舉行。
- (3) 本部只在課程被取消、改期或申請人未獲取錄等情況下才會個別通知申請人。申請如獲接受，本部不另行通知，申請人可依照章程所列的時間和地點上課。
- (4) 申請人亦可親往下列地點報名，（繳費時宜用劃線支票）：

甲：香港大學校外課程部

薄扶林道香港大學校本部大樓地下。

電話：5-8592791 或 5-8592786 或 5-8592783。

（星期一至五：上午九時三十分至下午一時，下午二時至五時。

星期六：上午九時三十分至正午十二時）。

乙：香港大學校外課程部市區中心

香港干諾道中二百號信德中心西翼⑨字樓。（由②字樓商場電梯上）。

電話：5-472225。

（星期一至五：上午九時三十分至下午五時四十五分。

星期六：上午九時三十分至十二時三十分）。

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Art & Design

Staff Tutor: Martha Lesser, Telephone 5-472225

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

Fine Arts Studio Courses

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

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

藝術工作室課程

此類視覺藝術畫室實習課程，著重藝術技巧訓練及個人創作力的栽培。爲了使學員能夠全面地從課程中受益，學員必須利用課外時間從事練習實踐。在報名前學員應該對此先作考慮。

除特別註明外，學員必需自備與課程有關之材料。詳情將會在課程第一講闡述。

66. Developing a Theme in Art.

Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 6.00–8.00 p.m., starting September 27, 1988. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 4 meetings.* **Fee: \$145**

Taking an idea, and exploring and expanding it in a wide range of materials and modes of expression is the focus of this short intermediate level course. Through a series of exercises using a single theme or subject students will discover ways to access their own ideas, philosophy, creativity, and forms of visual expression. Class time will mainly be spent exploring and experimenting with methods of “opening up” and “entering into” one’s work, and in critique and discussion of work produced. Most art production will be done outside of class, and students must be aware that time and motivational commitment are necessary. *Enrolment is limited to 15 students.*

67. The Challenge of the Picture Plane.

Justin Lee, B.A. (St. John's College). B.F.A. (Michigan). *Tuesdays, 8.00–10.00 p.m., starting September 27, 1988. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$350*

Painting is an important process for many artists, though both artists and students can be frightened when faced with a canvas. The challenge of being able to visually order the large expanse of a painting's picture plane will be the focus of this course. Painting will be approached as a natural extension of drawing, where the use of lines in drawing will translate into planes in painting. The physical cutting up and reassembly of a variety of materials and paintings will also be used to help in understanding the dynamics of the picture plane and the attainment of visual coherence. By engaging in the process of translation from drawing to painting students will gain greater confidence in the subject. *Previous drawing experience is essential.*

68. Life Drawing Workshop.

Simon Lam, B.F.A. (Alberta), Co-ordinator. *Wednesdays, 8.00–10.00 p.m., starting September 28, 1988. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$390*

Those interested in drawing from the human figure know that one can never get too much practice. For that reason we are offering this series of life drawing practice sessions aimed at those already engaged in the study of life drawing. No formal tuition will be given, but a co-ordinator will be present to plan and organize model poses. *Applicants must have previous experience in life drawing or freehand drawing, and be able to plan their own drawings, choose materials, etc.*

69. An Introduction to The Basics of Jewelry Design.

Dana Bussell, B.F.A. (Colorado), M.F.A. (Wisconsin). *Mondays, 6.00–8.00 p.m., starting October 3, 1988. Studio 25, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$425*

The designing of jewelry is an exciting and challenging activity. The designer must take into account the wearability of a piece, its scale, purpose, and on what part of the body it will be worn in addition to aesthetics and use of materials. In the first part of this course students will consider various concepts, perspectives and problems of jewelry design by constructing experimental models of wearable objects in simple materials. With this background students will then employ metal, the most commonly used material for jewelry, in projects which will involve basic texturing and forming, wire weaving for flexible objects, and elementary casting. *Homework assignments will be given each week. Some materials will be supplied and the cost of these is included in the course fee.*

70. An Introduction to Stone Sculpture.

Norman W.M. Ko, B.Sc. (Eng.), Ph.D., Professor of Mechanical Engineering, University of Hong Kong. *Saturdays 2.30–5.30 p.m. and Sundays, 9.30 a.m.–12.30 p.m., & 2.30–5.30 p.m.; 3 consecutive Saturdays & Sundays, starting January 7, 1989. Pokfulam Studio, 144 Pokfulam Road (The first meeting, Jan. 7, will be held in Room 25, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.) 6 meetings.* **Fee: \$670**

Varieties of stone have been used as the media for Three-dimensional form throughout time. Stone is eternal; only the carvers and sculptors have changed. The opening session of this course will be a slide lecture introducing many types of sculptural stone including marble, granite and jade, their characteristics, methods of carving, and resultant form; both functional and sculptural. The remaining sessions will be held at the Pokfulam Studio where students will be guided through the necessary steps needed to produce their own small sculptural form in marble. Included will be development of 2-D and 3-D sketches, basic use of tools, and the carving process from first beginnings to the finished piece.

Most tools and materials for the course will be supplied, the cost of these is included in the fee. Enrolment is limited to 15 students. As tools and materials for this course must be secured in advance, registration will close on November 30, 1988.

71. 人體素描 (Life Drawing)

主 講 人：林慶豐先生。

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）。

時 間：一九八八年十月三日起每星期一下午八時至十時。

全期學費：四百八十元。（包括模特兒費）。（共十二講）。

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

72. 初級水彩 (Basic Watercolour Painting)

主 講 人：王季麟先生。

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）。

時 間：一九八八年十月三日起每星期一下午八時至十時。

全期學費：三百八十元。（共十二講）。

不論是中西藝術，水彩這藝術形式，都有其廣受重視的普及性。雖然本課

程專為從未有水彩畫訓練者，提供基本的西方水彩畫理論和技法，如材料之運用、色彩理論及基本技法練習等，但這些水彩畫訓練，亦可用諸較實驗性的國畫上。學習題材方面，本課程將以靜物及風景為主。課程將包括一至兩次週末寫生活動。學員請注意在修讀此課程前，如有素描經驗，將能為學員提供特別幫助。除課堂練習外，學員必須於課外時間做習作。

73. 基本平面設計入門 (Introduction to the Basics of Two-Dimensional Design)

主 講 人：丘正康先生。

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）。

時 間：一九八八年九月廿九日起每星期四下午六時至八時。

全期學費：三百五十元。（共十二講）。

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

攝影入門 (A Guide to Better Photography)

74. 王季麟先生主講。

地 點：香港大學校外課程部市區中心24室（信德中心西翼九樓）。

時 間：一九八八年九月廿七日起每星期二下午八時至十時。

全期學費：一百九十元。（共六講）。

75. 王季麟先生主講。

地 點：香港大學校外課程部市區中心24室（信德中心西翼九樓）。

時 間：一九八八年十一月十五日起每星期二下午八時至十時。

全期學費：一百九十元。（共六講）。

本課程為對攝影有興趣而希望較深入地了解探討攝影技巧，以祈得到更佳效果的人士而設。課程完畢之際，學員應對一般業餘攝影常遇的較複雜情況如混合光線、曝光時間、動景等，開始有所了解及控制。課程內容包括：攝影機的類型及運作，鏡頭、濾光鏡、測光錶的使用、菲林的選擇、自然光線和人為光線、攝影構圖基礎及名家作品風格分析討論等。課程將包括一堂戶外攝影練習，此外，學員需要以幻燈片做功課，在課室中進行評論研習。學員必須自備相機菲林。

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

主 講 人：熊海先生。

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）。

時 間：一九八八年九月二十八日起每星期三下午六時至八時。

全期學費：三百五十元。（共十二講）。

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

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

77. 基本傳統山水畫

(Introduction to Traditional Chinese Landscape Painting)

主 講 人：熊海先生。

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）。

時 間：一九八八年九月二十八日起每星期三下午八時至十時。

全期學費：三百五十元。（共十二講）。

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

基本書道 (Introduction to Chinese Calligraphy)

78. 翟仕堯先生主講。

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）。

時 間：一九八八年九月廿七日起每星期二下午八時至十時。

全期學費：三百五十元。（共十二講）。

79. 翟仕堯先生主講。

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）。

時 間：一九八八年九月三十日起每星期五下午六時至八時。

全期學費：三百五十元。（共十二講）。

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。

80. 五體書道習作與欣賞 (Practice and Appreciation of Five Basic Styles in Chinese Calligraphy)

主 講 人：翟仕堯先生。

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）。

時 間：一九八八年九月廿七日起每星期二下午六時至八時。

全期學費：三百五十元。（共十二講）。

本課程旨在輔導略具書道基礎之學員，從多角度欣賞中國書道藝術。內容包括篆、隸、真、行、草等五種主要書體之觀賞；同時亦注重各種書體習寫，為個人創作之試探。課程以講授與討論方式為主，輔以幻燈片舉例說明。課程編排包括多項堂課練習；其中一節為實地參觀，以便觀賞原作。此外學員必須以課外時間做作業。

Applied Design 應用設計學

81. 建築及透視繪圖導論 (Introduction to Architectural Drafting and Perspective Drawing)

主 講 人：黃威林先生。

地 點：香港大學校外課程部市區中心24室（信德中心西翼九樓）。

時 間：一九八八年十月三日起每星期一下午六時至八時。

全期學費：三百五十元。（共十二講）。

建築及透視繪圖，乃建築師、承建商、室內設計者互相溝通的國際語言。本課程為學員介紹建築及透視繪圖的基本知識，希望學員在課程完畢之前，有足夠能力繪畫簡單和有效的圖則。課程將以實習為主，並輔以理論來說明。研習題目包括器材運用、簡單投影圖、平面圖、立面圖、剖面圖、三向圖、及等角投影圖等。除課堂練習外，學員必須以課外時間做習作。課程以粵語講授，需要時以英語輔助。

83. 綜合設計工作室 (Integrated Design Workshop)

主 講 人：丘正康先生。

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）。

時 間：一九八八年九月廿九日起每星期四下午八時至十時。

全期學費：三百五十元。（共十二講）。

本課程旨在指導有設計經驗的學員進一步發展他們的平面與立體設計的技巧和觀念，及培養他們加強設計工作的創作和分析能力。藉各種練習，學員將研究產品發展和推廣多方面的設計工作，如形象、商標、包裝、推銷素材、廣告、插圖、字體等。此外，課程內容還包括討論及以幻燈片介紹國際及本地設計的趨勢，著名設計師的作品以及廣告設計心理學等。除課堂練習外，學員必須於課外時間做習作。

84. Introduction to Architectural Drafting and Perspective Drawing.

Nelson Chu Nai-fun, B.A., B.Arch. (H.K.), M.Sc (Lond.). *Mondays, 8.00–10.00 p.m., starting October 3, 1988, Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$350*

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

85. Intermediate Perspective and Representation Drawing.

Kusol Im-Erbsin, B.Arch. (Silpakorn), A.S.A., B.Arch. (H.K.), H.K.I.A. *Wednesdays, 8.00–10.00 p.m., starting September 28, 1988. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$350*

Aimed at those who have completed Introduction to Architectural Drafting

and Perspective Drawing or the equivalent (see entry for Course No. 84), this course will provide students with the opportunity to expand their knowledge and skill in the subject through a series of assigned projects. Two and Three-point perspective will be stressed in the first part of the course, followed by an introduction to aesthetic and technical considerations of basic design as applied in freehand representation drawing. In the latter part of the course these skills and techniques will be united in the expression of spatial conceptualization and visualization of both architectural and interior design situations. *Applicants should note that much of the course work will be given in the form of homework assignments, with class time used mainly for critique, discussion, and introduction of new materials. In the event of oversubscription an interview will be held on September 21, 1988.*

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

主 講 人：李筱怡女士。

地 點：香港大學校外課程部市區中心24室（信德中心西翼九樓）。

時 間：一九八八年九月三十日起每星期五下午八時十五分至九時四十五分。

全期學費：二百四十元。（共十二講）。

文藝復興時代西方藝術急劇發展，出現無數優秀藝術家，如達文西、米開蘭基羅及拉斐爾等。不少西方藝術的傳統及觀念，亦始源於此階段。隨後的藝術流派如風格主義、巴羅克藝術、浪漫主義、新古典主義、寫實主義以至印象主義，雖然在思想及風格上各有不同，但仍然繼承不少文藝復興所設立的傳統，現代藝術也從這個重要的傳統中產生出來。本課程將介紹這階段的藝術發展，由文藝復興早期至十九世紀末的印象主義。本部將於八九年春季課程，開設“後印象主義至後現代主義”，作為本課程的延續。（限收四十人）。

申請教署退還半費手續：凡政府、資助或私立小學及幼稚園之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，須於九月二十日前報名）。

Art Appreciation 視覺藝術欣賞

A Look at the History and Application of Decorative Paint Finishes ; Lecture by Jennifer Bennell

Decorative Paint Finishes have been used to fool and delight the eye since earliest recorded history, and have appeared in such disparate places as the caves of Niaux, France, ancient Egypt, and throughout two thousand years' visual history of China, Japan, and Europe. Renewed interest in decorative paint finishes and a revival of these techniques in the West, were begun in the U.S.A. about 40 years ago and have now spread to many other parts of the world as an increasingly popular decorative mode which also has application in the fine arts of sculpture and painting.

Jennifer Bennell has been deeply involved in the history and application of decorative paint finishes as a practitioner and teacher for more than a decade. Her book on the subject, "Masterstrokes" will be published this year. In this slide lecture Ms. Bennell will present an overview of the history of painted finishes, examine contemporary application of styles and techniques, and illustrate steps in achieving these effects.

Date : Friday, October 21, 1988

Time : 7.45 p.m.

Place : Room 24

Extra Mural Town Centre

9/F., Shun Tak Centre (Macau Ferry Pier Building)

200 Connaught Road Central

Hong Kong.

ADMISSION IS FREE.

As Seating is Limited, Please Arrive Early to Secure a Place.

87. 從現代角度看中國畫

(A Survey of Traditional Chinese Painting From A Contemporary Perspective)

主 講 人：劉霜陽先生。（前信報藝評專欄作者）

地 點：香港大學校外課程部市區中心24室（信德中心西翼九樓）。

時 間：一九八八年九月廿七日起每星期二下午六時十五分至七時四十五分。

全期學費：二百六十五元。（共十二講）。

自元代（十三世紀）以來，以筆墨在紙上製造幻象效果（意境）的水墨畫

已成為中國藝術最重要的表現形式。儘管近代中國的藝術家在西方的影響下，也嘗試找尋其他藝術表現形式（像油畫、混合媒介等），但水墨畫的至尊地位始終不受動搖。中國社會在藝術價值的單一化取向，跟西方現代藝術的多元化發展形成強烈的對比。

本課程嘗試從縱橫兩個方向探討中國藝術的特質和目下的處境。縱向是從中國繪畫的歷史發展來總結其特質；橫向則着重分析中國現代藝術的發展，並和西方作比較，以刻劃出中國藝壇的現狀和藝術家所面對的問題。

Art Education 藝術教育

88. 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24室（信德中心西翼九樓）。

時 間：一九八八年九月三十日起每星期五下午六時至七時卅分。

全期學費：二百三十五元。（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。內容包括對美術教學的基本認識、繪畫對幼童心態發展的影響，兒童的繪畫特徵、兒童的美術觀、美術工作的材料及過程、美術教師的角色和教學法。美術與環境的活動計劃也在探討之列。（限收四十人）。

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

Daytime Courses 日間課程

89. 人體素描 (Life Drawing)

主 講 人：林慶豐先生。

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）。

時 間：一九八八年九月廿七日起每星期二上午十時至中午十二時。

全期學費：四百八十元。（包括模特兒費）。（共十二講）。

課程內容與編號71相同。

90. Life Drawing Workshop.

Genevieve Weder-Paratte, Maturite Federale (Switzerland), Co-ordinator,
Fridays, 10.00 a.m.—12.00 noon, starting September 30, 1988. Studio 26
Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings

Fee: \$390

See entry for Course No. 68.

91. 基本傳統山水畫 (Introduction to Traditional Chinese Landscape Painting)

主 講 人：熊海先生。

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）。

時 間：一九八八年九月廿九日起每星期四上午十時至中午十二時。

全期學費：三百五十元。（共十二講）。

課程內容與編號77相同。

92. 中級水墨畫 (Intermediate Chinese Ink Painting)

主 講 人：熊海先生。

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）。

時 間：一九八八年十月一日起每星期六下午二時卅分至四時卅分。

全期學費：三百五十元。（共十二講）。

本課程專為具有國畫基礎者而設，並對水墨畫作更深廣研習。對筆墨技巧、色彩原理及繪畫風格等作實踐性探討，鼓勵和引導學員把自己的個性與意念融滙並表露於藝術創作中，特別是把基礎技法推進至結構完整的作品。課程將輔以幻燈片研討水墨法及課堂示範。在學期內，其中一至二講為戶外寫生以便學生多方面發展個人藝術創意念，於假日或星期日舉行。除課堂練習外，學員必須以課外時間做習作。

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 253 頁 。

Arts Administration

Staff Tutor: Linda Bauer, Telephone 5-8592780

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

96. Artsbase 7. Politics and the Arts.

Stephen Davies, B.Sc. (Econ.) (Wales), M.Sc. (Econ.), Ph.D. (Lond.), Lecturer in Political Science, University of Hong Kong. *Tuesdays, 6.00–7.30 p.m., starting October 11, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$140**

What is the relationship between the arts and politics? Is art a private expression? Is art a public good? The aim of this course is to seriously address these questions and to show that art can be used for political ends. The main areas to be discussed are: art in the service of the state (propaganda, state commissions, state honours); art and the ruling class (elitist 'high culture' art, art as a 'commodity'); art and rights (the right to free artistic expression and its limits); art in the service of revolution; democracy and art (the problem of populism, art for a mass audience).

The course is open to anyone with an interest in the arts. *Enrolment is limited to 30.*

Fee Refund: on being accepted for this course, teachers of political science, music, dance, English, drama and the visual arts will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 28, 1988.*)

97. Artsbase 8. Dance Appreciation: An Introduction.

Carl Wolz, M.A. (Hawaii), Dean, School of Dance and other Academy Dance Staff. *Tuesdays, 6.30–8.00 p.m., starting February 21, 1989. Dance School, Hong Kong Academy for Performing Arts, 1, Gloucester Road, Wanchai, Hong Kong. 10 meetings, including practical sessions.* **Fee \$320**

Open to all, with or without previous dance training. This course is designed for all those interested in dance and who would like to know more. It aims to develop skills in analysis to add increased enjoyment to the dance experience. Topics include: Romantic Ballet in Paris; Russian Imperial Ballet; Chinese Classical and Folk Dance; 20th Century American dance;

Laban movement analysis; costuming and lighting for dance; what to look for in dance. The viewing of films and video tapes are planned as key elements in the programme. *Enrolment is limited 30.*

This course is organised in association with the Hong Kong Academy for Performing Arts.

Fee Refund: on being accepted for this course, teachers of music and dance will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 6, 1989.*)

98. Artsbase 9. Introduction to Chinese Opera.

Miss Ada Yu Shuk-ling, Graduate, The Chinese Opera Institute of Hong Kong (八和粵劇學院). *Wednesdays, 7.45–9.15 p.m., starting October 5, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$230**

Designed to increase enjoyment of the Chinese Opera Festival and the Festival of Asian Arts both scheduled for Autumn/Winter 1988. Intended as a basic introduction to this unique art form. Topics include: characteristics of Chinese opera history, classification of roles, costumes, make-up, set design, music; introduction to Cantonese Opera (粵劇), Peking Opera (京劇), K'un Ch'ü (昆劇), Shaohsing Opera (上海越劇), and Chaoyü Opera (潮劇) styles. Video-tapes, demonstrations and visual aids will be key elements in the programme. This course will also assist teachers concerned with the 'Chinese Music' component of the H.K.C.E.E. in Music. *Enrolment is limited to 30.*

Medium of instruction: Cantonese and English.

Fee Refund: on being accepted for this course, teachers of music, dance, drama and the visual arts will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 22, 1988.*)

99. Artsbase 10. Looking at Contemporary Sculpture.

Helen Lee, B.A. (H.K.), *Mondays, 8.00–9.30 p.m., starting October 3, 1988. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$140**

What is contemporary sculpture all about? How does one judge whether it is good or bad? Why is it sometimes disturbing and ugly? This course will try to address these questions and to discuss the possibilities of

sculpture today. Topics will include: terms and concepts; history; contemporary themes, key artists (such as Cezanne, Mondrian, Henry Moore and Zhu Ming). A special feature will be the relationship between sculpture and other art forms such as architecture. Slides, videos and films will be used whenever possible. No previous knowledge is required.

Open to arts administrators and anyone with an interest in the arts.

Medium of instruction: Cantonese.

Fee Refund: on being accepted for this course, teachers of literature and visual art in secondary schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 22, 1988.*)

100. Artsbase 11. The Arts and Surrealism: An Introduction.

Helen Lee, B.A. (H.K.). *Wednesdays, 6.00–7.30 p.m., starting October 5, 1988, Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$140**

The Surrealist movement has been a powerful force in the development of Western art, giving new shape and meaning to painting, film, literature and drama. Even now, more than half a century after its conception, the movement's effect is still being felt today. The course will provide an overall picture of 20th century visual art and show the relationship between Surrealism and developments in other art forms. Topics will include: history, surrealist themes; key artists (e.g. Magritte, Salvador Dali, Chagall and Miro); techniques; Freud and the subconscious mind. Slides, films and videos will be used whenever possible. No previous experience required.

Open to arts administrators and anyone generally interested in the arts.

Medium of Instruction: Cantonese.

Fee Refund: on being accepted for this course, teachers of literature and visual arts in secondary schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 24, 1988.*)

101. Artsbase 12. The Art Critic in Action.

Ms. Daryl Ries, B.S. (New York), Dance Critic, 'S.C.M.P.', Correspondent, 'Dance Magazine' (New York). *Wednesdays, 5.45–7.15 p.m., starting January, 18, 1989. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$140**

How does an art critic think? This is an in-depth look at the art critic at

work. During the 1989 Hong Kong Arts Festival, participants will see how local critics approach their craft. Festival productions will be used to follow the critical process from actual performance to final review. Artists and critics involved with the Festival will be a special feature.

Open to all interested in the arts. This is a rare opportunity to meet the critics face to face.

Deadline for enrolment: January 4, 1989.

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

〔專業舞台化粧（五天課程）〕

Kago Momoyo, B.Design (Bunka-Tokyo), Dip. Fine Art, Dip. Cosmetology (Paris). Guest Lecturer in Design, Hong Kong Polytechnic. *Saturdays, 2.00–6.00 p.m., starting October 1, 1988. Room 206, Runme Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$320**

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

Maximum No. of Students: 20.

Medium of instruction: Cantonese and English.

Fee Refund: on being accepted for this course, teachers of music, dance, English & drama will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 19, 1988.*)

103. Fashion Design in Vogue (5 workshops).

〔流行時裝設計（五天課程）〕

Kago Momoyo, B.Design (Bunka-Tokyo), Dip. Fine Art, Dip. Cosmetology (Paris). Guest Lecturer in Design, Hong Kong Polytechnic. *Saturdays, 2.00–6.00 p.m., starting November 12, 1988. Room 206, Runme Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$310**

Designed for all those who wish to develop their interest or pursue a career in the fashion industry. Topics include history of fashion design, 20th

century design, famous designers; figure drawing; fashion sketches; fabrics; colour schemes; the techniques of illustration. Students will be expected to do a substantial amount of home-work in order to produce a fashion collection for this coming season. Video-tapes and slides will be key elements in the programme.

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

Medium of instruction: Cantonese and English.

Deadline for enrolment: October 29, 1988.

104. Applied Computer Graphics for the Arts & Media: An Introduction.

John Bradford, B.Arch. (V.P.I.); M.Arch. (V.P.I. & State), Lecturer in Architecture, University of Hong Kong. *Tuesdays, 6.30–8.00 p.m., starting January 10, 1989. Room 427, Knowles Building, University of Hong Kong. 8 meetings.* **Fee: \$400**

Although many applications are still considered experimental, computer graphics is an established communication medium for designers and illustrators in many fields.

Through a series of seminars and workshops, students in the course will be able to explore 2-dimensional and 3-dimensional computer graphics.

The emphasis will be on the production of computer generated images rather than the technical aspects of graphic representation via computer.

Prospective students are expected to have a prior knowledge of conventional graphic techniques and terminology, and enrolment will be strictly limited to ensure that all participants have adequate access to necessary equipment.

A small fee for materials may also be charged. Enrolment will be limited to 6.

105. Managing Information in Arts Organisations II (1-day seminar).

Elaine Morgan, B.A. (Wales), M.L.S. (Lough.), A.L.A., Sub-librarian, University of Hong Kong, with guest speakers. *Saturday, January 14, 1989, 9.30 a.m.–4.30 p.m., Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.* **Fee: \$150**

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

The day will consist of a series of informal workshops, to which several specialist librarians will contribute. Areas such as special materials, micro-computers in libraries/information centres, integrated collections for the arts, CD-ROM, and "on-line" services will be covered. No previous experience is necessary. *Enrolment is limited to 36.*

Deadline for enrolment: December 30, 1988.

106. Sponsorship and the Arts: The Law.

Michael Jackson, LL.B. (Auckland), Barrister and Solicitor, High Court of New Zealand, Lecturer in Law, University of Hong Kong. *Mondays, 6.00–7.30 p.m., starting October 10, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$140**

Sponsorship provides an important source of funding for the Arts. Entering into a sponsorship relationship gives rise to a variety of legal issues, including the nature of sponsorship as a legal relationship, the rights of the sponsor and beneficiary, the means of protecting and enforcing these rights, and the legal controls on sponsorship. This course serves as a guide to these legal issues for those seeking sponsorship. Emphasis will be placed on case studies to illustrate key points and an important consideration will be the students' own interests.

107. Public Relations for Arts Organisations I. (1-day workshop)

John Duffus, M.A. (Aberdeen), Arts Director, Pacific Images Ltd. *Saturday, January 21, 1989, 9.30 a.m.–5.30 p.m. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.* **Fee: \$110**

Do you really care about the arts organisation you are working for? You do? Good. If you really care—you should be "up-front", promoting your company on radio, on television and in the press. But the media aren't interested in *our* organisation did you say? Not so. Most organisations can be made interesting if you use a little imagination. News doesn't just happen. It can also be made.

This workshop will try to provide a little "know-how". Topics will include: what are you promoting and why? dealing with journalists; the importance of design in printed materials; news releases; news conferences and photo-calls; publicity stunts; free advertising in the printed media. An important consideration will be students' own interests.

Deadline for enrolment: January 7, 1989.

108. Arts Marketing II.

Miss Linda Bauer, B.Ed. (Cantab.), M.A. (City), Dip.B.A. (Aston), Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong. *Tuesdays, 6.00–7.30 p.m., starting January 3, 1989. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings. Fee: \$140*

The 1980's have seen the emergence of marketing as a primary concern for cultural organisations. During a time when finance is harder to come by, marketing is achieving a greater significance. New sources of revenue are being sought—through sponsorships, through special events, through ticket sales.

This course is designed for those involved in “putting on shows”—events, exhibitions, performances. It is aimed at both the amateur and the professional and those wishing to develop new skills. This course covers the basic techniques—public relations and promotion, gathering information and surveying, direct mail, graphics and design—and is useful as a starting point for all those engaged in arts promotion. It is designed as a continuation of Arts Marketing I.

95. A Stage Guide to Hong Kong.

Charles Mak, B.Sc. (CUHK), M.F.A. (City, New York), Senior Assistant Manager, Hong Kong Dance Company. *Wednesdays, 6.00–7.30 p.m., starting November 30, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings. Fee: \$220*

An interesting and practical introduction to the different types of stages available both in Hong Kong and overseas. Intended as a basic “ABC” in stage design and technology. The reasons for designing different stages for different purposes will be covered, with examples taken from Hong Kong, U.S.A. & Great Britain. Aimed at those planning to be involved in stage management or stage design in either an amateur or professional capacity. Videos and slides will be used and specialist visiting speakers will be included whenever possible. A particular feature will be site visits to different Hong Kong Venues. *Medium of instruction: Cantonese with English.*

109. 歌舞劇的製作——週末工作坊研討歌舞劇的創造和演出 (The Making of a Musical)

主 講 人：鍾景輝先生，M F A (Yale)，香港演藝學院戲劇院院長；
黃清霞女士，Ph.D. (Bristol)，(香港大學英國文學及比較文學系
高級講師，及海豹劇團基金會董事)。

地 點：香港大學校本部大樓地下7室。

時 間：一九八八年十二月十日及十一日（星期六及星期日）上午九時三十分至下午五時三十分。

全期學費：三百五十元。（二天課程）。

此工作坊由黃清霞擔任統籌。講師有香港演藝學院戲劇院院長、名導演鍾景輝先生；黃清霞女士等。

本課程適合對寫作或演出歌舞劇有興趣或有經驗的人士。研討的範圍包括中文曲詞配西方音樂；編寫曲詞和曲譜；設計舞蹈，導演歌舞劇等等問題。研討的資料取材於經已在本港演出之粵語歌舞劇。最後一節課程中，學員可以參與排演將在本港演出的一齣歌舞劇。

星期六 十二月十日

第一節 9:30—12:30

曲詞與曲譜之寫作和改編

第二節 2:30—5:30

導演用中文演出百老匯歌舞劇的問題

星期日 十二月十一日

第一節 9:30—12:30

為歌舞劇設計舞蹈

第二節 2:30—5:30

寫作和導演歌舞劇

（此節包括參與排演）

申請教署退還半費手續：凡政府、資助或私立學校之音樂、舞蹈、戲劇及美術科之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於十一月二十三日前報名）。

110. 舞台與電影 (The Stage on Film)

主 講 人：羅 卡先生，（話劇導演，影評家），

黃清霞女士，Ph D (Bristol)，（香港大學英國文學及比較文學系高級講師，海豹劇團基金會董事）。

地 點：香港大學校本部大樓地下7室。

時 間：一九八八年九月二十七日起每星期二下午六時三十分至九時三十分。

全期學費：二百六十元。（共六講）。

本課程專為對舞台劇和電影都有興趣的學員而設。近年來舞台劇改編成電影越來越多，兩種媒介之間的距離拉得更近。課程內容是研究由舞台劇改編為電

影的錄影帶，討論改編的得失。所提供的資料，有些則由舞台劇差不多一成不變搬上銀幕，有些則在改編攝製過程中大為修改。為求研討有充份資料，學員最好先閱讀有關劇本。

課程中討論的中外劇本和電影如下：

中文話劇：〈茶館〉（原著：老舍）

〈雷雨〉（原著：曹禺）

〈原野〉（原著：曹禺）

粵劇：〈紅菱血〉（原著：唐滌生）

〈紫釵記〉（原著：唐滌生）

外國話劇：〈炙簾之上〉（原著田納西·威廉斯）

〈誰怕吳爾芙？〉（原著：愛德華·艾爾比）

〈欺叛〉（原著：夏勞·品特）

〈李爾王〉（原著：威廉·莎士比亞）

See also:

251. Future Music—Computers & Music Making. (Page 73)

254. The Leisure Age: Leisure Education for Secondary School Students. (Page 74)

461. Canadian Culture: An Introduction. (Page 155)

462. Effective Communication I. (Page 155)

786. A Move to Health! (Page 245)

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.

Biomedical & Health Science

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

111. Short Course in Geriatric Medicine.

Members and invited speakers of the Hong Kong Geriatric Society. *Mondays, 8.00–9.30 p.m., starting October 3, 1988. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.*

Fee: \$380

With rapid increase in the elderly population in Hong Kong, there has been much demand for medical knowledge of the elderly. The disease nature and the response to treatment of the elderly vary a great deal. The present course will serve to provide a fundamental geriatric knowledge for specialists working in the field of elderly services, especially those involved in the health care of the elderly.

The general aim of the course is to provide the elderly health care workers with an opportunity to study the fundamental concepts of geriatric medicine and practical skills in the care of the elderly in hospitals and the community. The course will consist of lectures on the following topics: introduction to geriatric medicine and theories of aging, non-specific presentation of illnesses in the elderly, nutrition, common neurological disorders, cardiovascular diseases and the blood pressure, bed sores and decubitus ulcer, disorders of the skeletal and locomotive system, falls, accident and incontinence, drug therapy in the elderly, the day hospital & social support for the elderly patient, psychogeriatrics, nursing of the elderly patients, the health nurse and the elderly patient, physiotherapy and exercises of the elderly and the activities of daily living in the sick elderly. Lectures will be delivered by geriatricians, psychiatrists, nursing and health nursing officers, physiotherapists and occupational therapists.

This course, organised in conjunction with the Hong Kong Geriatric Society, is most helpful to doctors, nurses, physiotherapists, occupational therapists, social workers and other medical and health workers involved in the care of the elderly.

112. Introduction to Occupational and Environmental Health.

John K. Kam, B.Sc. *Fridays, 6.15–7.45 p.m., starting October 7, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

Fee: \$250

The purpose of this course is to provide a general overview of environmental and occupational health problems in Hong Kong and other parts of the

world. Both quantitative and qualitative assessments will be made, including the mathematical solving of selected pollution, noise and radiation problems. The topics to be covered include discussion of selected environmental hazards, e.g. asbestosis, silicosis, lead and mercury poisoning; chemical hazards in factories; radiation health and safety; noise-, water- and air-pollution; sewage treatment plants and incinerators; industrial ventilation; ergonomics and vibration. Legal and ethical problems of occupational health and safety will also be discussed. *The course will be conducted in Cantonese supplemented by English. Students with basic knowledge in chemistry is desirable though not essential.*

113. Dialysis and Renal Transplantation.

C. P. Ho, M.B.,B.S. (H.K.), M.R.C.P. (U.K.), and Y. T. Chan, M.B.,B.S. (H.K.), F.R.C.S. (Ed.), F.R.A.C.E. *Wednesdays, 7.45–9.30 p.m., starting October 26, 1988. Room 209, Run Run Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$180**

The treatment of patients suffering from end-stage renal diseases includes haemodialysis, peritoneal dialysis and kidney transplantation. This course will cover common causes of kidney failure in Hong Kong, haemodialysis & C.A.P.D. and medical and surgical aspects of renal transplantation. It is intended to be an introductory course for people interested in dialysis and transplantation, and will be conducted in Cantonese, supplemented by slides in English. Intending students should have basic knowledge of biology.

114. Common Skin Diseases and their Management.

Stephen Y. L. Ngai, M.B.,B.S. (H.K.), M.R.C.P. (U.K.), Dip. Derm. (Lond.). *Mondays, 8.00–9.30 p.m., starting October 17, 1988. Room 206, Run Run Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$170**

Skin diseases are common in Hong Kong. The aim of this course is to introduce the basic knowledge of functional anatomy and the common related clinical problems of skin and their treatment. The scope will cover structure and functions of skin, symptoms and diagnosis of skin diseases. Clinical problems such as eczema and contact dermatitis, hereditary skin disorders, skin infections due to bacteria, fungus, virus and parasites, diseases of skin appendages such as hair and nail will be discussed. Treatment of various skin diseases and side-effects of those drugs will also be included. The course will be conducted in Cantonese and supplemented with English.

This course is intended for nurses, dispensers, pharmacists, other para-medical staff, health care workers and those with interest in dermatology.

115. Know More About Over-The-Counter Drugs.

David Y. W. Leung, B.Pharm.Hons. (Queensland), M.A.P.S. *Mondays, 6.15–7.45 p.m., starting October 10, 1988. Room 206, Run Run Shaw Building, University of Hong Kong. 10 meetings.* **Fee: \$210**

People often turn to self-medication for minor ailments, but it is important that they understand the therapeutic effects and recognise the toxic side-effects of the drugs sold to them.

The object of this course is to introduce the concept of choosing over-the-counter (OTC) drugs which will match with the patient conditions and are safe for self medication. The series of topics will include antacids, laxatives, diarrhoeal remedies, haemorrhoidal preparations, anthelmintics, internal and external analgesics, antihistamines, nasal decongestants, topical oral antiseptics and mouthwashes, common cold remedies, antitussives, vitamin and mineral supplement, baby care products and sunburn remedies. The causes and symptoms of the minor ailments relating to the topics will also be discussed.

This course is intended for dispensers, sales representatives and technicians engaged in the pharmaceutical industry and retail pharmacy. The general public may also find it interesting and beneficial.

116. Certificate Course in Pharmacology and Pharmaceutical Management

The Department of Extra-Mural Studies in conjunction with the Hong Kong Association of The Pharmaceutical Industry will offer the Certificate Course in Pharmacology and Pharmaceutical Management. This programme is particularly of interest to staff working in the pharmaceutical industry and related fields. Individuals who find this course beneficial may also apply. *For further details and for special enrolment forms, please contact Miss Anita Ho, Department of Extra-Mural Studies, University of Hong Kong. 5-8592793.*

See also:

721. Certificate Course in Biomedical Electronics (Page 223)

117. 營養與健康 (Nutrition and Health)

主 講 人：許惠卿小姐，B. Sc., Dip. in Diet., M. T. S. °

講授語言：粵語（輔以英語）。

地 點：香港大學校外課程部市區中心17室（信德中心西翼九樓）。

時 間：一九八八年十月十一日起每星期二下午六時至七時三十分。

全期學費：二百一十元。（共十講）。

本課程將從多方面講解營養知識，指導學員了解市面上各種食物與身體健康的關係，以致在物質富庶，講飲講食蔚然成風的香港食得合宜，吃得健康。

課程內容包括：主要食物的營養；嬰兒、幼童、青少年、孕婦、成人及老人的飲食餐膳設計；食物選購及貯存；保持天然營養之烹調法和飲食常見的偏嗜與誤解等問題。

本課程適合一般市民、社工、家長、教師、醫護人員及與營養健康有經常接觸的工作者選讀。

（本課程與楊震社會服務中心合辦）。

118. 兒童的疾病及健康

(Common Diseases and Health Care in Childhood)

主 講 人：香港兒科醫學會會員。

主持導師：李明真醫生（香港大學兒科學系高級講師）。

講授語言：粵語（輔以英語）。

地 點：香港大學校外課程部市區中心17室（信德中心西翼九樓）。

時 間：一九八八年十月七日起每星期五下午八時至九時三十分。

全期學費：二百一十元。（共九講）。

本課程的目的是幫助各學員認識童年時期的各種傳染病，如麻疹、水痘，腮腺炎，德國麻疹等，以及怎樣正確處理發熱，痙攣，肚瀉，哮喘，跌傷，疝陽氣等等。課程亦包括兒童的正常發展過程及常見的行為問題，及討論體智傷殘兒童的起因。課程由本港八位兒科專家用中文講解，並放幻燈圖片輔助學員瞭解各專題。

本課程適合一般家長、護士、教師、兒童護理工作者及與兒童有密切接觸的各界人士選讀。

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

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

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

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11室（信德中心西翼九樓）。

時 間：一九八八年十月七日起每星期五下午八時至九時十五分。

全期學費：一百八十元。（共十講）。

本課程旨在介紹美容護膚之要訣及化粧品對皮膚結構與功能之影響。內容包括化粧品的歷史與近代的發展；皮膚結構，功能及各類化粧品對比二者所引起之影響；頭髮與皮膚之護理；常見之皮膚不正常現象及其處理方法，香水之合成與選擇；指甲，牙齒與足部護理之用品，化粧品引起之皮膚敏感；電子美容儀器之介紹及其效果；整容手術及其他美容新科技等等。本課程適合美容及髮型師或對化粧品有興趣之人士參加。

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

主 講 人：王紀慶醫生，（香港大學醫學院生理系高級講師）。

地 點：香港大學鈕魯詩樓722室。

時 間：一九八八年十月十三日起每星期四下午八時至九時三十分。

全期學費：二百一十元。（共十講）。

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

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

121. 常用藥物簡介 (Drugs in Common Use)

主 講 人：陳志剛先生，B Sc Pharm (Liv), M. P S,

李國明先生，B Sc Pharm (Manc); M P S

地 點：香港大學鈕魯詩樓722室。

時 間：一九八八年十月十三日起每星期四下午六時三十分至七時四十五分。

全期學費：一百八十元。（共八講）。

隨着文明的進步，藥物已成為我們生活的一部份；不但在生病時會服藥，就是在日常生活中亦不知不覺地服用了相當數量的藥物，如吸煙、飲酒、喝茶或咖啡等。此外，有些藥物更被大眾所廣用，如止痛丸、胃藥、避孕丸及鎮靜劑

等，往往為家中常備。因此我們應具備這些普通藥物的知識，使能適當地應用它們及避免其所引起的副作用。

本課程將扼要地闡述一般常用藥物之作用，副作用，施用方法，及這些藥物在人體內吸收化學變化及排泄等程序。本課程適合任何對藥物有興趣的人士參加。

122. 月經失調問題 (Menstruation Disorders)

主 講 人：余若星醫生。

地 點：香港大學校外課程部市區中心13室（信德中心西翼九樓）。

時 間：一九八八年十月六日起每星期四下午七時零五分至九時零五分。

全期學費：一百八十元。（共四講）。

月經是女性獨有的生理特徵，當失調的情形出現時，不但帶來種種不便，更會令人擔心不已。不同年紀的婦女，往往有不同的月經失調問題，處理的方法，亦因人而異。本課程就種種月經問題及失調的原因，作一個深入淺出的介紹，令學員對這些切身的問題，有更全面性的認識。

報 名 從 速

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

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 253. 頁 。

Business Studies

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

Certificate in Real Estate Administration.

The Department of Extra-Mural Studies will offer again the Certificate Programme in Real Estate Administration in February 1989. This programme was designed in conjunction with the Society of Hong Kong Real Estate Administrators. It is particularly of interest to staff of real estate development firms and estate management companies. It would also provide effective training for individuals working in a related field such as architecture, banking, construction or town planning.

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

Courses Nos. 126 to 141 are designed to be of assistance to those preparing for the examinations of the Chartered Association of Certified Accountants, the Hong Kong Society of Accountants, the Chartered Institute of Management Accountants, the Institute of Chartered Secretaries and Administrators, and the London Chamber of Commerce and Industry. The courses are a complement to, not a substitute for, correspondence courses. The courses have been designed on the assumption that all participants are serious students and will undertake all homework as set by tutors. Students should make their own arrangements for sitting the relevant examinations.

126. Auditing for Examinations: Part 1.

Wu Wai-ye, F.C.C.A., A.H.K.S.A. *Thursdays, 6.00–8.00 p.m., starting September 15, 1988. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 11 meetings.*

Fee: \$315

This course is intended for those with little experience who are aiming for the June 1989 ACCA/HKSA examination, paper 2.1. Part 1 will cover the nature, purpose and general principles of auditing, the concept of internal control and the system base audit approach, audit planning control and documentation, audit of transactions, audit evidence and audit working papers. Other aspects will be covered in Part 2 which will be offered in Spring 1989.

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

127. Company Law for HKSA Accountancy Students.

Tsang Yu-hei, M.B.A. (UEA), F.C.C.A., A.C.I.S., A.H.K.S.A., C.P.A.
Tuesdays, 6.00–8.30 p.m., starting September 6, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 13 meetings.

Fee: \$480

The course is intended for students preparing for the *December 1988* ACCA/HKSA examination paper 2.2. Topics to be covered include: the elements of incorporating a company limited by shares, classes of shares and loan capital, creation of debenture and powers of trustees for debenture holders, rights and liabilities of company officers, law of meetings, rights of shareholders, reconstructions and amalgamations, and procedures of liquidation and dissolution.

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

128. Introduction to Hong Kong Taxation.

Chan Siu-pang, A.C.C.A., A.H.K.S.A., F.A.I.A., R.A.S., F.A.A.I., M.B.I.M., A.T.I.H.K. *Saturdays, 2.00–3.30 p.m., starting September 10, 1988. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

Fee: \$260

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

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

129. A Revision Course on Hong Kong Taxation.

Ho Chi-ming, LL.B. (Lond.), F.C.C.A., A.H.K.S.A. *Wednesdays, 6.15–7.45 p.m., starting September 21, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.*

Fee: \$220

This course is especially designed as a revision course for those preparing for the ACCA/HKSA examination paper 2.3. Topics to be covered include salaries tax, profits tax, property tax, interest tax, personal assessment, depreciation allowance and tax administration. In addition to tax computation, case law and interpretation of tax statutes will also be discussed.

130. Management Accounting.

Chan Chi-fook, A.C.M.A. *Mondays, 8.05–9.35 p.m., starting September 19, 1988. Room 121, University Main Building. 10 meetings. Fee: \$220*

This is a revision course suitable for students who are sitting for the ACCA/HKSA examination in Management Accounting. It is assumed that students will have previously studied elementary costing, and those who have not are strongly recommended to take a basic course first (Course 140—Costing). Topics to be covered include: application of costing techniques, budgetary control, variance analysis, cost-volume-profit analysis, information for decision-making, measurement of divisional performance, and transfer pricing.

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

131. Quantitative Analysis: Part I.

H. B. Yeung, B.Sc. (Thames Poly). *Fridays, 6.15–7.45 p.m., starting September 16, 1988. Room 142, University Main Building. 12 meetings. Fee: \$260*

This course is for those taking Paper 2.6 of the ACCA/HKSA examinations. *PART A* of the syllabus, Statistical Concepts and Practices, will be covered in this first part of the course. The remaining sections of the syllabus will be covered in Part 2 which will be offered in Spring 1989.

132. Advanced Accounting Practice and the Regulatory Framework of Accounting.

To Pak-lam, C.P.A., F.C.C.A., A.H.K.S.A., M.B.I.M. *Saturdays, 2.00–5.15 p.m., including a break period of 15 minutes, starting September 3, 1988. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings. Fee: \$655*

This course is suitable for: A.C.C.A. students; those who have attained L.C.C. higher accounting or equivalent and who wish to advance their accounting knowledge; and those who have to prepare, interpret or audit company accounts and who wish to have a thorough understanding of company accounts.

The A.C.C.A. syllabus of Level 2 papers 8 and 9 will be followed. Because of the considerable overlap between the two subjects, students are advised to take both subjects at the same time. The topics selected for discussion in detail at an advanced level are: the accounts of limited companies including group accounts and the accounting treatment of associated companies, requirements of Companies Act and Companies Ordinance, all statements of standard accounting practice in H.K. and U.K., current cost

accounting, earnings per share, leasing and hire purchase, mergers and acquisitions, deferred taxation, capital reorganisation and reconstructions, statement of changes in financial position for group companies, piecemeal realisation of partnership, contract account, investment account with income tax complication, interpretation of accounts.

Appropriate textbooks and practice manuals will be recommended to reduce the need for note-taking to a minimum.

133. Business Financial Management.

Elmen Li Pak-kee, F.C.C.A., F.C.M.A., A.H.K.S.A., F.C.I.S., A.T.I.H.K., Dip.(CS), M.B.I.M. *Saturdays 3.45–5.45 p.m., starting September 17, 1988. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$350**

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

134. An Introduction to Business and Industrial Administration.

Chan Kwong-hung, B.Soc.Sc. (C.U.H.K.), A.C.I.S. *Wednesdays, 6.00–7.45 p.m., starting September 21, 1988. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$285**

This is a revision course for students taking the LCCI Higher subject 'Business and Industrial Administration'. It will also serve as an introductory course for anyone who wants a broad appreciation of the various functional aspects of business. Topics include: business organisation, marketing, production, purchasing and stores, financial management, personnel management, research and development, and management services.

135. Foundation Accounting.

Teresa Ho Miu-hing, B.B.A.(C.U.H.K.), A.C.C.A. *Fridays, 6.30–9.15 p.m., starting September 2, 1988. Room 103, University Main Building, 13 meetings.* **Fee: \$485**

This course covers most of the topics in the syllabus for level 1 of the ACCA/HKSA examinations. The main areas of study will be: introductory topics in accounting and the accounting equation; books of prime entry

and book-keeping; manufacturing, trading and profit and loss accounts, balance sheets and related adjustments and provisions; bank reconciliation statements; final accounts for sole trader and partnerships; incomplete records; accounting for non-profit-making organizations; introduction to the financial framework of limited companies including the issues of shares and debentures, increase and reduction in capital and simple final accounts for internal uses.

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

136. Intermediate Accounting.

Kitty S. H. Kan, B.B.A., M.B.A. (C.U.H.K.). *Saturdays, 2.30–5.00 p.m., starting September 24, 1988. Room 722, Knowles Building, University of Hong Kong. 16 meetings.* **Fee: \$510**

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

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

137. Higher Accounting.

Chan Siu-pang, A.C.C.A., A.H.K.S.A., F.A.I.A., R.A.S., F.A.A.I., M.B.I.M., A.T.I.H.K. *Saturdays 3.35–5.50 p.m., starting September 3, 1988. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings.* **Fee: \$490**

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

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

138. General Principles of Law for Bankers.

Stephen K. Y. Wong, B.Soc.Sc. (H.K.), LL.M. (Lond.), Solicitor. *Tuesdays, 7.15–9.15 p.m., starting November 1, 1988. Room 121, University Main Building. 20 meetings.* **Fee: \$485**

Especially designed for those studying the Local CIOB Stage I. The course is based on the Local syllabus and is divided into nine areas: the legal system, law of contract, law of contract and negotiable instruments, law of person, law of torts, law of property, law of wills, law of trusts, and principles of criminal law. It is most suitable for those intending to take the April 1989 examination.

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

139. General Principles of Law for Accountancy Students.

Tsang Yu-hei, M.B.A. (UEA), F.C.C.A., A.C.I.S., A.H.K.S.A., C.P.A. *Saturdays, 2.30–5.00 p.m., starting September 10, 1988. Room 141, University Main Building. 12 meetings.* **Fee: \$385**

This course is intended for students taking paper 1.4 of the December 1988 ACCA/HKSA examinations. The course will cover introduction to the English legal system, the methods of legal process, the general principles of law of contract, particular types of contract, and negotiable instruments.

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

140. Costing.

Chan Chi-fook, A.C.M.A. *Wednesdays, 7.15–8.45 p.m., starting September 21, 1988. Room 121, University Main Building. 10 meetings.* **Fee: \$220**

This course is designed as a revision for students taking Paper 1.2 Costing at the December 1988 ACCA/HKSA examinations. It will cover most of the syllabus of the relevant examination. Topics include: elements of costs; cost determination, classification and their behaviour patterns; cost accounting systems and design; methods and techniques of cost book-keeping; budgeting and standards; and costing for decision making. Appropriate study materials will be recommended to reduce the need for note-taking to a minimum.

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

141. A Revision Course on Numerical Analysis and Data Processing.

H. B. Yeung, B.Sc. (Thames Poly.). *Fridays, 8.00–9.30 p.m., starting September 16, 1988. Room 142, University Main Building, 12 meetings.*

Fee: \$260

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

142. Introduction to Stock and Index Futures Markets.

Leung Sei-fai, B.A., M.A. (Washington State). *Mondays, 6.00–7.45 p.m., starting September 19, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

Fee: \$305

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

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

143. Securities Analysis.

Albert K. H. Poon, B.B.A. (UEA), M.Sc. (Bath). *Tuesdays, 8.30–10.00 p.m., starting September 20, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

Fee: \$265

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

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

144. Portfolio and Investment Selection.

Ho Kwok-sum, B.Sc. (Texas), M.Sc., D.I.C. (Lond.), M.A., M.B.A. (Hawaii). *Thursdays, 6.15–8.00 p.m., starting September 22, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.*
Fee: \$120

This course is concerned with the theory and practice of optimally combining securities into portfolios. It will provide practising security analysts and portfolio managers with an useful aid of portfolio selection. The course covers modern portfolio theory, general equilibrium or the capital asset pricing models and evaluation of portfolio performance.

145. Company Secretarial Practice.

Dilys M. M. Chan, A.C.I.S. *Saturdays, 2.15–4.15 p.m., starting September 24, 1988. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*
Fee: \$345

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

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

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

主 講 人：區啟昌先生，B A (York)。

地 點：香港大學校本部大樓121室。

時 間：一九八八年九月十九日起每星期一下午六時十五分至八時。

全期學費：三百五十元。（共十四講）。

本課程旨在介紹實際和活動性的商業管理技巧，以便應用於一般性之小型企業。本課程共分為四部份：（甲）小型企業之創辦：論及如何審查、選擇及投資小型企業之準備工作。（乙）小型企業之財務策劃：介紹會計紀錄、損益兩平分析、毛利分析、現金流轉折現分析、基本預算法、現金管理及借貸、租與買的分別。（丙）小型企業之法律淺識：合夥經營、有限公司、契約法、貨物買賣、代理、僱傭條例。（丁）企業管理之功能。

147. Accounting for Small Businesses.

Allan K. W. Poon, B.A. (Kent). *Saturdays, 4.20–5.50 p.m., starting October 8, 1988. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 9 meetings.* **Fee: \$200**

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

Fee Refund: on being accepted for **Courses Nos. 148 to 153**, students who are employed full-time in relevant occupations will be sent a half-fee refund application form, which they should forward to the Vocational Training Council. Those who successfully complete the course will then be eligible for a half-fee refund from the Council. (Closing date for enrolment for refund students: 10 days before the commencement of the course.)

148. Basic Auditing.

Tom M. Chan, B.Sc. (Manitoba), M.B.A. (C.U.N.Y.), A.H.K.S.A., C.P.A. (U.S.). *Fridays, 8.00–9.30 p.m., starting September 23, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 13 meetings.* **Fee: \$285**

This is an introductory course for those with *no* knowledge of auditing. It is suitable for those just starting work in this field and particularly for businessmen who need to liaise with auditors. The aim of it is to provide an understanding of modern practical audit techniques on financial statements. Various types of audit opinions expressed on financial statements will be explored and the impact on financial statement interpretation will be elaborated. Beginning with principles of auditing, the course will survey existing traditional auditing techniques and take a brief look at recent developments such as computer auditing. International standards and guidelines of practice will be covered as well as the professional duties and legal liabilities of the auditor.

Note: The number of half-fee refund is limited to 40 for this course, on a first-come-first-served basis.

149. Elementary Book-keeping and Accounts.

Chan Kee-ming, A.C.I.S. *Thursdays, 7.15–9.45 p.m., starting September 22, 1988. Room 121, University Main Building. 15 meetings.* **Fee: \$485**

This course will cover the principles of elementary book-keeping; the

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

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

Note: The number of half-fee refund is limited to 40 for this course, on a first-come-first-served basis.

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

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

地 點：香港大學校外課程部市區中心12室（信德中心西翼九樓）。

時 間：一九八八年九月廿一日起每星期三下午六時十分至七時四十分。

全期學費：三百三十元。（共十五講）。

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

由於專門術語皆以英語為本，學員須具有英語知識。

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

半費名額限40名，先到先得。

151. 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, 7.50–9.50 p.m., starting September 19, 1988. Room 22,
Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.

Fee: \$410

The primary objective of the course is to provide students with an overview of import and export practice and to enable those presently working in the I/E field to grasp the principles needed to process their daily routines efficiently and correctly. Students should already have a basic knowledge

of I/E practices. Topics include: elements of export law, forms of payment, cargo insurance, credit insurance, types of documentary credits and principles of operations, import and export financing, uniform customs on documentary credits (ICC400) and collections (ICC322) will be discussed.

Note: The number of half-fee refund is limited to 40 for this course, on a first-come-first-served basis.

152. International Trade.

Benby Y. T. Chan, B.Soc.Sc. (H.K.), A.Inst.M., M.B.I.M., Dip.C.L. (UEA).
Thursdays, 8.05–9.35 p.m., starting September 22, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.

Fee: \$310

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.

153. International Trade.

Benby Y. T. Chan, B.Soc.Sc. (H.K.), A.Inst.M., M.B.I.M., Dip.C.L. (UEA).
Thursdays, 6.15–7.45 p.m., starting October 27, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.

Fee: \$310

See entry for Course No. 152.

Note: The number of half-fee refund is limited to 40 for courses 152 and 153, on a first-come-first-served basis.

**In order to receive the next issue of this
Prospectus, please turn to page 253.**

Computer Science

Staff Tutor: Daniel H. S. Lee, Telephone 5-8592793

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

156. 沃為源先生與侯傑泰碩士主講。

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：一九八八年十月一日起每星期六下午二時至五時。

全期學費：一千二百元。（共十二講）。

157. 沃為源先生與侯傑泰碩士主講。

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：一九八八年十月三日起每星期一下午六時至九時。

全期學費：一千二百元。（共十二講）。

本課程特為初學電腦之教師而設，學員毋須具有使用電腦之知識及經驗。課程包括電腦常識及各種與教學有關之軟件操作介紹。主要內容：（一）電腦基本概念，微電腦系統組織；（二）微電腦機械部份及其附件之操作；（三）各類文字處理、資料系統軟件之使用（利用電腦編印筆記、儲存整理學生個人資料及考試成績）；（四）中文文書處理；（五）簡介及示範各類現成與教育有關之軟件。

課室備有多部IBM 相容之電腦，學員可分二人小組即時練習。

本課程因電腦設施所限，每班只收20名。學費包括上課時所用之磁碟費用。

（本課程與循道衛理中心「專業及成人教育服務」合辦）。

申請教署退還半費手續：凡政府、資助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月十二日前報名）。

158. 中文電腦基本概念及倉頡輸入法。

(Elementary Chinese Computing & Dragon Input Method)

主講人：鄧文榮先生，Dip. Soc. (H. K.), B. Sc. (Winnipeg)。

地點：香港大學鈕魯詩樓230室。

時 間：一九八八年十月一日起每星期六下午二時三十分至四時三十分。
全期學費：三百五十元。（共十二講）。

本課程着重介紹中文電腦之使用及倉頡輸入法。內容包括：（一）中英文電腦之分別；（二）中文電腦發展史；（三）中文電腦輸入法；（四）中文電腦輸出技術；（五）中文電腦操作系統；（六）中文電腦語言；（七）中文電腦軟件；（八）倉頡輸入法；（九）如何選擇中文電腦系統？

本課程適合一般電腦從業員或對中文電腦有興趣之人士參加。

159. Microcomputer Programming for Beginners.

W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., M.B.C.S., Computer Officer, University of Hong Kong. *Lectures on Mondays, 6.30–9.00 p.m., starting October 3, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 8 meetings.* **Fee: \$380**

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

160. Microcomputer Programming for Beginners.

W. K. Kwan, B.Sc.(Eng.), M.Phil. (H.K.), M.A.C.M., M.B.C.S., Computer Officer, University of Hong Kong. *Lectures on Mondays, 6.30–9.00 p.m., starting November 28, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 8 meetings.* **Fee: \$380**

See entry for Course No. 159.

161. Microcomputer Programming for Beginners (With Workshops).

W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., M.B.C.S., Computer Officer, University of Hong Kong. *Lectures on Mondays, 6.30–9.00 p.m., starting October 3, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 6.30–8.30 p.m., starting October 12, 1988. Room 136, Knowles Building, University of Hong Kong. 8 lecture meetings and 6 workshop meetings.* **Fee: \$720**

See entry for Course No. 159. Enrolment is limited to 12 students.

**162. Microcomputer Programming for Beginners
(With Workshops).**

W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., M.B.C.S., Computer Officer, University of Hong Kong. *Lectures on Mondays, 6.30–9.00 p.m., starting October 3, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 6.30–8.30 p.m., starting October 12, 1988. Room 104, Run Run Shaw Building, University of Hong Kong. 8 lecture meetings and 6 workshop meetings. Fee: \$720*

See entry for Course No. 159. Enrolment is limited to 20 students.

**163. Microcomputer Programming for Beginners
(With Workshops).**

W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., M.B.C.S., Computer Officer, University of Hong Kong. *Lectures on Mondays, 6.30–9.00 p.m., starting November 28, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 6.30–8.30 p.m., starting December 7, 1988. Room 136, Knowles Building, University of Hong Kong. 8 lecture meetings and 6 workshop meetings. Fee: \$720*

See entry for Course No. 159. Enrolment is limited to 12 students.

**164. Microcomputer Programming for Beginners
(With Workshops).**

W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., M.B.C.S., Computer Officer, University of Hong Kong. *Lectures on Mondays, 6.30–9.00 p.m., starting November 28, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 6.30–8.30 p.m., starting December 7, 1988. Room 104, Run Run Shaw Building, University of Hong Kong. 8 lecture meetings and 6 workshop meetings. Fee: \$720*

See entry for Course No. 159. Enrolment is limited to 20 students.

Computer and Information Processing: A First Step

165. *Lectures on Mondays, 6.15–7.45 p.m., starting September 19, 1988. Room 104, James Hsioung Lee Science Building, University of Hong Kong. 18 meetings. Fee: \$360*

166. *Lectures on Mondays, 8.00–9.30 p.m., starting September 19, 1988. Room 104, James Hsioung Lee Science Building, University of Hong Kong. 18 meetings. Fee: \$360*

167. *Lectures on Thursdays, 6.15–7.45 p.m., starting September 22, 1988. Room 209, Run Run Shaw Building, University of Hong Kong. 18 meetings. Fee: \$360*

168. Lectures on Thursdays, 8.00–9.30 p.m., starting September 22, 1988. Room 209, Run Run Shaw Building, University of Hong Kong. 18 meetings.

Fee: \$360

169. Lectures on Fridays, 6.15–7.45 p.m., starting September 23, 1988. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 18 meetings.

Fee: \$360

170. Lectures on Fridays, 8.00–9.30 p.m., starting September 23, 1988. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 18 meetings.

Fee: \$360

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

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

M. Y. Y. Ng, B.Sc. (La Trobe), Assistant Computer Officer, University of Hong Kong.

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

Topics to be covered include:— Basic Parts of a Computer; Data Processing; Languages and Softwares; System Development; Binary Data Representation; Data Communication.

Language of Instruction: English for Course No. 165 & 166.

Cantonese for Course No. 167, 168, 169, & 170.

Enrolment for each course is limited to 40 students.

171. Business and Personal Application of Microcomputer (Symphony).

Leo S. M. Mak, B.Sc. (Eng.), M.B.A., C.Eng., M.I.E.E., M.I.Mech.E., M.I.Prod.E., M.H.K.I.E. *Tuesdays and Thursdays, 6.45–9.15 p.m., starting September 27, 1988. Room 834, Knowles Building, University of Hong Kong. 5 meetings.*

Fee: \$530

This course introduces an integrated set of utility programmes for easy and flexible handling of analytical calculations, documents, business graphs, information management and communications for office or personal purposes. It is especially suitable for managers, secretaries, teachers and business analysts who have no or little knowledge of computers but wish to extend their intellectual productivity by using some user-friendly

software. Major topics include the way a microcomputer works, potential application areas, concepts and functions of each of the five functional areas namely word processing, spread sheet, graphics, database and communication, examples of typical business applications, hand-on exercise and speculations for advanced applications.

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

172. Business and Personal Application of Microcomputer (Symphony).

Leo S. M. Mak, B.Sc. (Eng.), M.B.A., C.Eng., M.I.E.E., M.I.Mech.E., M.I.Prod.E., M.H.K.I.E. *Tuesdays and Thursdays, 6.45–9.15. p.m., starting October 18, 1988. Room 834, Knowles Building, University of Hong Kong. 5 meetings.*

Fee: \$530

See entry for Course No. 171. Enrolment is limited to 16 persons. (each student will be assigned to 1 computer)

Introduction to dBASE III

173. *Lectures on Thursdays, 7.15–9.15 p.m., starting September 29, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Mondays, 6.00–7.45 p.m., starting October 10, 1988. Room 834, Knowles Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings.*

Fee: \$850

174. *Lectures on Thursdays, 7.15–9.15 p.m., starting September 29, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Mondays, 7.45–9.30 p.m., starting October 10, 1988. Room 834, Knowles Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings.*

Fee: \$850

175. *Lectures on Thursdays, 7.15–9.15 p.m., starting September 29, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 6.00–7.45 p.m., starting October 12, 1988. Room 834, Knowles Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings.*

Fee: \$850

176. *Lectures on Thursdays, 7.15–9.15 p.m., starting September 29, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 7.45–9.30 p.m., starting October 12, 1988. Room 834, Knowles Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings.*

Fee: \$850

177. Lectures on Thursdays, 7.15–9.15 p.m., starting November 17, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Mondays, 6.00–7.45 p.m., starting November 28, 1988. Room 834, Knowles Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$850**

178. Lectures on Thursdays, 7.15–9.15 p.m., starting November 17, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Mondays, 7.45–9.30 p.m., starting November 28, 1988. Room 834, Knowles Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$850**

179. Lectures on Thursdays, 7.15–9.15 p.m., starting November 17, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 6.00–7.45 p.m., starting December 7, 1988. Room 834, Knowles Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$850**

180. Lectures on Thursdays, 7.15–9.15 p.m., starting November 17, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 7.45–9.30 p.m., starting December 7, 1988. Room 834, Knowles Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$850**

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

W. Y. Ho, Computer Officer, Centre of Computer Studies & Applications, University of Hong Kong.

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

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

Introduction to SYMPHONY

181. Lectures on Mondays, 6.30–8.30 p.m., starting October 3, 1988. Room 103, University Main Building. Workshops on Fridays, 6.00–7.45 p.m., starting October 14, 1988. Room 834, Knowles Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$850**

182. Lectures on Mondays, 6.30–8.30 p.m., starting October 3, 1988. Room 103, University Main Building. Workshops on Fridays, 7.45–9.30 p.m., starting October 14, 1988. Room 834, Knowles Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$850**

183. Lectures on Mondays, 6.30–8.30 p.m., starting October 3, 1988. Room 103, University Main Building. Workshops on Saturdays, 1.00–2.45 p.m., starting October 15, 1988. Room 834, Knowles Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$850**

184. Lectures on Mondays, 6.30–8.30 p.m., starting October 3, 1988. Room 103, University Main Building. Workshops on Saturdays, 2.45–4.30 p.m., starting October 15, 1988. Room 834, Knowles Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$850**

185. Lectures on Mondays, 6.30–8.30 p.m., starting November 21, 1988. Room 103, University Main Building. Workshops on Fridays, 6.00–7.45 p.m., starting December 2, 1988. Room 834, Knowles Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$850**

186. Lectures on Mondays, 6.30–8.30 p.m., starting November 21, 1988. Room 103, University Main Building. Workshops on Fridays, 7.45–9.30 p.m., starting December 2, 1988. Room 834, Knowles Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$850**

187. Lectures on Mondays, 6.30–8.30 p.m., starting November 21, 1988. Room 103, University Main Building. Workshops on Saturdays, 1.00–2.45 p.m., starting December 3, 1988. Room 834, Knowles Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$850**

188. Lectures on Mondays 6.30–8.30 p.m., starting November 21, 1988. Room 103, University Main Building. Workshops on Saturdays, 2.45–4.30 p.m., starting December 3, 1988. Room 834, Knowles Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$850**

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

W. Y. Ho, Computer Officer, Centre of Computer Studies & Applications, University of Hong Kong.

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

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

189. Digital Computer Organization and Information Systems.

Lai Chee-yan, B.Sc. (H.K.), M.Sc. (Tech.) (Manc.), Cert.Ed., C.Eng., M.I.E.E., M.B.C.S., M.I.E.E.E. *Mondays, 7.05–9.05 p.m., starting September 12, 1988. Room 209, Run Run Shaw Building, University of Hong Kong. 20 meetings.* **Fee: \$530**

This course follows part of the syllabus of the British Computer Society Examinations, and will be of special help to those who are already working in the computer field, or intend to sit for professional examinations.

Topics include: Digital networks, comparators, code converters. System technology; information theory, error correcting codes, memory management, ROM; interrupt; interfacing. Real-time, time-sharing, on-line and multiprocessing system. Peripheral technology: computer communications, multiple-access techniques via satellite link, earth-station. Computer architecture, security problems, simulation, minicomputers.

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

Enrolment is limited to 36 persons. Applicants must enclose photostat copies of the appropriate certificates along with their application forms.

190. Principles of Computer Hardware.

C. W. Liu, B.Sc. (H.K.), *Mondays, 6.15–8.30 p.m., starting October 3, 1988. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$400**

In this course, the general features of a modern computer system will be introduced and the principles of its hardware components will be discussed. Attention will also be paid to the interactions between computer hardware and the operating systems. This will provide computer users with a better understanding of computer capabilities. Topics will include: hardware organization of a computer system; central processing units (CPU); internal memory; mass storage devices; common input, output and communication devices; control of computer hardware activities and trends of development.

Seminars on Specialized Topics

Expert Systems

Expert systems are computer programs capable of performing at human expert level in specific domains. They were first developed in the 60's and currently represent the most successful application of AI research. Systems are now in use in areas ranging from medical diagnosis, oil exploration, chemical structure determination to computer system configuration. These systems typically embody a number of rules of thumb called heuristics. Heuristics represent compiled knowledge used by experts to deal with specific problem situations. A large part of building expert systems is in recognizing and incorporating such heuristics knowledge. There exist a number of different types of expert systems and not all domains are suitable for the use of expert systems technology. We will examine characteristics of domains that will most likely benefit from expert systems technology.

An expert system typically consists of an inference engine which reasons based on input from the user and stored knowledge. The inference engine is assisted by a scheduler which prioritizes the various tasks, a justifier which provides justifications for actions of the engine, and a user interface component which interacts with the user. Domain knowledge can be stored using a variety of schemes. Each scheme has its own advantages and disadvantages and no scheme is universally applicable. Similarly, inferencing can be controlled in different ways depending on the problem domain. These and other related issues are covered in detail in this course.

The process of constructing an expert system is called knowledge engineering and a person skilled in such endeavor is called a knowledge engineer. The knowledge engineer acts as a bridge between the human expert and the expert system, transferring expertise to a form suitable for machine processing. To assist the task, a large number of tools and techniques have been developed and nowadays there are environments (integrated collections of tools and techniques) specifically constructed for knowledge engineering. Some of these environments will be examined in this course.

The field of expert systems is by no means fully developed. Many advanced topics are currently under active investigation. An example is the treatment of uncertainty. Typically in a problem solving situation, data may be incomplete. As yet there is no completely satisfactory way of dealing with uncertainty. Machine learning is another active area of research that attempts to give an expert system the ability to deal satisfactorily with a completely new situation by drawing on its past experience. A brief survey of these and related areas of interest will be presented.

Introduction to Expert Systems

191. Lectures on Tuesday, Wednesday, Thursday and Friday, 6.15–9.15 p.m., starting from September 27, 1988 to September 30, 1988. Room 213, Haking Wong Building, University of Hong Kong. 4 meetings. **Fee: \$600**

This is aimed at those who want an understanding of what expert systems are and how expert systems can help to conduct their work. Concepts will in most cases be explained with detailed examples. Emphasis will be a broad understanding of the field. This course will be very useful for those who are engaged in the computer profession and education officers in Computer Science.

At the end of the course, the students are expected to be able to answer the following: (1) What is an expert system? (2) What can an expert system do for you? (3) What are the suitable domains for building expert systems? (4) What tools are available for building expert systems? (5) What are the common techniques and methodologies for building expert systems?

Fee Refund: on being accepted for this course, teachers of Computer Science 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.

Expert Systems

192. Lectures on Monday, Tuesday and Wednesday, from 9.00 a.m.–5.00 p.m., on October 3, 4 & 5, 1988. Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 3 meetings. **Fee: \$660**

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

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

Résumé of the Speaker

K. P. Lee received his B.A. in Mathematics from the University of Hong Kong and Ph.D. in Computer Science from the State University of New York at Buffalo. After having taught for a number of years and worked for Bell Laboratories, he is currently a Senior Member of Research Staff in the Artificial Intelligence Research Department at Philips Laboratories in New York. His current interest is in the theory and practice of expert

systems and is involved in designing and building an expert system for the diagnosis and repair of the Philips Tomoscan 300 series of CAT scanners.

UNIX

193. Mastering UNIX.

Professor P. C. Poole, Chairman of the Department of Computer Science, University of Melbourne. *Lectures from 9.30 a.m.–1.00 p.m., on October 3, 4, 5 & 6, 1988. 35/F., Shun Tak Centre, Convention Centre, NCR (HK) Ltd.* **Fee: \$820**

194. Mastering UNIX.

Professor P. C. Poole, Chairman of the Department of Computer Science, University of Melbourne. *Lectures from 9.30 a.m.–1.00 p.m., Workshops from 2.15–5.00 p.m., on October 3, 4, 5 & 6, 1988. 35/F., Shun Tak Centre, Convention Centre, NCR (HK) Ltd.* **Fee: \$820**

This is a 4-Day Seminar which introduces attendees to the philosophy, design and facilities of UNIX that is rapidly becoming the standard operating system for small to medium computer systems.

UNIX is a timesharing system which is rapidly becoming an international standard. It was developed by AT&T Bell Laboratories in the early 70s and is almost totally written in a high level systems programming language called C. It differs from other operating systems in that it is portable, i.e., it can readily be moved from one computing environment to another. It is available on a wide range of machines from micros to supercomputers. Virtually every manufacturer now offers UNIX on its range of computers.

Initially, UNIX was used primarily in academic and research environments. However, it is now spreading rapidly in the commercial marketplace and will be a major force in the 90s. The advantages that come from using UNIX are manifold. Its portability ensures that the investment in software is protected even when one changes to a computer from a different manufacturer. Further, one can take advantage of improvements in price/performance ratio of hardware without incurring massive reprogramming costs. Because of the impressive array of software tools available under UNIX, programmer productivity can be substantially increased. The growing acceptance of UNIX in the commercial environment means that a host of application programs are now available covering word processing, spreadsheets, database management systems, accounting packages, financial modelling, 4GLs and many more. The fact that UNIX is the preferred instructional environment in most tertiary institutions will ensure that there is a readily available supply of trained personnel today and in the future.

The seminar is suitable for programmers planning to change to a UNIX environment; data processing managers wishing to evaluate UNIX; end users wanting to understand what UNIX has to offer; and computer professionals needing to keep abreast of current developments.

Topics: (1) The development of UNIX; (2) Talking to UNIX; (3) The UNIX file system; (4) The UNIX Toolkit; (5) The UNIX Shell; (6) Jobs and Processes in UNIX; (7) UNIX Subsystems and (8) Commercial UNIX.

Résumé of the Speaker

Peter C. Poole is currently Professor of Computer Science at the University of Melbourne in Australia. He holds a Ph.D. from the University of Sydney and is a Fellow of both the British and Australian Computer Societies. He has worked in the computer field for about 30 years. His areas of interest are operating systems and software engineering with particular emphasis on the development of techniques for producing portable and adaptable software. He is the author of many scientific papers and has lectured widely on topics in computer science in many countries throughout the world. His association with UNIX dates back to 1978 when a system was installed in the Department of Computer Science at the University of Melbourne. He has been an active user of the UNIX system ever since and is co-author of the book "Using UNIX by Example" published by Addison-Wesley.

[This course is sponsored by NCR (HK) Ltd.]

Symposia on Logic Programming

Logic programming has become an important area in artificial intelligence and plays a very important role in the Japanese Fifth Generation Computer Systems. These symposia will focus on the new areas of computer science which play an important role in the development of a revolutionary "Knowledge Information Processing" system. All of the invited speakers are leading experts and well known scientists in the field of Logic Programming. These symposia will be suitable for all those who are engaged in the computer profession, computer education officers and those who are interested in Logic Programming.

195. Introduction to Logic Programming.

Lecture on Friday, 9.30 a.m.-5.00 p.m., on December 9, 1988. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Fee: \$800

Lecturers: Dr. J-L. Lassez, Chief Editor of the Journal of Logic Programming and an authority in logic programming.

Dr. T. Y. Chen, Senior Lecturer in Computer Science, University of Hong Kong.

And other overseas scientists.

This symposium aims to provide an introduction to the fundamental concepts of logic programming and its influence in the new generation computer systems.

Fee Refund: on being accepted for this course, teachers of Computer Science 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.

196. Applications of Logic Programming.

Lecture on Monday, 9.30 a.m.–5.00 p.m., on December 12, 1988. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Fee: \$800

Lecturers: Dr. J-L. Lassez, Chief Editor of the Journal of Logic Programming and an authority in logic programming.

Dr. T. Y. Chen, Senior Lecturer, Department of Computer Science, University of Hong Kong.

And other overseas scientists.

This symposium aims to provide an introduction to the applications of logic programming in areas like: deductive databases, problem solving, finance, engineering, management, expert systems, etc.

Fee Refund: on being accepted for this course, teachers of Computer Science 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.

197. The Logical Basis for Computer Programming.

Lecture on Friday, 9.30 a.m.–5.00 p.m., on December 16, 1988. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Fee: \$800

Lecturer: Dr. Zohar Manna is a Professor of Computer Science at Stanford University. He received the Ph.D. from Carnegie-Mellon University in 1968. He is the author of the textbook, Mathematical Theory of Computation, and co-author of the course text. His research interests include theory of computation, automated deduction, logic of programs, and artificial intelligence.

In recent years, logic has changed from a theoretical activity to a practical tool, playing a fundamental role for computer science analogous to that played by calculus for physics and traditional engineering. A knowledge of logic is becoming a daily necessity for the computer professional.

This course provides an introduction to the logical concepts and techniques underlying computer programming, and the intellectual tools for studying the more advanced disciplines of computer science, such as software engineering, database theory, and theory of computation. Methods derived from logic are essential to many branches of artificial intelligence, including planning, knowledge representation, and natural-language understanding. Computer languages (such as LISP and PROLOG) that use logical sentences as programs have been more and more widely applied.

THE COURSE:

The course topics include propositional and predicate logic, equality, mathematical induction, special theories, and unification. The main goal is to introduce techniques for automated deduction (theorem proving), which are then applied to:

- * the verification of programs;
- * the synthesis of programs (automatic programming);
- * problem solving;
- * knowledge engineering; and
- * the execution of PROLOG-like programs.

TEXT:

The Logical Basis for Computer Programming, Manna and Waldinger, Addison-Wesley, Pub.:

- * Volume I (Deductive Reasoning)
- * Volume II (Deductive Systems).

FOR WHOM:

All computer professionals; instructors of computer science.

PREREQUISITES:

The ability to follow mathematical reasoning. No background in logic and no familiarity with any programming language is assumed.

Fee Refund: on being accepted for this course, teachers of Computer Science 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.

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

198. 講授課程：一九八八年十月三日起逢星期一下午六時三十分至八時，香港大學許愛周科學館 L G 2 室。實習課程：一九八八年十月五日起逢星期三下午六時三十分至九時三十分，香港中環德輔道中四十五號，永隆銀行大廈十三樓。（共十四課講授及十七課實習）。

199. 講授課程：一九八八年十月三日起逢星期一下午六時三十分至八時，香港大學許愛周科學館 L G 2 室。實習課程：一九八八年十月七日起逢星期五下午六時三十分至九時三十分，香港中環德輔道中四十五號，永隆銀行大廈十三樓。（共十四課講授及十七課實習）。

200. 講授課程：一九八八年十月三日起逢星期一下午六時三十分至八時。香港大學許愛周科學館 L G 2 室。實習課程：一九八八年十月五日起逢星期三下午六時至九時，香港國際商業系統發展公司震宇中文系統，Multistar，灣仔洛克道越秀大廈十五樓。（共十四課講授及十七課實習）。

201. 講授課程：一九八八年十月三日起逢星期一下午六時三十分至八時，香港大學許愛周科學館 L G 2 室。實習課程：一九八八年十月七日起逢星期五下午六時至九時，香港國際商業系統發展公司震宇中文系統，Multistar，灣仔洛克道越秀大廈十五樓。（共十四課講授及十七課實習）。

主 講 人：羅偉民先生，先迪中文電腦訓練中心主任；

關永強先生，香港大學電算機教研及應用中心電腦主任，

香港生產力促進局之導師及國際商業系統發展公司之導師等。

全期學費：二千元（包括上課時所用之磁碟及講義）。

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

講授語言：粵語。

入學資格：本課程適合一般從事印刷、植字之人仕及一般辦公室文員、秘書等參加。學員須具中五程度，並懂得書寫中文。

名 額：限收六十四人。

結業證書：課程結束後，學員若能符合下列三項條件，則可領得本部及香港生產力促進局聯合頒發之證書。

- (一) 畢業考試合格；
- (二) 上課次數超過百分之七十五；
- (三) 完成所有課程中的作業。

截止日期：一九八八年九月十九日。

申請手續：

申請人可親往下列地點報名：

- (一) 香港大學校外課程部，薄扶林道，香港大學校本部大樓地下；
- (二) 香港大學校外課程部市區中心，香港干諾道中二百號信德中心西翼九字樓。

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

查詢電話：5-8592793

Certificate Course in Microcomputer Applications

202. Lectures on Tuesdays, 6.30–9.00 p.m., starting October 11, 1988. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Mondays, 6.00–10.00 p.m., starting November 14, 1988. Room 230, Knowles Building, University of Hong Kong. 20 lecture meetings and 30 workshop meetings (workshop meetings consisting of computer, tutorial and discussion sessions).

203. Lectures on Tuesdays, 6.30–9.00 p.m., starting October 11, 1988. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Wednesdays, 6.00–10.00 p.m., starting November 9, 1988. Room 230, Knowles Building, University of Hong Kong. 20 lecture meetings and 30 workshop meetings (workshop meetings consisting of computer, tutorial and discussion sessions).

204. Lectures on Tuesdays, 6.30–9.00 p.m., starting October 11, 1988. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Saturdays, 5.00–9.00 p.m., starting November 19, 1988. Room 230, Knowles Building, University of Hong Kong. 20 lecture meetings and 30 workshop meetings (workshop meetings consisting of computer, tutorial and discussion sessions).

Tutors: F. T. Chan, Senior Computer Officer, University of Hong Kong.
T. Y. Chen, Senior Lecturer in Computer Studies, University of Hong Kong.
W. Y. Ho, Computer Officer, University of Hong Kong.
M. F. Yau, Computer Officer, University of Hong Kong.

Fee: \$2,800 (including computer time and floppy disk charges)

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

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

Examination:

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

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

Syllabus:

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

A special application form is available on request from the Department of Extra-Mural Studies.

Closing date for applications: September 24, 1988.

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. Applications which are not accompanied by relevant documents will not be considered.

Certificate Course in Digital Computer Programming

205. Lectures on Wednesdays, 6.30–9.00 p.m., starting October 12, 1988. Room 726, Knowles Building, University of Hong Kong. Computer

Workshops on Tuesdays, 6.00–10.00 p.m., starting November 8, 1988. Room 230, Knowles Building, University of Hong Kong. 20 lecture meetings and 30 workshop meetings (workshop meetings consisting of computer, tutorial and discussion sessions).

206. *Lectures on Wednesdays, 6.30–9.00 p.m., starting October 12, 1988. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Thursdays, 6.00–10.00 p.m., starting November 3, 1988. Room 230, Knowles Building, University of Hong Kong. 20 lecture meetings and 30 workshop meetings (workshop meetings consistings of computer, tutorial and discussion sessions).*

207. *Lectures on Wednesdays, 6.30–9.00 p.m., starting October 12, 1988. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Fridays, 6.00–10.00 p.m., starting November 4, 1988. Room 230, Knowles Building, University of Hong Kong. 20 lecture meetings and 30 workshop meetings (workshop meetings consisting of computer, tutorial and discussion sessions).*

Tutors: F. T. Chan, Senior Computer Officer, University of Hong Kong.
T. Y. Chen, Senior Lecturer in Computer Studies, University of Hong Kong.
W. H. Ho, Computer Officer, University of Hong Kong.
K. S. Kwok, Senior Computer Officer, University of Hong Kong.
M. S. Luk, Senior Computer Officer, University of Hong Kong.

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

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

Minimum Entry Qualifications: Applicants should have 5 subjects including English and Mathematics at Grade E or above in the Hong Kong Certificate of Education Examination or equivalent. It is advantageous to the students if they have completed the Extra-Mural course, "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 techniques; file processing concepts; structured programming; typical commercial system using COBOL; case studies.

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

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

Closing date for applications: September 24, 1988.

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. Applications which are not accompanied by relevant documents will not be considered.

University Certificate Course in Software Engineering.

(See Course No. 272 on Page 86)

**In order to receive the next issue of this
Prospectus, please turn to page 253.**

Contemporary China Studies

Staff Tutors: Rebecca L. H. Chiu, Telephone 5-8592786
Koon-ki T. Ho, Telephone 5-8592792

211. Postgraduate Certificate Course in Contemporary China Studies.

Thursdays, 7.30–10.00 p.m., starting October 13, 1988. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

Fee: \$2,000

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

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

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

The Curriculum:

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

Directors of Studies: Owen H. H. Wong
Rebecca L. H. Chiu
Wai-chor So

Admission requirements:

- Either University graduates or equivalent with related academic background;
- or Executives or professionals with at least three years of relevant experiences;
- or In exceptional cases, outstanding candidates without the above-listed qualifications might be considered for admission after an interview.

Enrolment is limited to 25 persons.

Duration & Time: Thursdays, 7.30–10.00 p.m. from October 13, 1988 to May 25, 1989.

Award of certificate: Students will be awarded a Certificate provided that

1. they pass the final examination,
2. they attend at least 80% of the meetings scheduled, and
3. they complete all the course assignments.

Final Examination will be held on June 1, 1989, Thursday, 7.30–9.40 p.m.

Application: Application for admission to the course should be made on a special form, available at the Department of Extra-Mural Studies; or by post through written request made to the Department with a self-addressed stamped envelope. Completed application forms should be accompanied by

1. copies of relevant certificates or diplomas,
2. a crossed cheque of HK\$2,000 in favour of the University of Hong Kong (cheques from applicants who are not admitted will be refunded), and if possible
3. letter of recommendation from employers or academic personnel

and should reach Dr. R. Chiu, Department of Extra-Mural Studies, University of Hong Kong, not later than September 16, 1988.

Fee Refund: on being accepted for this course, teachers from 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.

212. 中華人民共和國三十五年概論 (Introduction to Contemporary China: the First 35 Years)

主 講 人：盧佳定先生，B A, M Phil (H K), M Sc (Lond)。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年十月四日起每星期二下午七時四十五分至九時十五分。

全期學費：二百二十元。（共十二講）。

本課程旨在勾畫出中華人民共和國過去卅五年發展的主線，並探討其間發生的重要政治運動，希望藉此使學員掌握這段時期的中國歷史，及能透過所學作為推測未來政治趨勢的根據。

課程內容包括：（一）中國共產黨的崛起；（二）蘇聯社會主義模式影響下的中國經濟與政治運動；（三）從「百花齊放」「百家爭鳴」運動到八十年代的民主運動之演變；（四）「大躍進」與「人民公社」的理論與實踐；（五）六十年代初期經濟調整政策；（六）無產階級文化大革命的成因與影響；（七）「林彪事件」所揭示的中國人民解放軍的角色演變；（八）「四人幫」的興起與滅亡；（九）從毛澤東思想到鄧小平路線探究中國共產黨在意識型態上之轉變；（十）四個現代化的困難及展望。

選修本課程學員無須具備任何事前學識，歡迎對現代中國有興趣人士報名參加。

報 名 從 速

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

Economics, Banking & Statistics

Staff Tutor: W. B. Howarth, Telephone 5-8592783

LONDON UNIVERSITY EXTERNAL B.Sc. ECONOMICS

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

It is not necessary to be registered as an external student with London University to attend these courses though students who wish to take the B.Sc. part I examinations in June 1989 will normally have to register by November 1988. Students who wish to register with London University should first seek eligibility by writing to the University Entrance Requirements Officer, University of London, Senate House, Malet Street, London WC1E 7HU. More general information can be obtained from the Secretary for External Students at the same address.

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

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

G. H. Ng, B.A., M.Soc.Sc., P.C.Ed. *Saturdays, 3.45–5.15 p.m., starting September 24, 1988. Room 121, University Main Building. 30 meetings.*

Fee: \$550

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

217. Mathematics for Economists

(London University Syllabus No. 0012).

E. H. Li, B.Sc., M.Sc. (Wash.), Dip.B.T.M., F.S.S., A.F.I.M.A., F.B.S.C. *Thursdays, 8.00–9.30 p.m., starting September 22, 1988, Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 30 meetings.*

Fee: \$550

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

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

The application of the above tools to economics: supply and demand analysis, national income determination, profit maximisation, growth, elasticity, production theory, consumer theory, discounting, consumer surplus, dynamic economic models, input-output analysis.

[A candidate may bring into the examination room his own slide-rule and his own hand-held electronic calculator. If calculators are used they must satisfy the requirements given under Examinations Tests in the General Regulations for External Students.]

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

Shae Wan-chaw, B.Sc., M.Phil. (C.U.H.K.). *Wednesdays, 8.00–9.30 p.m., starting September 21, 1988. Room 141, University Main Building. 30 meetings.* **Fee: \$550**

This course aims to:

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

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

Section 1: Value integration

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

Section 2: Anomie

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

Section 3: Class and class conflict

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

Section 4: Authority and bureaucracy

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

219. Elements of Statistics—New Syllabus

(London University Syllabus No. 0007).

Shirley Y. Coleman, B.Sc., M.Sc., Ph.D. (Newcastle-Upon-Tyne).
*Thursdays, 6.15–7.45 p.m., starting September 22, 1988. Room LG2,
Hui Oi Chow Science Building, University of Hong Kong. 30 meetings.*

Fee: \$550

The course will give an introduction to statistics for students with some competence in mathematics.

The topics will be:

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

220. Banking 1—New Syllabus (London University Syllabus No. 0008). Peter Yip Hoi-hing, A.C.I.B., D.M.S. *Saturdays, 2.00–3.30 p.m., starting September 24, 1988. Room 121, University Main Building. 30 meetings.* **Fee: \$550**

Objectives

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

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

221. Principle of Economics I: Microeconomics.

Joseph Hu, M.Econ. (North Carolina State). *Wednesdays, 6.15–7.45 p.m., starting September 21, 1988. Room 843, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$395**

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

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

Medium of instruction: English and Cantonese.

222. Principle of Economics II: Macroeconomics.

Joseph Hu, M.Econ. (North Carolina State). *Wednesdays, 8.00–9.30 p.m., starting September 21, 1988. Room 843, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$395**

Students will be provided with some basic economic knowledge to understand and analyze current economic issues. It consists of four parts. Part I introduces the basic structure of a simple macro-economy, showing how the various sectors interact. Part II focuses on the factors affecting the decisions of consumption, investment and government expenditure. Part III introduces the theories and the roles of fiscal and monetary policies in an economy to shed light on the problems of inflation and unemployment. The last part will extend the simple macro-economy to include the foreign sector. In particular, the balance of payments and the rate of exchange will be discussed.

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

Medium of instruction: English and Cantonese.

223. Economics.

Gina M. K. Tang, B.A., M.B.A. (H.K.). *Saturdays, 2.00–3.45 p.m., starting September 24, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower 9/F. 23 meetings.* **Fee: \$490**

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

Medium of instruction: English and Cantonese.

224. Basic Economics for Professional Examinations.

Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.C.I.B., A.C.I.S., C.Dip.A.F., M.M.S. *Mondays, 6.15–9.15 p.m., starting November 28, 1988. Room 142, University Main Building. 10 meetings.* **Fee: \$365**

This course is intended for those who are preparing for the first Economics paper of professional examinations (e.g. HKSA/ACCA/ICSA/CIMA/CIOB). The syllabus includes such topics as the scope of economics, the theory of demand, supply, costs, market structures, distribution, national income accounting, money and banking and international finance.

225. Monetary Economics.

Joseph Hu, M.Econ. (North Carolina State). *Saturdays, 2.15–4.15 p.m., starting September 24, 1988. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$455**

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

Medium of instruction: English and Cantonese.

226. Elements of Banking.

Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.C.I.B., A.C.I.S., C.Dip.A.F., M.M.S. *Fridays, 6.30–9.00 p.m., starting November 25, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 14 meetings.* **Fee: \$395**

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

227. General Principles of Law.

Peter Ho, B.A. (Hons.) (C.U.H.K.), Solicitor. *Tuesdays, 6.00–8.00 p.m., starting September 20, 1988. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 23 meetings.* **Fee: \$550**

The aim of the course is to give a sound knowledge of the general principles of law to students preparing to sit for the A.C.I.B. Stage I examinations. The course content strictly follows the syllabus as required by the Chartered Institute of Bankers. Topics include: the nature and sources of Hong Kong Law, corporations and unincorporated associations, torts, contract, trusts, succession, land laws and negotiable instruments. A few sessions will be devoted to solving the problems from past examination papers.

228. 法律概論 (General Principles of Law)

主 講 人：何美礎律師，B A (Hons) (C U H K) 。

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（信德中心西翼九樓）。

時 間：一九八八年九月廿二日起每星期四下午五時五十五分至七時五十五分。

全期學費：五百五十元。（共二十三講）。

本課程旨在提供一般法律理論及知識與銀行從業員，對報考A C I B第一部份考試者尤為適合。一般人士亦可藉此課程增加其法律知識。內容包括香港司法制度，組織法、民事法、合約法，信託法，土地法，可轉讓票據法，遺產法等。

229. Practice of Banking I.

C. S. Chan, A.C.I.B. *Thursdays, 8.00–9.30 p.m., starting September 22, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$330**

The aim is to prepare students for the Practice of Banking I examination of Stage 2 Banking Diploma of the Chartered Institute of Bankers. The course content will follow the syllabus as required by the A.C.I.B. examinations (e.g. relationship of banker and customer, banking operations, types of account holder and securities for advances.) Candidates must have passed the Law Relating to Banking examination conducted by the Chartered Institute of Bankers.

230. Law Relating to Banking.

Stephen Leung Sze-wing, LL.B. (E.Anglia), LL.M. (Cantab.), P.C.L.L. (H.K.). *Thursdays, 8.00–10.00 p.m., starting September 22, 1988. Room 237, University Main Building. 21 meetings.* **Fee: \$550**

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

231. Foreign Exchange and Money Markets.

Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.). *Fridays, 6.15–7.45 p.m., starting September 23, 1988. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 16 meetings.* **Fee: \$335**

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

232. Cheques—Legal Aspects and Forgery.

Peter Yip, A.C.I.B., D.M.S. *Thursdays, 6.15–9.15 p.m., starting September 22, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 4 meetings.* **Fee: \$170**

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

Medium of instruction: Cantonese supplemented by English where appropriate.

233. Legal Aspects and Fraud on Documentary Credits.

Peter Yip, A.C.I.B., D.M.S. *Mondays, 6.30–9.30 p.m., starting September 19, 1988. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 3 meetings.* **Fee: \$130**

This course is designed for importers, exporters and bankers to acquire

a sound knowledge of the legal aspects and fraud on documentary credits. The topics to be discussed are: legal aspects on payment credit, acceptance credit, negotiation credit and deferred payment credit, contractual relationships on documentary credits, fraud rule on documentary credits, forged documents presented, positions of issuing bank and negotiating bank on fraud transactions, precautionary measures to be taken by banks in future. Exercises and case studies will be provided in order to enable the students to have active participation throughout the course.

Applicants must possess basic knowledge on documentary credits operations.

Medium of instruction: Cantonese supplemented by English where appropriate.

234. Securities Law in Hong Kong.

Stephen Leung Sze-wing, LL.B. (E.Anglia), LL.M. (Cantab.), P.C.L.L. (H.K.). *Wednesdays, 7.45–9.45 p.m., starting September 21, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$450**

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

235. Documentary Credits and Collections.

Thomas H. K. Fong, A.C.I.B., Dip.M. *Mondays, 6.15–9.45 p.m., starting November 14, 1988. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 9 meetings.* **Fee: \$455**

This programme is designed for supervisors and senior clerks in the bills departments of banks, who have been acquainted with the basic principles and operations of documentary credits and collections. A workshop type approach will be used to encourage members' active participation in discussion. Topics include: international trade practices, types of credit, shipping documents, foreign exchange and currency options, interpretation of ICC UCP 400, cargo insurance, credit negotiability, examining documents, handling discrepancies, inward bills operations, local banking

practices, analysis of fraudulent cases, current abuses of credits, protection against abuses, documentary collections and export credit insurance.

Applicants must specify on their application forms which banks they work for and their work experience in Banking. Enrolment of students will be by selection of those most qualified to benefit from the course of tuition. Closing date for application: October 15, 1988.

Medium of instruction: Cantonese.

236. Corporate Finance.

Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.). Mondays, 8.00–9.30 p.m., starting October 17, 1988. Room 101, James Hsiung Lee Science Building, University of Hong Kong. 16 meetings.

Fee: \$335

The aim of the program is to introduce the latest developments towards Corporate Finance. Attendants are expected to have basic financial knowledge and work experience. Topics include: capital structuring, funding management, liquidity management, foreign currency exposure management and financial markets.

Medium of instruction: English and Cantonese.

237. Foreign Exchange and Treasury Management for Company Executives.

H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb. Mondays, 6.45–8.15 p.m., starting September 19, 1988. Room 122, University Main Building. 20 meetings.

Fee: \$405

Effective management of foreign exchange and treasury functions is vital to profit contribution in corporations. A company executive is expected to have a good understanding of market practice and related techniques. The main topics covered are: business needs and foreign exchange services, foreign exchange markets and practice, functions and staffing of the treasury department, understanding of market information, euromarket, corporate approach to currency management, hedging techniques, financial futures and options, management control and technology-based treasury services, ECU and composite currency.

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

238. Import and Export Banking.

Robert Au Sui-chee, A.C.I.B. Saturdays, 2.15–5.00 p.m., starting September 24, 1988. Room 151, University Main Building. 10 meetings. **Fee: \$405**

This banking course is specially designed for those interested in learning

import and export procedures and practice. The topics will include: detailed explanations of all types of letters of credit, collection bills, banking services provided by inward and outward bills departments, I.C.C. publication number 400 illustrations by case study, updated problems and solutions. Foreign exchange will also be discussed. Questions and answers will be provided in the class to assist students in their practical job requirements. After completion of this course, participants should well understand all bills operations.

Medium of instruction: English and Cantonese.

239. Investment Fundamentals.

Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.).
Fridays, 8.00–9.30 p.m., starting September 23, 1988. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 16 meetings.

Fee: \$335

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

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

Medium of instruction: English and Chinese.

240. Investment Banking.

H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb. *Mondays, 8.20–9.50 p.m., starting September 19, 1988. Room 122, University Main Building. 20 meetings.*

Fee: \$420

Investment banking has gradually evolved out of merchant banks and securities firms around the world. This change takes place as most financial institutions aim at integration of their international networks. Topics to be discussed: U.S. credit market and international banking system, eurocurrency markets and offshore banking facilities, corporate treasury management, capital markets instruments, commercial papers, euronotes, floating rate notes, eurobonds, transferable loan certificates, credit rating, swaps, mergers and acquisitions, placement of instruments with institutional and individual investors. Discussion will also be made on international equity and the recommendations of the International Primary Market Association. Bank executives with two years' experience are preferred.

241. Merchant Banking Services.

Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.).
Mondays, 6.15–7.45 p.m., starting October 17, 1988. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 16 meetings.

Fee: \$335

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

Medium of instruction: English and Cantonese.

242. Swap Financing Techniques.

H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb. *Thursdays, 6.45–9.45 p.m., starting October 20, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.*

Fee: \$215

Swaps have become more important as a means of finance to companies. Corporate officials who understand the operation of swap transactions will benefit the financial position of their companies. Topics include the following: use of swap in corporate financial management, types of swap transactions, pricing and quotation, credit risk and exposure management. Swap standards of the British Bankers' Association and International Swap Dealers' Association will also be discussed.

243. Wholesale Banking.

H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb. *Thursdays, 6.45–9.45 p.m., starting November 24, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.*

Fee: \$430

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

244. Credit Analysis: Fundamentals and Essentials.

Simon Mak Kwai-ming, B.A., M.B.A. (C.U.H.K.). *Tuesdays, 8.05–9.35 p.m., starting September 20, 1988. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.*

Fee: \$330

This course will focus on the principles of bank lending and the procedures

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

Applicants should have a basic knowledge of accounting.

Medium of instruction: English and Cantonese.

245. Credit Analysis.

Thomas H. K. Fong, A.C.I.B., Dip.M. *Mondays, 6.15.–9.45 p.m., starting September 19, 1988. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.*

Fee: \$300

The programme is designed for credit analysts and credit officers in financial institutions, to develop the ability to appreciate the essential information from the financial statements and make a considered credit appraisal. Topics include: principles of bank lending, credit investigation, analysing and evaluating financial statements, accounting ratios—construction and use, preparing a financial analysis report, security analysis, making a sound and realistic credit proposal, credit administration and control, detecting insolvency signposts and avoiding a bad loan.

Applicants should have a basic knowledge of accounting. Enrolment of students will be by selection of those most qualified to benefit from the course of tuition. Closing date for application: September 3, 1988.

Medium of instruction: Cantonese.

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

主 講 人：由香港期貨交易所有限公司安排期貨業人士主講。

地 點：香港大學校外課程部市區中心12室。（信德中心西翼九樓）。

時 間：一九八八年九月十九日起每星期一下午七時四十五分至九時四十五分。

全期學費：二百八十元。（共九講）。

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

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

主 講 人：葉海興先生，A C I B, D M S。

地 點：香港大學屬樹雄科學館G 3室。

時 間：一九八八年十月七日起每星期五下午六時三十分至九時三十分。

全期學費：一百七十元。（共四講）。

本課程為任職於出入口貿易公司及銀行押匯部從業員而設。內容包括押匯信用狀的用途及操作過程，信用狀須附的單據，信用狀之開立，修改及通知，審核押匯信用狀的依附文件，信用狀的償款方法及特殊信用狀的操作過程等。

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

主 講 人：區文道先生，A C I B, F C I S, L L B。

地 點：星期二於香港大學校外課程部市區中心22室（信德中心西翼九樓）。

星期四於香港大學校外課程部市區中心24室（信德中心西翼九樓）。

時 間：一九八九年一月三日起每星期二及星期四下午六時三十分至九時。

全期學費：一百三十五元。（共四講）。

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

249. Introductory Statistics.

H. B. Yeung, B.Sc. (Thames Poly.). *Wednesdays, 8.00–9.30 p.m., starting September 21, 1988. Room 201, University Main Building. 20 meetings.*
Fee: \$340

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

Medium of instruction: English and Cantonese.

250. Statistics for Business and Economics.

(For details, please refer to separate leaflet).

Education

Staff Tutor: Linda Bauer, Telephone 5-8592780

251. "Future Music": Computers and Music Making.

Malcolm Butler, B.Mus. (Manc.), M.Phil. (Liverpool), Lecturer in Music, University of Hong Kong. *Saturday and Sunday, January 7 & 8, 1989, 9.30 a.m.-5.30 p.m. Room 123, University Main Building, University of Hong Kong.* **Fee: \$220**

Musicians have adopted computers without missing a beat. Now, low-cost synthesizers can be connected to personal computers, in effect allowing the computer to 'play' the synthesizer. As a result, musicians can compose, perform and print music, via computers.

This course will explore the possible uses of computers in music education, particularly in the teaching and study of performance, composition, aural and theory skills, and analysis. The course will be of interest to students, teachers and lecturers and will contain a practical element which will limit the number of participants that can be accepted. Basic music and computer literacy would be an advantage. An important consideration will be students' own interests. *Enrolment is limited.*

Fee Refund: on being accepted for this course, teachers of music and dance will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. *(Closing date for applications: December 21, 1988.)*

252. 學齡前兒童音樂活動 (Music at Pre-School)

主 講 人：程德智女士。

地 點：香港灣仔盧押道五號二樓中國兒童書院。

時 間：一九八八年十月五日起每星期三下午五時三十分至七時。

全期學費：一百四十元。（共六講）。

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

課程內容包括：（一）介紹音樂基本概念，例如力度、定音、音色、節奏、旋律等，同時將會透過一些兒歌和樂曲，讓學員有機會練習與上述概念有關的教

學技巧。(二)從兩至六歲幼童的音樂能力着眼，介紹怎樣運用節奏樂器和孩子的動作去上音樂課，並就這方面提供練習機會。(三)在學齡前兒童音樂課程內容中去發掘較值得重視的課題，並以實例去加以說明。(限收35人)。

申請教署退還半費手續：凡幼稚園教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。(如欲教育署退還半費者，須於九月二十四日前報名。)

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

主 講 人：香港閱讀學會成員及其他研究兒童文學專業人士。

地 點：香港大學校外課程部市區中心21室(信德中心西翼九樓)。

時 間：一九八八年九月二十八日起每星期三下午八時至九時三十分。

全期學費：二百五十五元。(共十三講)。

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

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

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

254. The Leisure Age: Leisure Education for Secondary School Students.

Atara Sivan, B.A., M.A. (Bar-Ilan), Lecturer, University of Haifa, Israel, Programme Developer, Israeli Ministry of Education & Culture. *Thursdays, 6.00–7.30 p.m., starting October 6, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower. 9/F. 10 meetings. Fee: \$145*

One of the most important challenges of education in modern society today is the notion "education for leisure". This course aims to familiarise teachers with this concept and to serve as an introduction to current thinking in the field. The course will first deal with definitions, concepts, and an historical and comparative over-view. An examination of the role of leisure at each stage in the life cycle will then follow, with particular emphasis on

"leisure and the adolescent". Leisure activities and preferences amongst young people will be looked at with regard to youth culture and its special characteristics.

The role of school in relation to other socialization agents in "education for leisure" will be examined and demonstrated in models of leisure-education.

A practical approach will be used throughout and participants will be encouraged to apply this knowledge to their own contexts. Youth workers, social workers and related professionals will also find the course of value.

Enrolment is limited to 30.

255. New Approaches to Teaching and Counselling Young People.

Atara Sivan, B.A., M.A. (Bar-Ilan), Lecturer, University of Haifa, Israel; Programme Developer, Israeli Ministry of Education & Culture. *Thursdays, 6.00–7.30 p.m., starting January 12, 1989. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$115**

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

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

A practical approach will be used throughout and participants will be encouraged to try new skills and techniques such as brainstorming, role-playing, simulation games, ways of handling discussions, ways of handling agreement, debate and negotiation.

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

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: January 3 1989.*)

256. Learning Through Play.

Mrs. Susan Kerley and others. *Tuesdays, 7.45–9.45 p.m., starting October 4, 1988. Bradbury Room, Pre-School Playgroup Association Headquarters, Old British Military Hospital Building, East Wing, 2/F., 12 Borrett Road, Hong Kong. 12 meetings.* **Fee: \$330**

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

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

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

Fee Refund: on being accepted for this course, teachers in kindergartens will be sent a half fee refund application form, which they should forward to the Director of Education together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 23, 1988.*)

257. Understanding Bright Children.

Frank Laycock, Ph.D. (California), Emeritus Professor of Psychology, Oberlin College (USA). *Saturdays 10.30 a.m.—12 noon, starting October 8, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, 9/F. 10 meetings.* **Fee: \$220**

A survey of bright children: their origins, development, and education. We shall examine the nature of high intelligence, special talents, and marked creativity. Then we shall read about some children who have displayed unusual intelligence, and review the behavior that is typical of most very bright youngsters. We shall go over the various ways—traditional and innovative—to identify bright children in a community or a school. We shall look at school programs for very able pupils. Finally we shall discuss some of the problems that a gifted child often faces, and some important issues that these problems pose for the family and the community.

Members of the class may prepare materials suited to bright children's development and education, or study a specific child's intellectual or academic growth.

The course is intended for teachers, parents, and others who are concerned about identifying and stimulating bright children. Topics of high interest to members of the class may, within the general framework of the course, be emphasized.

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 29, 1988.*)

258. 學校德育講座 (Moral Education in Schools)

主 講 人：王齊樂先生。

地 點：香港大專校外課程部市區中心22室（信德中心西翼九樓）。

時 間：一九八八年十月六日起每星期四下午三時至五時。

全期學費：五百三十元。（共十八講）。

本課程要旨，在於介紹有關學校德育的一般理論和實施方法。為切合學員的實際需要，將着重問題的討論與意見的交流和歸納。內容要點包括：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、班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、資助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月二十三日以前報名。）

259. Certificate in Learning and Behaviour Difficulties.

Thursdays, 4.00–6.00 p.m., starting October 6, 1988. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 30 meetings plus tutorial sessions.

Fee: \$2,500

Course Director: S. J. Winter, B.Sc. (S'ton), M.Ed. (Exon.), Cert.Ed. (Coventry), Lecturer in Education, University of Hong Kong.

Course Aims and Objectives:

The course is intended for teachers, both in secondary and primary schools with a particular interest or responsibility for pupils with learning and behaviour difficulties. These pupils may be part of a standard class or in a special group or unit.

The programme is designed to promote awareness of developments in provision worldwide for pupils with learning and behaviour difficulties

who are educated within the normal primary and secondary school system, rather than in special schools.

Further aims include the development of an understanding of concepts and issues related to assessment and intervention with pupils who display learning and behaviour difficulties.

Skills in assessment and intervention techniques (and associated methods of delivery) appropriate to such pupils will be included.

Course Content

The following details provide an outline of course content which will be modified according to the needs of course participants:—

Unit One: Introduction to Learning and Behaviour Difficulties. This unit aims to provide a broad overview of ways in which different education systems deal with pupils with learning and behaviour difficulties. Among topics covered will be: Prevalence of learning and behaviour difficulties. Causes, Contributing and Associated Factors, Legislation, Procedures and Provision in HK, UK, USA, USSR, etc. The UK 1981 Education Act, its implications and implementation. US Public Law 94–142.

Unit Two: Assessment: An Introduction. This unit addresses, from a class teacher's standpoint, some of the practical problems involved in attempts to assess and analyse basic pupil attributes. Different approaches are examined in particular relation to Intelligence, Specific Abilities, Educational Performance, Personal Adjustment and Social Behaviour.

Unit Three: Instruction and Intervention: An Introduction. This unit examines different approaches available for use by class teachers in regard to pupils displaying learning and behaviour difficulties.

Unit Four: Classroom Approaches to Learning and Behaviour Difficulties: A Topical Perspective. This unit concerns itself with common learning and behaviour problems. It is probable that most of the topics listed below will be covered in some way or another, although the precise order and emphasis will depend upon the interests and concerns of course participants. Topics not on this list may be added at the request of participants.

The focus will be upon recently developed but well documented classroom techniques, including those which have a preventive aspect.

Topic list: Reading Difficulties and Dyslexia, Writing Problems, Numeracy Difficulties, Speech and Language Problems, Second Language Problems, Impulsivity, Disruptive Class Behaviour, Elective Mutism, Withdrawn and/or Isolate Behaviour, Rejection and Bullying, Depression, Anxiety and Phobia, School or Class Refusal, Aggressive Behaviour, Low Resistance

to Frustration, Lying, Stealing, Clumsiness and Motor Problems, Problems of Control at Home.

Assessment

Successful completion will be dependent on course participation and two written assignments, drawn from three categories: (a) intervention with a single pupil experiencing learning or behaviour difficulties, (b) an innovative project involving a group of pupils either directly [as in the case of a social skills training project] or indirectly [as in the case of a parental involvement project], (c) an investigative study of a topic related to learning and behaviour difficulties.

Course duration

Over 100 contact hours.

Teaching arrangements

There will be 60 hours of tuition. This will take the form of a 2-hour session each week, involving all course participants. Tuition will involve tutor plus video presentations, exercises, discussions and presentations by participant and visiting speakers.

In addition, there will be tutorial sessions for groups and individuals in connection with the two course assignments. Reading materials will be recommended or provided during the course.

Enrolment is limited to 20.

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 24, 1988.*)

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

主 講 人：吳敏倫醫生、陳寶琮小姐、張燦輝博士、曾家達先生、劉煒堅先生及其他專業人士。

地 點：每星期一在校外課程部市區中心17室上課（信德中心西翼九樓）。
由一九八八年九月十五日起至一九八九年二月十六日，每星期四在校外課程部市區中心17室上課。（信德中心西翼九樓）。
由一九八九年二月二十三日起每星期四在香港大學校本部上課。

時 間：一九八八年九月十二日起至一九八九年六月二十二日每星期一及星期四下午五時四十五分至七時四十五分。

全期學費：修讀文憑課程者一千九百元。

選修者課程中每一部份收費二百一十元。

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

課程內容：整個課程分為六部份，每部份的大綱如下：

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

課程組織：課程組織分文憑課程及選修。

修讀文憑課程者需修讀所有六部份。

選修之學員只可選修第一至第五部份中若干部份。

授課方式：講授、小組討論、個案研討、實習。

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

凡選修此課程而不擬考取文憑者，則應具中學畢業或以上程度。

考試及習作：在完成第一、二及四部份將有考試。在完成第三及五部份將有作業，在實習課過程中亦將有作業。

結業文憑：凡修讀文憑課程，出席率不少於百分之八十，考試合格，習作及實習成績滿意者，得獲頒發「性教育課程文憑」。

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

名 額：45人（文憑課程）。

15人（選修）。

申請教署退還半費手續：凡政府、資助或私立學校之教師進修以上課程（全部六個部份），而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於八月二十六日前報名）。

In-Service Teacher Education Programme (Instep)

The following courses are offered by the Faculty of Education in conjunction with the Department of Extra-Mural Studies of the University of Hong Kong. The purpose of the programme is to provide a diverse range of in-service courses which will help teachers to implement changes and develop solution to the problems which they face in schools.

261. 創作性活動的設計 (Creative Play)

主 講 人：孔美琪女士，B A (Mount Holyoke College), Cert Ed (H K)。

地 點：香港大學校外課程部市區中心13室（信德中心西翼九樓）。

時 間：一九八八年十月三日起每星期一下午六時至七時三十分。

全期學費：二百五十元。（共六講）。

創作力是幼兒與生俱來的。幼兒往往透過不同的創作性活動，來表達自己的思想、情緒，從而增強自信和獲得滿足感。

本課程特為家長及幼兒教師而設，對如何發揮幼兒創作力、豐富想像力皆有詳盡的研討。

課程內容包括：（一）創作性活動的定義及重要性；（二）配合幼兒發展的需要；（三）活動的設計；（四）環境的設計；（五）家長及老師扮演的角色（限收30人）。

申請教署退還半費手續：凡幼稚園教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月二十二日前報名。）

262. 幼兒語言學習 (Language Learning in Early Childhood)

主 講 人：鄭倩薇女士，B A ,Cert. Ed , Adv Dip. Ed. (H. K.) 。

地 點：香港大學許愛周科學館 L G 1 室。

時 間：一九八八年九月三十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。 (共六講) 。

本課程旨在增進學員對幼兒語言學習的認識，從而提供適當的輔導以發展及提高幼兒的語言能力。課程內容包括幼兒語言的發展、兒童語言的分類及提高幼兒語言能力的各種活動，如閱讀、說故事、遊戲等。授課形式除講授外，還輔以研習，適合各家長、對幼兒教育有興趣者及在職而未受訓練的幼兒教育工作者修讀。（修讀者不需任何經驗）。（限收25人）。

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

263. C Programming for Secondary School Teachers.

Look Yue-cheun, B.Sc., Dip.Ed. (C.U.H.K.). *Lectures: Tuesdays & Thursdays, 6.00–7.30 p.m., starting September 27, 1988. Room 103, University Main Building. Workshops: Tuesdays & Thursdays, 6.00–7.30 p.m., starting November 8, 1988. Extra-Mural Computer Lab., Knowles Building, 7/F., University of Hong Kong. 12 lectures and 12 workshops.*

Fee: \$800

The course is designed to introduce "C" programming techniques for teachers teaching Computer Studies at A-level. Topics to be considered will include (1) basic data types, operators & expressions (2) control statements (3) functions & programs structures (4) I/O (5) Advanced data type. Relevant case studies or examples will be introduced. *Enrolment is limited to 28.*

Medium of instruction: Cantonese.

Fee Refund: on being accepted for this course, teachers of Computer Studies in secondary schools will be sent a half fee refund application form, which they should forward to Director of Education, together with the course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 17, 1988.*)

264. 傳意與寫作教學 (Communication and Teaching of Chinese Writing)

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

地 點：香港大學校外課程部市區中心20室。(信德中心西翼九樓)。

時 間：一九八八年十月七日起每星期五下午六時至七時三十分。

全期學費：二百元。(共十講)。

傳意學是七十年代新興的學術，它是研究人與人、人與團體、人與社會等等，通過傳意的行為來建立關係，並且分享智識、信息、思想等的學問。寫作是傳意的一種方法；以前研究中文寫作，多集中在文體、內容和修辭；今天我們可以借助傳意學，較全面的去研究篇章與人的關係、篇章在社會的應用、作者與讀者的關係。本課程將詳盡介紹寫作的傳意過程、語言與傳意、心目中的讀者、傳意寫作教學法示例、傳意寫作能力的評鑑、傳意寫作在香港的發展等。本課程的教學活動包括教學交流、教學實驗、教案示例研討等。(限收30人)。

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

265. 教育機構之行政管理 (Management of Educational Institutions)

主 講 人：香港教育行政學會會員。

地 點：香港大學鈕魯詩樓734室。

時 間：一九八八年十月六日起每星期四下午六時十五分至七時四十五分。

全期學費：二百二十元。(共十講)。

本課程着重介紹教育行政的一般專業理論，並 嘗 試 結 合 香港學校的現實環境進行探討。講題包括：一般組織理論，領導作風、組織氣氛，一般管理理論，規劃與決策，實施與控制，學校組織發展，校內人事管理，校內教師進修與職工發展，校內員工評鑑，學校行政涉及之法律問題，學校的責任承擔等。(限收三十人。)

(本課程與香港教育行政學會合辦)。

申請教署退還半費手續：凡政府、資助或私立中學之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。(如欲教育署退還半費者，須於九月二十三日前報名)。

266. Management of Educational Institutions.

Members of the Hong Kong Council for Educational Administration.
*Tuesdays, 6.15–7.45 p.m., starting October 4, 1988. Room 237, University
Main Building. 10 meetings.* **Fee: \$220**

The course is designed to provide a basic professional training for educational administrators. An introduction to basic professional training will be provided for educational administrators, particularly principals, potential school administrators and administrators of other educational institutions.

Topics to be discussed will include organisation theories, personnel management, problem solving, decision-making, leadership style, team work, communications, managing change, staff development, staff appraisal and accountability.

Basic reference: Everard K. B. and Morris, G. (1985): *Effective School Management*. London: Harper & row.

Fee Refund: on being accepted for this course, teachers in secondary schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in government, aided and private schools. (*Closing date for applications: September 23, 1988.*)

報 名 從 速

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

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 253. 頁 。

Engineering

Course Nos. 271 to 272 lead to the award of University Certificates. They have clearly defined entry requirements and applicants are advised to read the description carefully before applying. Special application forms are available on request from the Department. Applicants must enclose certified photostat copies of the appropriate certificates along with their application forms. Applicants should note that they are not allowed to attend any other course or sit any other examination during the year.

According to the University regulations, course fees and caution money (\$200) will be collected after the selection process, but applicants should send, with their application form, a non-refundable application fee of \$80.

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

271. University Certificate Course in Electric Power and High Voltage Engineering.

C. T. Choy, Ph.D., M.I.E.E., Sen.M.I.E.E.E., M.H.K.I.E., Lecturer in Electrical Engineering, University of Hong Kong. *Thursdays, 7.15–9.15 p.m., starting October 13, 1988. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 30 lectures plus 1 laboratory period. Each lecture period will consist of 2 hours and each laboratory period 4 hours.*

Fee: \$1,300

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

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

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

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

Enrolment is limited to 40 persons.

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

Closing date for applications: September 15, 1988. A special application form is available on request from the Department.

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

Staff Tutor: Daniel H. S. Lee *Telephone* 5-8592793

272. University Certificate Course in Software Engineering.

P. C. Chui, B.Sc. (H.K.), M.S. (C.S.U.), M.I.E.E.E., Senior Engineer/Software Manager, Litton, CitiCorp, Teledyne, U.S.A., Lecturer in Electrical and Electronics Engineering, University of Hong Kong. *Thursdays, 7.00–9.15 p.m., starting October 13, 1988. Room 213, Haking Wong Building, University of Hong Kong. 30 lecture meetings and 10 tutorial/presentation meetings.*

Fee: \$2,200

This course presents software engineering methodologies for the development of quality, cost-effective, schedule-meeting, maintainable computer software. Software is dealt with as an engineered product that requires planning, analysis, design implementation, testing and maintenance. The goal is to provide a concise presentation of each step in the software engineering process. This is not a computer programming language course. This course is designed for practising managers, software engineers, analysts, digital system engineers and individuals who are responsible for software project development in industry.

Syllabus: Software engineering methodologies. Software life cycle. Computer software organization. Software design techniques. Design representation. Design and coding standards. Structured Programming. Qualitative measures. Program complexity; program testing; software development systems. Engineering management. Software planning. Requirement analysis. Software development cycle. Software test/acceptance. Software production and support. Software documentation. Software configuration management.

Entry Qualifications: Applicants should have a Bachelor's degree or Polytechnic Higher Diploma in Electrical Engineering or Computer Science

or equivalent and be engaged in an appropriate profession. In exceptional cases consideration for admission will be given to applicants without professional or graduate qualifications provided that they are over 25 and have had at least two years of relevant experience in responsible positions. An examination will be conducted at the end of the course and the award of a certificate is subject to passing the written examination and on satisfactory completion of course-work. Candidates should have attended at least 75% of the lectures. The written examination will be assessed by both University and External examiners.

Closing date for applications: September 24, 1988. A special application form is available on request from the Department of Extra-Mural Studies.

Applicants must enclose certified photostat copies of the appropriate certificates along with their application forms. Applications which are not accompanied by relevant documents will not be considered.

PRIOR ENROLMENT IS ESSENTIAL

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

In order to receive the next issue of this Prospectus, please turn to page 253.

English Studies

Staff Tutor: Duncan Macintosh, Telephone 5-472225

Certificate Programme in English for Business

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

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

SYLLABUS

General English	remedial tuition will be provided with a view to eradicating the most common errors the students make.
Oral English	the students will be given tuition in various aspects of oral communication and in making oral presentations.
Business Correspondence:	
<i>basic principles</i>	format and convention;
<i>commercial jargon</i>	the students will be shown how to avoid outmoded jargon and redundancy;
<i>letters of enquiry and replies to them</i>	tuition will be given in how to write letters making trade enquiries, how to reply to them, how to place orders and how to acknowledge them;
<i>letters of complaint and adjustment</i>	tuition will be given in how to write letters of complaint and how to reply to them appropriately;
<i>sales letters</i>	tuition will be given in how to write sales letters to suit particular situations;

<i>letters of application</i>	tuition will be given in how to write letters of application for employment and references for others applying for jobs;
<i>correspondence summaries</i>	tuition will be given in how to summarise a series of letters so as to identify the significant points in the correspondence as a whole and how to make recommendations for further action.
Other Forms of Written Communication	memoranda; proposals; notices; forms.
Report-writing	tuition will be given in how to write investigative reports with recommendations short reports and 'mixed-form' reports.
Reporting Meetings	tuition will be given in how to prepare agenda and write minutes.
Reading and comprehension	practice will be given in the comprehension of commercial and general texts.
Note-writing	tuition will be given in the making of tabulated notes on written material and the taking of notes on spoken material.

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

ADMISSION REQUIREMENTS:

- A. The following applicants are exempted from sitting the Entrance Examination:
 - i. *University Graduates:* they should be employed on a full-time basis in relevant occupations and should attach copies of their degree certificates to their application forms. They should then attend a special interview as follows: between 3.00 and 8.30 p.m. at the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9.F., 200 Connaught Road Central on 25th August, 31st August, 5th September or 6th September. Applicants should therefore state on their application forms the date and the approximate time they wish

to attend for interview. They will then be interviewed on a "first come, first served" basis on the dates indicated above. Waiting time will be reduced as far as possible, but some delays are inevitable.

- ii. *Holders of the Departmental Certificate in the Use of English with Grade 'B' or above for both Writing and Oral skills awarded in 1988;* they should attach a copy of their Certificate with a *full* statement stating why they wish to be enrolled to their application forms which should be submitted before *20th August, 1988*.
- B. Applicants holding any of the following qualifications should sit the Entrance Examination on any of the scheduled dates indicated below and state on their application forms the date and place they wish to do so:
- a Departmental Certificate in the Use of English in Writing Skills Grade C or D;
 - a 'Good Pass' at Departmental Use of English, First Year level;
 - a Grade 'D' Pass or above in the Use of English Paper of the Hong Kong Advanced Level Examination;
 - a Grade 'C' Pass or above in English at G.C.E. 'O' level, *plus evidence of further study at post-secondary level*.
 - a Grade 'D' Pass in English Language in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus 'A', Grade 'B', *plus evidence of full-time study at post-secondary level*.

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

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

- (A) Loke Yew Hall, University of Hong Kong, Main Building, Pokfulam Road, Hong Kong.
- 6.30 p.m. on 2nd September, 1988
 - 2.30 p.m. on 3rd September, 1988
- (B) Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9th floor, 200 Connaught Road Central, Hong Kong.
- 6.30 p.m. on 23rd August, 1988
 - 6.30 p.m. on 30th August, 1988
- (C) Wah Yan College, 56 Waterloo Road, Kowloon.
- 6.30 p.m. on 25th August, 1988
 - 6.30 p.m. on 1st September, 1988

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

Note: Applicants will be informed of the result of the Entrance Examination very shortly after the last examination on 6th September; the fees of those who have failed to gain admission will then be refunded.

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

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

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

COURSES

A. In Hong Kong

Course No. At the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/FI. (Adjacent to the Sheung Wan M.T.R. Station).

- 276.** Mondays and Wednesdays, 6.30–8.00 p.m., starting October 5, 1988. 60 meetings. **Fee: \$950**
- 277.** Tuesdays and Thursdays, 7.45–9.15 p.m., starting October 4, 1988. 60 meetings. **Fee: \$950**

At the University of Hong Kong.

- 278.** Wednesdays and Fridays, 6.15–7.45 p.m., starting October 7, 1988. 60 meetings. **Fee: \$950**

At Wah Yan College, Queen's Road East.

- 279.** Mondays and Wednesdays, 6.30–8.00 p.m., starting October 3, 1988. 60 meetings. **Fee: \$950**
- 280.** Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 4, 1988. 60 meetings. **Fee: \$950**

At Wah Yan College, 56 Waterloo Road.

- 281.** Mondays and Wednesdays, 6.30–8.00 p.m., starting October 3, 1988. 60 meetings. **Fee: \$950**
- 282.** Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 4, 1988. 60 meetings. **Fee: \$950**
- 283.** Wednesdays and Fridays, 6.30–8.00 p.m., starting October 5, 1988. 60 meetings. **Fee: \$950**

All the above fees are inclusive of the examination fee.

ENROLMENT

Closing Date: September 3, 1988 unless all the places in the Entrance Examination have been allocated before that date.

1. FEE PAYMENT MUST BE MADE BY MEANS OF A CROSSED CHEQUE MADE PAYABLE TO THE "UNIVERSITY OF HONG KONG".
2. APPLICANTS WISHING TO APPLY *AT THE SAME TIME* FOR AN ENGLISH FOR BUSINESS COURSE AND A USE OF ENGLISH COURSE SHOULD, IN THE FIRST INSTANCE, PAY BOTH FEES, I.E. \$950 FOR ENGLISH FOR BUSINESS *AND* \$785 FOR USE OF ENGLISH. THE FEE FOR THE COURSE THEY ARE NOT ACCEPTED FOR WILL BE REFUNDED. IF THEY ARE NOT ACCEPTED FOR EITHER COURSE, BOTH FEES WILL BE REFUNDED. NO APPLICANT MAY ATTEND BOTH COURSES AT THE SAME TIME.
3. APPLICANTS WISHING TO APPLY FOR A PLACE IN A USE OF ENGLISH COURSE AND AN ENGLISH FOR BUSINESS COURSE SHOULD APPLY TO SIT THE ENGLISH FOR BUSINESS ENTRANCE EXAMINATION *BY 25TH AUGUST* AND THE USE OF ENGLISH ENTRANCE EXAMINATION ON *2ND OR 3RD SEPTEMBER*. IF THEY PASS THE ENGLISH FOR BUSINESS ENTRANCE EXAMINATION THEY WILL BE INFORMED ACCORDINGLY, AND SHOULD NOT THEN SIT THE USE OF ENGLISH ENTRANCE EXAMINATION.

Certificate Programme in the Use of English

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

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

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

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

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

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

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

ENTRANCE REQUIREMENTS: Those who have completed a First Year course sufficiently well in the year 1987–88 or who possess a Departmental Certificate in English for Business awarded in 1988 may enrol in a Second Year course without any further test.

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

- a) (1) have gained a Grade D in English Language in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade B, or the equivalent in an approved examination, *and* (2) be able to provide evidence of further study at post-secondary level; or
- b) (1) have passed the Cambridge University Local Examination Syndicate First Certificate in English Examination, *and* (2) be able to produce evidence of further study at post-secondary level; or
- c) have obtained a Grade 'C' Pass in English At G.C.E. 'O' level or Grade 'E' or above in the Hong Kong Advanced Level Examination.

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

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

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

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

6.30 p.m. on 24th August, 1988

6.30 p.m. on 26th August, 1988

6.30 p.m. on 31st August, 1988

- 6.30 p.m. on 2nd September, 1988
 12 noon on 3rd September, 1988
 4.30 p.m. on 3rd September, 1988
 (B) Wah Yan College, 56 Waterloo Road, Kowloon.
 6.30 p.m. on 26th August, 1988
 6.30 p.m. on 2nd September, 1988

EARLY APPLICATION STRONGLY ADVISED
 LIMITED NUMBER OF
 ENTRANCE EXAMINATION PLACES AVAILABLE

COURSES—First Year

A. In Hong Kong

Course No. At the Extra-Mural Town Centre, Shun Tak Centre,
 West Tower, 9/F. (Adjacent to the Sheung Wan M.T.R.
 Station)

(Note: *These courses will be held in the morning*)

284. Mondays and Wednesdays, 8.45–10.15 a.m., starting
 October 3, 1988. 50 meetings. **Fee: \$785**

285. Tuesdays and Thursdays, 8.30–10.00 a.m., starting
 October 4, 1988. 50 meetings. **Fee: \$785**

At the University of Hong Kong.

286. Tuesdays and Thursdays, 6.15–7.45 p.m., starting
 October 4, 1988. 50 meetings. **Fee: \$785**

287. Tuesdays and Thursdays, 7.15–8.45 p.m., starting
 October 4, 1988. 50 meetings. **Fee: \$785**

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

288. Mondays and Wednesdays, 6.30–8.00 p.m., starting
 October 3, 1988. 50 meetings. **Fee: \$785**

289. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
 October 4, 1988. 50 meetings. **Fee: \$785**

290. Wednesdays and Fridays, 6.30–8.00 p.m., starting
 October 5, 1988. 50 meetings. **Fee: \$785**

At Wah Yan College, Queen's Road East.

291. Mondays and Wednesdays, 6.30–8.00 p.m., starting
 October 3, 1988. 50 meetings. **Fee: \$785**

292. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
 October 4, 1988. 50 meetings. **Fee: \$785**

293. Wednesdays and Fridays, 6.30–8.00 p.m., starting
 October 5, 1988. 50 meetings. **Fee: \$785**

B. *In Kowloon*

Course No. At Wah Yan College, 56 Waterloo Road.

294. Mondays and Wednesdays, 6.30–8.00 p.m., starting October 3, 1988. 50 meetings. **Fee: \$785**

295. Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 4, 1988. 50 meetings. **Fee: \$785**

Second Year

A. *In Hong Kong*

Course No. At the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. (Adjacent to the Sheung Wan M.T.R. Station)

(Note: *Course 296 is held in the morning*)

296. Mondays and Wednesdays, 8.30–10.00 a.m., starting October 3, 1988. 50 meetings. **Fee: \$785**

297. Tuesdays and Thursdays, 8.00–9.30 p.m., starting October 4, 1988. 50 meetings. **Fee: \$785**

At the University of Hong Kong.

298. Mondays and Wednesdays, 6.15–7.45 p.m., starting October 3, 1988. 50 meetings. **Fee: \$785**

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

299. Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 4, 1988. 50 meetings. **Fee: \$785**

At Wah Yan College, Queen's Road East.

300. Mondays and Wednesdays, 6.30–8.00 p.m., starting October 3, 1988. 50 meetings. **Fee: \$785**

301. Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 4, 1988. 50 meetings. **Fee: \$785**

B. *In Kowloon*

Course No. At Wah Yan College, 56 Waterloo Road.

302. Mondays and Wednesdays, 6.30–8.00 p.m., starting October 3, 1988. 50 meetings. **Fee: \$785**

303. Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 4, 1988. 50 meetings. **Fee: \$785**

ENROLMENT

Closing Date: 31st August, 1988. Unless all the places in the Entrance Examination have been allocated before that date.

1. FEE PAYMENT MUST BE MADE BY MEANS OF A CROSSED CHEQUE MADE PAYABLE TO THE "UNIVERSITY OF HONG KONG."
2. APPLICANTS WISHING TO APPLY *AT THE SAME TIME* FOR A USE OF ENGLISH COURSE AND AN ENGLISH FOR BUSINESS SHOULD, IN THE FIRST INSTANCE, PAY BOTH FEES, I.E. \$785 FOR THE USE OF ENGLISH *AND* \$950 FOR ENGLISH FOR BUSINESS. THE FEE FOR THE COURSE THAT THEY ARE ACCEPTED FOR WILL BE RETAINED AND THE FEE FOR THE COURSE THAT THEY ARE NOT ACCEPTED FOR WILL BE REFUNDED. IF THEY ARE NOT ACCEPTED FOR EITHER COURSE, BOTH FEES WILL BE REFUNDED. NO APPLICANT MAY ATTEND BOTH COURSES AT THE SAME TIME.

Foundation English Programme

(Formerly "Special English")

Everyday reminds us that a sound knowledge of the English Language is essential to those who wish to make good progress in their careers. The Foundation English Programme is intended for those who wish to improve on their command of English, but who do not have the basic qualifications required to join the Department's Certificate Programme in the Use of English. On completion of the Second Year of the Foundation Programme, however, students will sit an examination that leads to the award of the Extra Mural First Certificate in English Language. **Those who are awarded this Certificate with a Credit are eligible to enrol in a First Year course in the Use of English in the following year without sitting any further test.** Those who are not awarded a Credit are required to sit the Use of English Entrance Examination.

In order to strengthen and improve Foundation English students' command of English, intensive tuition is provided in the following:

Written Communication: the ability to write to suit a variety of situations and to read for a thorough understanding of what has been said.

Oral Communication: the ability to speak readily and carry on conversations in a variety of different situations and to understand what others have said without difficulty.

Enrolment into First Year courses will be open to all appropriately qualified applicants on a "first-come, first served" basis. Promotion from the First to the Second Year of the Programme will depend on the student's performance in the First Year. Tutors will therefore set assignments and progress tests that students will be expected to complete.

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

- N.B. *i All applicants must attach copies of their educational qualifications to their application form.*
- ii Applicants are advised to indicate the course of their second choice so that if their first choice is oversubscribed, they can be placed in their second choice.*
- iii These courses are not open to students in any class in a secondary school.*

COURSES

A. In Hong Kong

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

(Note: Courses 304, 305, 306 are held in the morning).

- 304.** Mondays and Wednesdays, 8.30–10.00 a.m., starting October 3, 1988. 50 meetings. **Fee: \$775**
- 305.** Tuesdays and Thursdays, 8.30–10.00 a.m., starting October 4, 1988. 50 meetings. **Fee: \$775**
- 306.** Wednesdays and Fridays, 8.30–10.00 a.m., starting October 5, 1988. 50 meetings. **Fee: \$775**
- 307.** Mondays and Wednesdays, 8.00–9.30 p.m., starting October 3, 1988. 50 meetings. **Fee: \$775**

At the University of Hong Kong.

- 308.** Tuesdays and Thursdays, 8.00–9.30 p.m., starting October 4, 1988. 50 meetings. **Fee: \$775**
- 309.** Tuesdays and Fridays, 7.15–8.45 p.m., starting October 4, 1988. 50 meetings. **Fee: \$775**
- 310.** Wednesdays and Fridays, 8.00–9.30 p.m., starting October 7, 1988. 50 meetings. **Fee: \$775**

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

- 311.** Wednesdays and Fridays, 6.30–8.00 p.m., starting October 5, 1988. 50 meetings. **Fee: \$775**

At Wah Yan College, Queen's Road East.

- 312.** Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 4, 1988. 50 meetings. **Fee: \$775**

B. In Kowloon

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

313. Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 3, 1988. 50 meetings. **Fee: \$775**

314. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 6, 1988. 50 meetings. **Fee: \$775**

315. Wednesdays and Fridays, 6.30–8.00 p.m., starting
October 7, 1988. 50 meetings. **Fee: \$775**

At Wah Yan College, 56 Waterloo Road.

316. Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 3, 1988. 50 meetings. **Fee: \$775**

English for Appreciation

317. Australian Literature.

Mrs. June Moller, B.A. (Melbourne). *Wednesdays, 6.15–7.45 p.m., starting
October 5, 1988. Room 141, University Main Building. 10 meetings.*

Fee: \$175

Australia this year is celebrating its bicentenary. In those two hundred years the country has developed from a penal colony for England's unwanted criminals into a technologically advanced, multicultural society.

The Australian environment originally provided a unique and harsh challenge to the convicts, early settlers, bushrangers, gold diggers, squatters, shearers and swaggies who pioneered the land, and from the beginning there developed in all forms of literature a popular concept of the "Aussie", a character very different from his colonial forefathers.

The shaping of a nation is reflected in its literature and as Australia experienced the tragedy of World War I, the hardships of the 1930's, another war, followed by a period of rapid growth and prosperity, the image of this distinctive character persisted.

This course will attempt to identify this Australian by looking at a selection of literature including poetry, short stories, drama and fiction.

Reading and discussion will provide enjoyment and the opportunity for some critical literary analysis. It is also hoped that participants will gain a deeper appreciation of Australia and its people.

A selection of Australian short stories and poetry will be made available during the course. Participants should also obtain copies of the following:

G. Johnson: *My Brother Jack* (Collins).

R. Lawler: *The Summer of the Seventeenth Doll* (Currency Press).

which are available from the Hong Kong Book Centre, 25 Des Voeux Road Central, Hong Kong.

318. Poetry Reading and Appreciation.

Mrs. D. H. Shroff, B.A. (Bombay). *Fridays, 6.15–7.45 p.m., starting October 7, 1988. Room 141, University Main Building. 15 meetings. Fee: \$250*

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

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

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

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

319. The Art and Appreciation of Short Story Writing.

Mrs. D. H. Shroff, B.A. (Bombay). *Tuesdays, 7.15–8.45 p.m., starting October 11, 1988. Room 843, Knowles Building, University of Hong Kong. 15 meetings. Fee: \$250*

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

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

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

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

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

320. A Look at American Literature.

Mrs. Pauline Rippon, B.A. (Leeds). *Tuesdays, 6.30–8.00 p.m., starting October 11, 1988. Room 4C, St. Joseph's College, 1st floor, 7 Kennedy Road, Hong Kong. 10 meetings.* **Fee: \$175**

The freshness and verve of American literature has long excited a good deal of attention and popularity. This course is therefore intended as an introduction to the subject for those who have not previously had an opportunity to study it in detail, but who are interested in it and wish to learn more. Through considering a selection of poems and two full-length novels, those participating in the course will have an opportunity to trace the main historical trends of American literature as well as to study and appreciate the work of particular writers in depth in the informal environment of tutorial-type meetings.

In addition to a selection of poems that will be made available during the course, those attending it should obtain copies of the following novels:

Mark Twain: *The Adventures of Huckleberry Finn* (Puffin)

F. Scott Fitzgerald: *Tender is the Night* (Penguin Modern Classics)

which will be available from the Hong Kong Book Centre 25 Des Voeux Road Central.

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 253 頁 。

English for Specific Purposes

Staff Tutor: John Bensly Telephone 5-472225

Spoken English

Certificate Programme in English Speech

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

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

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

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

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

Entrance Requirements: All applicants should

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

The Entrance Test will consist of a Listening Test and an Interview. Listening Tests will be held in the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9th floor, 200 Connaught Road Central, on 8th and 9th September, at 6.00 p.m. Applicants should indicate on their application forms on which evening they wish to be tested.

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

Closing Date for Applications: 3rd September, 1988.

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

Duration: 60 1½ hour sessions, inclusive of examination.

Enrolment: limited to 30 students.

Fee: **\$950**, inclusive of examination.

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

- pass the examination;
- participate fully, attend regularly, and perform adequately during the course of tuition.

COURSES

331. Mondays and Wednesdays, 6.15–7.45 p.m., starting October 3, 1988

332. Tuesdays and Thursdays, 6.15–7.45 p.m., starting October 4, 1988

333. Tuesdays and Thursdays, 8.00–9.30 p.m., starting October 4, 1988

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

English for Specific Purposes

334. Oral Presentations.

Mrs. C. Macaskill, B.A. (Wits.). *Saturdays, 2.15–3.45 p.m., starting October 1, 1988. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.*

Fee: \$210

Effective oral presentations are increasingly frequently the key to success whenever an executive wishes to convince a group of people of the importance and validity of the message he wishes to get across to them. This course is therefore designed for those in Government Service commerce or industry who are expected to prepare and present effective informative or persuasive speeches. The emphasis of the tuition will be on the practical rather than the theoretical aspects of public speaking and will include the following: Audience analysis; Formulating objectives; Planning and structuring for maximum effectiveness; Persuasive communication; Preparation techniques; Voice production; Eye contact; Non-verbal communication; Audio-visual aids.

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

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

Closing date for applications: 24th September, 1988.

Written English

335. Written English for Executives.

Miss Nellie Childe, B.A., M.A. (H.K.). *Thursdays, 6.15–7.45 p.m., starting October 6, 1988. St. Joseph's College, 7 Kennedy Road, Hong Kong. 10 meetings.* **Fee: \$190**

This course is designed for those who are currently working at junior and middle management levels and who perceive a need to upgrade their competence in written English for career development. The course should be of special value and relevance to executives and training officers in commerce and government.

The students catered for in this course are those who find difficulty in coping with the demands of written English in the varied contexts of office administration. Minute writing as a committee secretary, report writing for onward submission to committees and boards, and independent handling of correspondence in a variety of situations will be dealt with, and participants will be given opportunities to submit their writing for critical discussion.

Enrolment will be limited to 30 students and will be by selection of those best qualified to benefit from the course of tuition.

Closing date for applications: 27th September, 1988.

English for Engineers

336. Communication for Engineers.

Syed Hasan, B.A. M.A. (Madras), A.Inst.M., F.B.I.M. *Mondays and Wednesdays, 6.15–7.45 p.m., starting October 17, 1988. Wah Yan College, 56 Waterloo Road, Kowloon. 30 meetings.*

Fee: \$570

Engineers and those in related technical professions, in addition to acquiring professional and management skills, must also master communication skills if they are to further their careers and carry out their jobs effectively. The need to present ideas logically and persuasively in the spoken and written language, formally and informally, and to comprehend quickly and accurately spoken and written information is essential for efficient communication. The syllabus for the course, therefore, will focus on those aspects that are of particular importance and relevance to the engineer, and will cover: technical correspondence; writing memoranda; writing reports; writing minutes of meetings; writing briefing papers; group discussion; presenting points of view; giving oral reports; and giving talks. Students will also be given practice in listening and reading comprehension.

Enrolment will be limited to 30 students and will be by selection of those best qualified to benefit from the course of tuition. Applicants should be qualified engineers and should submit a short letter in support of their application.

Closing date for applications: 24th September, 1988.

English for Medical Practitioners

Certificate Programme in Medical English

These courses are intended for all persons associated with health care, such as doctors, nurses, physiotherapists, paramedical staff, health educators, medical students, and others with a professional interest in medicine, who need to communicate in English.

The aim of the courses is to improve the students' general standard of English and to extend and practise language skills, both oral and written, in a variety of situations related to career requirements. The syllabus will also cover note-taking, summarizing, study and intensive reading, presenting medical reports orally and in writing, the language used in medical histories and case studies, medical terminology relating to physiology, anatomy, and disease, and the communicative needs of patients and staff. Authentic materials and the latest communicative techniques for specific purpose language teaching will be used.

Applicants should bear in mind that these courses are not designed to teach basic English and that an understanding of medical terminology in the students' first language will be assumed.

Entrance Requirements: All applicants should

1. have gained Grade D or above in English Language Syllabus B in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade B, or the equivalent in an approved examination.
2. be able to produce evidence of further study at post-secondary level.
3. attach copies of their certificates to their application form.
4. submit a short letter in support of their application.
5. attend an interview, if required.

Closing date for applications: 10th September, 1988.

Duration: 60 1½ hour sessions, inclusive of examination.

Enrolment: Limited to 30 students in each course.

Fee: **\$1,200**, inclusive of examination.

Tutor: Mrs. B. D. Whitman, B.Sc. (Lond.), F.I.M.L.T.

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

- pass the examination.
- participate fully, attend regularly, and perform adequately during the course of tuition.

COURSES

337. Mondays and Wednesdays, 6.15–7.45 p.m., starting October 3, 1988, at the University of Hong Kong.

338. Tuesdays and Thursdays, 6.15–7.45 p.m., starting October 4, 1988, at the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

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

English for Teachers

339. Certificate Course in the Grammar and Semantics of English.

The aim of this course is to provide experienced non-native speakers of English who have a good command of the language and who are primarily teachers with a comprehensive introduction to the grammar and semantics

of English. The student will be encouraged to examine critically traditional concepts, to consider new trends, and to acquire a sound basis of knowledge on which to promote his or her teaching career.

The course will consider the main distinction between traditional grammar and modern linguistics and then proceed to examine in detail the structure of the word, group, clause and sentence; parts of speech; gender, number and case; tense, mood, and aspect; transitivity and voice. It will introduce systemic grammar with a study of surface and deep grammar and will give the student ample work in structural analysis. The course will examine the relationship between grammar and semantics and cover the most relevant topics in linguistic semantics, semantic structure and lexicology. It will also review the most common varieties of English and consider problems in error analysis. The approach, which will be descriptive, will not, however, attempt to examine the theoretical bases to which different descriptions are related.

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

Admission Requirements: Applicants should possess a university degree or college of education certificate, a copy of which should be attached to the application form, and those who are teachers should have had several years' experience of English language teaching. Applicants will be required to attend an interview at the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9th floor, 200 Connaught Road Central, on 15th September, beginning at 5.00 p.m. Applicants will be interviewed on a first come, first served basis.

Closing Date for Applications: 10th September, 1988.

Time: Tuesdays and Thursdays, 6.15–7.45 p.m., starting October 4, 1988.

Place: University of Hong Kong, Pokfulam Road, Hong Kong.

Duration: 60 1½ hour sessions, inclusive of examination.

Enrolment: limited to thirty students.

Fee: **\$950** inclusive of examination.

Award: An Extra-Mural Certificate will be awarded to students who complete the course satisfactorily. Assessment will be by examination, course projects and assignments, and practical work.

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

340. Certificate Course in the Teaching of English to Speakers of Chinese.

The aim of this course is to provide experienced non-native teachers of English who have a good command of the language with a comprehensive introduction to teaching theory, methods, and techniques. The student will be encouraged to examine critically traditional concepts, to consider new trends, and to acquire a sound basis of knowledge on which to promote his or her teaching career.

The course will cover Theory (theories of language and language learning); Methods (the syllabus, learning & teaching activities, materials, English for specific purposes, the teaching of spoken English, reading and writing, and the history of language teaching); Techniques (presenting & practising language, feedback, lesson planning); Testing (the linguistics & psychology of language testing, the purpose, design, and types of tests, the reliability & validity of tests, test construction, and error analysis); Language Proficiency (improvement of students' spoken & written English, and classroom English). Students will be required to do some microteaching.

The tutors are drawn from a panel of fully qualified lecturers in Applied Linguistics and the Teaching of English and the intention is not only to provide a thorough grounding in the Teaching of English but also to prepare those students who intend, later on, to apply for more advanced post-graduate courses.

Admission Requirements: Applicants should possess a university degree or college of education certificate, a copy of which should be attached to the application form, and should have had several years' experience of English language teaching. Applicants will be required to attend an interview at the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9th floor, 200 Connaught Road Central, on 16th September, beginning at 5.00 p.m. Applicants will be interviewed on a first come, first served basis.

Closing Date for Applications: 10th September, 1988.

Time: Wednesdays and Fridays, 6.15–7.45 p.m., starting October 5, 1988.

Place: Wah Yan College, 56 Waterloo Road, Kowloon.

Duration: 60 1½ hour sessions, inclusive of examination.

Enrolment: limited to thirty students.

Fee: **\$1,100** inclusive of examination.

Award: An Extra-Mural Certificate will be awarded to students who complete the course satisfactorily. Assessment will be by examination, course projects and assignments, and practical work.

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

341. Comparative Phonetics of English and Cantonese.

Raymond Huang, B.A. (Lingnan), M.A. (Leeds), I.P.A.Cert.Phon., P.G.C.E., L.R.A.M., L.T.C.L. (London). *Wednesdays, 7.30–9.30 p.m., starting October 12, 1988. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$300**

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

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

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

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

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

Fee Refund: on being accepted for this course, teachers of English will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: October 1, 1988.*)

342. English for Primary Teachers.

P. D. Reynolds, B.A. (NUI), B.D. (Dub.), M.Ed. (Tor.), Senior Lecturer in Education, University of Hong Kong. *Wednesdays, 10.30 a.m.–12.00 noon, starting October 5, 1988. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$210**

This course is intended for primary school teachers of English as a second language. Its purpose is to provide them with an opportunity to revise and upgrade their own English language skills with a view to classroom use. The emphasis of the course will be on vocabulary use, particularly as related to reading comprehension and writing.

The teaching approach of the course will be participant-based. Teaching will be directed at the actual English language difficulties experienced by the individual participants. Therefore meetings will be of a seminar nature and active contribution by all participants is expected.

Enrolment limited to 25 students.

Fee Refund: on being accepted for this course, teachers of English in primary schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 27, 1988.*)

343. Learning English through Literature.

Philip K. W. Chan, B.A., M.A. (H.K.), Dip.Ed. (C.U.H.K.). *Fridays, 6.15–7.45 p.m., starting October 7, 1988. Wah Yan College, 56 Waterloo Road, Kowloon. 10 meetings.*

Fee: \$190

This course aims to develop greater sensitivity to language by equipping students with a critical approach to literature. The approach emphasizes the literary use of language through extracts from novels, plays, poems, films, and songs. These extracts, presented on tape, and in writing, will be analysed to illustrate how language is used to convey tone and attitude; points of view and impressions by means of metaphor and simile; characterization; and feelings, moods and emotion through irony and jokes.

The course should have especial appeal for teachers who would like to extend 'textbook' English to involve students in the perception, expression, and production of speech acts. It can help them develop communicative activities, such as verse and prose speaking, mime, role play, drama, and creative writing. The course will also be of use to those interest in reading literature.

The course will consist of talks, seminars and discussions, workshops, practical work and creative writing. *Enrolment limited to 30 students.*

Fee Refund: on being accepted for this course, teachers of English will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 27, 1988.*)

Varieties of English

344. The Language of the Media.

Neil Drave, B.A. (Leeds), M.A. (York). *Wednesdays, 6.15–7.45 p.m., starting October 5, 1988. Wah Yan College, 56 Waterloo Road, Kowloon. 10 meetings.* **Fee: \$190**

The course will fall into two distinct—but related—parts to reflect the differences in the language of different media and to distinguish between the language of communication and that of persuasion. The first part will outline the different approaches of television and the written media and will develop into a detailed discussion of form and style in a selection of English language newspapers. The sessions on advertising will look at emotionalism, linguistic disguise, the appeal to the intellect, punning and other features which constitute manipulation of objective truth in the world of 'journalese'. Relevant examples will be provided.

Enrolment will be limited to 30 students and will be by selection of those best qualified to benefit from the course of tuition.

Closing date for applications: 27th September, 1988.

345. The Language of Literature.

Neil Drave, B.A. (Leeds), M.A. (York). *Thursdays, 6.15–7.45 p.m., starting October 6, 1988. Wah Yan College, 56 Waterloo Road, Kowloon. 10 meetings.* **Fee: \$190**

'Literature' and 'language' are obviously inseparable but since the former is a special configuration of the latter it is worthy of as much attention as, for example, the plot of a novel or the structure of a play. The course will survey some of the most provocative and interesting attitudes to language in literature as well as focussing on changes in the writer's attitude to his medium in different periods of English literature. The historical development of literary language, the significance of genre and the stylistic features of early twentieth century 'Modernism' will all be discussed at length. Texts will be provided.

This course will be of value especially to teachers but other advanced students of literature will also find it of interest. *Enrolment limited to 30 students.*

Fee Refund: on being accepted for this course, teachers of English will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 27, 1988.*)

European Languages

Staff Tutor: Duncan Macintosh, *Telephone* 5-472225

Courses in Spanish Language

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

Days for all courses: Tuesdays and Thursdays.

Starting date for all courses: 4th October, 1988.

Place: Room 125, Wah Yan College, 1/F., Queen's Road East.

First Year

Course No. **346.** 5.30–6.30 p.m. 60 meetings. **Fee: \$760**

Course No. **347.** 7.40–8.40 p.m. 60 meetings. **Fee: \$760**

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

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

Second Year

Course No. **348.** 6.35–7.35 p.m. 60 meetings. **Fee: \$800**

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

N.B. Priority will be given to applicants who have completed one of the Department's First Year courses in the year 1987–88. Other applicants will be enrolled only if vacancies are still available after 24th September, 1988, and on the basis of their previous study of the Spanish language.

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

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

Courses in French Language

Beginners' Courses

These are practical, active courses in basic French intended for people with no previous knowledge of the language. Strong emphasis will be put on the acquisition of audio-oral skills through intensive interactive processes in class. Intensive tuition will also be provided in writing and reading skills, for they are an integral part of building foundations in French for further study and use of the language.

The students' ability to communicate efficiently in French will be assessed in a short examination on completion of the course of tuition. Those who pass this examination will be eligible for promotion to the Second Year of the programme in the year 1989–90. The Final Examination to be held on completion of that year of tuition will lead to the award of the Department's First Certificate in French Language.

COURSES

A. *In Hong Kong*

- 349.** Tutor: Mrs. Lyne R. Bullett, B.A., C.A.P.E.S. (Paris), M.A. (Lond.), Honorary Lecturer, in charge of the Degree-Programme in French, University of Hong Kong.

Tuesdays and Thursdays, 7.15–8.45 p.m., starting October 4, 1988. University of Hong Kong. 65 meetings, exclusive of the terminal examination. **Fee: \$1,250**, inclusive of examination.

B. *In Kowloon*

- 350.** Tutor: Denis-Ch. Meyer, B.A., M.A. (Paris), Lecturer in French, Hong Kong Polytechnic.

Mondays and Wednesdays, 7.15–8.45 p.m., starting October 3, 1988. Wah Yan College, 56 Waterloo Road. 65 meetings, exclusive of the terminal examination. **Fee: \$1,250**, inclusive of examination.

N.B. Enrolment in both the courses mentioned above is limited to 25 students. Successful applicants will be sent Joining Instructions.

Advanced Studies

351. Advanced Studies in French.

Denis-Ch. Meyer, B.A., M.A. (Paris), Lecturer in French, Hong Kong Polytechnic, and Mrs. Lyne R. Bullett, B.A., C.A.P.E.S. (Paris), M.A. (Lond.), Honorary Lecturer, in charge of the Degree-Programme in French, University of Hong Kong. *Fridays, 6.30–8.30 p.m., starting October 14, 1988. Room 15, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$245**

This course, which will take the form of a series of seminars on various aspects of French civilization and culture, will be taught in French. It is therefore intended for those with a sound knowledge of the French language (i.e. those who have received 400 hours of tuition or more). An exploration of recent developments in French society, political and economic life, and into the historical background and main literary and artistic trends, will be offered. A detailed programme of the course will be issued to students at the first session. A variety of documents in French, including extracts from current media items, recordings, etc., will be considered during the course.

- N.B. *i. This course will be conducted in French.*
ii. Applicants will be interviewed in order to assess their degree of competence in French in the Extra-Mural Town Centre between 6.00 and 8.00 p.m. on 7th October.
iii. Enrolment is limited to 25 students.

Closing date for applications: 6th October, 1988.

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.

Geography & Geology

Staff Tutor: Koon-ki T. Ho, Telephone 5-8592792

356. Geotechnical Methods: Recent Developments & their Applications in Modern Building Industry.

J. C. W. Lau, M.Sc. (Manc.), Ph.D., LL.B. (Lond.), C.Eng., M.I.C.E., M.I.Struct.E., M.H.K.I.E., F.G.S. *Saturdays, 9.30 a.m.–12.45 p.m., starting October 1, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$320**

The following topics will be discussed with the aim of providing practising Civil and Structural Engineers with up-to-date knowledge of recent trends in geotechnical engineering: site investigation techniques; rock mechanics: properties of intact rocks and their measurement, shear strength of jointed rocks; rock slope stability: rock joint survey and graphical presentation on stereonets, methods of slope stability analysis, theory and design of rock anchors; soil mechanics: properties of soils and their measurement; soil slope stability: limit equilibrium methods; infiltration theories: infiltration of rain water into unprotected slopes and its effect on slope stability, physics of unsaturated flow; earth pressures on retaining structures; dewatering: effects on buildings; and modern stress-strain theories and computational methods: tensor notations, constitutive laws, introduction to finite element method, limit analyses, implication of strain-softening in geotechnical engineering. *Enrolment is limited to 30.*

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

357. 高中地理教學

(Teaching Senior Forms Geography at Secondary School)

主 講 人：香港地理學會會員。

講授語言：粵語及英語。

地 點：香港大學校外課程部市區中心28室（信德中心西翼九樓）。

時 間：一九八八年十月十三日起每星期四下午六時至七時卅分。

全期學費：二百二十元。（共八講）。

本港中學四、五、六、七年級的地理科相繼在1986及1987年採用新課程。其中內容多涉及自然系統及人與這些系統的相互關係。爲使高中地理教師能掌握及了解新課程的內容，香港地理學會及本部特別合辦「高中地理教學」課程，提供進修機會。

本課程的範圍包括：地形系統、大氣系統、生態系統、人與地的相互關係所產生的問題（包括自然災害、污染等）。（限收三十五人。）

申請教署退還半費手續：凡政府、資助或私立學校之地理科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於十月三日前報名）。

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

主 講 人：鈕柏桑先生、袁貞偉先生、鄧玉瓊小姐。

地 點：香港大學校本部大樓142室。

時 間：一九八八年十月六日起每星期四下午六時三十分至七時四十五分。

全期學費：二百九十五元。（共十一講及四次野外考察）。

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

359. 寶石學入門 (Introduction to Gemmology)

主 講 人：陳志強先生，F. G. A.（英國寶石學會院士），

歐陽秋眉女士，F. G. A.（英國寶石學會院士）。

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。

時 間：一九八八年十月六日起每星期四下午八時至十時。

全期學費：四百五十元。（共十講）。

本課程著重介紹寶石的基本知識和鑑別寶石的主要根據。講授範圍包括下列兩方面：（一）常見的天然寶石（如鑽石、紅寶石、藍寶石、祖母綠、閃山雲、水晶、翡翠、珍珠等）的物理性質和鑑別特徵；（二）各種人造寶石的製造方法，仿製品的形式，人工處理顏色的方法及其鑑別方法。（限收廿二人）。

History & Archaeology

Staff Tutor: Koon-ki T. Ho, Telephone 5-8592792

361. Appreciation of Chinese Relics.

Mr. Lo Kam-kau, James, Committee Member of the Hong Kong Archaeological Society. *Tuesdays, 10.15–11.45 a.m., starting October 4, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings plus 1 site visit.* **Fee: \$195**

History started when written language began to produce records, whereas the unwritten prehistory was recorded by relics and antiques. Even after the invention of written language, artistic artefacts have still been bearing powerful witness to the advance of human history.

This course aims at teaching students how to appreciate Chinese relics and antiques, with special attentions paid to evaluation, maintenance and testing for authenticity of antiques and relics. Major topics to be covered include Chinese old painting, ceramics, bronze, jade and ancient artefacts uncovered recently from Chinese archaeological sites.

There will be one full-day field trip in a weekend (travelling expenses to be borne by the participants).

362. 中華民國：1912-1949 (Republic of China: 1912-1949)

主 講 人：蘇維初先生，B. A.，M. Phil.(H. K.)，Ph. D. (A. N. U.)。

地 點：香港大學邵逸夫樓208室。

時 間：一九八八年十月四日起每星期二下午六時卅分至八時。

全期學費：一百八十五元。（共九講）。

自溥儀遜位，至中華人民共和國成立，中國渡過了總共三十七年的艱難歲月。期間它受到內憂外患的沖擊，但也奠下了踏上民主和現代化社會道路的基礎。

本課程旨在指導學員掌握這段歷史，希望使學員認識四九年以前國民黨及國民政府的發展，並透過這種認識，深入了解這段時期國民黨政權的特質及國民政府失去大陸的原因，從而推測未來國共關係發展的趨勢。內容包括：（一）國民黨改組前的中國政局；（二）北伐成功前的國民黨：黨內鬭爭與蔣介石崛起的原因；（三）南京時期的國民黨：中央及地方的關係，汪蔣及汪胡的關係，對日政策的紛爭；（四）抗日及內戰時期的國民黨：國民黨的軍事實力與它在內戰失

敗的原因；（五）民國時期的外交；（六）國民黨之意識型態、派系分別與權力基礎；（七）民國時期社會經濟狀況與中國共產黨興起的關係；（八）民國歷史人物評價：孫中山、蔣介石、胡漢民、汪精衛等；（九）國民黨統治大陸的功過。

選修本課程學員無須具任何事前學識，歡迎對現代中國有興趣人士報名參加。

363. 中國古文物鑑賞 (Appreciation of Chinese Relics)

主 講 人：盧金球先生（香港考古學會執行委員）。

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。

時 間：一九八八年九月十九日起每星期一下午六時至七時卅分。

全期學費：一百九十五元。（共九講及一次現場參觀）。

本課程講授的重點，在於介紹鑑賞中國藝術物品的技巧和怎樣鑑別它們的真偽，同時也涉及品評、維修及補養古文物方面的知識。內容包括：（一）國畫、（二）陶瓷、（三）銅器、（四）玉器、（五）「考古」：國內最新發掘出土文物的分析及其提供的歷史價值和意義。（限收二十二人）。

364. 香港近百年歷史的回顧 (The Past Hundred Years of Hong Kong)

主 講 人：盧金球先生（香港考古學會執行委員）。

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。

時 間：一九八八年十一月廿八日起每星期一下午六時至七時卅分。

全期學費：一百八十五元。（共八講及一次實地考察）。

本課程由中英第一次鴉片戰爭說起，回顧本港一百年來的滄桑史。內容介紹早期香港的面貌、地理環境、傳統生活習慣與風俗、及民間信仰等，並與今日的香港作一個全面的比較。其中對在日治時期港人的生活實況，更有詳細的闡述。講者生於斯長於斯，親身體會淪陷三年零八個月時期的情況，可說是歷史的見證人。本課程對未經第二次世界大戰洗禮的青年人，有提供教育與警惕的作用。四十歲以上的人士，亦可藉本課程重溫舊夢，與講者共同回味過去的甘苦。（限收二十人）。

365. 香港考古與出土文物欣賞 (Hong Kong Relics)

主 講 人：盧金球先生（香港考古學會執行委員）。

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。

時 間：一九八八年九月廿一日起每星期三下午六時十五分至七時四十五分。

全期學費：二百一十五元。（共九講及二次野外考察）。

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

366. 香港古物與古蹟 (Hong Kong Antiquities and Monuments)

主 講 人：盧金球先生（香港考古學會執行委員）。

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。

時 間：一九八八年十一月卅日起每星期三下午六時十五分至七時四十五分。

全期學費：二百一十五元。（共九講及二次實地考察）。

本課程介紹有關考古學對香港古物與古蹟的研究，如史前和歷史時代遺物方面知識，內容包括：石刻、古堡及炮台、古廟、宗祠及公祠、書室及書齋、圍村及民房、風水塔及風水牆、功名牌匾、及古建築物等。有關新界五大家族（鄧、廖、文、彭、侯）等的拓殖史及背景，封建考試制度如鄉試、會試及殿試等。農村風俗及生活習慣等作深入淺出的講授。

太 古 城 校 外 課 程

403.廣告設計實用技巧

485.高級音樂理論

486.和聲入門

527.基本日語

528.基本日語

529.基本日語

530.基本日語

554.高級日語

555.高級日語

581.基本普通話

582.基本普通話

583.基本普通話

584.基本普通話

585.基本普通話

605.高級普通話

606.高級普通話

672.國畫花鳥蟲魚構

圖寫作技法

673.實用書法寫作與集

聯應用研習

Housing Management

Staff Tutors: L. H. Rebecca Chiu, *Telephone* 5-8592786
Mrs. Y. L. Cheng, *Telephone* 5-8592790

Certificate in Housing Management.

The aim is to provide a local qualification in Housing Management for people already working in the field. The course is intended to provide a firm grounding in the theory and practice of housing management.

The course runs over three academic years. Year I and Year II prepare candidates for the Part I and Part II Examinations and Year III for the Final Examination.

A Certificate in Housing Management, issued by the Department of Extra Mural Studies, University of Hong Kong, will be awarded to a candidate on passing the Final Examination and on producing evidence of having had at least three years' approved experience in housing management work.

Applicants must be sponsored by their employers as some of the lectures are held during office hours.

Further details are available on request. Applications for 1988/89 must be submitted before September 30, 1988.

報 名 從 速

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

Journalism & Communication

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

371. What a Print Buyer Should Know About Printing.

Members of the Graphic Arts Association of Hong Kong. *Mondays, 6.45–8.45 p.m., starting January 9, 1989. Room 208, Run Run Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$135**

This course is designed for graphic artists, designers, reporters, editors, and other employees in the publishing, journalism and communication fields who, as print buyers, must have a basic understanding of printing production processes. Emphasis will be on costing evaluation and quality control. Topics will include: placing a printing order, appreciation of printing processes and production, printing materials: standards and suitability, costing and standards in printing, as well as quality control in printing.

Enrolment is limited to 20.

Participants are expected to pay \$100 each for materials and tools.

Medium of Instruction: Cantonese and English.

372. 公共關係文憑課程 (Certificate Course in Public Relations)

主 講 人：顧明仁先生，M Sc (Ed), M A . Dip Comm , MIPR, M Inst PM, FRSA (美國大通銀行副總裁及亞太區公共關係經理 Charles Koo, Vice-President and Manager, Public Relations, Asia-Pacific Chase Manhattan Bank N A) ,

張林森先生，LL B. (Journalism) (張林森顧問行董事 Forrest Cheung, Director, Forrest Cheung and Associates)

及其他客座講師。

地 點：香港大學校外課程部市區中心28室 (信德中心西翼九樓) 。

時 間：一九八八年十月十一日起每星期二下午七時卅五分至十時。

學 費：一千二百五十元。 (共三十八講) 。

名 額：二十八人。

課程主旨：為從事公共關係、市場推廣、工商管理、傳播工作及社會服務人仕，提供一系統全面性的專業知識。

課程內容：（一）大眾傳播導論：講授大眾傳播學理論，介紹不同種類傳媒的特性，並探討大眾傳媒的專業道德及社會責任等問題。（共八講）。

（二）公共關係導論：闡釋公共關係的基本原理及有關的理論，公共關係活動的策劃程序及運作技巧等。（共八講）。

（三）公共關係媒介策劃：討論企業與傳媒的關係，傳媒工作的策劃，製作及選擇適當的訊息與媒體，包括新聞稿、招待會、業績報告等。（共六講）。

（四）企業傳播：討論有關商業企業在形象確立的方針，企業對外及對內傳播的問題，企業危機與公共關係處理技巧等。（共六講）

（五）市場傳播：講授有關基本市場學與傳媒在市場傳播所擔任的角色、公共關係與產品廣告之配合等。（共六講）。

（六）公共關係個案實習：檢討個案及其處理不同公共關係問題所採取的手法等。（共四講）。

入學資格：（一）大專畢業或
（二）大學入學試合格，並具一年以上有關工作經驗。

結業文憑：課程結束後，學員若能符合下列三項條件，則可領得本部頒發之文憑。

（一）畢業考試合格；

（二）上課次數超過百分之八十，

（三）完成所有課程中的作業。

申請手續：申請者須於九月十二日前，將申請表格寄回本部，函內須附回郵信封、二吋半身近照二張、學歷及工作經驗之證件副本及詳情，報名時請用支票交款。

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

主 講 人：劉天賜先生（電視廣播有限公司製作總監）——主任主講人
吳 昊先生（電視廣播有限公司助理節目發展經理）——課程主持
鄧偉雄先生（電視廣播有限公司副製作總監）
梁建璋先生（電視廣播有限公司節目發展經理）
彭濟材先生（電視廣播有限公司助理創作主任）
黎文卓先生（電視廣播有限公司助理創作主任）
何麗全先生（電視廣播有限公司助理創作主任）
（其他主講人包括電視廣播有限公司資深之行政與編導人員）。

地 點：電視廣播有限公司訓練中心（九龍廣播道嘉柏園二樓及西貢清水灣地段220，D4）。

時 間：一九八九年一月六日起每星期五下午七時卅分至九時卅分。
（共三十講，另三十小時以上實習）。

學 費：九百八十五元。

名 額：限收二十人。

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

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

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

畢業文憑：課程結束後，學員若能符合下列條件，則可領得本部頒發之文憑：
（一）所有測驗成績美滿，
（二）上課次數超過百分之八十；
（三）完成所有課程指定之作業與實習。

申請手續：申請者須於十月廿九日以前，將（一）申請表格，（二）劃線支票，
（三）二吋半身近照二張，（四）學歷證件副本，（五）回郵信封，
（六）個人履歷表，包括工作經驗與興趣，（七）另附一份二千字以內之諷刺幽默短劇習作；寄回香港大學校外課程部電視編劇與製作文憑班課程主任收。

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

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

主 講 人：唐碧川先生，M B E（星島晚報總編輯）（首席主講人）
劉慧卿女士（遠東經濟評論香港區特約記者）
顧明仁先生（美國大通銀行副總裁及亞太區公共關係經理）
周 融先生（星島有限公司總經理）
丁紹源先生（前中大新聞翻譯文憑課程講師）
李彭基先生（快報國際新聞編輯）

趙潤桓先生（香港電台高級新聞時事節目主任）

梁天偉先生（香港商業電台新聞經理）。

地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時間：一九八八年十月廿六日起每星期三下午七時十分至九時四十分。

學費：九百八十五元。（共三十八講，另加兩個星期六的實習與參觀）。

名額：三十二人。

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

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

入學資格：申請人須至少具下列任何一項資格：

（甲）持有太專畢業證書。

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

（丙）在各大報館、電台、電視台或出版機構從事記者或行政工作三年以上。

結業文憑：課程結束後，學員若能符合下列三項條件，則可領得本部頒發之文憑。

（一）畢業考試合格；

（二）上課次數超過百分之八十；

（三）完成所有課程中的作業。

申請手續：申請者須於十月一日以前，將申請表格及函件寄回本部，函內須附回郵信封，原服務機構推薦信，二吋半身近照二張，學歷及工作經驗之證件副本及詳情。報名時請用支票交款。

375. 傳媒教育入門〔與天主教社會傳播處合辦〕 **(Introduction to Media Education)**

主講人：夏其龍神父，M S Journalism (Columbia)。

地點：香港天主教社會傳播處（香港堅道十六號教區中心十一樓。電話：5-258021內線418）。

時 間：一九八八年十月廿五日起每星期二下午七時三十分至九時三十分。
全期學費：一百二十元。（共六講）。

從大眾傳播媒介對社會的影響，引出受眾需要對傳媒應有基本的認識，以能深入地欣賞及積極地批判傳媒並影響其製作質素。講授內容包括：（一）傳訊理論及傳媒運作與心理；（二）傳媒教育的基本概念；（三）傳媒教育方法示範——報紙、雜誌、畫報；（四）傳媒教育方法示範——電影；（五）傳媒教育方法示範——電台；（六）傳媒教育方法示範——電視。（限收四十五人。）

376. 廣播劇寫作訓練班〔與天主教社會傳播處合辦〕 **(Script-writing for Broadcasting)**

主 講 人：容若愚先生，S.T.B (H.K.), B Ed. (Lond.), Dip Comm (U.K.)
（香港中文大學教材部）。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八八年九月十二日起每星期一下午六時四十五分至十時。

全期學費：一百三十元。（共四講）。

本課程主要為一些對廣播劇寫作有興趣的人士而設。講授內容包括：介紹廣播劇的歷史、廣播制度及一般的廣播常識；講解一個廣播劇的產生過程，由構思、搜集資料、分幕至寫成劇本，並示範配合音樂及錄音室的效果。

四次課程中，學員除接受理論方面的知識，兼有寫作實習，學員更需依時繳交三篇習作。課程完畢後，可安排實地錄音試播。高水準的創作將有機會在電台播出。（限收二十六人）。

377. 出版基礎課程 (Publishing: A Foundation Course)

主 講 人：中英文教出版事業協會委員。

地 點：香港大學鈕魯詩樓843室。

時 間：一九八八年九月三十日起每星期五下午六時卅分至九時。

全期學費：二百二十五元。（共八講）。

本課程由中英文教出版事業協會與香港出版學會共同策劃；透過八個專題：總論、編輯、設計、製作、市場及營業、宣傳及推廣、財務管理、版權法及合約，對出版行業作一個全面性的介紹與論述。講者均是各大中英文教科書、圖書、雜誌出版社有關部門的負責專業人士。

學員須有預科畢業及以上的程度及曾在出版社工作六個月以上者。

378. 出版深造課程 (Publishing: An Advanced Course)

主 講 人：香港出版學會及中英文教出版事業協會執委。

地 點：香港大學鈕魯詩樓843室。

時 間：一九八八年十一月二十五日起每星期五下午六時卅分至九時。

全期學費：二百七十五元。（共十講）。

銜接出版學初級課程所探討之各項課題，深入研究出版工作編務，市場及管理各方面之實際問題，課程着重個案研究與專題討論，適宜出版行業擔任管理工作之人士參加。

379. 雜誌編輯 (Magazine Editing)

主 講 人：鄭宜迅先生（雜誌編輯與出版專業人士）及客座講者。

地 點：香港大學校本部大樓122室。

時 間：一九八八年九月卅日起每星期五下午七時十五分至九時十五分。

全期學費：一百四十五元。（共七講）。

雜誌的編輯，是專門的學問，是一種藝術、亦是一項管理學；雜誌的編輯，更是作家與廣大羣衆之間的橋樑；小至團體學校的刊物，大至銷路廣闊的雜誌，其成功與否，都倚賴編輯們的能力與修養。故本課程將兼顧以下的重點：報紙、雜誌、畫報編輯的分野及特點；讀者心理和編輯風格的建立，新聞感和信任感探討；文字編輯和技巧編輯在香港的優缺點；標題的控制，資料選輯和節奏感的分析（配幻燈片）；紙張、製版、分色、印刷原理和運用介紹；版面設計、字體研究和美學小談（配幻燈片）；編輯工作的責任感和時間控制。

380. 出版與廣告用之中文字體設計 (Chinese Typography for Advertising and Publications)

主 講 人：黃健康先生。

地 點：香港大學校外課程部市區中心15室（信德中心西翼九樓）。

時 間：一九八八年十二月三日起每星期六下午四時至五時卅分。

全期學費：一百五十五元。（共七講）。

中文美術字體設計應用範圍極廣，由獨具風格的個人標誌、日常活動的報導、團體刊物、以至於商業用的各類廣告宣傳，都需要不同的字款；創新而具有特色的字體設計，更能充份表現出個人或機構高質素的精神和活潑的形象，發揮出鮮明的視覺識別效果來。

課程內容包括透過不同設計意念引導學員創製新款字體，分析常用字體進

而探求更完美的結構造形，介紹多款書寫字體的創製技巧及視覺造形，並與工具創製字體作多方面分析。

本課程適合一般廣告業人士、社會工作者、學校的美術教師，及其他對此類設計有興趣人士選修，而講授時則盡量深入探討，理論與實踐並重。

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

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

課程內容適合對中文電腦有興趣或日常工作需要利用電腦處理中文資訊者修讀。

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

本期開設下列兩班，編號 **381** 及 **382**。

381. 尹日成先生、袁振光先生、李仲泉先生主講。

地點：香港大學邵仁枚樓101室。

時間：一九八八年十月四日起每星期二下午七時十五分至八時四十五分。

全期學費：九十元。（共六講）。

382. 尹日成先生、袁振光先生、李仲泉先生主講。

地點：香港大學邵仁枚樓101室。

時間：一九八八年十一月十五日起每星期二下午七時十五分至八時四十五分。

全期學費：九十元。（共六講）。

383. 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：香港大學邵逸夫樓208室。

時間：一九八八年十月三日起每星期一下午六時三十分至八時三十分。

全期學費：二百二十元。（共十講）。

本課程是為雜誌出版及工作人士介紹版面設計及編排的基本概念。內容包

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

384. 教學錄映帶節目：製作技巧及應用 (Techniques in Making & Using Instructional Video (Non-broadcast))

主 講 人：容若愚先生，S T B (H K)，B Ed (Lond)，Dip Comm (U K)
（香港中文大學教材部）。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八九年一月九日起每星期一下午七時十分至九時十分。

全期學費：一百三十五元。（共六講）。

以活教學的形式，討論應用單機製作教學性錄影節目之方法和技巧，及錄映帶在教育之各種應用。講授內容包括：（一）介紹各種單機拍攝系統（二）拍攝剪接技巧（三）拍攝紀錄片及短劇（四）有關的技術性問題（五）學生參與及教師領導的技巧及（六）應用於小組及個人學習。（限收二十五人。）

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

主 講 人：黎秋華先生，B A (H K)，
李小新先生，M A (Michigan)。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八八年九月廿四日起每星期六下午二時十分至四時十分。

全期學費：二百三十五元。（共十講）。

本課程着重以不同的角度去探討一部電影的各個層面，內容包括：（一）電影歷史與技術演變的關係（二）敘事形式與非敘事形式（三）時空交錯的場面調度（四）語言，映象與聲音的表達（五）電影與文學。課程除講授外，並輔以影片及電視錄影作參考觀賞，適合一般對電影有普遍程度認識的人士參加。（限收三十四人。）

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

主 講 人：黎秋華先生，B A (H K)，
李小新先生，M A (Michigan)。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八八年十二月三日起每星期六下午二時十分至四時十分。
全期學費：二百三十五元。（共十講）。

本課程試從不同類型的電影去比較作者風格，例如愛森斯坦的蒙太奇理論，巴士的寫實主義，尚盧高達的新浪潮等等。學員如能對歐洲、亞洲或美國方面的電影導演有普遍認識，更能增加學習興趣。課程輔以影片或電視錄影帶作觀賞討論。會選修本部電影課程者將獲優先取錄機會。（限收三十四人）

387. 公共關係 (Public Relations)

主 講 人：香港公共關係學會委員。
地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。
時 間：一九八八年十月七日起每星期五下午八時十分至九時五十五分。
全期學費：一百九十元。（共十講）。

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

本課程對從事文化教育事業、社會工作、一般工商企業、以及有志投身公共關係行業者，均有極大之專業上幫助。（限收三十八人）。

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

主 講 人：陳毓祥博士。
地 點：香港大學邵逸夫樓208室。
時 間：一九八八年九月七日起每星期三下午六時十五分至九時四十五分。
（共四次，共三十小時包括由十月一日星期六下午三時至十月二日星期日下午七時的兩日一夜的小組活動）。
全期學費：三百四十元。

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

整個過程着重小組討論，對從事文化教育事業、社會工作及公共關係者，均會有很大的專業上的幫助。（限收二十八人）。

389. 人際關係與人際溝通 (Inter-Personal Relationships in Human Communication)

主 講 人：陳毓祥博士。

地 點：香港大學邵逸夫樓208室。

時 間：一九八八年十月十二日起每星期三下午六時十五分至九時四十五分。
(共四次，共三十小時包括由十一月十二日星期六下午三時至十一月十三日星期日下午七時的兩日一夜的小組活動)。

全期學費：三百四十元。

本課程將以「互相觀察與糾正小組」的方式學習人際關係的理論。內容包括：人際溝通技巧與理論；人際間的隔膜；家庭成員的二十種溝通技巧；面談的理論及技巧等等。

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

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

主 講 人：陳毓祥博士。

地 點：香港大學邵逸夫樓208室。

時 間：一九八八年十一月廿三日起每星期三下午六時十五分至九時四十五分。(共四次，共三十小時包括由十二月十七日星期六下午三時至十二月十八日星期日下午七時的兩日一夜的小組活動)。

全期學費：三百四十元。

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

本課程適合對傳播學有初步認識的學員選修。而對一般從事文化教育事業、社會工作及公共關係、及需進一步理解人際溝通的各項問題的人士，幫助尤大。(限收二十人)。

391. 聲藝與口才 (The Art of Expression)

主 講 人：彭永才先生（亞洲電視藝員訓練中心主任）。

地 點：香港大學邵逸夫樓208室。

時 間：一九八八年九月廿四日起每星期六下午四時至六時。

全期學費：二百三十五元。（共十二講）。

我們生活在這個蓬勃多姿的羣體社會裏，隨時隨地都需要有談吐應對，或發表言論，或現身說法，或肩負司儀，或以聲音作為一種訴諸聽覺藝術的機會。但是話語怎樣才能說得得體，聲調運用得優美，情感的灌注又具感染力，而達到悅耳傳神，聲情並暢的境地，那就有賴於口才的訓練，運聲技巧的掌握，語調情感的控送，以至將聲藝應用諸不同聽覺藝術底範疇時的不同表達方法去作一個較深入的認識與探討，這個課程所提供的，也就是環繞着聲音藝術的有關研究和學習機會。課程內容包括：聲調控送的技巧，粵音九聲的變化，常用語音的分類，粵音口語的特質，演說技巧及練習，司儀方法及練習；念詞方法及練習與播音及配音的基本認識。（限收二十六人。）

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

主 講 人：周文海先生（人人出版社經理兼出版部主任）。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年九月廿七日起每星期二下午六時十分至七時四十分。

全期學費：一百三十五元。（共八講）。

我們每人每天都要處事，都要用很多時間於聽別人的意見，說自己所要說的話、閱讀來往文件或書報、和書寫往來函牘、演講稿……等等，這就是說，我們無時無刻都在(1)自己向自己表達（思想方法的運用），(2)一對一的相對表達（兩個人之間的問題處理），(3)一對多的表達（處理兩到二十或更多人的問題，諸如演講、在會議中發表意見等），(4)理辯式的表達（交涉、談判，以及紛爭性事務的處理）。因此，本課程特從心理學、邏輯學的角度，分析人們思想意見的傳達技巧與實際運用；探討人類行為、理辯態度與社會關係影響意見的表達等等因素。故課程內容理論與實際並重，語言與文字兼顧，與工商教育傳播等均有密切關係，重點配合職業上實際的需求。（限收三十八人）。

393. 處事的技巧 (Decision-Making)

主 講 人：周文海先生（人人出版社經理兼出版部主任）。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年十一月廿二日起每星期二下午六時十分至七時四十分。

全期學費：一百七十五元。（共十一講）。

本課程將透過七次專題講述，四次分組實例研究，探討如何對自己所做的事能夠進行有目的的思考；能夠描述問題、分析問題、界定問題、解決問題；能夠擬方案，能夠寫計劃等。講授內容包括：處事的理和情，事理的設基；怎樣分析問題——查驗事情已發生的原因，認識事情的特點與變化，可能發生的問題之分析方法，人性需要與自我控制，你會編擬計劃嗎？怎樣界定問題與怎樣解決問題；並分組討論：連想力的試驗；分析事理的方法和經驗，開放自己與他人共同分析事理的方式，編擬計劃的方法及解決問題的事例與分享。（限收三十八人）。

394. 廣告與市場策略 (Advertising and Marketing Strategy)

主 講 人：鄧廣鈞先生，M B A (Long Island)。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八九年一月九日起每星期一下午八時廿分至九時五十分。

全期學費：一百二十五元。（共七講）。

在一個高度資訊化的社會裏，各廠商爭相使本身的產品呈現於消費者的眼前，但如何令自己的產品脫穎而出，吸引消費者的注意，這就須要有效率的計劃及策略了。

「成功的廣告行動源於良好的推廣計劃，而良好的推廣計劃是由可靠有效的市場行銷計劃而來。」

本課程討論廣告策略與市場策略之關係，市場定位與市場調查對廣告運用的幫助。並討論廣告計劃的目標，預算訂定，媒介之安排與選擇，評估廣告效果的方法等。

廣告創作初階 (Introduction to Advertising Creation)

本課程供有興趣撰寫廣告文案及培養創作意念的學員參加，對中小型廣告客戶和從業員尤其適合。內容包括廣告優劣之標準、廣告創作過程、客戶要求及廣告與消費行為等課題。學員需在堂上參加小組討論，分享經驗，共同研習作品及參與撰寫電視及報章廣告。

本期開設下列兩班，編號 **395** 及 **396**。

395. 嚴啓明先生（靈傑廣告公司董事總經理）主講。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八八年九月廿二日起每星期四下午六時至八時。

全期學費：二百元。（共十講）。

396. 嚴啓明先生（靈傑廣告公司董事總經理）主講。

地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時間：一九八八年十二月一日起每星期四下午六時至八時。

全期學費：二百元。（共十講）。

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

主講人：張林森先生。

地點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時間：一九八八年九月廿二日起每星期四下午八時三十分至十時。

全期學費：一百四十五元。（共八講）。

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

本課程學員最適宜同時選修隨後之廣告研習班。（限收三十六人）。

398. 廣告研習班 (Advertising Workshop)

主講人：張林森先生，（另邀請資深廣告從業員為客座主講人）。

地點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時間：一九八八年十一月十七日起每星期四下午八時三十分至十時。

全期學費：二百三十五元。（共十二講）。

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

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

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

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

本課程為一般喜愛美術、設計及攝影人士而設。提供較為深入之廣告設計技巧，而其中側重介紹攝影在設計上之運用。通過理論、欣賞、示範及實習，使學習更趨完善。習作包括一般商品攝影佈光方法、模特兒攝影、廣告用黑房技巧、戶外商品攝影法、報紙廣告、海報、包裝紙及封面等。學員除了研習一般設計步驟、文字處理、編排設計、印刷常識、工具運用（如燈箱、特殊效果及顏色黏貼菲林、噴筆……）等外，並需大部份時間作拍攝及黑房沖晒實習。本課程內將會免費提供講義及各種專業攝影及黑房器材。但學員需自付消耗性材料如菲林、藥水等（約一百四十元）。

本期開設下列四班，編號 **399** 至 **402**，每班限收十二人。

399. 蔡克信先生主講。

地點：香港英皇道1044號福昌樓三樓B4叁影室（Studio 3）。

時間：一九八八年十月十二日起每星期三下午七時卅分至九時卅分。

全期學費：六百六十五元。（共十五講）。

400. 蔡克信先生主講。

地點：香港英皇道1044號福昌樓三樓B4叁影室（Studio 3）。

時間：一九八八年十月十三日起每星期四下午七時卅分至九時卅分。

全期學費：六百六十五元。（共十五講）。

401. 蔡克信先生主講。

地點：香港英皇道1044號福昌樓三樓B4叁影室（Studio 3）。

時間：一九八八年十月十四日起每星期五下午七時卅分至九時卅分。

全期學費：六百六十五元。（共十五講）。

402. 蔡克信先生主講。

地點：香港英皇道1044號福昌樓三樓B4叁影室（Studio 3）。

時間：一九八八年十月十五日起每星期六下午三時卅分至五時卅分。

全期學費：六百六十五元。（共十五講）。

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

主 講 人：蔡克信先生。

地 點：香港太古城地利亞修女紀念中學403室（小學部英皇道入口）。

〔由一九八八年十一月廿一日起改在香港英皇道1044號福昌樓三樓B4叁影室（Studio 3）上課〕。

時 間：一九八八年十月十日起每星期一下午七時三十分至九時十五分。

全期學費：二百四十五元。（共十二講）。

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

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

本課程適合一般廣告業人士、社團活動的負責人、學校的美術教師、及其他對此類設計有興趣人士選修，而講授時則盡量深入淺出，使部份初學者易於入手。每學員需自付消耗性材料（約二十元）。（限收三十人）。

太 古 城 校 外 課 程

403.廣告設計實用技巧

485.高級音樂理論

486.和聲入門

527.基本日語

528.基本日語

529.基本日語

530.基本日語

554.高級日語

555.高級日語

581.基本普通話

582.基本普通話

583.基本普通話

584.基本普通話

585.基本普通話

605.高級普通話

606.高級普通話

672.國畫花鳥蟲魚構

圖寫作技法

673.實用書法寫作與集

聯應用研習

Law

Staff Tutor: W. B. Howarth, Telephone 5-8592784

Degree Courses

London University External LL.B. Degree Courses

These courses are designed to assist candidates in preparing for the London University External LL.B. examinations. The courses are taught mainly by lecturers invited from the United Kingdom.

Intermediate Examination:

406. Criminal Law—nature of criminal law; general principles of responsibility; general defences; participation in offences; anticipatory offences. Specific Offences—homicide; offences against the person other than homicide; offences against property.

407. Constitutional Law—characteristics of the constitution; sources of the constitution; parliament; the executive and administration; local government; the citizen and the state.

408. English Legal System—the major divisions of English Law with particular reference to the distinctions between contract, tort, crime and property; sources of English Law; the court structure; judges and judicial reasoning; the criminal process; the civil process; the appellate process; legal services.

409. Elements of the Law of Contract—formation of contracts: offer and acceptance, consideration, intention to create legal relations; terms of contract, with particular reference to the classification of terms and the effect of this on the remedies for breach; exemption clauses; implied terms; capacity to contract, with particular reference to the capacity of minors; misrepresentation; mistake; duress and undue influence; illegality (excluding gaming and wagering contracts); restraint of trade; privity of contract (excluding assignment and agency); frustration; remedies for breach of contract, with particular reference to damages and specific performance.

Final Part I Examination:

410. Law of Tort—the scope and function of the law of tort; the bases of liability; the interests protected by the law of tort; future development; negligence: the concepts of duty, breach, causation and remoteness

of damage; negligent infliction of personal injuries; the assessment of damages; occupiers liability; liability of employers; products liability; negligent infliction of other physical damage and of economic loss; negligent misstatements; assault, battery, false imprisonment and other intentional physical harm; interference with economic interests: deceit, inducing breach of contract, intimidation, conspiracy; trespass to land; nuisance; the principle in *Rylands v. Fletcher*; liability for animals; liability under statutory duties and powers; defamation and malicious falsehood; vicarious and joint liability; the effect of death on liability; defences; remedies.

411. Law of Trusts—the law of trusts; definition and distinction from other legal conceptions; classification of trusts; express private trusts; statutory requirements for creation; incompletely constituted trusts; certainty of a trust; legality of trusts; voidable trusts; protective and discretionary trusts; purpose trusts; charitable trusts; definitions; distinctions from private trusts; classification of charitable trusts; the *cy-pres* doctrine; implied or resulting trusts; constructive trusts; fiduciary relationships, fiduciary duties and breach of trust; the appointment, retirement and removal of trustees; delegation of trusteeship; duties of trustees; duty to act impartially; the administration of a trust; investment; powers of maintenance and advancement; variation of trusts; remedies for breach of trust; personal and proprietary remedies, and tracing.

412. Land Law—general principles; landlord and tenant; easements, covenants, licenses and land charges; settlements and trusts; mortgages; registration of title.

413. Evidence—General: nature and classification of evidence; Admissibility: functions of judge and jury; relevance and admissibility; judicial discretion to exclude admissible evidence; the doctrine of *res gestae*; circumstantial evidence; similar fact evidence; evidence of disposition, character and convictions; opinion; privilege; estoppel; the rule against hearsay in criminal cases and its exceptions; the hearsay rule in civil cases; the Civil Evidence Acts, 1968 and 1972; the Police and Criminal Evidence Act, 1984; Proof: facts which need not be proved by evidence; judicial notice, formal admissions, presumptions; oral testimony; the competence and compellability of witnesses; oath, affirmation and unsworn evidence, the examination of witnesses; documentary evidence (including tape recordings, films, etc.); public and private documents; proof of the contents of public documents; proof of the contents and execution of private documents; the admissibility of parol evidence affecting the contents of a document; real evidence; inspection out of court; the burden and standards of proof; corroboration; the Police and Criminal Evidence Act, 1984.

Final Part II Examination :

414. Jurisprudence and Legal Theory—theories of the nature and meaning of law; the law of nature and natural rights; law and morality; law and fact; sovereignty, including problems of definition and the imperative theory; individual and social utilitarianism; legal positivism; analytical jurisprudence and the pure theory of law; the historical schools, customary law and legal anthropology; sociological jurisprudence and the sociology of law; economic interpretations and Marxist theories of law and state; legal realism, American and Scandinavian; critical study of the English rules of custom, precedent and the interpretation of statutes; the judicial process and the theory of precedent and of the *ratio decidendi*; comparison of common law and civil law approaches; codification and its effects; analysis evaluation and judicial treatment of the concepts of legal personality, rights and duties, including Hohfeld's analysis of these; the impact of legal theory upon the foregoing.

415. Succession—Wills: historical aspects; nature of wills and codicils; capacity to make wills; testamentary intention; effect of undue influence, fraud, mistake; the making, revocation, republication and revival of wills; incorporation of documents in wills. Appointment of executors; renunciation of probate; the obtaining of probate in common form and in solemn form; resealing; foreign grants; limited grants (all in outline only); evidence in probate actions; the contents of wills; kinds of legacies and devises; failure of gifts by lapse and ademption; uncertainty; general principles of construction of wills; rectification; extrinsic evidence; statutory rules of construction; class gifts; words descriptive of property. Intestate succession: historical aspects; modern rules of succession; rules as to grant of administration, in outline only; persons entitled to apply for grant; special and limited grants. Administration of Estates: devolution of property on personal representatives; modes of administration, in court and out of court; family provision; the realisation of assets; the payment of debts; priorities; the order of application of assets in payments of debts; the distribution of assets; the payment of legacies; interest on legacies; destination of income of property disposed of by will; transfer of property by personal representatives to beneficiaries; appropriation.

416. Company Law—the nature of legal personality and lifting the veil of incorporation; the formation of the company; the relations between the company and outsiders; the relations between the company and its members and among the members *inter se*; directors and other officers; management of the company; minority shareholders; capital and shares; debentures and charges; reconstruction and amalgamations; winding-up.

417. Family Law—the law of domestic relations comprising: (a) nature and diverse forms of marriage: a universal institution taking different forms; requirements of a valid marriage: capacity, form, consent of parties and others, consanguinity and affinity; grounds for nullity; the distinction between void and voidable marriages; polygamous marriages; (b) the effect of marriage on property rights: common law, equity and statute; title to and possessory rights in property; liability in contract and tort; maintenance and consortium; rights and liabilities of spouses in relation to third parties; the powers of the superior courts concerning financial provision for spouses and children, during marriage and on divorce; the types of orders available, including maintenance pending suit, periodical payments, lump sum orders, property orders, orders relating to settlements and the duration and variation of these orders; matrimonial proceedings in the magistrates' courts; (c) parent and child: the relation of parent and child, including legitimacy and legitimation; custody, adoption, wardship and guardianship; the rights and obligations in respect of illegitimate children; the intervention of courts and of local authorities under the Children and Young Persons Acts, the Children Acts and the Child Care Act, 1980; (d) separation: (i) by agreement; (ii) by court order; (e) dissolution of marriage: the nature of irretrievable breakdown as a ground of divorce and the defences to a divorce action.

It is not necessary to be registered as an external student with London University to attend these courses though students who wish to take the LL.B. intermediate examinations in June 1989 will normally have to be registered by November 1988. Students who wish to register with London University should first seek eligibility by writing to the University Entrance Requirements Officer, University of London, Senate House, Malet Street London WC1E 7HU. More general information can be obtained from the Secretary for External Students at the same address.

Early enrolment on these courses is essential as places are limited and demand is likely to be high.

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

Professional Courses

418. English Bar Finals Examinations Preparation Course

This course is designed to prepare graduates in law for the English Bar Examinations. The course will involve tuition in the following compulsory areas:

- General Paper I—Contract/Trusts
- General Paper II—Crime/Tort
- Evidence
- Civil and Criminal Procedure

Options in Family Law; Conflict of Laws; Revenue Law and E.E.C. Law will be offered subject to demand.

The course will be taught mainly by lecturers invited from the United Kingdom and each subject area will have 12 hours tuition. Emphasis will be placed on drafting skills and examination techniques. The course will be taught in blocks from September–April depending upon staff availability.

Before being eligible to take the examinations a student must be a member of an Inn of Court, having satisfied the dining requirements and be the holder of a degree in law of lower second class or better (or other equivalent qualifications). Students who pass the bar examinations may take pupillage in Hong Kong and practise thereafter, though it is not possible to practise in the United Kingdom without first taking a series of practical exercises designated by the Council of Legal Education.

This course will be particularly attractive to those graduates in law who wish to obtain a professional qualification by part-time study.

Total Course Fee: \$8,000

The enrolment deadline for this course is Thursday, September 8, 1988. Please write in for details enclosing a stamped self-addressed envelope.

Law for Laymen

419. The Citizen and the Administration.

Nihal Jayawickrama, LL.B. (Ceylon), Ph.D. (Lond.), Lecturer in Law, University of Hong Kong. *Wednesdays, 6.15–7.45 p.m., starting October 5, 1988. Room 142, University Main Building. 10 meetings.* **Fee: \$240**

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

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

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

420. An Introduction to Law for Businessmen.

Charles William Cairns Barr, LL.B. (Lond.), Solicitor. *Tuesdays, 6.00–7.30 p.m., starting September 27, 1988. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$240**

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

421. An Introduction to the Law of Copyright.

Stephen K. Y. Wong, B.Soc.Sc. (H.K.), LL.M. (Lond.). *Wednesdays, 6.30–8.30 p.m., starting November 2, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$400**

The course provides general outlines of the law of copyright including: subsistence and types of copyright; infringement; ownership and transactions; special copyright with reference to industrial designs, the media and public interest in news, recording and performing rights and computers.

422. 市民與法律 (Law & the Citizen)

主 講 人：徐福亮先生。

地 點：香港大學校本部大樓237室。

時 間：一九八八年九月廿八日起每星期三下午六時三十分至八時。

全期學費：二百二十元。（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。

423. 實用地產法 (Real Property Law in Hong Kong)

本課程與香港電台合辦，分為兩部分，包括上課及收聽香港電台第一台於下述時間播出之廣播節目。（第一台之頻率為A M783千赫、F M91.6/92.3/93.0兆赫。）

主 講 人：莊重慶先生。

地 點：香港大學校外課程部市區中心17室（信德中心西翼九樓）。

上課時間：一九八八年十月四日、十八日、十一月一日、十五日、二十九日、十二月十三日及一九八九年一月三日星期二下午八時至九時三十分（共七講）。

廣播時間：一九八八年十月十日起連續十三個星期一下午七時三十分至八時。
全期學費：三百五十元。

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

See also:

234. Securities Law in Hong Kong. (Page 67)

PRIOR ENROLMENT IS ESSENTIAL

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

In order to receive the next issue of this Prospectus, please turn to page 253.

Librarianship

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

431. Certificate Course for Library Assistants.

*Mondays & Thursdays, 6.15–7.45 p.m., starting September 22, 1988.
Room 237, University Main Building.* **Fee: \$1,800**

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

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

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

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

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

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

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

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

Miss Chan, Julia L. Y., B.A. (Manit.), M.L.S. (W.Ont.), Assistant
Librarian, University of Hong Kong.

Miss Wong, Winnie M. C., B.S., M.L.S. (Texas Woman's),
Assistant Librarian, University of
Hong Kong.

Wong Chiu-chung, B.A., M.Phil(HK), A.L.A., A.L.A.A., M.I.Inf.Sc.,
Assistant Librarian, Chinese University of
Hong Kong.

The course consists of four sections:

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

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

Part 3: Children's & School Libraries

No. of Meetings: 10

Part 4: Practical Work & Visits to Libraries

Time: March 21, 22, 23, 28, 29 & 30

(9 a.m.—12 noon; 2—5 p.m.)

May 6 & 20 (2.30—5.30 p.m.)

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

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

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

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

Closing date for applications: September 5, 1988.

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

Date of Examination: June 3 & 24, 1989.

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

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

Fee Refund: on being accepted for this course, teachers of secondary schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 5, 1988.*)

Diploma in Librarianship Course

The aim of this three-year course is to provide a qualification in librarianship. It will lead to a Diploma in Librarianship granted by the Hong Kong Library

Association. The course runs over three academic years. Students will receive instruction in the following subjects: Information Studies; Function and Management of Libraries; Cataloguing and Classification (Western); Bibliography and Reference; Cataloguing and Classification (Oriental, mainly Chinese); and Computer Applications to Libraries.

Candidates will be awarded a Diploma in Librarianship provided that they complete all the course assignments, submit a satisfactory paper of 7,000–10,000 words on a special project and pass all the examinations.

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

報 名 從 速

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

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 253. 頁 。

Management Studies

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

436. An Introduction to Business Management.

Vincent Ng, B.S., M.B.A., M.S., D.B.A., Ph.D. (Calif.). *Wednesdays, 6.00–7.30 p.m., starting September 21, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$260*

Managing a modern business enterprise is an activity for which relatively few of those who become involved in it have had proper training. The functions of the managerial process and prevailing motivation theories will be examined, together with the design of structures necessary to accomplish organizational objectives, and the development of managerial thought in its historical context. Particular attention will be paid to an analysis of the three major functional disciplines—manufacture, finance and marketing. This course has been specially designed for junior executives, or those about to enter the management field, who wish to broaden their knowledge of modern management techniques.

437. Management Principles and Policy.

Benjamin Fung, B.Comm. (Concordia), Grad.Dip.Mgt. (McGill), A.C.I.S., Dip.M., M.Inst.M., M.H.K.I.M., M.B.I.M. *Tuesdays, 8.05–9.35 p.m., starting September 27 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings. Fee: \$340*

The objective of the course is to introduce participants to an understanding of the wider responsibilities of management as a preparation for the holding of senior management posts. Topics to be discussed comprise definitions of management; the identification of management functions and responsibilities; management levels and managerial skills; the formulation and execution of policy; the setting of objectives; the exercise of delegation; authority and responsibility; the structure and theories of organization; forms of organization for general and functional management; problem solving and decision making; leadership styles and direction; management by objectives and performance appraisal; motivation and incentives; training needs and design; management development programmes; time management; organizational careers; individual development and career strategies.

438. Organisation and Management Principles.

Denis W. C. Ng, B.B.A. (Northeast Louisiana). *Tuesdays, 7.45–9.15 p.m., starting September 27, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$260**

The management of organizations is embraced by many of the ideas which have been developed in the field of organizational behaviour. The development of management thought in this respect, and its link with the practice of management will be examined in this course, which is designed for junior supervisors and managers. Basic managerial functions will be analyzed, including planning, control, directing, staffing, organizing and communicating. The effect on managerial practice of other aspects will also be considered, including individual motivation, the phenomenon of power and leadership, group dynamics, decision-making, the management of change and conflict, and the interaction of organizations with their environments.

439. Management Concepts and Practices.

Andy Ng, B.Admin., B.Comm., M.B.A. (Ottawa), M.B.I.M. *Mondays, 8.00–9.30 p.m., starting October 3, 1988. Room 141, University Main Building. 12 meetings.* **Fee: \$260**

The focus of this course will be upon how a business organization operates and the inter-related functions which make it run effectively. Forms of business ownership, the principles, history and trends of management thinking will be examined, together with the facilitating requirements of communication, information systems and the structure of international trade. The four major specialist functions—production, marketing, finance and human resources—will also be considered and their interaction with each other. Case material will be incorporated in the more formal teaching mode, as well as the fullest participation by members of the class.

440. Starting a Small Business: a Marketing Approach.

Philip C. L. Lok, B.Sc., M.B.A. (C.U.H.K.). *Saturdays, 3.45–5.15 p.m., starting September 24, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$180**

The business climate in Hong Kong is most conducive to the establishment of small business. However, success is in no way guaranteed, especially if the parties investing do not understand the market place and their target customers. The application of well-formulated marketing concepts will do a great deal to help entrepreneurs to see what product or service is needed in society, how to distribute it, the price to be charged, and ways in which

the customer will be made aware of the product or service. The course has been designed to help those who wish to establish a small business or to expand the base of an already established concern. Specialist areas will be covered by speakers with knowledge and experience in the field and students will be encouraged to develop a business development plan in terms of a project.

441. Organisation and Methods.

Samuel San, B.E. (N.S.W.). *Saturdays, 3.45–5.15 p.m., starting September 24, 1988. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$260**

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.

442. Management Information and Decision-Support Systems.

Chow Man-chu, B.Sc. (New York), M.B.A. (Miami), Cert.Dip.A.F., M.Inst.A.M. *Wednesdays, 7.45–9.15 p.m., starting September 28, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$260**

The modern entrepreneur is faced with increasing complexity in the conduct of business. Management Information Systems and Decision Support Systems are disciplines that have been developed to improve the problem-solving and effective decision-making capabilities of managers involved in different functions and levels. In this course, the characteristics of effective information systems will be systematically analysed and illustrated by case studies as well as the process of developing MIS. Part of this course is relevant to the A.C.A. level 2 and I.A.M. examinations.

443. Information Systems Auditing.

Kenneth L. K. Yiu, J.P., B.S., M.B.A. (Minnesota State), Dip.Fin.Mgt. (New England), A.H.K.S.A., A.A.S.A., C.P.A., A.A.I.B. (Snr), M.A.C.S., M.B.C.S.,

M.Inst.M., M.I.E.E.E. *Fridays 7.45–9.15 p.m., starting September 23, 1988, Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F, 12 meetings.* **Fee: \$260**

The evaluation of computer-based information systems is an essential part of evaluating the overall system of internal accounting control and assessing the reliability of processed data in the business environment of today. Consideration will be given to a number of important computer-related issues that should be addressed by a modern internal audit department, such as the nature of management controls, general controls, application and technological developments. Case material will be used and class participation encouraged to the full. This course has been designed for managers and supervisors who need to install and review the critical function of information systems.

444. Analysis and Design of Systems for Business Management.

Chow Man-chu, B.Sc. (New York), M.B.A. (Miami), Cert. Dip.A.F., M.Inst.A.M. *Tuesdays, 6.00–7.30 p.m., starting September 27, 1988, Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F, 12 meetings.* **Fee: \$260**

The business analyst is concerned with the development and implementation of effective administrative procedures and information systems which are vital to performance in the operations of an organization. These systems will be analyzed in this course, together with the administrative components and features of their design and implementation, in such areas as corporate planning, marketing, production, finance, purchasing and personnel policy. Other techniques to be considered include the conducting of feasibility studies, forms design, costing and benefits analysis in the review of systems in the organization.

445. 處理工作困難及決策的系統方法

(Problem Solving and Decision Making)

主 講 人：區啟昌先生。

地 點：香港大學鈕魯詩樓722室。

時 間：一九八八年九月二十一日起每星期三下午七時五十分至九時二十分。

全期學費：二百六十元。（共十二講）。

任何人在日常工作上難免遇問題及決策，但解決問題及制訂決策的方案可能多不勝數。本課程主要目的是向學員介紹一個有系統的問題分析法，利用啟發性及分析性的方法，從多個方案中選出一個最有效的方案。

446. Fundamentals of Shipping Practice.

Stephen Ng, B.Soc.Sc. (H.K.), M.B.A. (C.U.H.K.). *Saturdays, 3.45–5.15 p.m., starting September 24, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$260**

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.

447. An Introduction to Hotel Management.

Yuen Fook-min, Constant, M.H.C.I.M.A., M.I.T.T., M.Inst.M., M.B.I.M. *Saturdays, 4.45–6.15 p.m., starting September 24, 1988. Room 103, University Main Building. 14 meetings.* **Fee: \$300**

This introductory course is offered to hotel frontline managers or supervisors who wish to have an overall understanding of the managerial aspects of hotel operation. Others who wish to acquire a basic knowledge of hotel management would also find it useful. The course will outline the process of operation and administration in various functional areas of a hotel, with focus on decision and control techniques. Functional areas to be covered: food and beverage; front office; sales and marketing; public relations; personnel and training; housekeeping and sanitation; accounting and control, purchasing, receiving and inventory control; security; and engineering.

448. Marketing Management: Analysis, Planning and Control.

Paul Mak, B.Sc. (H.K.), M.B.A. (Sheffield). *Fridays, 6.00–7.30 p.m., starting September 23, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$260**

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.

449. An Introduction to Marketing Management.

Y. K. Chan, B.B.A., M.B.A. (C.U.H.K.). *Mondays, 8.15–9.45 p.m., starting October 3, 1988. Room 722, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$260**

The Marketing concept is a recent development which made its formal appearance only in the last few decades. It has evolved from its early orientation in production into a stage where the consumers' and societal needs become major considerations in business decisions. Marketing is now a cornerstone discipline in most of the successful multinationals and its applications can be found in many of the large and mid-sized trading houses in Hong Kong. This course is aimed at providing a fundamental knowledge of Marketing to those who wish to get a first knowledge on the subject and those who wish to pursue more advanced studies in a specialised area. This course will cover important issues of Marketing Management such as Marketing Systems and Processes, the Analysis of Marketing Opportunities, Marketing Planning and Strategies, and the development of the appropriate Marketing Mix.

450. Consumer Behaviour and its Implications for Marketing Management.

Stanley K. C. Wat, M.Sc. (Salford). *Saturdays, 2.00–3.30 p.m., starting September 24, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$260**

The process by which the consumer goes about selecting a product is a subject of prime interest to Marketing Managers. since by understanding this activity they may more clearly set the priorities and form of their own managerial activity. This course will focus upon the way that information is received and processed at the level of the consumer, how it is acquired and perceived by the consumer, and the links between the retained information and the eventual purchasing decision. Particular attention will be paid to the implications of different types of consumer behaviour to marketing management. The course is designed primarily for executives involved in Marketing, but will also be suitable for a wider group of managers who are concerned with the implications of purchasing decisions. An active participation by the class will be encouraged.

451. An Introduction to Product Management.

Stanley K. C. Wat. M.Sc. (Salford), *Saturdays, 4.30–6.00 p.m., starting September 24, 1988. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$260**

A successful marketing programme depends heavily on having an appropriate and effective system of product management in the organization. In this course the key elements to product management will be reviewed, ranging from strategies, the nature of decision-making, tactical considerations, and day-to-day operations. A number of important aspects of the marketing concept will be analyzed, including product life cycle and market share. Marketing examples from Hong Kong will be scrutinized where appropriate. The course has been designed for those who have just taken up a career or who intend to enter the field of marketing management.

452. 市場策略計劃 (Strategic Market Planning)

主 講 人：李鎮源先生。

地 點：香港大學許愛周科學館LG2室。

時 間：一九八八年九月二十七日起每星期二下午七時至八時三十分。

全期學費：二百六十元。（共十二講）。

現代商業新趨向是把市場計劃溶合於一般商業策略之中，而仔細的分析更有助於解決市場學上之商業難題。本課程主旨在簡潔而有系統地介紹市場策略的計劃、執行和控制。學員可在課程中學習如何分析市場問題及利用有關市場學的知識去解決這些問題。課程內容包括市場調制四大要點（即產品、價格、推價、利潤）的設計，市場目標的確立、及環境變化對近代商業的影響。

453. Advertising: the Formulation of Ideas and Analysis of Strategy.

Eppie Tam. B.B.A., M.B.A. (Northeast Louisiana). *Saturdays, 4.30–6.00 p.m., starting September 24, 1988. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$260**

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

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

454. Marketing Management.

Raymond W. M. Siu, B.A. (Jacksonville State), M.A. (Hawaii), M.B.A. (C.U.H.K.). *Saturdays, 4.00–5.30 p.m., starting September 24, 1988. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$260**

In today's competitive business environment, unless a management team has a systematic plan of action, it may lose effective control of activities which generate profits. This course aims at introducing a systematic approach to marketing planning and setting successful marketing strategies. It covers the areas of planning process and principles, setting marketing goals and sales forecasting, marketing mix strategies, and the evaluation and control of the marketing plan. This course is designed specifically for individuals involved in the marketing, advertising, sales, public relations or trading business.

455. Research Applications and Quantitative Methods in Marketing Management.

Raymond W. M. Siu, B.A. (Jacksonville State), M.A. (Hawaii), M.B.A. (C.U.H.K.). *Tuesdays, 7.15–8.45 p.m., starting September 27, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$260**

A marketing manager in the modern world cannot function properly without knowledge in market research and statistical methods. This knowledge is crucial in helping to assess the marketing environment and customer needs, and to permit the organization to formulate effective marketing programmes. It is also useful for evaluating the effectiveness of marketing programmes once they are implemented. Designed for marketing executives who do not have any background in research and statistics, the course will survey the use of market research and statistical methods in marketing, with emphasis on their applications in the Hong Kong environment. The techniques of research design, market information gathering and data analysis will be introduced, together with criteria for assessing effectiveness and pitfalls which may be involved.

456. The Marketing of Industrial Products.

Tam Shu-wing, B.Soc.Sc. (C.U.H.K.), M.Sc. (Bath). *Mondays, 6.00–7.30 p.m., starting October 3, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$260**

The attention which is given to the marketing of consumer goods often draws attention away from the fact that a large and growing area of marketing activity is devoted to the sale and distribution of products from one business enterprise to another. The purpose of this course is to analyse the special problems that the marketing of industrial products can create. The speaker will trace the development of marketing policies in this field from the basis of product planning, pricing, sales techniques, distribution, marketing research, advertising, and promotional strategies, to the continuance of customer loyalty through after-sales service. Case material will be used to illustrate the policies outlined in principle. The course will benefit managers both in the marketing area and those who work in other areas but who wish to extend their knowledge of marketing techniques.

457. 零售管理 (Retailing Management)

主 講 人：曾淵滄博士。

地 點：香港大學校外課程部市區中心20室（信德中心西翼九樓）。

時 間：一九八八年九月二十四日起每星期六下午二時至三時三十分。

全期學費：二百六十元。（共十二講）。

本課程將為零售業之經理管理人員提供有關零售業操作的管理知識。課程內容包括零售業之操作過程，特別重視決策與控制的技術。基本課題有：營業地點選擇、存貨管理、促銷、定價、貨物處理、銷售術、會計與控制系統。

458. An Introduction to Financial Management.

Simon C. W. Ho, B.A., M.B.A. (Washington State) and Peter Tam, B.B.A. (Washington State). *Saturdays, 3.45–5.15 p.m., starting September 24, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F, 22 meetings.* **Fee: \$260**

Geared to those who have no formal training in the finance functions, this course will introduce the fundamental principles and practices of financial management with particular emphasis on real-life applications. Topics to be covered will include: an overview of financial management; financial statement analysis for management control; profit planning and budgeting; working capital management—cash receivables and cost of capital theories; interest factors in financial decisions; financial forecasting; capital budgeting techniques; investment and security analysis.

459. Credit and Loan Administration.

Benjamin Fung, B.Comm. (Concordia), Grad.Dip.Mgt. (McGill), A.C.I.S., Dip.M., M.Inst.M., M.H.K.I.M., M.B.I.M. *Tuesdays, 6.30–8.00 p.m., starting September 27, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings.*

Fee: \$350

The success of any bank loan depends on how closely it is monitored, regardless of how skilfully and judiciously it is assessed at the sanction stage. The course is designed for lending officers and corporate financial executives who wish to gain a good insight into the concepts, methodology and techniques to monitor credit and post loan administration. Topics to be discussed include: mechanisms of commercial, corporate, syndicated and project lending; general principles of bank lending; basic lending facilities; structuring credit; credit analysis techniques and write-up; loan documentation; securities and collaterals; loan reviews and classifications; problem loans and legal procedures for default payment; import and export financing instruments; banking services for personal and business customers.

460. Career Management: An Approach to Personal Planning (2-day Workshop).

Mrs. Louisa Lui, B.Soc.Sc. (H.K.), Director, Appointments Service, University of Hong Kong. *Saturdays, January 7 & 14, 1989, 10.00 a.m.–6.00 p.m. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.*

Fee: \$210

Trying to manage a career, deciding whether to move up or on is a question being asked by many managers in the workplace today. Would staying in one's present job ultimately be more comfortable and satisfying? Or would it be more desirable to step forth and try for a higher-level position? The choice is not easy.

This course is designed to help those in a career plan their future in an organised way. It focusses on practical self-help, and consists of eight personal projects which require course members to answer, for themselves, questions about their own career behaviour and career aspirations. The projects are designed to help members take stock of what they have, assess what they wish to do with their careers and arrive at personal action plans. At each session, project assignments will be explained and analysed, drawing on vocational development theories.

Fee Refund: on being accepted for this course, Career Masters & Principals 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: December 23, 1988.*)

461. Canadian Culture: An Introduction.

May Archer, B.A., M.A. (Saskatchewan). *Mondays, 7.45–9.15 p.m., starting October 3, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F, 6 meetings.* **Fee: \$140**

Canada promises to become one of the major trading partners of the Pacific Rim. An awareness of her culture, history and emerging identity is useful to anyone planning to work in a professional capacity within Canada on a short or long-term basis, or with Canadian nationals.

Topics include: land and geography; history and politics; literature and art; education and communications; lifestyles; identify questions. *Enrolment is limited to 30.*

462. Effective Communication I.

May Archer, B.A., M.A. (Saskatchewan). *Mondays, 7.45–9.15 p.m., starting November 21, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F, 6 meetings.* **Fee: \$140**

Communication is an important part of daily life; without effective communication we cannot play our full part in society or the business world. Communication covers a wide range of activities from making a presentation, liaising with staff, writing a report, or chairing a meeting. This course will provide a wide range of opportunities for participants to develop and use their skills effectively. The main questions to be discussed are: What do we mean by good communication? What are common communication difficulties? How can we overcome them? How can we become better listeners?

This course is designed for middle level managers in the private & public sectors, including those professionals engaged in education & culture.

Enrolment is limited to 30.

Fee Refund: on being accepted for this course, teachers 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: November 7, 1988.*)

463. Personnel Management: Theory and Practice.

Terry Casey, B.A. (Nott.), M.Phil. (H.K.), Ph.D. (Bath), F.B.I.M., Senior Staff Tutor in Extra-Mural Studies, University of Hong Kong. *Wednesdays, 7.45–9.15 p.m., starting September 28, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$220**

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

464. Fundamentals of Organizational Behaviour.

Eppie Tam, B.B.A., M.B.A. (Northeast Louisiana). *Saturdays, 2.00–3.30 p.m., starting September 24, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$260**

The major challenges thrown up by the field of Organizational Behaviour are the ways that organizations are designed for functioning and the ways that individuals and groups behave within this framework. We often do not have ready answers for why people and the organizations they work in are disfunctional. The purpose of this course is to examine research-based and practical work carried out in the behaviour of people in organizations and the ways in which people and organizations may be brought together with a view to promoting organizational and managerial effectiveness. Case material and involvement by class participants will figure as a major feature of this course.

465. 實用人事管理及勞資關係技巧

(Practical Personnel Management & Labour Relations Techniques)

主 講 人：趙志光先生。

地 點：香港大學鈕魯詩樓722室。

時 間：一九八八年十月三日起每星期一下午六時三十分至八時。

全期學費：二百六十元。（共十二講）。

本課程首先介紹人事管理之重要知識，如人力計劃、工作分析、薪工管理、考績評估、員工訓練及發展等。隨着本課程會作選擇地討論及研究下述一般人事管理人員工作上面對之問題及處理方法，如勞資關係與溝通、勞資協商、員工之投訴及紀律處理、僱傭契約及僱員手冊之編寫、勞資審裁處之訴訟及香港勞工法例等，並有模擬練習及個案研究。

本課程特別適合現職基層及中層人事管理人員或有意從事這行業的人士修讀。務求學員於完成課程後，可掌握從事人事管理工作之要點。

466. 人事管理學 (Personal Management and Office Administration)

主 講 人：張紫荊碩士。

地 點：香港大學校本部大樓103室。

時 間：一九八八年九月廿四日起每星期六下午三時至四時三十分。

全期學費：二百六十元。（共十二講）。

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

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。

467. 生產控制 (Production Control)

主 講 人：曾淵滄博士。

地 點：香港大學校外課程部市區中心20室(信德中心西翼九樓)。

時 間：一九八八年九月二十四日起每星期六下午三時四十五分至五時十五分

全期學費：二百六十元。（共十二講）。

生產控制的目的主要是策劃及控制生產物料的流程、進入、過程及離開工廠而令公司產生最高利益以符合公司的目標。因此，生產控制必須有一套衡量系統以測定顧客的需求、生產能力、資金流動情況及人力等問題。因此，要做好生產控制的工作，就必須熟悉一些生產決策的計算方法以解決問題。基本課題包括：需求預測、需求視察調整、經濟生產量、存貨系統與控制、工作程序安排與分配。

Medical Laboratory Technology

Staff Tutors: Wilson W. S. Ng, Telephone 5-8592789
Sarah S. C. Hui, Telephone 5-8592793
Stephen W. N. Wu, Telephone 5-8592789
Daniel H. S. Lee, Telephone 5-8592793

Certificate courses in Medical Laboratory Technology

The Department of Extra-Mural Studies offers a Higher Level course annually and an Ordinary level course every other year for, respectively, technicians and technicians-in-training already employed in medical laboratories. The next intake for the Higher course will be in September, 1988 and for the Ordinary-level course probably in January, 1989: in each case the closing dates for application will be some months earlier. Applicants must be sponsored by their employers. *Further details are available on request.*

UNIVERSITY ENTRANCE

The attention of extra-mural students is drawn to the following regulation of the University of Hong Kong regarding admission to the University:

"A mature person with formal academic qualifications who is aged 30 or over on September 1 of the year in which admission is sought may be deemed to have satisfied the minimum requirements for entrance to the University and be eligible for admission to read for a first degree except in the Faculty of Medicine. Applicants should apply to the Registrar for assessment of their qualifications by October preceding the academic year in which admission is sought".

Music

Staff Tutors: Owen H. H. Wong, Telephone 5-8592788
Koon-ki T. Ho, Telephone 5-8592792

330. Certificate Course in Piano Performance Pedagogy (Year II).

Mondays & Thursdays, 9.30–11.30 a.m., starting October 3, 1988. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

Director of Studies:

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

Teaching Staff:

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

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

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

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

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

- Curriculum:*
1. Works of Bach;
 2. Creative Piano Initiation;
 3. Mozart and Haydn;
 4. Teaching Mozart and Haydn;
 5. Lyrical Works of the Romantic Epoch;
 6. Piano Methods;
 7. Works by the "Early Moderns";
 8. Teaching Post-Romantic Music;

9. Works of Beethoven;
10. Teaching Classical Sonatinas;
11. Bach Suites;
12. Teaching Bach;
13. Impressionism and Expressionism;
14. Pedagogic Psychology and Psychology of Learning;
15. Dramatic and Epic Works from the Romantic Epoch; &
16. Technical Studies in Progressive Piano Education.

(Second Year Curriculum: from course 9 to course 16)

Admission requirements:

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

Enrolment is limited to 25 students.

Award of certificate: Students will be awarded a Certificate provided

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

Closing date for application: Friday, September 16, 1988.

Special application forms should be accompanied by copies of relevant certificates and diploma and a crossed cheque for HK\$1,850 in favour of the University of Hong Kong and should reach Dr. Owen H. H. Wong, Senior Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong not later than Friday, September 16, 1988.

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

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

471. Works of Beethoven.

Ms. Siglind Bruhn, B.Mus. (Stuttgart), M.A. (Munich), Ph.D. (Vienna), formerly Director of Pianists' Academy Ansbach. *Mondays, 9.30–11.30 a.m., starting October 3, 1988. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$370**

The main topics will include: In-depth Analysis and Development of Interpretational Criteria for 9 Piano Sonatas; Beethoven's Adaptation of Sonata Form; and Texture Organization in his Slow Movements—Typical Mistakes in Performance.

472. Bach Suites.

Ms. Siglind Bruhn, B.Mus. (Stuttgart), M.A. (Munich), Ph.D. (Vienna), formerly Director of Pianists' Academy Ansbach. *Thursdays, 9.30–11.30 a.m., starting October 6, 1988. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$370**

The focus of the lectures will be on: Stylistic Discussion of 2 Partitas, 2 English Suites, 4 French Suites; the Sociological Background and the Original Character of Baroque Dances; Rhythmic and Metric Structure Tempo Relations Within a Suite; and Ornamentation Practice in Slow Dances.

473. Music and Dance Styles.

Ms. Daryl Ries, B.S. (New York), Director, Dancescope. *Wednesdays, 8.15–9.45 p.m., starting October 5, 1988. Redgrave Room, 16/F, Hong Kong Arts Centre. 12 meetings.* **Fee: \$365**

A workshop that accents the fun of dancing to upbeat music with an emphasis on movement ease and individual style. Dances are covered from the classics to the new-wava style, including the Waltz, Rhumba, Tango, Cha Cha, Charleston, Hustle, and free style. In addition, there are creative suggestions for freeing the body, releasing tension and relaxing through movement so that the participant can experience the joy of movement. . . . No previous dance experience is necessary. Dance or gym wear with soft-rubber sole shoes advisable.

In this course the inherent characteristics of each dance are explored through its music and rhythms. And a wide variety of music employed to accompany the spectrum of styles. *Enrolment is limited to 20.*

Fee Refund: on being accepted for this course, teachers of music and dance will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. *(Closing date for applications: September 24, 1988.)*

474. Combined Classical Ballet and Modern Dance Workshop.

Ms. Daryl Ries, B.S. (New York), Director, Dancescope. *Saturdays, 2.00—4.00 p.m., starting October 8, 1988. Redgrave Room, 16/F., Hong Kong Arts Centre. 10 meetings.* **Fee: \$365**

Students learn the fundamentals of basic ballet and modern dance technique: the exploration, analysis and practice of action in time, space and dynamics; realizing and performing these basic elements of dance with discipline and vitality; toning, alignment and coordination; the focusing of flexibility and strength; developing movement ease, sensitivity and expression; and the expansion of an articulate and expressive basic movement vocabulary. *Enrolment is limited to 20.*

Fee Refund: on being accepted for this course, teachers of music and dance will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. *(Closing date for applications: September 28, 1988.)*

475. Mime Workshop.

Ms. Cheng Pik-yee, B.A. (C.U.H.K.), Diploma, L'école Jacques Lecoq du Mime, Mouvement et Théâtre (Paris). *Tuesdays, 6.30—8.30 p.m., starting January 3, 1989. Room 16, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 7 meetings.* **Fee: \$265**

Open to all, with or without previous training in theatre. This is an introduction to the basic techniques in mime and acting. Course materials include basic techniques in illusion mime and pantomime, analysis of physical action and study of the dynamics in elements, colours, lights, animals, people etc. Improvisation, both verbal and non-verbal, aims at exploring and enlarging students' possibilities in acting. Emphasis is placed on developing students' stage presence and their spatial awareness during acting. Leotards and stretch pants (or practice clothes) are required.

Medium of Instruction: Cantonese and English. Enrolment is limited to 15.

476. 中學音樂教學法 (Teaching of Music in Secondary School)

主 講 人：陳健華先生。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八九年一月十一日起每星期三下午五時五十分至七時五十分。

全期學費：九十元。（共四講）。

簡述音樂教育最近趨勢，及講解如何利用最新課本與活動教材，教授學生

分辨音樂要素及掌握基本樂理，並介紹各種樂理、樂器、曲式及世界各地音樂之特點，此外又以問答方式，解答課本應用上之全部疑難，講授時將以講者所編之教材作為示例。

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

主 講 人：林青華先生，B A (C U H K), M Litt (Oxon)。

地 點：香港大學史羅斯樓206室。

時 間：一九八八年十月四日起每星期二下午七時四十分至九時十分。

全期學費：一百八十五元。 (共十二講)。

在香港，音響器材、唱片和錄音帶頗受大眾歡迎。再加上各種音樂會，欣賞西歐古典音樂成為許多人的愛好。對於那些初入門的人士，覺得古典音樂過於抽象，難以理解。本課程旨在為這些音樂愛好者，中、小學教師及有意參加各種音樂考試人士提供一些欣賞古典音樂的基本常識。

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

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

主 講 人：林青華先生，B A (C U H K), M Litt (Oxon)。

地 點：香港大學史羅斯樓206室。

時 間：一九八八年十月十一日起每星期二下午六時至七時三十分。

全期學費：一百八十五元。 (共十一講)。

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

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

479. 梅蘭芳的京劇唱腔藝術 (Peking Opera—Mei Lan-fang Style)

主 講 人：包幼蝶先生（國內京劇名家）。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八九年一月六日起每星期五下午六時至八時。

全期學費：二百八十五元。（共八講）。

梅蘭芳是近代中國京劇界的奇才，其唱腔方面，剛中有柔，柔中帶剛，乾脆俐落，大方自然，行腔換氣，不落痕跡，因此梅派藝術，將會流傳萬代，講者在國內素有「上海梅蘭芳」之稱號，曾與各名家合演過不少京劇，家傳戶曉，並自創一套科學之音符，簡易明瞭，便於學習與記誦，進而掌握梅派韻味。

本課程限收十二人，以小組方式個別指導。並特別着重發音、練嗓、偷氣、歇氣、放氣、咬字，吐字等各種訓練。

480. 中國民歌 (Chinese Folk Songs)

主 講 人：郁慶五先生，（前北京中央樂團獨唱組長）。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年十月三日起每星期一下午五時四十分至六時五十五分。

全期學費：一百八十五元。（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）。

481. 民族聲樂進修班 (Folk Vocal Singing)

主 講 人：董華強先生，B A (Wu Han)。

地 點：香港大學校外課程部市區中心28室（信德中心西翼九樓）。

時 間：一九八八年十二月六日起每星期二下午六時至七時卅分。

全期學費：一百三十五元。（共八講）。

講授時集中於民族聲樂的基本發聲方法和呼吸方法，共鳴體的運用和吐字咬字，並選唱中國各省及少數民族歌謠，介紹各族的歷史及風土人情，加深印象，使演唱中國歌謠充分體驗圓潤甜脆水的特色。（限收十八人）。

482. 聲樂初階 (Introduction to Vocal Singing)

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

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年九月廿九日起每星期四下午五時四十五分至七時。

全期學費：二百二十元。（共十六講）。

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

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

483. 中級聲樂 (Intermediate Vocal Singing)

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

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年九月廿九日起每星期四下午七時十分至八時二十五分。

全期學費：一百八十五元。（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）。

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

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

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年十二月八日起每星期四下午七時十分至八時廿五分。

全期學費：一百八十五元。（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）。

485. 高級音樂理論 (Advanced Music Theory)

主 講 人：丘放淮先生，B.A.(Seward, Nebraska)。

地 點：香港太古城地利亞修女紀念中學501室（小學部英皇道入口）。

時 間：一九八八年十月十二日起每星期三下午六時三十分至八時。

全期學費：二百元。（共十二講）。

本課程專為已修習中級以上樂理班或已有四至五級樂理認識之人士而設。課程內容與英國皇家音樂學院（The Royal Schools of Music）六至八級程度相若，包括：樂句及終止式類別、簡易四部和聲、旋律寫作、二部對位法、樂曲分析、音樂簡史、音樂記號及術語等。報名學員須具中級樂理程度。

486. 和聲入門 (Introduction to Harmony)

主 講 人：丘放淮先生，B.A.(Seward, Nebraska)。

地 點：香港太古城地利亞修女紀念中學501室（小學部英皇道入口）。

時 間：一九八八年十月十二日起每星期三下午八時至九時三十分。

全期學費：二百元。（共十二講）。

和聲（Harmony）乃音樂三大要素之一，在浩瀚如海的古今音樂名作裏，若少了和聲在其中所起的作用，不單會令人聽來單調乏味，更會大大減少這些音樂所予人的感染力。

今日音樂人士寫作樂曲所應用的和聲法則，絕大部份是1600—1900年代各音樂大師如巴哈(Bach)、貝多芬(Beethoven)、柴可夫斯基(Tchaikovsky)等所發現。所完成並加以應用的調性和聲(Tonal harmony)，對音樂編寫的影響可謂既深且遠。

本課程既為引導學員對和聲有初步的認識，並就此基礎上可以作基本的運用，以豐富對音樂的體驗。報名學員須具初級樂理程度。

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

主 講 人：洪漢寶先生（漢詔舞蹈團藝術總監及編舞）。

地 點：香港港灣道4號香港中華基督教青年會2字樓香港會所404室。

時 間：一九八八年十月八日起每星期六下午二時至四時。

全期學費：三百一十元。（共十講）。

身體語言是人類最古老的一種溝通方式，而舞蹈可提供人的感覺和情緒的刺激機會，把人許多潛意識的情感提昇到個人能夠知覺或意識的層面上。在許多

舞蹈種類當中，當代舞就有這種作用，能令人隨意地表達出他對事物的情感。但當代舞非散漫式的，而是經過動作整合化組織的一種旋律運作而形成。

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

太 古 城 校 外 課 程

- | | |
|--------------|-----------------------|
| 403.廣告設計實用技巧 | 582.基本普通話 |
| 485.高級音樂理論 | 583.基本普通話 |
| 486.和聲入門 | 584.基本普通話 |
| 527.基本日語 | 585.基本普通話 |
| 528.基本日語 | 605.高級普通話 |
| 529.基本日語 | 606.高級普通話 |
| 530.基本日語 | 672.國畫花鳥蟲魚構
圖寫作技法 |
| 554.高級日語 | 673.實用書法寫作與集
聯應用研習 |
| 555.高級日語 | |
| 581.基本普通話 | |

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 253 頁 。

Oriental Languages

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

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

Mandarin

Intensive Introductory Mandarin

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

490. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Mondays and Thursdays, 8.15–9.30 a.m., starting October 3, 1988. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 36 meetings. Fee: \$915*

491. Ms. Jenny Sze, B.A. (Tientsin). *Tuesdays, 7.15–9.30 p.m., starting September 27, 1988. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings. Fee: \$915*

492. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal) and Ms. Tung Chun-Kay, B.A. (Tientsin Normal). *Fridays, 7.15–9.30 p.m., starting September 30, 1988. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings. Fee: \$915*

493. Joseph Kung, B.A. (New York). *Mondays and Wednesdays, 6.00–7.30 p.m., starting October 10, 1988. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 30 meetings. Fee: \$915*

Enrolment: limited to 20 per course.

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

494. Mandarin for Business Conversation.

Mrs. Sarah Tsou, M.A. (San Diego State). *Fridays, 5.20–7.30 p.m., starting September 30, 1988. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings. Fee: \$915*

This course is designed for non-Chinese speaking people who have no

background in Mandarin and yet wish to advance to a conversational level in a relatively short period of time. The emphasis will be on business-related vocabulary, daily expressions and the more practical aspects of the language. *Enrolment is limited to 20.*

Intermediate Mandarin

This course is intended for students who have completed Introductory Mandarin or who can prove that they have done 50 hours of Mandarin in the past. Some idiomatic expressions will be introduced and students will be taught to read simple passages. Also, an effort will be made to give students practice in writing characters and in finding characters in Chinese dictionaries.

495. Ms. Jenny Sze, B.A. (Tientsin). *Wednesdays, 6.15–8.30 p.m., starting September 28, 1988. Room 206, Run Run Shaw Building, University of Hong Kong. 20 meetings.* **Fee: \$975**

496. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Thursdays, 7.15–9.30 p.m., starting September 29, 1988. Room 206, Run Run Shaw Building, University of Hong Kong. 20 meetings.* **Fee: \$975**

Certificate Course in Mandarin

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

497. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Mondays and Thursdays, 9.30–11.00 a.m., starting October 10, 1988. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 60 meetings.*

498. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Tuesdays, 7.15–9.30 p.m., starting October 4, 1988. Room 206, Run Run Shaw Building, University of Hong Kong. 40 meetings.*

Fee: \$2,100 (includes all teaching material and examination fee except textbook).

Enrolment: limited to 12 per course.

Cantonese

499. Introductory Cantonese for Business Conversation.

Geoffrey M. B. Wu, B.A. (C.U.H.K.), M.A. (H.K.). *Tuesdays and Thursdays, 6.00–7.30 p.m., starting October 11, 1988. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.*

Fee: \$975

This course is designed for those who wish to learn Cantonese for the purpose of conducting business in Hong Kong. The emphasis will be on business-related vocabulary, but some attention will be paid to daily expressions and the more practical aspects of the language. *Enrolment is limited to 15.*

Cantonese I

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

Enrolment: limited to 20 per course (to 16 for Course 500).

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

500. Cantonese I for Executives.

K. K. Chan, B.A. (C.U.H.K.), Language Instructor, University of Hong Kong. *Tuesdays and Fridays, 5.45–7.15 p.m., starting October 4, 1988. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.*

Fee: \$975

501. Cantonese I.

C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Wednesdays and Fridays, 7.15–8.45 p.m., starting October 5, 1988. Room 101, Runme Shaw Building, University of Hong Kong. 33 meetings.*

Fee: \$785

502. Cantonese I.

Mrs. Caroline Law, B.A. (U.C.). *Mondays and Thursdays, 2.00–3.30 p.m., starting October 10, 1988. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.*

Fee: \$785

503. Cantonese I.

Mrs. Caroline Law, B.A. (U.C.). *Mondays and Thursdays, 6.00–7.15 p.m., starting September 29, 1988. Room 37, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue). 40 meetings.*

Fee: \$785

Cantonese II

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

Enrolment: limited to 12 per course.

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

504. Cantonese II for Executives.

K. K. Chan, B.A. (C.U.H.K.), Language Instructor, University of Hong Kong. *Wednesdays, 5.20–7.00 p.m., starting October 12, 1988. Room 16, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 18 meetings.*

Fee: \$875

505. Cantonese II.

C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Thursdays, 7.15–9.15 p.m., starting October 13, 1988. Room 105, James Hsiung Lee Science Building, University of Hong Kong. 15 meetings.*

Fee: \$825

506. Cantonese II.

Mrs. Caroline Law, B.A. (U.C.). *Tuesdays and Fridays, 2.00–3.30 p.m., starting October 11, 1988. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.*

Fee: \$825

507. Cantonese II.

Mrs. Caroline Law, B.A. (U.C.). *Tuesdays, 6.15–8.15 p.m., starting October 11, 1988, Room 39, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue). 15 meetings.*

Fee: \$825

For those students who have completed Cantonese II, an extension course can be arranged on request so as to enable them to sit for the Elementary Examination in Cantonese held by the General Chamber of Commerce four times a year.

Cantonese III

Students who have attended Cantonese I and II will find this course extremely useful. The syllabus covers more grammar, useful colloquial expressions, idioms and proverbs in daily use. Students who are doing Cantonese II or who can prove that they have done sufficient Cantonese elsewhere are also welcome.

Textbook: Parker Po-fei Huang and Gerard P. Kok, Speak Cantonese Book II (Yale University Press) (Available at Hong Kong Book Centre & Swindon Book Company).

508. Cantonese III.

C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays, 7.15–9.15 p.m., starting October 11, 1988. Room 106, James Hsiung Lee Science Building, University of Hong Kong. 15 meetings.*

Fee: \$875

Chinese Characters

The study of Characters will include etymology of characters, vocabulary, and classical reference of idioms. Special effort will be made to give students practice in reading characters.

Priority will be given to students who have completed Cantonese I and II, but those who are doing Cantonese II or who can prove that they have adequate knowledge of Cantonese are also welcome to join.

Textbook: John DeFrancis, *Beginning Chinese Reader*, Part I (Yale University Press).

509. Chinese Characters I.

Mrs. Caroline Law, B.A. (U.C.). *Fridays, 6.15–8.15 p.m., starting October 14, 1988. Room G4, James Hsiung Lee Science Building, University of Hong Kong. 15 meetings.*

Fee: \$975

510. Chinese Characters I.

Mrs. Caroline Law, B.A. (U.C.). *Wednesdays, 2.00–4.00 p.m., starting October 12, 1988. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.*

Fee: \$975

Japanese

511. Introductory Japanese.

Mrs. Carrie Kwan, B.A. (Monash). *Mondays, 6.15–8.30 p.m., starting September 19, 1988. Room G1, James Hsiung Lee Science Building, University of Hong Kong. 20 meetings.*

Fee: \$925

Mainly designed for non-Chinese speaking people who wish to acquire the basics of spoken Japanese in a relatively short period of time, this course, comprehensive and condensed in nature, aims at providing beginners with a firm foundation in colloquial Japanese and in basic grammar. Ample opportunity will be given for practising pronunciation and short sentence construction orally. *Enrolment is limited to 14.*

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

512. Intermediate Japanese.

Mrs. Carrie Kwan, B.A. (Monash). *Tuesdays, 7.15–9.30 p.m., starting October 11, 1988. Room 122, University Main Building. 16 meetings.*

Fee: \$1,100

Mainly designed for non-Chinese speaking people who have learned Japanese for over 50 hours, this course provides further training in the Japanese language, with more emphasis on grammar, sentence construction and more complicated colloquial Japanese. *Enrolment is limited to 8.*

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

日語文憑班 (Certificate Course in Japanese)

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

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

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

入學資格：基本日語：年滿十八歲者皆可報名。

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

學費：基本日語：全年八百二十元。

高級日語：全年八百五十元。

報名手續：填妥報名表，連同學費交回本部。本期開設「基本日語」三十四班，「高級日語」十四班，為提高被取錄機會，申請者須將其第二或第三選擇之班別編號列明在表格上，至於被錄之班別，請參閱收據上之課程編號。由於本部的報名程序已電腦化，學員一經被取錄後，不得轉班。

結業考試：基本日語：由各班導師個別安排。

高級日語：一九八九年八月四日下午七時起在香港大學或校外課程部市區中心舉行。

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

(1)在每階段之上課次數達到五分之四，

(2)在學習過程中，充分完成所有習作，

(3)必須考試及格。

課 本：基本日語：常用初級日語（香港大學校外課程部編），附錄音帶。
（總經銷：香港中環域多利皇后街三聯書店，電話：5-250102 -7及九龍彌敦道中華書局，電話：3-857238）

高級日語：現代日語（中國圖書刊行社）。（總經銷：香港中環域多利皇后街三聯書店，電話：5-250102-7）

基本日語 (Basic Japanese)

513. 鄭熙先生主講。（共四十講）。

地 點：香港大學校本部大樓122室。

時 間：一九八八年九月廿一日起每星期三下午七時十五分至九時卅分。

514. 張瑞麒先生主講。（共四十講）。

地 點：香港大學校本部大樓122室。

時 間：一九八八年九月廿二日起每星期四下午七時十五分至九時卅分。

515. 張民衍先生主講。（共七十二講）。

地 點：香港大學屬樹雄科學館101室。

時 間：一九八八年十月四日起每星期二及四下午六時十五分至七時卅分。

516. 張民衍先生主講。（共七十二講）。

地 點：香港大學屬樹雄科學館101室。

時 間：一九八八年十月四日起每星期二及四下午七時四十五分至九時。

517. 黃鳳屏小姐主講。（共四十講）。

地 點：香港大學屬樹雄科學館106室。

時 間：一九八八年九月廿二日起每星期四下午七時十五分至九時卅分。

518. 李家寶小姐主講。（共四十講）。

地點：香港大學史羅斯樓206室。

時間：一九八八年九月十九日起每星期一下午七時十五分至九時卅分。

519. 李家寶小姐主講。（共四十講）。

地點：香港大學史羅斯樓206室。

時間：一九八八年九月廿一日起每星期三下午七時十五分至九時卅分。

520. 陳効贊先生（香港大學語言中心兼任導師）主講。（共四十講）。

講授語言：國語及粵語。

地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時間：一九八八年九月十九日起每星期一上午九時卅分至十一時四十五分。

521. 陳効贊先生（香港大學語言中心兼任導師）主講。（共四十講）。

講授語言：國語及粵語。

地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時間：一九八八年九月廿二日起每星期四上午九時卅分至十一時四十五分。

522. 黃少佳先生主講。（共七十二講）。

地點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。

時間：一九八八年十月四日起每星期二及五下午七時廿分至八時卅五分。

523. 黃少佳先生主講。（共七十二講）。

地點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。

時間：一九八八年十月四日起每星期二及五下午八時四十五分至十時。

524. 鍾娜瑚小姐主講。（共四十講）。

地點：香港般含道聖保羅書院音樂室。

時間：一九八八年九月廿三日起每星期五下午六時四十五分至九時。

525. 李明玉小姐主講。（共四十講）。

地點：香港醫院道26號育才中學二樓105室。

時間：一九八八年九月十九日起每星期一下午六時四十五分至九時。

526. 許伯強先生主講。（共四十講）。

地點：香港醫院道26號育才中學二樓105室。

時間：一九八八年九月廿二日起每星期四下午六時四十五分至九時。

527. 伍錦源先生主講。（共七十二講）。

地點：香港太古城地利亞修女紀念中學301室（小學部英皇道入口）。

時間：一九八八年十月三日起每星期一及三下午六時四十五分至八時。

528. 伍錦源先生主講。（共七十二講）。

地點：香港太古城地利亞修女紀念中學301室。

時間：一九八八年十月三日起每星期一及三下午八時零五分至九時廿分。

529. 鄭熙先生主講。（共四十講）。

地點：香港太古城地利亞修女紀念中學301室。

時間：一九八八年九月廿二日起每星期四下午六時四十五分至九時。

530. 鄭熙先生主講。（共四十講）。

地點：香港太古城地利亞修女紀念中學302室。

時間：一九八八年九月二十日起每星期二下午六時四十五分至九時。

531. 李珠嫻小姐主講。（共四十講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室（金巴利道入口）。

時間：一九八八年九月二十日起每星期二下午六時十五分至八時卅分。

532. 黃健雄先生主講。（共四十講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室。

時間：一九八八年九月廿三日起每星期五下午六時卅分至八時四十五分。

533. 楊福光先生主講。（共四十講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院24室。

時間：一九八八年九月廿一日起每星期三下午六時十五分至八時卅分。

534. 陳雪雲小姐主講。（共四十講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室。

時間：一九八八年九月十九日起每星期一下午六時十五分至八時卅分。

535. 葉貴英小姐主講。（共四十講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室。

時間：一九八八年九月廿一日起每星期三下午六時卅分至八時四十五分。

- 536.** 葉貴英小姐主講。（共四十講）。
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院26室。
時 間：一九八八年九月廿三日起每星期五下午六時卅分至八時四十五分。
- 537.** 許江懷小姐主講。（共四十講）。
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室。
時 間：一九八八年九月十九日起每星期一下午六時十五分至八時卅分。
- 538.** 山口純代小姐主講。（共四十講）。
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室。
時 間：一九八八年九月二十日起每星期二下午六時十五分至八時卅分。
- 539.** 周志樑先生主講。（共四十講）。
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室。
時 間：一九八八年九月廿三日起每星期五下午六時十五分至八時卅分。
- 540.** 譚林通先生主講。（共七十二講）。
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室。
時 間：一九八八年十月三日起每星期一及四下午七時十五分至八時卅分。
- 541.** 王永年先生主講。（共四十講）。
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室。
時 間：一九八八年九月二十日起每星期二下午六時卅分至八時四十五分。
- 542.** 李小達先生主講。（共四十講）。
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室。
時 間：一九八八年九月廿一日起每星期三下午六時十五分至八時卅分。
- 543.** 李小達先生主講。（共四十講）。
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室。
時 間：一九八八年九月廿二日起每星期四下午六時十五分至八時卅分。
- 544.** 黃鳳屏小姐主講。（共四十講）。
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室。
時 間：一九八八年九月廿三日起每星期五下午六時十五分至八時卅分。

545. 山口純代小姐主講。（共四十講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室。

時間：一九八八年九月十九日起每星期一下午六時十五分至八時卅分。

546. 許伯強先生主講。（共四十講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室。

時間：一九八八年九月廿三日起每星期五下午六時十五分至八時卅分。

高級日語（Advanced Japanese）

547. 鍾娜瑚小姐主講。（共四十講）。

地點：香港大學鈕魯詩樓722室。

時間：一九八八年九月廿七日起每星期二下午六時卅分至八時四十五分。

548. 陳文靄小姐主講。（共四十講）。

地點：香港大學厲樹雄科學館G1室。

時間：一九八八年九月廿九日起每星期四下午七時十五分至九時卅分。

549. 守川邦明先生主講。（共四十講）。

講授語言：國語及日語。

地點：香港大學厲樹雄科學館106室。

時間：一九八八年九月三十日起每星期五下午七時十五分至九時卅分。

550. 吳嘉麗女士主講。（共四十講）。

地點：香港大學邵逸夫樓206室。

時間：一九八八年九月三十日起每星期五下午六時十五分至八時卅分。

551. 陳効贊先生（香港大學語言中心兼任導師）主講。（共四十講）。

講授語言：國語及日語。

地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時間：一九八八年九月廿七日起每星期二上午九時卅分至十一時四十五分。

552. 山口純代小姐主講。（共四十講）。

講授語言：日語（輔以英語及粵語）。

地點：香港般含道聖保羅書院音樂室。

時間：一九八八年九月廿八日起每星期三下午六時四十五分至九時。

553. 守川邦明先生主講。（共四十講）。

講授語言：國語及日語。

地點：香港醫院道26號育才中學二樓105室。

時間：一九八八年九月廿七日起每星期二下午六時四十五分至九時。

554. 伍錦源先生主講。（共四十講）。

地點：香港太古城地利亞修女紀念中學301室（小學部英皇道入口）。

時間：一九八八年九月廿七日起每星期二下午七時至九時十五分。

555. 鄭熙先生主講。（共四十講）。

地點：香港太古城地利亞修女紀念中學301室。

時間：一九八八年九月三十日起每星期五下午六時四十五分至九時。

556. 林秀華先生主講。（共四十講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室（金巴利道入口）。

時間：一九八八年九月廿八日起每星期三下午六時卅分至八時四十五分。

557. 王永年先生主講。（共四十講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室。

時間：一九八八年九月廿九日起每星期四下午六時卅分至八時四十五分。

558. 林秀華先生主講。（共四十講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室。

時間：一九八八年九月廿七日起每星期二下午六時卅分至八時四十五分。

559. 黃鳳屏小姐主講。（共四十講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室。

時間：一九八八年九月十九日起每星期一下午六時十五分至八時卅分。

560. 山口純代小姐主講。（共四十講）。

講授語言：日語（輔以英語及粵語）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室。

時間：一九八八年九月廿九日起每星期四下午六時十五分至八時卅分。

日語深造班課程 (Follow-up Japanese Courses)

本部開辦下列日文課程，給予高級班學員結業後進修，外界人士會修讀日文二百小時以上者亦可參加。每班均有限額，以便各學員得以小組研討方式學習日文寫作與會話。每人均可同時報讀下列三個課程，名額有限，請盡快報名。

外界人士報名時，請附有關日文課程之個人學歷證件副本。

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

主 講 人：守川邦明先生。（講授語言：國語及日語）。

地 點：香港大學厲樹雄科學館106室。

時 間：一九八八年九月廿八日起每星期三下午七時十五分至九時十五分。

全期學費：五百二十元。（共二十講，限收十八人）。

視聽日語 (Audio-visual Japanese)

本課程利用日語錄映教材進行研討，主要目的是加強學員聽解能力。由於教材取自不同的社會階層，通過講習，學員對日本現況會加深一點了解。

每節上課時間長達三小時（中間設有小休），其中三分之一時間用於觀看兩部教育電影短片，其餘時間則集中於對話內容的反覆傾聽，默寫及主要語句文法之講解。

參加學員須具相等於本部高級班合格程度為宜。

本期開設下列兩班，編號 **562** 及 **563**，每班限收二十五人。

562. 黃健雄先生主講。

地 點：香港大學邵仁枚樓101室。

時 間：一九八八年九月十七日、十月一日、十月十五日及十一月五日星期六下午二時卅分至五時卅分。（共四講）。

全期學費：一百三十五元。

563. 黃健雄先生主講。

地 點：香港大學邵仁枚樓101室。

時 間：一九八八年十一月十九日、十二月三日、十二月十七日及一九八九年一月十四日星期六下午二時卅分至五時卅分。（共四講）。

全期學費：一百三十五元。

564. 日語文法輔導課程 (Japanese Grammar)

主 講 人：黃健雄先生。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室（金巴利道入口）。

時 間：一九八八年十月五日起每星期三下午六時卅分至八時卅分。

全期學費：三百二十五元。（共十二講）。

此課程為已修畢高級日語學員而設，內容論及各學員在過去兩年間極常碰到而又較難理解的幾個文法重點，其中包括：（一）日語助詞的用法；（二）動詞分類法，從而介紹動詞的時與態；（三）敬語的使用意識。

每講均用常見的誤用例作為分析的基礎，務使學員能對文法基礎有進一步的理解，並能作更正確的使用。

此課程將依「日本國際交流基金」所編的「文法工——助詞の諸問題Ⅰ」內容作教學大綱。（限收十八人）。

565. 商業日語 (Business Japanese)

主 講 人：林秀華先生（前南京師範大學日語講師）。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室（金巴利道入口）。

時 間：一九八八年十月七日起每星期五下午六時卅分至八時四十五分。

全期學費：五百二十元。（共二十講）。

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

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

普通話（國語）(Putonghua)

本部的普通話課程自開辦以來，每期的報名人數皆十分踴躍，而近年來，由於香港環境的影響，普通話漸受各界人士的重視，確有進一步提倡的需要，故本部特別就各界的需求重編教材，使普通話的教學更趨系統化。普通話合格證明書只頒發給高級普通話班畢業學員。

為提高被取錄機會，申請者須將其第二或第三選擇之班別編號列明在表格上，至於被取錄之班別，請參閱收據上之課程編號。由於本部的報名程序已電腦化，學員一經被取錄後，不得轉班。

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

基本普通話（國語）（Basic Putonghua）

整個課程為期一年。內容有國語注音符號（包括注音字母及中國現行標準拼音法），國粵語發音，語法和詞句的差異，聲調與語法的練習，特重高低聲調的調號，調值與類別，及四音節的變化，並輔以會話與各類文章的選讀。每班共計九十小時，限收三十人。本課程是以普通話講授。

全期學費：八百二十元。

566. 邵若女士主講。（共四十講）。

地點：香港大學厲樹雄科學館106室。

時間：一九八八年九月十九日起每星期一下午七時十五分至九時卅分。

567. 丁國玲女士主講。（共四十講）。

地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時間：一九八八年九月廿三日起每星期五上午九時至十一時十五分。

568. 張華女士主講。（共七十二講）。

地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時間：一九八八年十月四日起每星期二及五下午三時四十五分至五時。

569. 張華女士主講。（共七十二講）。

地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時間：一九八八年十月四日起每星期二及五下午五時十分至六時廿五分。

570. 譚惠霞女士主講。（共四十講）。

地點：香港般含道聖保羅書院音樂室。

時間：一九八八年九月廿二日起每星期四下午六時四十五分至九時。

571. 陳萬里女士主講。（共四十講）。

地點：香港醫院道26號育才中學二樓104室。

時間：一九八八年九月十九日起每星期一下午六時四十五分至九時。

- 572.** 李雅琴女士主講。（共四十講）。
地點：香港醫院道26號育才中學二樓104室。
時間：一九八八年九月廿一日起每星期三下午六時四十五分至九時。
- 573.** 陳萬里女士主講。（共四十講）。
地點：香港醫院道26號育才中學二樓104室。
時間：一九八八年九月廿二日起每星期四下午六時四十五分至九時。
- 574.** 李雅琴女士及蘇翼孫先生主講。（共四十講）。
地點：香港醫院道26號育才中學二樓104室。
時間：一九八八年九月廿三日起每星期五下午六時四十五分至九時。
- 575.** 蘇翼孫先生主講。（共四十講）。
地點：香港醫院道26號育才中學二樓105室。
時間：一九八八年九月廿一日起每星期三下午六時四十五分至九時。
- 576.** 丁國玲女士主講。（共四十講）。
地點：香港醫院道26號育才中學二樓105室。
時間：一九八八年九月廿三日起每星期五下午六時四十五分至九時。
- 577.** 張孝先生主講。（共四十講）。
地點：香港皇后大道西428號三字樓聖類斯教育機構松槐書院。
時間：一九八八年九月十九日起每星期一下午七時至九時十五分。
- 578.** 張葆女士及張莘女士主講。（共四十講）。
地點：香港皇后大道西428號三字樓聖類斯教育機構松槐書院。
時間：一九八八年九月二十日起每星期二下午七時至九時十五分。
- 579.** 張葆女士及張莘女士主講。（共四十講）。
地點：香港皇后大道西428號三字樓聖類斯教育機構松槐書院。
時間：一九八八年九月廿二日起每星期四下午七時至九時十五分。
- 580.** 張葆女士主講。（共四十講）。
地點：香港皇后大道西428號三字樓聖類斯教育機構松槐書院。
時間：一九八八年九月廿三日起每星期五下午七時至九時十五分。

- 581.** 黎萍女士主講。（共四十講）。
- 地點：香港太古城地利亞修女紀念中學501室（小學部英皇道入口）。
- 時間：一九八八年九月二十日起每星期二下午六時四十五分至九時。
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- 582.** 胡維堯女士主講。（共四十講）。
- 地點：香港太古城地利亞修女紀念中學303室。
- 時間：一九八八年九月十九日起每星期一下午六時四十五分至九時。
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- 583.** 張開齡女士主講。（共四十講）。
- 地點：香港太古城地利亞修女紀念中學303室。
- 時間：一九八八年九月二十日起每星期二下午六時四十五分至九時。
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- 584.** 胡維堯女士主講。（共四十講）。
- 地點：香港太古城地利亞修女紀念中學303室。
- 時間：一九八八年九月廿一起每星期三下午六時四十五分至九時。
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- 585.** 張開齡女士主講。（共四十講）。
- 地點：香港太古城地利亞修女紀念中學303室。
- 時間：一九八八年九月廿二日起每星期四下午六時四十五分至九時。
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- 586.** 蔣治中先生主講。（共四十講）。
- 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室（金巴利道入口）。
- 時間：一九八八年九月十九日起每星期一下午六時十五分至八時卅分。
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- 587.** 黃麗生女士主講。（共四十講）。
- 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院24室。
- 時間：一九八八年九月二十日起每星期二下午六時十五分至八時卅分。
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- 588.** 黃麗生女士主講。（共四十講）。
- 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室。
- 時間：一九八八年九月廿二日起每星期四下午六時十五分至八時卅分。
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- 589.** 黎萍女士主講。（共四十講）。
- 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室。
- 時間：一九八八年九月廿三日起每星期五下午六時十五分至八時卅分。

590. 伍少梅女士主講。（共四十講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室。

時間：一九八八年九月廿一日起每星期三下午六時十五分至八時卅分。

591. 譚惠霞女士主講。（共四十講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室。

時間：一九八八年九月廿三日起每星期五下午六時十五分至八時卅分。

592. 蘇翼孫先生主講。（共四十講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室。

時間：一九八八年九月十九日起每星期一下午六時十五分至八時卅分。

593. 任永年先生主講。（共四十講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室。

時間：一九八八年九月二十日起每星期二下午六時十五分至八時卅分。

594. 支宇濤先生主講。（共四十講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室。

時間：一九八八年九月廿一日起每星期三下午六時十五分至八時卅分。

高級普通話 (Advanced Putonghua)

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

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

每班為期一年，限收廿六人，全期學費：八百五十元。

595. 任永年先生主講。（共卅八講）。

地點：香港大學本部大樓201室。

時間：一九八八年九月廿四日起每星期六下午三時至五時十五分。

596. 張丹女士主講。（共卅八講）。

地點：香港大學邵仁枚樓102室。

時間：一九八八年九月廿八日起每星期三下午七時十五分至九時卅分。

597. 丁國玲女士主講。（共卅八講）。

地點：香港大學邵仁枚樓102室。

時間：一九八八年九月廿九日起每星期四下午七時十五分至九時卅分。

598. 張丹女士主講。（共卅八講）。

地點：香港大學邵仁枚樓102室。

時間：一九八八年九月三十日起每星期五下午七時十五分至九時卅分。

599. 丁國玲女士主講。（共卅八講）。

地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時間：一九八八年九月廿八日起每星期三上午九時至十一時十五分。

600. 張莘女士主講。（共卅八講）。

地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時間：一九八八年九月十九日起每星期一下午四時十五分至六時卅分。

601. 李雅琴女士主講。（共卅八講）。

地點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。

時間：一九八八年九月廿九日起每星期四下午五時卅分至七時四十五分。

602. 丁國玲女士主講。（共四十三講）。

地點：香港般含道聖保羅書院音樂室。

時間：一九八八年九月二十日起每星期二下午六時四十五分至八時四十五分。

603. 李雅琴女士主講。（共卅八講）。

地點：香港醫院道26號育才中學二樓104室。

時間：一九八八年九月廿七日起每星期二下午六時四十五分至九時。

604. 張葆女士主講。（共卅八講）。

地點：香港皇后大道西428號三字樓聖類斯教育機構松槐書院。

時間：一九八八年九月廿八日起每星期三下午七時至九時十五分。

605. 黎萍女士主講。（共卅八講）。

地點：香港太古城地利亞修女紀念中學501室（小學部英皇道入口）。
時間：一九八八年九月十九日起每星期一下午六時四十五分至九時。

606. 胡維堯女士主講。（共卅八講）。

地點：香港太古城地利亞修女紀念中學303室。
時間：一九八八年九月三十日起每星期五下午六時四十五分至九時。

607. 徐麗燕女士主講。（共卅八講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室（金巴利道入口）。
時間：一九八八年九月廿九日起每星期四下午六時十五分至八時卅分。

608. 張蘊麗女士主講。（共卅八講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室。
時間：一九八八年九月廿七日起每星期二下午六時十五分至八時卅分。

609. 黃麗生女士主講。（共卅八講）。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室。
時間：一九八八年九月三十日起每星期五下午六時十五至八時卅分。

610. 普通話朗誦班 (Putonghua Speech Course)

主講人：蔣治中先生。 講授語言：普通話。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室（金巴利道入口）。
時間：一九八八年九月廿一日起每星期三下午六時卅分至八時卅分。
全期學費：二百六十五元。（共十二講）。

本課程以實習訓練之方式進行。在發音吐字訓練的基礎上，由淺入深地學習朗誦的基本知識，並掌握運用。由誦材的選擇到準備，排練至最後完成的全部過程。

講授內容包括：（一）深刻的體驗；（二）想象力的營造；（三）重音的確定；（四）停頓的處理（呼吸方法的訓練）；（五）語氣的變化；（六）節奏、速度的掌握；（七）身體語言的運用（眼神、表情、手勢等）；（八）個人排練的步驟；（九）集體朗誦的排練；（十）朗誦表演的若干問題；（十一）綜合練習；（十二）朗誦實習演出。

申請者須具修畢本部之「基本普通話」的程度，或曾修讀普通話一百小時，並附有關的學歷證件副本。（限收二十五人）。

611. 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：一九八八年九月十九日起每星期一下午六時四十五分至八時四十五分。

全期學費：四百六十五元。 （共二十講）。

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

截止報名日期：九月五日。

申請教署退還半費手續：凡政府、資助或私立學校之普通話科教師進修以上課程而欲教育署退還半費，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。

612. 普通話教學法 (Teaching Putonghua)

主 講 人：張丹女士。 （講授語言：普通話）。

地 點：香港大學校外課程部市區中心11室（信德中心西翼九樓）。

時 間：一九八八年九月十九日起每星期一下午四時至六時。

全期學費：四百六十五元。 （共二十講）。

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

截止報名日期：九月五日。

613. 普通話的輕聲及兒化韻 (Putonghua Intonation)

主 講 人：張丹女士。 (講授語言：普通話)。

地 點：香港大學邵仁枚樓102室。

時 間：一九八八年九月二十日起每星期二下午七時十五分至九時十五分。

全期學費：四百六十五元。 (共二十講)。

掌握普通話的輕聲及兒化韻並非易事，修完普通話高級程度或以上的人仕進修此課程事在必須。本課程將講解輕聲及兒化韻的規則、演變、拼寫方法及讀音辨釋。

申請者須修畢本部高級普通話課程或具同等程度，曾修讀本部普通話教學法課程的申請者，將獲優先考慮機會，本部亦有權拒絕不合程度之申請者入學。申請時請附有關學歷證件副本。 (限收二十八人)。

太 古 城 校 外 課 程

403.廣告設計實用技巧

485.高級音樂理論

486.和聲入門

527.基本日語

528.基本日語

529.基本日語

530.基本日語

554.高級日語

555.高級日語

581.基本普通話

582.基本普通話

583.基本普通話

584.基本普通話

585.基本普通話

605.高級普通話

606.高級普通話

672.國畫花鳥蟲魚構

圖寫作技法

673.實用書法寫作與集

聯應用研習

Oriental Studies

Staff Tutors: Owen H. H. Wong, *Telephone* 5-8592788
Koon-ki T. Ho, *Telephone* 5-8592792

631. Introduction to Chinese Folklore (I).

Koon-ki T. Ho, B.A. (CUHK), A.M., Ph.D. (Ill.). *Thursdays, 10.15–11.45 a.m., starting September 29, 1988. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$175**

Folklore is a study of the unrecorded traditions of people as they appear in popular fiction, custom and belief, magic and ritual. The function of folklore is to reconstruct the spiritual history of man from a study of ways and sayings of the folk as contrasted with sophisticated thinkers and writers. This course aims to provide an opportunity to look at the vast panorama of Chinese folk culture with a special reference to Hong Kong. Topics to be covered in this course: 1) Chinese concepts of time: calendar and festivals; 2) Chinese folk religions: superstitious beliefs and practices; 3) Chinese folk medicine; 4) Chinese folktales; and 5) Popular customs in China. The lectures will be illustrated with slides and films.

632. Introduction to Chinese Folklore (II).

Koon-ki T. Ho, B.A. (CUHK), A.M., Ph.D. (Ill.). *Thursdays, 10.15–11.45 a.m., starting November 24, 1988. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$175**

Folklore is a study of the unrecorded traditions of people as they appear in popular fiction, custom and belief, magic and ritual. The function of folklore is to reconstruct the spiritual history of man from a study of ways and sayings of the folk as contrasted with sophisticated thinkers and writers. This course aims to provide an opportunity to look at the vast panorama of Chinese folk culture with a special reference to Hong Kong. Topics to be covered in this course: 1) Feng Shui: Chinese geomancy; 2) Chinese ways of health: food and exercises; 3) The art of Chinese cuisine; and 4) Chinese amusements. The lectures will be illustrated with slides and films.

633. Hong Kong: Historical Relics and Cultural Background.

Kwan Lai-hung, M.A., Ph.D. (London), M.B.I.M., A.M.I.T.D. *Wednesdays, 6.15–7.45 p.m., starting October 5, 1988. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 7 meetings plus 1 field trip.* **Fee: \$220**

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

1. The Han Tomb in the Li Cheng Uk Estate and the early development;
2. Sung Wang Terrace and the fall of the royal house Sung in local context;
3. The ancient Tuen Mun and other naval strategic points;
4. The cult of Tin Hau (Queen of Heaven) and temples of traditional religion;
5. Cheung Po Chai in Cheung Chau and piracy in South China waters;
6. Early Christian activities and historic buildings; and
7. The moulding of a British Colony and the evolution of the city.

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

Literature

634. 文學創作研習班

(Creative Writing in Modern Chinese Literature)

主 講 人：吳呂南先生，B A(H K)，

李譚玲女士（大都會月刊主編）。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八八年十月十七日起每星期一下午八時二十分至九時五十分。

全期學費：一百八十五元。（共十講）。

在文學的範疇裏，欣賞和創作是相輔相承的功夫。多讀名家篇章，當有助提高寫作能力。假如能夠親自執筆創作，自然更能體念「文章千古事，得失寸心知」的妙諦。

本課程主要是向文學愛好者和文學教師提供。講授內容除一般文學理論外，並將選讀現代中國文學名家作品，藉透過內容和技巧的分析，協助各學員認識文學創作的標準。課程的另一部份將以創作為主。學員除了有機會練習寫詩和小說等各種文學類別外，還得嘗試一項大型創作，內容自定，於課程完結前完成。所有作品將會邀請本港的學者、作家親自評析。優秀作品將會被推薦給本港的文藝副刊登載。

本課程目的除提高學員的欣賞和創作能力外，並為大家提供一個集體學習

的環境，希望透過不斷的訓論和練習，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）。

635. 中國語文講座：現代漢語語法 (An Introduction to Modern Chinese Grammar)

主 講 人：朱國能先生，M.A.(H.K.)。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室（金巴利道入口）。

時 間：一九八八年十月三日起每星期一下午六時十五分至八時十五分。

全期學費：二百三十五元。（共十一講）。

現代漢語語法指的是現代漢語組詞成句的規則。現代漢語有它的規律。我們學習語法，一方面可以提高分析句子結構的能力，有助於閱讀時能準確地理解文意；一方面又能改正語病，正確地運用語言去表情達意，使不會修習語法的人士，能分析句子的結構與成分；此外，又解釋「習慣性的語法」與「學者的語法」或「理論性的語法」的分別。

本課程介紹現代漢語語法的基本知識，包括詞和詞的構造，句子和句子成分，詞類和詞組。單句和複句、語氣、標點符號等。務使學員在聽課後，對語文學習和語文教學都有幫助。（限收二十八人）。

申請教署退還半費手續：凡政府、補助或私立學校之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月廿二日前報名。）

636. 中國現代唯美派作家與作品 (Aestheticism in Contemporary Chinese Literature)

主 講 人：朱國能先生，M.A.(H.K.)。

地 點：香港大會堂八樓南會議室。

時 間：一九八八年十月六日起每星期四下午七時至九時。

全期學費：一百五十五元。（共八講）。

在我國現代文學史上，三十年代的作家當中，以徐志摩「濃得化不開」的馥郁感情，與鋪敘的華美詞藻，最具唯美風格與特色。

至四十年代，則有無名氏的「塔裏的女人」與「北極風情畫」，此為唯美派作品最暢銷者，出版以來，銷量超過六十萬冊，為新文學運動以來之空前盛事。講者最近並親身訪問無名氏，以便向學員更深切剖析無名氏之內心世界與創作背景。

六十年代初，台灣女作家張曉風，以「地毯的那一端」崛起文壇，作者之純情與筆觸之細膩，筆底盡是美的天地，為繼承五四以來唯美派作家之重要人物。

七十年代，席慕蓉如一陣輕風，吹遍了台灣藝林，她以留學比利時布魯塞爾習畫之素養，對美的追尋與美的狂熱，一如她在繪畫上的風格，受到廣大讀者之歡迎與讚賞。

本課程旨在介紹唯美文學之源流本質，透過唯美派的作家與作品，分析唯美文學之內容與形貌，並比較四十年以來作家之情性、表現技巧與獨特風格。

637. 文學家及其遺跡 (Chinese Scholars and their Travels)

主 講 人：吳汝寧先生。

地 點：香港大學校外課程部市區中心15室（信德中心西翼九樓）。

時 間：一九八八年十月八日起每星期六下午四時至五時卅分。

全期學費：一百二十五元。（共八講）。

閱讀文學作品，當然要了解文學家之生平，甚至遺跡。本課程選擇我國古代傑出之文學家，介紹其生平、作品特色，甚至遺跡、紀念地。後者乃講者之旅遊經歷，並以彩色幻燈片展示，以加深學員對文學家之認識，增加閱讀文學作品之興趣；甚至引發思古之幽情、旅遊之意念。

內容包括：屈原（秭歸、宜昌、武昌、汨浦、桃江、汨羅）、曹植（東阿）、陶淵明（桃源）、李清照（濟南），李白（濟寧）、杜甫（成都、平江、耒陽）、白居易（杭州、廬山、宜昌、龍門）、蒲松齡（淄博），韓愈（潮州、潮陽）、柳宗元（永州、柳州）、蘇軾（宜昌、黃岡、杭州、惠州）、辛棄疾（濟南、上饒、鉛山）。本期以屈原、曹植、陶淵明、李清照為主。

638. 中國現代文學作家論（一）

(An Introduction to Writers of Contemporary Chinese Literature I)

主 講 人：丁平先生（國立中山大學文學士、教育碩士）。

地 點：香港大學校外課程部市區中心13室（信德中心西翼九樓）。

時 間：一九八八年十月一日起每星期六下午二時至三時卅分。

全期學費：二百九十元。（共十六講）。

中國自一九一八年一月，第一批新品種的嬰兒（新詩、散文、小說、劇本）在北京誕生後，近六十年來，中國現代文壇上出現了大量有創作成就的作家，而且有不少作家的主要作品，在國際文壇上已獲得了應有的地位和尊重。

本課程將在新詩、散文、小說及劇本等文學形式中，選講一些主要作家及其主要作品。對每一位在中國現代文學中，具有代表性的作家底思想本質、創作歷程、表達技巧、作品風格、文壇地位及作品對當代及後世文壇的影響等，都作全面性的介紹、分析與評論。這個課程是為中學中文教師及現代文學的愛好者而設，共分若干階段講授。本課程為第一階段，就下列作家中選講十六人：

魯迅、徐志摩、聞一多、錢鍾書、艾青、沈從文、謝冰瑩、李廣田、卞之琳、田漢、林語堂、馮至、梁實秋、姚雪垠、周振甫、羅門、白樺、張愛玲、白先勇、朱光潛。

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

639. 中學及預科中文寫作教學 (Teaching of Writing in Senior Forms)

主 講 人：丁平先生（國立中山大學文學士、教育碩士）。

地 點：香港大學校外課程部市區中心13室（信德中心西翼九樓）。

時 間：一九八八年九月卅日起每星期五下午六時至七時三十分。

全期學費：三百一十元。（共十六講）。

在本港學制中，中一至中五及預科一至二年級的各級學生，每月至少要練習中文寫作一次。在有限的時數中練習，不但要對記敘文、說明文、議論文、抒情及描寫文，以及應用文等文體，磨鍊至思考敏捷，文字流暢，表達明澈，議論清晰，條理分明；更要使情感與思想在文章中做到「表情表得好，達意達得妙」，才算達到課業上的基本要求，才可應付在「中學會考」、「高等程度會考」及「高級程度會考」等公開考試中，「作文卷」之嚴格考驗。

因此，本港中學及預科之中文教師，責任之重，使命之高，實非其他地區之同類工作者可比。

本課程講者，從事詩歌、散文、小說、劇本、文學史、文學理論與文學批評等寫作四十餘年，在本港中學及專上院校主講中文課程，也累積了二十五年之經驗。在本課程中，將以其創作經驗與教學心得，用講授及討論兩種方式，與學員們共同研究一套在本港主客觀條件限制下，可行之中文寫作教學方法與實施步驟。

本課程主要為中學中文及其他關係科別教師而設，但對寫作有興趣並具有專上學歷者，歡迎參加。（為適應討論進行，限收36人）。

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

640. 中國現代文學作家論（十四） (An Introduction to Writers of Contemporary Chinese Literature XIV)

主 講 人：丁平先生（國立中山大學文學士、教育碩士）。
地 點：香港大學校外課程部市區中心13室（信德中心西翼九樓）。
時 間：一九八八年九月卅日起每星期五下午七時三十分至九時。
全期學費：二百九十元。（共十六講）。

中國自一九一八年一月，第一批新品種的嬰兒（新詩、散文、小說、劇本）在北京誕生後，近六十年來，中國現代文壇上出現了大量有創作成就的作家，而且有不少作家的主要作品，在國際文壇上已獲得了應有的地位和尊重。

本課程將在新詩、散文、小說及劇本等文學形式中，選講一些主要作家及其主要作品。對每一位在中國現代文學中，具有代表性的作家底思想本質、創作歷程、表達技巧、作品風格、文壇地位及作品對當代及後世文壇的影響等，都作全面性的介紹、分析與評論。這個課程是為中學中文教師及現代文學的愛好者而設，共分若干階段講授。本課程為第十四階段，就下列作家中選講十六人：

冰心、葉紹鈞、陳紀滄、蕭乾、廬隱、豐子愷、劉賓雁、上官予、司馬中原、鄭愁予、洪深、葉維廉、趙樹理、秦牧、向明、夏衍、姜貴、陳白塵、艾蕪、張默。

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

641. 古賦精選（Selected Chinese “fu”）

主 講 人：潘小磐先生。
地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。
時 間：一九八八年十月十七日起每星期一下午六時四十分至八時十分。
全期學費：一百九十元。（共十四講）。

古賦繼詩經楚辭而發展，成為詞章家選材摘藻之泉源。課程特精選古賦中之清新麗雅，為學者必讀者，如：王粲之登樓賦、鮑照之燕城賦、江淹之恨賦、別賦、梁元帝之采蓮賦、沈約之麗人賦、庾信之小園賦、春賦諸篇，首為介紹。主講者將本其素養，對上述諸篇作淺白而詳盡之闡釋，俾大家深入了解，而有助於寫作時之鑄辭鍊句，諒為同好所共許也！至於庾信之哀江南賦，篇幅較長，容後及之。

642. 近體詩作法 (Poetry Composition)

主 講 人：陳本先生。

地 點：香港大會堂八樓南會議室。

時 間：一九八八年十月三日起每星期一下午七時至八時。

全期學費：一百三十五元。（共十二講）。

孔門施教，常以「不學詩無以言」為訓，蓋詩有溫柔敦厚之內涵，興、觀、羣、怨之宏效。本課程十二講，為學者指示律、絕作法之門徑，內分（一）調平仄法，（二）屬對法；（三）鍊字法，（四）造句法；以及起、承、轉、合各法，各舉例說明，以資隅反，並加習作，俾易速成。

643. 宋詞選講 (Selected Sung Tzu)

主 講 人：何叔惠先生。

地 點：香港大會堂八樓南會議室。

時 間：一九八八年十月三日起每星期一下午八時至九時。

全期學費：一百三十五元。（共十二講）。

詞至兩宋而臻鼎盛之域，北宋成其大，南宋極其工，其間詞人如張先、蘇軾、秦觀、周邦彥、辛棄疾、姜夔、王沂孫、張炎，淵淵乎文有其質焉。夫詞者蓋出於唐之詩人，採樂府之音，以制新律，因繫以詞，故曰詞。其緣情造端，興於微言，以相感動，低徊要眇，以喻其致，此詩之比興，變風之義，騷人之歌，庶乎近之。一闋之嘗，或有助於大雅君子乎。

644. 寫作的思路與修辭 (How to Improve Chinese Writing)

主 講 人：何達先生（職業作家）。

地 點：香港大會堂八樓南會議室。

時 間：一九八八年十二月一日起每星期四下午七時至九時。

全期學費：一百三十元。（共六講）。

無論中外，修辭學都是一門古老的學問，也都會陷入繁瑣虛飾與做作的歧

途。本課程採取自內至外，以動帶靜的方法，從開拓思路着手引入修辭的作用，分爲六個專題：從觀察到紀錄，分析、比較與選擇，怎樣整理大批的材料；怎樣加強說服力；怎樣加強感染力，及怎樣發展創造力。本課程適合中學程度以上之青年參加。（限收二十四人）。

645. 中國文學簡史 (History of Chinese Literature)

主 講 人：譚達先先生（前中山大學講師）（現任澳門東亞大學兼職教授）。

講授語言：粵語（輔以國語）。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年十月一日起每星期六下午四時十五分至五時四十五分。

全期學費：一百三十五元。（共八講）。

以最扼要及濃縮的方式，講解二千年來中國文學的發展，諸如詩經、楚辭、諸子、漢賦、六朝駢文、唐詩、宋詞、元曲、唐代傳奇、明清小說，及唐宋八大家、明清小品等，分析其源流、體裁、特點，並舉各家及代表作爲例，深入淺出，提供材料，方便更深入的進修。

646. 實用文體及撰作 (Practical Chinese)

主 講 人：譚達先先生（前中山大學講師）（現任澳門東亞大學兼職教授）。

講授語言：粵語（輔以國語）。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年十一月廿六日起每星期六下午四時十五分至五時四十五分。

全期學費：一百六十五元。（共十講）。

實用文體，範圍甚廣，且寫作方法，與一般文體有異，爲適應一般青年及各機構行政人員進修，內容將包括：寫作的基礎；題材、主題、佈局、表現方法；常用新聞體裁；短評；公函與商業信札，訪問紀要與會議紀錄；文評、影評與電影廣告；總結報告與調查報告；知識性小品文；對聯與應酬文體。此外兼述各類文體之源流、特點、結構、辭彙與寫作方法；並選授名作，以爲示範，酌發講義，便於學習。

647. 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：一九八八年九月廿二日起每星期四下午六時卅分至八時卅分。

全期學費：二百二十元。（共十講）。

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

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

申請教署退還半費手續：凡政府、資助或私立學校之中文科教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月十二日前報名。）

648. 朗誦深究班（Advanced Speech Training）

主 講 人：何家松先生（香港朗誦節中文朗誦委員會主席），
彭永才先生（亞洲電視藝員訓練中心主任）。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院24室（金巴利道入口）。

時 間：一九八八年十二月一日起每星期四下午六時卅分至八時卅分。

全期學費：一百三十五元。（共六講）。

本課程目的在提供較深入的朗誦理論與實際經驗給教師作為訓練朗誦時參攷。從「朗誦講座」班完結基本課程後，再深入專題探討朗誦於聲情藝術方面的各種變化技巧，對個人及教學，都有所裨益。課程內容包括：集體朗誦的和聲變化及技巧運用；想像力的營造及訓練方法；詩詞朗誦所運用的粵音九聲；語氣的變化技巧及停連處理；戲劇台詞的誦念方法；如何組織及編排朗誦比賽；咬字、聲調及表情的深究；及不同體裁作品的朗誦訓練。（限收二十八人）。

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

Philosophy

649. 堪輿學之義理研究（The Study of Geomancy）

主 講 人：袁匡任先生，Dip. Ed. (CUHK)。

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。

時 間：一九八八年十月三日起每星期一下午七時四十五分至九時四十五分。
全期學費：二百二十五元。（共十講）。

中國堪輿學是一門極高深而玄妙的宗教哲學，它集合了古代聖賢哲理的精髓，遠溯至伏羲創八卦、史巫祭祀、河圖洛書及陰陽五行家之演易。堪輿學與中國的天文、地理、建築、祭祀、風俗等有密切之關係，而一直在民間流傳，根深蒂固。上至君王將相，下至販夫走卒，皆樂於此學。可惜此門學理，卻限於師徒私底相授，其中某些真學或已失傳，甚少專家作全面之探究和發揚。其實它包括了預言學、心理及環境學、神學等，且有科學根源，是一種有智慧的信念。

本課程探討其源流與精神價值，以學術為主，趣味為副，並求深入淺出，教授時並以現代社會實例為證。講授主題包括：（一）堪輿的起源；（二）堪輿學之基本原理；（三）堪輿師之道德觀，（四）堪輿對中國建築學之影響，（五）倫理教化之意義；（六）陰宅之吉凶，（七）陽居之吉凶，（八）羅盤之應用，（九）對風俗之影響；（十）討論及實地考察。

650. 周易義理與人生 (The Book of Changes)

主 講 人：袁匡任先生，Dip Ed. (CUHK)。

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。

時 間：一九八八年十二月十二日起每星期一下午七時四十五分至九時四十五分。

全期學費：二百二十五元。（共十講）。

易經為六藝之源，本為卜巫之書，後經文王、周公、孔子等之整理及演易，把古代專為卜巫之書變為以義理為主之書。然周易六十四卦，有卦象、卦辭、卦爻。本課程將以最淺白之哲理，去探討易卦之卦理與人生的關係，其中可以發揮其實用之價值理論，包括易卦之軍事理論，經濟原理，教育及社會制度等。

本課程可使學員了解周易義理，並藉其易卦知識自我反省，提高人生之樂觀進取之自強精神，增加生活情趣，教人排難解紛、趨吉避凶。內容包括：（一）易經之緣起；（二）基本八卦卦理之分析；（三）周易對中國哲學之影響；（四）周易之軍事思想，（五）周易之經濟理論；（六）社會及政治理想；（七）個人修養；（八）教育理論，（九）易卦之陰陽變化；（十）君子自強不息之人生價值。

651. 佛學要義 (Outline of Buddhist Philosophy)

主 講 人：葉文意女士。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年九月廿八日起每星期三下午六時十五分至七時四十五分。
全期學費：一百七十五元。 （共十二講）。

本課程將以下列內容，對佛家思想作深入探討：（一）佛家對天趣的面面觀；（二）輪迴與因果的解說，（三）心心所的研究，（四）生命的情意結——貪瞋痴的對治，（五）解脫道的智慧，（六）東晉時代的淨土思想。

652. 佛經選講：六祖壇經 (Selected Buddhist Text)

主 講 人：葉文愷女士。

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。

時 間：一九八八年十月五日起每星期三下午八時至九時卅分。

全期學費：一百七十五元。 （共十一講）。

禪宗修心，以放下、解脫、明心見性為第一義，惠能和尚即以「本來無一物，何處惹塵埃」的偈，取得禪宗六祖的地位。「六祖壇經」是六祖語錄，亦是禪門瑰寶。本課程將採其精義，作深入介紹。（限收二十人）。

653. 中國哲學 (Chinese Philosophy)

主 講 人：鄭焯堅碩士。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年十月三日起每星期一下午七時至八時十五分。

全期學費：一百五十元。 （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。

654. 西洋哲學與中國 (Western Philosophy and China)

主 講 人：鄭焯堅碩士。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年十月三日起每星期一下午八時三十分至十時。

全期學費：一百六十五元。（共十二講）。

哲學一向被譽為「羣學之首」，「全體大用之學」，「科學之科學」。本課程通過哲學，幫助學員探索宇宙觀，人生觀及其他學術問題（如社政、神學、文學、美術、音樂等），並提供哲理基礎，使所研究之學術更富於深度和價值，並選若干要點作中西比較。

講述上避免一般人視哲學為畏途之枯燥艱澀，而務求深入淺出，人人可學。學理、實用、趣味兼顧。選講範圍：哲學之意義價值，神話藝術之哲理，中西美學；中西哲學特質比較，中西哲人論「人」；泰利士（首位哲人）到蘇格拉底，伯拉圖，亞里士多德；中古及近代哲人康德，謝林，菲希特，黑格爾，馬克思；叔本華，尼采，存在主義，理性，經驗，唯物，唯心，實證，功利，進化，實用主義等；及中國學人（如王國維，嚴復，蔡元培，胡適，陳獨秀，李大釗等）與西方哲學，及中西文化交流。

Art & Culture

The following courses are presented in association with the Fung Ping Shan Museum, University of Hong Kong.

古今陶瓷欣賞 (Appreciation of Chinese Ceramics & Porcelain)

近日各地仿古陶瓷，製作精巧迫肖，直可亂真。本課程着重古今陶瓷之比較，增進辨真識力。古人製器固屬艱難；今人仿造亦非易事。故古今陶藝皆有其欣賞價值。本課程將就製作技術、釉色、土質為特點作古今陶瓷欣賞之重點講述。

本期開設下列兩班，編號 **655** 及 **656**。

655. 何秉聰先生主講。

地點：香港大學校外課程部市區中心28室（信德中心西翼九樓）。

時間：一九八八年十月十一日起每星期二下午五時四十分至七時卅分。

全期學費：一百六十元。（共八講）。

656. 何秉聰先生主講。

地點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時間：一九八八年九月卅日起每星期五下午五時四十分至六時五十五分。

全期學費：一百六十元。（共十二講）。

仿古陶塑 (Imitation in Chinese Ceramics)

集文獻所得，配合陶塑技法以仿製歷代陶瓷，從而加強對欣賞古器之趣味與辨真知識。對不可能擁有的古陶瓷器加以仿製，非以混珠，實珍魚目，聊供一粲，亦可消閒云爾！

本期開設下列兩班，編號 **657** 及 **658**，每班限收二十四人。

截止報名日期：一九八八年十二月廿二日。

657. 何秉聰先生主講。

地點：新界沙田火炭約坳背灣街14至24號金豪工業大廈第二座十樓J座（電梯按10字）。

時間：一九八九年一月七日起每星期六下午三時至六時。

全期學費：二百一十元。（共六講）。

658. 何秉聰先生主講。

地點：新界沙田火炭約坳背灣街14至24號金豪工業大廈第二座十樓J座（電梯按10字）。

時間：一九八九年一月八日起每星期日下午三時至六時。

全期學費：二百一十元。（共六講）。

659. 中國畫基本技法 (Basic Techniques in Chinese Painting)

主講人：林雲女士。

地點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時間：一九八八年九月卅日起每星期五上午九時卅分至十一時卅分。

全期學費：二百五十五元。（共十講）。

本課程適合初學人仕及對中國畫有興趣者選讀。內容包括有：（一）山水畫名家簡史介紹（二）如何選用宣紙及毛筆，（三）分段指導及示範基本筆法，如樹木、山石、泉水煙雲、人物屋宇、船舶、橋樑。學員須在課堂上臨習一些簡單習作。

本課程最後更着重介紹傳統畫之特色和優點，並引石濤及龔賢之畫法為例，引導學員從中領略中國畫之精粹。（限收十八人）。

660. 中國畫構圖及着色 (Composition and Colouring in Chinese Painting)

主 講 人：林雲女士。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年十二月九日起每星期五上午九時卅分至十一時卅分。

全期學費：二百五十五元。（共十講）。

本課程適合曾習中國畫基本技法或對中國畫有初步認識之學員參加，內容分構圖、着色兩部分。

構圖方面會講解分析：（一）呼應，（二）虛實，（三）顧盼（四）賓主（五）疏密，（六）聚散，（七）題款等，使學員能明瞭如何在畫面上「經營位置」以至完成一幅作品。

着色方面有：（一）顏料之認識，（二）顏色與墨色之配合，（三）季節和色調之關係，（四）如何配色，（五）水光和煙雲之渲染等。

課堂上會介紹一些名家代表作，使學員更進一步明瞭其中要訣，及提高學習趣味。

本課程以小組形式講授，故限收十八人。

661. 山水畫基礎班 (Basic Chinese Landscape Painting)

主 講 人：林雲女士。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年十月四日起每星期二上午九時卅分至十一時卅分。

全期學費：二百五十五元。（共十講）。

本課程專為曾選修初級程度國畫的學員而設。課程內容包括山水畫之基本概念、構圖、着色、運筆、用紙等之技巧，並即時示範及個別指導。（限收十八人）。

662. 山水畫深造班 (Advanced Chinese Landscape Painting)

主 講 人：林雲女士。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年十二月十三日起每星期二上午九時卅分至十一時卅分。

全期學費：二百五十五元。（共十講）。

本課程專為曾選修「山水畫基礎班」之學員而設。課程內容主要深入研究山水畫之精粹所在和如何分析作品特點，並挑選一些有代表性之作品作教材，通過不斷實習以達到鞏固學員之基礎技法，從而帶動學員進入另一層面領悟傳統山水畫之神韻及意境。本課程將會分組形式授課。（限收十八人）。

663. 花鳥與山水畫技法 **(Techniques of Chinese Paintings: Flowers, Birds & Landscape)**

主 講 人：鄧昶立先生。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院53室（金巴利道入口）。

時 間：一九八八年九月卅日起每星期五下午六時卅分至八時。

全期學費：二百元。（共十二講）。

花鳥與山水畫有很緊密的連繫，樹石對花鳥來說，有如牡丹綠葉相得益彰，增加畫面的變化及美觀。講授對重筆、用墨、用紙（生熟紙）絹，設色（赭墨、淺絳、青綠、金碧輝煌）技法，並加畫史、畫理、寫生等。課程以梅、蘭、菊、竹，四時花卉、昆蟲、鳥類、金魚、蝦、蟹、水草、蔬菜等。而山水以鹿角、蟹爪、點葉、夾葉、松、柳、梧桐、芭蕉等樹法、山石、長短披麻皴、斧劈皴、大小米點皴、鬼皮皴、潑墨皴、大小勾雲法、染雲、瀑布、波濤等。課程由淺入深，輔助學員領會花鳥與山水畫的結合精華，每講臨場示範、實習、欣賞及派發畫稿，歡迎有興趣人士及曾修讀花鳥與山水畫課程的同學參加。

（限收二十五人）。

664. 花鳥山水畫構圖 **(Composition of Chinese Paintings: Flowers, Birds & Landscape)**

主 講 人：鄧昶立先生。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院53室（金巴利道入口）。

時 間：一九八九年一月六日起每星期五下午六時卅分至八時。

全期學費：一百八十五元。（共七講）。

是花鳥與山水畫技法的延續，為相等程度及有興趣人士而設，加強內容，以學員進度而作出技法及構圖，深入教授。內容以山水三遠法（平遠、深遠、高遠）等。而花鳥以賓主、呼應、顧盼、虛實、聚散、疏密等構圖法。題材以紫藤、秋海棠、桃花、玫瑰、水仙、荷花、小雞、麻雀等，配以四時樹、石、花鳥、着重造型、意境等。設色有白描、水墨、勾勒（工筆），沒骨（寫意）、淡

彩、粉彩、重彩為主。能使學員在短期內完成作品，發揮花鳥山水畫進一步的長處，令至學員達到創作的階段。每講均有示範、臨堂實習及派發畫稿。歡迎曾修讀花鳥與山水畫同學參加。（限收二十人）。

665. 東方紙黏土藝術 (Oriental Paper Clay)

主 講 人：鄧昶立先生。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室（金巴利道入口）。

時 間：一九八八年十月六日起每星期四下午六時卅分至八時卅分。

全期學費：二百二十五元。（共十講）。

紙黏土是由陶瓷藝術演變而成，黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極高，形態逼真。內容授以精美的飽點、新鮮蔬果、白兔、飾物、錦鯉、筆座、月季花、心口針、荷花、金魚、立體壁畫等。作品經風乾後，可塗上顏色及光油。臨堂示範及實習，製作過程輕鬆有趣，初學及有興趣人士均可參加。（限收二十人）。

666. 東方紙黏土創作班 (Advanced Oriental Paper Clay)

主 講 人：鄧昶立先生。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室（金巴利道入口）。

時 間：一九八八年十二月十五日起每星期四下午六時卅分至八時卅分。

全期學費：一百九十元。（共八講）

本課程是東方紙黏土藝術的延續，內容加強，有花籃、仿木傢俬、花園、房屋、彩龍、燈座等。此外，學員更可自由創作，並配上逼真的色彩，每堂均有示範及實習，使學員對東方紙黏土藝術加深發揮創作潛能。初學及有興趣人士均可參加。（限收十八人）。

667. 中國山水畫 (Chinese Landscape Painting)

主 講 人：吳祖蔭先生。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院24室（金巴利道入口）。

時 間：一九八八年十月三日起星期一下午六時卅分至八時卅分。

全期學費：二百元。（共九講）。

分階段以理論及示範同時施教，在十二講之課程中，由淺入深，使學員明白山水畫樹石，構圖要訣，基本皴法及種類，對畫面皴法之統一，點苔之要義及作用，用筆及用墨之要點及變化，控制水份，粗筆及幼筆之作用，畫面之深淺遠近，透視比例，最後能達至墨韻之要義，並兼教繪雲海及瀑布之畫法及山水畫之

設色技巧，如何將真實風景經過美化後套入中國畫法，構成一幅圖畫，並講解兼示範各種畫法應避忌之處，逐一指出，使初學山水畫之學員於短期內亦能自繪簡單之山水國畫，作日後深入研究之初階。（限收二十五人）。

668. 中國山水畫技法 (Methods of Chinese Landscape Painting)

主 講 人：吳祖蔭先生。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院24室（金巴利道入口）。

時 間：一九八八年十二月五日起每星期一下午六時三十分至八時三十分。

全期學費：二百元。（共八講）。

本課程專供修業完畢初級山水國畫班之學員作深入山水國畫之技法研究，除簡略重溫習基本畫法外，更進一步研究山水國畫之技法如構圖，皴擦，運筆，用墨、染墨，染色，乾筆之蒼茫，濕筆之潤厚及乾濕筆之並用，點綫之美化等技巧及其效果，並示範如何達氣韻生動及氣勢磅礴之境界，更進一步研究瀑布及雲海之繪寫過程及技巧，亦根據學員之成績調節課程漸進入較高深之技法研討，更為愛好繪寫雲海及瀑布之學員作深入之講解及研究，理論與即席示範兼施。（限收二十人）。

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

主 講 人：陶澐先生（國立中山大學法學士）。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八八年九月廿三日起每星期五下午六時三十分至八時。

全期學費：二百七十元。（共十五講）。

本課程內容包括：（一）樹幹、樹枝、和樹木的穿插法；（二）樹葉的畫法：松葉、柳葉、竹葉、大混點、小混點、介字點、胡椒點；（三）山石的皴法，大間小法，小間大法；（四）山石的組合；（五）點苔法、直點、橫點、介字點、胡椒點；（六）水泉法、畫瀑布法；（七）畫細泉法、畫平泉法；（八）畫煙雲法；（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。

670. 國畫梅蘭竹菊水墨設色構圖技法

(Composition & Colouring of Chinese Painting: Plumflowers, Orchids, Bamboos & Chrysanthemums)

主 講 人：徐達之先生。

地 點：香港大學鈕魯詩樓229室。

時 間：一九八八年十月一日起每星期六下午二時四十分至四時十分。

全期學費：三百五十五元。（共二十講）。

本課程為有意研習國畫梅花、蘭花、綠竹、菊花等水墨與設色構圖技法寫作而設。旨在提高對梅蘭竹菊四君子水墨畫及設色構圖技法，打好國畫寫作的基本功力，加強發揮對各類國畫的構圖設色寫作技巧。講授內容包括：（一）梅蘭竹菊四君子畫的特點，及其興起與發展；（二）梅花的風致及寫作方法；（三）蘭花神韻及水墨、設色、表現技法；（四）墨竹與綠竹寫作與書法運筆的聯貫技法；（五）菊花飄逸花朵枝葉構圖設色寫作技法，及其與百花技法的聯貫寫作法；（六）四君子畫與風、晴、雨、露、雪的感染技法；（七）四君子畫聯合寫作技法；（八）欣賞名家四君子畫寫作技法；（九）每課印發講義，並附習作樣稿；（十）隨堂示範寫作技法，包括：構圖、調墨、調色、運筆輕重方法，並批改習作。（限收二十五人）。

671. 中國歷代名碑名帖書法藝術寫作研習

(Masterpieces of Chinese Calligraphy)

主 講 人：徐達之先生。

地 點：香港大學鈕魯詩樓229室。

時 間：一九八八年十月一日起每星期六下午四時廿分至五時五十分。

全期學費：三百五十五元。（共二十講）。

本課程為適應對中國書法有研習興趣而稍有書法基礎，為進一步研習歷代各書體及其結合寫作技法者而設。內容包括：（一）鍾鼎文如王孫鐘、毛公鼎書法藝術；（二）石鼓文書法藝術；（三）繹山碑會稽刻石小篆書法藝術；（四）天發神機書法寫作風格；（五）石門頌碑刻書藝；（六）石門銘書藝風格；（七）瘞鶴銘書藝風格；（八）漢碑禮器、史晨、乙瑛、張遷書藝風格；（九）龍門二十品書法風格；（十）魏晉鍾繇、王羲之書法風格；（十一）唐代名帖：虞世南、歐陽詢、褚遂良、顏真卿、柳公權等書法風格；（十二）宋代：蘇軾、黃庭堅、米芾、蔡襄書法風格；（十三）欣賞名碑名帖書法之神韻，並結合其寫作方法；（十四）每課編發講義，並附習作樣稿；（十五）隨堂示範寫作方法，並批改家課習作。（限收二十五人）。

672. 國畫花鳥蟲魚構圖寫作技法

(Composition of Chinese Paintings: Flowers, Birds, Insects & Fish)

主 講 人：徐達之先生。

地 點：香港太古城地利亞修女紀念中學302室（小學部英皇道入口）。

時 間：一九八八年十月十日起每星期一下午七時至九時。

全期學費：三百五十五元。（共十五講）。

本課程為適應對國畫有基本研習而對花鳥蟲魚寫作有研習興趣者而設。內容包括：（一）春夏秋冬四季花卉寫作構圖技法，（二）各類會飛雀鳥寫作法，（三）蜂蝶草蟲寫作，（四）魚蝦水族寫作法，（五）花鳥配合構圖，（六）蜂蝶花卉配合構圖；（七）魚蝦花卉配合構圖；（八）花鳥蟲魚綜合構圖；（九）各類畫面題款、用印技法；（十）每課印發講義，並附習作樣稿；（十一）每課隨堂示範寫作技法，包括：構圖、調色、運筆輕重、緩急、起伏頓挫、用墨用色、用水渲染濃點等各類技法。並批改習作（包括課外習作）。

本課程共講授三十小時，花鳥佔十八小時，魚蝦草蟲佔十二小時。凡曾選習花鳥課程或未曾選習者，均可參加研習。（限收二十五人）。

673. 實用書法寫作與集聯應用研習

(Practical Chinese Calligraphy & Couplets)

主 講 人：徐達之先生。

地 點：香港太古城地利亞修女紀念中學302室（小學部英皇道入口）。

時 間：一九八八年十月十二日起每星期三下午七時至九時。

全期學費：三百五十五元。（共十五講）。

本課程為適應各界人士有意研習書法藝術實際應用寫作條幅、對聯、詩詞供欣賞者而設。講授內容包括：（一）正楷書法選帖研習；（二）行書選帖研習；（三）草書選帖研習；（四）隸書選帖研習；（五）章草選帖研習；（六）小篆選碑研習；（七）大篆石鼓文研習；（八）鐘鼎文書法研習；（九）各體書法集聯應用研習；（十）各體書法集詩詞寫作條幅研習；（十一）每課編發講義並附習作樣稿，（十二）隨堂示範寫作方法，並批改習作。（限收二十五人）。

674. 山水畫的創作技法 (Techniques of Landscape Painting)

主 講 人：李撫虹先生。

地 點：香港銅鑼灣糖街一至五號銅鑼灣商業大廈503室。

時 間：一九八八年十月九日起每星期日下午三時至五時。

全期學費：三百五十五元。（共十五講）。

山水畫的創作過程，經過時代的考驗，仍要先從臨摹和寫生着手。所稱創作，並非突然達到，必須認識傳統的關係。抑且國畫重在筆墨，自非把已完成的名作臨摹，很難領會。至於大自然的現象，千變萬化，倘不予以探索，無從瞭解。

本課程旨在使學員有其穩健的實踐，訓練純熟的描寫，以期達到自由創作的最高目的。

爲着適應不同程度的學員起見，在實習上並即席示範與批改。
（限收二十五人）。

書法講座（一）教師班 (The Learning and Teaching of Chinese Calligraphy I)

本課程專爲初學書法的教師而設，講授書法基礎知識。目標有二：（一）引起教師們對書法藝術的興趣，進而學習傳統書法的基本理論和實踐，以建立書學研習的基礎。（二）教師們在研習中，掌握了書法藝術學習上循序漸進的基本理論與方法，便可在學校教學中指導學生們進行學習。凡對書法藝術有興趣，而能撥出時間進行練習者，歡迎參加研習。

本期開設下列兩班，編號 **675** 及 **676**，每班限收二十人。

申請教署退還半費手續：凡政府、資助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月九日前報名。）

675. 王齊樂先生主講。

地點：香港大學校外課程部市區中心29室（信德中心西翼九樓）。

時間：一九八八年九月十九日起每星期一上午九時至十一時。

全期學費：四百八十元。（共十八講）。

676. 王齊樂先生主講。

地點：香港大學校外課程部市區中心29室（信德中心西翼九樓）。

時間：一九八八年九月十九日起每星期一下午三時至五時。

全期學費：四百八十元。（共十八講）。

書法講座（二）教師班

(The Learning and Teaching of Chinese Calligraphy II)

本課程是「書法講座（一）」的延續，目標相同，歡迎已完成「書法講座（一）」的學員，或對書法藝術的理論與實踐已稍有基礎的教師參加。

本期開設下列兩班，編號 **677** 及 **678**，每班限收二十人。

677. 王齊樂先生主講。

地點：香港大學校外課程部市區中心29室（信德中心西翼九樓）。

時間：一九八八年九月廿一日起每星期三上午九時至十一時。

全期學費：四百八十元。（共十八講）。

678. 王齊樂先生主講。

地點：香港大學校外課程部市區中心29室（信德中心西翼九樓）。

時間：一九八八年九月廿一日起每星期三下午三時至五時。

全期學費：四百八十元。（共十八講）。

書法講座（三）教師班

(The Learning and Teaching of Chinese Calligraphy III)

本課程是「書法講座（二）」的延續，目標相同，而研習方面，除對理論與實踐作深入研討外，更利用集體切磋，以提高認識。同時，並將根據個別學員的興趣愛好而發展所長。歡迎已完成「書法講座（二）」的學員或相當程度的教師參加研習。

本期開設下列兩班，編號 **679** 及 **680**，每班限收十二人。

679. 王齊樂先生主講。

地點：香港大學校外課程部市區中心29室（信德中心西翼九樓）。

時間：一九八八年九月卅一日起每星期五上午九時至十一時。

全期學費：四百八十五元。（共十四講）。

680. 王齊樂先生主講。

地點：香港大學校外課程部市區中心29室（信德中心西翼九樓）。

時間：一九八八年九月卅一日起每星期五下午三時至五時。

全期學費：四百八十五元。（共十四講）。

681. 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：一九八八年九月卅日起每星期五下午六時十五分至七時四十五分。

全期學費：一百九十元。（共十二講）。

學習刻印，務使學印者在短期之內領悟刻印的方法，刻印的樂趣，盡量着重實踐，手法和刀法等技巧，使學印者對刻印的基本概念，有全面的認識，包括自製刻刀方法與自製印章錦匣等等。使學者認識到刻印會豐富人生，實印亦是一種生活情趣。（限收二十八人）。

682. 篆刻技巧與印石 (The Art of Seal Engraving)

主 講 人：盧人俊先生。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八八年十月一日起每星期六下午四時十五分至五時四十五分。

全期學費：一百九十元。（共十二講）。

篆刻乃由文學、美術及雕刻三者結合而成的一種藝術，本課程對理論、篆刻技巧、印石種類等詳為講解，示範，印石實物介紹和說明。全期課程均以實踐為主，務使學印者在短期之內，深切領略篆刻方法，體驗自刻印章的樂趣。（限收二十八人）。

篆刻深造班 (Advanced Seal Engraving)

深造班專為已完成篆刻初級班人士或有篆刻基礎和興趣繼續深造者而設。此深造班課程全面以篆刻示範，治印技巧。學員作業，導師改印，教與學均以實踐為主。復以刀法、手法，佈白等等為輔。務令學員刻印盡量領略方寸之間的篆刻藝術，讓學印者多嘗治印的樂趣。

本期開設下列兩班，編號 **683** 及 **684**，每班限收二十二人。

683. 盧人俊先生主講。

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院24室（金巴利道入口）。

時 間：一九八九年一月六日起每星期五下午六時十五分至七時四十五分。

全期學費：一百四十元。（共八講）。

684. 盧人俊先生主講。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八九年一月七日起每星期六下午四時十五分至五時四十五分。

全期學費：一百四十元。（共八講）。

Philosophy

Staff Tutor: Koon-ki T. Ho, Telephone 5-8592787

691. 哲學概論文憑課程 (Certificate in Philosophy)

主 講 人：李榮添先生，B. A., M. Phil. (CUHK)；

周栢喬先生，M. Phil. (Lond)；文潔華小姐，M. Phil. (CUHK)；呂子德先生，BA (CUHK) 及香港哲學社社員。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：每星期三及六上課：

（甲）一九八八年九月十七日起每星期六下午二時十五分至四時十五分。

（乙）一九八八年九月二十一日起每星期三下午八時至九時三十分。

課程將在一九八九年六月二十八日完結。

全期學費：一千六百元。

哲學本來就是面對宇宙人生種種困惑的學問，所以本課程的設計，特別以哲學問題為中心，以期展示歷來人類對於這些問題的反省，及它們的現代意義。

宗旨：（一）培養批判思考能力；（二）引介重要哲學問題；（三）揭示哲學與現代生活的關係；（四）介紹中國哲學主流及（五）訓練閱讀哲學著作之能力。

課程大綱：（一）哲學導論；（二）思考方法、邏輯與方法論；（三）哲學問題：包括宗教問題、藝術問題、道德問題、知識問題等。（四）中國傳統哲學；（五）現代西方哲學流派選講及（六）中、西哲學原著選讀。

名 額：限收三十人。

入學資格：高等或高級程度會考合格或以上程度。

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

報名手續：申請者須於九月三日前將（一）申請表格，（二）半身近照乙張，（三）學歷證件副本及貼足郵票的回郵信封乙個，（四）一篇約二百字的短文，說明選修這個課程的原因及對本課程的期望。寄回香港大學校外課程部。

（本課程與香港哲學社合辦）

London University External B.A. Degree in Philosophy

The Department of Extra Mural Studies in conjunction with the Hong Kong Philosophy Society offer the following courses to help candidates prepare for the London University External B.A. Degree in Philosophy. A total of 8 papers will be offered over 4 years' time. For the year 1988-89, the following 2 papers will be offered:—

692. Paper I. Logic & Methodology.

(Members of the Hong Kong Philosophy Society). *Fridays, 7.45–9.45 p.m., starting October 14, 1988. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 25 meetings.*

Fee: \$990

693. Paper V. Modern Philosophy.

Gerhold Becker, Dr.Phil. (München) and Cheung Chan-fai, B.A., M.Phil. (C.U.H.K.), Dr.phil. (Freiburg). *Tuesdays, 7.45–9.45 p.m., starting October 11, 1988. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 25 meetings.*

Fee: \$990

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

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

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

Please write in for details and special application form enclosing a stamped self-addressed envelope. Closing date for applications: September 22, 1988.

694. 中國人生哲學 (Chinese Philosophy of Life)

主 講 人：尹德華先生，LL B (Zhongshan Univ)。

地 點：香港大學鈕魯詩樓734室。

時 間：一九八八年十月二十六日起每星期三下午六時三十分至八時。

全期學費：一百八十元。（共十講）。

人生的意義是中外古今的哲學家都竭力追求答案的問題。他們往往因為觀點與角度不同，而產生極端相反的人生哲學。就中國來說，儒家積極肯定人生，道家持不即不離的態度，佛家則全盤否定人生的價值。

本課程旨在探討中國歷代哲學大師的人生哲學，主要內容包括：孔子天命

論，老子寡欲說，韓非利益觀，慧能成佛說，程頤貞節論，張君勸人生觀，馮友蘭境界說，並且介紹外國哲學家有關的言論。最後，講者亦擬綜合各家學說，提出自己的心得和見解。

695. 康德《純粹理性之批判》(Kant, Critique of Pure Reason)

主 講 人：陳志偉先生，B. A. (CUHK)。

地 點：香港大學紐魯詩樓734室。

時 間：一九八八年十月三日起每星期一下午六時三十分至八時三十分。

全期學費：二百元。 (共八講)。

「主體」一詞，曾幾何時是哲學史的核心概念。笛卡兒、康德、黑格爾和胡塞爾等人皆被視為主體哲學的代言人。現在，「主體」一詞卻代表著「危機」。當代西方對主體哲學的批判正處於頂峯期，我們卻在此間閱讀康德的《純粹理性之批判》，這是否落後？問題將視乎我們是否把康德哲學所強調的「主體性」，與主體哲學所強調的「主體」劃上等號，而要釐清康德哲學所謂的「主體性」與主體哲學的分別已有足夠的動力，驅使我們閱讀康德的《純粹理性之批判》。

牟宗三先生說：「康德此書號稱難讀。嚴格講，須每句講解，始能明白」。講者希望由〈序文〉開始，依隨原文，跟學員解說書中一些困難及其學問的大概。修讀資格：學員需曾修讀「哲學導論」或「西洋哲學史」，若曾修讀「哲學文憑」班者優先考慮。

696. 哲學導論 (Introduction to Philosophy)

主 講 人：吳甌先生，M. Phil. (New Asia Institute for Advanced Chinese Studies)。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八八年十月四日起每星期二下午八時零五分至九時三十五分。

全期學費：二百元。 (共十二講)。

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

本課程既屬導論性質，將注重啟發批判性之思維模式，以問題為中心，培養哲學思辨。內容包括下列三部份：（一）知識論——甚麼是知識，知識成立之根據，知識之要素與結構、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。

697. 大思想家及最新思想方法 (Great Thinkers and New Thinking Methods)

主 講 人：鄭焯堅先生，M Phil (CUHK)。

地 點：香港大學屬樹雄科學館101室。

時 間：一九八八年九月三十日起每星期五下午六時至七時三十分。

全期學費：二百一十元。（共十二講）。

本課程教法着重討論與心得交流，力求提高學員對日常生活問題之正確思想能力。內容深入淺出，初學可懂：（一）大思想家之特色；（二）現代大思想家最新思想法分類與評價：抽象（邏輯）思想、形象（直感）思想、靈感（頓悟）思想、詭辯思想、幻象思想、過敏思想；垂直（凝聚）思想、水平（散發）思想；（三）現代「解決問題」之新法分析：試誤式、領悟性、推理式、創造式；（四）評現代「語理分析」之優劣點及補救之道；（五）現代諾貝爾獎得主及其他大思想家之思想選評；（六）如何思「不可思議」？（七）謬誤特色、墨守繩規之「定勢」思想、真理標準。

698. 真善美哲學 (Philosophy of Truth, Goodness and Beauty)

主 講 人：鄭焯堅先生，M Phil. (CUHK)。

地 點：香港大學屬樹雄科學館101室。

時 間：一九八八年九月三十日起每星期五下午七時四十五分至九時。

全期學費：二百一十元。（共十二講）。

真善美是人生最高之目的及最高價值之境界。

本課程通過哲學方式詳加探討。選講範圍：

（一）論哲學之意義、價值及其如何藉真、善、美通向人生日用；（二）論真、善、美各自不同領域，並由其相反論其相成相通；（三）真、善、美與「知」、「情」、「意」之縱橫關係；（四）真、善、美與「誤」、「惡」、「醜」之辯證關係；（五）探求真、善、美時所當採取之學習態度；（六）哲學、科學、宗教、道德、文學、藝術等如何表現真、善、美；（七）中西哲人有關真、善、美之哲學名著精選精論。

699. 綠色生活與香港社會 (Green Life and Society of Hong Kong)

主 講 人：綠色力量負責人。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八八年九月二十二日起每星期四下午八時零五分至九時三十五分。

全期學費：二百元。 （共十二講）。

本課程旨在介紹綠色思想在此時此地的意義，說明在當前這種社會裏，個人可以怎樣改變自己的價值觀與生活方式，過更喜悅、平安、豐盛的一生，同時為後世創造可延續下去的未來。課程將包括以下講題：（一）綠色思想哲學；（二）綠色政治；（三）綠色經濟；（四）綠色科技；（五）綠色環境保育；（六）綠色社會學；（七）綠色教育與傳媒；（八）綠色醫療健康工作；（九）綠色飲食；（十）綠色精神；（十一）綠色生活方式的落實；（十二）香港社會的綠化。

700. 美學入門（Introduction to Aesthetics）

主 講 人：李懷謙先生，B Soc Sc (HK)。

地 點：香港大學邵仁枚樓101室。

時 間：一九八八年十月十日起每星期一下午七時卅分至九時。

全期學費：一百九十五元。 （共十講）。

西方美學是一門多元化和複雜的學問。自從在十八世紀由德國人鮑姆加敦定名成立以後，美學的研究範圍就愈來愈廣。雖然基本上美學研究是純理論的，但是有很多美學理論也為藝術工作者提供了深刻的啟發和指導。

本課程為對美學有興趣的人士而設，旨在介紹研究美學最基本的知識。討論題目包括美的性質；美感態度；藝術與現實的關係；視覺和視覺藝術；藝術的形式和內容；藝術欣賞與批評；中西美學比較和美育等。講者除廣泛討論有關美學的問題外，更會幫助學員將從過往實踐得來的經驗總結成理論，作為將來實踐的指引，並藉此提高自己的藝術修養。

報 名 從 速

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

Political Science

Staff Tutor: Koon-ki T. Ho, Telephone 5-8592792

706. Introduction to the U.S. Immigration Law.

Mr. Theodore B. Dobbs, Consul General, USA Retired. *Tuesdays, 6.30–8.00 p.m., starting September 13, 1988, Room 16, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$350**

For many Hong Kong people, going to the U.S.A. means an unpleasant experience. First of all, you have to get a visa. Whereas the process of its application is traumatic, the chance of getting one is scarce. No matter how hard you try, how well you prepare yourself, the result is likely to be frustrating.

This is all a myth. Going to the U.S.A. is not all difficult if you play the game according to the rules. This course will provide students with a general understanding of the immigration rules of the U.S.A. If you are a business person, intending tourist, student, or want to know more about emigrating to the United States, the quota and preference system, length of stay, and much more, then these series of lectures are for you.

Enrolment is limited to 40.

707. 政治學導論 (Introduction to Political Science)

主 講 人：林道超先生，B Soc Sc (CUHK)。

地 點：香港大學校外課程部市區中心15室（信德中心西翼九樓）。

時 間：一九八八年十月五日起每星期三下午八時十五分至九時四十五分。

全期學費：一百九十五元。（共十講）。

在一九九七年後，香港會在「一國兩制」的模式下保持現行政治與社會制度最少五十年不變。究竟我們應該怎樣去了解「一國兩制」呢？

本課程旨在介紹有關政治學的基本範圍和概念，透過比較各種主要政治體制的類型和主要特徵，幫助學員認識政治行為與政治制度的運作，從而掌握政治分析的能力。內容側重比較自由民主政制和社會主義政制彼此間的異同，並輔以實例說明，尤其是中國和香港的例子。歡迎一切有興趣人士參加。

708. 基本法總論 (Basic Law: a Comprehensive Study)

主 講 人：滙點負責人。

地 點：香港大學校外課程部市區中心29室（信德中心西翼九樓）。

時 間：一九八八年十月一日起每星期六下午二時卅分至四時卅分。

全期學費：二百五十元。（共十講）。

本課程旨在向學員介紹和分析基本法徵求意見稿各個主要部份的草擬條文，並結合香港目前的制度和九七年後高度自治的目標，從而評估徵求意見稿之得失與利弊，以幫助學員加深對基本法問題的瞭解。課程內容包括：（一）基本法的起草背景、過程和指導原則；（二）有關基本法問題的若干重要爭論；（三）未來政制模式的方案及比較；（四）未來中央與特區關係方面的重要條文如何實現「一國兩制」與「高度自治」；（五）基本法對人權及民權的保障；（六）基本法對社會政策及經濟制度方面的規定；（七）九七年前後政制之銜接問題——首屆特區政府和立法機關之產生；（八）綜論。（限收四十人）。

報 名 從 速

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

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 253. 頁 。

Psychology

Staff Tutor: Mrs. Y. L. Cheng, Telephone 5-8592787

711. An Introduction to Environmental Psychology.

Mrs. Leung Siu Oi-ling, M.Phil. (H.K.). *Mondays, 8.00–9.30 p.m., starting October 3, 1988. Room 843, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$250**

The purpose of this course is to arouse the participants' awareness of the problems of our environment. In applying psychological theories to understand the effects of our built and natural environment on human behaviour, it is hoped that the participants would develop positive attitudes towards the conservation of the environment.

The course will cover the following topics: methodology in environmental psychology; theories of environment-behaviour relationship; environmental perception; heat, wind and noise level; crowding; city life; interior and architectural design.

712. An Appreciation of Psychology.

Mak Yung-sang, B.A. (Psychology). Cert Ed. *Fridays, 6.15–7.45 p.m., starting October 7, 1988. Room 208, Run Run Shaw Building, University of Hong Kong. 10 meetings.* **Fee: \$200**

For the past several decades, people's interest in psychology and awareness of self have significantly increased. This course is designed for those who are interested in knowing what psychology is and how psychologists attempt to accomplish the task of understanding human behaviour. Different topics such as development, learning, memory, abnormal behaviour and social psychology etc. will be covered during the 10 meetings. The format of the class is a combination of activities, experiments, group work and lectures so that participants can gain first hand knowledge and appreciate how psychological knowledge can be applied in daily life.

Fee Refund: on being accepted for this course, teachers in secondary schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 24, 1988.*)

713. Understanding and Managing Stress.

Gwen Bennett, M.A. (Victoria). *Wednesdays, 7.15–9.00 p.m., starting September 14, 1988. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$240**

Initially the class will concentrate on the concept of stress and its components. Participants will have the opportunity to gauge their own stress levels and to develop a personal stress management plan. Students will be encouraged to reflect on their lifestyle and their work situation, and take a proactive, problem-solving approach.

The format of the class is a combination of didactic presentations, discussions, role-plays and experiential exercises.

714. 情緒抑鬱症：成因，併發症及輔導工作 (Depression: Causations, complications and counselling approaches)

主 講 人：鄧素琴博士（臨牀心理學博士）。

地 點：香港大學校外課程部市區中心28室（信德中心西翼九樓）。

時 間：一九八八年九月三十日起每星期五下午七時四十分至九時四十分。

全期學費：四百二十元。（共十五講）。

本課程是專為教師、護士、輔導員及社會工作人員而設。課程內容包括：

- （一）情緒抑鬱症各種成因及輔導模式如生理、心理分析、心理動力、學習認知、人際關係、學習無助及社會壓力等，
- （二）不同類型的情緒抑鬱症及其併發症；
- （三）不同年齡人仕如兒童、青少年、中年及老年人等的情緒抑鬱問題；
- （四）如何預早察覺自殺危機及其適當輔導法。（限收三十人）。

申請教署退還半費手續：凡政府、資助或私立中學之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月十六日前報名。）

715. 性格的透視與發展 (Understanding and Developing Personality)

主 講 人：湯國鈞先生（臨牀心理學碩士）。

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。

時 間：一九八八年九月十三日起每星期二下午七時四十五分至九時四十五分。

全期學費：二百六十元。（共九講）。

每個人的思想、情緒、行為、人際關係等各方面都很受他的性格所影響，大多數人都會受某些性格所限而未能將本身的潛能充份的發揮。況且現代人生活

緊張，精神壓力大，如果本身的性格不健全；或者不了解自己性格的特點，便很容易產生身體或心理方面的毛病，例如胃潰瘍、心臟病、神經緊張、抑鬱症等。另一方面，了解自己及別人的獨特性格，加以接納、欣賞、改善和發揮，將會是一個莫大的寶藏，不單只可以改善個人的問題，而且有助於創造和掌握美滿的生活。這課程是特別為那些希望更加認識自己及別人的性格的人士而設，目的是促進參加者及其關心的對象的心理健康和性格發展。

本課程內容包括：（一）性格心理學的基本理論；（二）性格的發展和形成因素；（三）性格的類型和特色；（四）家庭和童年經歷對性格的影響；（五）從人際關係的層面中去了解性格；（六）性格與精神壓力和心理健康的關係；（七）如何針對性格中的長處和短處發展自己和別人的性格。上課形式除講授外並有小組討論，角色扮演、性格測驗及模擬講習等。（限收三十五人）。

申請教署退還半費手續：凡政府、資助或私立中學之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月三日前報名。）

716. 引導兒童觀察和學習自然科學 **(Encouraging Scientific Observation in the Young)**

主 講 人：林彩穗女士。

地 點：香港大學校外課程部市區中心28室（信德中心西翼九樓）。

時 間：一九八八年九月二十三日起每星期五下午六時至七時三十分。

全期學費：一百六十元。（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、幼兒工作者及幼稚園教師而設，透過下列分題，介紹一些基本理論和方法給予學員參考，從而幫助三至六歲的兒童去掌握科學概念。

課程內容包括：（一）何謂科學，何謂概念，兒童對科學的觀念。（二）簡介心理學家和教育學家對兒童學習科學過程的研究成果。（三）以若干科學題材介紹一些教導方式，令兒童對學習科學更感興趣，吸收更多。每節除講授外，將討論教具的設計和使用。

申請教署退還半費手續：凡政府、資助或私立小學及幼稚園之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月十二日前報名。）

717. 心理學導論 (一) (Introductory Psychology I)

主 講 人：黃世強碩士。

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。

時 間：一九八八年九月二十七日起每星期二下午六時至七時三十分。

全期學費：一百九十元。（共十二講）。

在過去數十年來，一般人對心理學的興趣都不斷加增，為使學員對心理學有基本認識，特別提供心理學導論課程，整個課程將分為兩部份，第一部份在本季介紹普通心理學的綱要，第二部份在明年春季上課，集中研讀社會心理學。

心理學導論（一）內容包括：心理學之概念，源流及派別，學習的理論和歷程，記憶與遺忘；動機的性質，生理及心理的動機；感覺與知覺等。

PRIOR ENROLMENT IS ESSENTIAL

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

In order to receive the next issue of this Prospectus, please turn to page 253.

Science & Mathematics

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

721. Certificate Course in Biomedical Electronics

The Department of Extra-Mural Studies will offer a 2-year part-time Certificate Course in Biomedical Electronics in September 1988. This new course is designed to give some fundamental biological background and instrumentation principles to employees in the field of biomedical electronics and those who intend to pursue a career in biomedical instrumentation, so that they can have an appreciation of the origin of physiological signals and the electronics design of instruments. Thus candidates after completing the course can communicate more effectively with end-users and render better consumer services. Instrumentations in the areas of research and laboratory analysis, clinical and para-clinical diagnosis, surgery, patient care and monitoring will be covered.

For further details please write to Miss Anita Ho, Department of Extra-Mural Studies, University of Hong Kong.

Closing date for applications: August 30, 1988.

See also:

116. Certificate Course in Pharmacology and Pharmaceutical Management. (Page 23)

722. Recent Advances in Physics.

Professor D. J. Newman; Dr. C. D. Beling; Dr. S. Fung; Dr. P. K. MacKeown; Dr. L. K. Ng; Dr. M. F. Reid and Mr. G. O. Walker. *Fridays, 6.15–8.15 p.m., starting October 21, 1988. Room 722, Knowles Building, University of Hong Kong. 8 meetings.*

Fee: \$300

This course is intended for graduates who have majored in Physics and who wish to be brought up-to-date in the latest developments of their subject. School teachers should find it particularly useful as a source of topics to stimulate their students' interest. Lectures will be given by members of the Department of Physics of this University. The course will begin with an overview of recent advances and include some discussion on the nature and organization of scientific research. Other topics to be discussed include: the new superconductors; physics and the curl in goats' horns—are we seeing parity violation? solar-magnetospheric—upper atmosphere interaction; semiconductors and devices; new insights

in quantum theory; stellar events and cosmic rays and positron techniques in solid-state physics.

Lectures will be supplemented by discussions and demonstrations. *Enrolment is limited to 30.*

Fee Refund: on being accepted for this course, teachers of Physics or Science will be sent a half-fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. *(Closing date for applications: October 14, 1988.)*

723. Selected Topics in Applied Biology.

Caroline Ng, B.Sc. (Surrey), Ph.D. (N.I.M.R., U.K.); Timothy T. C. Yip, B.Sc. (Lond.), Ph.D. (H.K.), Scientific Officer, Institute of Radiology & Oncology, Queen Elizabeth Hospital and W. C. Yam, B.Sc. (Lond.), A.I.M.L.S., Senior Medical Technologist, Department of Microbiology, University of Hong Kong. *Mondays, 6.00–7.30 p.m., starting October 3, 1988. Middle Lecture Theatre, Li Shu Fan Building, Sassoon Road, Hong Kong, 8 meetings.*

Fee: \$240

Teachers of Biology should find this course useful in that it provides a deeper and up-dated understanding of some selected topics in applied biology. Topics include: microorganisms as indicators of water pollution; role of microorganisms in sewage treatment; microbes in food processing; pathogenic microorganisms; immune response and immunization; monoclonal antibodies; anti-microbial agents and antibiotics; antibiotic resistance; genetic engineering; and applications of biotechnology in medicine and industry. Demonstrations will be arranged where necessary. *Enrolment is limited to 40.*

Fee Refund: on being accepted for this course, teachers of Biology will be sent a half-fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. *(Closing date for applications: September 23, 1988).*

724. Modern Instrumentation Techniques in Analytical Laboratories.

W. M. Chow, B.Sc. (Lond.), Ph.D. (Strathclyde). *Mondays, 6.20–7.50 p.m., starting October 3, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.*

Fee: \$240

This course is designed for research scientists, laboratory technicians, instruments sales personnel and students of biomedical and environmental sciences. Topics include: high performance liquid chromatography (HPLC);

gas—liquid chromatography (GLC); ultra-violet spectroscopy (UV); infra-red spectroscopy (IR); and atomic absorption spectroscopy (AAS). The principles, experimental procedures and problem approach of the various techniques, and their applications in chemical, biochemical, pharmaceutical and clinical fields will be discussed. *Lectures will be conducted in English and supplemented with Cantonese.*

725. Quantitative Methods.

K. Liu, B.Sc., M.Phil. (C.N.A.A.). *Thursdays, 7.15–9.30 p.m., starting November 3, 1988. Room 101, Runme Shaw Building, University of Hong Kong. 10 meetings.* **Fee: \$500**

This course is designed to give an introduction to some basic quantitative methods to participants with an interest in Management Science, Business Administration or Economics. Candidates preparing for various professional examinations should also find this course relevant to their studies. Topics to be discussed include: linear programming; transportation and assignment problems; network analysis; PERT; inventory control; queues; decision tree; and replacement. Applicants with a knowledge of elementary statistics are preferred. *Lectures will be conducted in English and supplemented with Cantonese.*

726. Some Important Concepts in Secondary School Physics.

Joseph Wong, B.Sc. (Texas). *Mondays, 8.00–9.30 p.m., starting September 19, 1988, Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$180**

This course is designed to give second thoughts on some important concepts in secondary school Physics. Topics to be discussed include: mechanics; electromagnetics; Einstein's relativity; and their practical applications. Participants are expected to have a knowledge of Physics at Form 4–5 level.

727. Pure Mathematics (Calculus & Co-ordinate Geometry).

E. H. Li, B.Sc., M.Sc. (Wash.), C.Phys., F.S.S., A.F.I.M.A. *Fridays, 8.20–9.40 p.m., starting October 21, 1988. Room 722, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$300**

This course gives an introduction to some of the basic mathematical concepts and their applications. Topics include: functions; limit, continuity and differentiability; derivative, mini-max problems and their applications; integration and its methods; Cartesian and polar co-ordinate systems, translation and rotation; straight line, circle and conic sections; plane curves; and 3-dimensional co-ordinates. Participants are expected to have mathematical knowledge at Form 5 level. *Enrolment is limited to 30.*

728. Pure Mathematics (Algebra & Sets).

W. C. Shiu, B.Sc., M.Sc. (N.T.U.), Dip.Ed. (C.U.H.K.). *Thursdays, 8.00–9.30 p.m., starting September 22, 1988. Room 734, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$300**

This course gives an introduction to some basic mathematical concepts and their applications. Topics include: polynomials; rational functions; quadratic equations; mathematical induction; permutations and combinations; binomial theorem; inequalities; complex numbers; systems of linear equations; matrices; vector spaces; set, relation and mapping. Participants are expected to have mathematical knowledge at Form 5 level. *Enrolment is limited to 30.*

729. An Introduction to the Geometry of Surfaces.

K. M. Fan, B.Sc. (N.T.U.), M.A. (U.C.S.B.). *Mondays, 6.20–7.50 p.m., starting November 28, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 4 meetings.* **Fee: \$130**

This course introduces the differential properties of surfaces with the use of geodesic. Topics include: geometric properties of surface in \mathbb{R}^3 , planetary curves, measurement of distance in curves; geodesic, geodesic triangles, Gauss bonnet; constant curvature surface; and minimal surface which is the most interesting topic in the study of modern surfaces. Participants are expected to have a mathematical knowledge at Form 5 level.

730. Introduction to Topology.

E. Herbert Li, B.Sc., M.Sc. (Wash.), C.Phys., M.Inst.P., M.I.E.E.E., M.I.S.T., F.S.S., A.F.I.M.A. *Wednesdays, 8.00–9.30 p.m., starting November 16, 1988. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$250**

Nowadays topology is a fundamental branch of mathematics and is one of the most rapidly expanding areas of mathematical thought. It has strong interactions with other branches of mathematics, and in particular with modern algebra, algebraic geometry, functional analysis and the theory of partial differential equations. Unfortunately many texts or courses in topology plunge immediately into a formalized and entirely abstract presentation of topological concepts, it is thus difficult for a student to appreciate the beauty of the subject. This course will adopt a more intuitive and leisurely approach, thus making it easier for non-mathematicians to grasp the essence of the subject.

The subject will be treated geometrically as far as possible and the practical aspects will always be emphasized. In fact, participants will eventually find that many of the ideas are beautiful, interesting and relevant to

731. 神秘的火星 (The Enigmatic Mars)

主 講 人：黃衍藩先生、李偉才先生，B.Sc (H K)。

地 點：香港大學邵仁枚樓101室。

時 間：一九八八年九月廿二日起每星期四下午七時三十分至九時。

全期學費：一百六十元。（共六講）。

自古以來橙紅色的火星一直是人類最注目的一顆行星。十九世紀末一些天文學家更發現火星上有「運河」，使人們對火星上是否有高度智慧生物的存在引起了巨大的爭論。火星大約每兩年才接近地球一次。一九八八年九月廿二日又再次接近地球，而且是近十七年來最接近地球的一次，因此九、十月間是觀測火星表面的最好機會。

本課程共分六講，將介紹古人對火星的認識，在望遠鏡下的火星、火星運河之謎、火星上有生命存在的可能性、近年太空船探測火星的發現與觀測及拍攝火星的方法等。如天色許可，還會安排活動，透過天文望遠鏡觀測火星。

732. 恒星天文學 (Stellar Astronomy)

主 講 人：黃衍藩先生、李偉才先生，B.Sc.(H K)。

地 點：香港大學校外課程部市區中心23室（信德中心西翼九樓）。

時 間：一九八八年九月廿三日起每星期五下午八時至九時三十分。

全期學費：二百元。（共十講）。

晚上我們見到天上的無數星星除了幾顆是行星外，其他都是恒星，每顆恒星都好像我們的太陽一樣會自己發光和發熱。恒星的世界可算是五花八門，每顆都有不同的性質。它們亦好像人類一樣，有時組成二人世界或小家庭（雙星）、一個社會（星團）；甚至一個國家（星系），他們亦有生、老、病、死。

本課程將由研究恒星的各種方法開始，介紹恒星的距離、性質與光譜；各類雙星、變星、新星與超新星的情況，恒星的演化過程、神秘的黑洞與其他特別天體；多姿多采的星雲及星團；銀河系與其他星系的結構；宇宙的形成與演變；及探測其他恒星的可能性等。

733. 視覺健康簡介 (An Introduction to Ophthalmology)

主 講 人：麥湘醫生。

地 點：香港大學校外課程部市區中心23室（信德中心西翼九樓）。

時 間：一九八八年九月廿三日起每星期五下午六時三十分至八時。

全期學費：一百二十元。（共五講）。

隨着社會的變化和日常工作量之日益增加，我們的視覺系統經常會受到重大的壓力，間接地影響了我們的視覺健康。本課程將會向學員撮要地解釋眼睛的結構；認識各種常見的眼疾，例如青光眼，白內障，視網膜脫落等；眼疾的成因，預防及其正確的治理方法。

本課程適合一般關心眼睛健康及其護理方法的人士選修。

734. 視軸矯正學 (Basic Orthoptics in Ocular Motility Defects)

主 講 人：趙惠玲小姐。

地 點：香港大學厲樹雄科學館 G 4 室。

時 間：一九八八年十月三日起每星期一午六時十五分至七時四十五分。

全期學費：二百四十元。 (共八講)

香港環境稠密，兒童視力的發育及眼睛健康已成為保健中重要的一環，父母及教師若能具備普通的眼睛常識，便能適當地預防及避免一些先天性或後天性弱視的成因。

本課程將握要地闡述眼球及眼肌的構造，正常視力發展過程，雙眼共視能力的成長與加強弱視成因及矯正方法，成人因隱性斜視或不強健眼肌造成的不適及其視軸運動與光學的補救，常見的眼疾及其認識等。

本課程適合任何對視軸矯正及兒童視力保健有興趣的人士參加。

735. 眼疾的最新治療方法 (Recent Advances in Ophthalmology)

主 講 人：周伯展醫生。

地 點：香港大學校外課程部市區中心23室（信德中心西翼九樓）。

時 間：一九八八年十一月四日起每星期五下午六時二十分至七時五十分。

全期學費：一百八十元。 (共六講)。

本課程為醫護人員或對眼睛護理有特別興趣的人士而設，旨在介紹常見的眼疾及其最新的治療方法，內容深入淺出，包括：（一）白內障：人工晶體及激光治療法；（二）視網膜病：激光及玻璃體切除術；（三）青光眼：激光及植入管治療法；（四）斜視眼：可調縫法及臘腸毒治療法；（五）近視眼：角膜手術及其療效等。

736. 中風及帕金森氏疾病的介紹 (Stroke and Parkinson's Disease)

主 講 人：胡健維醫生。

地 點：香港大學鈕魯詩樓722室。

時 間：一九八八年九月廿三日起每星期五下午八時至九時三十分。

全期學費：一百元。 （共四講）。

本課程的目的是幫助各學員認識中風及帕金森氏疾病這兩種腦科的疾病。課程內容包括疾病的成因，常見的病徵，及診斷的方法，並介紹最先進的治療。本課程適合醫護人員，病者家屬及對腦部健康有興趣的人士參加。

737. 昏迷、腦炎及腦膜炎的介紹 (Coma, Encephalitis and Meningitis)

主 講 人：胡健維醫生。

地 點：香港大學校外課程部市區中心11室（信德中心西翼九樓）。

時 間：一九八八年十一月七日起每星期一下午八時至九時三十分。

全期學費：一百元。 （共四講）。

本課程的目的是幫助各學員認識昏迷及各種中樞神經系統感染的疾病。課程內容包括疾病的成因，常見的病徵，及診斷的方法，並介紹最先進的治療。本課程適合醫護人員，病者家屬及對腦部健康有興趣的人士參加。

報 名 從 速

報 名 人 數 是 本 部 得 悉 外 界 對 本 部 課 程 的 反 應 的
唯 一 途 徑 。 報 名 人 數 不 足 ， 可 能 導 致 有 關 課 程
延 期 舉 行 甚 至 被 迫 取 消 。 敬 希 有 志 修 讀 本 部 課
程 者 從 速 報 名 。

Social Work & Sociology

Staff Tutor: Mrs. Y. L. Cheng, Telephone 5-8592790

741. Introduction to Gestalt Therapy.

Kenny Lo Kin Yiu, M.S.W. (Carleton University, Canada), Diploma in Gestalt Therapy (Gestalt Institute of San Francisco). *Saturdays, 2.30–4.15 p.m., starting October 1, 1988. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$380**

Gestalt therapy was developed by Dr. Fritz Perls and his wife Dr. Laura Perls in the 1940's. It is a psychotherapeutic approach that takes into account the whole individual and is concerned with both mind and body. One of the central themes of Gestalt therapy is awareness. Many people get stuck because they are not aware of their experience in the here-and-now. The paradoxical theory of change is: "change occurs when one becomes aware of what he is, not when he tries to become what he is not." (Beisser, 1970).

This course prepares helping professionals to acquire and develop Gestalt therapy knowledge and skills for their personal and professional growth. It will cover the following topics: roots of Gestalt therapy, awareness continuum, here and now, Gestalt formation cycle, organismic self-regulation, contact functions, contact disturbances, and Gestalt experiment. The format of the class is a combination of didactic presentations, discussions, and experiential exercises.

Enrolment is limited to 12. Closing date for applications: September 19, 1988.

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.

742. Art Therapy with Children I.

Kenny Lo Kin Yiu, M.S.W. (Carleton University, Canada), Diploma in Gestalt Therapy (Gestalt Institute of San Francisco), Postgraduate Certificate in Expressive Art Therapy (J.F. Kennedy University, U.S.A.). *Fridays, 7.50–9.35 p.m., starting October 7, 1988. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.*

Fee: \$500 (including art material fee)

Art therapy has increasingly been recognized and practised as a form of psychotherapy. This course is an exposure to the overview and history of

art therapy in clinical work and in personal growth work, with a special focus on its application to working with children. The class will be structured as a journey, exercising a variety of creative abilities to direct imagination as a therapeutic art.

The course will cover the following topics: art and psychotherapy, the theoretical foundations of art therapy, the creative process, the meaning of art for children, the meaning of art product and art as a means of understanding growth. The format of the class is a combination of didactic presentations, discussions and experiential creative work. *Enrolment is limited to 12.*

Fee Refund: on being accepted for this course, teachers in secondary schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 27, 1988.*)

743. 兒童行為問題的認識及處理 (Understanding and Handling Child Behaviour Problems)

主 講 人：曾潔雯女士（臨牀心理學碩士）。

地 點：香港大學校本部大樓141室。

時 間：一九八八年十月三日起每星期一下午六時十五分至八時。

全期學費：二百九十元。（共十二講）。

本課程特為直接參與兒童培育工作的小學教師、學生輔導主任、社會工作者及家長而設，旨在通過短講、個案研討及實習等多項上課形式，協助學員了解兒童行為問題的成因及處理方法，促使兒童：（一）減少不良行為：如過份活躍、粗野衝動、說謊、偷竊、反叛行為等，（二）克服畏縮行為：如對物件及情況之恐懼或逃避心理、及因焦慮而引致之行為或生理問題，（三）建立良好行為：如有效的學習態度及行為、社交技巧、適應能力等。

本課程以兒童心智發展及行為處理法為主要理論基礎，並輔以其他有關之兒童工作技巧，會修讀「兒童照顧與輔助方法」課程之學員，亦歡迎參加，以作為該課程之延續。（限收三十人）。

申請教署退還半費手續：凡政府、資助或私立學校之幼稚園或小學教師進修以上課程而欲教育署退還半費，可於接獲本部記錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月二十三日以前報名。）

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

主 講 人：陳智穎小姐（語言治療師）。

地 點：香港大學校外課程部市區中心29室（信德中心西翼九樓）。

時 間：一九八八年十月三日起每星期一下午七時四十分至九時四十分。

全期學費：二百七十元。（共八講）。

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

本課程專為家長及從事幼兒工作人士而設，包括幼兒工作者、幼稚園教師、護士、兒科醫生等。課程內容包括語言發展的理論架構及提供如何建立和提高兒童語言能力的方法，授課形式除講授外亦以研習為主，包括角色扮演及小組討論。（限收二十五人）。

申請教署退還半費手續：凡政府、資助或私立學校之幼稚園或小學教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月二十三日前報名。）

745. 運用「認知行為更易法」認識及幫助過度活躍兒童 (Understanding and Helping Hyperactive Children Through the Cognitive Behavioural Approach)

主 講 人：杜志昌先生（教育心理學碩士）。

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。

時 間：一九八八年九月三十日起每星期五下午八時零五分至九時三十五分。

全期學費：一百七十元。（共八講）。

「過度活躍型」兒童(Hyperactive Children)是不少教師和家長們的剋星。他們在課室表現精神分散、坐立不安、騷擾他人，或在家裏難於完成功課。認識及有效地幫助這類兒童已成為教師及家長們的迫切需求。

本課程旨在使學員們系統地引用「認知行為更易法」去了解及訓練在學的過度活躍兒童。內容包括：緒論、問題描述、成因、診斷及矯治訓練。課程以粵語講授並輔以英語，形式包括短講、小組討論、個案研究、角色扮演等。適合小學教師、輔導員、社會工作者、特殊教育人士、家長等參加。（限收二十人）。

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

746. 認識及服務弱智人士 (Understanding and Serving the Mentally Handicapped Person)

主 講 人：弱智人士服務協進會及本港對弱智人士服務有研究及直接工作經驗之專業人士擔任。

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。

時 間：一九八八年十月三日起每星期一下午六時至七時三十分。

全期學費：二百七十元。（共十三講）。

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

課程內容包括緒論、社會對弱智人士之服務，弱智之成因及本質，弱智人士之需要及其在家庭、學校、社會及職業方面之適應，教學技巧及行為處理等等。

講授方面以粵語為主。方式包括專題講座、電影、討論及參觀弱智人士服務機構等。（限收三十名，在職專業者及弱智人士家長將獲優先取錄）。

（本課程由香港弱智人士服務協進會贊助及由李彩霞女士統籌）。

申請教署退還半費手續：凡政府、資助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月二十三日前提名。）

747. 青年輔導工作 (Youth Counselling)

主 講 人：劉家祖先生（臨牀心理學碩士）。

地 點：香港大學厲樹雄科學館105室。

時 間：一九八八年十月三日起每星期一下午七時十五分至九時三十分。

全期學費：四百九十元。（共十三講）。

青少年由於生理、心理的發展與其社會角色的轉變，要面對著種種衝擊和適應的困難。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。（限收二十人）。

申請教署退還半費手續：凡政府、資助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月二十三日前報名。）

748. 自我鬆弛及應付壓力的技巧 (Relaxation and Stress Management Skills)

主 講 人：鄧漢忠先生（臨牀心理學碩士）。

地 點：香港大學邵逸夫樓209室。

時 間：一九八八年十月三日起每星期一下午六時十五分至七時四十五分。

全期學費：二百六十元。（共十講）。

在都市化的香港，壓力尤為普遍，面對及應付壓力往往成為一般人生活裏重要的一環。本課程以體驗性學習小組形式，介紹自我鬆弛及應付壓力的技巧。內容包括壓力的成因及產生、應付方法、自我鬆弛技巧及如何適當處理個人情緒和建立良好心理健康等。由於課程着重實際做法，故此參加者的親身體驗及參與等極為重要。

此課程適合於一般市民，與輔導工作有關的行業如社工、教師、學生輔導員等更可學以致用於他們日常工作中。（限收三十人）。

申請教署退還半費手續：凡政府、資助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於九月二十三日前報名。）

749. 了解及處理自閉症兒童 (Understanding and Managing Autistic Children)

主 講 人：陳穩誠先生（臨牀心理學碩士）及客座講師。

地 點：香港大學厲樹雄科學館 G4室。

時 間：一九八八年十月五日起每星期三下午六時三十分至八時三十分。

全期學費：二百四十元。（共八講）。

本課程是為在工作中需要與自閉症兒童接觸的人士而設。課程內容包括：

(一) 兒童自閉症(Childhood Autism) 的病徵, (二) 自閉症所引起的學習、社交及行為問題, (三) 一般處理上述問題的方法及技巧, (四) 自閉症兒童對家庭的影響, (五) 香港現有對自閉症兒童的服務。除一般講授外, 上課形式亦包括個案放映及討論。本課程適合中五或以上程度人士參加。(限收三十人)。

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

750. Certificate in Youth Counselling

With the growing complexity of problems confronting youths in recent years, human service personnel who work closely with young people have become increasingly aware of the need for intensive training in youth counselling. To this end, a course of study in the theory and practice of youth counselling has been developed by the Department of Extra-Mural Studies, University of Hong Kong, in association with the Hong Kong Federation of Youth Groups.

Course Aims and Objectives

The general aim is to provide the concerned human service personnel such as youth workers, teachers and volunteer counsellors with the knowledge, skills and relevant resources needed in youth counselling work. On completion of this course, the students will be able to act as para-counsellors should such roles be required in their direct contacts with youths. It is envisaged that the course will benefit human service personnel from different sectors and thus will help foster the standard of youth service they offer.

Course Content

The course will consist of an integrated presentation of general psychology, developmental psychology, counselling theories, approaches and techniques. Topics to be covered will include: the field of therapeutic psychology and its theoretical foundations, personality theories, abnormal psychology, developmental psychology, adolescent psychology, characteristics and problems of contemporary youth, models/approaches in counselling, the counselling process, the therapeutic relationship, counselling techniques, application of counselling principles to working with youths, and counselling of adolescents in various settings.

Apart from the theoretical inputs, students will participate in self-awareness and sensitivity training workshops. Practicum sessions on skills learning will also be organised. And, at the end of the course, each student will undergo a supervised fieldwork placement at either the Youth Counselling

Centre of the Hong Kong Federation of Youth Groups or a social work agency which also renders counselling services to young people.

Assessment and Award

Successful completion will be dependent upon a minimum attendance of 75% of the lectures and full attendance in workshops, practicum sessions, and fieldwork placement. Students will be expected to achieve a minimum pass mark of 50% in all areas of assessment. Successful candidates will be awarded a Certificate by the Department of Extra Mural Studies, University of Hong Kong.

Course Tutors

Helios K. C. Lau, B.Soc.Sc. M.Soc.Sc. (Clinical Psychology)—Chief Tutor

Liz L. S. Lau, B.Soc.Sc., M.Soc.Sc.;

Li Sing Fu, B.Soc.Sc., M.Soc.Sc.;

Eddie Shen, B.Soc.Sc., M.Soc.Sc. and

Guest Lecturers

Course duration : over 110 contact hours.

Lectures : Wednesdays, 6.30–9.30 p.m.,
October–December, 1988,
January–February, 1989.

Starting date : October 12, 1988.

Meeting Place : Room 14, Extra-Mural Town Centre,
Shun Tak Centre, 9/F., West Tower.

Workshops : (A) Sensitivity Training I (December, 1988)
(B) Sensitivity Training II (March, 1989)
Residential workshops to be held on weekends,
i.e. 2 days 1 evening.

Practicum Sessions : March–May, 1989.

Placement : May–July, 1989.

Written Examination : July, 1989.

Course Fee : **HK\$1,800** (Residential workshop camp fees not included).

Admission Requirements

Applications will be considered from interested persons who are above 21 years of age with post-secondary education and preferably with some

experience in working directly with young people. Selection tests and interviews will be required. A maximum of 24 students will be admitted to the course.

Closing Date for Applications: September 12, 1988.

Fee Refund: on being accepted for this course, teachers will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: September 12, 1988.*)

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

主 講 人：黎國雄先生（社會工作者）。

地 點：香港皇后大道西335-339號，崑保商業大廈4字樓403-5室（鄰社服務中心）。

時 間：一九八八年十月四日起每星期二下午七時三十分至九時。

全期學費：二百五十元。（共十講）。

每一個人都需要在家庭、友儕及社會裏與他人接觸和建立關係，在這個入際交往的過程中，我們更可進一步了解自己，邁向成長。

此課程試圖介紹一些認識自己的方法和人際溝通上的概念，提高學員的自覺性，以預防人際間問題的產生。課程以模擬練習、小組討論、角色扮演、心理測驗、短講及個案研究等形式進行，學員須主動參與，互相分享及交流經驗。內容大致包括自我了解的模式；溝通的原則和技巧；聆聽、自我表白和回應的概念；信任；表達的能力和技巧；合作與競爭；人際間的衝突；工作關係等。（限收廿六人）。

752. 利用活動方法推行公民教育 (Civic Education Through An Activity Approach)

主 講 人：黎國雄先生（社會工作者）。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八八年十月八日起每星期六上午十時至中午十二時。

全期學費：二百二十元。（共八講）。

面對代議政制的進一步發展，政府亦承認須要更有效地教育民衆。一九八五年八月，教育署已發表了「學校公民教育指引」，務求透過更有系統的課程去加強學生的社會意識；此外，很多志願機構亦在公民教育工作上積極推廣，在青少

年及社區中心內成立關社小組，並透過訓練和社區服務，促使區內人士參與社會、培養公民意識。

其實，公民教育不單只是知識上的灌輸，最重要的目的是態度和行為上的轉變。本課程特為教師、社會工作者及基層工作的人士而設，內容大致分兩部份：（一）就公民教育的知識範圍作簡單的介紹，其中包括個人的公民責任和權利、自由和平等的概念、香港的行政、立法與司法的關係、地方行政的發展、香港政府的架構和運作、中英聯合聲明和基本法的制定問題等；（二）就公民教育的推行方法作綜合的探討，課程着重介紹如何運用經驗學習理論（Experiential Learning Theory）及其他小組學習方法，其中包括模擬活動、角色扮演、個案研究、小組討論等方式。

課程採用小組學習形式，因此，需要學員的積極參與和投入，同時，更要求部份學員在課堂中帶領公民教育活動，以增加學員的實際經驗，從中增進技巧。

753. 教育社會學入門 (Introduction to Sociology of Education)

主 講 人：張國華先生（倫敦大學教育社會學碩士）。

地 點：香港大學校外課程部市區中心28室（信德中心西翼九樓）。

時 間：一九八八年十一月十八日起每星期五下午六時十五分至七時四十五分。

全期學費：二百一十元。（共十講）。

本課程的特色在於嘗試引用不同社會學理論，分析各種教育措施，其目的是希望藉着一些理論架構，使學員能更了解教育問題及其與社會制度的關係。

課程內容主要分兩部份：（一）基本社會學理論：（甲）緒論，（乙）徐幹爾(Durkheim)學說及（丙）馬克斯主義(Marxism)。（二）當代教育問題探討，這部份將以前部份所提及的社會學角度及理論來分析香港的教育措施，如普及教育，課程編排，機會均等，教師性別及專業等。本課程特為教育工作者而設，亦歡迎對教育方面有興趣之人士參加，上課形式除講授外，並有討論及專題研究等。

申請教署退還半費手續：凡政府、資助或私立學校之教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據，向教育署申請。（如欲教育署退還半費者，須於十一月八日前報名。）

754. 老人服務文憑課程 (Certificate in Elderly Care)

課程統籌及主講人：梁萬福醫生

齊鈺博士（港大社工系講師）

梁偉康先生（社會工作主任）

袁美宜女士（臨牀心理學家）
劉錦權先生（老人權益會主席）

客 席 講 師：李翊駿博士（中大社工系講師）
林孟秋博士（中大社工系講師）
吳克儉先生（專業人事經理）
莊明蓮女士（社會工作主任）
梁展鵬博士（中大心理系講師）
許惠卿女士（楊震中心營養師）
及其他資深講師。

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。
時 間：一九八八年九月十五日至八九年五月底每星期四下午六時三十分至九時三十分（共一百零二小時）。

全 期 學 費：一千三百元正。
講 授 語 言：粵語（輔以英語）。
課 程 目 標：本課程專為安老服務的工作人員而設，目的是向他們提供多元化學科的知識、包括醫學、精神科學、心理學、社會工作學及管理科學等，使他們能全面照顧老人之需要。本課程是特別適合在資助安老服務機構及私營安老院擔任副主任或以上職級之員工、認可社工，及護理人員等參加。由於課程着重理論與實踐之結合，故設立小組習作，分別由課程導師負責指導，在各學員所屬機構進行研習。

課 程 內 容：本課程主要包括四部份：（甲）老年人身體和精神疾病——（一）老化過程之生理改變及老年醫學之概念；（二）老年期疾病的一般性徵狀；（三）老年期病者藥物治療及各種內分泌疾病；（四）老年人之常見心臟、血管及肺部疾病；（五）中風及其他常見神經系統疾病；（六）老人復康治療及老人日間醫院；（七）垂死病人的護理；（八）老年痴呆症及其他老年精神病。（乙）老年人的心理需要與精神健康——（一）老年人的心理轉變與心理需要；（二）老年人怎樣適應年老帶來的轉變；（三）老年人的心理健康及常見的老人精神病；（四）與老年人溝通的技巧及處理老年人心理問題的方法。（丙）院舍服務與安康生活——（一）安老院之社會工作任務；（二）院舍環境設計；（三）院舍服務及其策劃方法；（四）老人之社交需要及活動；（五）老人之均衡營養及飲食；（六）安康之概念與老人之預防性健康活

動。(丁)院舍及中心行政管理——(一)人事管理系統之建立；(二)員工培訓與發展；(三)職員督導系統之製訂，(四)員工評核制度之設計；(五)辦公室管理及檔案系統之建立，(六)財政預算與控制；(七)領導之風格與技巧，(八)單位服務之評估；(九)處理問題員之步驟和方法，(十)個案管理。

結業文憑：課程結束後學員若能符合下列條件，可獲頒發文憑：(一)出席率不少過百分之八十；(二)課程習作平均達六十分合格標準；(三)小組習作達到六十分合格標準，及(四)中期考試及期終考試合格(每次考試共二小時)。

報名手續：申請者須於八月二十日前，將(一)申請表格；(二)一千三百元支票及(三)學歷證件副本寄回香港大學校外課程部。各申請人並應於申請表格上寫上服務機構名稱及其本人職位。

755. 香港文化研究十年(一)：電視及電影 (Cultural Studies of Hong Kong in the Past Ten Years I— Television and Film)

主講人：何國良先生，陳德榮先生及羅貴祥先生。

地點：香港大學邵逸夫樓209室。

時間：一九八八年十月七日起每星期五下午七時十五分至九時十五分。

全期學費：二百八十元。(共十講)。

現代社會中的各類大眾傳播媒介，如電視、電影等，都不斷影響及改變着大多數人的行為和思維。七十年代中期開始，香港漸有人從事「普及文化」的研究工作。本課程除了研討過去十年本地一些文化研究的爭議及發展歷史，也同時採用具體落實的方法和理念，去討論八十年代的一些文化現象，而焦點主要集中在映像媒介上。

課程內容包括：(一)「形象」(Image)研究：這部份將以一些影星或藝員如成龍、周潤發、占士邦等的成功形象來分析形象的象徵意義及與意識形態之關係；(二)論「類型」電影及「公式化」的電視劇集，並探討「肥皂劇」、「處境喜劇」、「歷史劇集」、「功夫片」、「英雄片」等類型的意義及演變；(三)傳播媒介的敘事方法與寫實主義；(四)一部份電影或劇集的製作、包裝及推銷，並專題討論「媒介帝國——香港電視廣播有限公司」；(五)觀眾的接收及反應問題，如「慣性收視」及「看電影的習慣」及觀眾的自主能力等。

本課程適合教師、大專學生及有興趣了解本地文化現象的人士參加。上課形式除講授外，並有小組討論、個例探討，亦會放映有關的錄映帶，使學員能夠更具體地掌握到課程的意義。

756. A-Level Sociology.

Kwong Mui Ling, M.A. (Carleton University, Canada). *Saturdays 10.00 a.m.–12.30 p.m., starting October 1, 1988. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$410*

The main objectives of this course are: (a) to present sociology as a perspective for understanding social phenomena and human behaviour in group life, (b) to acquire a comparative knowledge and understanding of particular concrete societies, including Chinese societies, and (c) to develop the students' abilities in sociological argumentation, logical thinking and the use of evidence. Students will be introduced to sociological concepts and theories with reference to concrete examples.

This foundation course in sociology is specially designed to facilitate private candidates who will be sitting for the Hong Kong Advanced Level Examination and/or G.C.E. Those sitting for "Introductory Sociology" in external degree examinations will also find this course, together with a planned extension course in the Spring Term, useful.

757. 認識精神病及其康復 (Understanding Mental Illness & Its Rehabilitation)

主 講 人：新生精神康復會代表，包括精神科醫生、社會工作者及臨牀心理學家。
地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。
時 間：一九八八年十月十四日起每星期五下午六時十五分至七時四十五分。
全期學費：一百七十元。（共八講）。

一般社會人士對精神病情況均認識不深，基於過往有關暴力事件陰影，他們對精神病患者多存有恐懼、偏見及歧見。此等態度對患者的康復及重返社會皆構成莫大的障礙。

本課程適合一般市民及社會服務行業有關人士如社工、教師、學生輔導員等參加，希能藉課堂講解，幫助學員正確認識精神病的成因、症狀及分類；精神病的治療及有關法例；康復過程及社區照顧概念等。此外，更透過專題探討，介紹精神病患者與暴力、自殺行為的關係；多元化專業合作的功能等等。

授課方式除課堂講授及運用視聽教材外，並加設探訪精神病康復服務，加深學員對有關情況的了解，詳情將在課堂上宣佈。（限收三十人）。

專題研習（一）：認識及處理情緒反覆的兒童

(Seminar on Understanding and Handling Emotional Children)

對象：家長及直接服務兒童之人士如幼兒工作員、教師、學生輔導主任等。
內容：兒童何以會無故吵鬧，哭泣或攻擊他人呢？情緒反覆無常的兒童往往令家長及教師疲於奔命，甚至焦慮及精神困擾。本課程旨在指導學員如何處理上述的問題。講授範圍包括：兒童情緒反覆的因素，如何有效地處理情緒化的兒童，家長對這類兒童應持有的態度及如何預防兒童情緒化等問題。

參加辦法：有興趣者請填妥報名表格，註明本身職業，職位及服務機構，親到本部或郵寄報名。（每班限收五十人）。

（本課程由防止虐待兒童會贊助）。

758. 臨牀心理學家、社會工作者主講。

地點：香港大學校外課程部市中區中心14室（信德中心西翼九樓）。

時間：一九八八年九月十七日星期六下午二時三十分至五時。

全期學費：三十五元。

截止報名日期：一九八八年九月二日。

759. 臨牀心理學家、社會工作者主講。

地點：香港大學外課程部市中區中心14室（信德中心西翼九樓）。

時間：一九八八年十二月三日星期六下午二時三十分至五時。

全期學費：三十五元。

截止報名日期：一九八八年十一月二十日。

專題研習（二）：認識及處理反叛性強兒童

(Seminar on Understanding and Handling Rebellious Children)

對象：家長及直接服務兒童之人士如幼兒工作員、教師、學生輔導主任等。
內容：反叛性強的兒童除令家長及教師束手無策外，更使他們煩躁不安，難以自制，究竟孩子為什麼會「不聽話」呢？對於他們的反叛行為，家長及教師應持什麼態度呢？遇到這些問題時，他們可以怎樣一方面控制自己的情緒，另一方面又能夠適當地處理呢？講者將會針對上述問題，提出預防及應付反叛兒童的種種有效措施及方法。

參加辦法：有興趣者請填妥報名表格，註明本身職業，職位及服務機構，親到本部或郵寄報名。（每班限收五十人）。

（本課程由防止虐待兒童會贊助）。

760. 臨牀心理學家、社會工作者主講。

地點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。

時間：一九八八年十月一日星期六下午二時三十分至五時。

全期學費：三十五元。

截止報名日期：一九八八年九月二十三日。

761. 臨牀心理學家、社會工作者主講。

地點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。

時間：一九八八年十二月十七日星期六下午二時三十分至五時。

全期學費：三十五元。

截止報名日期：一九八八年十二月五日。

**762. 專題研習（三）：如何察覺及處理中學生的精神健康問題
(How to Detect and Handle the Mental Health Problems
of Secondary School Students)**

主講人：社會工作者、臨牀心理學家、精神科醫生。

地點：香港大學校外課程部市區中心28室（信德中心西翼九樓）。

時間：一九八九年二月二十五日星期六上午十時至下午十二時三十分及下午二時至五時。

全期學費：九十元。

對象：中學教師、社會工作者。

一般中學生都會受到不同程度的心理困擾，例如升學和就業問題、戀愛與朋儕關係、家庭糾紛、代溝問題及物慾引誘等。而本港現今社會現狀如狹小的居住環境、空氣及噪音污染、緊張生活節奏、考試壓力、都市化社會的次級人際關係及社會疏離現象等，都會令有適應困難及不能抵受壓力的學生產生不安及失落感，進而出現精神困擾。

本研習班藉着講解、習作及角色扮演等，幫助參加者了解中學生心理不健全的形成因素，早期徵象，並引領參加者進入探討如何察覺、預防、輔導及照顧有心理及精神困擾的學生。（限收三十人）。

護理人員行為科學課程

由於今年度專為護理人員而設的課程需要重新編排和整理，以配合本部未來的發展，因此，各有關課程將另行通告，有興趣是項課程者可致函本部並附上回郵信封註明索取護理人員課程資料或電：5-8592790查詢。

免費公開講座

（一）「家人如何協助精神病患者康復」

主 講 人：精神科醫生、社會工作者、職業治療師。

地 點：香港大學校外課程部市區中心17室（信德中心西翼九樓）。

時 間：一九八八年九月二十四日星期六下午三時至五時。

對 象：精神病患者家人、親友及有興趣人士。

內 容：精神病患者在康復過程中，家人及親友的支持與關懷至為重要。而家人在協助病者過程中實際上會面對重大壓力及遇上困擾。此講座旨在透過有關工作人員的專業知識及實踐經驗，向家人介紹因精神病患而引起的問題的處理方法及改善之處，如何為精神病患者建立一個健康而具支持的家居環境及家人如何運用社區資源和各種服務以協助患者重返社會等。

參加辦法：有興趣者請填妥報名表格，親到本部或郵寄（附回郵信封）索取入場券。

（二）「精神病患者的自殺問題及其預防」

主 講 人：精神科醫生、社會工作者。

地 點：香港大學校外課程部市區中心17室（信德中心西翼九樓）。

時 間：一九八九年一月十四日星期六下午三時至五時。

對 象：精神病患者家人、親友、輔導員、社會工作者、義工及有興趣人士。

內 容：據學者指出，人類自殺原因包括個人心理、疾病、生活環境、人際關係及社會文化因素等。然在醫學上，精神病患者的自殺現象還有很多不解之處。本講座嘗試帶領參加者了解精神病患者與自殺行為的關係，其特質及分類，如何及早察覺患者自殺傾向；如何預防及提供輔導。

參加辦法：有興趣者請填妥報名表格，親到本部或郵寄（附回郵信封）索取入場券。

（以上兩次講座皆由新生精神康復會與本部合辦）。

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 253 頁 。

Sports Sciences

Staff Tutor: Linda Bauer, Telephone 5-8592780

786. A Move to Health!

Janice Meaden, B.A. (Syracuse), C.M.A. (Laban/Bartenieff Institute); Principal Teacher of Modern Dance, School of Dance, A.P.A. and other Academy Dance Staff. *Thursdays, 6.30–8.00 p.m., starting February 23, 1989. Dance School, The Hong Kong Academy for Performing Arts, 1, Gloucester Road, Wanchai, Hong Kong. 8 meetings.* **Fee: \$320**

This is a non-technical course in movement for men & women interested in becoming more aware of their body and more fluid and easy in their movement. We will learn how to "warm-up" for sporting activities, explore relaxation methods, study basic anatomical principles, work with posture and learn simple movement patterns. The aim is to find more integrated ways of accomplishing daily activities and to enable participants to present themselves as comfortable physical beings. This course will be of particular value to teachers of sport, music and dance. *Enrolment is limited to 30. Comfortable exercise clothes should be brought to each session.*

Fee Refund: on being accepted for this course, teachers of dance and physical education 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 11, 1989.)*

787. Certificate Course in Sports & Health Sciences.

Tuesdays & Thursdays, 7.45–9.15 p.m., starting February 21, 1989. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F., plus occasional lectures at the MacLehose Medical Centre.

Course Directors: Dr. David Fang, M.B.,B.S. (H.K.), M.Ch. (Orth.) (Liv.), F.R.C.S. (Edin.), F.R.A.C.S.

Mr. Michael A. Speak, B.A. (Hull), M.Ed. (Liv.), D.P.E. (Lough.), Cert.Ed. (Nott.).

Teaching Staff: Lectures and practical sessions will be conducted by at least 20 experts in their field. Sponsoring organizations include the Amateur Sports Federation and Olympic Committee of Hong Kong, the Jubilee Sports Centre,

the Hong Kong Society for Rehabilitation, and the following University departments:- Anatomy, Community Medicine, Extra-Mural Studies, Medicine, Orthopaedic Surgery, Pharmacology, Physical Education Unit, Physiology, and University Health Service.

Fee: \$3,000 for approximately 100 lecture hours.

The Department of Extra-Mural Studies will offer this course from February to November, 1989, with a break in the Summer. The course is organised in conjunction with the University of Hong Kong's Institute of Sports Medicine and the Physical Education Unit. The Institute of Sports Medicine was established at the MacLehose Medical Rehabilitation Centre in 1987, under the conjoint management of the Department of Orthopaedic Surgery and the Hong Kong Society for Rehabilitation.

Course Aims & Objectives:

The course is designed to provide a co-ordinated programme of studies and training in scientific areas related to sports and health, at an intermediate to advanced level, for professionals and individuals with a sound basic knowledge of sports, leading to instructional competence in a range of practical areas. It is intended for physical educationalists, sports coaches, health and fitness instructors, sports physiotherapists, individual athletes and others who may wish to pursue a career in sports. The medium of instruction will be English, except in some practical areas, where Cantonese may be used. The program will include lectures, case presentations and small group discussions, "hands-on" demonstrations at the Institute of Sports Medicine, practical training at the University of Hong Kong's Sports Centres, field studies, and selected visits.

Course Content:

Basic anatomy and exercise physiology. Training methods, effects, and applications. Constitutional, environmental, nutritional, and psychological factors in sports performance. Sports for the disabled. Drug abuse. Assessment of physical fitness.

Talent scouting. Prevention, screening, and first aid of sports injuries. Instructional, organization and management skills. Equipment, facilities, and resources. Controversies in sports.

Admission Requirements:

Applicants should have a Bachelor's degree or equivalent. In exceptional cases, consideration for admission will be given to applicants without professional or graduate qualifications provided that they have had at least two years of relevant experience in responsible positions. Candidates must

produce evidence of good physical condition. Those who are shortlisted may be required to attend an interview.

Applicants must enclose certified photostat copies of the appropriate certificates along with their application forms. Applications which are not accompanied by relevant documents will not be considered. *Enrolment is limited to 28 students.*

Assessment and Award of Certificate: The Certificate in Sports and Health Sciences will be awarded based on satisfactory attendance (75%), course work, and assessment at regular intervals, including a short written examination.

Closing date for application: January 3, 1989.

For further details and for special enrolment forms, please contact Miss Linda Bauer, Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong. 5-8592780; 5-8592787.

See also:

254. The Leisure Age: Leisure Education for Secondary School Students. (Page 74)

255. New Approaches to Teaching and Counselling Young People. (Page 75)

報 名 從 速

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

Translation

Staff Tutors: Owen H. H. Wong, *Telephone* 5-8592788
Koon-ki T. Ho, *Telephone* 5-8592792

791. Certificate Course in Translation

Aim

Hong Kong is now entering into a new era in which its relations with China have become unprecedentedly intimate both economically and politically. As a result, there will be an increase in demand for persons possessing techniques of translation from English into Chinese and vice versa. The need for such personnel is becoming more acute as we are approaching closer to 1997.

In response to this need, the Department of Extra-Mural Studies has designed a Certificate Course in Translation. The purpose of this course is to provide a curriculum which would form a solid basis for those wishing to choose professional translation as their long-term career. People currently engaged in translation may also find this programme enlightening and useful.

Course Directors

Koon-ki T. Ho, B.A. (C.U.H.K.), A.M., Ph.D. (Illinois)
Department of Extra-Mural Studies,
University of Hong Kong.

Raymond Shing-chai Lie, B.A., M.A. (C.U.H.K.)
Department of English Language and Literature,
Hong Kong Baptist College.

Course Contents

Modern Chinese Writing	(5 meetings)
Modern English Writing	(5 meetings)
Basic Concepts and Techniques in Translation	(5 meetings)
Translation through Contrastive Studies	(5 meetings)
Translation Across Cultures	(5 meetings)
Translation: English into Chinese	(5 meetings)
Translation: Chinese into English	(5 meetings)

Oral Translation	(5 meetings)
Practical Translation	(10 meetings)

Teaching Medium

The medium of instruction will be either English or Cantonese, depending on the preference of individual lecturers.

Teaching Staff

Mr. Daniel K. W. Au (Government Chinese Language Officer)
 Mr. Kenneth K. L. Au (Department of Languages, Hong Kong City Polytechnics)
 Miss Elaine Choi (Educational Technology Unit, Hong Kong Polytechnics)
 Mr. Chu Ki-cheung (Department of Chinese, Hong Kong Baptist College)
 Dr. Koon-ki T. Ho (Department of Extra-Mural Studies, University of Hong Kong)
 Mr. Raymond Lie (Department of English Language and Literature, Hong Kong Baptist College)
 Miss Ann Partington (Department of English Studies & Comparative Literature, University of Hong Kong)
 Dr. Lawrence W. C. Wong (Department of Chinese, University of Hong Kong)
 and guest lecturers.

Duration of Studies

One evening of 2 hour session every week* for 50 weeks in 1½ years.

*see the Dates of Commencement and Conclusion

Admission Requirements

Applicants should

- I. hold a degree other than that in translation
and/or
- II. A) gain at the Hong Kong Certificate of Education Examination or equivalent Grade E or above in five subjects including English Language and Chinese Language at one and the same time with
 - 1) Grade C or above in English Language (Syll. B) or Grade A in English Language (Syll. A).
 - 2) Grade C or above in Chinese Language.

- B) gain at the Hong Kong Advanced Level Examination or equivalent Grade E or above in three subjects at one and the same time.

Preference will be given to students with good language results in the A-Level Examination.

No translation knowledge is needed, even though proven working experience in translation will be an advantage.

Award of Certificate

The Certificate in Translation will be awarded provided that students

- 1) pass the written examination,
- 2) attend at least 80% of the meetings, and
- 3) complete all course assignments and a translation project.

Course Fee

Tuition fee for the entire Certificate Course is **HK \$2,500** and must be paid upon receipt of official notice of admission.

Fee paid is not refundable or transferable.

Application Procedure

Special application forms should be used. Completed application forms should be accompanied by

- 1) photostat copies of official certificates and examination results,
- 2) other relevant documents

and should reach Dr. K. K. Ho, Department of Extra-Mural Studies, University of Hong Kong, Pokfulam Road, not later than August 20, 1988.

Enrolment is limited to 30 students.

Dates of Commencement and Conclusion

September 21, 1988

November 8, 1989

Note: there will be an 8 week break from July 19 to September 6, 1989 for the students to complete a translation project.

Time and Place

Wednesday, 6.30–8.30 p.m.

Room LG2, Hui Oi Chow Science Building, University of Hong Kong.

Enquiries should be addressed to Dr. Koon-ki Ho, Telephone: 5-8592792

792. 翻譯的基本概念和技巧 (Basic Concepts and Techniques of Translation)

主 講 人：莫志剛先生，B A (H K)。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年九月廿三日起每星期五下午七時至八時三十分。

全期學費：二百元。（共十二講）。

翻譯是一種藝術，也是一門重要的工具學問。本課程旨在介紹翻譯的基本概念，探討各種翻譯的技巧。課程內容包括翻譯原則、中英文語法詞匯的比較、翻譯的一些具體困難和常用技巧。講授時會列舉譯例加以闡釋和討論，並通過練習以達到理論與實踐相結合的目的。（限收二十五人）。

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

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

地 點：香港大學鈕魯詩樓734室。

時 間：一九八八年十月四日起每星期二下午六時十五分至七時三十分。

全期學費：一百七十五元。（共十二講）。

由於中文取得和英文同等的法律地位，加上近年來香港與中國的商業及其他活動轉趨頻密，翻譯人材供不應求，本課程將講授翻譯的基本理論，漢英語法的比較，翻譯的標準、原則與技巧，特別着重各種實例的解釋。（限收二十五人）。

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

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

地 點：香港大學鈕魯詩樓734室。

時 間：一九八八年十月四日起每星期二下午七時四十分至九時十分。

全期學費：二百元。（共十二講）。

本課程為一深造課程，通過研討和實習，以了解翻譯的標準，講授各種翻譯技巧，幫助參與者具備翻譯工作人員所應有的知識。翻譯重視實踐，當以習作為主，通過練習和講師的講評，結合實例，逐步提高參與者的翻譯水平，進而協助其應付一般公開試。申請人須具預科程度。（限收二十五人）。

795. 實用翻譯 (Practical Translation)

主 講 人：關品樞先生，B A (Tsing-hua) (前北京外語學院講師)。
地 點：香港大學厲樹雄科學館 G1 室。
時 間：一九八八年十月五日起每星期三下午七時十五分至八時四十五分。
全期學費：一百九十元。 (共十二講)。

翻譯是一種工具，作為一個東西文化交匯與世界工商金融中心的香港，這種工具更顯得重要。本課程就翻譯的實際用途，分作如下各類講授的項目：新聞時事、會議程序及紀錄、議案、商業信札、演講辭、科技用字、及公事文件的翻譯。(限收二十五人)。

796. 英譯中技巧研討班 (Seminar on Translation Techniques)

主 講 人：關品樞先生，B A (Tsing-hua) (前北京外語學院講師)。
地 點：香港大學校外課程部市區中心 10 室 (信德中心西翼九樓)。
時 間：一九八八年九月卅日起每星期五下午八時三十分至十時。
全期學費：一百九十元。 (共十二講)。

香港是一個華洋雜處的社會，各界行政人員必須在一定程度上掌握中英兩種文字的翻譯能力，才能有效地溝通人際關係和準確地傳達訊息。

本課程通過研討和實習，明確翻譯的標準，講授各種翻譯技巧，幫助參與者具備一個翻譯工作人員所應有的質素，翻譯是一門實踐課，當以習作為主，通過練習和講師的講評，結合實例 (新聞、商業、聯合國文件、文學、歷史等方面)，逐步提高參與者的翻譯水平，學員應具基本翻譯經驗。(限收二十五人)。

797. 口譯的理論與實踐 (Oral Translation: Theory and Practice)

主 講 人：王宏志先生，B A ,M Phil (H K), Ph D (Lond)。
地 點：香港大學邵逸夫樓 208 室。
時 間：一九八八年十月六日起每星期四下午六時卅分至九時。
全期學費：四百元。 (共十講)。

近年來，由於中國對外實施開放政策，中港兩地的交往日益頻繁，因而對翻譯，特別是口譯人材的需求，也日益增加。

本課程的設立，主要是配合這新的發展及需要，課堂上除講解基本的口譯理論及技巧，更以中、英語口譯練習為主。上課時採取小組形式，每位學員均有充裕的實習機會，使他們在實際的口譯練習中，體會口譯的困難，以及找出解決的辦法。至於練習涉及的範圍相當廣泛，包括時事、經濟、政治、法律、以至日常生活等，且特別重視與本港及中國有關的問題。(限收十五人)。

1989 Spring Extra Mural Prospectus

The next issue of the Extra Mural Prospectus will be available in early January 1989. If you wish to be sent a copy of the Prospectus in January, 1989, kindly complete and return the name and address slip below, together with a \$2.50 stamp, to the Department of Extra-Mural Studies, University of Hong Kong, Pokfulam Road, Hong Kong. The envelope should be marked "Spring Prospectus".

一九八九年春季校外課程手冊

本部將於一九八九年一月初派發一九八九年春季之校外課程手冊。有意索取者請填妥下列表格，並附郵票二元五角，逕寄「香港薄扶林道香港大學校外課程部主任」收。信封請註明「春季手冊」字樣。

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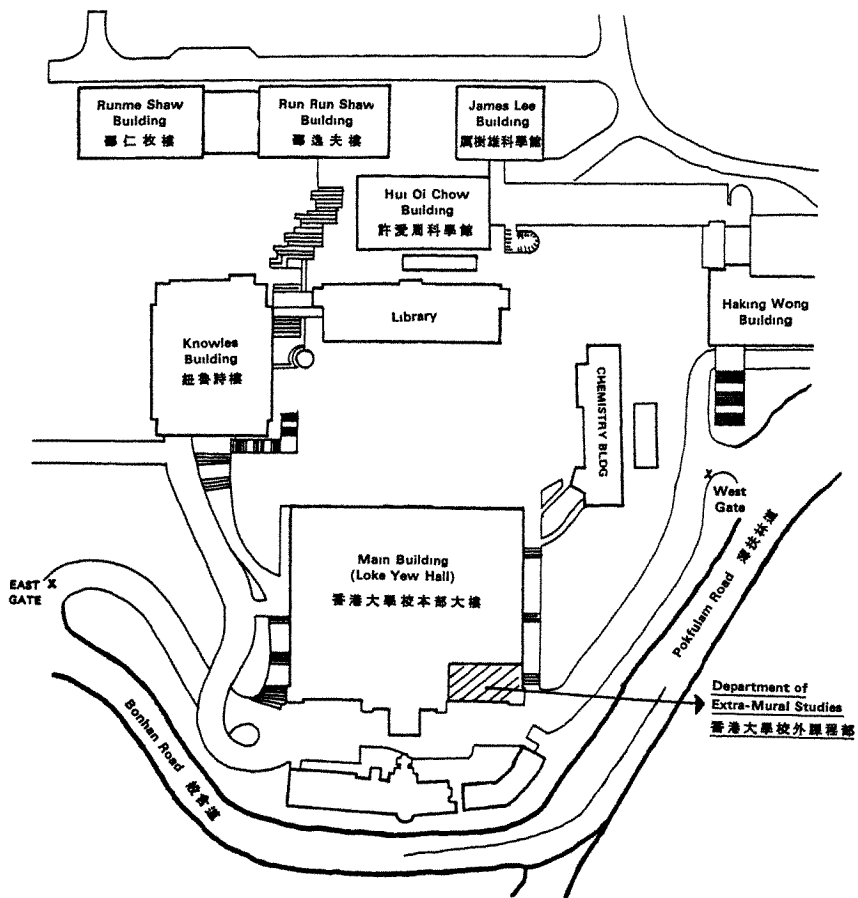
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