

香港大學校外課程手冊

一九八八年春季

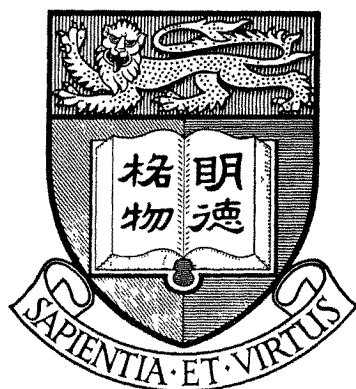
SPRING PROSPECTUS
1988



Extra Mural Studies

University of Hong Kong

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Staff List

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Professor Lee Ngok, *M.A., Dip.Ed. (H.K.), Ph.D. (Lond.),
M.A.P.S.A., M.I.I.S.S.*

SENIOR STAFF TUTORS

T. W. Casey, *B.A. (Nott.), M.Phil. (H.K.), Ph.D. (Bath), F.B.I.M.*
Duncan Macintosh, *M.A. (Cantab.), P.G.C.E. (Lond.), F.R.S.A., F.I.L.*
Wilson W. S. Ng, *M.Sc., Dip. Applied Microbiol. (Strath.), Ph.D. (H.K.), M.I.Biol.*
Owen H. H. Wong, *M.A. (H.K.), Ph.D. (Cantab.)*

STAFF TUTORS

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DEMONSTRATORS

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Miss Magdeleine Hung Shui-kuen, *B.Sc. (H.K.)*
Timothy Yip Tak-chun, *B.Sc. (Lond.)*

SECRETARY

Mrs. Yvonne Wong

GENERAL INFORMATION

1. There are normally no entry requirements except that applicants should be over 18 years of age. Occasionally to have the full benefit of a course applicants must possess certain defined qualifications. Applicants are therefore advised to read the description of a course carefully. Professional courses usually have clearly defined entry requirements.
2. The Director may at his discretion refuse to admit an applicant.
3. No Extra-Mural activities will be held:
 - (a) on any public holidays.
 - (b) at a storm warning signal of No. 8 or above. (Nor will any class, or other activity, be held on the day on which a No. 8 signal is lowered.)
 - (c) during the following holiday period: February 16 to 21, 1988 inclusive (Lunar New Year).
4. *Fees are not refundable*, except in the event of a course being over-subscribed or cancelled.
5. Statements of Attendance or transcripts will be issued *only* on receipt of a \$10 processing fee and a stamped-addressed envelope within two years of the completion of the course.
6. The Department reserves the right to change the time and place of course meetings and to change the course tutor should this be necessary.

HOW TO ENROL

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. You should send your application form together with the appropriate fee either in the form of a postal order, money order or crossed cheque made out in favour of the UNIVERSITY OF HONG KONG.
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, Ground Floor, Pokfulam Road, Hong Kong. (Weekdays: 9 a.m. to 1 p.m., 2 p.m. to 5 p.m., Saturdays: 9 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 a.m. to 5.45 p.m., Saturdays: 9 a.m. to 12.30 p.m.) Telephone: 5-472225.

入 學 須 知

1. 除特別規定學歷之課程外，祇需要年齡超過十八歲，不限資格，均可申請入學。學員應詳閱課程簡介。
2. 學員被取錄與否，由校外課程部主任審核報名申請書決定之。
3. 本部在下列期間將暫停授課：
 - 甲：本港公眾假期。
 - 乙：本港天文台懸掛八號或以上風球；不論該風球是否仍然懸掛或已於當日較早時除下，是日一切校外課程及活動均全部取消。
 - 丙：農曆新年假期：一九八八年二月十六日至二月二十一日。
4. 除課程額滿或取消外，已繳學費，概不退還。
5. 除非特別註明，所有用中文刊登之課程將以粵語講授。
6. 學員可於課程完結後二年內向本部繳交十元手續費及一貼足郵票之回郵信封，申請發給聽講證書或結業證書副本。
7. 於必要時，本部有權對原定主講人，上課地點及時間作出更改。

報 名 手 續

1. 請填妥報名表格後連同劃線支票，銀行本票或郵政滙票，郵寄「香港大學校外課程部主任收」。劃線支票請書明支付「香港大學」。
2. 報名表格可隨時向本部索取。敬希有志修讀本部課程者儘早報名，以便課程能如期舉辦。
3. 申請人如獲取錄，本部不另通知，可依照課程簡章所列之地點及時間上課。如課程取消或改期或申請人未獲取錄，則另函通知。
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：上午九時至下午一時，下午二時至五時。
星期六：上午九時至正午十二時）。
 - 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：上午九時至下午五時四十五分。
星期六：上午九時至下午十二時卅分）。

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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.

PRACTICAL 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.

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。

1010. Introduction to the Basics of Two-Dimensional Design. Tony Yau Ching-hong, B.F.A. (York), M.A. (Alberta). *Thursdays, 6.00-8.00 p.m., starting March 3, 1988. Studio 25, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$310**

Basic design contains the fundamental principles, guides, and concepts governing the construction of various forms of visual art including graphic design, illustration, photography, and fine art. Investigation into the nature and application of the basic elements including dots, line, shape, texture, proportion, color, and others in relation to composition, is the core of this course. Through lectures, slide presentations, class exercises and homework assignments students will become familiar with the "vocabulary, grammar and structure" of the language of visual art. As a result they will develop a greater visual sensitivity. In addition to the practical nature of the course, students will continue to pursue a constant inquisitiveness about the phenomenon of graphic and pictorial expression for their own enjoyment. *Assignments will be given each week and students should plan their time accordingly. Both English and Cantonese will be the medium of instruction as is required.*

1011. Intermediate Life Drawing. Martha Lesser, B.S. (N.Y.U.) *Wednesdays, 6.00-8.00 p.m., starting March 30, 1988. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$375** including model fee

For those with experience in the basic perceptual and technical skills of Life Drawing including gesture, contour, volume, and light and shade, this course

offers the opportunity to develop and integrate these skills towards full, finished pieces of work. Both nude and clothed models will be subjects for exploring the expressive drama of the figure. Charcoal, pencil, chalks, ink, acrylic and other black and white media will be used throughout most of the course; colour may be introduced towards the end. *Students should note that there will be a minimum of 6 hours of homework each week and plan their time accordingly.*

1012. Life Drawing Workshop. Simon Lam, B.F.A. (Alberta), Co-ordinator. *Thursdays, 8.00–10.00 p.m., starting March 3, 1988. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$350**

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.*

1013. Freehand Drawing Practice. Choi Yan-chi, B.F.A., M.F.A. (Art Inst. of Chicago); Oscar Ho, B.F.A. (Saskatchewan), M.F.A. (Cal. Davis) and Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 8.00–10.00 p.m., starting March 1, 1988. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$355** including model fee

Drawing is the thinking process in art-making, and perennial exploration and practice is critical in furthering one's development. This course is planned for students with the basic technical skills and aesthetic understanding of drawing. It aims to refresh, develop and expand students' understanding of materials, formal elements, and the unique characteristics and processes of drawing. In addition to emphasising composition, and materials, students will be offered a series of exercises through which they can develop their perception, imagination, and a "spirit of adventure" in drawing. A variety of subjects or take-off-points will be used. *Homework assignments will be given each week and students should plan their time accordingly. In the event of over-subscription an interview will be held on February 23, 1988.*

1014. Developing a Philosophy in Art: an Advanced Studio Workshop. Choi Yan-chi, B.F.A., M.F.A. (Art Inst. of Chicago); Oscar Ho, B.F.A. (Saskatchewan), M.F.A. (Cal. Davis) and Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 6.00–8.00 p.m., starting March 29, 1988. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 9 meetings.* **Fee: \$275**

In this, the later part of the 20th Century, neither Artists nor Art Students are tightly bound by the philosophies or "isms" of earlier generations; the field is wide open. With this openness comes the individual's responsibility of developing a personal philosophy or system of beliefs from which, and upon which, they can make art. Each of the Tutors is a practising artist, and students will have the

opportunity for exploration of 'Tutors' philosophies as well as developing their own. Among the areas to be examined are materials, form, relevance and awareness, concepts of originality, and mental linkage. *Applicants should note that much of the course work will be in the form of homework assignments with class time use for preliminary exploration and discussion. An interview will be held on Tuesday, March 22, 1988.*

1015. 基本素描 (Basic Freehand Drawing)

主 講 人：蔡義基先生。

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：一九八八年三月二日起每星期三下午八時至十時。

全期學費：三百五十五元（包括模特兒費）。 （共十二講）。

本基礎課程希望籍素描實習，培養學員對素描的了解及引發個人的創作力。內容包括對不同材料及表現形式如炭枝、水墨、剪貼、蒙太奇等的探討，以研究各類藝術元素如綫條、調子、空間及形象等。題材將以靜物及人體為主要出發點，藉此鼓勵學員探討個人方向。學員必須於課外時間做習作。

人體素描 (Life Drawing)

1016. 林慶豐先生主講。

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）。

時 間：一九八八年二月廿九日起每星期一下午八時至十時。

全期學費：四百五十元。（包括模特兒費）。 （共十二講）。

1017. 林慶豐先生主講。

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）。

時 間：一九八八年三月三日起每星期四下午六時至八時。

全期學費：四百五十元。（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綫描法，動姿描法，質感及質感描法等基本練習。課程並將應用幻燈片，以輔助對人體畫風格和理論的探討。學員必須以課外時間做習作。

1018. 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：一九八八年二月廿九日起每星期一下午八時至十時。

全期學費：三百三十五元。（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。

1019. 基礎水墨畫 (Basic Chinese Ink Painting)

主 講 人：熊海先生。

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）。

時 間：一九八八年三月二日起每星期三下午六時至八時。

全期學費：三百一十元。（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。

1020. 基本傳統山水畫 (Introduction to Traditional Chinese Landscape Painting)

主 講 人：熊海先生。

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）。

時 間：一九八八年三月二日起每星期三下午八時至十時。

全期學費：三百一十元。（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)

1021. 霍仕堯先生主講。

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：一九八八年三月一日起每星期二下午八時至十時。

全期學費：三百一十元。（共十二講）。

1022. 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：一九八八年三月四日起每星期五下午六時至八時。

全期學費：三百一十元。（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。

1023. 中級書道 (Intermediate Chinese Calligraphy)

主 講 人：翟仕堯先生。

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）。

時 間：一九八八年三月四日起每星期五下午八時至十時。

全期學費：三百一十元。（共十二講）。

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

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

除堂課練習外，學員必須以課外時間做習作及閱讀參考書籍。

1024. 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：一九八八年三月一日起每星期二下午六時至八時。

全期學費：三百一十元。（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。

1025. 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：一九八八年三月五日起每星期六下午二時卅分至四時卅分。

全期學費：三百一十元。（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作意念，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。

攝影入門 (A Guide to Better Photography)

1026. 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：一九八八年三月一日起每星期二下午八時至十時。

全期學費：一百七十五元。（共六講）。

1027. 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：一九八八年四月十九日起每星期二下午八時至十時。

全期學費：一百七十五元。（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綫、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、自然光綫和人為光綫、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。

1028. A Guide to Basic Photography. John Elphinstone, B.A. (Sheffield).
Fridays, 6.00–8.00 p.m., starting March 4, 1988. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings. Fee: \$175

Aimed at amateur photographers who would like to improve their picture taking ability, this course will open students to the art and science of photography. Topics will include cameras, lenses, flash photography, light meters, natural and artificial light, film types, photographic composition, simple special effects, and care of equipment. By the end of the course students should be familiar with the basic techniques and equipment necessary for most situations they are likely to encounter. Assignments will be set in the medium of colour slides, and critiques and discussions will be held on the results of these. Students must provide their own equipment and film.

1029. A Guide to Basic Photography. John Elphinstone, B.A. (Sheffield). *Fridays, 6.00–8.00 p.m., starting April 22, 1988. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$175**

See entry for Course No. 1028.

1030. Basic Photography II. John Elphinstone, B.A. (Sheffield). *Fridays, 8.00–10.00 p.m., starting March 4, 1988. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$175**

Aimed at those who have completed “A Guide to Basic Photography” or the equivalent (see description for Course No. 1028), this course will emphasize the conceptualization and aesthetics of successful photographs from the carefully considered work to the “shooting from the hip” approach. The work of well known photographers will be examined in relation to aesthetic principles and techniques. Assignments will be given as a basis of exploration in the media with the aim of students developing their own directions in photography. Students must provide their own equipment and film.

1031. Location Photography. John Elphinstone, B.A. (Sheffield). *Saturdays, 2.30–5.00 p.m. (approximately), starting March 5, 1988. Room 19 (Library), Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$450**

Most amateur photographers shoot their pictures “on site”. As each location has its own characteristics so the photographer needs a broad base of practical experience and skills to get satisfactory results. Students will explore aesthetic possibilities, and experiment with a variety of “shooting styles” and “treatments” as well as the technical aspects of film, cameras, lenses, filters, and control in assorted lighting situations; they will learn to diagnose faults and avoid pitfalls. Meetings will be both classroom sessions for lectures, analysis and critique of work, and preparation for specific sites, and location shooting. *Students should note that the length of each meeting will vary relative to the activity/location of that meeting.*

1032. The Art of Western Calligraphy. Derick Pao, B.A. (Purdue). *Tuesdays, 6.00–8.00 p.m., starting April 19, 1988. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$210**

Calligraphy is writing as art. Western calligraphy is an art form dictated by, and expressed through special writing instruments which give the letterforms their specific shape, proportion and character. This course will introduce the basic techniques and concepts Western Calligraphy both as practice and appreciation. Using a broad edged pen, two styles of calligraphic writing will be taught; “Foundation Hand” and “Italic Hand”. Topics will include; alphabet terminology, pen angle and width, text composition, letter spacing, word spacing and line spacing. *Homework assignments will be given each week and students should plan their time accordingly.*

APPLIED DESIGN

1033. Introduction to Architectural Drafting and Perspective Drawing. Nelson Chu Nai-fun, B.A., B.Arch. (H.K.), M.Sc. (Lond.). *Wednesdays, 8.00–10.00 p.m., starting March 2, 1988. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$310**

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

1034. Intermediate Perspective and Presentation Drawing. Kusol Im-Erbsin, B.Arch. (Silpakorn), A.S.A., B.Arch. (H.K.), H.K.I.A. *Wednesdays, 6.00–8.00 p.m., starting March 2, 1988. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$310**

Aimed at those who have completed Introduction to Architectural Drafting and Perspective Drawing or the equivalent (see entry for Course No. 1033), 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 presentation 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 February 24, 1988.*

1035. Integrated Design Workshop. Tony Yau Ching-hong, B.F.A. (York), M.A. (Alberta). *Thursdays, 8.00–10.00 p.m., starting March 3, 1988. Studio 25, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$310**

Planned for those with experience in the basic conceptual and technical aspects of graphic design, this course aims to further develop and enhance analytic power and creative thinking, Two-Dimensional and Three-Dimensional Design conceptual skills, and techniques. Through project-based assignments students have the opportunity to explore the graphic design aspects of product development and promotion including: image and logo, packaging, sales materials, advertising graphics, illustration, and typography. Slide lectures and discussions will examine International and Local design trends, the work of well known designers, and the

all-important psychology and perception of advertising and graphic design. *Students should note that they are expected to do much of the practical work outside of class and should plan their time accordingly. Tuition will be given in English and Cantonese as is required. In the event of over-subscription an interview will be held on Thursday, February 25, 1988.*

建築及透視繪圖導論

(Introduction to Architectural Drafting and Perspective Drawing)

1036. 黃威林先生主講。

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：一九八八年二月廿九日起每星期一下午六時至八時。

全期學費：三百一十元。（共十二講）

1037. 岑苑樺女士主講。

地點：香港大學校外課程部市區中心24室（信德中心西翼九樓）。

時間：一九八八年三月四日起每星期五下午八時至十時。

全期學費：三百一十元。（共十二講）

建築及透視繪圖，乃建築師、承建商、室內設計者相互溝通的國際語言。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、否面圖、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。

1038. 基礎廣告設計 (Introduction to Advertising Design)

主講人：吳宏權先生。

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：一九八八年三月三日起每星期四下午八時至十時。

全期學費：三百一十元。（共十二講）。

本課程為廣告設計提供入門介紹，內容包括如何利用各類媒介進行廣告推廣，探討廣告的運作過程和功能，以及研究廣告設計與廣告公司的關係。課程將根據不同的廣告需要，尋求其獨有的設計形式，包括報紙雜誌的廣告設計、海報、包裝、直接郵遞、酒店宣傳設計等。此外，教授內容還包括介紹印刷程序、字樣學、插畫、攝影及其他相關技巧。課堂包括討論及作品評審，學員必須以課外時間做習作。

ART APPRECIATION

1039. 西方藝術主題探討 (Themes in Western Art)

主 講 人：何慶基先生。

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：一九八八年二月廿九日起每星期一下午六時至七時三十分。

全期學費：二百四十元。（共十二講）。

雖然西方藝術的發展複雜而多樣化，但基本上有些題材是歷久常新的主流，無論經過多少風格的變化，仍然受到藝術家的採用。這些題材包括人體、風景、神話、宗教、社會面貌、政治等。數百年來它們不單是藝術製作的主要題材，有些時候，還成為藝術品的藝術及道德價值的指標。本課程將從藝術史的角度，探討各個主題在西方藝術史所扮演的角色，以及它們的美學、思想性及社會意義。

1040. 西洋美術史導論：後印象主義至後現代主義 (Revolution and Rebellion: Post-Impressionism to Post-Modernism)

主 講 人：何慶基先生。

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：一九八八年三月三日起每星期四下午六時十五分至七時四十五分。

全期學費：二百四十元。（共十二講）。

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

1041. 眼見為真？紀錄攝影的風格、目的及動機的探討 (Is Seeing Believing? A Survey of Aims, Objectives and Styles of Documentary Photography)

主 講 人：李筱怡女士。

地 點：香港大學校外課程部市區中心29室（信德中心西翼九樓）。

時 間：一九八八年四月廿二日起每星期五下午七時三十五分至九時零五分。

全期學費：一百四十五元。（共六講）。

攝影通常被認為是人物、風景及事件的真實紀錄。自一八三九年攝影發明以來，考古學者、人類學者、探險者以至其他行業人仕，均利用攝影來紀錄他們的發現

。但這些紀錄的可信性有多大？隨着攝影的發展，攝影的動機及目的亦更趨複雜。紀錄攝影一直以來扮演多樣角色，由商業性工具，以至追求美的意象，或政治宣傳等。本課程將探索紀錄攝影的基本發展，它的主要發展路向，著名攝影師的研究及他們的作品之鑒賞。

1042. Pluralistic Art in the Eighties. Hugh Chiverton, B.A. (Sussex).
Tuesdays, 6.15-7.45 p.m., starting March 1, 1988. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings. **Fee: \$145**

It appears that in every decade there are turning points when art attitudes and values shift or change. Since the late seventies many artists, critics, and writers have been concerned with the "death of modernism" and the "end of the avant-garde". Ideas central to modernism like progress, purity, and originality are being questioned, and many new modes of art have developed under the umbrella of Pluralism. Pluralistic art freely appropriates images and ideas from any time and place in the history of art. Some artists work in a very eclectic manner while others limit themselves to a more specific reference as is true of the Neo-Expressionists, Neo-Classicalists, and Neo-Surrealists. This course considers how contemporary artists in Europe, U.S.A., Australia, and Hong Kong face the problems of the eighties, and how much of the thinking behind recent art is mirrored in other aspects of contemporary lifestyles. Relevant examples will be explored through slides, videos and discussion.

ART EDUCATION

1043. 幼童的美術教學 (Teaching Art to Young Children)

主 講 人：林漢超先生。

地 點：香港大學校本部大樓239室。

時 間：一九八八年三月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：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，須於二月廿三日報名）。

兒童早期美勞活動與遊戲 (Children's Play and Art Activities)

1044. 黎佩娟女士主講。

地 點：香港大學校本部大樓239室。

時 間：一九八八年三月二日起每星期三下午六時至七時四十五分。

全期學費：三百八十元。 (共十六講)。

1045. 黎佩娟女士主講。

地 點：香港大學校本部大樓239室。

時 間：一九八八年三月二日起每星期三下午七時四十五分至九時三十分。

全期學費：三百八十元。 (共十六講)。

本課程為幼稚園美勞創作活動(一)之延續,適合担任幼兒工作人士,學前教育及小學低年級教師等。課程着重透過深入瞭解遊戲的功能,引發二至八歲兒童對美勞學習活動的興趣,了解美勞活動在兒童早期成長發展過程的重要性,及其對環境認知活動的相輔學習,進一步探討成人對兒童早期美勞活動創作中所持的態度,並根據現時香港的教學環境,研討課題,設計及實踐美勞活動。學員需穿着輕便活動服裝參與課題設計,課程內容將輔以幻燈片介紹,學員須自備實習材料。(每班限收三十人,曾參加一九八七年度幼稚園美勞創作活動教學(一)之學員將獲優先取錄)。

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,須於二月廿日前報名)。

DAYTIME COURSES

1046. Life Drawing Workshop. Oscar Ho Hing Kay, B.F.A. (Saskatchewan), M.F.A. (Cal. Davis), Co-ordinator. *Fridays, 10.00 a.m.-12.00 noon, starting March 4, 1988. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$350**

See entry for Course No. 1012.

1047. 基本素描 (Basic Freehand Drawing)

主 講 人：蔡義基先生。

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：一九八八年三月二日起每星期三上午十時至中午十二時。

全期學費：三百五十五元。 (共十二講)。

課程內容與編號1015相同。

1048. 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：一九八八年三月一日起每星期二上午十時至中午十二時。

全期學費：三百一十元。（共十二講）。

課程內容與編號1019相同。

1049. 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：一九八八年三月三日起每星期四上午十時至中午十二時。

全期學費：三百一十元。（共十二講）。

課程內容與編號1020相同。

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”.

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.

114. Artsbase 3. Art & Life. Colin Davies, B.A. (Lond.), Ph.D. (A.N.U.), Lecturer in Philosophy, University of Hong Kong. *Wednesdays, 6.00–7.30 p.m., starting January 20, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 4 meetings.* **Fee: \$80**

Many people believe that art is a minority interest and that it has little or no relevance to everyday life. Art, they suppose, is what is performed in theatres and concert halls, is what hangs in galleries and discussed in the literature departments of universities; places where the mass of people are not to be found. The aim of this course is to show that this view is seriously mistaken. The main questions to be discussed are: what makes something a work of art? Are there objective standards of taste? What is beauty? What is important about art?

The course is open to anyone with an interest in the arts.

Deadline for enrolment : January 13, 1988.

1050. Artsbase 4. Theatre Now! Vicki Ooi, B.A. (H.K.); Ph.D. (Bristol), Senior Lecturer in English Studies and Comparative Literature, University of Hong Kong and Director, Seals Players Foundation. *Thursdays, 6.00–7.30 p.m., starting February 25, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.* **Fee: \$145**

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

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

The course is open to arts administrators, to teachers with a special interest in English and drama and to those who wish to keep generally informed.

The deadline for enrolment will be : Thursday, February 11, 1988.

1051. Artsbase 5: Flashback—The Visual Arts Since 1907. Hugh Chiverton, B.A. (Sussex). *Mondays, 7.45–9.15 p.m., starting February 29, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$120**

An unusual introduction to the history of the visual arts this century, from Cubism to Neo-Conceptualism, 1907–1988. The perspective: how the visual artist has contributed to the development of the performing arts during this period.

Although influential movements in painting and sculpture form the basis of the course, they will be illustrated by examples which touch on other art-forms: dance, theatre and music. These examples will include collaborations like the production "Parade" (which had music by Satie, was designed by Picasso, and directed by Cocteau—a unique combination of extraordinary talent).

Designed for arts administrators, teachers of drama, dance, music and art and others who would like to be generally informed. The course will include lectures, visits to current exhibitions and videos, when available.

Deadline for enrolment: February 15, 1988.

Fee Refund: on being accepted for this course, teachers of drama, dance, music and art 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.

1052. Artsbase 6: 今天的音樂 (Music Now!—Workshop)

主 講 人：林樂培先生。

地 點：香港大學校本部大樓123室。

時 間：一九八八年五月七日星期六上午十時至下午一時。

全期學費：六十元。（一天課程）。

本課程試圖從教堂、學府、音樂廳、播音室、電視台、大廣場等地方，看今天音樂的類別，發展及實用效果。

本課程適合音樂教師，文化及音樂活動工作者。

申請教署退還半費手續：凡政府、資助或私立學校之音樂教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於四月二十六日前報名）。

1053. 音樂節目編排 (Music Programming—Workshop)

主 講 人：林樂培先生。

地 點：香港大學校本部大樓123室。

時 間：一九八八年五月二十八日星期六上午十時至下午一時正。

全期學費：六十元。（一天課程）

音樂節目的編排，對音樂節目本身具有極大的影響。本課程將探討以下各分題，以期加深學員對音樂節目編排的認識：（一）社團音樂會，學校音樂會，唱片欣賞會，業餘及專業演奏會節目編排上的要點及資料；（二）吸引力與娛樂性；（三）演奏水準與樂曲選擇；（四）聽眾心理；（五）現代音樂的難題。

本課程適合音樂教師，文化及音樂活動工作者。

申請教署退還半費手續：凡政府、資助或私立學校之音樂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，須於五月十七日前報名）。

125. 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 23, 1988. Dance School, Hong Kong Academy for Performing Arts, 1, Gloucester Road, Wanchai. 10 meetings, including 4 practical sessions. Fee: \$290*

Open to all, with or without previous dance training, this course is designed for teachers of dance and music and all those generally interested in dance and who would like to know more—about dance history, the production processes, the professionals involved.

The course aims to develop skills in discrimination and judgement and to develop an ability to interpret feelings, thoughts and images on stage.

The viewing of films and video tapes are planned as key elements in the programme. This course is organised in association with the Hong Kong Academy For Performing Arts.

Deadline for enrolment: February 9, 1988.

Fee Refund: on being accepted for this course, teachers of dance and music 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.

127. Professional Theatre—Vision & Practice (1 day Seminar). Bernard Goss, Artistic Director, Chung Ying Theatre Company. *Monday, February 22, 1988. 9.30 a.m.–5.30 p.m., Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Fee: \$110*

Bernard Goss, Artistic Director of the Chung Ying Theatre Company, will give a one-day seminar on the relationship between artistic policy and its administration—from an Artistic Director's point of view.

Using Chung Ying as an example, he will demonstrate the need to focus on staff dynamics, selection of dramatic material and the building of an audience.

In Hong Kong, where professional theatre is relatively new, the need for vision, open-mindedness and clarity of communication can only be implemented by the sheer practicality of sensitive, thorough and pliable administration.

Questions & discussion will be encouraged throughout the day, thus allowing an informal atmosphere in which yet another approach to Hong Kong's artistic life will be reviewed imaginatively and practically.

122. Financial Management for Arts Organisations. Michael Scantlebury, B.A. (Reading), Chartered Accountant, Training Manager, Price Waterhouse, with guest speakers. *Wednesdays, 7.45–9.15 p.m., starting March 2, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.*

Fee: \$140

Keeping accounts is only the starting point for managing your arts organisation's funds. Once an efficient method of recording financial information has been established, you can begin to use the information to discover what has happened in the past and even more importantly to plan for the future—to raise loans, evaluate programmes and negotiate terms.

This course will build on basic accounting records and terminology and explain the common financial reports and their usage. The more advanced stages of the course will cover preparation of budgets and cash forecasts. It builds on from the course entitled "Practical Accounting for Arts Organisations" and is aimed at those involved in larger arts organisations, who have identified a need to understand financial management. A practical approach will be used throughout, as will case studies drawn from a variety of arts organisations.

Enrolment will be limited to 20.

1054. Working with Designers. Henry Steiner, M.F.A. (Yale), Managing Director, Graphic Communication Ltd. with guest speakers. *Wednesdays, 6.00–7.30 p.m., starting March 9, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.*

Fee: \$130

A short course for Arts Administrators and other graphic design clients.

This course teaches you how to get the best results from working with a graphic designer. Among the topics covered will be: visual language, why designers see things differently, the creative process, the mechanics of printing and production, selecting a design consultant, briefing designers, the role of the client, choosing the appropriate design solution. The course will be conducted by Henry Steiner, an internationally recognized designer, supplemented with presentations and case studies by other prominent Hong Kong graphic designers. Numerous slides of relevant work will be shown.

115. Applying for Sponsorship (1-Day Workshop). John Duffus, M.A. (Aberdeen), Arts Director, Pacific Images Ltd. *Saturday, January 9, 1988, 9.30 a.m.–5.30 p.m. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.*

Fee: \$110

To get sponsorship in the first place, you need to approach companies with proposals that are attractive, well-researched and argued, with your requirements stated on the one hand and what you can offer on the other; and this needs to be attractively presented, submitted to the right person and most importantly, submitted in good time. This workshop aims to assist those concerned with sponsorship and covers the formulation and presentation of applications and the compilation of supporting documents, such as feasibility studies and budget forecasts. An important consideration will be students' own interests.

1055. Attracting Audiences. Miss Linda Bauer, B.Ed. (Cantab.), M.A. (City), Dip.B.A. (Aston), Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong. *Mondays, 7.45–9.15 p.m., starting May 2, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings. Fee: \$95*

Audiences are the lifeblood of performing arts groups, galleries, museums and other leisure organisations. Indeed, many of these organisations measure their success in terms of the size of the audience they attract. Many arts organisations are concerned with building long-term audiences: building loyal groups who will subscribe to the group's performances season after season. This requires choosing plays, concerts or exhibitions that please the target audience and motivating them to re-subscribe each season. No easy task!

This course will attempt to tackle the problem of long-term audience development. Topics will include: researching the audience, developing the artistic product, pricing, promotion and publicity. *Deadline for enrolment: April 25, 1988.*

118. An Introduction to Arts Marketing. Miss Linda Bauer, B.Ed. (Cantab.), M.A. (City), Dip.B.A. (Aston), Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong. *Thursdays, 6.00–7.30 p.m., starting January 7, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings. Fee: \$130*

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.

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 187 頁 。

Business Studies

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

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

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

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

Applications will be invited from prospective students in February/March 1988. Classes are expected to commence in late August 1988.

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

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

Those interested are invited to write, with address and telephone number, to the Secretary of the Department of Extra-Mural Studies, University of Hong Kong, Pokfulam Road, Hong Kong or call 5-8592783. Details are expected to be announced before February 1988.

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

Name :

Address :

.....

Telephone No.: (day-time) (evening)

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

Certificate Programme in Real Estate Administration.

The Department of Extra-Mural Studies will offer the Certificate Programme in Real Estate Administration in February 1988. 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. 1056 to 1068 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 Institute of Cost and Management Accountants and the Institute of Chartered Secretaries and Administrators. The courses are a complement to, not a substitute for, correspondence courses. The courses have been designed on the assumption that all participants are serious students and will undertake all homework as set by tutors. Students should make their own arrangements for sitting the relevant examinations.

1056. Auditing for Examinations: Part 2. Mrs. Wong Wu Wai-ye, F.C.C.A., A.H.K.S.A. *Thursdays, 6.00-7.45 p.m., starting February 4, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

Fee: \$285

For students of ACCA/HKSA Paper 2.1. Part 2 continues to work through the examination syllabus. Beginning with the verification of assets and liabilities, other topics to be studied are audit guidelines on client stocktaking, post balance sheet action, legal matters and liabilities, the audit report, computer system audit, law on distribution of profit and the audit committee.

1057. Company Law for HKSA Accountancy Students: Part 2. Tsang Yu-hei, A.C.C.A., A.H.K.S.A., A.T.I.H.K., A.C.I.S., C.P.A. *Mondays, 6.00-7.30 p.m., starting February 1, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 11 meetings.*

Fee: \$230

This carries on from the autumn course to complete the study of the syllabus. Further aspects of the administration of the company will be considered including the holding and conducting of meetings, voting rights and shareholders rights; methods for reconstructions, mergers and takeovers; and liquidation and dissolution procedures.

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

1058. Introduction to Hong Kong Taxation. Chan Siu-pang, A.C.C.A., A.H.K.S.A., R.A.S., F.A.I.A., A.T.I.H.K. *Saturdays, 2.00–3.30 p.m., starting February 6, 1988. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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.

1059. Management Accounting. Chan Chi-fook, A.C.M.A. *Mondays, 8.00–9.30 p.m., starting February 8, 1988. Room 121, University Main Building. 10 meetings.* **Fee: \$210**

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 1068—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.

1060. Quantitative Analysis: Part 2. H. B. Yeung, B.Sc. (Thames Poly.). *Mondays, 6.15–7.45 p.m., starting February 8, 1988. Room 121, University Main Building. 13 meetings.* **Fee: \$265**

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

1061. 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., starting January 30, 1988. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings.* **Fee: \$620**

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.

1062. 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 February 6, 1988. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$330**

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.

1063. Foundation Accounting. Laurence K. W. Chiu, A.C.I.S., A.C.M.A., A.H.K.S.A. *Mondays, 6.30–9.00 p.m., starting February 1, 1988. Room 142, University Main Building. 14 meetings.* **Fee: \$450**

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.

1064. Intermediate Accounting. K. S. H. Yuen, B.B.A., M.B.A. (C.U.H.K.). *Fridays, 6.30–9.00 p.m., starting February 5, 1988. Room 142, University Main Building. 16 meetings.* **Fee: \$480**

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, 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.

1065. Higher Accounting. Chan Siu-pang, A.C.C.A., A.H.K.S.A., R.A.S., F.A.I.A., A.T.I.H.K. *Saturdays, 3.35–5.50 p.m., starting February 6, 1988. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings.*

Fee: \$495

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.

1066. General Principles of Law for Bankers. Stephen K. Y. Wong, B.Soc.Sc. (H.K.), LL.M. (Lond.). *Tuesdays, 7.45–9.45 p.m., starting March 8, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.*

Fee: \$460

Especially designed for those studying the Local IOB 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 September 1988 examination.

1067. General Principles of Law for Accountancy Students. Tsang Yu-hei, A.C.C.A., A.H.K.S.A., A.T.I.H.K., A.C.I.S., C.P.A. *Saturdays, 2.15–4.00 p.m., starting February 6, 1988. Room 141, University Main Building. 14 meetings.*

Fee: \$315

This course is intended for students taking paper 1.4 of the June 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.

1068. Costing. Chan Chi-fook, A.C.M.A. *Wednesdays, 7.15–8.45 p.m., starting February 10, 1988. Room 121, University Main Building. 10 meetings. Fee: \$210*

This course is designed as a revision for students taking Paper 1.2 Costing at the June 1988 ACCA/HKSA examinations. It will cover most of the syllabus of the relevant examination. Topics include: elements of costs; cost determination, classification and 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.

1069. Securities Analysis. Albert K. H. Poon, B.B.A. (UEA), M.Sc. (Bath). *Wednesdays, 6.15–7.45 p.m., starting February 24, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$250*

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.

1070. Securities Analysis. Albert K. H. Poon, B.B.A. (UEA), M.Sc. (Bath). *Mondays, 6.00–7.30 p.m., starting April 25, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$250*

See entry for Course No. 1069.

1071. Company Secretarial Practice. Tutor to be announced. *Fridays, 7.50–9.50 p.m., starting April 8, 1988. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$325*

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.

1072. Office Administration and Practice. M. Z. Amir, F.C.M.A., F.H.K.S.A., F.I.A.A., M.B.I.M. *Tuesdays, 7.15–8.45 p.m., starting February 23, 1988. Room 121, University Main Building. 11 meetings. Fee: \$225*

Topics to be considered will include location, physical layout, organizational

structure, planning and control system, risk management, filing systems, planning and implementation of EDP systems, purchasing policies, elements of personnel management, store and inventory control, and control of quality of work in the office. This course is designed for practising or aspiring administration managers and executives who wish to broaden their professional knowledge. The objective is to provide participants with better insights into office administration in the present-day context.

1073. International Trade. Ip Tsun-nin, B.Com. (St. Mary's). *Thursdays, 7.50-9.20 p.m., starting February 25, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$295**

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.

1074. Import and Export Practice. Joseph K.H. Tam, M.I.Ex., M.Inst.A.M. (Dip), A.I.B.A. (Melbourne), Dip.B.A. *Mondays, 7.45-9.45 p.m., starting February 22, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$390**

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.

1075. Accounting for Small Businesses. Anita D. P. Kwan, B.A. (Middlesex Poly.). *Saturdays, 4.15-5.45 p.m., starting February 27, 1988. Room 141, University Main Building. 9 meetings.* **Fee: \$190**

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.

1076. 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103室。

時 間：一九八八年二月二十六日起每星期五下午六時三十分至八時三十分。

全期學費：三百二十五元。 (共十二講)

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

1077. Retail Management and Practice. Cheung Fu-keung, B.Sc. (C.U.H.K.), M.B.A. (H.K.); and Ma Shiu-ming, B.B.A. (C.U.H.K.), M.B.A. (British Columbia). *Tuesdays, 6.00-7.30 p.m., starting February 23, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

Fee: \$260

The retail business in Hong Kong is being practised with a great diversity of sophistication—from hawker stands around the street corner to exquisite stores which draw in thousands of customers daily. In a similar way, retail concerns are achieving varying degrees of success in their business.

For practitioners who would like to master and extend their skills in retailing, this course explores the areas that are important for a retail business to excel and succeed. Topics to be covered include: evaluating store location, choice and planning of products, inventory control, merchandising and promoting goods, behaviour of retail customers, personal selling, image and atmosphere in retailing, as well as credit and collection.

1078. 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.). *Saturdays, 2.00-4.00 p.m., starting March 5, 1988. Room 142, University Main Building. 10 meetings.*

Fee: \$275

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.

1079. Elementary Book-keeping and Accounts. Chan Kee-ming, A.C.I.S. *Thursdays, 7.15-9.45 p.m., starting February 11, 1988. Room 121, University Main Building. 15 meetings.* **Fee: \$490**

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.

1080. 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：一九八八年二月廿四日起每星期三下午六時零五分至七時三十五分。

全期學費：二百九十五元。（共十四講）。

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

由於專門術語皆以英語為本，學員須具有英語知識。

預 早 報 名 之 重 要

及早報名乃是使本部得知各界對種種課程反應之唯一途徑，如不及早報名則往往引致各該課程延期或取消。如有志修讀本部課程者，敬希從速將報名申請書寄回本部。

Economics, Banking & Statistics

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

1081. Hong Kong Statistics for Business. *Thursdays, 6.00–8.00 p.m., starting March 24, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 11 meetings.* **Fee: \$505** (including publications and Reports)

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

Closing date for application : March 5, 1988.

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

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

Esmond K. Y. Lee,
B. Soc. Sc.
Senior Economist
(Economic Services Branch,
Government Secretariat)

Lily Ouyang, B. Soc. Sc.,
M. Soc. Sc., M.B.A.
Senior Statistician

Applications of statistics in planning: government planning, business planning

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

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

Elley Mao, B. Soc. Sc.,
M. Phil.
Senior Economist
(Economic Services Branch,
Government Secretariat)

Frederick Ho, B. Sc.,
F.I.S.
Assistant Commissioner

1082. Principle of Economics I: Microeconomics. Joseph Hu, M.Econ.
Wednesdays, 6.15–7.45 p.m., starting March 9, 1988. Room 843, Knowles Building, University of Hong Kong. 20 meetings. **Fee: \$360**

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.

1083. Principle of Economics II: Macroeconomics. Joseph Hu, M.Econ.
Wednesdays, 8.00–9.30 p.m., starting March 9, 1988. Room 843, Knowles Building, University of Hong Kong. 20 meetings. **Fee: \$360**

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.

1084. Economics. Gina M. K. Tang, B.A., M.B.A. (H.K.). *Saturdays, 2.00–4.00 p.m., starting March 26, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$445**

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.

1085. Basic Economics for Professional Examinations. Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.C.I.B., A.C.I.S., C.Dip.A.F., M.M.S. *Fridays, 6.30–9.00 p.m., starting April 15, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 14 meetings.* **Fee: \$390**

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.

1086. Monetary Economics. Joseph Hu, M.Econ. *Saturdays, 2.15–4.15 p.m., starting March 5, 1988. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$415**

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.

1087. 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. *Thursdays, 6.30–9.00 p.m., starting April 14, 1988. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 14 meetings.* **Fee: \$360**

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.

1088. General Principles of Law. Peter M. C. Ho, B.A. (C.U.H.K.), Solicitor. *Tuesdays, 5.55–7.40 p.m., starting April 12, 1988. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 24 meetings.* **Fee: \$460**

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.

1007. Securities Law in Hong Kong. Stephen S. W. Leung, LL.B. (E. Anglia), LL.M. (Cantab.), P.C.L.L. (H.K.). *Wednesdays, 8.00–9.45 p.m., starting February 24, 1988. Room 141, University Main Building. 17 meetings.* **Fee: \$360**

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 flotatim; company law in relation to shareholders' voting and rights; trading in the stock market and duty and liability of brokers; take-overs 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.

1089. Practice of Banking I. C.S. Chan, A.C.I.B. *Thursdays, 8.05–9.35 p.m., starting March 10, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$300**

The aim is to prepare students for 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.

1090. Finance of International Trade. Robert S. C. Au, A.C.I.B. *Fridays, 6.30–9.30 p.m., starting June 24, 1988. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$380**

This comprehensive course will cover the whole syllabus of Finance of International Trade for A.C.I.B. Stage 2 examination. All letters of credit, collection bills, foreign exchange, I.C.C. publication number 400 for documentary practice will be clearly explained. Previous examination papers and answers as well as typical case studies will be thoroughly illustrated to ensure candidates' understanding. Examination techniques will be taught properly.

Students are expected to have passed A.C.I.B. Stage I.

1091. Foreign Exchange and Money Markets. Kong Hin-man, A.C.I.B., A.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.), M.I.Ex., M.B.I.M. *Fridays, 6.15-7.45 p.m., starting February 26, 1988. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 16 meetings.* **Fee: \$305**

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.

1092. Documentary Credits and Collections. Thomas H. K. Fong, A.C.I.B., Dip.M. *Mondays, 6.30-9.30 p.m., starting March 21, 1988. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$395**

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.

Medium of instruction: Cantonese.

1093. Basic Lending. Peter Yip, A.C.I.B., D.M.S. *Thursdays, 6.00-9.00 p.m., starting June 23, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$200**

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

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

1094. Foreign Exchange and Treasury Management for Company Executives. H. K. Kong, A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., F.I.B.A., M.Inst.A.M. (Dip.). *Thursdays, 6.45-8.15 p.m., starting March 17, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$370**

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

practices, 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.

1095. Import & Export Bills Practice. Robert S. C. Au, A.C.I.B. *Saturdays, 4.10–5.55 p.m., starting March 5, 1988. Room 121, University Main Building. 17 meetings. Fee: \$400*

This is a comprehensive bills course of banking practice suitable for all beginners of import and export business operations. Different types of letters of credit and collection bills, including typical case studies will be discussed in the class. To enhance participants' interest, useful questions and answers will be thoroughly illustrated. Details of bills departments services will be explained for up-grading candidates' accuracy and efficiency.

Medium of instruction: English and Cantonese.

1096. Investment Banking. H. K. Kong, A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., F.I.B.A., M.Inst.A.M. (Dip.). *Thursdays, 8.20–9.50 p.m., starting March 17, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings. Fee: \$385*

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, ADR and recommendation of International Primary Market Association.

Bank executives with two years' experience are preferred.

1097. Merchant Banking Services. Kong Hin-man, A.C.I.B., A.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.), M.I.Ex., M.B.I.M. *Fridays, 8.00–9.30 p.m., starting February 26, 1988. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 16 meetings. Fee: \$305*

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.

1098. Applications of Financial Futures and Options in Financial Services Industries. Kong Hin-man, A.C.I.B., A.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.), M.I.Ex., M.B.I.M., *Mondays, 8.00–9.30 p.m., starting February 29, 1988. Room 122, University Main Building. 10 meetings.* **Fee: \$200**

Financial markets globally have developed significantly in financial futures and options trading. Banks and financial institutions are using futures and options extensively in product development and treasury management. The program will illustrate the features of financial futures and options, together with their relationship with traditional treasury operations. Hedging program and internal control will be discussed.

1099. International Capital Markets. Kong Hin-man, A.C.I.B., A.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.), M.I.Ex., M.B.I.M. *Mondays, 6.15–7.45 p.m., starting February 29, 1988. Room 122, University Main Building. 16 meetings.* **Fee: \$305**

The course is designed for those who are interested to understand the rapid growing capital markets. Topics include securitisation of debt issue, underwriting and investment in various capital market products and financial engineering on capital market instrument. The relationship of international capital market to private banking business will be illustrated.

1100. Advanced Import & Export Banking. Robert S. C. Au, A.C.I.B. *Saturdays, 2.00–4.00 p.m., starting March 5, 1988. Room 121, University Main Building. 18 meetings.* **Fee: \$485**

This advanced course is specially designed for bills officers and checkers of banks, as well as senior staff of import/export corporations for broadening their import and export banking knowledge. Typical case studies will be thoroughly explained in the class to ensure participants' better understandings and widen their working experience. Topics including China trade, updated illustrations of I.C.C. Uniform Customs & Practice and foreign exchange/treasury management will be covered.

Applicants with basic bills knowledge are preferred.

Medium of instruction: English and Cantonese.

1101. Swap Financing Techniques. H. K. Kong, A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., F.I.B.A., M.Inst.A.M. (Dip.). *Mondays, 7.15–9.45 p.m., starting February 22, 1988. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 6 meetings.* **Fee: \$195**

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

1102. Financial Engineering. H. K. Kong, A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., F.I.B.A., M.Inst.A.M. (Dip.). *Mondays, 7.15–9.45 p.m., starting April 11, 1988. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 9 meetings.* **Fee: \$290**

Competition in merchant banking industry has substantially narrowed the profit margin of investment banks and some of them have shifted to large value and complex transactions in order to maintain revenue level. Financial engineering techniques are deployed to design financing packages for major corporations. Areas of discussion: structure of financing needs, borrowing vehicles and instruments, tax consideration and accounting problem, debt/equity mix of borrowers, pricing and timing of financial engineering deals and preference of international investor (including fund managers). Discussion will also be made on international capital markets, mergers and acquisition and company law.

Bank executives or corporate treasurers with three years' experience are preferred.

1103. Equity Financing Techniques. H. K. Kong, A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., F.I.B.A., M.Inst.A.M. (Dip.). *Mondays, 7.00–9.30 p.m., starting June 27, 1988. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$325**

Sources of equity capital for companies are not restricted to flotation in Hong Kong. Corporate treasurers/adviser can consider other means such as the use of venture capital and overseas listing as alternatives. This course will cover: method of Hong Kong flotation—offer for sale, placement, introduction and tender offer, American Depository Receipt, listings in London and New York Stock Exchanges, venture capital and management buy-out. Discussion will also be made on shell companies, private placement to international investors and exchangeable preference shares.

Corporate finance executives will benefit most from this course.

1104. Credit Analysis: Fundamentals and Essentials. Simon Mak Kwai-ming, B.A., M.B.A. (C.U.H.K.). *Fridays, 8.00–9.30 p.m., starting February 26, 1988. Room 15, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$300**

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 and/or 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.

1008. Credit Analysis. Thomas H. K. Fong, A.C.I.B., Dip.M. *Tuesdays and Thursdays, starting March 22, 1988. Tuesday lectures in Room LG2, Hui Oi Chow Science Building, University of Hong Kong, from 6.30-9.30 p.m., and Thursday lectures in Room LG1, Hui Oi Chow Science Building, University of Hong Kong, from 7.15-9.15 p.m. 8 meetings.* **Fee: \$260**

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: March 5, 1988.

Medium of instruction: Cantonese.

1105. 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上主講。

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：一九八八年二月二十九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：二百五十五元。（共九講）。

本課程由香港期貨交易所安排業內人上主持。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。

1106. 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：一九八八年二月廿二日起每星期一下午六時十五分至九時十五分。

全期學費：一百五十五元。（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。

1107. Operational Research. Ho To-ming, B.A., M.Sc. (Lond.) and Chan Choi-lan, B.Sc., M.Sc. (Lond.). *Fridays, 7.15–8.45 p.m., starting February 12, 1988. Room 105, James Hsiung Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$155**

This is a practical-oriented course designed for those who have no previous knowledge of Operational Research (OR) but wish to acquire a basic understanding of techniques and their applications in economics, business and management. Linear programming, stock control, queues, replacement, forecasting, network analysis and dynamic programming, will be presented as clear as possible without recourse to advanced mathematics and statistics. The art and science of modelling will be introduced as well as the use of computer packages for solving OR models.

1108. Introductory Statistics. Ng Hoi-kow, B.Sc., M.Sc. (Toronto). *Wednesdays, 7.45–9.15 p.m., starting March 16, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$310**

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 only.

Medium of instruction : English and Cantonese.

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.

Management Studies

Staff Tutor : T. W. Casey, Telephone 5-8952785

1109. An Introduction to Business Management. Vincent Ng, B.S., M.B.A., M.S., D.B.A., Ph.D. (Calif.). *Wednesdays, 6.00-7.30 p.m., starting February 24, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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.

1110. 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 February 23, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$315**

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.

1111. Organisation and Management Principles. Denis W. C. Ng, B.B.A. (Northeast Louisiana). *Mondays, 8.00-9.30 p.m., starting February 22, 1988. Room 843, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$245**

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.

1112. 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 February 22, 1988. Room 141, University Main Building. 12 meetings.* **Fee: \$245**

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.

1113. Starting a Small Business: a Marketing Approach. Philip C. L. Lok, B.Sc., M.B.A. (C.U.H.K.). *Saturdays, 2.00–3.30 p.m., starting February 27, 1988. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$170**

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.

1114. Organisation and Methods. Samuel San, B.E. (N.S.W.). *Saturdays, 3.45–5.15 p.m., starting February 27, 1988. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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.

1115. Management Information and Decision-Support Systems. Chow Man-chu, M.B.A. (Miami), Cert.Dip.A.F., M.Inst.A.M. *Saturdays, 2.00–3.30 p.m., starting February 27, 1988. Room 208, Run Run Shaw Building, University of Hong Kong. 12 meetings.* **Fee: \$245**

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.

1116. An Introduction to Operational Research. Dannie Leung, B.Sc. (Birm.), M.Sc. (Lancaster). *Fridays, 7.45–9.15 p.m., starting February 26, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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

1117. An Introduction to Hotel Management. Yuen Fook-min, Constant, M.H.C.I.M.A., M.I.T.T., M.Inst.M., M.B.I.M. *Saturdays, 4.45–6.15 p.m., starting February 27, 1988. Room 103, University Main Building. 14 meetings.*

Fee: \$285

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.

1118. Marketing Management: Analysis, Planning and Control. Paul Mak, B.Sc. (H.K.), M.B.A. (Sheffield). *Fridays, 6.00–7.30 p.m., starting February 26, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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.

1119. Market Planning and the Use of Effective Marketing Strategies. Steve Chui, B.A. (H.K.), M.B.A. (C.U.H.K.), Dip.Mark. *Saturdays, 3.45–5.15 p.m., starting February 27, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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.

1120. Marketing Communications and Selling Skills. 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. *Saturdays, 1.30–3.30 p.m., starting February 27, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$220**

Effectiveness in communication is a necessary tool for those involved in marketing in the quest for securing and maintaining customers. Such skills in communication are particularly important in the field of selling, whether it be consumer goods, industrial products, or services. This course has been designed for those involved in marketing and public relations, who are concerned with business communication and its evaluation. The blend of systems in marketing will be considered—advertising, sales promotion, publicity and personal selling. Active participation will be sought from the group in analyzing and discussing these skills in marketing.

1121. Advertising: its Role in the Marketing and Communication Process. Eppie Tam, B.B.A., M.B.A. (Northeast Louisiana). *Saturdays, 4.30–6.00 p.m., starting February 27, 1988. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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.

1122. The Management of Sales Promotion. Steve Chui, B.A. (H.K.), M.B.A. (C.U.H.K.), Dip.Mark. *Saturdays, 2.00–3.30 p.m., starting February 27, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

This course focuses a broad perspective on sales promotion and merchandising,

covering both techniques and administration. It aims to provide marketing specialists with both theoretical and practical knowledge on the sales promotion campaign and how to maximise with existing resources. Use will be made of lectures, the case study, and guest speakers from related promotional fields, notably advertising and marketing. This course will be suitable for executives who are involved in sales promotion planning, marketing or brand management, advertising or public relations, and the small businessman who can devise sales promotion ideas himself but requires help in their implementation.

1123. The Marketing of Tourism in an International Context. Tam Shu-wing, B.Soc.Sc. (C.U.H.K.), M.Sc. (Bath). *Tuesdays, 6.00–7.30 p.m., starting February 23, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

The phenomenon of tourism remains a part of contemporary life and continues to affect the economic and social well-being of most nations, with the development of modern tourist industry here and in Mainland China having reached a crucial stage. The continuous rapid expansion of mass tourism poses significant impacts on our socio-economic environment, while different needs of the tourists seem to diversify to a greater variety. The long term survival of the Tourist Industry will require better management and monitoring in addition to development. This course is designed to provide an overview of the management of the Tourist Industry in both private and public sectors, with particular emphasis on the local scene.

1124. 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 February 22, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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.

1125. 市場學與市場研究 (Marketing and Marketing Research)

主 講 人：吳佩萃碩士。

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：一九八八年二月二十七日起每星期六下午二時至三時三十分。

全期學費：二百八十五元。（共十四講）。

市場學乃商業經營的重要一環。故本課程主旨在評定及衡量市場學的功能包括市場策略、產品計劃、價格決定、銷售技巧、分配路線及國際市場所產生之問題，並用較多的時間探討市場研究。內容包括市場研究之範圍，目的及組織；資料搜集及分析；調查表的形式；抽樣原理及消費者行爲的分析。

1126. 國際市場學 (International Marketing)

主 講 人：毛義德碩士。

地 點：香港大學鈕魯詩樓722室。

時 間：一九八八年二月二十四日起每星期三下午八時至九時三十分。

全期學費：二百四十五元。（共十二講）。

國際市場學是世界商業的主要部份，包括初級原料、商品及服務的交易，主要研究及分析國際對外貿易、投資形勢，包括出口、入口、運輸、財務、貨幣管理及研究、應用術語學、文件及技巧分析實際情況。課程內容包括分析國際市場、貿易途徑、貿易及財務增長、研究通訊技巧、資料來源、各國關稅及應用於各國市場情況、分析跨國事業。

1127. An Introduction to Financial Management. Simon C. W. Ho, B.A., M.B.A. (Washington State). *Saturdays, 3.45–5.15 p.m., starting February 27, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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.

1128. 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 February 23, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 18 meetings.* **Fee: \$370**

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.

1129. 生產管理 (Production Management)

主 講 人：黃昭欽碩士。

地 點：香港大學校外課程邵市區中心12室（信德中心西翼九樓）。

時 間：一九八八年二月二十六日起每星期五下午七時四十五分至九時十五分。

全期學費：二百元。（共十講）。

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

1130. Career Management: An Approach to Personal Planning. Louisa Lui, B.Soc.Sc. (Hong Kong), Appointments & Careers Counsellor, University of Hong Kong. *Tuesdays, 6.00–7.30 p.m., starting March 22, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings. Fee: \$185*

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.

Deadline for enrolment: March 15, 1988.

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.

1131. Personnel Management: Theory and Practice. Terry Casey, B.A. (Nott.), M.Phil. (H.K.), Ph.D. (Bath), F.B.I.M. *Wednesdays, 7.45–9.15 p.m., starting February 24, 1988. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings. Fee: \$205*

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.

1132. The Principles and Practice of Personnel Management. Pinkie Leung, M.Sc. (Heriot-Watt). *Saturdays, 3.45-5.15 p.m., starting February 27, 1988. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$285**

Personnel management in its modern role is the acknowledgement of the importance of the human factor at work in all organizations. The history and development of specialisms in this area will be discussed. The range of general and specific functions will also be reviewed, with particular emphasis on recruitment and interview techniques, job analysis, appraisal systems and staff development. The context within which the function is practised will also be considered, embracing the sociology of work, aspects of industrial psychology, meeting human needs, theories of motivation and leadership styles. A case study will be considered and group participation encouraged.

1133. Practical Personnel Management. S. K. Law, B.B.A. (C.U.H.K.), M.I.P.M., A.C.I.S., M.B.I.M. *Wednesdays, 7.45-9.15 p.m., starting February 24, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

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

1134. Personnel Management. Vincent Luk, B.Sc. (H.K.), A.C.I.S. *Saturdays, 2.00-3.30 p.m., starting February 27, 1988. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$245**

Unlike financial or material resources in an organization, people who are employed within it will not react mechanically or even predictably to their conditions of

employment. The functions and responsibilities of personnel management will be examined critically. They include: recruitment and selection; manpower planning; training and development; job analysis and evaluation; wages and salaries administration; performance appraisal; conditions of employment; employee relations; and personnel services. The course will be of value to supervisors who have responsibility for people as well as those with more specialist personnel tasks.

1135. 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：香港人學鈕魯詩樓722室。

時 間：一九八八年二月二十二日起每星期一下午六時三十分至八時。

全期學費：二百四十五元。（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。

1136. 人事管理學 (Personnel Management and Office Administration)

主 講 人：司徒初先生。

地 點：香港大學校本部大樓103室。

時 間：一九八八年二月二十七日起每星期六下午三時至四時三十分。

全期學費：二百四十五元。（共十二講）。

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

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

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 187 頁 。

Education

Staff Tutor : Linda Bauer, Telephone 5-8592780

1137. Learning Through Play. Mrs. Janet Smith and others. *Tuesdays, 7.45-9.45 p.m., starting February 23, 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: \$300**

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.

1138. 小學行政講座 (Administration in Primary Schools)

主 講 人：王齊樂先生。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八八年二月二十五日起每星期四下午三時至五時。

全期學費：三百四十元。（共十八講）。

本課程旨在介紹和討論小學行政的理論和可行的實施方法，適合負責小學行政的校長、副校長、主任及一般小學教師參加。課程內容包括：小學行政組織的構想、校政計劃的訂定和實施、校長的職責、教職員間的分工、教務工作的處理、訓導工作的實施、班主任的工作、學校與家庭的聯繫和文書事務的處理等。本課程除授課十八講外，並將安排適當學校，作實地觀察與學習。（限收三十人）。

IN-SERVICE TEACHER EDUCATION PROGRAMME (INSTEP)

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

I. Civic, Social and Moral Education

1139. Theory and Practice of Civic Education in Secondary Schools. S. M. Lee, Senior Civic Education Co-ordinator, Vocational Training Council, B.S.Sc. (CUHK), M.Ed. (HK), Dip.Ed. (CUHK) and others. *Wednesdays, 6.00–7.30 p.m., starting January 27, 1988. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$140**

The course is designed to assist the implementation of the 'School Civic Education Guidelines'. It aims at elaborating the major theoretical and practical issues of civic education programmes and is intended for both teachers and principals.

Topics to be discussed include: background leading to the current concern for civic education; conception of the role of the citizen in Hong Kong; models of provision (independent subject or integration); its merits and demerits, plus suggestions; curriculum analysis of the School Civic Education Guidelines; introduction of research findings on implementation of civic education in Hong Kong; civic education through activities; development of staff for conducting civic education; examples from some secondary schools and technical institutes. *Enrolment is limited to 40.*

Medium of instruction: Cantonese.

Fee Refund: on being accepted for this course, principals, school civic education co-ordinators or 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: January 16, 1988.*)

1140. 如何在中國語文科中進行公民教育 (Teaching Civic Values Through the Subject of Chinese)

主 講 人：唐詹西陵女士。

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：一九八八年五月六日起每星期五下午七時四十五分至九時十五分。

全期學費：一百四十元。(共八講)。

本課程著重探討在中學中國語文科教學中，如何透過課文，結合實際生活，進行生動的公民教育。內容包括：教師自身的修養和準備；對現代青少年思想心態的認識；公民教育的內容；進行公民教育的技巧；教學實例的剖析及研討。(限收30人。)

申請教署退還半費手續：凡政府、資助或私立中學之語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。(如欲教育署退半費者，須於四月二十五日前報名。)

1141. Political Education in Schools. F. Gillies, M.A. (Glas.), D.Phil. (Sussex), Lecturer in Education, University of Hong Kong. *Room 734, Knowles Building, University of Hong Kong. Thursdays, 6.00–7.30 p.m., starting January 21, 1988. 10 meetings.* **Fee: \$175**

The course will analyse the nature of political education in schools. Materials from political education classes in Britain will be used. During the course participants will be encouraged to produce classroom materials to improve the content and method of political education in schools. *Enrolment is limited to 20.*

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 : January 11, 1988.*)

1142. The Role of the Teachers in Developing Social Science Curricula.

P. Morris, B.Ed. (Leeds), M.Sc. (CNA), Ph.D. (Sussex), Dean, Faculty of Education and Senior Lecturer in Professional Studies in Education, University of Hong Kong; Pong Wing-yan, B.B.A. (CUHK), Cert.Ed., M.Ed. (HK), Lecturer in Professional Studies in Education, University of Hong Kong and others. *Room 206, Runme Shaw Building, University of Hong Kong. Saturday, 9.00 a.m.-12 noon. May 21, 1988. 1 meeting.*

Fee: \$100

A seminar designed to examine how social science teachers can attempt to provide their pupils with a relevant and interesting secondary school curriculum. This task will be undertaken by focusing on a number of examples of how teachers have developed resources and teaching approaches designed to help them implement social science curricula in Hong Kong schools. Speakers from a number of schools will describe the nature of the developments in which they have been involved, the reasons why it was developed and how it was developed. *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 : May 5, 1988.*)

1143. Teaching Principles of Accounts at H.K.C.E.E. Level. Chau Wai-kau, B.Sc. (Econ.) (Lond.), Dip. in Accounting and Finance (L.S.E.), Cert.Ed., Adv.Dip.Ed. (HK); Choi Cho-cheong, B.Soc.Sc., Cert.Ed. (HK); Chow Pat-kan, B.B.A. (CUHK), Cert.Ed., Adv.Dip.Ed. (HK) and Ho Chui-lan, B.Soc.Sc., P.G.C.E. (HK). *Room 103, University Main Building. Thursdays, 6.00-7.30 p.m., starting May 5, 1988. 8 meetings.*

Fee: \$110

This course is designed for those teachers who are teaching PAC at Certificate level and who have not majored in Accounting themselves. The course will focus on those aspects of the syllabus which pupils find difficult and an attempt will be made to analyse and discuss both the subject matter and to identify appropriate teaching methods. *Enrolment is limited to 40.*

Medium of instruction : Cantonese and English.

Fee Refund: on being accepted for this course, teachers of PAC 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: April 23, 1988.*)

1144. 中史活動教學單元設計研習課程

(Workshop on the Design of Activity-based Curriculum Unit for the Teaching of Chinese History)

主 講 人：梁一鳴先生，B. A. (H. K.), M. A. (Sussex), Cert.Ed. (H. K.), 師範學系講師；簡麗芳女士，B. A., M. Ed. (H. K.), 師範學系教學顧問。

地 點：香港大學邵仁枚樓206室。

時 間：一九八八年四月十六日起每星期六上午九時至正午十二時。

全期學費：一百五十元。（共五講）。

介紹設計活動教學的原則及方法，輔以活動教學單元示範，學員亦參與製作不同活動教學單元。(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史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，須於四月十日前提名。)

1145. 初中地理新課程教學法探討

(Teaching of the Revised Junior Geography Curriculum)

主 講 人：林智中先生，B. A., Cert. Ed. (H. K.), M. A. (Lond.) 師範學系教學顧問。

地 點：香港大學許愛周科學館LG1室。

時 間：一九八八年一月二十二日起每星期五下午七時四十五分至九時十五分。

全期學費：一百五十元。（共十講）。

本課程的重心是如何確切地推行新的初中地理課程，提高教學效果。除了簡略介紹新課程的精神和結構外，主要會討論教學方法、課外活動、教學資料的搜集、教材編寫及評核方法等。(限收25人。)

(本課程與香港地理學會合辦)。

申請教署退還半費手續：凡政府、資助或私立中學之地理科教師進修以上課程而欲教育署退還半費者，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。(如欲教育署退還半費者，須於一月十日前提名。)

1146. The Use of Chinese in Teaching Economics. Pong Wing-yan, B.B.A. (CUHK), Cert.Ed., M.Ed. (HK), Lecturer in Professional Studies in Education, University of Hong Kong and Mrs. Isabella Chan, B.Soc.Sc., Cert.Ed., M.Ed. (HK). *Fridays, 6.00-7.30 p.m., starting May 6, 1988. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 4 meetings.* **Fee: \$90**

The course is intended for teachers who are considering the use of Chinese for teaching economics and comprises an analysis of a survey of existing resources, an exploration into the use of Chinese idioms and expressions for teaching the subject and a workshop on developing resources based on materials written in Chinese. *Enrolment is limited to 40.*

Medium of instruction: English and Cantonese.

Fee Refund: on being accepted for this course, teachers of economics 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: April 25, 1988.*)

II. Computer Studies and the Applications of Micro-computers

1147. The Teaching of Computer Studies at Certificate of Education Level. Nancy Law, B.Sc., M.Phil., Cert.Ed. (HK), Lecturer in Professional Studies in Education, University of Hong Kong; Miranda Tse, B.A. (Lond.), Dip.Ed. (HK), Ad.Dip.Ed. (Bristol), M.Ed. (Manchester), A.M.B.C.S., Research Officer in Professional Studies in Education, University of Hong Kong and Ki Wing-wah, B.Sc., M.Ed. (HK), Lecturer in Professional Studies in Education, University of Hong Kong. *Mondays, 6.00-8.00 p.m., starting March 14, 1988. Room 305, Runme Shaw Building, University of Hong Kong. 8 meetings.* **Fee: \$220**

The course is intended for teachers of Computer Studies in secondary schools. Topics to be discussed will include: teaching computer structure and operation, internal representation, control technology, data processing, telecommunication, introduction to other computer languages such as Assembly Language, Lisp; and common difficulties in teaching computer studies. *Enrolment is limited to 30.*

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 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: March 4, 1988.*)

1148. The Teaching of Computer Literacy Programmes at Junior Secondary Level. Miranda Tse, B.A. (Lond.), Dip.Ed. (HK), Ad.Dip.Ed. (Bristol), M.Ed. (Manchester), A.M.B.C.S., Research Officer in Professional Studies in Education, University of Hong Kong; Nancy Law, B.Sc., M.Phil., Cert.Ed. (HK), Lecturer in Professional Studies in Education, University of Hong Kong; Ki Wing-wah, B.Sc., M.Ed. (HK), Lecturer in Professional Studies in Education, University of Hong Kong; Kai Tak-lung, B.Sc., M.Sc., and Cheng Chi-hung, B.A. *Mondays, 6.00-8.00 p.m., starting February 1, 1988. Room 305, Runme Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$130**

The course is designed for teachers who are teaching or interested in teaching the Computer Literacy programme in junior secondary schools. Topics to be considered will include: introducing computing to students who have no previous knowledge of computing; how to teach LOGO programming; introducing word processing, spreadsheet and data-base packages to junior secondary pupils; and

introducing some computer aided instruction packages. Emphasis is on teaching strategies and useful learning resources will also be introduced. *Enrolment is limited to 30.*

Medium of instruction : Cantonese.

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

1149. PASCAL Programming for Secondary School Teachers. Look Yue-cheun, B.Sc., Dip.Ed. (CUHK) and others. *Tuesdays & Thursdays, 6.00-7.30 p.m., starting May 12, 1988. (Tuesdays) Room 136, Knowles Building, University of Hong Kong ; (Thursdays) Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$600**

The course is designed to introduce PASCAL programming techniques for teachers teaching Computer Studies at A-level. Topics to be considered will include: (1) Data types and its applications; (2) Repetitive and Conditional Statements: While . . . do, Repeat . . . Until, For . . . do, if . . . then, case . . . etc.; (3) Procedures and Functions: similarities and differences between them, their scope and recursion; (4) Dynamic Pointers: applied in the simple data structure such as queue, list and stack. 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 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 : May 2, 1988.*)

1150. Electronic Mail and Information Exchange for Secondary Schools. Benjamin Yoong Chi-fei, B.Soc.Sc., Cert.Ed. (HK), Demonstrator in Professional Studies in Education, University of Hong Kong. *Saturdays, 2.00-4.00 p.m., starting March 5, 1988. Room 301, Runme Shaw Building, University of Hong Kong. 4 meetings.* **Fee: \$220**

This is an introductory course to micro-computer based telecommunications with particular emphasis on its development in the field of education. Topics cover the basics of electronic telecommunication, equipment setup, electronic Bulletin Board System, data transfer, communication software packages and "Public Domain" softwares.

Course lectures will be supplemented with thorough demonstrations. The core content is not machine-specific and experience in using micro-computers, though relevant and advantageous, is not essential. Enrolment of school administrators and Computer-Studies panel chairmen will be given preference. *Enrolment is limited to 20.*

Medium of instruction: Cantonese and English.

Fee Refund: on being accepted for this course, teachers and administrators 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 22, 1988.*)

See also:

Sec. IV 1164. **Workshop on Developing Computer Software to Assist School Administration.** (page 64)

Sec. VI 1187. **Microelectronics for Secondary School Teachers.** (Page 75)

Sec. VI 1193. **Microcomputer Interfacing.** (Page 78)

III. Languages and Communications

1151. Composition Skills. Hubert O. Brown, B.A. (Columbia), M.A. (Chicago), M.A., Ph.D. (Stanford), Senior Lecturer in Education, University of Hong Kong. *Mondays, 6.00-7.30 p.m., starting March 28, 1988. Room 204, Runme Shaw Building, University of Hong Kong. 10 meetings.* **Fee: \$235**

The purpose of this course is to help secondary teachers develop in themselves and in their students the arts of writing persuasive, accurate, and readable compositions. Course content comprises an ordered sequence of activities, from getting and expanding ideas, to revising and evaluating finished essays. Although instruction will concentrate upon the improvement of students' own writing competence, the principles and techniques are intended to be easily and appropriately applied to secondary school writing tasks. The course is meant not only for teachers of English composition, but also for teachers of other subjects in the humanities and social sciences where the skills of lucid and persuasive writing are important, as, for example, on examinations or class assignments. Course learning activities will require weekly student writing, both in and out of class. *Enrolment is limited to 20.*

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: March 18, 1988.*)

1152. Bilingual Teaching and the Use of Textbooks Written in English. Ora W. Y. Kwo, B.A. (Hull), M.A. (Lond.), Lecturer in Professional Studies in Education, University of Hong Kong. *Mondays, 6.00-7.30 p.m., starting April 18, 1988. Room 206, Runme Shaw Building, University of Hong Kong. 10 meetings.* **Fee: \$230**

The course examines bilingual patterns in Hong Kong classrooms, and the ways teachers communicate with learners. From broad discussion of language and learning, it turns to specific problems associated with textbooks. Through lectures,

workshops and class discussions, participants will identify appropriate strategies with the textbooks that they themselves use. The course is concerned with ways in which teachers can both facilitate learning and enhance learners' competence to use English in examinations. The course mainly focuses on the secondary level and on the needs of Anglo-Chinese schools, though it may also be useful to teachers who are generally involved in bilingual teaching. *Enrolment is limited to 20.*

Medium of instruction: English supplemented with Cantonese.

Fee Refund: on being accepted for this course, teachers of non-language subjects, including language teachers who have to deal with non-language subjects, 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: April 8, 1988.*)

1153. Newspaper in the Classroom. Angela Mok, B.A., Dip.Ed. (CUHK), M.A., Cert.ESL (Calif.), Teaching Consultant in Professional Studies in Education, University of Hong Kong. *Tuesdays & Fridays, 5.00–6.30 p.m., starting May 24, 1988. Room 206, Runme Shaw Building, University of Hong Kong. 4 meetings.*

Fee: \$185

The aim of this course is to demonstrate the practical use of the newspaper in the secondary school classroom. The present trend of language teaching requires language situations in which learners are exposed to authentic use of the language and are engaged in genuine acts of communication. The newspaper readily provides the appropriate resource for such learning purposes. The course is therefore suitable for English language teachers who constantly need to look for outside materials to aid their teaching.

Course content comprises the teaching of reading skills, vocabulary, grammatical items, composition writing, etc. for intermediate and advanced learners. *Enrolment is limited to 20.*

Fee Refund: on being accepted for this course, teachers of English in secondary schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: May 14, 1988.*)

1154. Listening Comprehension: Teaching and Testing. Mrs. Cecilia Shek, B.A., Dip.Ed. (CUHK), M.Ed. (HK), Teaching Consultant in Education, University of Hong Kong. *Mondays, 6.00–7.30 p.m., starting March 28, 1988. Room 207, Runme Shaw Building, University of Hong Kong. 8 meetings. Fee: \$175*

This course is designed to familiarise teachers teaching Forms 4 & 5 English with the rationale and techniques of writing an English Listening Comprehension Test. There will be workshops sessions in which participants are expected to work in groups to write a listening test which can be used in their classrooms. It is hoped that in the process of writing such a test, teachers can identify some effective ways

of developing students' listening skills. The fee will include the cost of audio-visual materials. *Enrolment is limited to 20.*

Fee Refund: on being accepted for this course, teachers of English in Forms 4 & 5 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: March 18, 1988.*)

1155. Practical Language Skills for Work and Study: Workshop. Jean Bromfield, Former Head of English, Diocesan Boys' School. *Thursdays, 8.00-9.30 p.m., starting February 4, 1988. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.* **Fee: \$95**

These workshops are intended for teachers of English to Form 6 & 7 level. The aims are: to design appropriate course materials to assist in language skills teaching; to discuss methods of classroom organisation. A practical approach will be used throughout and teachers will be encouraged to actively participate in the sessions. *Enrolment is limited to 20.*

Fee Refund: on being accepted for this course, teachers of English in Forms 6 & 7 will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: January 24, 1988.*)

1156. The New Use of English Examination (Reading and Language Systems). Ray Mackay, M.A. (Aberdeen), M.Ed., Cert.Ed., Dip.Ling/E.L.T. (Edin.), R.S.A. Dip. T.E.F.L. *Wednesday & Thursday, 9.30 a.m.-4.30 p.m. April 6 & 7, 1988. Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 2 day workshop.* **Fee: \$220**

The main aim of this course is to help teachers develop the appropriate skills and techniques they will need in order to prepare their students for the "Reading and Language Systems" component of the new "Use of English" examination. This component is the grammatical core of the new examination and it requires teachers to adopt a very different approach to the teaching of grammar. The course, which will be very practical, will focus on four areas: the background to the new examination, grammar, discourse and language teaching; question-types and resource materials. By the end of the course, teachers should (a) understand the requirements of this component, (b) be familiar with a variety of question-types, (c) have compiled a package of supplementary materials. *Enrolment is limited to 20.*

Fee Refund: on being accepted for this course, teachers of English of Forms 6 & 7 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: March 26, 1988.*)

1157. Teaching Writing in Forms 6 and 7: A Process Approach. Ms. Mary Stewart, B.A., Dip.Ed. (Newcastle), Adv.Dip.Ed., M.Ed. (TEFL) (HK), Lecturer in English, Hong Kong Baptist College. *Fridays, 6.00–7.30 p.m., starting May 13, 1988. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$115**

This course aims to explore what is meant by a 'process approach' to writing instruction. It is designed for English teachers who feel dissatisfied with teaching writing by simply assigning topics and correcting students' written products, and who wish to develop their own teaching syllabus. A process approach implies conscious awareness in the learner of each stage of the writing process—from generating first thoughts to proofreading the final written product—and constant revising and monitoring of content, structure and language by the students themselves. It aims to promote H.H. Stern's four characteristics of the good language learner: active planning, conscious cognition, social interaction, and affective positivism (feeling positive about what you are doing), and is entirely consistent with the communicative approach to language teaching. The emphasis throughout will be on clarifying the distinction between the teaching and testing of writing, and what this means in the classroom. The six lecture/workshop sessions will deal with the stages, strategies and techniques used in a process approach, and how to implement them. They will be structured as follows: problems and possibilities; a process approach; generating and organizing; drafting and revising; editing and proofreading; assessing and evaluating. *Enrolment is limited to 20.*

Fee Refund: on being accepted for this course, teachers of English in secondary schools will be sent a half fee refund application form, which they should forward to the Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: May 3, 1988.*)

1158. 中學中國語文科教學語法系統專題
(Special Topics on the Teaching of Chinese Grammar)

主 講 人：黎歐陽汝穎女士，B. A. (CUHK)，M. Ed. (H. K.)，香港大學師範學系講師；田小琳女士。

講授語言：普通話及廣東話。

地 點：香港大學邵仁枚樓206室。

時 間：一九八八年二月二十六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）。

語法教學是中國語文科教學重點之一。語法反映漢語內部的結構規律，教學得法，必然有助於提高學生的中文程度。本課程介紹兩次全國教學語法系統的制定情況，新教學語法系統的特點，香港中學中國語文科新課程大綱的語法教學範圍，並結合課本內容詳細舉例說明語素教學、詞類教學、短語教學、句子教學、句羣教學、以及語法教學和寫作教學、閱讀教學的緊密關係。(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，須於二月十六日前報名。)

1159. 語文知識教學法 (Knowledge of Chinese—A Methodology Approach)

主 講 人：黎歐陽汝穎女士，B. A. (CUHK), M. Ed. (H. K.)，香港大學師範學系講師；田小琳女士。

講授語言：普通話及廣東話。

地 點：香港大學化學大樓地下講室。

時 間：一九八八年二月一日起每星期一下午六時十五分至七時四十五分。

全期學費：二百二十元。（共十三講）。

中學中國語文科內包括的語文知識有文字、語音、詞匯、語法、修辭等各個方面。它們是語文教學內容中不可分割的一部份，教學時應滲透在閱讀、作文教學中，同時又有自己的一定的系統性和完整性。本課程將結合本港中學中國語文科新課程的教材實例，講授中學中文科教學中的文字知識教學、語音知識教學、詞匯知識教學、語法知識教學、修辭知識教學，以及各類語文知識的教學。(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，須於一月廿二日前報名)。

1160. 寫作教學 (Teaching of Writing)

主 講 人：賴蘭香女士。

地 點：香港大學校外課程部市區中心20室(信德中心西翼九樓)。

時 間：一九八八年四月二十八日起每星期四下午六時至七時三十分。

全期學費：九十五元。（共五講）。

本課程主要討論中學語文科寫作課的處理方法，內容包括寫作教學的基本概念、命題、寫作教學活動及教學單元設計，寫作訓練體系，批改與講評。(限收30人。)

申請教署退還半費手續：凡政府、資助或私立中學之語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，須於四月二十五日前報名。)

1161. 中學生中文寫作思維過程及寫作思維教學法

(The Processes of Writing in the Chinese Language by Secondary School Students and Its Application to Teaching)

主 講 人：謝錫金先生。

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：一九八八年二月三日起每星期三下午七時四十五分至九時十五分。

全期學費：二百二十元。（共十二講）。

許多學者研究中文寫作教學，都以學生的文章作為研究對象。事實上，寫作是一種認知活動和一種思維過程，而這些過程大部份在腦中進行，老師們理解這些思維過程，便可以幫助學生解決他們的寫作思路的困難。本課程針對上述問題，將詳盡介紹學生的思維過程；並介紹一種新的寫作教學法——寫作思維教學法，該教學法能幫助學生改善他們的寫作思維能力。課程內容包括了傳意與寫作、閱讀與寫作、寫作靈感與記憶、寫作策略等。本課程的教學活動包括實驗報告、教學交流、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，須於一月二十七日前報名。）

1162. 字詞及修辭知識教學

(Teaching of the knowledge of Chinese Characters and Rhetoric)

主 講 人：賴蘭香女士。

地 點：香港大學校外課程部市區中心20室（信德中心西翼九樓）。

時 間：一九八八年六月二日起每星期四下午六時至七時三十分。

全期學費：九十五元。（共五講）。

語文知識範圍廣泛，字詞及修辭知識乃屬其中兩項。本課題除專論該兩方面之教學問題外，亦涉及有關之基本知識。講授時主要以中學語文教材為例，並針對香港中學生之學習特點。（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，須於四月二十六日前報名。）

1163. Oral Communication in Education. Leo P. K. Yam, MS (Wis.), P.D., Ed.D. (Col.), Dip. (Film & TV Direction & Production) (Penn. State), Lecturer in Education, Chinese University of Hong Kong. *Thursdays, 6.00-7.30 p.m., starting March 31, 1988. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$125**

The course aims to develop an awareness of the essential factors in oral communication in the participants, to assist the participants in acquiring the skills in speech communication in teaching and in helping situations through role-playing, to train the participants to deliver oral presentations more effectively through micro-communication techniques, to guide the participants in building up self-confidence in public speech making and in teaching. The topics to be discussed include communication concepts and language acquisition process, the dynamics of oral communication: voice expression, rhythm and tempo; interactive speech communication in the classroom: theory into practice; the art of public speaking: value, persuasion, rhetoric and delivery; role-playing in oral communication and practicum. The medium of instruction will be in Cantonese and English. *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: March 21, 1988.*)

See also:

Sec. I 1144. **Workshop on the Design of Activity-based Curriculum Unit for the Teaching of Chinese History** (中史活動教學單元設計研習課程) (Page 55)

Sec. I 1146. **The Use of Chinese in Teaching Economics.** (Page 55)

IV. Planning and Administration

1164. Workshop on Developing Computer Software to assist School Administration. Y. M. Kwan, B.Sc. (CUHK), Cert.Ed. (HK), S. K. Chan, B.Sc., Cert.Ed. (HK), and K. C. Li, Cert. (HKP). *Tuesdays, 6.30-8.00 p.m. & Thursdays, 6.00-7.30 p.m., starting April 12, 1988. (Tuesdays) Room 305, Runme Shaw Building, University of Hong Kong & (Thursdays) Room 136, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$530**

Using dBASEIII programming language on IBM-PC compatible computer, the course aims to develop useful software for school administration. Topics to be covered will include: introduction to database, how to create database for the management of students' examination results, student personal data: how to retrieve useful information from the database (creating all sorts of reports such as students' age distribution, student name list, JSEA reports . . .): keeping stocks, inventories, library books . . . etc. Emphasis will be placed upon how to write tailor-made software to assist school administration. *Enrolment is limited to 28.*

Medium of instruction: Cantonese.

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: April 4, 1988.*)

1165. Theories and Practices of School-based Curriculum Planning in Secondary Schools. Y. M. Leung, B.A. (HK), M.A. (Sussex), Cert.Ed. (HK), Lecturer in Professional Studies in Education, University of Hong Kong and Wong Hin-wah, B.A., M.A., Cert.Ed. (CUHK), Teaching Consultant in Professional Studies in Education, University of Hong Kong. *Fridays, 6.00-7.30 p.m., starting February 5, 1988. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 8 meetings.* **Fee: \$140**

In recent years, the school curriculum has undergone rapid changes, yet conventional timetabling and subject-based arrangement cannot readily adjust. This course aims at promoting school-based curriculum for increasing both the relevance, flexibilities and efficiency of the school curriculum in Hong Kong secondary schools. Both the theoretical and practical aspects of school-based curriculum will be introduced, as well as experiences from overseas countries and local schools. The target audiences are principals, panel chairpersons or senior administrators responsible for curriculum decisions in schools. *Enrolment is limited to 30.*

Medium of instruction: Cantonese.

Fee Refund: on being accepted for this course, principals and 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: January 26, 1988.*)

1166. 課外活動統籌主任訓練課程

(Management Course for Co-ordinators of Extra-Curricula Activities)

主 講 人：香港課外活動統籌主任協會會員。

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：一九八八年五月十一日起每星期三下午六時至七時三十分。

全期學費：二百三十元。（共八講）。

本課程專門為中學課外活動統籌主任提供有關的專業訓練。內容分三部份：一般行政管理知識，學生管理的一般原理，及在本港中學擔任課外活動統籌主任的方法及技巧。（限收30人。）

（本課程與香港課外活動統籌主任協會合辦）。

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，須於五月一日前報名。）

1167. 中學科主任行政課程
(Management Course for Secondary School Department Heads)

主 講 人：程介明博士、杜秉祺先生、關錦波先生。
地 點：香港大學許愛周科學館 LG 1 室（由一九八八年五月二十四日起在許愛周科學館 LG 1 室及厲樹雄科學館 102 室上課）。
時 間：一九八八年四月十二日起每星期二下午七時十五分至八時四十五分。
全期學費：三百一十元。（共十二講）。

本課程分為兩部。第一部着重介紹行政管理及教育行政的一般理論；第二部分文、理兩組，分別介紹理科及非理科科組之行政管理方法及技巧。（限收四十人。）

（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，須於三月三十一日前報名）。

1168. 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：一九八八年四月十三日起每星期三下午六時至七時三十分。
全期學費：二百元。（共十講）。

本課程着重介紹教育行政的一般專業理論，並初步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，校內職工評鑑，學校行政涉及之法律問題，學校的責任承擔等。（限收四十人。）

（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、資助或私立中學之校長及教師進修以上課程而欲教育署退還半費，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者，須於四月三日前報名）。

1169. Educational Planning and Policy Making. Mark Bray, B.A., M.Sc., Ph.D. Lecturer in Education, University of Hong Kong; Wong Kam-cheung, Andrew, B.A. (CUHK), Cert.Ed., Adv.Dip.Ed. (HK) and Cheng Kai-ming, B.Sc.Sp., Cert.Ed., Adv.Dip.Ed., M.Ed. (HK), Ph.D., Lecturer in Education, University of Hong Kong. *Tuesdays, 7.15–8.45 p.m., starting January 19, 1988. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$210**

The course is designed to provide an understanding of the basic rationale underlying educational planning and policy-making. It is intended for members of the growing group of educational policy analysts, administrators, educators, newspaper

reporters and editors who find themselves in need of the tools for policy appraisals, and others who require background knowledge for educational policy discussions. Topics to be considered will include a general introduction to educational planning and policy-making; planning of the education system: basic considerations and techniques; basic principles of the economics of education; manpower forecasting and education policy; costing and financing of education; technical education and vocational training; selection and allocation: basic issues; the concepts of equity in educational planning; higher education and adult education; rational and political aspects of education policy-making; education research and education policy; participation in education policy-making; policy, planning and administration of education.

This course is organized in co-operation with the Hong Kong Council for Educational Administration. *Enrolment is limited to 40.*

Medium of instruction: English and Cantonese.

Basic references:

Fägerlind, I. and Saha, L.J. *Education and development: an international perspective.* Oxford: Pergamon, 1984.

Psacharopoulos, G. and Woodhall, M. *Education for development: An Analysis of Investment Choices.* New York, Oxford University Press, 1985.

Fee Refund: on being accepted for this course, principals and 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: January 9, 1988.*)

1170. Management Course for Form Teachers. Hui Wai-tin, B.Sc., Cert.Ed., M.A.(Ed.) (CUHK) and Wong Kam-kwan, B.Soc.Sc., Dip.Ed., M.A.(Ed.). *Mondays, 6.00-7.30 p.m., starting April 11, 1988. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$185**

This is a course for secondary school form teachers to upgrade their skills in the organization and management of a class. There will be eight lectures: responsibilities and role of form teachers; characteristics and functions of a class; psychology of students in different forms; approaches to understand and help students; class management inside and outside the classroom; organization of class club supervision and promotion of class activities; concepts and practice of the annual plan of class management. *Enrolment is limited to 30.*

Medium of instruction: Cantonese.

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: April 1, 1988.*)

See also

Sec. II **1150. Electronic Mail and Information Exchange for Secondary Schools.** (Page 57)

Sec. VI **1192. Laboratory Management for School Science Department Heads.** (Page 77)

V. School and Teacher Development

1171. Intuition, Learning and Problem Solving. Paul Morris, B.Ed. (Leeds), M.Sc. (CNA), Ph.D. (Sussex), Cert.Ed., Dean, Faculty of Education, University of Hong Kong; Nancy Law, B.Sc., M.Phil., Cert.Ed. (HK), Lecturer in Professional Studies in Education, University of Hong Kong and W. W. Ki, B.Sc., M.Ed. (HK), Lecturer in Professional Studies in Education, University of Hong Kong. *Fridays, 8.00–9.30 p.m., starting April 8, 1988. Room 208, Run Run Shaw Building, University of Hong Kong, and 1 Saturday on May 7, 1988, 9.30 a.m.–12.30 p.m. Room 306, Runme Shaw Building, University of Hong Kong. 3 lectures & 1 workshop.* **Fee: \$160**

The course will initially look into the effect of children's common sense experience and intuitive ideas on their school learning. Subsequently we will examine how problem solving activities can be used as a vehicle for changing some of the conceptions of pupils concerning natural and social phenomena and how it can provide a stimulating and lively instructional environment. The course will also address the following issues: What are the basic processes involved in problem solving? How can one identify and set up good problems? How can one set up a good exploratory environment for problem solving activities? How can one provide cues and assistance to pupils during problem solving? How can one maximize pupil learning out of problem solving activities? Practical work on selected domains in science, maths and social science will be undertaken during the course. *Enrolment is limited to 20.*

Medium of instruction: Cantonese and English.

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: March 28, 1988.*)

1172. Maximising the Use of Visual Aids. William C. W. Pang, Dip.Ed.Tech. (Plymouth). *Saturdays, 10.00–11.30 a.m., starting April 9, 1988. Room 301, Runme Shaw Building, University of Hong Kong. 10 meetings.* **Fee: \$250**

The course is aimed at developing an appreciation of visual media in teaching and learning with an in-depth look at the overhead projector as an instructional aid. Participants can acquire skill in both the production and presentation techniques of learning materials used on the overhead projector. Included will be a workshop on the actual production of overhead projector transparencies. *Enrolment is limited to 16.*

Medium of instruction: English and Cantonese.

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: March 30, 1988.*)

1173. Managing Behaviour Problems. N. B. Crawford, B.A. (Open), M.Ed. (Birm.), Teacher's Cert. (Lond.), Dip.Sp.Ed. (Wales), Lecturer in Education, University of Hong Kong. *Tuesdays, 6.00–7.30 p.m., starting May 3, 1988. Room 237, University Main Building. 5 meetings.* **Fee: \$85**

This course is designed for secondary school teachers who wish to improve their understanding of behaviour problems and develop their skills in order to prevent and manage difficult behaviour. The short course will include an understanding of learning and behaviour; reinforcement; principles and procedures of behaviour change; use of home school programmes; handling violent behaviour; the use of non-verbal communication; managing pupil behaviour and developing teaching skills. *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: April 23, 1988.*)

1174. Remedial Teaching in Secondary Schools. N. B. Crawford, B.A. (Open), M.Ed. (Birm.), Teacher's Cert. (Lond.), Dip.Sp.Ed. (Wales) Lecturer in Education, University of Hong Kong and W. Lau, B.A., Cert.Ed. (HK), M.Sc. (Lond.). *Tuesdays, 6.00–7.30 p.m., starting March 1, 1988. Room 237, University Main Building. 5 meetings.* **Fee: \$85**

This course is designed for teachers of remedial groups in secondary schools in the subject areas, Mathematics, English and Chinese. It includes: the organization of remedial work; room management skills; individual educational programming; modes of presentation; assessment for instruction; individual differences; using games and project work and the assessment of performance. Each of the three subject areas will be allocated one session and participants will be actively involved in workshops. The course does not require any previous training in special education. *Enrolment is limited to 24.*

Fee Refund: on being accepted for this course, teachers of remedial groups 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 20, 1988.*)

1175. Introduction to Case Counselling of Students for Secondary School Teachers. Agnes Wong, B.A., Dip.Ed., Adv.Dip.Ed., M.Ed., Cert.Psych. (HK). *Monday–Friday, 9.30 a.m.–4.30 p.m., starting July 18, 1988. Room 309, Runme Shaw Building, University of Hong Kong. 5 days.* **Fee: \$885**

This introductory course is for secondary school teachers who teach a full-load and at the same time wish to help their students by facilitating their growth through counselling. Participants will be guided to look at how individual counselling can be given to students on a more structured basis than is normally offered by form teachers. Working on a realistic level, this course aims at developing a heightened awareness of the degree and nature of help teachers can offer within their present working environment.

The course will include: (a) talks and discussions of the role of the teacher-cum-counsellor, the practical and administrative realities, the ethics and responsibilities, and the personal characteristics needed for optimal functioning, (b) a brief general introduction to counselling theories and principles and a construction of the teacher's personal theory of helpfulness, (c) an introduction to the interviewing and communicating skills and a practising of these skills in micro-counselling sessions, (d) a study of popular culture and common problems which beset local secondary school students.

Applicants will be short listed and interviewed. Enrolment is limited to 16.

Medium of instruction: Cantonese and English.

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: June 1, 1988.*)

1176. Introductory Classroom Research. S. Y. Coleman, B.Sc., Ph.D. (Newcastle upon Tyne), PGCE (Leeds), Demonstrator in Statistics, University of Hong Kong. *Tuesdays, 6.00-7.30 p.m., starting February 2, 1988. Room 167, University Main Building. 10 meetings. Fee: \$285*

The course aims to improve teaching by a) providing a forum for thoughts and discussion about the classroom situation; b) studying numerical and statistical techniques and the use of micro computers to aid the analysis of everyday classroom events.

Participants will be invited to focus on their own situation and undertake their own classroom research. The course will consider the interpretation and analysis of generated data and discuss implications for action. Basic skills in numeracy are recommended as a pre-requisite. *Enrolment is limited to 20.*

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: January 22, 1988.*)

1177. The Art of Testing. R. Y. H. Lam, B.A. (S. Fraser), M.A. (Tor.), Lecturer in Education, University of Hong Kong. *Tuesdays, 7.45-9.15 p.m., starting April 12, 1988. Room 167, University Main Building. 4 meetings. Fee: \$110*

The course is aimed at teachers and those concerned with setting tests. Students will learn how to develop a test suitable for use in classroom situations. The recent interest in criterion-referenced testing and minimum competency testing will be explored. The course will be organised in the form of a workshop so that participants of the course will gain practical experience in the art of testing. *Enrolment is limited to 20.*

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: March 25, 1988.*)

1178. Statistics for School Teachers and Administrators. Law Hing-chung, B.Sc., M.Ed. (HK). *Wednesdays, 6.00–7.30 p.m., starting April 27, 1988. Room 237, University Main Building. 10 meetings.* **Fee: \$175**

This course is mainly used to explore the use of educational statistics in school environment. The approach is non-mathematical. Making use of the standard micro-computer statistical packages, its aim is to discuss the assumptions, limitations and use of the various statistical models in interpreting student data. *Enrolment is limited to 30.*

Medium of instruction: Cantonese.

Fee Refund: on being accepted for this course, teachers and administrators 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: April 17, 1988.*)

1179. How to choose a Significant Research Question? Peter Tam. B.A. (HK), M.Sc. (Indiana), Ph.D. (Flor.), Cert.Ed. (HK), Sub-Dean, Faculty of Education and Senior Lecturer in Education, University of Hong Kong. *Saturday, 10.00 a.m.–1.00 p.m., starting May 7, 1988. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower 9/F. 1 meeting.* **Fee: \$60**

The purpose of this course is to help participants to identify some educational and social issues of interest and significance in the Hong Kong setting and to enable them to formulate their questions for research purposes. Conflicting theories and paradigms in education will be introduced, and participants will be helped to see research problems in various perspectives. The purpose of research will be discussed and different frameworks for judging the qualities of research will also be included. *Enrolment is limited to 30.*

Medium of instruction: English and Cantonese.

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: April 26, 1988.*)

1180. 現代中國中小學課程發展

(Curriculum Development in Primary and Secondary Schools in China)

主 講 人：蘇式冬女士。

地 點：香港大學許愛周科學館LG 1 室。

時 間：一九八八年一月二十六日起每星期二下午七時十五分至八時四十五分。

全期學費：七十元。（共三講）。

講者從五十年代末在北京師範大學開始研究中小學課程，六十年代在北京景山學校進行課程改革試驗。八十年代在北京原中央教育部任職期間，又從事課程設置研究工作。本次來港講學主要內容有：（一）介紹現代中國各個時期課程設置情況（從1903年開始）；（二）中國當前九年義務教育的課程設置；（三）當前各主要課程改革情況。（限收40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，須於一月十六日前報名。）

1181. A Quality Control Approach to Curriculum Development and Student Assessment in the Secondary School: Using the SOLO Taxonomy. J. B. Biggs, B.A. (Tas.), Ph.D. (Lond.), Professor in Education, University of Hong Kong. Saturdays, 9.30 a.m.–12.30 p.m., starting January 30, 1988. Room 206, Runme Shaw Building, University of Hong Kong. 6 meetings. Fee: \$140

This course/workshop is intended for secondary teachers who want to explore ways of assessing the *quality* of students' learning, and to help them devise curriculum objectives that are stated in terms of quality. The system used to do this is called the SOLO taxonomy: "SOLO" stands for Structure of the Observed Learning Outcome. In the process of learning many school task, there is a consistent sequence in the way students inter-relate aspects of the task together. This sequence is called a 'learning cycle', and knowledge of where students are currently performing in that cycle can be used both for evaluating the quality of their learning, for providing useful feedback for helping them reach the next level in the cycle, and for devising curriculum objectives. The system can be used in many curriculum areas: we shall be concentrating on history, geography, science, and mathematics. *Enrolment is limited to 25.*

Reference: Biggs, J. & Colls, K. Evaluating the Quality of Learning: The SOLO Taxonomy. New York: Academic Press, 1982.

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: January 20, 1988.*)

See also :

- Sec. II: **1150. Electronic Mail and Information Exchange for Secondary Schools.** (Page 57)
- Sec. IV: **1165. Theories and Practices of School-based Curriculum Planning in Secondary Schools.** (Page 65)
- Sec. VI: **1184. Assessment of Practical Skills in A-Level Chemistry.** (Page 74)

VI. Science

1182. Workshop on Developments in Biology Education. J. B. Holbrook, B.Sc., Ph.D., Teacher's Cert. (Lond.), Senior Lecturer in Professional Studies in Education, University of Hong Kong and K. M. Chan, B.Sc. (Sp.), Adv.Dip.Ed. (HK), Teaching Consultant in Professional Studies in Education, University of Hong Kong. *Thursday, 9.30 a.m.-4.30 p.m. June 30, 1988. Room 308, Runme Shaw Building, University of Hong Kong. 1 day.* **Fee: \$110**

This course will make use of the expertise of a science educationalist passing through Hong Kong at the end of June 1988 to attend the World Conference on Science Education and the Quality of Life, in Canberra, Australia 3-9th July 1988. The science educationalist will present teaching ideas at the Certificate Level, currently being promoted in his country and will be assisted by a co-ordinator from the Department of Professional Studies in Education to ensure such ideas are directly relevant to the Hong Kong Curriculum. The presentation will be a workshop approach so that participants can directly interact with the curriculum materials. Much time will be devoted to discussion. *Enrolment is limited to 30.*

Fee Refund: on being accepted for this course, teachers of biology 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 : June 20, 1988.*)

1183. Workshop on Developments in Physics Education. J. B. Holbrook, B.Sc., Ph.D., Teacher's Cert. (Lond.), Senior Lecturer in Professional Studies in Education, University of Hong Kong. *Thursday, 9.30 a.m.-4.30 p.m. June 30, 1988. Room 305, Runme Shaw Building, University of Hong Kong. 1 day.* **Fee: \$110**

This course will make use of the expertise of a science educationalist passing through Hong Kong at the end of June 1988 to attend the World Conference on Science Education and the Quality of Life, in Canberra, Australia 3-9th July 1988. The science educationalist will present teaching ideas at the Certificate Level, currently being promoted in his country and will be assisted by a co-ordinator from the Department of Professional Studies in Education to ensure such ideas are directly relevant to the Hong Kong Curriculum. The presentation will be a workshop approach so that participants can directly interact with the curriculum materials. Much time will be devoted to discussion. *Enrolment is limited to 30.*

Fee Refund: on being accepted for this course, teachers of physics 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: June 20, 1988.*)

1184. Assessment of Practical Skills in A-Level Chemistry. J. B. Holbrook, B.Sc., Ph.D., Teacher's Cert. (Lond.), Senior Lecturer in Education, University of Hong Kong; Chan Kwok-man, B.Sc. (Sp.), Cert.Ed., Adv.Dip.Ed. (HK), Teaching Consultant in Education, University of Hong Kong; Mrs. Fung Lo Mun-ling, B.Sc., Cert.Ed., Adv.Dip.Ed., M.Ed., Carole Lee, B.Sc., Cert.Ed. (HK); Or Choi-kuen, B.Sc., Cert.Ed.; Wong Yiu-chung, B.Sc., Cert.Ed. and Chung Siu-kin, B.Sc., Cert.Ed. *Monday to Friday, 9.30 a.m.–4.30 p.m., starting June 20, 1988. Room 306, Runme Shaw Building, University of Hong Kong. 5 full days.* **Fee: \$330**

The course is particularly designed for teachers already experienced in the Teacher Assessment Scheme (TAS) to explore the links between teaching and assessing and the assessment of practical skills, particularly manipulative techniques. It will highlight the difference between marking of practical books and the assessment of practical skills and what is meant by an attitude mark.

The course will concentrate on the following areas: assessment of practical skills, the use of project work as a means of assessment, integration between teaching and practical work, trying out new experiments. An attempt will also be made to develop solutions to the problems identified.

There will be lectures, discussions, videotape viewing, participant presentations workshops and practical sessions. *Enrolment is limited to 25.*

Fee Refund: on being accepted for this course, teachers of chemistry 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: June 10, 1988.*)

1185. Enhancing the Teaching of Biology by the Use of 'Concept Maps'. K. C. Pang, B.Sc., M.Sc. (McGill), Cert.Ed., Adv.Dip.Ed. (HK), Lecturer in Professional Studies in Education, University of Hong Kong. *Saturdays: (March 12, 1988) 9.00 a.m.–1.00 p.m., (April 9 & 16, 1988) 9.00 a.m.–12.30 p.m. & Monday: (March 28, 1988) 5.30–7.00 p.m., starting March 12, 1988. (Saturdays) Room 104, Runme Shaw Building, University of Hong Kong & (Monday) Room 206, Runme Shaw Building, University of Hong Kong. 4 meetings.* **Fee: \$175**

Helping students to develop clear and accurate biological concepts is central to good biology teaching. "Concept mapping" is a modern technique which has been shown to be a very effective way in the teaching of concepts and is more and more popularly used by teachers overseas nowadays. This course aims to introduce participants to the idea of "Concept maps", how they can be constructed and how they can be used in teaching and in diagnosing students' misconceptions. In

addition, course participants are expected to work and produce concept maps through team efforts. Opportunities will be provided for participants to discuss their work for improvements, and to share their ideas on concept maps by presentations for mutual benefits and learning. Teachers should find this a useful course in enhancing their teaching of concepts. All O-Level, H-Level and A-Level teachers are welcome. *Enrolment is limited to 30.*

Medium of instruction : Cantonese and English.

Fee Refund: on being accepted for this course, teachers of biology at O-level, H-level and A-level 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 : March 2, 1988.*)

1186. Techniques in Making Biological Specimens. S. Y. Lau, B.Sc., Cert.Ed. (HK), Teaching Consultant in Professional Studies in Education, University of Hong Kong and S. Y. Tsui. *Thursdays, 6.00–8.00 p.m. & Saturdays, 9.30 a.m.–1.30 p.m., starting June 2, 1988. (Thursdays : June 2, 16 & 30; Saturdays : June 4, 25 & July 9) Room 308, Runme Shaw Building, University of Hong Kong. 6 meetings. Fee: \$670*

The teaching and study of Biology involve constant reference to preserved specimens of organisms. This course is designed to present some of the techniques employed in the preparation of such specimens and provide hands-on experience in preparing some of them.

Techniques to be discussed and practised include: wet and dry preparations of plants and animals, resin embedding, skeletal preparation, histological techniques, etc.

The course consists of lectures, demonstrations and practical sessions. Teachers will have the opportunity of preparing their own specimens during the practical sessions. Chemicals and most of the specimens required during the practical sessions will be provided. *Enrolment is limited to 20.*

Medium of instruction : Cantonese supplemented with English.

Fee Refund: on being accepted for this course, teachers of biology 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 : June 1, 1988.*)

1187. Microelectronics for Secondary School Teachers. Nancy Law, B.Sc., M.Phil., Cert.Ed. (HK), Lecturer in Professional Studies in Education, University of Hong Kong. *Wednesdays & Fridays, 6.00–7.30 p.m., starting May 4, 1988. Room 305, Runme Shaw Building, University of Hong Kong. 6 meetings. Fee: \$210*

The course is intended for teachers of Science/Computer Studies in secondary schools. Topics to be discussed will include: basic switches, logic gates, bistable circuits, drivers, pulser, astable and clock bistable, counting circuit, memory, and simple interesting projects such as burglar alarm, quiz master . . . etc.

This course is organized in co-operation with the Hong Kong Association of Science & Maths. Education. *Enrolment is limited to 30.*

Medium of instruction: Cantonese.

Fee Refund: on being accepted for this course, teachers of 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. (*Closing date for applications: April 24, 1988.*)

1188. Concept Development in Primary Science. J. A. G. McClelland, B.Sc. (Belf.), Ph.D. (Cornell), Lecturer in Education, University of Hong Kong. *Mondays, 7.45-9.15 p.m., starting March 28, 1988. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$250**

The relationship between concept development and practical experiences will be analysed. Two key concepts in science will be identified and ways in which they can be developed meaningfully at primary school level will be explored. Participants will be expected to think out and to prepare materials for activities suitable for use in primary school classrooms. Some materials will be provided for this purpose.

Enrolment is limited to 24.

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: March 18, 1988.*)

1189. The Role of the Teacher in Developing the Science Curricula. P. Morris, B.Ed. (Leeds), M.Sc. (CNA), Ph.D. (Sussex), Dean, Faculty of Education & Senior Lecturer in Professional Studies in Education, University of Hong Kong; K. C. Pang, B.Sc., M.Sc. (McGill), Cert.Ed., Adv.Dip.Ed. (HK), Lecturer in Professional Studies in Education, University of Hong Kong and others. *Saturday, 9.00 a.m.-12 noon, June 4, 1988. Room 206, Runme Shaw Building, University of Hong Kong. 1 meeting.* **Fee: \$100**

A seminar designed to examine how science teachers can attempt to provide their pupils with a relevant and interesting secondary school curriculum. This task will be undertaken by focusing on a number of examples of how teachers have developed resources and teaching approaches designed to help them implement science curricula in Hong Kong schools. Speakers from a number of schools will describe the nature of the developments in which they have been involved, the reasons why it was developed and how it was developed. *Enrolment is limited to 30.*

Fee Refund: on being accepted for this course, teachers of 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. (*Closing date for applications: May 24, 1988.*)

1190. Workshop on Adopting SATIS for Hong Kong. John Holman, B.Sc., Director of SATIS Project, and others. *Friday, 9.30 a.m.-4.30 p.m. July 1, 1988. Room 306, Runme Shaw Building, University of Hong Kong. 1 day. Fee: \$225*

The SATIS project has had a great impact in the United Kingdom, where it was developed by the Association for Science Education and overseas. SATIS stands for Science and Technology in Society and is a collection of teaching ideas for Junior Secondary and Certificate level teachers of Biology, Chemistry and Physics. Although the materials are specifically related to the U.K. social environment, many of the ideas can be adapted for Hong Kong. This course, offered in a workshop format, is geared to becoming familiar to the teaching ideas promoted in the SATIS materials and in suggesting to teachers how the materials can be adapted for Hong Kong. With the current emphasis on more social, moral and ethical considerations in the teaching of science, this course is very appropriate for new and inexperienced teachers. *Enrolment is limited to 30.*

Fee Refund: on being accepted for this course, teachers of 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. (*Closing date for applications: June 20, 1988.*)

1191. Workshops on Ideas from "Chem. Com." for Cert. Level Chemistry. Sylvia Ware, B.Sc.; and J. B. Holbrook, B.Sc. (Leeds), Ph.D., Teacher's Cert. (Lond.), Senior Lecturer in Professional Studies in Education, University of Hong Kong. *Tuesday & Wednesday, 9.30 a.m.-4.30 p.m. June 28 & 29, 1988. Room 306, Runme Shaw Building, University of Hong Kong. 2 days. Fee: \$330*

This course is concerned with updating chemistry teachers in Hong Kong, making use of the ideas developed and tested in the Chem.Com. project in the U.S.A. This project, funded by the American Chemical Society, covers a Grade II (Form 5) high school programme in Chemistry and pays much attention to social, moral and ethical considerations. Many of the topics, as would be expected, greatly overlap with the Certificate Level course here in Hong Kong and the workshop would highlight these parts. Particular attention would be given to introducing Chemistry from a societal aspect, ensuring academic chemistry is promoted and that experimental work is integrated with theoretical concepts. This course provides a great opportunity to interact with developments from overseas and to talk and discuss with a person heavily involved with chemistry education in the U.S.A. *Enrolment is limited to 30.*

Fee Refund: on being accepted for this course, teachers of chemistry 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: June 18, 1988.*)

1192. Laboratory Management for School Science Department Heads. P. K. Tao, B.Sc. (CUHK), M.Ed. (Leeds), Cert.Ed. (HK), Lecturer in Professional Studies in Education, University of Hong Kong. *Mondays & Wednesdays, 6.00-7.30 p.m., starting May 30, 1988. Room 305, Runme Shaw Building, University of Hong Kong. 6 meetings. Fee: \$130*

This course is primarily intended for secondary school science subject department heads who are charged with the responsibility of overseeing the smooth running of the laboratory. Topics to be discussed include: management tasks of the department head, tasks of the laboratory technician, laboratory safety and legal liability, equipment acquisition, storage/retrieval of equipment, stock record system using dBASE III Plus microcomputer database program. *Enrolment is limited to 30.*

Medium of instruction : Cantonese.

Fee Refund: on being accepted for this course, teachers of 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. (*Closing date for applications : May 20, 1988.*)

1193. Microcomputer Interfacing. R. S. M. Tse, B.A.Sc. (Tor.), M.Sc., Ph.D. (Br.Col.), M.B.C.S., Senior Lecturer in Chemistry, University of Hong Kong. *Saturdays, 9.30 a.m.–12.30 p.m., starting June 4, 1988 & 3 practical sessions : Monday, Tuesday & Wednesday, June 20, 21 & 22, 1988, 2.30–4.30 p.m. (Saturdays) Room 109, Chemistry Building, University of Hong Kong & (Monday–Wednesday) Room 308, Chemistry Building, University of Hong Kong. 6 meetings.*
Fee: \$495

The course is intended to introduce the design and construction of interfaces linking microcomputers with scientific experiments with the help of a practical workshop. This interfacing aspect of computer applications is being developed at the school level by repeated workshops offered to teachers in countries such as the U.S.A. There is a need for Hong Kong science teachers to be equipped with this skill so as to enhance their teaching ability, especially in the area of experimental work.

The course will be divided into two parts: the first part will cater for the basic knowledge in microcomputer interfacing, (examples will be taken from interfaces for the Apple II and IBM PC/XT/AT families); while the second part will be devoted to the construction, testing, and calibration of a versatile interface card for use in the Apple II family of microcomputers. Participants will be required to pay for component costs (about \$250). The course is intended not only for science teachers. Anyone with a scientific or technological background can benefit from the course. *Enrolment is limited to 40.*

Fee Refund: on being accepted for this course, teachers of 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. (*Closing date for applications : May 26, 1988.*)

Engineering

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

1194. 核能入門 (Introduction to Nuclear Power)

主講人：楊文傑博士，B. Sc., M. Sc., Ph. D. (現任港大機械工程系講師)。

講授語言：粵語(輔以英語)。

地點：香港大學校本部大樓 237 室。

時間：一九八八年三月二日起每星期三下午七時五十分至九時二十分。

全期學費：二百四十元。(共十二講)。

本課程的旨在以淺明的方法，解釋核能基本知識及安全問題。

內容包括：基本概念、核裂變及其能量、核截面、核反應率、核燃料、各類反應堆、核電廠設計、輻射對人體影響、核安全、發牌程序、核意外事故及緊急應變。歡迎任何人仕參加。

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，須於二月二十日前報名。)

1195. 中央冷氣系統用水處理

(Treatment of Water for Centralised Air-conditioning Systems)

主講人：楊伯倫先生。

地點：香港大學校本部大樓 103 室。

時間：一九八八年三月三日起每星期四下午六時三十分至八時三十分。

全期學費：三百六十元。(共八講)。

本港各工廠及大廈之中央空氣調節系統，用水往往因空氣污染，含鹽份過多或微生物繁殖，而引起穿管、塞管或其他問題，以致系統因而損壞或停頓。本課程旨在協助工程人員、操作員及其他有關行政人員瞭解應注意之問題，並提供解決辦法。內容包括水質之化驗及特性，銹蝕及產生水垢之原因及化學處理辦法，以供保養該系統時參考之用。

1196. Building Automation Systems. C. C. Chan, B.Sc., M.Sc. (Tsing Hua), Ph.D. (H.K.), C.Eng., M.I.E.E., Sen.M.I.E.E.E., M.H.K.I.E., Senior Lecturer in Electrical Engineering, University of Hong Kong and Bruce S. L. Poon, B.Sc., B.E.E. (Sydney), M.I.E.E.E. *Tuesdays, 7.00-9.00 p.m., starting March 1, 1988. Lecture Theatre, G/F., Chemistry Building, University of Hong Kong. 8 lectures plus 1 demonstration period. Each session will consist of 2 hours.* **Fee: \$290**

This course aims to provide building service engineers with the concepts of Building Automation Systems and to broaden their knowledge in the application of Building Automation Systems for building management and energy management. Since energy management is substantially involved in heating, ventilation and air conditioning (HVAC), this course will include the principles and concepts of different kinds of control for HVAC and their relationship with the Building Management System.

Syllabus: Basic concepts of Building Automation Systems; system hardware; system software; building management programmes; energy management programmes; principles of pneumatic, electric and electronics control; modes of control including on/off, floating and modulating (P, P+1, P+1+D); automatic damper control; control valves for HVAC; application of BAS for HVAC control; survey techniques and energy saving potential; and case study.

Entry qualifications : Applicants with a Bachelor's degree, Polytechnic Associateship, Polytechnic Higher Diploma with more than 1 year working experience or Higher Certificate with more than 2 years working experience in Electrical Engineering/ Building Services 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 have had at least two years of related industrial experience in responsible positions. *Enrolment is limited to 40 persons.*

Applicants must enclose certified photostat copies of the appropriate certificates along with their application forms. Preference will be given to applicants sponsored by their employers.

預早報名之重要

及早報名乃是使本部得知各界對種種課程反應之唯一途徑，如不及早報名則往往引致各該課程延期或取消。如有志修讀本部課程者，敬希從速將報名申請書寄回本部。

English Studies

Staff Tutor : Duncan Macintosh, Telephone 5-472225

ENGLISH LANGUAGE COURSES

The English Language courses offered in the Spring of 1988, are primarily intended for those who wish to prepare themselves before applying for a place in one of the Department's Certificate courses in the Use of English or in English for Business in the year 1988-89. The tuition provided will give them a better chance of passing the appropriate entrance examination that they will need to sit later in the year. Other applicants who do not have the time to attend a full course lasting one or two academic years may also be admitted to these short courses.

SPECIAL English

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

Courses

A. In Hong Kong

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

(N.B. This course is held in the morning.)

1197. Tuesdays and Thursdays, 8.30-10.00 a.m., starting
February 25, 1988. 30 meetings. **Fee: \$500**

At the University of Hong Kong.

1198. Mondays and Wednesdays, 8.00-9.30 p.m., starting
February 24, 1988. 30 meetings. **Fee: \$500**

1199. Tuesdays and Thursdays, 6.15-7.45 p.m., starting
February 23, 1988. 30 meetings. **Fee: \$500**

1200. Tuesdays and Thursdays, 8.00-9.30 p.m., starting
February 23, 1988. 30 meetings. **Fee: \$500**

1201. Wednesdays and Fridays, 6.15-7.45 p.m., starting
February 24, 1988. 30 meetings. **Fee: \$500**

1202. Wednesdays and Fridays, 8.00-9.30 p.m., starting
February 24, 1988. 30 meetings. **Fee: \$500**

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

1203. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
February 23, 1988. 30 meetings. **Fee: \$500**

At Wah Yan College, Queen's Road East.

1204. Mondays and Fridays, 6.30–8.00 p.m., starting
February 26, 1988. 30 meetings. **Fee: \$500**

B. In Kowloon

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

1205. Mondays and Wednesdays, 6.30–8.00 p.m., starting
February 24, 1988. 30 meetings. **Fee: \$500**

1206. Tuesdays and Thursdays, 6.30–8.00 p.m., starting
February 25, 1988. 30 meetings. **Fee: \$500**

1207. Wednesdays and Fridays, 6.30–8.00 p.m., starting
February 24, 1988. 30 meetings. **Fee: \$500**

BUSINESS CORRESPONDENCE

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

Basic Principles: lay-out of a business letter, conventional usage, style and the use and abuse of commercial jargon.

Trade Enquiries: how to make trade enquiries, how to negotiate for more favourable terms and how to place orders.

Complaints: how to write letters of complaint and to reply to them.

Sales Letters: tuition will be given in how to write sales letters to suit particular situations.

Memoranda: how to write memoranda to suit a variety of different situations.

Applications: how to apply for employment and how to write references for applicants.

Correspondence Summaries: how to summarise a series of letters so as to draw out the points raised in each letter or in the correspondence as a whole and how to make recommendations for further action.

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

Entrance Qualifications: a Pass in English at G.C.E. 'O' level or equivalent. Preference will be given to applicants with higher qualifications than this and/or those who have completed relevant post-secondary courses. *Copies of certificates awarded should be attached to application forms.* Enrolment will be by selection of those who are most capable of benefitting from the course of tuition, and so

applicants may wish to add a statement to their application forms saying why they wish to be enrolled in the course. *As courses at particular centres sometimes are very quickly oversubscribed, applicants are advised to indicate a second choice of course (state the course number only) in addition to their first choice.*

Closing date for applications : 13th February, 1988.

Courses

A. In Hong Kong

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

1208. Fridays, 6.15–7.45 p.m., starting February 26, 1988.
15 meetings. **Fee: \$320**

At Wah Yan College, Queen's Road East.

1209. Mondays, 6.30–8.00 p.m., starting February 29, 1988.
15 meetings. **Fee: \$320**

1210. Fridays, 6.30–8.00 p.m., starting February 26, 1988.
15 meetings. **Fee: \$320**

B. In Kowloon

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

1211. Mondays, 6.30–8.00 p.m., starting February 29, 1988.
15 meetings. **Fee: \$320**

1212. Wednesdays, 6.30–8.00 p.m., starting February 24, 1988.
15 meetings. **Fee: \$320**

INTRODUCTION TO CORRESPONDENCE

These courses are intended for those who have recently started working in an office. The tuition provided will also be of value to those who are proposing to apply for admission to one of the Department's Use of English courses or to one of the Department's English for Business courses in the year 1988–89.

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

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

Courses

A. *In Hong Kong*

Course No. At St. Joseph's College, 7 Kennedy Road.

1213. Mondays, 6.30–8.00 p.m., starting February 29, 1988.
15 meetings. **Fee: \$310**

B. *In Kowloon*

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

1214. Mondays, 6.30–8.00 p.m., starting February 29, 1988.
15 meetings. **Fee: \$310**

1215. Tuesdays, 6.30–8.00 p.m., starting March 1, 1988.
15 meetings. **Fee: \$310**

ENGLISH FOR SPECIFIC PURPOSES

1216. Oral Presentations. Mrs. C. Macaskill, B.A. (Wits.). *Saturdays, 2.15–3.45 p.m., starting February 27, 1988. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$185**

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: 15th February, 1988.

1217. Legal English. Jean Hopkin, B.A. (C.N.A.A.), Dip.Law, Barrister-at-Law. *Wednesdays, 6.15–7.45 p.m., starting February 24, 1988. University of Hong Kong. 10 meetings.* **Fee: \$190**

The necessity for the accurate and correct use of English is particularly important in a legal context. This course is therefore designed to assist those people whose work brings them into contact with legal terminology, but to whom English is a second language. The emphasis throughout will be on the understanding of legal texts, the usage of legal phrases and an increased vocabulary of specialised terms. Applicants should realize that this is *not* a General English course and so a sound knowledge of General English and grammatical competence will be assumed.

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

Closing date for applications: 10th February, 1988.

Recommended reference material:

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

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

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

ENGLISH SPEECH

1218. Intonation in Idiomatic English. Raymond Huang, B.A. (Lingnan), M.A. (Leeds), I.P.A.Cert.Phon., P.G.C.E., L.R.A.M., L.T.C.L. (Lond.). *Tuesdays, 7.30–9.30 p.m., starting February 23, 1988. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$290**

By showing the contrast in stress and intonation between English and Chinese (Cantonese and Mandarin) the tutor will help the Chinese student to grasp:

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

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

Enrolment limited to 30 students.

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

Geography & Geology

Staff Tutor : Koon-ki T. Ho, Telephone 5-8592792

1219. 環境污染與現代生活

(Environmental Pollution & Modern Life)

主 講 人：長春社負責人。

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：一九八八年三月廿四日起每星期四下午八時零五分至九時卅五分。

全期學費：一百九十元。（共十二講）。

本課程旨在介紹現代生活環境的情況，以及地球生態知識，喚醒大眾對生活質素的醒覺，研究個人可以採取來改善周圍環境的行動。每講主題如下：（一）環境污染與保護總論；（二）香港當前環境實況介紹；（三）食水的污染：海洋、河流、湖泊；（四）噪音的污染：家庭、工業、城市；（五）化學的污染：酸雨、食物、空氣、食水；（六）輻射的污染：核彈、核電、其他輻射科技；（七）地球生態網的破壞：氣候、土壤、大氣層；（八）環境污染與個人健康；（九）綠色政治與新社會藍圖；（十）各地及本港的環保機構、團體；（十一）改善環境及生活質素的個人具體行動；（十二）地球前途的展望。

每講印發有關資料的文章供參考，並介紹推薦有關書籍及文章。

1220. 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：一九八八年三月三日起每星期四下午六時至七時卅分。

全期學費：二百元。（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。為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，須於二月廿三日前報名）。

1221. 香港地理野外考察 (Geography in the Field)

主 講 人：鈕柏榮先生、袁貞偉先生、鄧玉瓊小姐。

地 點：香港大學邵逸夫樓208室。

時 間：一九八八年三月一日起每星期二下午六時三十分至七時四十五分。

全期學費：二百七十元。（共十一講及四次野外考察）。

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

1222. 寶石學入門 (Introduction to Gemmology)

主 講 人：陳志强先生，F. G. A.（英國寶石學會院士），

歐陽秋眉女士，F. G. A.（英國寶石學會院士）。

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。

時 間：一九八八年三月三日起每星期四下午八時至十時。

全期學費：四百一十元。（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。）

1223. 寶石的科學鑑定 (Identification of Precious Stones)

主 講 人：歐陽秋眉女士，F. G. A.（英國寶石學會院士）。

地 點：香港大學許愛周科學館 G 1 室。

時 間：一九八八年二月二十七日起每星期六下午二時三十分至五時三十分。

全期學費：八百五十元（包括實驗材料）。（共十四講）。

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

本課程理論與實踐並重，使學員有機會操作鑑別寶石。曾選本部「寶石學入門」課程可獲優先取錄。（限收十七人。）

History & Archaeology

Staff Tutor : Koon-ki T. Ho, Telephone 5-8592792

1224. Hong Kong: the Archaeological & Historical Scene. S. M. Bard, O.B.E., E.D., M.B.,B.S., Hon.D.Litt. (H.K.), J.P. *Tuesdays, 6.00-8.00 p.m., starting January 19, 1988. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings plus 1 field trip.* **Fee: \$250**

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

Enrolment is limited to 35.

1225. 高級程度中國歷史教學 (The Teaching of Chinese History at A-Level)

課程主持：趙令揚教授（香港大學中文系講座教授），
梁操雅先生（香港考試局）。

地點：香港大學鈕魯詩樓721室。

時間：一九八八年四月七日起每星期四下午六時卅分至八時。

全期學費：三百三十元。（共十四講）。

本課程旨在指導經驗較淺的中學教師如何教授高級程度中國歷史。內容分三部份：（一）高年級中國歷史教學法；（二）專題（包括「歷代治亂因果」、「歷代重要制度」、「歷代對外交通之發展」、「學術思想」、「史學名著」、「宗教之傳播、演進與影響」等）與斷代史教學之內容與資料；（三）歷屆高級程度中史成績之審核及評議。

本課程共十四講，講者包括香港大學、中文大學、教育學院、考試局、教育署等機關教職員。學員名額為四十人（其中三十名專為大學初畢業三年者而設，報名時請附大學畢業證書副本）。申請者必須為現任高級程度課程中國歷史教師，並須具校長推薦書（每校限推薦一人），方可報名選修。

截止報名日期：三月十九日。

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。

1226. 一九七二年後中國當代史 (Contemporary Chinese History Since 1972)

主 講 人：黃守敬先生，M. A. (Seton Hall)。
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：一九八八年二月廿五日起每星期四下午八時零五分至九時三十五分。
全期學費：一百八十五元。（共十講）。

一九七二年的中美建交，結束了中國在國際上多年來的孤立地位，使她重新踏上國際政治舞台，並為近代中國的發展打開一個嶄新的局面。

本課程旨在探討自中美建交以來的中國歷史，希望藉此幫助學員認識今日的中國及預測中國未來發展的方向。內容包括：（一）中美建交的歷史意義；（二）四人幫的叛亂與禍害；（三）中國人民解放軍與中越戰爭；（四）鄧小平所提倡的「有中國特色的社會主義」；（五）中、英、港、美間的關係與「一國兩制」；（六）反資產階級自由化運動；（七）中國近二十年的外交關係；（八）台灣的政治改革與中共十三大會議；（九）儒家思想與中國現代化。（限收二十五人。）

1227. 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：一九八八年二月二十九日起每星期一下午六時至七時卅分。
全期學費：一百八十元。（共八講及一次現場參觀）。

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。）

1228. 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：一九八八年三月二日起每星期三下午六時十五分至七時四十五分。
全期學費：一百九十五元。（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、灰窖、陶窖及考古遺址等。並參觀考古學會發掘過程，及安排參與實習。

1229. 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：一九八八年五月二日起每星期一下午六時至七時卅分。

全期學費：一百八十元。（共八講及一次實地考察）。

本課程由中英第一次鴉片戰爭說起，回顧本港一百年來的滄桑史。內容介紹早期香港的面貌、地理環境、傳統生活習慣與風俗、及民間信仰等，並與今日之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。）

1230. 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：一九八八年五月四日起每星期三下午六時十五分至七時四十五分。

全期學費：一百九十五元。（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

1261. 廣告設計實用技巧

1299. 中級音樂理論

1300. 視唱練習

1376. 中國山水畫意境與水墨設色研習

1377. 歷代名家書法藝術研習

Journalism & Communication

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

1231. Modern Journalism. Clare Hollingworth, O.B.E., and other guest speakers. *Tuesdays, 10.15 a.m.–12.15 p.m., starting March 8, 1988. Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings. Fee: \$285*

The presentation of news, analysis, features and editorial views through all forms of the media will be considered by a variety of experts in their respective fields. They will include visiting correspondents together with Derek Davies, Editor of the Far Eastern Economic Review, David Bell, Director of Public Relations for the Swire Group, Chris Hilton, TV anchor man and commentator and Hugh Gibb, documentary film-maker.

The topics for discussion will cover the work of foreign correspondents, opportunities for free-lance writing as well as the daily activities of major news agencies and ways of entering the media. Currently, there are openings in economic and technical journals for those with some general experience. Consideration will also be given to such questions as, what is news, can journalists be trained, and, if so, how can this best be done. Lecturers will also give their views on what type of word processor or portable computer is the most practicable for the wide variety of tasks some journalists face. The influence of new technology on the media will also be considered.

Prospective students, whether working in journalism or television, or hoping to do so, should be of a high calibre and should be fluent in both written and spoken English. They may be selected by interview after a short written test. They should also note that they will be expected to participate actively in discussion and by contributing written exercises. Initially, these exercises will consist of simple reports based on newspaper cuttings, followed by class critiques. Thereafter, in the belief that the best way to learn about reporting is by reporting, students will be expected, after listening to the former BBC Far Eastern Correspondent, Anthony Lawrence, for instance, to simulate their own short news broadcasts and comments. Clare Hollingworth has agreed to act throughout as course-coordinator and "editor-in-chief". *Enrolment will be strictly limited to 30.*

Applicants should preferably provide a sponsoring letter from their employer and should attach to their application form a brief statement as to why they wish to join this course.

1232. 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 May 30, 1988. Room 208, Run Run Shaw Building, University of Hong Kong. 5 meetings. Fee: \$125*

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.

1233. A workshop on desktop publishing on the Apple Macintosh Computer (sponsored by Apple Computer Division, Gilman Office Machines). Ho Kei-kwong, M.A. (Missouri) and others. *Saturday, June 25, 1988, 10.00 a.m. to 12.30 p.m. & 2.00 p.m. to 5.30 p.m. Rooms 18 & 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.* **Fee: \$200**

This one-day seminar is designed for interested designers, editors and business communicators who would like to gain hands-on experience on one of today's most exciting computer applications.

It will cover topics on the advent and scope of desktop publishing, its application and its limitations. Particular efforts will be made to demonstrate to participants on how to create typeset materials, graphics (free hand drawing, charts and tables) and design pages on the Apple Macintosh to produce professional looking leaflets, flyers, newsletters and data sheets. Basic publication design principles and production knowledge will also be touched on.

Every three to five participants will be assigned one Macintosh for practice.

Enrolment is limited to 20 persons.

1234. 廣播劇寫作訓練班 (Script-writing for Broadcasting)

[與天主教社會傳播處合辦]

主 講 人：羅山先生 (商業電台中文節目部)，

容若愚先生 (香港公教影視協會主席)。

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：一九八八年二月八日起每星期一下午六時四十五分至十時。

全期學費：一百二十元。(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。)

1235. 出版業務研究會 (Seminar on Publishing)

主 講 人：香港出版學會。

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：一九八八年五月廿四日起每星期二下午八時至十時。

全期學費：八十五元。（共四講）。

從編輯、推廣、管理、製作、銷售等等的不同角度，去探討出版業務所面對的問題、未來的趨勢，並從實例中去提出解決的方案，本課程特別邀請出版界的資深人仕，以經驗交流與自由討論的方式，去引導學員深入了解出版業務所應注意的事項。

1236. 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）。

地 點：香港大學鈕魯詩樓843室。

時 間：一九八八年三月十一日起每星期五下午七時十五分至八時四十五分。

全期學費：一百四十五元。（共十講）。

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

1237. 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：一九八八年二月廿七日起每星期六下午四時至五時卅分。

全期學費：一百四十五元。（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。

1238. 中文電腦信息處理初階 (Introduction to Chinese Data Processing)

主 講 人：尹日成先生、袁振光先生、李仲泉先生等。

地 點：香港大學紐魯詩樓 843 室。

時 間：一九八八年一月廿二日起每星期五下午七時十五分至八時四十五分。

全期學費：九十元。（共六講）。

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。

1239. 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：一九八八年三月十四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。）

1240. 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23室(信德中心西翼九樓)。

時 間：一九八八年六月一日起每星期三下午六時卅分至八時卅分。

全期學費：一百二十五元。(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。)

1241. 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：一九八八年三月十九日起每星期六下午二時十分至四時十分。

全期學費：二百一十五元。(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。曾選修本部電影課程者將獲優先取錄機會。(限收卅四人。)

1242. 電影製作 (The Technique of Film-making)

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：一九八八年六月四日起每星期六下午二時十分至四時十分。

全期學費：二百六十五元。(共十二講)。

本課程利用講解及分組討論形式,將電影工業各環節逐一介紹,先從認識各類攝影器材開始,繼而介紹菲林類別,內容包括:(一)攝影機及鏡頭的運用;(二)電影語言;(三)拍攝技巧;(四)燈光效果;(五)音響控制;(六)劇本創作;(七)剪接功能;(八)製作預算。課程除講授外,並輔以影片示範,及實地拍攝工作,務求使理論與實際互相配合,歡迎對電影藝術及電影製作過程有興趣的人士參加。(限收廿四人。)

1243. 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：一九八八年三月四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。（限收卅八人。）

1244. 自我辨認與人際溝通

(Intra-Personal Relationships in Human Communication)

主 講 人：陳毓祥博士。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年一月廿二日起每星期五下午六時至九時。（共五次，共三十三小時包括由三月五日星期六下午三時至三月六日星期日下午七時的兩日一夜的小組活動）。

全期學費：三百三十元。

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。）

1245. 人際關係與人際溝通

(Inter-Personal Relationships in Human Communication)

主 講 人：陳毓祥博士。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年六月三日起每星期五下午六時至九時。（共五次，共三十三小時包括由七月九日星期六下午三時至七月十日星期日下午七時的兩日一夜的小組活動）。

全期學費：三百三十元。

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。（限收二十八人。）

1246. 實用心理與人際溝通 (Practical Psychology in Human Communication)

主 講 人：陳毓祥博士。

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）。

時 間：一九八八年六月六日起每星期一下午六時至九時。（共五次，共三十小時包括由七月廿三日星期六下午三時至七月廿四日星期日下午七時的兩日一夜的小組活動）。

全期學費：三百三十元。

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。）

1247. 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：一九八八年二月廿七日起每星期六下午四時至六時。

全期學費：二百二十元。（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。）

1248. 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經理）。

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：一九八八年三月一日起每星期二下午六時十分至七時四十分。

全期學費：一百二十五元。（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（處理個人與更多人之間的問題，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。（限收三十五人。）

1249. 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經理）。

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：一九八八年五月十日起每星期二下午六時十分至七時四十分。

全期學費：一百六十五元。（共十一講）。

本課程將透過七次專題講述，四次分組實例研究，探討有關做事技巧的問題，其綱要如下：怎樣對所處理的事情，進行思考和分析？怎樣明瞭團體與我、他人與我的關係？以求適應變化，破除阻力，達成任務。怎樣取得資料、儲存資料、有效的使用資料？怎樣連貫理論與實踐，訂下切實可行的計劃？怎樣檢討得失成敗？（限收三十八人。）

1250. 公共關係與市場推廣導論

(Public Relations and Market Promotion: an Introduction)

主 講 人：顧明仁先生，M. S. Ed. (U. S. C.), M. A. (Journalism) (Wisc. Dip. Comm., MIPR, A. Inst. M.)

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：一九八八年三月一日起每星期二下午七時卅五分至九時卅五分。

全期學費：一百九十元。（共九講）。

本課程主要是討論公共關係在市場推廣方面的功能，目的是讓市場推廣從業員認識到怎樣有效地使用公共關係所給予的支持，從而達到市場推廣之目的。

課程包括：公共關係 (Public Relations) 與市場推廣 (Market Promotion) 之分別，企業公關 (CORPORATE PR) 在市場形象的建立及其對市場推廣之關係，公共關係給予產品廣告之支持，公共關係在國際市場推廣之功能等，歡迎學員提出個案討論。

本課程適合一般從事公共關係，市場推廣從業員參加。(限收二十四人。)

1251. 公共關係與市場推廣研討班 (Public Relations and Market Promotion Seminar)

主 講 人：顧明仁先生，M. S. Ed. (U. S. C.) , M. A. (Journalism) (Wisc.) ,
Dip. Comm., MIPR, A. Inst. M. 。

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：一九八八年五月十七日起每星期二下午七時三十五分至九時三十五分。

全期學費：一百九十元。(共八講)。

本課程是以研討的形式讓市場推廣從業員得以充份地使用公共關係以達成市場推廣的目標。

課程包括：媒介發佈會的組織及其在產品推廣之功能，市場推廣人仕怎樣利用媒介專訪及特寫 (FEATURE ARTICLES) 以達到建立產品之形象。怎樣利用公共關係以延長產品在市場之生命及競爭等。學員將須參予各項習作及角式扮演 (ROLE PLAY) 。

適合一般中層市場推廣及公共關係從業員參加。對曾修讀導論之學員，幫助尤大。(限收二十四人。)

1252. 廣告媒介 (Advertising Media)

主 講 人：鄧廣鈿先生，M. B. A. (Long Island) 。

地 點：香港大學鈕魯詩樓 843 室。

時 間：一九八八年二月廿九日起每星期一下午六時卅分至八時。

全期學費：一百六十五元。(共十講)。

廣告是廠商用以推銷其產品的重要工具，良好的廣告創作配合適當的傳播媒介，是該產品成功的因素之一。但用以傳遞廣告訊息的各類傳播工具，均有其內在特性。因此，明瞭不同的傳播媒介的優劣，來配合產品本身，以求得最大的效果和防止資源的浪費，是廠商及廣告人必須注意的事項之一。

本課程將介紹廣告媒介的計劃和選擇、如何取得該媒介、及節目安排，分析各媒介之優劣點及適用範圍。討論之傳播媒介，包括有 (一) 印刷性媒介，如報紙、一般性雜誌及專業性雜誌；(二) 廣播性媒介，如電視廣告、電台廣告；(三) 直接郵遞；(四) 戶外性廣告及巡迴性廣告；(五) 銷售推廣及各類輔助性媒介。

1253. 廣告創作初階 (Introduction to Advertising Creation)

主 講 人：嚴啟明先生（現代廣告公司創作總監）。

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：一九八八年三月十七日起每星期四下午六時至八時。

全期學費：一百八十五元。（共十講）。

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。內容包括廣告優劣之標準、廣告人材的培養、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，分享寫作或創意經驗，共同研習作品及參與撰寫電視、電台及報章廣告。

1254. 廣告創作研習班 (Advertising Creation Workshop)

主 講 人：嚴啟明先生（現代廣告公司創作總監）。

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：一九八八年五月廿六日起每星期四下午六時至八時。

全期學費：二百二十五元。（共十一講）。

講授集中於各類廣告文稿的寫作，研討與廣告創作有關的各項專題及了解各類廣告製作問題。課程並包括參觀廣告製作公司及邀請廣告界創作人員客席演講。學員宜先修「廣告創作初階」，但對有經驗之廣告從業員，並非必需。（限收廿五人。）

1255. 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：一九八八年三月十七日起每星期四下午八時三十分至十時。

全期學費：一百三十五元。（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學的重要性，消費者的心理與市況，工商機構中的銷售策略；繼而講授廣告學的各門知識，包括：（一）廣告策劃，如製作過程、宣傳目的與市場目標；（二）廣告媒介，如策略、電視、報紙、廣播、雜誌、郵遞、推銷與戶外宣傳等；（三）廣告創作，包括撰稿、編排、印刷、電視與廣播製作、商標、包裝等；（四）廣告管理，包括廣告代理與廣告宣傳計劃的處理。

本課程學員最適宜同時選修隨後之廣告研習班。（限收三十六人。）

1256. 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：一九八八年五月十二日起每星期四下午八時三十分至十時。
全期學費：二百二十五元。（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（約一百三十元）。

本期開設下列四班，編號1257至1260，每班限收十二人。

1257. 蔡克信先生主講。

地 點：香港英皇道1044號福昌樓三樓B 4 叁影室（Studio 3）。
時 間：一九八八年三月九日起每星期三下午七時卅分至九時卅分。
全期學費：五百八十五元。（共十五講）。

1258. 蔡克信先生主講。

地 點：香港英皇道1044號福昌樓三樓B 4 叁影室（Studio 3）。
時 間：一九八八年三月十日起每星期四下午七時卅分至九時卅分。
全期學費：五百八十五元。（共十五講）。

1959. 蔡克信先生主講。

地 點：香港英皇道1044號福昌樓三樓B 4 叁影室 (Studio 3)。

時 間：一九八八年三月十一日起每星期五下午七時卅分至九時卅分。

全期學費：五百八十五元。 (共十五講)。

1260. 蔡克信先生主講。

地 點：香港英皇道1044號福昌樓三樓B 4 叁影室 (Studio 3)。

時 間：一九八八年三月十二日起每星期六下午四時卅分至六時卅分。

全期學費：五百八十五元。 (共十五講)。

1261. 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)。

(由一九八八年五月二日起改在香港英皇道1044號福昌樓三樓B 4 叁影室 (Studio 3) 上課)

時 間：一九八八年三月十四日起每星期一下午七時三十分至九時十五分。

全期學費：二百二十五元。 (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。(限收三十人。)

預 早 報 名 之 重 要

及早報名乃是使本部得知各界對種種課程反應之唯一途徑，如不及早報名則往往引致各該課程延期或取消。如有志修讀本部課程者，敬希從速將報名申請書寄回本部。

Law

Staff Tutor : W. B. Howarth, Telephone 5-8592784

London University External LL.B. Degree Revision Courses.

Revision courses for candidates sitting the London University External LL.B. Intermediate, Final Part I and Part II Examinations will be offered in March/April 1988. They will be mainly taught by lecturers invited from the United Kingdom.

Intermediate Examination:

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

Final Part I Examination:

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

Final Part II Examination:

Jurisprudence and Legal Theory; Company Law; Succession; Family Law and Conflict of Laws.

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

LAW FOR LAYMEN

1266. An Introduction to Law for Businessmen. Charles William Cairns Barr, LL.B. (Lond.), Solicitor. *Tuesdays, 6.00–7.30 p.m., starting March 1, 1988. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$220**

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.

1267. International Aspects of Revenue Law for Individuals. Charles William Cairns Barr, LL.B. (Lond.), Solicitor. *Tuesdays, 7.45–9.15 p.m., starting March 1, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$200**

Those who have or anticipate having financial interests in certain foreign countries will find this course useful. The lecturer will highlight the tax laws affecting persons connected with various countries such as the U.S.A., Canada, Australia, New Zealand and the U.K. Cases will be discussed to illustrate the tax consequences when an individual and family move their assets from one country to another.

This is a practical course and no prior knowledge in law is required. In the past, guest speakers with specialist knowledge of the country's tax system have spoken on this course and it is hoped that this practice can continue.

1268. The Citizen and the Administration. Nihal Jayawickram³, LL.B. (Ceylon), Ph.D. (Lond.), Lecturer in Law, University of Hong Kong. *Mondays, 6.00-7.30 p.m., starting March 7, 1988. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$220**

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.

1269. 香港地產物業法例 (Real Property Law in Hong Kong)

主 講 人：莊重慶先生。

地 點：香港大學校外課程部市區中心17室（信德中心西翼九樓）。

時 間：一九八八年三月一日起每星期二下午八時至九時三十分。

全期學費：二百元。（共十講）。

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

1270. 市民與法律 (Law & the Citizen)

主 講 人：徐福亮先生。

地 點：香港大學厲樹雄科學館 102 室。

時 間：一九八八年三月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

See also :

1007. Securities Law in Hong Kong. (Page 36)

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 187.**

Music

Staff Tutors: Owen H. H. Wong, Telephone 5-8592788
Koon-ki T. Ho, Telephone 5-8592792

1286. Lyrical Works of the Romantic Epoch. Ms. Siglind Bruhn, B.Mus. (Stuttgart), M.A. (Munich), Ph.D. (Vienna), formerly Director of Pianists' Academy Ansbach. *Mondays, 9.30–11.30 a.m., starting March 7, 1988. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.*

Fee: \$350

The main emphasis of this course will be placed on the discussion of interpretational criteria in Chopin's Nocturns, Brahms' Intermezzi and Schumann's Kinderscenen. A brief look on the historical and sociocultural background of Romanticism in France and Germany after the Napoleonic Wars will help to understand the changing approaches towards the piano and the conventions of performance practice (especially: the inseparability of dynamic and agogic means, and pedaling) in Romantic music.

1287. Works by the "Early Moderns". Ms. Siglind Bruhn, B.Mus. (Stuttgart), M.A. (Munich), Ph.D. (Vienna), formerly Director of Pianists' Academy Ansbach. *Thursdays, 9.30–11.30 a.m., starting March 24, 1988. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.*

Fee: \$350

This course has been designed for those interested in piano music composed at and shortly after the turn of the century; it will present in-depth analysis and stylistic consideration, and develop performance criteria, for Stravinski: Piano Sonata; Bartok: Suite, Hindemith: Second Piano Sonata, Prokofiev: Visions Fugitives.

1288. Dance for the Musical Theatre. Ms. Daryl Ries, B.S. (New York), Director, Dancescope. *Wednesdays, 8.15–9.45 p.m., starting March 2, 1988. Redgrave Room, 16/F., Hong Kong Arts Centre. 12 meetings.*

Fee: \$320

Open to all, with or without previous dance training. For students and teachers with special interest in dance and drama, this course is designed to introduce the vital and vigorous jazz and musical comedy idiom, a contemporary dance form used in many TV productions, Broadway shows and the musical theatre. Jazz and musical comedy as well as primary fundamentals of related dance forms (e.g., character, social, tap, modern, ballet, etc.) are covered. Classes include limbering and strengthening exercises, stretches and body isolations, followed by free-style movement and dance combinations to jazz and related jazz-rock-pop-disco music. Emphasis is on rhythmic awareness through the dynamics of movement phrasing and expression, and the development of combinations and routines. Leotards and footless tights/stretch pants (or practice clothes) are required. Students work barefoot, or in jazz sandals or acrobatic slippers. *Enrolment is limited to 20.*

Fee Refund: on being accepted for this course, teachers of music and dance will be sent a half fee refund application form, which they should forward to the

Director of Education, together with their course fee receipt. This applies to all teachers in Government, aided and private schools. (*Closing date for applications: February 22, 1988.*)

1289. Modern Dance and Music Workshop. Ms. Daryl Ries, B.S. (New York), Director, Dancescope. *Saturdays, 2.00–4.00 p.m., starting March 5, 1988. Redgrave Room, 16/F., Hong Kong Arts Centre. 10 meetings. Fee: \$330*

For teachers of dance and music, and for those wishing to increase their skills, these workshops develop basic dance skills through a supportive, non-competitive programme stressing response to a variety of musical sources including jazz, classical and contemporary. Materials are drawn from modern and related dance forms to enhance and supplement the movement experience. Areas covered include the exploration, analysis and practice of action in time, space and dynamics, the realising and performing of these basic elements of dance with discipline and vitality, the focusing of flexibility and strength, developing movement ease, sensitivity and expression, and the expansion of an articulated and expressive movement vocabulary. *Enrolment is limited to 20.*

Fee Refund: on being accepted for this course, 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 24, 1988.*)

1290. Mime Workshop. Ms. Cheng Pik-ye, B.A. (C.U.H.K.), Diploma, L'École Jacques Lecoq du Mime, Mouvement et Th'èatre (Paris). *Thursdays, 5.30–7.30 p.m., starting June 9, 1988. Room 15, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 7 meetings. Fee: \$245*

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 actions 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.

1291. 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：一九八八年二月三日起每星期三下午五時五十分至七時五十分。

全期學費：八十五元。（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。

1292. 古典音樂的認識與欣賞 (Understanding Classical Music)

主 講 人：尤迪中先生，B.Mus. (McGill)。

地 點：香港大學史羅斯樓206室。

時 間：一九八八年三月一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。

1293. 西洋音樂史：從巴洛克到古典樂派 (History of Western Music: From Baroque to Classicism)

主 講 人：尤迪中先生，B.Mus. (McGill)。

地 點：香港大學史羅斯樓 206 室。

時 間：一九八八年三月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。（共十二講）。

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

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

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

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

1294. 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18室（信德中心西翼九樓）。

時 間：一九八八年七月十四日起每星期四下午六時至八時。

全期學費：二百八十五元。（共九講）。

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。

1295. 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：一九八八年二月廿二日起每星期一下午五時四十分至六時五十五分。

全期學費：一百七十五元。（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。）

1296. 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：一九八八年三月十日起每星期四下午五時四十五分至七時。

全期學費：二百元。（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）。

1297. 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：一九八八年三月十日起每星期四下午七時十分至八時二十五分。

全期學費：一百七十五元。 (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)。

1298. 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：一九八八年五月十九日起每星期四下午七時十分至八時廿五分。

全期學費：一百七十五元。 (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。曾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)。

1299. 中級音樂理論 (Intermediate Music Theory)

主 講 人：丘放淮先生, B. A. (Seward, Nebraska)。

時 間：香港太古城地利亞修女紀念中學 209 室 (小學部英皇道入口)。

時 間：一九八八年三月二日起每星期三下午六時三十分至八時。

全期學費：一百八十五元。 (共十二講)。

學會認識簡譜和五綫譜，對喜愛音樂的人們是一項有意義的樂趣。本課程包括學會數拍子，算音程，認調性，區別大調和小調，弄清楚基本音樂術語，記號。本課程將引導學員初步領略和聲，複調，曲式，配器各科的概念。本期將加強其他樂理的進修。

1300. 視唱練習 (Solfeggi and Aural Training)

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 209 室（小學部英皇道入口）。

時 間：一九八八年三月二日起每星期三下午八時至九時三十分。

全期學費：一百八十五元。（共十二講）。

音樂的聽覺是可以訓練的。音準、音調、拍子、音程、節奏、和絃都可以經過學習，提高聽辨能力。視唱兼用固定唱名法和首調唱名法，着重音準、節奏，並培養音樂感。

1301. 當代舞蹈與旋律運作 (Modern Dance & Rhythmic Movement)

主 講 人：洪漢寶先生（漢韶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：一九八八年三月十二日起每星期六下午二時至四時。

全期學費：二百八十五元。（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

1261. 廣告設計實用技巧

1299. 中級音樂理論

1300. 視唱練習

1376. 中國山水畫意境與水墨設色研習

1377. 歷代名家書法藝術研習

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.

1306. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Mondays and Thursdays, 8.15–9.30 a.m., starting March 3, 1988. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 36 meetings.* **Fee: \$865**

1307. Mrs. Alice Chang, B.A. (National Chung-Hsin). *Tuesdays, 7.15–9.30 p.m., starting March 8, 1988. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$865**

1308. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Fridays, 7.15–9.30 p.m. starting March 11, 1988. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$865**

1309. Joseph Kung, B.A. (New York). *Mondays and Wednesdays, 6.00–7.30 p.m., starting March 2, 1988. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 30 meetings.* **Fee: \$865**

Enrolment: limited to 20 per course.

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

1310: Mandarin for Business Conversation. Mrs. Alice Chang, B.A. (National Chung-Hsin). *Fridays, 5.20–7.30 p.m., starting March 11, 1988. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$865**

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: 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.

1311. Mrs. Alice Chang, B.A. (National Chung-Hsin). *Wednesdays, 6.15–8.30 p.m., starting March 9, 1988. Room 206, Run Run Shaw Building, University of Hong Kong. 20 meetings.* **Fee: \$915**

1312. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Thursdays, 7.15–9.30 p.m., starting March 17, 1988. Room 206, Run Run Shaw Building, University of Hong Kong. 20 meetings.* **Fee: \$915**

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.

1313. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Mondays, 7.30–9.45 p.m., starting March 14, 1988. Room 102, Runme Shaw Building, University of Hong Kong. 40 meetings.* (No meetings from July 18 to August 29, 1988 during the summer vacation.)

Fee: \$1,955 (includes all teaching material and examination fee, except textbook). *Enrolment: limited to 12.*

CANTONESE

1314. Introductory Cantonese for Business Conversation. Mr. Geoffrey M.B. Wu, B.A. (C.U.H.K.), M.A. (H.K.). *Tuesdays and Thursdays, 6.00–7.30 p.m., starting March 8, 1988. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.* **Fee: \$915**

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 1315).

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

1315. Cantonese I for Executives. K. K. Chan, B.A. (C.U.H.K.). *Tuesdays and Fridays, 5.45–7.15 p.m., starting March 8, 1988. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.* **Fee: \$915**

1316. Cantonese I. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Wednesdays and Fridays, 7.15–8.45 p.m., starting March 9, 1988. Room 101, Runme Shaw Building, University of Hong Kong. 33 meetings.* **Fee: \$735**

1317. Cantonese I. Mrs. Caroline Law, B.A. (U.C.). *Mondays and Thursdays, 2.00–3.30 p.m., starting March 7, 1988. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.* **Fee: \$735**

1318. Cantonese I. Mrs. Caroline Law, B.A. (U.C.). *Mondays and Thursdays, 6.00–7.15 p.m., starting March 10, 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: \$735**

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).

1319. Cantonese II for Executives. K. K. Chan, B.A. (C.U.H.K.). *Wednesdays, 5.20–7.00 p.m., starting March 16, 1988. Room 16, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 18 meetings.* **Fee: \$805**

1320. Cantonese II. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Thursdays, 7.15–9.15 p.m., starting March 17, 1988. Room 105, James Hsiung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$760**

1321. Cantonese II. Mrs. Caroline Law, B.A. (U.C.). *Tuesdays and Fridays, 2.00–3.30 p.m., starting March 8, 1988. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$760**

1322. Cantonese II. Mrs. Caroline Law, B.A. (U.C.). *Tuesdays, 6.15–8.15 p.m., starting March 15, 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: \$760**

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).

1323. Cantonese III. C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays, 7.15–9.15 p.m., starting March 15, 1988. Room 106, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$805**

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).

1324. Chinese Characters I. Mrs. Caroline Law, B.A. (U.C.). *Fridays, 6.15–8.15 p.m., starting March 18, 1988. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$915**

1325. Chinese Characters I. Mrs. Caroline Law, B.A. (U.C.). *Wednesdays, 2.00–4.00 p.m., starting March 16, 1988. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$915**

JAPANESE

1326. Introductory Japanese. Miss Leung On-yuk, B.A. (H.K.), M.A. (University of Tsukuba). *Mondays, 6.15–8.30 p.m., starting February 29, 1988. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$885**

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.).

1327. Intermediate Japanese. Miss Leung On-yuk, B.A. (H.K.), M.A. (University of Tsukuba). *Fridays, 6.15-8.30 p.m., starting March 11, 1988. Room 206, Run Run Shaw Building, University of Hong Kong. 16 meetings. Fee: \$945*

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文報刊；「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。

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。）

附註：此項課程於每年八月招生，有意選修者，請留意本部於八月出版之課程手冊。

1328. 日語補習班 (Special Japanese Course)

主 講 人：鄭熙先生。

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：一九八八年一月二十日起每星期三下午六時十五分至八時三十分。

全期學費：五百九十元。（共二十六講）。

本課程專為基本日語班考試不合格者而設，以期於半年內，能通過今夏之補考合格，升入高級班。

外界人仕若能證明已修畢四十小時以上之日語課程者，亦可申請，惟本部學生將獲優先取錄機會。

外界人仕報名時，請附有關日語課程之個人學歷證件副本。（限收十八人）。

日語深造班課程 (Follow-up Japanese Courses)

本部開辦下列日文課程，給予高級班學員結業後進修，外界人士曾修讀日文二百小時以上者亦可參加。每班均有限額，以便各學員得以小組研討方式學習日文寫作與會話。每人均可同時報讀下列三個課程，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。

1329. 高級日語會話 (Advanced Japanese Conversation)

主 講 人：守川邦明先生。（講授語言：國語）。

地 點：香港大學厲樹雄科學館106室。

時 間：一九八八年三月九日起每星期三下午七時十五分至九時十五分。

全期學費：四百八十五元。（共二十講，限收十八人）。

1330. 日語文法輔導課程 (Japanese Grammar)

主 講 人：黃健雄先生。

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：一九八八年三月七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：二百九十元。（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。（限收十六人）。

1331. 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：一九八八年三月十一日起每星期五下午六時三十分至八時四十五分。

全期學費：四百八十五元。（共二十講）。

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

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

普通話（國語）(Putonghua)

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

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。本課程以普通話講授。（限收十八人）。

全期學費：六百八十五元。

1332. 陳萬里女士主講。（共二十六講）。

地 點：香港醫院道26號育才中學二樓104室。

時 間：一九八八年一月十八日起每星期一下午六時三十分至九時。

1333. 普通話朗誦深造班 (Advanced Verse and Prose Speaking in Mandarin)

主 講 人：蔣治中先生。

講授語言：普通話。

地 點：九龍柯士甸162號聖瑪利嘉諾撒女書院29室（金巴利道入口）。

時 間：一九八八年三月廿三日起每星期三下午六時卅分至八時卅分。
全期學費：二百二十元。（共十講）。

本課程專為已完成「普通話朗誦班」之學員而設，通過對各種不同體裁作品的朗誦訓練，以熟練掌握朗誦的基本技巧。並介紹特殊的朗誦形式和技巧，以及對作者、作品和朗誦者個人的風格進行探討。講授內容包括：（一）詩的朗誦；（二）散文的朗誦；（三）寓言的朗誦；（四）小說的朗誦；（五）古詩詞的朗誦；（六）戲劇作品的朗誦；（七）特殊的朗誦形式——造型朗誦；（八）特殊的朗誦形式朗誦劇；（九）作者、作品、個人朗誦風格的探討；（十）朗誦會。（限收十八人）。

1334. 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：一九八八年三月七日起每星期一下午六時四十五分至八時四十五分。

全期學費：四百四十五元。（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，及曾修讀普通話之證明。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：二月十五日。

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。

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please turn to page 187.**

Oriental Studies

Staff Tutors : Owen H. H. Wong, Telephone 5-8592788
Koon-ki T. Ho, Telephone 5-8592792

1340. Introduction to Chinese Folklore. Koon-ki T. Ho, B.A. (CUHK), A.M., Ph.D. (Ill.). *Thursdays, 10.15–11.45 a.m., starting March 3, 1988. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.*

Fee: \$165

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 discussed include myths, legends, medical concepts, spells, charms, festivals, superstitions, household pantheon, and customs dealing with initiation, marriage, death, and amusements. The lectures will be illustrated with slides and films.

1341. Hong Kong: Historical Development & Cultural Background since 1842. Kwan Lai-hung, M.A., Ph.D. (Lond.), M.B.I.M., A.M.I.T.D. *Wednesdays, 6.15–7.45 p.m., starting March 23, 1988. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 7 meetings plus 1 field trip.*

Fee: \$190

The remoulding of Hong Kong as the meeting point between the East and the West is significant, especially after the coming of the British in 1842. At the same time Chinese political, social and cultural influences are still dominating. To understand the background, the following topics will be dealt with: the Western impact on China through this territory as a point of contact and conflict; the three treaties and the making of a Colony; the founding of local institutions, religious, charitable, educational and others; the development of a unique cross-cultural place where the East meets the West; the Japanese occupation.

There will be one full-day field trip on a Sunday (travelling expenses to be borne by participants). *Enrolment is limited to 15.*

LITERATURE

1343. 文學創作研習班

(Creative Writing in Modern Chinese Literature)

主 講 人：吳呂南（乞靈）先生，B.A. (H.K.)（詩人，藝術行政工作者），
李韋玲女士（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：一九八八年三月七日起每星期一下午八時二十分至九時五十分。

全期學費：一百七十五元。（共十講）。

在文學的範疇裏，欣賞和創作是相輔相承的功夫。多讀名家篇章，當有助提高寫作能力。假如能夠親自執筆創作，自然更能體會「文章千古事，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，希望透過不斷的討論和練習，使學員之間可以互相交流寫作經驗，以達共同進步的目標。（限收十八人）。

1344. 文學家及其遺迹 (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28室（信德中心西翼九樓）。

時 間：一九八八年五月十日起每星期二下午六時至七時卅分。

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，甚至遺迹。本課程選擇我國古代傑出之文學家，介紹其生平、作品特色，甚至遺迹、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、桃江、汨羅）、杜甫（成都）、白居易（杭州、廬山、宜昌、龍門）、韓愈（潮州）、柳宗元（柳州）、蘇軾（宜昌、黃岡、杭州、惠州）、李清照（濟南）、辛棄疾（濟南、上饒、鉛山）、李白（濟寧）、蒲松齡（淄博）、曹植（東阿）、孔尚任（曲阜）。本期以李白、杜甫、白居易、蒲松齡、曹植、孔尚任為主。

1345. 日本短篇小說選讀 (Japanese Short Stories)

主 講 人：梁安玉小姐，B. A. (H. K.) M. A. (Tsukuba)。

地 點：香港大學校外課程部市區中心15室（信德中心西翼九樓）。

時 間：一九八八年四月廿三日起每星期六下午四時至五時卅分。

全期學費：一百一十五元。（共七講）。

日本最早的一篇創作性短篇小說出現於十世紀初期，其後陸續有很多短篇小說集面世；而直至明治維新之前，日本的短篇小說大部分都是很受一般人喜愛的通俗

小說，其中的原因，大概是由於不少作品是大眾耳熟能詳的說書故事；另外亦有很多是描述一般世態人情的故事，因而較易為大眾所接受。

明治之後，幾乎每位作家都有創作短篇小說；有日本文壇「鬼才」之稱的芥川龍之介，所有的作品全是短篇小說，其中的「羅生門」、「竹藪中」等更為中外人士所熟知；此外，諾貝爾文學獎得主——川端康成亦是短篇小說的名家，「伊豆舞娘」一作，可謂家傳戶曉；其他作家，如三島由紀夫、谷崎潤一郎、志賀直哉等，都有極為傑出的短篇作品。

本課程主要是對日本短篇小說的發展作一簡略介紹，然後集中研讀及分析上述幾位名家的短篇小說，從而一窺日本短篇小說的特色。

1346. 中國語文講座：文學概論 (Theories of Literature)

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：一九八八年三月七日起每星期一下午六時十五分至八時十五分。

全期學費：二百二十元。（共十一講）。

本課程旨在介紹有關文學理論的基礎知識；幫助學員認識文學原理，欣賞作品，並在從事文學教學時作為借鏡。課程內容包括文學的定義，文學的功用，文學與作家的關係，文學作品的內容和形式，主題思想，形象和典型，結構，情節和剪裁，文學語言的特點，人物描寫與環境描寫，文學作品的分類和特點等。講授時一般都引用實例來說明。（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，須於二月廿六日前報名）。

1347. 台灣女作家對婚外情與性觀念的描寫 (Taiwan Female Writers on Sex)

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：一九八八年三月十日起每星期四下午七時至九時。

全期學費：一百四十五元。（共八講）。

台北市不僅是台灣的政治、經濟、文化中心，也是一個越來越叫人刮目相看的現代化社會。由於社會風氣日趨開放，國民收入增加，教育水平提昇，使女性在各行業中迅速崛起，獨當一面；女性的社會地位亦大有改變。至於台北市的離婚率，近年已遠超香港。面對社會急劇轉變所帶來的問題，透過文學作品，深入探討九

十年代台灣女性之社會地位，並分析今日台灣對傳統婚姻、婚外情、性觀念、兩性關係等各方面的道德標準與價值判斷，最成功的是小說家李昂與廖輝英的小說，本課程亦就這兩位女作家的小說，去探討台灣社會與文學特殊的一面。

1348. 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：一九八八年五月五日起每星期四下午七時至九時。

全期學費：一百二十元。（共六講）。

無論中外，修辭學都是一門古老的學問，也都曾陷入繁瑣虛飾與做作的歧途。本課程採取自內至外，以動帶靜的方法，從開拓思路着手引入修辭的作用，分為六個專題：從觀察到紀錄；分析、比較與選擇；怎樣整理大批的材料；怎樣加強說服力；怎樣加強感染力；及怎樣發展創造力。本課程適合中學程度以上之青年參加。（限收二十四人）。

1349. 中國現代詩的詮釋及寫作（四）

(The Interpretation and Writing of Modern Chinese Poetry IV)

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：一九八八年三月五日起每星期六下午二時至三時三十分。

全期學費：二百七十五元。（共十六講）。

本課程自一九一八年起，至一九八六年止，在中國現代詩的發展過程中，選出若干在詩創作上已有成就的詩人底主要作品，作深入的詮釋；並輔導學員從事現代詩的寫作，將按月選送有份量的純文學刊物及報紙副刊發表。（如台北的創世紀詩刊、藍星詩刊、葡萄園詩刊、秋水詩刊、文壇月刊，以及聯合報副刊、中華日報副刊、中國時報副刊。香港的文學天地周刊、世界中國詩刊、文學家雙月刊、香港文學月刊等。）

在選講現代詩時，先詮釋：葉維廉、李春生、夏菁、瓊虹、流沙河、王憲陽、渡也、林綠、辛鬱、林冷、田間、雁翼、趙天儀、白荻、張志民、白樺、邵燕祥、李季、郭小川、聞捷、臧克家、沙汀、袁水拍等。

本課程主要為香港中學中文教師而設；但對中國現代詩有興趣者，歡迎參加。

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，須於二月廿四日前報名）。

1350. 中國文學史的教材與教法（現代部份）

(History of Chinese Literature: Teaching Materials and Methodology)

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：一九八八年三月四日起每星期五下午六時至七時三十分。

全期學費：二百八十五元。（共十六講）。

中國文學的發展，自《詩經》至八十年代的今日，已有數千年的歷史了。中間曾經出現過無數的文學類型，也產生過不少流派，要數中國文壇上有成就、有貢獻的作家和他們的主要作品，真可說是恆河沙數，根本難於作出一項正確的統計。

可是，在中國文學史上，文學家的出現，以及他們的作品底流傳，的確或多或少地影響過中國每一朝代的社會變遷的。

歷史，是人類生存與延續的軌跡，因而，認識、瞭解、分析、研究中國文學史，是發展與創新中國文學的一項最基本要素。

香港每年舉行的「中學會考」、「高等程度會考」和「高級程度會考」等三項公開試，在「中國語文」、「中國文學」，以及「中國語言及文學」的試卷中，都要涉及「中國文學史」的；因此，中學及預科的各級中文課程，都涵蓋了中國文學的全部發展過程。

至於在「中四」至「中七」各級的中文課程中，要怎樣選擇中國文學史上的教材，然後又用什麼方法運用史料來配合課文，教好「中文」呢？這就要我們的中文教師多做點工夫了。

本課程分「傳統」（自《詩經》至一九一六年）與「現代」（自一九一七年「文學革命」至一九八五年）兩部份講授，主要為香港中學中文教師而設，但對中國文學史的發展有興趣者，歡迎參加。

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，須於二月廿三日前報名）。

1351. 中國現代文學作家論（十三）

(An Introduction to Writers of Contemporary Chinese Literature XIII)

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：一九八八年三月四日起每星期五下午七時四十五分至九時十五分。

全期學費：二百七十五元。（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。本課程為第十三階段，就下列作家中選講十六人：

張默、司馬中原、鄭愁予、蘇雪林、陳紀滢、鍾雷、戴望舒、文曉村、向明、姜貴、巴金、李季、丁西林、豐子愷、上官予、田間、丁玲、俞平伯、趙樹理、劉賓雁、葉聖陶、白樺、陳白塵、王西彥、艾蕪等。

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，須於二月廿三日前報名）。

1352. 宋詞 (Sung Tzu)

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：一九八八年三月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）。

詞始於唐，而盛於宋，由小令中調而至慢詞，有豪放婉約兩派之分，名家輩出，佳作如林，鑄辭則字字穿珠，造意則層層剝繭，清麗細膩之中，索解較難。且詞有譜，不言作而言填，填詞概須依譜，句之構造，長短，及字之平仄，均有定律。詞有詞韻，亦與詩韻略異，皆非深入研究不可。主講者將就此提要鉤玄，細為闡介，俾與同好共研賞云。

1353. 宋詩選講 (Selected Sung Poetry)

主 講 人：陳本先生。

地 點：香港大會堂八樓南會議室。

時 間：一九八八年三月七日起每星期一下午七時至八時。

全期學費：一百二十五元。（共十二講）。

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

1354. 清代駢文八大家作品選講 (Selected Prose of the Ch'ing Period)

主 講 人：何叔惠先生。

地 點：香港大會堂八樓南會議室。

時 間：一九八八年三月七日起每星期一下午八時至九時。

全期學費：一百二十五元。（共十二講）。

道炳而有文章，辭立而生奇偶。駢文至清代而大盛，全椒吳鼎輯選袁枚、吳錫麒、劉星煒、邵齊燾、孔廣森、孫星衍、洪亮吉、曾燠八人作品為專集，禮堂法器。正始元音，昆玉麗珠，各萃所長，駢偶於焉大備。前期已介紹曾燠、洪亮吉、袁枚、邵齊燾四家，今續講劉星煒、孔廣森、孫星衍、吳錫麒四家。有志者盍興乎來。

1355. 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：一九八八年三月五日起每星期六下午四時十五分至五時四十五分。

全期學費：一百二十五元。（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，並舉各家及代表作為例，深入淺出，提供材料，方便更深入的進修。

1356. 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：一九八八年五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：一百五十五元。（共十講）。

實用文體，範圍甚廣，且寫作方法，與一般文體有異，為適應一般青年及各機構行政人員進修，內容將包括：寫作的基礎；題材、主題、佈局、表現方法；常用新聞體裁；短評；公函與商業信札；訪問紀要與會議紀錄；文評、影評與電影廣告；總結報告與調查報告；知識性小品文；對聯與應酬文體。此外兼述各類文體之源流、特點、結構、辭彙與寫作方法；並選授名作，以為示範，酌發講義，便於學習。

1357. 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：一九八八年三月三日起每星期四下午六時卅分至八時卅分。
全期學費：二百元。（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，須於二月廿三日前報名）。

1358. 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：一九八八年五月十二日起每星期四下午六時卅分至八時卅分。
全期學費：一百二十五元。（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，須於五月二日前報名）。

PHILOSOPHY

1359. 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：一九八八年三月九日起每星期三下午六時十五分至七時四十五分。

全期學費：一百六十五元。（共十二講）。

本期根據下列主題，介紹佛家義理：（一）佛陀行化度世的意義；（二）空與有的界說；（三）佛家的懺悔（並介紹中國各種懺悔本子）；（四）福慧雙修；（五）戒律與中國寺院叢林制度；（六）善財童子五十三參的積極精神。

1360. 佛經選講：入法界品（華嚴經） (Selected Buddhist Text)

主 講 人：葉文意女士。

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）。

時 間：一九八八年三月十六日起每星期一下午八時至九時卅分。

全期學費：一百六十五元。（共十一講）。

本期選講：「華嚴經之入法界品」，內容介紹佛教徒在修行、證果之歷程，及解脫道之趨向。以達到大自在終極理想。（限收二十人）。

1361. 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：一九八八年二月廿九日起每星期一下午七時至八時十五分。

全期學費：一百四十元。（共十二講）。

中國哲學，精深博大，對社會人生之實效價值，早已引起全球學者所重視。此課程不但適合哲理思想及義理文學之愛好者，且對一般人之生活修養及智慧啟發有助。講解深入淺出，寓高深於趣味，初學易懂。選講範圍：周易，孔孟荀，老莊，墨子，列子，惠施，公孫龍子，韓非子，呂不韋，董仲舒，王充，劉劭，劉勰，韓愈，柳宗元；周張劭，二程，朱熹，陸九淵，王陽明；王船山，顏習齋，戴震，章實齋，康有為，梁啟超，陳獨秀，李大釗，魯迅，胡適；及專題：先秦邏輯批判，中哲天命觀，批孔與儒法之爭，雜家與西方哲學折衷主義，先秦諸子比較，玄學，道教，佛學，陰陽五行、中國無神論，中國各期各派思想與中外文化交流。

1362. 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：一九八八年二月廿九日起每星期一下午八時三十分至十時。
全期學費：一百五十五元。（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1363及1364。

1363. 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：一九八八年三月八日起每星期二下午五時四十分至七時卅分。

全期學費：一百五十元。（共八講）。

1364. 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：一九八八年三月四日起每星期五下午五時四十分至六時五十分。

全期學費：一百五十元。（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1365及1366，每班限收二十四人。

截止報名日期：一九八八年五月十八日。

1365. 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：一九八八年五月廿八日起每星期六下午三時至六時。

全期學費：一百九十元。（共六講）。

1366. 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：一九八八年五月廿九日起每星期日下午三時至六時。

全期學費：一百九十元。（共六講）。

1367. 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：一九八八年三月一日起每星期二上午九時十五分至十一時十五分。

全期學費：二百三十五元。（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）。

1368. 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：一九八八年五月十七日起每星期二上午九時十五分至十一時十五分。

全期學費：二百三十五元。（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、着色兩部份。

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。

1369. 花鳥與山水畫 (Flowers & Birds in Landscape Painting)

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：一九八八年三月四日起每星期五下午六時卅分至八時。

全期學費：一百九十元。（共十二講）。

花鳥與山水畫有很緊密的連繫，樹石對花鳥來說，有如牡丹綠葉相得益彰，增加畫面的變化及美觀。講授對運筆、用墨、用紙（生熟）絹、設色等技法，並加畫史、畫理、寫生等。課程包括：梅、蘭、菊、竹、四時花卉、昆蟲、鳥類、金魚、蝦、蟹、水草、蔬菜等。而山水以樹、石（長短披麻皴斧劈皴、大小米點皴、鬼皮皴、潑墨皴）等等……輔助學員領會花鳥與山水畫的結合精華，每講臨場示範，欣賞及派發畫稿，歡迎有興趣人仕及曾修讀人物與山水畫課程的同學參加。（限收二十五人）。

1370. 花鳥山水畫深造班 (Flowers & Birds in Landscape Painting II)

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：一九八八年六月三日起每星期五下午六時卅分至八時。

全期學費：一百六十五元。（共七講）。

是花鳥與山水畫課程的延續，為相等程度及有興趣人仕而設，加強內容，深入研究，課程有紫藤、秋海棠、桃花、玫瑰、水仙、荷花、小鷄、麻雀等，配以四時樹、石、花鳥。着重造型、構圖、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。歡迎曾修讀人物與山水畫同學參加。（限收二十人）。

1371. 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：一九八八年二月廿九日起每星期一下午六時卅分至八時卅分。

全期學費：一百九十元。（共九講）。

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）。

1372. 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：一九八八年五月九日起每星期一下午六時三十分至八時三十分。

全期學費：一百八十五元。（共八講）。

本課程專供修業完畢初級山水國畫班之學員作深入山水國畫之技法研究，除簡略重溫習基本畫法外，更進一步研究山水國畫之技法如構圖，皴擦，運筆，用墨，染墨，染色，乾筆之蒼茫，濕筆之潤厚及乾濕筆之並用，點綫之美化等技巧及其效果，並示範如何達氣韻生動及氣勢磅礴之境界，更進一步研究瀑布及雲海之繪寫過程及技巧，亦根據學員之成績調節課程漸進入較高深之技法研討，更為愛好繪寫雲海及瀑布之學員作深入之講解及研究，理論與即席示範兼施。（限收二十人）。

1373. 山水國畫的基本寫法 (Chinese Landscape Painting)

主 講 人：陶灑先生（國立中山大學法學士）。

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）。

時 間：一九八八年二月廿六日起每星期五下午六時三十分至八時。

全期學費：二百五十元。（共十五講）。

本課程內容包括：（一）樹幹、樹枝、和樹木的穿插法；（二）樹葉的畫法：松葉、柳葉、竹葉、大混點、小混點、介字點、胡椒點；（三）山石的皴法，大間小法，小間大法；（四）山石的組合；（五）點苔法、直點、橫點、介字點、胡椒點；（六）水泉法、畫瀑布法；（七）畫細泉法、畫平泉法；（八）畫烟雲

法；(九)畫屋宇、亭台、樓閣橋樑法；(十)用筆、用墨、用色法；(十一)寫宣紙法；(十二)寫扇面法；(十三)臨摹；(十四)寫生；(十五)創作、及其他實習。

本課程綜合以上課題，使學員明瞭寫山水基本方法，並善用宣紙、扇面各法。每講必有欣賞、示範、修改作業。

1374. 國畫魚蝦蟹配景構圖設色技法 (Colouring & Composition in Chinese Painting)

主 講 人：徐達之先生。

地 點：香港大學鈕魯詩樓 229 室。

時 間：一九八八年三月十二日起每星期六下午二時四十分至四時十分。

全期學費：三百三十五元。（共二十講）。

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

1375. 中國書法藝術寫作與欣賞研習 (Appreciation 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：一九八八年三月十二日起每星期六下午四時廿分至五時五十分。

全期學費：三百三十五元。（共二十講）。

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

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

1376. 中國山水畫意境與水墨設色研習

(Chinese Landscape Painting: Expression & Colouring)

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：一九八八年三月十四日起每星期一下午七時至九時。

全期學費：三百三十五元。（共十五講）。

本課程特為有志研習現代山水畫新意境與水墨彩之新技法者而設。山水畫在中國藝術史上有悠久之歷史，自唐代以來即注重意境之描繪，唐王維所繪山水，人稱「畫中有詩」，即說明其山水畫蘊涵着詩情意境。歷經宋、元、明、清各代，山水畫意境既隨時代而不斷創新，用以表現意境之水墨彩技法，亦日新月異，本課程既以現代山水畫為研習對象。內容包括：（一）山水畫之傳統宗派；（二）山水畫之鈎勒皴擦、點染、設色傳統技法；（三）山水畫之現代新意境；（四）山水畫之水墨、設色新技法；（五）山水畫之寫生、寫意、抽象新技法；（六）渲染、潑墨、潑彩技法與畫具之運用；（七）紙、絹之選擇。每課分發講義。（限收二十五人）。

1377. 歷代名家書法藝術研習 (Eminent Chinese Calligraphers)

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：一九八八年三月十六日起每星期三下午七時至九時。

全期學費：三百三十五元。（共十五講）。

中國書法具有高度的藝術性，不但國人愛好，且為國際人士所欣賞，歷代書寫名家輩出，更有不少書法藝術墨蹟流傳於世，成為不朽的藝術傑作，並為後世研習書法藝術的典範。

本課程特為有志研習歷代名家書法藝術者而設，內容包括：（一）大篆石鼓文書法藝術；（二）小篆繆山碑書法藝術；（三）古隸書法藝術；（四）八分書法藝術；（五）魏碑書法藝術；（六）晉代名家書法藝術；（七）唐代名家書法藝術；（八）宋代名家書法藝術；（九）元代名家書法藝術；（十）明清名家書法藝術；（十一）每課印發講義與習作樣本；（十二）每課隨堂示範寫作技法，包括執筆、運筆、輕重緩急、起伏頓挫，用墨之濃淡乾濕，用水之多少份量，各類紙絹性能與寫作方法等，並批改習作。

本課程共講授三十小時，大篆、小篆，佔六小時，古隸、八分，佔六小時，魏晉名家六小時，唐宋名家六小時，元、明、清名家六小時。

凡曾選習書法課程、或有書法寫作興趣者，均可參加研習。（限收二十五人）。

1378. 從六法繪寫山水(二)

(Chinese Landscape Painting: the Six Approaches of Hsieh Ke [II])

主講人：李撫虹先生。

地點：香港銅鑼灣糖街1至5號銅鑼灣商業大廈503室。

時間：一九八八年三月十三日起每星期日下午三時至五時。

全期學費：三百八十五元。(共十五講)。

南齊謝赫的六法面世後，中國畫壇即以掀起薄海風從，引為千古不移之論。

本課程主講人經過仔細探索，認為美中不足，提出適當之補充，其所主持之前課，亦經道及。本課除繼續闡釋與示範外，並強調繪畫思想與實踐之關係，遂亦引起學員之興趣，作繼續之研習。至於講述上之安排，每講各有不同之結構，可合可分，故無論新舊學員，均皆適宜。

本課程以小組形式講授，故限收十六人，用先報名先取錄方式。

書法講座(一)教師班

(The Learning and Teaching of Chinese Calligraphy I)

本課程專為初學書法的教師而設，講授書法基礎知識。目標有二：(一)引起教師們對書法藝術的興趣，進而學習傳統書法的基本理論和實踐，以建立書學研習的基礎。(二)教師們在研習中，掌握了書法藝術學習上循序漸進的基本理論與方法，便可在學校教學中指導學生們進行學習。凡對書法藝術有興趣，而能撥出時間進行練習者，歡迎參加研習。

本期開設下列兩班，編號1379及1380，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，須於二月廿二日前報名)。

1379. 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：一九八八年三月二日起每星期三上午九時至十一時。

全期學費：四百五十元。(共十八講)。

1380. 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：一九八八年三月二日起每星期三下午三時至五時。

全期學費：四百五十元。(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1381及1382，每班限收二十人。

1381. 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：一九八八年三月四日起每星期五上午九時至十一時。

全期學費：四百五十元。(共十八講)。

1382. 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：一九八八年三月四日起每星期五下午三時至五時。

全期學費：四百五十元。(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1383及1384，每班限收十二人。

1383. 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：一九八八年三月七日起每星期一上午九時至十一時。

全期學費：四百六十五元。(共十四講)。

1384. 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：一九八八年三月七日起每星期一下午三時至五時。

全期學費：四百六十五元。(共十四講)。

1385. 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：一九八八年三月十一日起每星期五下午六時十五分至七時四十五分。

全期學費：一百八十五元。（共十二講）。

學習刻印，務使學印者在短期之內領悟刻印的方法，刻印的樂趣，盡量着重實踐，手法和刀法等技巧，使學印者對刻印的基本概念，有全面的認識；包括自製刻刀方法與自製印章錦匣等等。使學者認識到刻印會豐富人生，賞印亦是一種生活情趣。（限收二十八人）。

1386. 篆刻深造班 (Advanced Seal Engraving)

主講人：盧人俊先生。

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院24室（金巴利道入口）。

時間：一九八八年六月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：一百三十元。（共八講）。

深造班專為已完成篆刻初級班人士或有篆刻基礎和興趣繼續深造者而設。此深造班課程全面以篆刻示範，治印技巧。學員作業，導師改印，教與學均以實踐為主。復以刀法，手法，佈白等等為輔。務令學員刻印盡量領略方寸之間的篆刻藝術，讓學印者多嘗治印的樂趣。（限收二十二二人）。

1387. 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：一九八八年三月十二日起每星期六下午四時十五分至五時四十五分。

全期學費：一百八十五元。（共十二講）。

篆刻乃由文學、美術及雕刻三者結合而成的一種藝術，本課程對理論、篆刻技巧、印石種類等詳為講解，示範，印石實物介紹和說明。全期課程均以實踐為主，務使學印者在短期之內，深切領略篆刻方法，體驗自刻印章的樂趣。（限收二十八人）。

Philosophy

Staff Tutor : Koon-ki T. Ho, *Telephone* 5-8592787

1396. Moral Problems and Moral Philosophy. Mark Fisher, M.A. (Oxon.), Lecturer in Philosophy, University of Hong Kong. *Wednesdays, 6.30–8.00 p.m., starting March 23, 1988. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 10 meetings.* **Fee: \$180**

The course will be based on class discussion. It is hoped that students will do most of the talking. Each week they will be given a short handout introducing some philosophical question or problem area, related to moral questions of current interest, and asked to study it at home and think about the questions raised. In the class sessions discussion will be either general or in small groups. These are some of the questions that may be discussed: Has human life a meaning or purpose? How can we find out the best way to live? Can religion guide us? Can human nature be a guide? Can evolution show us which kinds of life are best for us? Could unselfishness pay? “I just *know* I’m right”— can our intuitions be a reliable guide to duty? Would fair voting system solve our moral problems? The Golden Rule (Do to others only what you are willing to have them do to you)— can we rely on reason as our moral guide? Are we free to choose and act, or are all our choices determined in advance?

1397. 哲學導論 (Introduction to Philosophy)

主 講 人：吳甦先生。

地 點：香港大學校外課程部市區中心17室（信德中心西翼九樓）。

時 間：一九八八年三月七日起每星期一下午八時至九時三十分。

全期學費：一百八十元。（共十二講）。

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

本課程既屬導論性質，將注重啓發批判性之思維模式，以問題為中心，培養哲學思辨。內容包括下列三部份：（一）知識論— 甚麼是知識，知識成立之根據，知識之成素與結構、知識之極限等問題；（二）形上學— 形上學之意義與可能性、本體論、宇宙論等問題；（三）價值論— 價值之根源、價值之相對性與絕對性、自由與道德等問題。

1398. 大思想家及最新思想方法
(Great Thinkers and New Thinking Methods)

主 講 人：鄭炯堅碩士。

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：一九八八年三月四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，初學易懂：（一）大思想家之特色；（二）現代大思想家最新思想分類與評價：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。

預 早 報 名 之 重 要

及早報名乃是使本部得知各界對種種課程反應之唯一途徑，如不及早報名則往往引致各該課程延期或取消。如有志修讀本部課程者，敬希從速將報名申請書寄回本部。

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 187 頁 。

Political Science

Staff Tutor : Koon-ki T. Ho, Telephone 5-8592792

1401. Hong Kong: the Government and Politics of 1997. Peter Harris, B.A. (Wales), B.Sc. (Econ.), Ph.D. (Lond.), D.Litt. (Natal), Professor and Head, Department of Political Science, University of Hong Kong. *Mondays, 6.15-7.45 p.m., starting February 8, 1988. Room 208, Run Run Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$100**

This course is designed for adult Hong Kong citizens who are concerned about the future of Hong Kong before and after 1997. From a perspective of political science, the course will critically review major themes centred on the government and politics of Hong Kong in relation to the 1997 issue. Classes will be conducted in lecture form as well as class discussions and will cover the following topics: definition of Hong Kong in relation to Britain and China; the political culture of Hong Kong; the Sino-British Agreement 1984; Evolution: Analysis: Evaluation; the Notion of Sovereignty (China's willingness to concede rights to Hong Kong, issues of nationality, politics and communist theory). One Country, Two Systems: Myth or Miracle? Internal Autonomy: Green Paper and White Paper on Representative Government, and its contradictions where applicable to the concept of a 'Basic Law'.

Note: Participants are expected to obtain beforehand:

1. Sino-British Joint Agreement (September 1984).
2. White Paper on Representative Government (1984).
3. Green Paper: The 1987 Review of Developments in Representative Government (May 1987)
4. White Paper on above.

Please notice also that this course is *not* appropriate for secondary school or university students as a supplement to school work.

Enrolment is limited to 35.

1402. 「基本法」與香港前途研討會 (Seminar on Basic Law and the Future of Hong Kong)

主 講 人：李偉傑先生（太平山學會），
張炳良先生（城市理工學院），
陳文敏先生（香港大學法律系），
何俊仁律師。

地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）。

時 間：一九八八年五月廿一日起每星期六下午二時卅分至五時。

全期學費：三十元。（共二講）。

「基本法」的討論稿將於八八年四月第七次草委全體大會後公開發表。這個影響香港前途的「基本法」是每個香港人都有責任和義務去認識的。在中英聯合聲

明的基礎上，香港人十分有興趣從「基本法」的條文中找出下列問題的答案：九七年後中港關係究竟如何？「高度自治」與「港人治港」的承諾可否實現？九七年後香港會採用甚麼政制模式？立法機關和行政長官如何產生？港人現時享受的權利是否受到保障？「基本法」與香港現行法律及中國憲法的關係如何？

本部定於八八年「基本法」的討論稿發表後舉辦一個研討會，根據「基本法」的討論稿探討上述問題，內容分為四個部份：（一）「基本法」顯示的中港關係；（二）「基本法」與香港政制；（三）「基本法」與港人的權利；（四）「基本法」與香港現行法律及法制。歡迎有興趣人士參加。

1403. 中國政府與政治 (Chinese Government and Politics)

主 講 人：林道超先生，B. Soc. Sci. (CUHK)，

楊小輝先生，B. A. (Southern China Normal)。

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：一九八八年三月一日起每星期二下午八時十分至九時四十分。

全期學費：一百八十五元。（共十講）。

隨着香港與中國的關係日益密切，越來越多人希望了解中國的發展。要了解中國的發展，必須認識中國的政治制度。

本課程旨在提供中國政治的基本知識，內容分為兩部份。第一部份介紹中國主要的政治制度和政治架構的特徵，並集中討論黨、政組織和黨政關係；軍隊的政治影響力；中國民間政治組織等。第二部份探討中國政治發展的基本問題，包括社會主義在中國出現的歷史背景和它帶來的一系列問題；民主政治的難產；政治掛帥和政治控制的關係；決策理論的假設與現實等。歡迎對中國問題有興趣人士參加。

1404. 台灣問題與中美關係 (The Taiwan Issue and Sino-American Relations)

主 講 人：朱港財先生，B. A. (Nat. Chengchi)，M. A. (York)。

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：一九八八年四月廿八日起每星期四下午六時至七時卅分。

全期學費：一百八十五元。（共十講）。

儘管中國領導人一再強調台灣問題是發展中美關係最大的障礙，可是從中國國家利益的角度來看，中蘇及美蘇關係的轉變才是影響中美關係正常發展的首要因素。

本課程將從中國在現今國際政壇的地位和她對國際權力均勢的影響這兩方面去分析中美關係正常化的各種問題。內容包括：（一）台灣問題的由來；（二）五十年代中美、中蘇的關係及二次金門炮戰的原因；（三）六十年代末及七十年代初中國對美國外交政策的轉變；（四）七十年代中美加強在亞洲的戰略合作對國際權

力均勢的影響；(五)美國在中國四個現代化運動中所能扮演的角色；(六)一國兩制在台灣推行的可行性與它對中美關係的影響。

講者亦擬在課程末段討論中國對台灣的政策及海峽兩岸統一的可能性。歡迎對近代中國及台灣有興趣的人士參加。

1405. 社會主義政治制度 (Socialist Political Systems)

主 講 人：林道超先生，B. Soc. Sci. (CUHK)。

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：一九八八年五月十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。(共十講)。

自俄國十月革命成功以來，社會主義迅速在世界各地蔓延及生長。如果能夠具備多一點關於社會主義制度的知識，對我們了解國際事務肯定大有幫助。

本課程旨在指導學員從一個較宏觀的角度去了解社會主義政治制度的發展和它面對的問題。同時希望透過討論社會主義政治制度，使學員更加認識到社會主義政治制度的特徵。課程內容分為下面三個部份：(一)社會主義與現代化政治；(二)社會主義政治制度與其他政治制度的比較(包括基本概念、政治結構及政治過程等方面)；(三)現代化對社會主義國家的政治發展的沖擊和影響。

1406. 國際關係分析的理論與實踐

(Analysis of International Relations: Theory and Practice)

主 講 人：鄧特抗先生，B. A. (H. K.), M. Phil. (Cantab.), Ph. D. (Lond.)。

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：一九八八年五月五日起每星期四下午八時零五分至九時三十五分。

全期學費：一百八十五元。(共十講)。

今日香港是一個重要的國際金融中心，世界大事與她的政治及經濟發展息息相關。但國際事務微妙而複雜，國際關係千變萬化，究竟應該如何分析和研究？

本課程將提供一套有效的入門方法，幫助學員分析國際時事和各國的外交政策。除介紹有關的基本理論外，並會輔以實例來解釋和說明。內容包括：(一)國際關係的理論與國際新聞；(二)國際關係的理論研究：權力政治論、相互依賴論、中心外圍論；(三)外交政策的分析方法；(四)個案研究：中國、英國、蘇聯、美國的外交政策；(五)國際政治的回顧與展望。

公眾一般都是透過新聞媒介來認識國際事務的，因此講者亦會討論國際新聞與國際政治的關係。本課程適合對國際事務有興趣的人士參加，而對新聞從業員尤有幫助。

1407. 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：一九八八年三月一日起每星期二下午七時四十五分至九時十五分。

全期學費：二百元。（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。

太 古 城 校 外 課 程

1261. 廣告設計實用技巧

1299. 中級音樂理論

1300. 視唱練習

1376. 中國山水畫意境與水墨設色研習

1377. 歷代名家書法藝術研習

Psychology

Staff Tutor : Mrs. Y. L. Cheng, Telephone 5-8592787

1411. An Appreciation of Psychology. Mak Yung-sang, B.A. (Psychology), Cert.Ed. *Fridays, 6.15–7.45 p.m., starting February 26, 1988. Room 208, Run Run Shaw Building, University of Hong Kong. 10 meetings. Fee: \$185*

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.

1412. A-Level Psychology. Mak Yung-sang, B.A. (Psychology), Cert.Ed. *Fridays, 7.50–9.50 p.m., and Saturdays, 2.30–4.30 p.m., starting February 5, 1988. Lectures on Fridays in Room 208, Run Run Shaw Building, on Saturdays in Room 206 Run Run Shaw Building, University of Hong Kong. 12 meetings. Fee: \$310*

The main objectives of this course are: (a) to foster interest of participants in psychology; (b) to develop critical and analytical frame of mind; (c) to develop skills in presentation of psychological knowledge and (d) to apply psychological knowledge in Hong Kong situation and everyday life.

This will be an intensive course which aims at facilitating participants who will be sitting for the Hong Kong Advanced Level Examination.

1413. 性格的透視與發展 (Understanding and Developing Personality)

主 講 人：湯國鈞先生（臨床心理學碩士）。

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。

時 間：一九八八年二月二十三日起每星期二下午八時至九時三十分。

全期學費：二百四十元。（共十二講）。

每個人的思想、情緒、行為、人際關係等各方面都很受他的性格所影響，大多數人都會受某些性格所限而未能將本身的潛能充份的發揮。況且現代人生活緊張，精神壓力大，如果本身的性格不健全；或者不了解自己性格的特點，便很容易產生身體或心理方面的毛病，例如胃潰瘍、心臟病、神經緊張、抑鬱症等。另一方面，了解自己及別人的獨特性格，加以接納、欣賞、改善和發揮，將會是一個莫大的寶藏，不單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。（限收三十人。）

1414. 引導兒童觀察和學習自然科學 (Encouraging Scientific Observation in the Young)

主 講 人：羅婉華小姐。

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：一九八八年四月八日起每星期五下午六時至七時三十分。

全期學費：一百五十元。（共八講）。

兒童對周圍的事物都具有好奇心，家長和老師都可以藉此啟發他們對自然科學的興趣和吸收一些科學知識，本課程是特別為家長，幼兒工作者及小學教師而設，透過下列分題，介紹一些基本理論和方法給予學員參考，從而幫助三至十二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。

1415. 心理學導論（二） (Introductory Psychology II)

主 講 人：黃世強碩士。

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。

時 間：一九八八年二月二十三日起每星期二下午六時至七時三十分。

全期學費：一百八十元。（共十二講）。

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

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

曾修讀心理學導論（一）者得優先取錄。

1416. 引導兒童學習語文

(Chinese Language Experiences for Young Children)

主 講 人：楊雪貞小姐。

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：一九八八年二月五日起每星期五下午六時至七時三十分。

全期學費：一百二十元。（共六講）。

近年來社會人士十分關注本港學生的語文水平，事實上語文的學習，有賴良好的根基。本課程的目的是探索如何引導三歲至八歲的兒童去學習語文，培養他們的語文基礎，歡迎家長及教師參加，並提出實例研討。

課程內容包括：（一）語文概論：語言和文字的相互關係；語文的學習進程；（二）語言教學：語言能力和認知能力的發展；教材、教具和教法；（三）文字教學：甲）讀 — 讀前準備，字詞句章的學習，閱讀的興趣和習慣；乙）寫 — 寫前準備，書寫技巧，寫作練習。（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，須於一月二十五日前報名）。

預 早 報 名 之 重 要

及早報名乃是使本部得知各界對種種課程反應之唯一途徑，如不及早報名則往往引致各該課程延期或取消。如有志修讀本部課程者，敬希從速將報名申請書寄回本部。

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 187 頁 。

Science & Mathematics

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

1421. Calculus of one variable and vector quantities. 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. *Fridays, 6.00–8.00 p.m., starting February 5, 1988. Room 722, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$320**

This course introduces the concept and methods of calculus and can be regarded as a preparatory foundation course for the study of other higher level mathematics and science courses. The course is expected to be of use to candidates preparing for public examinations in mathematics. Topics to be discussed include: limits; differential calculus; integral calculus; vector calculus; and application of the above mentioned. Participants are expected to have mathematical knowledge at Form 5 level. Lectures will be conducted in English and supplemented with Cantonese. *Closing date for applications: January 29, 1988.*

1422. Calculus of several variables and Matrix. 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. *Fridays, 8.10–9.40 p.m., starting February 5, 1988. Room 722, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$260**

This course is a continuation of the course “Calculus of one variable and vector quantities” and provides a discussion of mathematical techniques that are requisites for higher level mathematical and science courses. Topics to be discussed include: matrix, partial differentiation of several variables, gradient, curl, multiple integrals, line integrals, surface integrals, divergence theorem, Stokes’ theorem, and application of all of the above. Private candidates who are preparing for examinations may find this course useful. *Lectures will be conducted in English and supplemented with Cantonese. Closing date for applications: January 29, 1988.*

1423. Elementary Statistics I: Probabilities. 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. *Thursdays, 7.15–9.45 p.m., starting February 25, 1988. Room 101, Runme Shaw Building, University of Hong Kong. 7 meetings.* **Fee: \$320**

This course is designed to give an introduction of the basic concepts of probabilities and their applications. It is suitable for researchers in science, social science and business. Candidates preparing for various professional examinations should also find this course relevant to their studies. Topics to be discussed include: permutation and combination; probabilities and probability distributions; different types of distributions including the binomial, Poisson, hypergeometric, negative binomial, normal, exponential, gamma, beta, Student’s t- and chi-square; mathematical expectation; conditional and marginal distributions; moment generating function, probability generating function and their properties. Participants with a knowledge of elementary calculus are preferred. *Lectures will be conducted in English and supplemented with Cantonese. Closing date for applications: February 15, 1988.*

1424. Elementary Statistics II: Methods. 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. *Thursdays, 7.15–9.45 p.m., starting April 21, 1988. Room 101, Runme Shaw Building, University of Hong Kong. 7 meetings.* **Fee: \$320**

This course is a continuation of Elementary Statistics I and the topics to be discussed include: types of data; presentation of data; frequency distribution, histogram, frequency polygon; measure of central tendency—mean, mode, median; measure of dispersion—range, variance; sampling distribution; point and interval estimation; hypothesis testing and linear regression. Participants with a background of the concepts of probabilities are preferred. *Lectures will be conducted in English and supplemented with Cantonese. Closing date for applications: April 14, 1988.*

1425. Applied Mathematics for Management Science and Economics II. U. von Hehn, Dr.rer.nat. (Tübingen, W. Germany). *Thursdays, 7.00–9.00 p.m., starting March 3, 1988. Room 722, Knowles Building, University of Hong Kong. 8 meetings.* **Fee: \$300**

This is a follow-up course of the basic “Applied Mathematics for Management Science and Economics I” offered in Autumn 1987. Topics to be discussed include: limits, continuity, differential calculus and integral calculus.

As in the first course emphasis will be put not only on the mere training of mathematical techniques and their explanation and derivation, but also on the ability to use these techniques in an economic context. The course should help participants to come to a better understanding of how mathematical methods can be used in analysing and interpreting some economic problems.

Participants are expected to have mathematical knowledge at Form 5 level.

1426. Some Famous Problems and People in the History of Mathematics. U. von Hehn, Dr.rer.nat. (Tübingen, W. Germany). *Thursdays, 7.00–8.30 p.m., starting May 19, 1988. Room 722, Knowles Building, University of Hong Kong. 5 meetings.* **Fee: \$160**

This short course is designed for laypeople who are interested in learning something about when and how new mathematical ideas developed.

Topics to be discussed are: What is irrational about π ?—a short account of the history of numbers and number systems; Euclid or the strive for abstraction—a look at geometry; Catching the fugitive moment—Newton, Leibniz and the differential calculus; Predicting the unpredictable—the rise of statistics; Does the barber shave himself?—Cantor, Frege and the search for certainty.

Technical mathematics will be kept to the necessary minimum, but a working knowledge of Form 5 level mathematics is desirable.

1427. Catastrophe (The Theory of Sudden Change) & its Applications in Biology, Economics and Engineering. 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. *Fridays, 7.00–9.00 p.m., starting May 6, 1988. Room 722, Knowles Building, University of Hong Kong. 4 meetings.* **Fee: \$160**

Catastrophe is a new mathematical method for describing the evolution of forms in nature. It is particularly applicable where gradually changing forces produce "sudden effects." The theory finds many applications in physical science e.g. primary and secondary waves in tissue differentiation and embryology. Other examples of application in the social sciences are stock market collapse and human emotional collapse. The aim of this course is to present the lectures in such a way that participants with a working knowledge of calculus can appreciate the beauty and applicability of this apparently difficult topic. *Lectures will be conducted in English and supplemented with Cantonese.*

1428. Topology for the Layman. 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. *Fridays, 6.15-8.15 p.m., starting June 3, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings. Fee: \$220*

Nowadays topology is a fundamental branch of mathematics and is one of the most rapidly expanding areas of mathematical thought. It has strong interactions with other branches of mathematics, and in particular with modern algebra, algebraic geometry, functional analysis and the theory of partial differential equations. Unfortunately many texts or courses in topology plunge immediately into a formalized and entirely abstract presentation of topological concepts, it is thus difficult for a student to appreciate the beauty of the subject. This course will adopt a more intuitive and leisurely approach, thus making it easier for non-mathematicians to grasp the essence of the subject.

The subject will be treated geometrically as far as possible and the practical aspects will always be emphasized. In fact, participants will eventually find that many of the ideas are beautiful, interesting and relevant to everyday life. Mathematics teachers advising extracurricular activity groups may find this course inspiring and helpful.

Participants are expected to have a knowledge of mathematics of Form 5-6 level. *Lectures will be conducted in English and supplemented with Cantonese. Closing date for applications: May 27, 1988.*

1429. 抽樣統計調查 (Sample Surveys)

主 講 人：由香港統計學會會員擔任。

地 點：香港大學厲樹雄科學館G 4室。

時 間：一九八八年二月一日起每星期一下午六時至七時五十分。（二月十五日除外）。

全期學費：四百元。（共十二講）。

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

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

本課程深入淺出，學員無須具備統計學的訓練。

1430. 帕金森氏疾病及腦腫瘤的介紹 (Parkinson's Disease & Brain Tumour)

主 講 人：胡健維醫生（香港大學醫學院內科系講師）。

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：一九八八年三月四日起每星期五下午八時十分至九時四十分。

全期學費：九十元。（共四講）。

本課程的目的是幫助各學員認識帕金森氏疾病及腦腫瘤這兩種腦科的疾病。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。

1431. 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：一九八八年二月廿六日起每星期五下午六時三十分至八時。

全期學費：一百一十元。（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。

1432. 天文學入門 (Introduction to Astronomy)

主 講 人：李偉才先生，B.Sc. (H.K.)、黃衍藩先生。

地 點：香港大學校外課程部市區中心11室（信德中心西翼九樓）。

時 間：一九八八年二月八日起每星期一下午八時至九時四十五分。

全期學費：一百八十元。（共八講）。

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

鑑於自香港太空館於七年多前成立以來，香港市民對天上的日、月、星辰漸感興趣，本課程藉此向愛好天文學的人士提供一個較系統性的系列專題講座。

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

1433. 天文觀測技術 (Observational Techniques in Astronomy)

主 講 人：黃衍藩先生、李偉才先生，B. Sc. (H. K.)。

地 點：香港大學衞魯詩樓734室。

時 間：一九八八年二月十二日起每星期五下午八時十五分至九時四十五分。

全期學費：二百二十元。（共十二講）。

自然宇宙間有很多有趣的天象，如月蝕、日蝕的發生，流星雨的出現，新星的爆發等都十分值得我們欣賞。在欣賞之餘，我們還可以對這些天象或天體進行觀測研究。

本課程將由淺入深，從怎樣使用星圖及望遠鏡開始，介紹觀測太陽、月球、日蝕、月蝕、行星、流星、掩星、彗星、雙星、變星、新星、星雲、星團及星系等天體及天象的方法與技術。

本課程除講座外，在天氣許可之下，還會安排一次郊外宿營實習（自費）。歡迎有中學程度及對天文學已有初步認識的人士參加。

1434. 趣味氣象學 (Understanding Meteorology)

主 講 人：梁榮武先生、呂友樂先生、潘海濤先生。

地 點：香港大學校外課程部市區中心11室（信德中心西翼九樓）。

時 間：一九八八年二月八日起每星期一下午六時十分至七時五十分。

全期學費：二百元。（共十講）。

人類的衣食住行都有極大程度上受天氣或氣候變化的影響，本課程將着重介紹多年來氣象學的發展；大氣層的結構；各種天氣現象；及災害性天氣的成因，亦會同時提及觀天識氣及應用氣象學等。通過這個課程，大家不單只會對於氣象學加深認識，同時亦會進一步瞭解本港在天氣預報方面所提供的服務，從而可以充份利用香港天文台所發出的天氣預測及警告，來幫助大家對戶外活動或家居安全作出適當的安排。除了課室講授外，本課程還會安排參觀香港天文台，以便各學員有更深入的瞭解。

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)

1436. 侯傑泰碩士與沃為源先生主講。

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：一九八八年二月廿七日起每星期六下午二時至五時。

全期學費：一千一百元。（共十二講）。

1437. 侯傑泰碩士與沃為源先生主講。

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：一九八八年二月廿九日起每星期一下午六時至九時。

全期學費：一千一百元。（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，須於二月十三日前報名）。

1438. 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：香港大學紐魯詩樓230室。

時間：一九八八年二月廿七日起每星期六下午二時三十分至四時三十分。

全期學費：三百元。（共十講）。

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。

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。

1439. Microcomputer Programming for Beginners. W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., Computer Officer, University of Hong Kong. *Lectures on Mondays, 6.30–8.30 p.m., starting February 29, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 9 meetings. Fee: \$360*

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

1440. Microcomputer Programming for Beginners. W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., Computer Officer, University of Hong Kong. *Lectures on Mondays, 6.30–8.30 p.m., starting May 16, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 9 meetings. Fee: \$360*
See entry for Course No. 1439.

1441. Microcomputer Programming for Beginners (With Workshops). W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., Computer Officer, University of Hong Kong. *Lectures on Mondays, 6.30–8.30 p.m., starting February 29, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops in Room 136, Knowles Building, University of Hong Kong. 9 lecture meetings and 6 workshop meetings.*

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

- (a) *Wednesdays, 6.30–8.30 p.m., Mar. 9, 23, 30, Apr. 6, 12, 20, 88.*
- (b) *Fridays, 6.30–8.30 p.m., Mar. 11, 18, 25, Apr. 8, 15, 22, 88.*

Fee: \$700 (Please indicate the preferred workshop on enrolment form).

See entry for Course No. 1439. Enrolment is limited to 24 students.

1442. Microcomputer Programming For Beginners (With Workshops). W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), M.A.C.M., Computer Officer, University of Hong Kong. *Lectures on Mondays, 6.30–8.30 p.m., starting May 16, 1988. Lectures in Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops in Room 136, Knowles Building, University of Hong Kong. 9 lecture meetings and 6 workshop meetings.*

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

- (a) *Wednesdays, 6.30–8.30 p.m., May 25, June 1, 8, 15, 22, 29, 88.*
- (b) *Fridays, 6.30–8.30 p.m., May 27, June 3, 10, 17, 24, July 1, 88.*

Fee: \$700 (Please indicate the preferred workshop on enrolment form).

See entry for Course No. 1439. Enrolment is limited to 24 students.

1443. Basic Principles of Computer Systems. S. Y. Leung, B.Sc., M.Phil. (H.K.), M.B.C.S., Computer Officer, University of Hong Kong; K. H. Leung, B.C.S. (Windsor), M.B.C.S., Computer Officer, University of Hong Kong and

M. Y. Y. Ng, B.Sc. (La Trobe), Assistant Computer Officer, University of Hong Kong. *Mondays, 6.30–8.45 p.m., starting February 22, 1988. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings.* **Fee: \$340**

This course aims to provide an explanation of how computer systems operate. It is designed for people who have no previous knowledge of computers and is specially suitable for people thinking of taking up data processing as a career, as well as those employees whose work involves contact with computer systems. It may be considered as a preliminary to the 'Certificate Course in Digital Computer Programming'.

The syllabus will include: the structure of a computer; input; storage; processing; control; output; data representation; binary arithmetic; algorithm; flowcharting; computer programming language; the nature of data processing systems; storage units; input/output units; method of processing.

1444. Basic Principles of Computer Systems. S. Y. Leung, B.Sc., M.Phil. (H.K.), M.B.C.S., Computer Officer, University of Hong Kong, K. H. Leung, B.C.S. (Windsor), M.B.C.S., Computer Officer, University of Hong Kong and M. Y. Y. Ng, B.Sc. (La Trobe), Assistant Computer Officer, University of Hong Kong. *Thursdays, 7.15–9.30 p.m., starting February 25, 1988. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$340**

See entry for Course No. 1443, but please note that all discussions will be conducted in Cantonese.

1445. Basic Principles of Computer Systems. S. Y. Leung, B.Sc., M.Phil. (H.K.), M.B.C.S., Computer Officer, University of Hong Kong; K. H. Leung, B.C.S. (Windsor), M.B.C.S., Computer Officer, University of Hong Kong and M. Y. Y. Ng, B.Sc. (La Trobe), Assistant Computer Officer, University of Hong Kong. *Fridays, 6.15–8.30 p.m., starting February 26, 1988. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings.* **Fee: \$340**

See entry for Course No. 1443, but please note that all discussions will be conducted in Cantonese.

1446. Fundamentals of Computer Systems and Data Processing. C. W. Liu, B.Sc. (H.K.) and Others. *Mondays and Thursdays 6.30–8.30 p.m., starting February 8, 1988. Monday lectures in Room 103, University Main Building, and Thursday lectures in Room 209, Run Run Shaw Building, University of Hong Kong. 37 meetings.* **Fee: \$600**

The syllabus will include: basic components of a computer; stored-programme computer; systems software; logic operators; hardware concepts; concepts of input/output device control; concepts of files; data structures; data processing concepts; life cycle of a project, including feasibility study, systems analysis, design specification, development, documentation, turnover and project control; sorting techniques; appreciation of programming languages; numerical methods, simple statistics; modelling and simulation.

It will be very helpful to those who are preparing to sit for the Part I Examination of the British Computer Society, as this course covers most of the syllabus of the Part I General Papers. Applicants must have knowledge of at least one high level programming language such as FORTRAN, COBOL etc. They should have passed 5 subjects including English and Mathematics in the Hong Kong Certificate of Education Examination or equivalent.

Enrolment is limited to 35 persons. Applicants must enclose photostat copies of appropriate certificates along with their application forms.

1447. Introduction to Computer Organisation. Lai Chee-yan, B.Sc. (H.K.), M.Sc. (Tech.) (Manc.), Cert.Ed., M.B.C.S., M.I.E.E.E. *Mondays, 7.00–9.00 p.m., starting February 22, 1988. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$420**

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

Topics will include: Concept of a stored-program computer; input and output; binary, octal and hexadecimal notations; truth tables. Sequential logic; storage and transmission of data; database, computer networks; principles and implementation of instruction codes. Microprogramming; high and low level programming languages; methods of addressing the memory; operating system and multiprogramming; characteristics and performance of contemporary computer equipment; computer security and reliability; information technology, artificial intelligence, and future development trends.

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

1448. Information Processing Through COBOL. T. Y. Chen, (Tutor-in-charge), B.Sc., M.Phil. (H.K.), M.Sc. (Lond.), Ph.D. (Melbourne), D.I.C., M.B.C.S., Senior Lecturer in Computer Studies, University of Hong Kong. *Lectures on Mondays, 6.30–9.00 p.m., starting March 7, 1988. Room 104, James Hsiung Lee Building, University of Hong Kong. Computer workshops on Wednesdays, 6.00–10.00 p.m., starting April 20, 1988. Room 103, University Main Building. 15 lecture meetings and 18 workshop meetings, twice weekly.*

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

This course aims to provide a thorough training in COBOL, the most commonly used language in commercial applications, to study methods of organizing information on secondary storage devices, and to learn the techniques of accessing this information in an efficient manner. Applicants should have at least completed secondary school education. Students are expected to do a certain amount of home work in their own time.

The syllabus will include basic concepts of computer system, problem solving and programming techniques, COBOL features, COBOL programming, secondary storage devices and their characteristics, file structures, file processing concepts and techniques. *Enrolment is limited to 54 students.*

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

Advanced Programming Using C

1449. Lectures on Mondays, 7.00–9.00 p.m., starting May 30, 1988. Room 209, Run Run Shaw Building, University of Hong Kong. Workshops on Tuesdays, 7.00–10.00 p.m., starting June 14, 1988. Room 113, Run Run Shaw Building, University of Hong Kong. 12 lecture meetings and 10 workshop meetings.

1450. Lectures on Mondays, 7.00–9.00 p.m., starting May 30, 1988. Room 209, Run Run Shaw Building, University of Hong Kong. Workshops on Fridays, 7.00–10.00 p.m., starting June 17, 1988. Room 113, Run Run Shaw Building, University of Hong Kong. 12 lecture meetings and 10 workshop meetings.

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

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

Fee: \$1,200 (including computer time).

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

Entry Requirement: Knowledge of at least one programming language.

Syllabus: Introduction and a quick overview of C; a short introduction to UNIX, with emphasis on the C development environment; simple I/O; basic data types, operators and expressions; control constructs; functions and program structures; advanced data types; advanced I/O, operating system interfaces programming style and techniques; structured programming issues; efficiency considerations; and real life applications and examples.

Enrolment for each course is limited to 15 students.

1451. Mastering UNIX. Professor P. C. Poole, Chairman of the Department of Computer Science, University of Melbourne. 9.30 a.m.–5.00 p.m., on January 26 & 27, 1988. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower 9/F. **Fee: \$80**

This is a 2-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.

This 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
 8. Commercial UNIX

Resume 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.

Certificate Course in Microcomputer Applications

1452. Lectures on Tuesdays, 6.30–9.00 p.m., starting March 1, 1988. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Mondays, 6.00–10.00 p.m., starting March 28, 1988. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 20 Lecture meetings and 30 workshop meetings (workshop meetings consisting of computer, tutorial and discussion sessions).

1453. Lectures on Tuesdays, 6.30–9.00 p.m., starting March 1, 1988. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Saturdays 1.00–5.00 p.m., starting April 9, 1988. Room G4, James Hsioung Lee Science 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, Computer Officer, University of Hong Kong.

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

W. H. Tang, Senior 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 : February 13, 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

1454. Lectures on Wednesdays, 6.30–9.00 p.m., starting March 2, 1988. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Thursdays, 6.00–10.00 p.m., starting April 7, 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).

1455. Lectures on Wednesdays, 6.30–9.00 p.m., starting March 2, 1988. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Fridays, 6.00–10.00 p.m., starting April 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).

1456. Lectures on Thursdays, 6.30–9.00 p.m., starting March 3, 1988, Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Tuesdays, 6.00–10.00 p.m., starting April 12, 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).

1457. Lectures on Thursdays, 6.30–9.00 p.m., starting March 3, 1988. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Wednesdays, 6.00–10.00 p.m., starting April 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).

Tutors: F. T. Chan, 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.

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

Fee: \$1,900 (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 : February 6, 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.

Advanced Certificate Course in Digital Computer Programming.

1458. *Lectures on Fridays, 6.30-9.00 p.m., starting March 4, 1988. Room 223, Knowles Building, University of Hong Kong. Computer Workshops on Mondays, 6.00-10.00 p.m., starting March 28, 1988. Room 102, James Hsioung Lee Science 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, Computer Officer, University of Hong Kong.
W. Y. Ho, Computer Officer, University of Hong Kong.
M. S. Luk, Senior Computer Officer, University of Hong Kong.
W. H. Tang, Senior Computer Officer, University of Hong Kong.

Fee: \$2,200 (including computer time).

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

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

An examination will be conducted at the end of the Course. The award of an extra-mural certificate is conditional on passing the written examination, completing the projects and attending at least 75% of the lectures and computer workshops. Students are expected to do a certain amount of work in their own time and are advised not to take any other public examination in the same year.

Syllabus:

PASCAL

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

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

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

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

Assignments:

Ample computer time will be provided for exercises and assignments.

Closing date for applications: February 6, 1988.

Enrolment is limited to 54 students.

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the Department. Applications which are not accompanied by relevant documents will not be considered.

University Certificate Course in Software Engineering

The Department of Extra-Mural Studies will offer the University Certificate Course in Software Engineering in October, 1988. Those interested should write to Miss A. Ho, Department of Extra-Mural Studies, University of Hong Kong.

Certificate Course in Information Technology

The Department of Extra-Mural Studies will offer the Certificate Course in Information Technology in Mid-1988. Those interested should write to Miss A. Ho, Department of Extra-Mural Studies, University of Hong Kong.

中文電腦證書課程

索取章程及報名表格。請函香港大學校外課程部，何小姐。

Biomedical & Health Science

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

1471. Current Drug Therapy. Stephen W. C. Tang, B.Sc.Pharm. (Oregon). *Fridays, 6.15-7.45 p.m., starting February 26, 1988. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$210**

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

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

1472. Short Course in Geriatric Medicine. Leung Man-fuk, M.B.,B.S. (H.K.), M.R.C.P. (U.K.) (Tutor-in-charge) and Members of Hong Kong Geriatric Society. *Thursdays, 7.45-9.15 p.m., starting March 3, 1988. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.*

Fee: \$370

With the rapid increase in elderly population in Hong Kong, there has been much increase in the 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 elderlies.

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 community. The course will consist of lectures on the following topics: introduction to Geriatric Medicine, non-specific presentation of illness, nutrition, drug therapy, confusion, dementia, common diseases in elderly such as neurological disorders, stroke, cardiovascular, respiratory and joint diseases, incontinence, falls and accidents, role of day hospitals and social services for elderlies in Hong Kong.

This course, organised in conjunction with the Hong Kong Geriatric Society, is most useful and beneficial to nurses, physiotherapist, occupational therapist, social workers and other medical and health workers involved in the care of the elderly.

1473. 人體呼吸系統的生理與疾病

(Physiology and disorders of Human Respiratory Systems)

主 講 人：王紀慶醫生（香港大學醫學院生理系高級講師）。

講授語言：粵語（輔以英語）。

地 點：香港大學厲樹雄科學館 102 室。

時 間：一九八八年三月二日起每星期三下午八時至九時三十分。

全期學費：二百元。（共十講）。

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

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

1474. 嬰兒的護理 (The First Two Years of Life)

主 講 人：香港兒科醫學會會員。

主持導師：李明真醫生（香港大學兒科學系高級講師）。

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：一九八八年三月十一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）。

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

1475. 營養食療初階 (Introduction to Dietotherapy)

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：一九八八年三月八日起每星期二下午六時至七時三十分。

全期學費：二百元。（共十講）。

本課程結合基本營養與病理知識，着重如何預防疾病及怎樣照顧病患者的日常飲食。

課程內容包括：高血壓及飲食限制；脂肪、膽固醇和心臟保健；有效減肥及增肥法、糖尿病飲食須知，腎病和限制蛋白質餐、腸胃病的成因及食療、癌症與食療等問題，以講授、幻燈，個案討論及食譜示範形式，掌握以上病患的食療法。

參加者必須有基本營養知識，例曾修讀「營養與健康」或類同的課程。適合醫護人員、社區健教工作者和對病理與營養有特別興趣的人士。（本課程與楊震社社會服務中心合辦）。

1476. 常見疾病之生理現象及藥物療理 (Physiological Changes in Common Diseases and their Drug Treatment)

主 講 人：古永亮，B. Pharm. (Lond.), Ph. D. (H. K.), M. P. S. ;
蔡錫聰，B. Pharm., M. Sc. (Lond.), M. P. S. ;
李焯前，B. S. (Pharm.) (Washington), R. Ph. 。

地 點：香港大學邵逸夫樓 209 室。

時 間：一九八八年三月七日起每星期一下午八時至九時。

全期學費：一百六十元。（共八講）。

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

這課程適合一般對生理和藥物療理有興趣的人士修讀。

1477. 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：一九八八年三月十一日起每星期五下午八時至九時十五分。

全期學費：一百七十元。（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。

1478. 生育須知 (Understanding Fertility and Sterility)

主 講 人：余若星醫生，M. B., B. S. (H. K.), M. R. C. O. G. (Lond.)。

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：一九八八年三月三日起每星期四下午七時十五分至九時十五分。

全期學費：一百九十元。（共八講）。

本課程旨在增加一般市民對成孕及生育的知識，以深入淺出的形式介紹人工受孕的科學和矯正不育現象的方法。內容包括避孕及生育須知，選擇嬰兒的性別，人工受孕及試管嬰兒，妊娠期的變化及應付方法等。

本課程特別適合計劃生育的男女選修。

**In order to receive the next issue of this Prospectus,
please turn to page 187.**

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.

Social Work & Sociology

Staff Tutor : Mrs. Y. L. Cheng, Telephone 5-8592790

1481. Introduction to Gestalt Therapy. Kenny Lo Kin Yiu, M.S.W. (Carleton University, Canada), Diploma in Gestalt Therapy (Gestalt Institute of San Francisco). *Thursdays, 7.50-9.35 p.m., starting February 25, 1988. Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$360*

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: February 15, 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.

1482. 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.). *Mondays, 7.50-9.35 p.m., starting February 29, 1988. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings. Fee: \$430 (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.*

1483. Care of the Terminally Ill. David McCormick, B.Soc.Sc. (U.C.L.B.), M.Div., M.S. Counselling (C.S.U.F.), Ph.D. (Southwestern Theological Seminary). *Wednesdays, 6.00–7.30 p.m., starting February 24, 1988. Association of Government Nursing Staff, Room 25, 3/F., 25–27, Hing Wan Commercial Building, Parkes Street, Kowloon. 10 meetings.* **Fee: \$220**

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

1484. 兒童德育之理論、方法與技巧

(Moral Education for Children: Theories, Methods and Skills)

主 講 人：徐明心先生（社會工作碩士）及客座講師。

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）。

時 間：一九八八年二月二十五日起每星期四下午六時十五分至七時四十五分。

全期學費：二百五十元。（共十二講）。

要向在學之兒童推行德育，現已成不爭之論。但大家對於德育之理論、方法與技巧仍在摸索階段。這課程目標在於協助教師、社工及幼兒工作人員了解各種德育之理論及方法；並且掌握策劃、組織及推行兒童德育活動之技巧。

課程內容包括：德育之基本概念、兒童期之道德發展；認知發展理論、價值清晰法、為他人着想法、理則建立法等之運用；帶領兒童德育小組之技巧，本港現時推行德育之方式及資源。課程除講授外，並有小組討論、小組遊戲及模擬練習。（限收二十五人）。

1485. 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（臨床心理學碩士）。

地 點：香港大學校本部大樓141室。

時 間：一九八八年二月廿二日起每星期一下午六時十五分至八時。

全期學費：二百七十元。（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，曾修讀「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，可於接獲本部取錄函件及申請書後，連同學費收據向教育署申請。（如欲教育署退還半費者須於二月十二日前報名）。

1486. 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14室。

時 間：一九八八年二月廿六日起每星期五下午六時至八時。

全期學費：二百五十元。（共八講）。

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

本課程專為家長及從事幼兒工作人士而設，包括幼兒工作者、幼稚園教師、護士、兒科醫生等。課程內容包括語言發展的理論架構及提供如何建立和提高兒童語言能力的方法，授課形式除講授外亦以研習為主，包括角色扮演及小組討論。（限收二十五人）。

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，須於二月十六日前報名。）

1487. 了解及處理自閉症兒童 (Understanding and Managing Autistic Children)

主 講 人：陳穩誠先生（臨床心理學碩士）及客座講師。

地 點：香港大學邵逸夫樓 209 室。

時 間：一九八八年二月廿四日起每星期三下午六時三十分至八時三十分。

全期學費：二百二十元。（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，須於二月十四日前報名)。

1488. 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：一九八八年二月廿六日起每星期五下午八時零五分至九時三十五分。

全期學費：一百六十元。(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學習有系統地運用「認知行為更易法」去了解及訓練「過度活躍型」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。適合教師、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，須於二月十六日前報名)。

1489. 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：一九八八年二月二十九日起每星期一下午六時至七時三十分。

全期學費：二百八十元。(共十五講)。

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,在職專業者及弱智兒童家長將獲優先取錄)。

(本課程由香港弱智人士服務協進會贊助及由何偉儀女士統籌)。

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,須於二月十九日前報名)。

1490. 青年輔導工作 (Youth Counselling)

主講人:劉家祖先生(臨床心理學碩士)。

地點:香港大學厲樹雄科學館105室。

時間:一九八八年二月二十九日起每星期一下午七時十五分至九時三十分。

全期學費:四百六十元。(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,須於二月十九日前報名)。

1491. 自我鬆弛及應付壓力的技巧 (Relaxation and Stress Management Skills)

主講人:鄧漢忠先生(臨床心理學碩士)。

地點:香港大學邵逸夫樓209室。

時間:一九八八年二月二十二日起每星期一下午六時十五分至七時四十五分。

全期學費:二百四十元。(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，須於二月十二日前報名)。

1492. 發展有效的人際溝通技能 (Developing Effective Communication)

主 講 人：江任燕瓊女士(社會工作碩士)。

地 點：香港大學校外課程部市區中心23室。

時 間：一九八八年二月廿七日起每星期六上午十時至下午十二時三十分。

全期學費：二百一十元。(共六講)。

此課程以分享溝通理論及着重親身體驗為主。內容包括溝通目的，溝通模式，溝通障礙，語言及非語言的溝通，溝通與成長的關係。課程更研討有關運用於個別面談及小組形式的溝通技巧，以達致有效溝通，促進更佳的輔導功能與和諧的人際關係。本課程適合教師，社會工作人員，輔導員，人事科及管理階層人員等。

申請教署退還半費手續：凡政府、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，須於二月十七日前報名)。

1493. 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：一九八八年二月廿三日起每星期二下午七時至九時。

全期學費：二百七十元。(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，在這個人際交往的過程中，我們更可進一步了解自己，邁向成長。

此課程試圖介紹一些認識自己的方法和人際溝通上的概念，提高學員的自覺性，以預防人際間問題的產生。課程以模擬練習、小組討論、角色扮演、心理測驗、短講及個案研究等形式進行，學員須主動參與，互相分享及交流經驗。內容大致包括自我了解的模式；溝通的原則和技巧；聆聽、自我了解的模式；溝通的原則和技巧；聆聽、自我表白和回應的概念；信任；表達的能力和技巧；合作與競爭；人際間的衝突；工作關係等。(限收廿六人)。

1494. 認識及服務老人 (Understanding and Serving the Elderly)

主 講 人：黎永亮先生。

地 點：香港大學厲樹雄科學館105室。

時 間：一九八八年二月二十四日起每星期三下午七時三十分至九時。

全期學費：二百三十元。（共十二講）。

本課程適合對老人工作有興趣或任職於老人宿舍，私營護老院或老人中心之人士參加。課程目的是希望使學員對一般老人心理與社交方面有概括的認識及掌握與老人相處及溝通之基本技巧。課程內容包括：(一)老人之生理及心理特徵；(二)老人期社交方面之變化；(三)老人期生活之各種適應問題；(四)一般與老人相處及溝通技巧；(五)老人專題探討：老人自殺，老人之性需要及香港之老人服務。上課形式除講授外，並設小組討論、專題研習及影音教材示範等。

1495. 青少年中心社工之行政技巧

(Administration Skills for Social Workers of Children and Youth Centres)

主 講 人：李德仁（社會工作碩士）及客座講師。

地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）。

時 間：一九八八年二月廿六日起每星期五下午八時零五分至九時三十五分。

全期學費：二百三十元。（共十二講）。

此課程特為任職於青少年中心之社會工作人員而設，旨在使他們能掌握實用之行政技巧，以應付日常工作。課程內容包括：(一)管理檢討；(二)新意念之創造、組織；(三)應用微型電腦處理資訊；(四)服務策略設計與程序策劃；(五)社會服務之市場技巧；(六)改變上司，如何與同事合作；(七)時間運用；(八)督導與考績；(九)領導、鼓勵及發展同工；(十)成功地主持及參與會議；(十一)財政預算速成；(十二)簡明服務評估。上課形式除短講外，並有小組討論，個案剖析及模擬練習等。適合青少年中心前線督導人員、主任、助理主任、或有興趣社會服務行政工作之人士參加。（限收二十五人）。

1496. 學前教育服務機構行政管理文憑課程 (Certificate in the Administration and Management of Pre-school Education Institutions)

主 講 人：梁偉康先生，B. S. Sc., PQSW., D. T. M., MITD.;

黃玉明先生，B. Soc. Sc., M. S. W.;

吳克儉先生，B. S. Sc., M. P. A., Cert. P. M. 及
客座講師。

地 點：香港大學校外課程部市區中心28室（信德中心西翼九樓）。

時 間：一九八八年三月九日至七月十三日及九月七日至十二月十四日逢星期三下午六時三十分至九時三十分。

全期學費：一千二百元。

課程主旨：本課程專為擔任幼兒中心及幼稚園督導工作之人士而設，目的在為學員提供一套有效的管理方法，以改善學前教育服務機構之行政管理，進而改善服務的質素。本課程已舉辦了三屆，着重理論和實踐；除一般理論講授外，並透過小組研習及「計劃習作」(Project Work)，使學員更有效地掌握一套較有系統和可行的管理方法，應用於學前教育服務機構日常的管理工作上。

課程內容：主要包括：(一)管理模型之演進；(二)決策之方法；(三)設計課程之小組方法；(四)員工挑選與僱用過程；(五)職員培訓與發展；(六)員工督導之形式、方法與安排；(七)員工評核方法；(八)領導之風格；(九)解決員工衝突之方法；(十)財政預算與控制；(十一)單位服務評估；(十二)大型活動之策劃方法；(十三)處理問題員工之技巧及(十四)如何主持會議等。此外，學員將被編配到研習小組進行「計劃習作」，每一小組由一位導師負責指導習作。

入學資格：(一)中學會考合格及擁有幼兒服務文憑或幼稚園教師文憑之在職幼兒中心或幼稚園主任或副主任；或(二)曾在幼兒中心或幼稚園任教五年或上幼師。

畢業文憑：課程結束後，學員若能符合下列條件者，將獲頒發文憑；(一)上堂出席率不少過八成；(二)完成課程習作及「小組計劃習作」，並獲得六十分合格分數及(三)考試合格。

報名手續：申請者須於二月八日前，將(一)申請表格，(二)一千二百元支票及(三)學歷證件副本寄回香港大學校外課程部「學前教育服務機構行政管理文憑課程」主任收。各申請人並應於申請表格上寫上幼兒中心或幼稚園名稱及其本人職位。各申請人有可能被安排由課程導師接見，以決定取錄與否。

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，須於二月八日前報名)。

1497. Certificate in Nursing Behavioural Sciences.

The need for continuing nursing education in Hong Kong has been well established. Increasing sophistication in health care delivery demands a corresponding expansion of present nursing roles, both to assist the nurse in keeping his/her practice up to date and to develop his/her specific expertise. To this end, a course of study in the behavioural sciences and their application to nursing has been developed by staff of the Behavioural Sciences Unit in association with the Extra-Mural Department, University of Hong Kong.

Course Aims and Objectives :

The general aim is to provide the professional nurse with an opportunity to study the behavioural sciences and their application to health care in Hong Kong. It is envisaged that the course will benefit all grades of nursing staff including those engaged in the direct giving of care, first line, middle and top level management and those involved with the education of the nurse at both basic and post-basic levels.

On completion of this course the student will have increased her or his ability to:

- develop an awareness of how psycho-social factors influence disease development and the clients' responses to disease, including the perceived care needs of these clients;
- apply knowledge gained from the course to the care of individual patients;
- communicate more effectively with both their clients, health professionals and peer groups;
- develop a methodological and constructively critical approach to the planning of nursing care; and
- discuss different strategies for change in health care delivery and how these could be implemented in Hong Kong.

Course Content :

The course will consist of an integrated presentation of nursing, general and medical sociology and psychology. Topics to be covered will include: psycho-social factors in disease, human development, concepts of health and illness, social and cultural responses to health and illness, communications theory and skills, organizational theory and roles, health care organizations, nurse-patient relationships, concepts of care of self and others, the family, concepts of health and illness, health care delivery, adjustment to change and loss, dying and bereavement and other life crises. In addition to the theoretical inputs, students will participate in supervised projects. Additional details will be given to course participants at the beginning of the course.

Assessment and Award :

Successful completion will be dependent upon a minimum attendance at 75% of the lectures. Assessment consists of two class tests, a research project and one final examination. Students will be expected to achieve a minimum pass mark of 50% in all areas of assessment. Successful candidates will be awarded a Certificate by the Department of Extra-Mural Studies, University of Hong Kong.

Course Tutors :

- R. Fielding, Ph.D., Dip.Clin.Psych. — Course Director
- J. Anderson, Ph.D., M.Ed., M.Sc., R.N.
- D. F. Nestel, B.A., R.N.
- V. Wong, R.N., D.H.C.E. and
Guest Lecturers

Course duration : Over 120 contact hours

Lectures : Wednesdays, 5.50–7.50 p.m. and
Saturdays, 9.15 a.m.–12.15 p.m.,

April–June, 1988 and September–January, 1989

Starting date : April 27, 1988
Project Work : July–December, 1988
Place of Meeting : Room 21 (Wednesday class) and Room 14 (Saturday class),
Extra-Mural Town Centre, Shun Tak Centre, West Tower,
9/F.
Course Fee : HK\$1,700

Admission Requirements :

Applications will be considered from registered nurses who have a minimum of 1 year post basic experience in clinical, managerial or teaching practice. Both sponsored and private students will be considered. The course will be limited to a maximum of 30 students, with preference being given to those sponsored by their employer. To this end, a letter of sponsorship should be attached to the application form. As the course will be conducted mainly in English, participants are expected to have a working usage of the language.

For enquiries and for special enrolment forms, phone Miss H. Chan, 5-8592790.

Closing Date for Applications : March 28, 1988.

1498. A Problem-solving Approach to Nursing. Debra Nestel, B.A., R.N.
*Mondays, 8.00–9.30 p.m., starting February 29, 1988. Room 14, Extra-Mural Town
Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings. Fee: \$190*

This course aims to provide participants with a basic working knowledge of 'a problem-solving approach to nursing'. This approach to nursing is widely practised in Western countries providing a client-centred focus for care. The course begins with an introduction to the approach, its historical development, and its relationship to nursing models. The next five sessions examine in detail each of the stages of the problem-solving approach — assessment, planning implementation and evaluation. Client-care studies will be used to illustrate the stages. Nursing diagnoses, nursing care plans and nursing audits are some of the topics to be presented in these sessions. The next session will focus on the application of the approach to specific practice areas — surgery, medicine, psychiatry, obstetrics and gynaecology, paediatrics, etc. The final session presents ways to implement the approach in the participants' own areas of practice pointing to areas of resistance from colleagues and institutions. An overview of the course in this session will complete the course.

The course is open to registered nurses in Hong Kong.

Enrolment is limited to 20.

1499. 普及文化與傳媒理論研究
(Popular Culture and Media Studies)

主 講 人：周華山先生。

地 點：香港大學邵逸夫樓 206 室。

時 間：一九八八年二月廿二日起每星期一下午七時十五分至九時十五分。

全期學費：二百六十元。（共十講）。

最近二、三十年西方社會理論大量湧現針對普及文化與傳媒的研究。五、六十年代此類理論以美國（自由主義／實証主義）執其牛耳，但近年卻受到德國（馬克思主義／法蘭克福學派）與法國（符號學／後現代主義）兩大學術陣營非常嚴謹的批判。

本課程乃探討普及文化與傳媒研究中的種種爭辯，其中對自由主義、符號學、新馬克思主義和後現代主義四大系統之分歧、論爭作出分析，並以香港本地文化現象作為論述例子。

1500. 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23室（信德中心西翼九樓）。

時 間：一九八八年四月八日起每星期五下午六時十五分至七時四十五分。

全期學費：二百元。（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，（丙）馬克斯主義（Marxism）及（丁）形象互動（Symbolic Interaction）學說；（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。

1501. 專題研習（一）：認識及處理情緒反覆的兒童

(Seminar on Understanding and Handling Emotional Children)

主 講 人：臨床心理學家、社會工作者。

地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）。

時 間：一九八八年四月三十日星期六下午二時三十分至五時。

全期學費：三十元。

對 象：家長及直接服務兒童之人士如幼兒工作人員、教師、學生輔導主任等。

內 容：兒童何以會無故吵鬧，哭泣或攻擊他人呢？情緒反覆無常的兒童往往令家長及教師疲於奔命，甚至焦慮及精神困擾。本課程旨在指導學員如何處理上述的問題。講授範圍包括：兒童情緒反覆的因素；如何有效地處理情緒化的兒童；家長對這類兒童應持有的態度及如何預防兒童情緒化等問題。

參加辦法：有興趣者請填妥報名表格，註明本身職業，職位及服務機構，親到本部或郵寄報名。（限收五十人）。

（本課程由防止虐待兒童會贊助）。

1502. 專題研習（二）：認識及處理反叛性強的兒童 (Seminar on Understanding and Handling Rebellious Children)

主 講 人：臨床心理學家、社會工作者。

地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）。

時 間：一九八八年四月十六日星期六下午二時三十分至五時。

全期學費：三十元。

對 象：家長及直接服務兒童之人士如幼兒工作人員、教師、學生輔導主任等。

內 容：反叛性強的兒童除令家長及教師束手無策外，更使他們煩燥不安，難以自制，究竟孩子為什麼會「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。（限收五十人）。

（本課程由防止虐待兒童會贊助）。

1503. 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：香港大學厲樹雄科學館G 4室。

時 間：一九八八年二月廿四日起每星期三下午七時十五分至九時十五分。

全期學費：三百一十元。（共十二講）。

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，而焦點主要集中去映像媒介上。

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。

預早報名之重要

及早報名乃是使本部得知各界對種種課程反應之唯一途徑，如不及早報名則往往引致各該課程延期或取消。如有志修讀本部課程者，敬希從速將報名申請書寄回本部。

如欲收到下期課程手冊，
請翻閱第 187 頁。

Sports Sciences

Staff Tutor : Linda Bauer, Telephone 5-8592780

1511. Certificate Course in Sports & Health Sciences. *Tuesdays & Thursdays, 7.45–9.15 p.m., starting February 23, 1988. 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: \$2,500 for approximately 100 lecture hours.

The Department of Extra-Mural Studies will offer this new course from February 23 to November 30, 1988, 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 and 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 20, 1988.

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.

**In order to receive the next issue of this Prospectus,
please turn to page 187.**

Translation

Staff Tutors : Owen H. H. Wong, Telephone 5-8592788
Koon-ki T. Ho, Telephone 5-8592792

Preparatory Courses for the Final Diploma Examination of The Institute of Linguists

Aim: This series of 1½ year Extra-Mural courses is designed to prepare local candidates to take the Final Diploma examination of the Institute of Linguists, United Kingdom in mid-1989. Such examination is currently administered in Hong Kong by the Hong Kong Examination Authority, which will provide the candidates with all the details about the examination. Registration for the examination will be the student's own responsibility. The Final Diploma qualifies candidates to apply for full membership of the Institute (M.I.L.), which is a professional qualification in the practical use of a foreign language, or English for the great majority of Hong Kong candidates.

The Department of Extra-Mural Studies provides this series of preparatory courses in close collaboration with the Hong Kong Regional Society of the Institute of Linguists, and offers local candidates a means of preparing themselves properly for the Final Diploma examination through qualified tuition.

Candidates are required to have:

- familiarity with the contemporary scene and broad acquaintance with the fundamental physical, political, economic, social and cultural features of the country (or one of the countries) where the language is spoken;
- either special knowledge of a particular subject related to the country concerned, or a special skill, possessed to an effectively professional level, in technical translation or liaison interpreting.

For further details of the examination and membership regulations, candidates are strongly recommended to write to:

The Institute of Linguists,
Mangold House,
24a Highbury Grove,
London N5 2EA,
United Kingdom.

Advisory Board :

- Mr. Harley Brooks, English Language Officer, British Council
- Dr. Serena Jin, Head, Translation Department, The Chinese University of Hong Kong
- Mr. T. C. Lai, JP, Former Director, Department of Extra-Mural Studies, The Chinese University of Hong Kong
- Dr. C. C. Liu, FIL, Chairman, Hong Kong Regional Society of Institute of Linguists
- Dr. Benjamin T'sou, FIL, Head, Department of Languages, City Polytechnic of Hong Kong

Director of Studies :

C. C. Liu, B.A. (London), M.Phil., Ph.D. (H.K.), F.R.S.A., F.I.L.

Co-Directors of Studies :

Tommy K. K. Ho, B.A. (C.U.H.K.), A.M., Ph.D. (Ill.)

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

Place : Room 104, Runme Shaw Building, University of Hong Kong.

Duration : 4 workshops and 7 courses of 140 lecture hours from late January 1988 to early May 1989.

Courses Offered : (Course Nos. 1516 to 1530)

Two classes will be offered in each course (except "Language Workshops"). Enrolment is limited to 30 students per class.

1516. Language Workshops (4 Saturday afternoons). 2.30–5.30 p.m. on June 25, July 2, 1988; January 7, 14, 1989. **Fee: \$185**

Listening and Oral Skills (with special reference to British and World Events) 6 meetings. **Fee: \$225**

1517. Mondays, 6.30–9.00 p.m., starting January 25, 1988.

1518. Thursdays, 6.30–9.00 p.m., starting January 21, 1988.

British Culture and Background Knowledge of Britain. 4 meetings. **Fee: \$145**

1519. Mondays, 6.30–9.00 p.m., starting March 14, 1988.

1520. Thursdays, 6.30–9.00 p.m., starting March 17, 1988.

Foundation Translation (with drills on past examination papers and with special reference to current events in Hong Kong, China and the World). 10 meetings. **Fee: \$385**

1521. Mondays, 6.30–9.00 p.m., starting April 25, 1988.

1522. Thursdays, 6.30–9.00 p.m., starting April 21, 1988.

General English, Summary and Writing Skills. 8 meetings. **Fee: \$285**

1523. Mondays, 6.30–9.00 p.m., starting September 19, 1988.

1524. Thursdays, 6.30–9.00 p.m., starting September 22, 1988.

Advanced Translation. 8 meetings. **Fee: \$285**

1525. Mondays, 6.30–9.00 p.m., starting November 21, 1988.

1526. Thursdays, 6.30–9.00 p.m., starting November 17, 1988.

Presentation of Speeches. 6 meetings. **Fee: \$225**

1527. Mondays, 6.30–9.00 p.m., starting January 30, 1989.

1528. Thursdays, 6.30–9.00 p.m., starting February 2, 1989.

Technical Translation. 8 meetings.

Fee: \$285

1529. *Mondays, 6.30–9.00 p.m., starting March 20, 1989.*

1530. *Thursdays, 6.30–9.00 p.m., starting March 23, 1989.*

1531. 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：一九八八年三月四日起每星期五下午七時至八時三十分。

全期學費：一百八十五元。（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）。

1532. 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：一九八八年三月一日起每星期二下午六時十五分至七時三十分。

全期學費：一百六十五元。（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。）

1533. 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：一九八八年三月一日起每星期二下午七時四十分至九時十分。

全期學費：一百九十元。（共十二講）。

本課程為一深造課程，通過研討和實習，明確翻譯的標準；講授各種翻譯技巧，幫助參與者具備一個翻譯工作人員所應有的質素。翻譯重視實踐，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。）

1534. 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：一九八八年三月二日起每星期三下午七時十五分至八時四十五分。
全期學費：一百八十五元。(共十二講)。

翻譯是一種工具，作為一個東西文化交匯與世界工商金融中心的香港，這種工具更顯得重要。本課程就翻譯的實際用途，分作如下各類講授的項目：新聞時事，會議程序及紀錄，議案，商業信札，演講辭，科技用字，及公事文件的翻譯。(限收二十五人。)

1535. 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：一九八八年三月四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。)

1536. 比較文化翻譯 (Translation Across Cultures)

主講人：李成仔先生，B. A. (Hons.), M. A. (CUHK), (浸會學院英文系講師)。
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：一九八八年二月廿三日起每星期二下午六時卅分至八時。
全期學費：一百七十五元。(共十講)。

翻譯不光是語言轉換的現象，也是一種跨文化的傳意過程。本課程就專從比較文化的角度研究各種翻譯問題。主要內容包括：(一)原文與譯文的文化在地理、歷史、文物制度、風俗習慣、思想、觀念等方面的歧異，對翻譯構成的問題；(二)有文化淵源的習語、諺語的翻譯方法；(三)外來觀念的翻譯方法。諸如此類由文化差異所引致的翻譯問題，都在研討之列。

1537. 中英翻譯：對比分析
(Translation Through Contrastive Studies)

主 講 人：何冠驥博士。

地 點：香港大學邵仁枚樓 101 室。

時 間：一九八八年三月七日起每星期一下午七時十五分至八時四十五分。

全期學費：一百六十五元。（共十講）。

如果能夠掌握多一點語言學的知識，對從事翻譯工作的人士來說，自有事半功倍，得心應手之效。

本課程從語言學的角度，探討中英翻譯的種種問題。課程的重點在於分析及比較中英文在語音、語法、語義等方面的同異，從而尋求中英翻譯的準則和方法，內容是理論和實踐並重，適合對中英翻譯有基本認識人士。

1538. 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：一九八八年二月廿五日起每星期四下午六時卅分至九時。

全期學費：三百八十五元。（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。）

1539. 翻譯技巧中級研討班
(Seminar in Translation: Intermediate Level)

主 講 人：黃邦傑先生（前北京師範學院英文系副教授）。

地 點：香港大學校本部大樓122室。

時 間：一九八八年三月一日起每星期二下午七時十五分至八時四十五分。

全期學費：二百二十五元。（共十五講）。

具備一定的中英文水平和翻譯經驗或曾修讀本部翻譯班的人士；可通過本課程採取之講授與研討、練習與評論相結合的方法，逐步掌握各種翻譯技巧，達到進一步提高翻譯水平的目的。講授和練習中所舉實例，引自商業、新聞、文學歷史、石油科技等方面，逐一剖析、研討，以收舉一反三之效。（限收二十二人。）

Urban & Housing Studies

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

1546. Introduction to Property Development and Management. Eric S. K. Cheng, B.A. (Arch. Studies), B.Blg., M.A. Cost E., A.R.I.C.S., A.H.K.I.S. *Mondays, 6.15-8.30 p.m., starting February 1, 1988. Room 167, University Main Building. 10 meetings.* **Fee: \$230**

This course is intended for persons working in the field of property development or management. It will provide a general theoretical background to real estate development. Topics to be discussed include the economy, financing, and evaluation of development projects, the procurement of new buildings, the economics and management of property maintenance.

1547. 城市規劃與香港的發展

(Town Planning and The Development of Hong Kong)

主 講 人：香港都市規劃師學會。

講授語言：粵語（輔以英語）。

地 點：香港大學化學樓地下演講廳。

時 間：一九八八年二月三日起每星期三下午七時三十分至九時。

全期學費：二百一十元。（共十講）。

由於香港都市及新市鎮迅速發展，而土地利用的規劃直接影響一個都市或地方的生活環境，所以城市規劃已漸受市民重視。這課程旨在介紹都市規劃的概念、理論及實踐。

本課程內容包括規劃理論，規劃大綱。區域規劃的實踐及發展管制。新市鎮的規劃及城市規劃條例的演變。（限收五十人。）

預 早 報 名 之 重 要

及早報名乃是使本部得知各界對種種課程反應之唯一途徑，如不及早報名則往往引致各該課程延期或取消。如有志修讀本部課程者，敬希從速將報名申請書寄回本部。

1988/89 Extra Mural Prospectus

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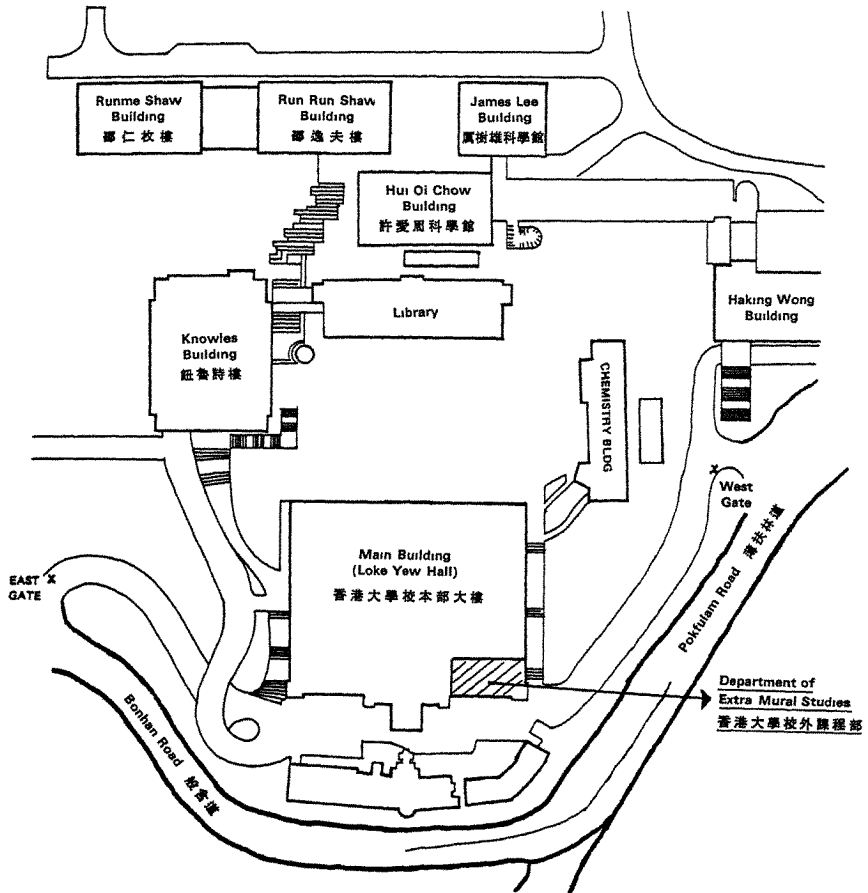
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