

UTUMN COURSES 1991

University of Hong Kong
Extra-Mural Studies

港大學校外課程秋季手冊



ENQUIRY TELEPHONES**詢問電話**

General Enquiries: 859 2791, 859 2784, 859 2787 and
547 2225 (Fax: 559 7528)

1. Accounting, Professional Programmes in	858 4515
2. Adult Education & Training	
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Librarianship	
Management Studies	859 2785
3. Art & Design	547 2225
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14. Psychology	859 1937
Social Work & Sociology	859 2790
London University:	858 4611 or
External Student Registration	858 4515
	(Fax: 858 4750)

Introduction

Extra-Mural Studies has offered courses to the Hong Kong community since 1956. Its mission is to offer educational opportunity to the population outside the University, principally on a part-time, evening or weekend basis. In addition to providing general interest courses, EMS has long offered professional courses particularly in areas where UPGC funding has not hitherto been available yet where there is demand, examples include librarianship, housing and pharmacy. Increasingly, in recent years, EMS has been responsive to the need to provide career and training opportunities at degree and professional level. We have concentrated on strategic sectors (such as law, accountancy, economics, computing) in order to provide the skills required by and of general middle management. We are attempting to be sensitive to the needs of the labour market, particularly with the approach of 1997, so as to contribute to meeting the community requirements.

EMS activities have grown rapidly in the past five years. There are now some 20 distinct subject areas and 30 professional staff. It is clear that EMS has outgrown its departmental status with over 1,500 courses and over 40,000 student registrations. Proposals have been made in the University, which are expected to be formally approved in the Autumn, that EMS be restructured and given the status of a School of the University. We expect to become the School of Professional and Continuing Education (SPACE) which will subsume the mission which EMS has carried out in the past 35 years. The School will have two divisions: Continuing Education which will coordinate short courses and certificate level courses awarded by the School; External Studies which will organise the many external course offerings made in conjunction with overseas universities and institutions.

This new structure also reflects the growing emphasis in the demand from the community for courses for professional, degree and postgraduate qualifications. The Department has responded well to this demand and the new School will continue to be responsive to community needs particularly in the area of offering qualifications of reputable overseas institutions. In fact there are plans being developed to establish an international network for access to degree programmes which may take the form of a future consortium involving local and overseas institutions.

The School will also enable the links with the University's faculties to be further developed and provide a vehicle to optimise the use of teaching resources in a flexible way especially through the use of distance teaching material and such techniques as audio and video conferencing. Our links with "town" will, of course, be maintained through the representation of leading community figures who can advise on requirements and ensure we will continue to meet the needs of Hong Kong for continuing and professional education. The new School will build on the very solid foundation and legacy of Extra-Mural Studies and continue the work and the mission.

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.

"An applicant shall be deemed to have satisfied the minimum requirements for entrance to the University...

(ii) if he has attained the age of 25 years on or before September 1 of the year in which admission is sought..."

However, not all faculties are willing to admit mature students, particularly where prerequisite qualifications are considered necessary for study (e.g. in Medicine). Applicants should apply to the Registrar for assessment of their qualifications by October preceding the academic year in which admission is sought.

Staff List

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F.S. Fong 方富盛

DEPARTMENTAL SECRETARY 學系秘書

Sheila S L. Yam 任瑞玲

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 class will be held:
 - (a) on any public holidays
 - (b) if a storm warning signal No. 8 or above is hoisted (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: December 22, 1991 to January 1, 1992 (Christmas and New Year) and February 2–9, 1992 inclusive (Lunar New Year).
4. Fees are not refundable, except in the event of a course being over-subscribed or cancelled.
5. Fees and places allocated in courses are not transferable.
6. A Statement of Attendance or transcript will be issued only on receipt of a \$20 processing fee and a stamped self-addressed envelope within two years of the completion of the course.
7. 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. Application forms (one for each course) should be sent together with the appropriate fee either in the form of a crossed cheque or bank draft (one for each course) made payable to UNIVERSITY OF HONG KONG. All forms should be sent to the Director of Extra-Mural Studies, University of Hong Kong.
2. To ensure that a class can take place, the Department would appreciate early application.
3. You will be notified if you are not admitted because of oversubscription or other reasons. **THE DEPARTMENT WILL NOT NOTIFY SUCCESSFUL APPLICANTS WHO ARE EXPECTED TO ATTEND THE FIRST MEETING OF THE CLASS AT THE PLACE AND TIME ADVERTISED.**
4. Applicants can also enrol in person at the following places, but it would be helpful if fee payments could be made by crossed cheque rather than by cash:
 - (i) Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F., 200, Connaught Road Central, Hong Kong (Access via lifts on the 2/F. of the Shopping Arcade).
(Weekdays. 9.30 a.m. to 5.45 p.m., Saturdays: 9.30 a.m. to 12.30 p.m.). Telephone. 547 2225 (Fax 559 7545).
 - (ii) Department of Extra Mural Studies, University of Hong Kong, Room 1, University Main Building, G/F, Pokfulam Rd., Hong Kong.
(Weekdays. 9.30 a.m. to 1 p.m., 2 to 4.30 p.m., Saturdays: 9.30 a.m. to 12 noon). Telephone: 859 2791 or 859 2784 or 859 2787 (Fax: 559 7528).

入 學 須 知

- (1) 除個別課程（例如專業訓練）有特定的入學資格外，本部所有課程一律公開。任何人士只需年滿十八歲，便可申請入學，至於有關課程的特定入學資格，請參閱課程簡介。
- (2) 校外課程部主任有絕對權力去決定是否接受任何入學的申請。
- (3) 本部將在下列期間暫停授課：
(甲)：本港所有公眾假期。
(乙)：天文台懸掛八號或以上風球。而無論該風球已否於較早時除下，當日一切課程與活動均全部取消。
(丙)：聖誕節與新年假期：一九九一年十二月二十二日至一九九二年一月一日。
(丁)：農曆新年假期：一九九二年二月二日至九日。
- (4) 除課程已額滿或被取消外，一切已繳學費，概不退還。
- (5) 一經取銷，學費及學額不得轉讓他人。
- (6) 如非特別註明，所有用中文刊登的課程都以粵語講授。
- (7) 學員可於課程完結後的兩年內向本部申請頒發聽講證書或結業證書。申請人須先繳交手續費廿元，並附上貼足郵票的回郵信封，否則概不受理。
- (8) 於必要時，本部有權就原定主講人、上課地點和時間作出更改。

報 名 手 續

- (1) 請先填妥報名表格然後連同劃線支票或銀行本票（每項課程請用報名表和支票各一張），郵寄「香港大學校外課程部主任」收。劃線支票請書明支付「香港大學」。
- (2) 報名表格可隨時向本部索取。請儘早報名，以便課程能如期舉行。
- (3) 本部只在課程被取消、改期或申請人未獲取錄等情況下才會個別通知申請人。申請如獲接受，本部不另行通知，申請人可依照章程所列的時間和地點上課。
- (4) 申請人亦可親往下列地點報名，（繳費時宜用劃線支票）：
(甲) 香港大學校外課程部市區中心
香港干諾道中二百號信德中心西翼②字樓。（由②字樓商場電梯上）。
電話：547 2225（圖文傳真：559 7545）
（星期一至五：上午九時三十分至下午五時四十五分。
星期六：上午九時三十分至下午十二時三十分）。
(乙)：香港大學校外課程部
薄扶林道香港大學校本部大樓地下一號室。
電話：859 2791或859 2784或859 2787（圖文傳真：559 7528）
（星期一至五：上午九時三十分至下午一時，下午二時至四時三十分。
星期六：上午九時三十分至正午十二時）。

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Fee Refunds For Teachers

For a number of courses in this prospectus, teachers will be sent a fee refund application form on being accepted for the course. This applies to all teachers in Government, aided, and private schools. Where a refund is applicable, this is indicated beneath the course description. The amount of the fee refund (which may vary from course to course) is also indicated. The form should be forwarded to the Director of Education, together with the course fee receipt. Please note that where you wish to apply for a fee refund, you must enrol at the Extra-Mural Department at least 10 days before the course commences.

申請教育署退還學費手續：

本課程手冊內有一些課程是優待教師的。無論是政府、資助、私立學校教師選修這些課程，均可向教育署申請退還部分或全部學費，凡此類課程以及退還學費之多少，都在課程簡介後註明。請於接獲本部發出之申請表後，連同學費收據，逕向教育署申請。如欲申請教育署退費者，須於開課十天前向本部報名。

London University Registration

New Registrations for all London University External Programmes are processed by the Department of Extra-Mural Studies, University of Hong Kong

- (1) Application forms and prospectus are available from:

Extra-Mural Town Centre,
Suite 1504-5, Shun Tak Centre,
West Tower, 15/F., 200 Connaught Road Central,
Hong Kong. (Tel. No. 858 4515)

Registration Time:

Monday-Friday: 9.30 a.m. – 12.00 noon
1.00 p.m. – 4.30 p.m.

Saturday: 9.30 a.m. – 12.00 noon

All Correspondence must be marked **London University Applications.**

- (2) A London University Open Day will be held on August 31, 1991. 10.00 a.m.–4.00 p.m. in the Extra-Mural Town Centre. Sam Crooks, Head of the External Division of London University, together with his admissions staff will be available to answer questions on programmes and admission procedures. Staff Tutors from the EMS Department will introduce preparation courses for the London external programmes. No applications and registrations will be processed on this day.
- (3) Diploma in Economics (Course No. 331, p.91). Special registration procedures apply. Students cannot be registered for the London University programme until they have enrolled on the course provided by the Extra-Mural Department.
- (4) Applicants who wish to take examinations in 1992 must submit their London University registration application forms by September 17, 1991 and complete their registration by November 30, 1991.

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Adult Education and Training

Staff Tutors: John Holford, Telephone 859 2415

Agnes S. L. Lam, Telephone 859 2421

71. Certificate in Adult Education and Training

More and more people in Hong Kong today need to know how to train or teach adults, in private and public sectors as well as in other adult education contexts. This Certificate course is designed for those who are keen to develop the essential skills involved in facilitating adult learning. It is suitable for trainers in commerce, industry and government; teachers in professional, community and adult education; and personnel involved in programme management and development in these fields.

Objectives:

By the end of the course, participants should be able to:

- (1) understand the essential features of adult learning theories, and relate these to the needs and demands of students or trainees;
- (2) deploy appropriate methods to identify students' or trainees' learning needs, and relate these to learning approaches;
- (3) design programmes to facilitate effective adult learning within their own educational or training context;
- (4) conduct an effective adult teaching or training session, using a variety of methods and techniques appropriately;
- (5) use effectively and appropriately various methods of programme evaluation;
- (6) show awareness of the range of audio-visual aids available to adult teachers and trainers, and make suitable choices among these.

Content:

Topics to be covered in the course will include: concepts and definitions in adult training and education; adult learning and society; the Hong Kong context; the psychology of adult learning; the adult educator and trainer; teaching and learning: methods and approaches; needs analysis and programme design; approaches to evaluation and assessment; materials development; and technology in adult learning.

Course Structure:

The course will consist of the following elements:

- (a) Eighteen weekly meetings, Wednesdays, 6.00 – 9.00 p.m., commencing on 11 September, 1991 and continuing until 29 January 1992.
- (b) Three Saturday sessions of four hours each, on dates to be arranged within this period.
- (c) Each course member will be expected to conduct two sessions of teaching, which will be observed by a course tutor and will be followed by an evaluative discussion with the tutor.
- (d) Each course member will visit one teaching or training session conducted by another course member and will conduct an evaluative discussion afterwards.
- (e) Each course member will complete a project related to education or training within his or her own organisation or field: for example, identifying training needs within the organisation and designing possible programmes to meet these needs.

Assessment:

Course members will be assessed by written examination, a project, and another assignment.

Course Tutors:

The Staff Tutors for this course are:

John Holford, B.A.(Oxon.), M.Sc.(Surrey), Ph.D.(Edin.)

Agnes Lam, B.A., M.A.(Singapore), Ph.D., T.E.S.O.L. Cert.(Pittsburgh)

Specialists in the field will be invited to teach different sections of the course.

Language of Instruction:

The language of instruction in the course will be English: however, course members may conduct their observed teaching sessions in Cantonese if appropriate.

Venue:

Most of the course sessions (including the first) will be held in Room 20, 9/F, Extra-mural Town Centre, Shun Tak Centre, West Tower, Connaught Road Central. Occasionally, however, sessions may be held elsewhere (e.g., on the main University campus on Pokfulam Road).

Course fee: \$3,100

Application Procedure:

Applicants should complete and return the standard Extra-mural Studies enrolment form, together with a letter briefly outlining their experience in adult education or training and how they think they will benefit from the course. *The closing date for application is 28 August 1991. Enrolment is limited to 20 students.*

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

Further Studies and Research in Adult Education and Training

The Department of Extra-mural Studies is committed to developing a full range of opportunities for adult educators and trainers to further their professional education and development.

In addition to the Certificate in Adult Education and Training programme, the Department collaborates with the Faculty of Education, University of Hong Kong, in providing a Postgraduate Certificate in Education (P.C.Ed.) programme for Adult Educators and Trainers.

It is also possible to enrol for research degrees (M.Phil. and Ph.D.) in Adult Education and Training. If you think you may be interested in research in this field, you are invited to approach Dr John Holford (859 2415) or Dr Agnes Lam (859 2421) for a preliminary discussion.

Art & Design

Enquiries: Renée Chan, Telephone 547 2225

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

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.

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

畫室實習課程

此類視覺藝術畫室實習課程，著重藝術技巧訓練及個人創作力的培訓。為使學員多所受益，學員須利用課餘時間從事練習。報名前學員應該對此詳加考慮。

除特別註明外，學員必須自備與課程有關之材料。詳情將會在課程第一講闡述。

76. Life Drawing

Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota).
Mondays, 8.00–10.00 p.m., starting September 30, 1991. Hong Kong Visual Arts Centre, Kennedy Road, Wanchai, Hong Kong. 12 meetings.

Fee: \$800 (including model fee)

The human figure, with its infinite variety of shapes, forms and movements is probably the most ideal subject for developing visual perception and correlation of the hand and eye. The human figure will be studied through exercises in contour, gesture, weight and cross-contour drawings, leading to detailed and finished work. A variety of media, including pencil, conte crayon, charcoal, etc. will be used. Reference to artists' works will be made.

Homework assignments will be given each week and students should plan their time accordingly. Enrolment is limited to 15.

77. Life Drawing Workshop

Rosalind Gordon, Co-ordinator, B.A. (N.Y.), M.S. (Indiana). *Tuesdays, 6.00–9.00 p.m., starting September 24, 1991, Hong Kong Visual Arts Centre, Kennedy Road, Wanchai, Hong Kong. 8 meetings. Fee: \$660*

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. Enrolment is limited to 15.*

78. Life Drawing Workshop

Rosalind Gordon, Co-ordinator, B.A. (N.Y.), M.S. (Indiana). *Tuesdays, 2.00–5.00 p.m., starting September 24, 1991. Hong Kong Visual Arts Centre, Kennedy Road, Wanchai, Hong Kong. 8 meetings. Fee: \$660*

See entry for Course No. 77.

79. Papermaking with Plant Fibres

Jane Burrell. *Saturdays, 2.00–5.00 p.m., starting September 14, 1991, Pokfulam Studio, 144, Pokfulam Road, Hong Kong. 4 meetings. Fee: \$450*

We shall start collecting plants and preparing fibres in the first session. Many plants require several hours of boiling to release fibres. Whilst this is taking place there will be an introduction to the use of simple equipment and the basic concept of forming sheets of paper. In this introduction we shall be using recycled paper. There are many plants in domestic use that yield interesting fibres and it is hoped that students will bring along any of the following: cabbage and broccoli stalks, husks from corn cobs, mango skins, sugar cane, bamboo stalks and leaves, lemon grass, tops of leeks and any cuttings from house plants. *Enrolment is limited to 15.*

有意報讀 80.「基本素描」, 81.「實驗素描」及 82.「混合媒介工作室」

人士, 請注意:

導師陳偉邦先生為以上三個課程, 編訂了一套有系統的課程大綱, 以供初學者及具備基礎知識之人士修讀。為避免同班學員程度過份參差, 導師將與所有報讀以上三個課程的人士會面, 然後依程度分班。

截止報名日期：一九九一年九月三日（星期二）

面試日期：一九九一年九月七日（星期六）上午及九月九日（星期一）晚上
（詳情書面通知）。

分班詳情通知：九月十一日前發出

80. 基本素描 (Basic Freehand Drawing)

主 講 人：陳偉邦先生 B.F.A. (Indiana), M.F.A. (Temple)

地 點：香港灣仔堅尼地道香港視覺藝術中心

時 間：一九九一年九月三十日起每星期一下午五時五十五分至七時五十五分

全期學費：六百六十元（包括模特兒費） （共十二講）

本課程為初學人士而設。導師將介紹基本美學概念和視覺元素，如明暗、線及空間的處理。利用木炭、毛筆、白蠟、拼貼等作基本練習及實驗。課程包括幻燈片講座、課堂練習及作業評議等，學期中將有一次戶外寫生或展覽參觀活動（於星期日或公眾假期進行）。學員須於課餘時間多做習作。 （限收十五人）

81. 實驗素描 (Experimental Drawing)

主 講 人：陳偉邦先生 B.F.A. (Indiana), M.F.A. (Temple)

地 點：香港灣仔堅尼地道香港視覺藝術中心

時 間：一九九一年九月十二日起每星期四下午六時至九時

全期學費：八百五十元（包括模特兒費） （共十講）

本課程為已掌握素描基礎技巧之人士而設。透過多元化之媒介，學員可進一步提高觀察能力及素描技巧，探討各種視覺元素，如線、形、空間、動感等。學員先以實物為對象，繼而學習動態素描、拼貼、表現素描，和利用混合媒介如木炭、毛筆、白蠟、水彩等作練習和實驗，並發揮個人風格。課程包括幻燈片講座、課堂練習、作業評議及一次戶外寫生或參觀展覽活動（於星期日或公眾假期進行）。學員須於課外時間做習作。 （限收十五人）

82. 混合媒介工作室 (Mixed Media Workshop)

主 講 人：陳偉邦先生 B.F.A. (Indiana), M.F.A. (Temple)

地 點：香港灣仔堅尼地道香港視覺藝術中心

時 間：一九九一年十一月廿一日起每星期四下午六時至九時

全期學費：八百五十元（包括模特兒費） （共十講）

現代繪畫藝術，已由傳統純粹的單元性繪畫進至多樣化的混合媒介形式，如型膠彩、油彩、墨水、粉彩、石蠟、木炭和不同實物之拼貼或組合。學員可學習從實物和生活文化中發掘題材，建立更個人化的創作意念。導師將介紹現代繪畫技法和元素，如線、色彩、空間、平衡、張力及視覺動感等。課程亦包括幻燈片介紹名家作品、作業評議及一至兩次戶外活動（於星期日或公眾假期舉行）。學員須具備繪畫基礎及以課外時間做習作。（限收十五人）

83. 水彩畫初階 (Basic Watercolour Painting)

主 講 人：黎明海先生 B.Ed. (Liverpool), M.A. (Royal College of Art)

地 點：香港灣仔堅尼地道香港視覺藝術中心

時 間：一九九一年九月十九日起每星期四下午七時至九時

全期學費：六百元 （共十二講）

本課程專為已掌握素描基礎技巧之學員而設。內容包括一般水彩技法，如淡彩、重疊法、縫合法、濕中濕及乾筆渲染等。導師除示範有關技巧外，亦會介紹名家作品及評議學員作業。每星期學員必須完成課外習作。（限收十八人）

84. 中文硬筆書法 (Chinese Penmanship Workshop)

主 講 人：翟仕堯先生 B.A. (Tai Wan Normal)

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年九月十日起每星期二下午五時五十五分至七時五十五分

全期學費：四百六十元 （共十講）

本課程旨在教授各種硬筆書法技巧。硬筆種類繁多，課程將以墨水筆，原子筆書寫正書與行草書為重點。課程內容：(一)介紹書寫工具性能；(二)探討書寫理法；(三)書刊介紹；(四)示範、討論及參觀展覽（在星期日或假日舉行）。學員除有課堂練習外，更須以課餘時間做作業。（限收二十四人）

教師可獲教育署退還半費。詳參第 x 頁。

85. 隸書研習 (Chinese Calligraphy Workshop – Clerical Style)

主 講 人：翟仕堯先生 B.A. (Tai Wan Normal)

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年十一月十二日起每星期二下午五時五十五分至七時五十五分

全期學費：四百六十元 （共十講）

本課程將以隸書為主，研習書道技法。俾學員能掌握基本技法，並進而發揮個人書道創作之能力。課程包括書刊介紹，書體與幅式實習，書寫示範，作業評議及參觀展覽，(在星期日或假日舉行)。學員必須以課餘時間做習作。(限收廿四人)

教師可獲教育署退還半費。詳參第x頁。

86. 行書與草書 (Chinese Calligraphy Workshop – Running Script & Cursive Script)

主 講 人：葉民任先生

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年九月十四日起每星期六下午二時至四時

全期學費：四百八十元 （共十講）

行草是我國書法中較生動的書體，亦較易發揮個人風格。利用示範，導師先講授運筆的基本技法、字形結構要領，進而研習章法、款式與鈐印的配合。學員每星期必須完成課外作業。學期中將有一次參觀展覽活動（於星期日或假日舉行）。（限收二十人）

87. 創意書法 (Creative Chinese Calligraphy)

主 講 人：葉民任先生

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年十一月十六日起每星期六下午二時至四時

全期學費：四百八十元 （共十講）

本課程專為已掌握書法基礎技巧之人士提供一個工作室環境，研習現代書法的運筆，線條表達、構字原理、枯澁筆及濃淡墨的控制法等。在導師的引導下，學員可根據個人風格嘗試新的創作路向。學員必須利用課餘時間完成習作。學期中將有一次參觀展覽活動（於星期日或假日舉行）。（限收二十人）

88. 刻印藝術 (The Art of Seal Engraving)

主 講 人：葉民任先生

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年九月十三日起每星期五下午八時至十時

全期學費：五百八十元 （共十二講）

本課程專為初學刻印者而設。內容包括：(一)篆刻源流簡介，(二)印材、工具、參攷資料書籍的介紹，(三)製印步驟與刀法示範和練習，(四)章法設計及邊款刻法，(五)作品分析與欣賞。並將傳統刻印與現代刻印作深入淺出的分析，俾學員開拓刻印藝術之新境界。學期中將有一次參觀展覽活動（於星期日或假日舉行）。（限收二十人）

89. 印章的欣賞及應用 (Appreciation and Application of Seals)

主 講 人：葉民任先生

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年十一月廿九日起每星期五下午八時至十時

全期學費：四百八十元 （共十講）

印章既具欣賞價值，也普遍應用於書畫作品之中。本課程主要分為實習與欣賞兩部份：(一)為對刻印已有基本認識之人士提供進一步的刻印技巧知識；(二)講授姓名印、壓角章、啓首章等選用方法、書畫中的鈐印位置及款式之配合等。學期中將有一次參觀展覽活動（於星期日或假日舉行）。（限收二十人）

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

主 講 人：熊海先生

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年十一月十四日起每星期四下午五時五十五分至七時五十五分

全期學費：五百五十元 （共十二講）

本課程主要講授中國水墨畫的基本技法，利用基礎題材如山水、樹木、風雨、雲煙等練習及戶外寫生，開拓嶄新的水墨表現形式，描繪自然的本質與韻律美。學員應自由發揮內心的感情和理想，獨立構思及勇於創新。課程將輔以幻燈片研討及課堂示範。本學期內將於星期日或假日舉行一次戶外寫生。除課堂練習外，學員必須利用課餘時間做習作。（限收二十人）

教師可獲教育署退還半費。詳參第×頁。

91. 現代彩墨畫 (Contemporary Ink and Colour Painting)

主 講 人：熊海先生

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年十一月十四日起每星期四下午八時至十時

全期學費：五百五十元 （共十二講）

有興趣研習中國畫之人士，一旦掌握基本水墨技法後，大部份均欲嘗試色彩加水墨的表現形式。此課程專為這些人士而設，但亦適合初學者參加。導師將會示範色彩、構圖、筆法、肌理、工具及材料等的運用，介紹名家作品並討論學員習作、學期中將會在假日舉行一次戶外寫生。除課堂練習外，學員須利用課餘時間做習作。 (限收二十人)

教師可獲教育署退還半費。詳參第X頁。

92. 雲煙技法——山水畫法之一 (Cloudscape – Technique of Wash in Landscape)

主 講 人：徐子雄先生

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年九月十日起每星期二下午八時至十時

全期學費：四百六十元 (共十講)

山水畫中四時景物變化萬千：春山煙雲，夏山繁陰，秋山淨落，冬山霾寒。畫面氣氛的營造，都是渲染之功。本課程將研討和實習煙雨雲霧的渲染技法。除示範外，導師將以幻燈片介紹技法的變動性。學期中將有一次戶外寫生或展覽參觀活動，在星期日或假期進行。 (限收二十人)

教師可獲教育署退還半費。詳參第X頁。

93. 彩墨畫創作實驗 (Experimental Ink and Colour Painting Workshop)

主 講 人：徐子雄先生

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年十一月十二日起每星期二下午八時至十時

全期學費：四百六十元 (共十講)

本課程以工作室形式進行，理論與實踐並重，透過堂上示範和實驗，導師將與學員試用新繪畫工具，發掘新素材及新技巧。導師將探討日本、韓國、香港和台灣在水墨畫方面的發展形式，並以幻燈片介紹各地之近代彩墨作品。學期中將有一次戶外寫生或展覽參觀活動，在星期日或假期進行。 (限收二十人)

教師可獲教育署退還半費。詳參第X頁。

94. 西洋書法藝術 (The Art and Craft of Western Calligraphy)

主 講 人：陳德明先生 B.A. (HK Poly)

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年九月十一日起每星期三下午八時至十時

全期學費：四百六十元 （共十講）

西洋書法源自歐洲文化，歷史悠久，發展至今日，已成為一種藝術形式。此課程為學員介紹兩種普遍的書體——“ROMAN”及“ITALIC”，及多種書寫工具，包括一些自製筆，此外，導師將討論材料、字形、組織、選材、及書法的傳統和現代應用方式。學員須利用課餘時間做習作。 （限收十八人）

教師可獲教育署退還半費。詳參第x頁。

95. 西洋書法工作室 (Western Calligraphy Workshop)

主 講 人：陳德明先生 B.A. (HK Poly) 及客席講師

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年十一月二十七日起每星期三下午八時至十時

全期學費：三百八十元 （共八講）

本課程專為已掌握西洋書法基礎人士而設，透過講授及課堂練習，導師將介紹多種書體及表現形式如銅版字體 (Copper-plate)、大圓體 (Uncial) 及金箔繪飾 (Illumination)。學員必須每星期利用課餘時間做習作。 （限收二十人）

96. 凸版版畫藝術 (The Art of Relief Print)

主 講 人：鍾大富先生 B.A. (CUHK) M.F.A. (Tokyo)

地 點：香港薄扶林道144號薄扶林畫室

時 間：一九九一年十月十九日起每星期六上午十時至下午一時

全期學費：九百五十元（包括二百元材料費） （共十講）

中國發明了紙以後，凸版印刷術應運而生。今天中國的木板水印版畫藝術及日本浮世繪版畫藝術便是隨著凸版印刷術形成的獨特表現形式。西方的凸版畫，無論在概念、工具、油墨、雕製及印刷技術上，與中國的都有明顯差別。導師將以工作室形式與學員一起實習中西方凸版版畫製作。 （限收十五人）

97. 凹版版畫藝術 (The Art of Intaglio Print)

主 講 人：鍾大富先生 B.A. (CUHK) M.F.A. (Tokyo)

地 點：香港薄扶林道144號薄扶林畫室

時 間：一九九一年十月十九日起每星期六下午二時至五時

全期學費：九百五十元（包括二百元材料費） （共十講）

凹版版畫是西方版畫的一種獨特表現形式。自十五世紀，這種藝術在杜勒 (DURER)，林布朗 (REMBRANDT) 及哥雅 (GOYA) 等的推動下，大放異彩。凹版版畫精密細緻、層次分明。本課程兼重理論與實踐，由淺入深介紹各種製版技巧，包括腐蝕法 (ETCHING)、飛塵法 (AQUATINT)、直刻法 (DRY-POINT)、雕刻法 (ENGRAVING)、軟漆法 (SOFT-GROUND ETCHING)、糖水法 (SUGAR-LIFT GROUND) 和美油汀法 (MEZZOTINT) 等。導師將教授印刷油墨與紙張的配合，使學員能全面掌握製作凹版畫的技巧。 (限收十五人)

98. 寶石雕刻 (The Art of Gem Carving)

主 講 人：陳世英先生

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：一九九一年九月二十一日起每星期六下午二時至五時

全期學費：七百五十元 (共十講)

雕琢精美的寶石，就如一件珍貴的藝術品。本課程專為有志學習雕刻寶石者而設，內容包括：(一)介紹寶石的種類、中國和西洋寶石雕刻法、導師獨創之“WALLACE CUT”內雕和多面折射法，(二)學習設計寶石圖樣。(三)實習雕刻技巧。導師將於第一講通知學員自購工具 (約 \$350)，寶石則由導師代購 (每件約 \$15)。(限收十八人)

繩結藝術 (The Art of Macrame)

99. 王翠英女士主講

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：一九九一年九月十三日起每星期五下午八時至十時

全期學費：四百八十元 (共十講)

100. 王翠英女士主講

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：一九九一年十月五日起每星期六上午十時至十二時

全期學費：四百八十元 (共十講)

中國古代結繩記事，但隨著歷史的發展，繩結已演變為別樹一幟的裝飾工藝。本課程將介紹繩結藝術的基本技巧和工具，包括中國鈕扣結、酢漿草結、西方之梭織結、雙卷結等。導師除了堂上示範外，並將個別指導學員編織項鍊、耳環、腰帶、髮夾等飾物。(每班限收二十四人)

Design 設計

101. Introduction to Fashion Design

Frankie Ng, M.Des. (Royal College of Art), M.C.S.D., F.R.S.A. *Thursdays, 8.00–10.00 p.m., starting November 21, 1991. Room 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings. Fee: \$480*

This course serves as a general introduction to fashion design. It takes a rational approach to analyze the fundamental elements of fashion design, ranging from silhouette, proportion, fabric to application, cut and accessory. With the aid of slides and video tapes, the tutor will discuss the philosophy of fashion, elements of fashion design and design methodology. *Home assignment will be an essential part of the course through which a grasp of the basic know-how of fashion design is developed. Enrolment is limited to 20.*

基本時裝設計 (Introduction to Fashion Design)

102. 吳文正先生主講 M. Des. (Royal Collage of Art), M.C.S.D., F.R.S.A.

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）

時 間：一九九一年九月十二日起每星期四下午五時五十五分至七時五十五分

全期學費：四百八十元 （共十講）

103. 吳文正先生主講 M. Des. (Royal Collage of Art), M.C.S.D., F.R.S.A.

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）

時 間：一九九一年九月十二日起每星期四下午八時至十時

全期學費：四百八十元 （共十講）

本課程特別為對時裝設計有興趣或希望從事時裝設計之初學者而設。內容主要研究及探討時裝設計之元素及原理，如輪廓、比例、布料配搭、顏色運用等。透過課堂講解及幻燈片介紹名家作品，學員可了解如何具體運用這些元素。學員又可從課室及課外習作體會設計課程，繼而學習如何順應市場、對象及季節的需求。（每班限收二十人）

104. Fashion Design in Vogue (4 Workshops)

Kago Momoyo, B. Design (Tokyo), Dip. Fine Art (Paris), Dip. Cosmetology (Paris), Dip. Colour Analysis (Lond.), Guest Lecturer in Design, Hong Kong Polytechnic. *Saturdays, 2.00–6.00 p.m., starting September 7, 1991. Room 206, Runme Shaw Building, University of Hong Kong. 4 meetings.*

Fee: \$400

Designed for all those who wish to develop their interest or pursue a career in the fashion industry. Topics include: history of fashion silhouette, 20th century fashion creation, famous designers, figure drawing, fashion sketches, colour schemes, the techniques of illustration. Students will be expected to do a substantial amount of class work in order to produce a fashion collection for this coming season. Video-tapes will be shown in class. *Students are expected to have some basic knowledge of drawing. Tuition will be given in English supplemented with Cantonese where appropriate.*

Enrolment is limited to 20.

105. 建築及繪圖導論 (Introduction to Architectural Drafting and Perspective Drawing)

主 講 人：何超凡先生 B.A., B. Arch. (H.K.)

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年九月五日起每星期四下午五時五十五分至七時五十五分

全期學費：四百八十元 （共十講）

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，務使學員有足夠能力繪畫簡單和有效的圖則。課程將以實習為主，並輔以理論來說明。研習題目包括器材運用、簡單投影圖、平面圖、立面圖、剖面圖、三向圖、及等角投影圖等。學員必須利用課外時間做習作。（限收二十人）

106. Introduction to Architectural Drafting and Perspective Drawing

Dan Fedoruk, M.Arch (Manitoba). *Fridays, 5.55–7.55 p.m., starting September 13, 1991. Room 25, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$480**

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. 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. Enrolment is limited to 20.*

107. Intermediate Perspective and Presentation Drawing

Dan Fedoruk, M.Arch (Manitoba). *Fridays, 5.55–7.55 p.m., starting November 22, 1991. Room 25, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$480**

Architectural presentation drawings are an art-form in themselves: they can excite the imagination and engage the viewers' interest as self contained works. This course will address fundamental drawing modes with respect to their visual impact and uses in presentation schemes, and will include a review of basic drawing techniques, composition, and expressive use of media. Exercises will focus on expanding experiences with a range of presentation techniques while cultivating personal expression of style and interests. Course material will be for those with an *intermediate* level of architectural drafting and training in perspective drawing. *Students should be aware that there will be homework assignments each week and plan their time accordingly. Enrolment is limited to 20.*

108. 平面設計概念 (A Guide to Graphic Design Concepts)

主 講 人：靳埭強先生、畢子融先生 M.Sc. (N.Y.)、蔡啓仁先生

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年九月五日起每星期四下午八時至十時

全期學費：五百八十元 （共十講）

出色的視覺藝術創作背後，必須有鞏固的設計理論基礎。本課程專為有意從事平面及廣告設計人士提供一套正確的基本設計觀念，包括平面圖樣造形、描繪知識、視覺元素、視覺語言的基本法則和結構等。導師將透過理論分析和實際設計練習，引發學員對視覺藝術的興趣。（限收二十四人）

109. 廣告創作及向客戶推薦技巧

(Design & Presentation Techniques for Advertising)

主 講 人：吳宏權先生 M.A. (Manchester), M.C.S.D.

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）

時 間：一九九一年九月三十日起每星期一下午八時至十時

全期學費：六百七十元 （共十四講）

成功的廣告，必先經過慎密的構思，更要獲得客戶的接納，方可誕生。本課程旨在介紹廣告創作的的方法，及如何透過畫面設計的表達形式，向客戶推薦創作概念。內容包括：(一)廣告公司創作部實務及構思廣告的步驟。(二)廣告設計圖 (LAY-OUT) 的製作技巧及物料運用。(三)如何針對不同客戶的需求，向客戶推薦廣告概念。學員必須具備美術設計基礎知識，並於課外時間做習作。（限收二十人）

Photography 攝影

110. 基礎攝影 (Basic Photography)

主 講 人：陳樹人先生

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年九月十一日起每星期三下午五時五十五分至七時五十五分

全期學費：五百二十元（包括模特兒費）（共十講）

在照相機日趨普遍的情況下，對攝影產生興趣的人士愈來愈多，並以相片作為表達意念的媒介。本課程專為初學者而設。內容包括原理及器材介紹、對焦與拍攝操作、長短焦距鏡頭之特性及應用、快門與光圈之關係、菲林與曝光處理等。透過名家作品欣賞、實習拍攝及作業評論，學員將可掌握基本的攝影原理及技巧應用。課程包括一次戶外拍攝實習（於星期日進行）。學員須自備器材及菲林。（限收二十人）

111. 攝影進修 (A Guide to Better Photography)

主 講 人：陳樹人先生

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年十一月二十日起每星期三下午五時五十五分至七時五十五分

全期學費：五百四十元（包括模特兒費）（共十講）

本課程專為會修讀基礎攝影課程而欲充實攝影知識者而設，使學員對攝影有更全面和深入的認識，對學術理論、技巧操作和藝術美感的綜合能力有進一步的掌握，方便日後獨立處理一般攝影問題。課程包括一次室內人像拍攝及一次戶外實習（於星期日進行）。學員須自備器材及菲林。（限收二十人）

Theory and Appreciation 藝術理論及欣賞

西洋美術史導論(一)：文藝復興至印象主義 (Introduction to The History of Western Art I: The Renaissance to Impressionism)

112. 李筱怡女士主講 B.A. (H.K.), M. Litt. (Oxon.)

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）

時 間：一九九一年九月十一日起每星期三下午六時三十分至八時

全期學費：四百五十元（共十四講）

113. 李筱怡女士主講 B.A. (H.K.), M. Litt. (Oxon.)

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）

時間：一九九一年九月十一日起每星期三下午八時零五分至九時三十五分
全期學費：四百五十元（共十四講）

文藝復興時代西方藝術急劇轉變，並出現無數優秀藝術家，如達文西、米開蘭基羅及拉菲爾等。不少西方藝術的傳統及觀念，亦始源於此。隨後的藝術流派如風格主義、巴羅克藝術、浪漫主義、新古典主義、寫實主義以至印象主義，雖然在思想及風格上各有不同，但仍然繼承不少文藝復興所建立的傳統。現代藝術也從這個重要傳統中產生出來。本課程將介紹由文藝復興至十九世紀末的印象主義的藝術發展。本部將於九二年初繼續開設《後印象主義至後現代主義》課程。

（每班限收三十人）

教師可獲教育署退還半費。詳參第X頁。

114. 中國近代藝術概論 (A Survey of Contemporary Art in China)

主講人：劉霜陽先生 B.F.A. (CUHK), 信報藝評專欄作者

地點：香港大學校外課程部市區中心26室（信德中心西翼九樓）

時間：一九九一年九月十三日起每星期五下午六時十五分至七時四十五分

全期學費：三百七十元（共十講）

二十世紀中國社會動蕩不安。面對傳統藝術發展的呆滯和西洋文化的衝擊，中國藝術家和知識分子充滿憂患意識和危機感，力求創新和改革。但藝術發展一方面受到因襲觀念的約束，又受到戰爭及社會變革等客觀條件的限制。本課程將介紹這段曲折的藝術史，俾學員能認識中國藝術及其面對的種種問題。（限收三十人）

教師可獲教育署退還半費。詳參第X頁。

115. 西方當代藝術概觀

(A Survey of Contemporary Western Art)

主講人：劉霜陽先生 B.F.A. (CUHK), 信報藝評專欄作者

地點：香港大學校外課程部市區中心26室（信德中心西翼九樓）

時間：一九九一年十一月廿二日起每星期五下午六時十五分至七時四十五分

全期學費：三百七十元（共十講）

本課程旨在探討西方藝術，並利用中西近代藝術發展的比較，促進學員對藝術的了解和探索藝術現象背後的時代精神，展示出現代藝術動人的一面。講授將輔以幻燈片、錄影帶及引導學員參觀展覽。（限收三十人）

教師可獲教育署退還半費。詳參第X頁。

116. 當代雕塑面面觀

(The Evaluation of Contemporary Sculpture)

主 講 人：劉霜陽先生 B.F.A. (CUHK), 信報藝評專欄作者

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）

時 間：一九九一年十一月廿二日起每星期五下午八時至九時三十分

全期學費：三百七十元 （共十講）

現代科技的發展和新的文化條件的出現，都增加了雕塑藝術的內涵和表現性。當代雕塑的意念，表現手法和材料都有別於傳統。本課程透過幻燈片、錄影帶、講授和討論，引導學員對構成這三維空間藝術所採用的物料，觀念和環境條件增加進一步的認識。專題的雕塑家介紹有奈維爾遜(L. Nevelson)、波依斯(Beuys)、依娃凱絲(Eva Hesse)及野口勇(Noguchi)等；此外，亦會逐一帶領學員臥遊紐約和芝加哥的城市雕塑和日本的露天雕塑公園等。（限收三十人）

教師可獲教育署退還半費。詳參第X頁。

117. 中國近代繪畫認識及鑑賞 (Looking at Contemporary Chinese Painting: Appraisal and Appreciation)

主 講 人：魏天斐先生（文匯報中國書畫版編輯）

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）

時 間：一九九一年十一月廿一日起每星期四下午六時二十五分至七時五十五分

全期學費：三百七十元 （共十講）

本課程分兩部份：(一)探討近代中國畫的源流和發展（1840—現代）；(二)分析書畫市場及討論書畫真偽的辨証法。學員將有機會欣賞大量珍貴幻燈片，增強他們對中國近代書畫的認識，繼而學習以圖表進行鑑証及分析。（限收三十人）

教師可獲教育署退還半費。詳參第X頁。

118. 電影藝術欣賞 (Film Appreciation)

主 講 人：童路先生 B.A. (Pacific Southern), 香港導演會會員

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）

時 間：一九九一年九月三日起每星期二下午五時五十五分至七時五十五分

全期學費：三百元 （共六講）

課程內容：(一)介紹重要電影作者及其作品（中、西、港、台）；(二)何謂純電影（非語言性電影）；(三)現代主義電影藝術（意像、符號及後現代主義手法）；(四)演進中的商業電影技巧；(五)分析電影的理性與感性層面及兩性關係描寫；(六)電影新批評。課程將輔以影片欣賞。（限收三十人）

Art Education 藝術教育

兒童水墨字畫教學

(Teaching Chinese Ink-writing & Ink-painting to Children)

119. 黎佩娟女士主講 B. Ed. (Wolverhampton)

地點：香港大學校外課程部市區中心26室（信德中心西翼九樓）

時間：一九九一年十月十五日起每星期二下午五時五十五分至七時五十五分

全期學費：六百九十元（共十四講）

120. 黎佩娟女士主講 B. Ed. (Wolverhampton)

地點：香港大學校外課程部市區中心26室（信德中心西翼九樓）

時間：一九九一年十月十五日起每星期二下午八時至十時正

全期學費：六百九十元（共十四講）

本課程專為小學美術，書法科教師及幼童教育工作者而設。從水墨字畫實習課中，學員可瞭解中國筆墨工具材料的運用，並由美術角度去探討指導四至十四歲兒童學習中國水墨字畫的教學導向。課程包括：本港兒童對美術與中國書畫文化的認識，兒童成長階段的發展與筆墨文具操作的配合，中國文字書源、字形、書體與美術學習的關係，教學課題的設計與編排，兒童作品的評賞等。本課程將輔以幻燈片介紹、小組實習及課堂作品討論。學員須自備實習材料參與課堂活動。（每班限收二十人）

教師可獲教育署退還半費。詳參第 X 頁。

121. 兒童遊戲與美勞活動教學

(Children's Play and Art Activities)

主講人：黎佩娟女士 B. Ed. (Wolverhampton)

地點：香港大學校外課程部市區中心26室（信德中心西翼九樓）

時間：一九九一年九月九日起每星期一下午五時五十五分至七時五十五分

全期學費：八百八十元（共十八講）

本課程專為小學美勞科教師及幼兒教育工作者而設。課程包括：美術教育及兒童心智成長理論，遊戲的功能，美勞學習活動的認識，兒童對環境的認知，成人輔導的角色，學習環境的佈置與美勞專題設計，材料的認識與搜集，兒童畫的認識與評估，美術欣賞等。學員能透過美勞遊戲的設計及課題系列實踐，領悟教導兒童美勞活動的方法。本課程將輔以幻燈片介紹及小組討論。學員須自備實習材料及輕便服裝參與課堂活動。（限收二十四人）

教師可獲教育署退還半費。詳參第 X 頁。

Certificate Courses 文憑課程

122. Certificate Course in the Basics of Art Conservation and Restoration

Tuesdays, 6.30–9.30 p.m., starting October 8, 1991. Hong Kong Visual Arts Centre, Kennedy Road, Hong Kong. 30 meetings, plus 6 Saturday field trips, 2.30–5.30 p.m., (November 2, December 7, 1991; January 25, March 7, April 11 and May 23, 1992), and 1 independent research project. All students must attend a preliminary meeting to be scheduled during the week of August 20, 1991.

Fee: \$5,200

Tutors:

Barbara Reeve, Co-ordinator, B.A. (Bryn Mawr), B.Sc. (Lond.)

Paola Dindo, C.C.I., I.I.C.

Diana Collins, I.I.C.

Louise Garnaut, B. App. Sci. (RMIT), Certificato di Restauro e Legatoria (Urbino)

and other specialists

Whether you are a collector of art and artifacts, involved in museum work, or just starting out with an interest and a few modest possessions, *what you have is important to you.* Hong Kong's climate can be particularly harsh on collections. Things get broken, and there is the general deterioration and change which comes with time and use. How can you protect and, if necessary, restore what you value?

Designed as an introduction to the theory and practice of art conservation, this Certificate Course will provide the participants with sufficient practical experience and theoretical knowledge to meet the basic conservation and preservation needs of art work in their care. This is not intended as a professional training in art conservation.

There will be five meetings on each of the following topics: Oil Paintings and Frames, Textiles, Books, Ceramics, Polychrome Wooden Sculpture and Metals.

Instructions will comprise supervised practical work, demonstrations, and lectures. The Certificate will be awarded upon satisfactory completion of all course work including conservation projects, quizzes, a final examination, and an independent research project to be completed before July 31, 1992. By the end of the course, each student should have produced a portfolio of treatment reports documenting his/her conservation projects.

While there are no formal entry requirements for this course, a reasonable level of manual dexterity would be an advantage. Suitable practice pieces will be provided for those students who do not have their own objects.

Many of the basic materials for the course will be provided, and the cost of these is included in the fee.

To ensure individual guidance and supervision, *enrolment is strictly limited to 15.*

Students who have taken this Certificate Course in Autumn 1990/91 may enrol in one or more of the following sections. Such enrolment is limited to 3 per section.

- Course No. 123. Oil Paintings and Frames**
Paola Dindo, starting October 8, 1991. 5 meetings.
Fee: \$880
- Course No. 124. Textiles**
Diana Collins, starting November 12, 1991.
5 meetings. **Fee: \$880**
- Course No. 125. Books**
Louise Garnaut, starting December 17, 1991.
5 meetings. **Fee: \$880**
- Course No. 126. Ceramics**
Barbara Reeve, starting February 11, 1992.
5 meetings. **Fee: \$880**
- Course No. 127. Polychrome Wooden Sculpture**
Paola Dindo, starting March 17, 1992. 5 meetings.
Fee: \$880
- Course No. 128. Metals**
Barbara Reeve, starting April 28, 1992. 5 meetings.
Fee: \$880

129. 現代水墨畫文憑課程 (Certificate Course in Contemporary Chinese Ink Painting)

主 講 人：徐子雄先生、熊海先生、翟仕堯先生、葉民任先生、
王季麟先生、蔡啓仁先生及其他客席導師

地 點：香港大學校外課程部市區中心25室（信德中心西翼九樓）

時 間：一九九一年九月三十日起每星期一下午六時三十分至九時三十分
（結束日期大約在一九九二年七月）

全期學費：三千八百元

課程內容：

本課程嘗試引導學員以一個較新而有系統的方法去研習現代水墨繪畫，在「學」與「術」並重的前題下，學員須首先接受中國傳統繪畫訓練及了解東西方基本繪畫理論

和元素，冀求從兩方之認識中建立現代水墨的創作思想根苗，繼而探索個人創作路向。

訓練過程大致分為幾方面：首先是「手」和「眼」的訓練——學習使用工具，了解素材，欣賞古今中外佳作，以臨摹入手，再加上寫生練習，務求在技巧上達到更高水準，繼而是「腦」的訓練，學習思考探索，吸收所探訪各畫家的創作心得，再去尋求發揮個人風格和獨特的創作形式。

全期課程包括：

- (一) 三十次課室講學，每講三小時
- (二) 四次戶外寫生/展覽參觀（在週末或公眾假期舉行）
- (三) 兩次作業總評議（於學期中及學期尾舉行）

課程大綱：

(一)中國和西方繪畫理論，(二)簡略介紹西方繪畫和書法，(三)中國書法，(四)中國繪畫基本訓練，(五)印刻及裱畫，(六)實驗水墨畫，(七)探訪畫家，(八)參觀展覽。（以上各項以(四)和(六)佔課程比重最大。）

入學資格：

申請人須略具中國水墨畫基礎，經面試合格後方獲正式取錄。面試日期為一九九一年九月十六日（星期一）下午六時三十分至九時三十分。

報名手續：

申請人請於九月三日前將申請表及支票（\$3,800，抬頭寫「香港大學」）交回香港干諾道中200號信德中心西翼九樓，香港大學校外課程部，郵寄者請於信封面註明「現代水墨畫文憑課程」。申請人於九月十四日前會接獲面試通知書，不被取錄者可獲退還支票。（限收二十四人）

Miscellaneous 其它

130. Artistry Make Up Design (4 Workshops)

Kago Momoyo, B. Design (Tokyo), Dip. Fine Art (Paris), Dip. Cosmetology (Paris), Dip. Colour Analysis (Lond.), Guest Lecturer in Design, Hong Kong Polytechnic. *Tuesdays, 6.00–10.00 p.m., starting September 3, 1991, Room LG110, K. K. Leung Building, University of Hong Kong. 4 meetings.*

Fee: \$590 (including material fees)

Designed for all those interested in fashion make-up, this course is especially suitable for those in the arts, fashion, photographic, design and beauty industries. Topics include: cosmetics introduction; facial proportion drawing; make-up sketches demonstration followed by a practical session.

Students will be required to act as models in practical sessions. Critiques will be held at the end of each session. Styles discussed include: Classical Look of the Sixties, the Punkish Look, the Sickish Beauty and the French Floral. *Students are expected to have some basic knowledge of drawing or make-up and bring their own make-up applicators, colour pencils and sketch-books. Tuition will be given in English supplemented with Cantonese where appropriate. Enrolment is limited to 25.*

131. Professional Stage Make-up (4 Workshops)

Kago Momoyo, B. Design (Tokyo), Dip. Fine Art (Paris), Dip. Cosmetology (Paris), Dip. Colour Analysis (Lond.), Guest Lecturer in Design, Hong Kong Polytechnic. *Thursdays, 6.00–10.00 p.m., starting September 5, 1991. Room LG110, K. K. Leung Building, University of Hong Kong. 4 meetings.* **Fee: \$590** (including material fees)

Designed for those interested in professional stage make-up, this course is especially suitable for those in the arts, entertainment, film, design and beauty industries. Topics include: the chemistry of cosmetics; facial bone structure; character analysis and the art of application. The tutor will demonstrate corrective make-up, main actress and actor make-up, middle-aged make-up, fantasy make-up and special effects. Students are expected to practise on models at each session and have some basic knowledge of make-up. *Tuition will be given in English supplemented with Cantonese where appropriate. Enrolment is limited to 25.*

報名從速

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

Arts Administration

Staff Tutor: Dr. Y. W. Liu, Telephone 859 2416

141. Certificate in the Practice of Arts Management

Director of Studies:

Professor Martin Schulman, Visiting Fulbright Professor and Associate Professor and Director of the MBA in Arts Administration Programme at the School of Management, State University of New York.

Co-Director:

S. M. Tseng, General Manager, Hong Kong Arts Festival Society Ltd.

2 lectures on each Saturday, 2.30–6.00 p.m., starting September 21, 1991, University campus, University of Hong Kong. 30 meetings plus weekend workshops. **Fee: \$2,800**

This Certificate programme is jointly offered by the Department of Extra-Mural Studies and the Hong Kong Arts Administrators Association, with the support of the Hong Kong Baptist College and the Council for the Performing Arts (CFPA).

This course aims to provide practical knowledge of the different aspects of arts administration to arts administrators with less than three years of working experience in arts organisations. It is hoped that by widening the exposure of the students, they would become more resourceful and dedicated to their work.

In addition to lectures, there will be case studies relevant to Hong Kong for each major topic. Students will also be required to select specific topics for research and class presentation. There will be weekend workshops to discuss the problems and methods of research.

Syllabus:

Hong Kong Arts Organisations' Mission: Characteristics & Service; Current Goals & Objectives; Required Skills of Arts Managers; Current Arts Policy in Hong Kong: the Issues and Trends; Arts Policy: An International Perspective; The Leisure Time Industry in Hong Kong; Opportunities and Obstacles; Organisational Structure; Financial Management; Programming; Marketing the Arts; Market Research; Audience Analysis & Development; Sponsorships and Fundraising; Legal Aspects of Arts Management: Local & International; Working with Designers & Technical Management; Venue

Management; Orchestra Management; Dance & Theatre Management; Management of Small Companies; Presenting & Touring; Personnel Management; Time Management & Planning; Office Administration; Writing & Presentation Skills; The Future of the Arts in Hong Kong.

There will be *one* written examination at the end of the year. Students will be awarded a joint HKU Extra-Mural Studies and Hong Kong Arts Administrators Association Certificate in the practice of Arts Management provided they

- pass the written examination;
- attend at least 75% of the lectures; and
- complete the course assignments and the group project.

A completed application form together with a crossed cheque made payable to the 'University of Hong Kong' should be sent to Dr. Y. W. Liu, Department of Extra-Mural Studies, University of Hong Kong by 1st September, 1991.

Enquiries: Dr. Y. W. Liu, Telephone: 859 2416
Ms. Grace Y. C. Cheung (HKAAA), Telephone: 824 2289

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 287.

Biomedical & Health Science

Staff Tutor: Sarah S. C. Hui, Telephone 859 2793

Master's Degree in Pharmacy (Pharmacy Practice)

The Master of Pharmacy (Pharmacy Practice) degree is offered by University of Otago, New Zealand in conjunction with the Department of Extra-Mural Studies. This is a professional/academic qualification which provides pharmacists with advanced training in several aspects of pharmacy. The course consists of 6 papers and a thesis. 2 papers will be taught in Hong Kong and 4 papers will be taught by Otago Staff using teleconferencing method. Students will be provided with the printed course materials and self-assessment exercises. Upon successful completion of those 2 papers taught in Hong Kong, candidates will be awarded a EMS Post-graduate Certificate in Pharmacology and Pharmacy Administration. Duration of the course is 2½ years. The next intake for the M. Pharm course will be in March/April 1992. *Please write in for details enclosing a stamped self-addressed envelope or contact course coordinator Dr. Sarah Hui, Tel. 859 2793.*

146. Certificate Course in Pharmacology and Pharmaceutical Management

The Department of Extra-Mural Studies in conjunction with the Hong Kong Association of The Pharmaceutical Industry will offer the Certificate Course in Pharmacology and Pharmaceutical Management. This programme is particularly of interest to staff working in the pharmaceutical industry and related fields. Individuals who find this course beneficial may also apply. *For further details and for special enrolment forms, please contact Mr. Tommy Tsang, Department of Extra-Mural Studies, University of Hong Kong. (Tel. 859 2417).*

147. 基礎醫學證書課程 (Certificate in Basic Medical Science)

本課程旨在介紹西醫基礎醫學知識，如人體結構（解剖學），器官的功能（生理學）在正常的情况下如何引致不正常改變（病理學）。

課程是專為中草醫師而設計，使他們對解剖學，生理學及病理學有更深入的認識。內容包括理論學習及示範實驗等，為期約六個月，每星期授課兩次，每次兩小時。開課日期約在九月。

本課程是香港大學校外課程部和全港中醫師公會聯合會合辦。學員必須是該會會員並由中醫師公會推薦。有興趣報名參加的同學，請與本課程負責人許少珍博士聯絡，電話：859 2793或859 2417。或直接與中醫師公會談靈鈞醫師接洽，電話：396 9410。

148. 基礎醫學知識 (An Introduction to Basic Medical Science)

主 講 人：王紀慶醫生

地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）

時 間：一九九一年十月三日起每星期四下午六時四十五分至九時四十五分

全期學費：二千元 （共二十講）

基礎醫學包括人體的解剖學、生理學、生物化學及有關的病理學、藥理學等。一般的醫學常識就是指對以上各學科方面的基本知識。本課程主要是以人體解剖與生理為主，對體內各系統的功能作一般性的介紹。

本課程是特別為與人體有關的工作者而設，如針灸、跌打及體療護理等之工作人士。其他對基礎醫學有興趣的人士也歡迎選讀。

149. 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17室（信德中心西翼九樓）

時 間：一九九一年十二月十日起每星期二下午六時十五分至七時四十五分

全期學費：一百八十元 （共五講）

隨着社會的變化和日常工作量之增加，我們的視覺系統經常受到重大的壓力，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；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。

150. 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

地 點：香港大學邵逸夫樓209室

時 間：一九九一年十一月四日起每星期一一下午八時至九時三十分

全期學費：二百八十元 （共十講）

人可以缺少食物達數星期之久而不至死亡，但設若缺少水份只能維持數天的生命，而停止呼吸則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導至死亡。這類意外時有發生，皆因對呼吸認識不足所致。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。

151. 日常醫學知識 (Short Course in General Medical Knowledge)

主 講 人：香港醫學聯會會員 (Members of the Federation of Medical Societies of Hong Kong)

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：一九九一年十月四日起每星期五下午八時至九時三十分

全期學費：四百元（共十二講）

在日常生活中我們常接觸到某些疾病或與健康有關的問題，一般人可能由於缺乏普通醫學常識往往會不知所措及產生恐慌。本課程是由香港大學校外課程部與香港醫學聯會合辦。目的是幫助各學員認識一些常見的疾病的成因和處理方法；介紹及討論一些新的醫學知識及一些在香港常接觸到的健康衛生問題。

152. 常見婦科疾病淺釋 (Common disorders in Gynaecology)

主 講 人：林淑儀醫生 M.B.B.S. (N.K.), Doctor of Medicine (Melbourne),
M.R.C.O.G., (U.K.), M.R.A.C.O.G. (Australia)

地 點：香港大學校外課程部市區中心15室（信德中心西翼九樓）

時 間：一九九一年十月四日起每星期五下午八時至九時三十分

全期學費：三百元（共十講）

本課程以深入淺出的形式介紹一些婦科常見的疾病，例如月經失調，不育症，懷孕早期的併發症（如流產，宮外孕），陰道及盆腔發炎，乳房及子宮等之良性及惡性腫瘤，使學員了解其成因，病狀，治療及預防方法，適合醫護人員，教師及一般有興趣之女士修讀。

153. Management of Urgent Health Problems

H. K. Mak, M.B., B.S. (H.K.), M.H.P. (N.S.W.). *Thursdays, 6.15–7.45 p.m., starting October 3, 1991. Room M7, Main Building, University of Hong Kong. 12 meetings.* **Fee: \$360**

This course is intended for the general public as well as nursing and paramedical professionals. The aim is to enable attendees to understand the underlying principles in discerning the relative significance of sudden illnesses or accidental injuries, so that appropriate actions may be taken in good time, including on-the-spot selfcare when applicable. The following topics are examined: general principles and commonsense; fever and hypothermia; pain; bleeding; shock; unconsciousness; fainting and giddiness; delirium and mental confusion; fits and cramps; vomiting and diarrhoea; cyanosis; breathing difficulties; breathing stoppage; heart beat stoppage; pounding heart; urination stoppage; hives; sleeplessness; drug overdosage; poison ingestion; burns & scalds; mechanical injury; bites, scratches & stings; and precipitate childbirth.

154. 營養與健康 (Nutrition and Health)

主 講 人：許惠卿小姐 M.T.S., R.D.N.

地 點：香港大學邵逸夫樓206室

時 間：一九九一年十月七日起每星期一下午六時十五分至七時四十五分

全期學費：三百元 (共十講)

本課程是建基於西方營養理論，提供健康飲食法則，使學員了解市面上各種食物與身體健康的關係，以致在物質富庶，講飲講食蔚然成風的香港食得合宜，吃得健康。

課程內容包括：

(一)均衡飲食元素，評估飲食習慣；(二)脂肪，膽固醇與心臟健康；(三)蛋白質、醣，素食有益嗎？(四)個人熱量需求，營養增減法；(五)維他命及保持天然之烹調法；(六)礦物質中之鈣及鐵；(七)喝得其所及纖維新知；(八)人生不同階段的飲食特點；(九)做個明智食物消費人。

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

155. 美容及化粧品學 (Skin Care & Consmetic Science)

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

地點：香港大學校外課程部市區中心17室（信德中心西翼九樓）
時間：一九九一年九月十七日起每星期二下午六時至七時三十分
全期學費：三百六十元（共十二講）

本課程旨在介紹美容護膚之要訣及化粧品對皮膚結構與功能之影響。內容包括化粧品的歷史與近代的發展；皮膚結構，功能及各類化粧品對此二者所引起之影響；頭髮與皮膚之護理；常見之皮膚不正常現象及其處理方法，香水之合成與選擇；指甲，牙齒與足部護理之用品，化粧品引起之皮膚敏感；電子美容儀器之介紹及其效果；整容手術及其他美容新科技等等。本課程適合美容及髮型師或對化粧品有興趣之人士參加。

報名從速

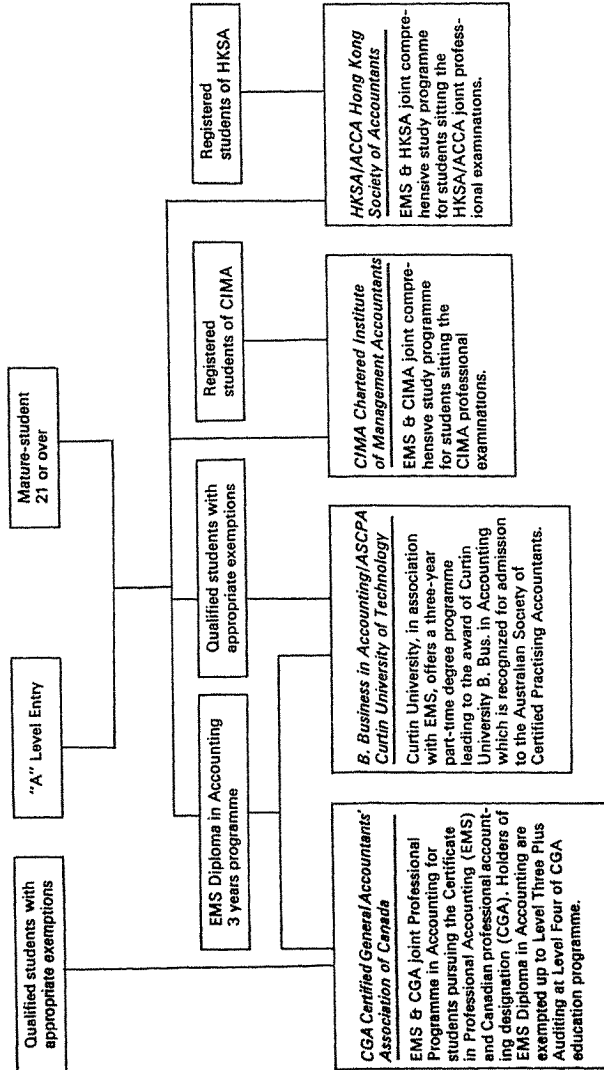
報名人數是本部得悉外界對本部課程的反應的唯一途徑。報名人數不足，可能導致有關課程延期舉行甚至被迫取消。敬希有志修讀本部課程者從速報名。

如欲收到下期課程手冊，
請翻閱第 **287** 頁。

Business Studies

Staff Tutors: David H. Y. Lam, Telephone 858 4515
 S. M. Ma, Telephone 858 4611
 K. Y. Fong, Telephone 858 4606

EXTERNAL PROGRAMMES IN PROFESSIONAL ACCOUNTING



Professional Programme in Accounting (CGA-Canada)

Introduction:

This programme provides professional training in accountancy for students who have appropriate post-secondary or equivalent qualifications. The programme comprises a range of modules (or subjects). On completion of the required number of modules, students will be eligible for the award of the Certificate in Professional Accounting.

Professional Recognition:

The programme curriculum is designed in conjunction with the Certified General Accountants' Association of Canada (CGA-Canada). Students completing the requisite modules and other requirements specified by CGA-Canada will be deemed to have satisfied the education requirement of CGA-Canada and will be qualified for the Canadian professional accounting designation 'CGA' provided they also satisfy the practical experience requirement of CGA-Canada. If the CGA designation is desired, prospective students should also enrol at the same time with CGA-Canada as a CGA student. This can be done by so indicating on the Enrolment Form (see Instruction for Applicants).

Entry Requirement:

An applicant must normally possess one of the following qualifications:

- (1) The EMS Diploma in Accounting;
- (2) A recognized university degree in accounting or a related subject;
- (3) A professional/higher diploma in accountancy from the Hong Kong Polytechnic, City Polytechnic or other equivalent post-secondary institutions;
- (4) Completion of ACCA level 2 or equivalent; or
- (5) ACCA or CIMA membership.

A prospective student with qualifications slightly below the prescribed ones may be admitted to the programme upon completion of certain pre-requisite modules.

Syllabus:

A student will be required to complete up to eight of the modules listed below. The requisite number of modules to be taken by each student shall depend on the previous studies of the student (see Exemptions below) and shall be specified by EMS at the beginning of the programme.

The modules offered by EMS will cover the required subjects at the advanced levels (Levels 4 to 5) of the CGA education programme. The

following modules are offered by EMS:

Level 4 and 5 modules:

- | | | |
|-----------------------------------|---|-----|
| (1) Management Accounting 2 | – | MA2 |
| (2) Taxation 1 | – | TX1 |
| (3) Auditing 1 | – | AU1 |
| (4) Financial Accounting 4 | – | FA4 |
| (5) Finance 2 | – | FN2 |
| (6) Auditing 2 | – | AU2 |
| * (7) Financial Accounting 5 | – | FA5 |
| * (8) Management Accounting 3 | – | MA3 |
| * (9) Management Auditing 1 | – | MU1 |
| *(10) Mgmt. Information Systems 2 | – | MS2 |
| *(11) Taxation 2 | – | TX2 |

** Any two of these modules are required for this programme.*

In addition, a student is required to complete a self-study microcomputer course (Microcomputer Tutorials). A set of distance learning course materials for the Microcomputer Tutorials will be supplied free of charge when a student enrolls in the programme for the first time. There is no examination requirement for this course but the course material should be studied prior to commencement of the programme.

Members of recognized professional accounting bodies may be allowed to enrol in CGA Program 80 which will be phased out after the academic year 1991/92. Details for enrolment in Program 80 are available at the CGA Canada Hong Kong Office.

Exemptions:

Exemption from certain modules shall be granted to students with appropriate qualifications and upon application.

Teaching:

There will be three sessions of 13 weeks each in an academic year. The first session (fall) starts in Mid-September, the second (winter) in December, and the third (spring) in March. Classes will take place during weekday evenings and/or weekends.

Award of the Certificate in Professional Accounting:

A student shall be awarded the Certificate provided that he/she

- completes satisfactorily at least 90% of the assignments in each module;
- passes the examination in each module; and
- satisfies the tutor in charge with his attendance at lectures.

Application Procedure:

Those students aiming for the CGA designation should apply to CGA-Canada Hong Kong Office at Rm. 1601, Shun Tak Centre, West Tower, 200 Connaught Rd., C., Hong Kong for an evaluation of exemptions prior to enrolment in this programme and submit the Confirmation of Exemption Status with the Enrolment Form. Students should allow at least two weeks for the evaluation process. A special application form for CGA evaluation is contained in the booklet '*CGA-Canada Hong Kong Program—General Information*' obtainable from EMS.

Complete and return to EMS the Enrolment Form for enrolment in the 'EMS Professional Programme in Accounting'. This Enrolment Form can also be used to enrol as a CGA student.

The closing dates for application for enrolment are August 31, 1991 for Session 1, November 22, 1991 for Session 2, and February 21, 1992 for Session 3. *Students are encouraged to apply as early as possible as applications are accepted on a first-come-first-served basis for qualified applicants. Late enrolment may be accepted only if places are available.*

Further information and application booklet (CGA-Canada, Hong Kong Programme) can be obtained from:

- | | |
|--|---|
| 1. Extra Mural Town Centre
Suite 1504-5, Shun Tak Centre
West Tower, 15/F
200 Connaught Road, Central
Hong Kong
Tel: 858 4515 | 2. Department of Extra Mural Studies
University of Hong Kong
Rm. 1, G/F., University Main Bldg
Pokfulam Road
Hong Kong
Tel: 859 2791 |
|--|---|

Fees:

The fee for 1991/92 is **HK \$3,200** per module which includes:—

- (1) Comprehensive distance learning, computer-integrated course materials;
- (2) A set of textbooks;
- (3) Lectures;
- (4) Marking of course assignments;
- (5) Examination; and
- (6) One supplementary examination; if required.

Course fees are non-refundable except where the module is over-subscribed or cancelled. Refund may be considered only for exceptional circumstances determined by EMS. In the event that a particular course is given in correspondence mode only, due to insufficient enrolment, a refund of \$500 will be provided.

Diploma Programme in Accounting

Introduction:

The programme is a three-year part-time diploma course which will provide students with a solid foundation in the accounting field. The subjects within the course are so designed that holders of the Diploma can seek exemptions from various professional examinations. At present the Certified General Accountants' Association of Canada (CGA-Canada) has agreed to grant exemption to holders of the Diploma from level I to III plus Auditing 1 in the CGA education programme. Exemption from other professional accountancy bodies will continue to be sought with a view to obtaining the maximum professional recognition for the graduates.

Moreover, the subjects are so designed that they are comparable in both content and academic standards to courses at the first levels of undergraduate degree programmes. This feature will facilitate accreditation by overseas universities or other tertiary institutions.

Programme Structure:

The programme includes instruction and assessment in the following modules:

Year I	1st Term	Basic Accounting Law
	2nd Term	Economics Statistics
Year II	1st Term	Intermediate Accounting I Management Information Systems
	2nd Term	Intermediate Accounting II Quantitative Methods
Year III	1st Term	Management Accounting Auditing
	2nd Term	Financial Management Hong Kong Taxation

Each subject comprises 30 hours of lectures extending over ten lecture sessions. Students are required to submit assignments. Assessment is based on the assignments and a final examination.

Entry Requirements:

Applicants should possess at least two passes at advanced level and three passes at ordinary level of which one must be in English, or equivalent. However candidates 21 years of age or over may be admitted under the

mature-student category. A university degree or a diploma from a recognised post-secondary institution will also satisfy the entry requirements.

Exemption:

Exemption from relevant subjects may be granted to prospective students who have completed courses of equivalent content and level taken at recognised post-secondary institutions or professional examinations. No exemption will be given to more than 8 modules so that students must enrol for at least 4 modules before receiving the Diploma.

Subject to availability of places, students holding appropriate exemptions may be allowed direct enrolment into Year Two or Year Three in 1991/92.

Teaching:

The first term of the 1991/92 academic year will commence in September 1991 and end in December 1991. The second term will commence in late January 1992 and end in late April 1992. Classes will be held twice a week in the evenings or Saturday afternoons.

Award of the Diploma in Accounting:

A student will be awarded the diploma provided that for each of the modules (other than those in which exemptions have been granted) he

- (a) completes satisfactorily the required course assignments;
- (b) passes the relevant examination; and
- (c) satisfies the examiners with his attendance at lectures.

Application Procedure:

Complete and return to EMS an application form for the Diploma Programme in Accounting. The closing dates for application are August 31, 1991 for the first term and January 10, 1992 for the second term, but prospective students are encouraged to apply early as places are limited. Admission will be on a *first-come-first-served* basis for qualified applicants. Application forms can be obtained from:—

Extra-Mural Town Centre
Suite 1504-05,
Shun Tak Centre, West Tower, 15/F.,
200 Connaught Road, Central,
Hong Kong. (Tel: 858 4515)

Fees:

For 1991/92 academic year, the fee for Year 1 modules is **HK\$2,050** per module which includes:

- (1) Lectures;
- (2) Marking of course assignments;
- (3) Examination; and
- (4) One supplementary examination; if required.

The fee for Year 2 and Year 3 modules* is **HK\$2,720** per module which includes:

- (1) Comprehensive distance learning, computer-integrated course materials;
- (2) A set of text books;
- (3) Lectures;
- (4) Marking of course assignments;
- (5) Examination; and
- (6) One supplementary examination; if required.

* Most of the Year 2 and Year 3 modules require the use of a personal computer for study purpose.

The fee for the Hong Kong Taxation module is **HK\$2,050**, but the course material and text book will have to be purchased by the students.

There is a \$50 application fee to be submitted with the application for enrolment. The application fee will be used to cover the cost of processing and is non-refundable.

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

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

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

Applications will be invited from prospective students in *February/March 1992*. Classes are expected to commence in *August 1992*.

Applicants may be required to attend an Intensive Introductory Course taught in Hong Kong prior to formal admission and will need to budget for both the Introductory Course expenses and the degree course fees.

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

Please write in for a detailed prospectus enclosing a \$3.50 stamped self-addressed envelop (9" x 12") to Curtin Programme, Department of Extra-Mural Studies, University of Hong Kong, Suite 1504-05, 15/F., West Tower, Shun Tak Centre, 200 Connaught Road, Central, Hong Kong or call 858 4515.

EXTRA MURAL STUDIES / HONG KONG SOCIETY OF ACCOUNTANTS

Joint Accountancy Programme

Commencing in September, 1991, the Department of Extra Mural Studies (EMS) and Hong Kong Society of Accountants (HKSA) will jointly offer a comprehensive accountancy programme for Hong Kong students who wish to qualify as members of ACCA/HKSA by sitting the HKSA/ACCA joint professional examinations.

The objective of this programme is to provide students with a formalized and structured programme of studies in which 10 weekly lectures (in the evenings and at weekends) will be provided for each course; assignments are also required to be submitted by students. Although there will be no internal examinations, students are expected to sit the relevant HKSA/ACCA joint examination after completion of each course.

All 18 courses for the three levels of the HKSA/ACCA joint examinations will be offered before each HKSA/ACCA joint examination diet.

Students will be awarded a Certificate of Completion by EMS and HKSA for each course completed, subject to satisfactory attendance and assignments records.

Applications for the EMS/HKSA joint accountancy programme will be accepted on a first-come-first-served basis for qualified students, but priority will be given to the registered students of HKSA.

Please write in for details of the EMS/HKSA joint accountancy programme by enclosing a \$1.40 stamped self-addressed envelope.

EXTRA MURAL STUDIES / CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS

Joint Management Accountancy Programme

Commencing in September, 1991, the Department of Extra Mural Studies (EMS) and the Chartered Institute of Management Accountants, Hong Kong Branch (CIMA), will jointly offer a comprehensive management accountancy programme for Hong Kong students who wish to qualify as members of CIMA/HKSA by sitting the CIMA professional examinations.

The objective of this programme is to provide students with a formalized and structured programme of studies in which 10 weekly lectures (in the evenings and at weekends) will be provided for each course; assignments are also required to be submitted by students. Although there will be no internal examinations, students are expected to sit the relevant CIMA examination after completion of each course.

All 16 courses for the four stages of the CIMA examinations will be offered before each CIMA examination diet.

Students will be awarded a Certificate of Completion by EMS and CIMA for each course completed, subject to satisfactory attendance and assignments records.

Applications for the EMS/CIMA joint management accountancy programme will be accepted on a first-come-first-served basis for qualified students, but priority will be given to the registered students of CIMA.

Please write in for details of the EMS/CIMA management accountancy programme by enclosing a \$1.40 stamped self-addressed envelope.

Certificate in Marketing

The Department of Extra-Mural Studies and Hong Kong Institute of Marketing will offer a Certificate Programme in Marketing in August 1991. This programme is aimed to prepare students for the examinations of the Chartered Institute of Marketing and provide effective training for people working in the marketing field. On completion of a required number of modules (up to eight modules), students will be awarded a Certificate in Marketing endorsed by EMS and HKIM.

Please write in for details enclosing a \$1.40 stamped self-addressed envelope to "Certificate in Marketing", Department of Extra-Mural Studies, University of Hong Kong, Suite 1504-05, West Tower, Shun Tak Centre,

200 Connaught Road, Central, Hong Kong or call 858 4515.

161. 中國對外經濟貿易：政策、法律與實務

[與中山大學合辦之證書課程]

(Joint Certificate Course in China Trade and Investment)

主 講 人：張志錚教授（中山大學、嶺南（大學）學院經濟系講座教授、經濟研究所所長、廣東省經濟學會副會長）

地 點：在香港及廣州（詳情容後公佈）

時 間：一九九一年九月十五日至十一月十五日（用粵語講授）

全期學費：四仟三百元（往返廣州的交通及在廣州市的食宿費用，由學員自費）

(一) 宗旨：

本課程的目的，在於從高層次研討中國自改革、開放以來，在對外貿易和利用外資等經濟合作方面的成效與問題，現行的體制、政策和法律，以及對中國進行貿易和投資的操作技巧。學員不僅接受課堂教學，並且安排與內地官員會晤及到各有關單位訪問，作直接溝通。從而做到理論密切結合實際，去了解如何開展對中國的貿易和投資，以取得良好的經濟效益。

(二) 課程內容與教學方式（總課時共100小時）：

(甲)在香港上課二十次（60小時），每次一題3小時。共八週，前四週每週上課三次，後四週每週上課二次。講課內容分三部份二十題。第一部份概論：(1)中國社會主義經濟的建立和發展；(2)中國經濟體制改革；(3)中國對外經濟貿易的發展。第二部份中國對外貿易：(4)中國對外貿易體制；(5)中國外貿機構與大型外貿活動；(6)許可證與配額管理；(7)、(8)中國商品出口貿易（上下）；(9)、(10)中國商品進口貿易（上下）；(11)中國對外技術貿易。第三部份中國對外經濟合作與利用外資；(12)中國對外經濟合作的內容與體制；(13)中國投資環境與項目選擇；(14)中國利用外資的方式與程序；(15)中外合資企業；(16)中外合作企業；(17)外商獨資企業；(18)對外加工裝配與補償貿易；(19)國際租賃。(20)總結。

(乙)赴廣州調查、洽談一周（30小時）：

(1)聽廣東省、廣州市對外經濟貿易部門官員和企業經理報告與座談五次。

(2)到廣州市經濟技術開發區、外商投資企業（即「三資企業」）、對外加工裝配與補償貿易企業（即「三來一補」企業）以及外資企業，參觀與洽談五次。

(丙)研討、習題與考試（10小時）：

(三) 證書：

全部課程結束，學員考試合格，由香港大學校外課程部與中山大學成人教育學院聯合頒發專業證書。

其他詳情請向本部查詢。(電話：858 4515)。

Course Nos. 162 to 168 are designed to be of assistance to those preparing for the examinations of the Chartered Association of Certified Accountants, the Hong Kong Society of Accountants, the Chartered Institute of Management Accountants, the Institute of Chartered Secretaries and Administrators, and the London Chamber of Commerce and Industry.

The courses are a complement to, not a substitute for, correspondence courses. The courses have been designed on the assumption that all participants are serious students and will undertake all homework as set by tutors. Students should make their own arrangements for sitting the relevant examinations.

162. Auditing for Examinations

Wu Wai-yee, F.C.C.A., A.H.K.S.A. *Tuesdays, 6.15–9.15 p.m., starting September 17, 1991. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 13 meetings.* **Fee: \$700**

This course is intended for those who are aiming for the December 1991 ACCA/HKSA examination, paper 2.1. The course will cover the nature, purpose and general principles of auditing, the concept of internal control and the system base audit approach, audit planning control and documentation, audit of transactions, audit evidence, audit working papers, the verification of assets and liabilities. Other topics to be studied are audit guidelines on client stock-taking, post balance sheet action, legal matters and liabilities, the audit report, computer system audit, law on distribution of profit and the audit committee.

Medium of Instruction: Cantonese supplemented with English where appropriate.

163. Introduction to Hong Kong Taxation

Chan Siu-pang, F.C.C.A., A.H.K.S.A., F.A.I.A., C.P.A. (Sing.), F.F.A., M.B.I.M., A.T.I.H.K. *Saturdays, 2.00–3.30 p.m., starting September 21, 1991. Room 237, University Main Building, University of Hong Kong. 12 meetings.* **Fee: \$360**

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.

Medium of instruction: Cantonese supplemented with English where appropriate.

Advanced Accounting Practice and the Regulatory Framework of Accounting

164. To Pak-lam, C.P.A., F.C.C.A., F.H.K.S.A., M.B.I.M., *Fridays, 6.30–9.30 p.m., starting September 20, 1991. Room 103, University Main Building, University of Hong Kong. 16 meetings.* **Fee: \$900**

165. To Pak-lam, C.P.A., F.C.C.A., F.H.K.S.A., M.B.I.M., *Saturdays, 2.30–5.30 p.m., starting September 21, 1991. Room 121, University Main Building, University of Hong Kong. 16 meetings.* **Fee: \$900**

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, requirements of Companies Act and Companies Ordinance, all statements of standard accounting practice in H.K. and U.K., pension costs, earning per share, leasing and hire purchase, foreign currency translation, deferred taxation, capital reorganisation and reconstructions, segment reporting, interpretation of accounts, groups accounts including addition and disposal of subsidiaries, vertical and mixed groups, foreign subsidiaries, consolidated statement of changes in financial position, mergers and acquisitions, associated companies, etc.

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

166. Foundation Accounting

Teresa Ho Miu-hing, B.B.A. (C.U.H.K.), A.C.C.A. *Thursdays, 6.30–9.15 p.m., starting September 24, 1991. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 13 meetings.* **Fee: \$680**

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.

Medium of instruction: Cantonese supplemented with English where appropriate.

167. Intermediate Accounting

So Kwok-wai, B.B.A. (C.U.H.K.). *Saturdays, 2.30–5.00 p.m., starting September 21, 1991. Room 141, University Main Building, University of Hong Kong. 16 meetings.* **Fee: \$750**

The course completes the coverage of the syllabus of Second Level Bookkeeping and Accounts (formerly Intermediate Bookkeeping) of the LCC & I examination. In particular, it presents the principles and treatments for partnerships and limited companies, bills of exchange, consignment accounts, joint venture accounts, instalment sales and hire purchase accounts, branch accounts, investment accounts, contract accounts, control accounts, incomplete records and single entry, the valuation of stock depreciation, accounting for non-profit-making organizations and goodwill. This course is especially suitable for those who sit for the relevant LCC & I examination. Appropriate textbooks will be recommended to reduce the need for note-taking to a minimum. *Applicants should have a basic knowledge of elementary bookkeeping.*

Medium of instruction: Cantonese supplemented with English where appropriate.

168. Higher Accounting

Chan Siu-pang, F.C.C.A., A.H.K.S.A., F.A.I.A., C.P.A. (Sing.), F.F.A., M.B.I.M., A.T.I.H.K. *Saturdays, 3.30–6.00 p.m., starting September 21, 1991. Room 237, University Main Building, University of Hong Kong. 14 meetings.* **Fee: \$700**

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.

Medium of instruction: Cantonese supplemented with English where appropriate.

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

主 講 人：區啓昌先生 B.A. (York)

地 點：香港大學校本部大樓121室

時 間：一九九一年九月廿五日起每星期三下午七時十五分至九時十五分

全期學費：五百元 (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。本課程共分為四部分：(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。(限收四十五人)

170. Basic Auditing

David Woo Sai-hong, B.A., M.Econ., C.P.A., F.C.C.A., F.H.K.S.A., F.C.I.S., C.M.A. *Wednesdays, 6.00–7.30 p.m., starting September 25, 1991. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$330**

This is an introductory 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. 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.

171. Elementary Book-keeping and Accounts

Chan Kee-ming, A.C.I.S. *Thursdays, 6.30–9.30 p.m., starting September 19, 1991. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.* **Fee: \$700**

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

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

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

Medium of instruction: Cantonese supplemented with English where appropriate.

172. 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11室（信德中心西翼九樓）

時 間：一九九一年九月廿五日起每星期三下午六時十五分至七時四十五分

全期學費：四百八十元 （共十五講）

此項課程包括介紹香港稅務法例之內容，特別注重利得稅、薪俸稅、物業稅及個人入息稅，並討論及如何向稅務局提出申訴。除作簡單之原理講述外，主講人亦與學員討論實際之應用問題，與如何填寫各種報稅表格及如何向稅局追討發還超額繳納之稅款及稅局如何向納稅人追收稅款等。各學員應在開課前購買——「香港稅務法例」(Inland Revenue Ordinance)，作為聽講時參考之用。

由於專門術語為本，學員須具有英語知識。

International Trade

173. Poon Shing-chung, Carlson, *Fridays, 6.30–8.00 p.m., starting September 20, 1991. Room 142, University Main Building, University of Hong Kong. 15 meetings.* **Fee: \$450**

174. Poon Shing-chung, Carlson, *Fridays, 8.05–9.35 p.m., starting September 20, 1991. Room 142, University Main Building, University of Hong Kong. 15 meetings.* **Fee: \$450**

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

and HKAB rules.

Medium of instruction: English supplemented with Cantonese where appropriate.

IN-HOUSE TRAINING COURSES

Institutes, companies, societies and government departments who are interested in arranging in-house training courses in Accountancy studies or related topics for their employees/members should contact Miss Clara Lok at 858-4515. The Department of Extra-Mural Studies is currently running a programme for Macau Management Association.

報名從速

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

如欲收到下期課程手冊，
請翻閱第 287 頁。

Computer Science

Staff Tutor: F. T. Chan, Telephone 859 2418

I. Introductory Courses

211. 微電腦之操作及教學應用

(Microcomputers for Teachers) (CITOOI)

主 講 人：沃為源先生、侯傑泰先生

地 點：香港大學校外課程部市區中心2室（信德中心西翼十五樓）

時 間：一九九一年九月二十四日起每星期二下午六時至九時

全期學費：二千元正（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。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；(四)中文文書處理；(五)簡介及示範各類現成與教育有關之軟件。（本課程因電腦設施所限，只收20人。學費包括上課時間所用之磁碟費用。課室備有多部IBM相容之電腦，學員可分二人小組即時練習）。

教師可獲教育署退還半費。詳參第 x 頁。

趣味電腦學講座 (Understanding Computer Science Lectures)

雖然電腦的應用已十分普遍，但一般人對電腦的認識並不足夠；甚至有所誤解。以下一系列專題講座，是專門針對這個問題而設計。運用深入淺出和趣味性的方法，向學員介紹電腦學的基礎，包括應用、限制性、潛能和發展等，從而幫助學員正確認識電腦的功能。

課程由墨爾本大學高級講師陳宗岳博士主講。陳博士曾任教香港大學，對電腦教育及顧問諮詢工作均有豐富經驗。

學員需具中學程度，和一定英語能力以便了解英文的專用詞。講授語言是粵語，輔以英語。講義將中英並用。如個別課程要求學員具備其他知識，會在簡介註明。

212. 電腦基礎概念

(Understanding Fundamental Computer Concepts)

主 講 人：陳宗岳博士

地 點：香港大學校外課程部市區中心28室（信德中心西翼九樓）

時 間：一九九一年十一月十八日（星期一）下午六時至九時三十分

全期學費：三百五十元（共一講）

本課將闡明電腦的基本概念，系統組織和結構，操作原理，各種電腦類別，軟件和硬件的功用，發展的歷史和趨勢。

本課是電腦入門的最基本課程，適合對電腦有興趣的各界人士。

213. 資料結構和運作 (Understanding Information Representation and Manipulation in a Computer)

主 講 人：陳宗岳博士

地 點：香港大學校外課程部市區中心（信德中心西翼九樓）

時 間：一九九一年十一月十九日（星期二）下午六時至九時三十分

全期學費：三百五十元（共一講）

本課將介紹主要數據結構 (data structures) 的基本概念，範圍包括數組 (arrays)，線性表 (linear lists)，樹 (trees) 和圖形 (graphs)，和闡釋資料如何透過這些結構形式存放在電腦中，並能有效地運作。

本課特別適合有興趣於電腦科學或自己編寫程序的人士。

214. 尋索和排序 (Understanding Searching and Sorting)

主 講 人：陳宗岳博士

地 點：香港大學校外課程部市區中心（信德中心西翼九樓）

時 間：一九九一年十一月廿日（星期三）下午六時至九時三十分

全期學費：三百五十元（共一講）

尋索和排序被認為是電腦中最常用和最重要的運作。本課將介紹各種尋索和排序的方法，分析和比較它們的理論基礎，優點和限制性。

學員須曾修讀「資料結構和運作」(Understanding Information Representation and Manipulation in a Computer) 或相等課程。

215. 操作系統 (Understanding Operating Systems)

主 講 人：陳宗岳博士

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：一九九一年十一月廿一日（星期四）下午六時至九時三十分

全期學費：三百五十元（共一講）

操作系統是電腦系統中最重要軟件。本課將介紹操作系統的主要功能，並簡介它的歷史和發展趨勢，從而使學員了解操作系統對電腦用戶的重要性。

216. 人工智能 (Understanding Artificial Intelligence)

主 講 人：陳宗岳博士

地 點：香港大學校外課程部市區中心（信德中心西翼九樓）

時 間：一九九一年十一月廿二日（星期五）下午六時至九時三十分

全期學費：三百五十元 （共一講）

由於人工智能的發展，機械人 (robots) 和專家系統 (expert systems) 現今都被廣泛地應用。

本課將簡介什麼是人工智能，它的基礎、分科、應用範圍，發展經過和趨勢。

217. 程序模式 (Understanding Programming Paradigms)

主 講 人：陳宗岳博士

地 點：香港大學校外課程部市區中心（信德中心西翼九樓）

時 間：一九九一年十一月廿三日（星期六）上午九時至十二時三十分

全期學費：三百五十元 （共一講）

本課將介紹常用程序語言 (programming languages) 的分類和基礎模式（例如：Basic，Fortran，Cobol，Algol，Pascal，Lisp，Prolog 等等）。但目的不在教授任何程序語言，而是簡介各類程序模式的異同和特性，及其發展經過。藉此希望學員對程序語言有些宏觀概念，從而對學習程序語言或在選擇程序語言編寫軟件時有所幫助。

學員須具備使用程序語言的經驗。

218. 軟件工程 (Understanding Software Engineering)

主 講 人：陳宗岳博士

地 點：香港大學校外課程部市區中心（信德中心西翼九樓）

時 間：一九九一年十一月廿三日（星期六）下午二時至五時三十分

全期學費：三百五十元 （共一講）

電腦系統可分為軟件和硬件兩部份。本課主要介紹軟件開發過程中所使用的方法和技術，以及所遇到的困難，特別針對規模宏大的軟件。

本課特別適合規模宏大軟件的用戶，管理電腦化的行政人員，以及參與軟件開發的人士。

219. Computer Systems and Software Packages Installation Management

Ronald Cheung, B.Sc. (Hons.), Dip. M.S., M.H.K.I.M., M.H.K.C.S. *Thursdays, 6.15–9.15 p.m., starting January 9, 1992. Room 230, Knowles Building, University of Hong Kong. 6 meetings.* **Fee: \$400**

This course helps participants to assess company computerization requirements and formulate computerization projects. It also imparts technical skills for evaluating software packages according to the requirements of the company or the clients. Furthermore, project management skills applying to implementation of computer systems or software packages will be discussed with backup cases. This course is suitable for programmers, analysts, software consultants, and managerial/executive staff who wish to acquire or sharpen their pragmatic skills in computer project management.

Topics include: Computer systems requirement definition, request for proposal, system proposals analysis, implementation plan, site installation planning, user training skills, system conversion plans, enhancement support skills, maintenance programme.

Computer and Information Processing: A First Step

220. M. F. Yau, B.Sc. (Eng.), M.Phil. (H.K.), M.B.C.S., M.I.E.E.E., Computer Officer, University of Hong Kong and W. S. Fung, B.A. (Comp.), Assistant Computer Officer, University of Hong Kong. *Lectures on Mondays, 6.15–8.45 p.m., starting September 30, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$500**

221. M. F. Yau, B.Sc. (Eng.), M.Phil. (H.K.), M.B.C.S., M.I.E.E.E., Computer Officer, University of Hong Kong and W. S. Fung, B.A. (Comp.), Assistant Computer Officer, University of Hong Kong. *Lectures on Thursdays, 6.15–8.45 p.m., starting October 3, 1991. Room 230, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$500**

This is a computer appreciation & literacy course suitable for a wide audience. It is designed for people whose work involves frequent contact with computer systems, for people thinking of taking up data processing

as a career, and even for people who wish to acquire some computer knowledge. This is the recommended pre-requisite course for other Certificate courses in Computer Science organised by the Department.

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

Medium of Instruction: Cantonese for Course 220.

English for Course 221.

The Principles and Applications of Microcomputers (CIT 001)

222. Lectures on Mondays, 6.30–9.00 p.m., starting October 7, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Thursdays, 6.00–7.30 p.m., starting October 24, 1991. Room 201, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings, 3 tutorial meetings & 10 workshop meetings. **Fee: \$1,080**

223. Lectures on Mondays, 6.30–9.00 p.m., starting October 7, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Thursdays, 7.30–9.00 p.m., starting October 24, 1991. Room 201, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings, 3 tutorial meetings & 10 workshop meetings. **Fee: \$1,080**

224. Lectures on Mondays, 6.30–9.00 p.m., starting October 7, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Fridays, 6.00–7.30 p.m., starting October 25, 1991. Room 201, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings, 3 tutorial meetings & 10 workshop meetings. **Fee: \$1,080**

225. Lectures on Mondays, 6.30–9.00 p.m., starting October 7, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Fridays, 7.30–9.00 p.m., starting October 25, 1991. Room 201, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings, 3 tutorial meetings & 10 workshop meetings. **Fee: \$1,080**

Tutors-in-charge: W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), C.Eng., M.A.C.M., M.B.C.S., M.H.K.I.E., Senior Computer Officer, University of Hong Kong.

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

This course is designed to provide exposure to various aspects of the microcomputers which are essential to effective operations in a modern office. Emphasis will be put on the understanding of the software packages and the basic principles rather than the detailed manipulation of a particular software.

Topics include: Basic components of microcomputer, input/output devices, operating system concepts, word processing, desk top publishing, spread sheet, database, programming language (BASIC), office network, Chinese word processing, and relevant case studies. *Enrolment for each course is limited to 20.*

Medium of instruction:. Cantonese, supplemented with English where appropriate.

226. Understanding and Repairing your PC

Mondays, 7.00–9.30 p.m., starting October 28, 1991. Room 103, Main Building, University of Hong Kong. 9 meetings. (include small group demonstration and hands-on practical sessions.) **Fee: \$600**

Tutor-in-charge: W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), C.Eng., M.A.C.M., M.B.C.S., M.H.K.I.E., Senior Computer Officer, University of Hong Kong.

This course is suitable for IBM PC compatible owners who already have basic operational knowledge and wish to expand into hardware architecture & related areas. It aims to help participants to develop PC trouble-shooting techniques, and other aspects of hardware appreciation/standardization.

Topics include: Introduction to hardware architecture, data storage technologies, display standards, printing devices and other peripherals, computer virus, hardware related DOS commands, and trouble-shooting techniques.

To allow for sufficient discussion and practice, enrolment is limited to 36.

Introduction to UNIX

227. *Lectures on Fridays, 7.00–9.30 p.m., starting September 27, 1991. Room 209, Run Run Shaw Building, University of Hong Kong. Workshops on Mondays, 6.00–8.00 p.m., starting October 7, 1991. Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 6 lecture meetings and 5 workshop meetings.* **Fee: \$1,400**

228. Lectures on Fridays, 7.00–9.30 p.m., starting September 27, 1991. Room 209, Run Run Shaw Building, University of Hong Kong. Workshops on Mondays, 8.00–10.00 p.m., starting October 7, 1991. Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 6 lecture meetings and 5 workshop meetings. **Fee: \$1,400**

229. Lectures on Fridays, 7.00–9.30 p.m., starting January 3, 1992. Room 209, Run Run Shaw Building, University of Hong Kong. Workshops on Mondays, 6.00–8.00 p.m., starting January 13, 1992. Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 6 lecture meetings and 5 workshop meetings. **Fee: \$1,400**

230. Lectures on Fridays, 7.00–9.30 p.m., starting January 3, 1992. Room 209, Run Run Shaw Building, University of Hong Kong. Workshops on Mondays, 8.00–10.00 p.m., starting January 13, 1992. Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 6 lecture meetings and 5 workshop meetings. **Fee: \$1,400**

Tutor-in-charge: W. Y. Ho, Computer Officer, University of Hong Kong.

UNIX is regarded as one of the most successful operating systems. Its importance and influence is highlighted by the fact that almost every computer manufacturer offers UNIX. UNIX is also available in micro-computers.

UNIX's major merit is portability. It safeguards the investment of software. Availability of software tools improves the productivity of programmers; and reduces the software development cost.

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

Entry Requirement: The applicant is expected to have some basic concepts about computer. Enrolment is limited to 16. Each student will be assigned to one terminal.

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

231. UNIX Intermediate

Tuesdays, 6.30–9.30 p.m., starting November 5, 1991. Training Centre of Wealthland Consultants and Management Ltd., Room 1612, 16/F., Hong Kong Plaza, 186–191 Connaught Road West, Hong Kong. 7 workshop meetings. **Fee: \$1,600**

Tutor-in-charge: F. T. Chan, Staff Tutor, University of Hong Kong.

This course is a follow-up of the "Introduction to UNIX" course. The course discusses the more advanced features of UNIX and also covers some UNIX system management concepts.

UNIX provides an excellent environment for software development, contains a superb set of software tools and reduces user dependence on hardware of specific manufacturers. A large amount of applications, both commercial and scientific, are now available under UNIX. Once you learn UNIX, a whole new world of computing software becomes available.

Syllabus: Brief review of UNIX concepts; common shells; interactive shell and shell commands; shell procedures and programming; development tools under UNIX; stream editor-sed; file processing-awk; programming language-C; program administration-make; data processing utilities; file comparison; pattern matching; linking files; sort & merge; archiving & packing; system administration: daily tasks, administrative files, managing file systems; system security: file permissions, password, and terminal security.

Entry Requirement: Applicants should have completed the "Introduction to UNIX" or equivalent course. *Enrolment is limited to 16. Each student will be assigned to one terminal.*

Introduction to Operating System Concepts

232. Lectures on Fridays, 6.30–9.00 p.m., starting October 4, 1991. Room LG101, K.K. Leung Building, University of Hong Kong. Workshops on Mondays, 6.30–8.15 p.m., starting October 28, 1991. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 8 workshop meetings. **Fee: \$1,500**

233. Lectures on Fridays, 6.30–9.00 p.m., starting October 4, 1991. Room LG101, K.K. Leung Building, University of Hong Kong. Workshops on Mondays, 8.15–10.00 p.m., starting October 28, 1991. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 8 workshop meetings. **Fee: \$1,500**

234. Lectures on Fridays, 6.30–9.00 p.m., starting October 4, 1991. Room LG101, K.K. Leung Building, University of Hong Kong. Workshops on Tuesdays, 6.30–8.15 p.m., starting October 29, 1991. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 8 workshop meetings. **Fee: \$1,500**

Tutors-in-charge: T. Y. Kan, B.Sc. (Warwick), M.Sc. (Birmingham),
Computer Officer, University of Hong
Kong.

W. S. Fung, B.A. (Comp.), Assistant Computer Officer,
University of Hong Kong.

The operating system (OS) can be regarded as the most significant and indispensable software of a computer system. Besides acting as the interface between a computer user and the computer hardware, it is also responsible for resources management and allocation within a computer system.

This course describes the various components of a computer system, explores the vital role of an operating system. The IBM VM/SP (Virtual Machine/System Product) and DEC VMS (Virtual Memory System) will be used as sample references. Terminal workshops using mid-range computers are provided.

Syllabus: Multi-user time-sharing computer environment; historical perspective of operating systems; operating system structure; introduction to VM/SP and CMS; command language interpreter (CLI); file system; process control and CPU scheduling; memory management; deadlock's handling; input/output subsystem; system protection and security.

Entry Requirement: No prior knowledge of any operating system is required, but some experience in using computer/PC would be an advantage. This course will not cover materials on PC related aspects. Enrolment for each course is limited to 10.

II. Application Software

Introduction to WordPerfect (CIT 101)

235. *Fridays, 6.30–9.30 p.m., starting September 20, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*
Fee: \$1,050

236 *Fridays, 6.30–9.30 p.m., starting November 8, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*
Fee: \$1,050

237. *Fridays, 6.30–9.30 p.m., starting January 3, 1992. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*
Fee: \$1,050

238. *Wednesdays, 6.30–9.30 p.m., starting November 13, 1991. Extra-*

Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings. **Fee: \$1,050**

Tutor-in-charge: F. T. Chan, Staff Tutor, University of Hong Kong.

This course provides an introductory training to the versatile wordprocessing software WordPerfect (5.1). Hands-on practical experience will be emphasized. Students are not required to have prior computer knowledge. This course is especially suitable for those working in the business, academic or accounting field.

Topics include: Introduction to the WordPerfect environment, text and characters input, text editing, document formatting, document merging and special applications such as financial statements, newsletters, presentation graphics.

Enrolment for each course is limited to 16. Each student will be assigned to one microcomputer.

Medium of Instruction: Cantonese, supplemented with English for Courses 235–237. English for Course 238.

WordPerfect in Depth

239. *Wednesdays, 6.30–9.30 p.m., starting September 25, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.* **Fee: \$1,150**

240. *Wednesdays, 6.30–9.30 p.m., starting January 29, 1992. Extra-Mural Town Centre, Shun Tak Centre, West Tower. 15/F. 6 workshop meetings.* **Fee: \$1,150**

Tutor-in-charge: F. T. Chan, Staff Tutor, University of Hong Kong.

This course is a follow-up course to the "Introduction to WordPerfect". It aims to provide a thorough coverage in the versatile word processing software WordPerfect and in-depth study of how it can co-operate with other software, such as Symphony. Hands-on experience will be emphasized.

Topics include: Advanced Printing Techniques, Style Sheet, Desktop Publishing Techniques, Integration of Text and Graphics, Report Generation, Advanced Merging, Document/Data Conversion Techniques, Table Manipulation.

Entry Qualifications: students are required to have basic knowledge of WordPerfect. Preference will be given to those who have successfully

completed the "Introduction to WordPerfect" course offered by the Department. *Enrolment is limited to 16.*

Medium of Instruction: Cantonese, supplemented with English where appropriate.

Introduction to Wordstar (CIT 101)

241. *Thursdays, 6.30–9.00 p.m., starting September 26, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.* **Fee: \$830**

242. *Mondays, 6.30–9.00 p.m., starting November 11, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.* **Fee: \$830**

Tutor-in-charge: W. Y. Ho, Computer Officer, University of Hong Kong.

Wordstar is one of the most common word processing packages for microcomputers. This course provides an introductory training to WordStar 5. Hands-on practical experience will be emphasized. Students are not required to have prior computer knowledge.

Topics include: Word processing concepts, Wordstar environment, text and document creation, editing and formatting, block manipulation, document printing, merge printing, newsletter presentation, word searching, spelling checking, shorthand operation, table of contents generation.

Enrolment for each course is limited to 16. Each student will be assigned to one microcomputer.

Medium of instruction: Cantonese, supplemented with English where appropriate.

Professional Word Processing with MultiMate (CIT 101)

243. James Wong, B.Sc. (Simon Fraser). *Thursdays, 7.00–9.00 p.m., starting November 14, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 8 workshop meetings.* **Fee: \$880**

244. James Wong, B.Sc. (Simon Fraser). *Thursdays, 7.00–9.00 p.m., starting January 16, 1992. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 8 workshop meetings.* **Fee: \$880**

MultiMate is one of the most common word processing packages for microcomputers. This course provides an introductory training to MultiMate. Hands-on practical experience will be emphasized.

Topics include: Familiarize with MultiMate, creating documents, editing documents, formatting documents, system and document defaults, spell check and thesaurus, search and replace, printing, document merging, libraries, section numbering and table of contents, columns.

Enrolment for each course is limited to 16. Each student will be assigned to one microcomputer.

Medium of Instruction: Cantonese, supplemented with English where appropriate.

Business and Personal Applications of Microcomputers (Symphony). (CIT 001)

245. *Saturdays, 2.00–4.30 p.m., starting October 5, 1991. Room 2, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.* **Fee: \$830**

246. *Saturdays, 2.00–4.30 p.m., starting January 25, 1992. Room 2, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.* **Fee: \$830**

Tutor-in-charge: W. Y. Ho, Computer Centre, University of Hong Kong.

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

Topics include: the way a microcomputer works, potential application areas, concepts and functions of the five functional areas, namely, word processing, spread sheet, graphics, database and communication, examples of typical business applications, hands-on exercise.

Enrolment for each course is limited to 16. Each student will be assigned to one microcomputer.

Introduction to SYMPHONY (CIT 102)

247. *Lectures on Thursdays, 7.15–9.15 p.m., starting October 3, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 6.00–7.45 p.m., starting October 23, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings.* **Fee: \$1,080**

248. Lectures on Thursdays, 7.15–9.15 p.m., starting October 3, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 7.45–9.30 p.m., starting October 23, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$1,080**

249. Lectures on Thursdays, 7.15–9.15 p.m., starting November 28, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Mondays, 6.00–7.45 p.m., starting December 9, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$1,080**

250. Lectures on Thursdays, 7.15–9.15 p.m., starting November 28, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Mondays, 7.45–9.30 p.m., starting December 9, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$1,080**

Tutor-in-charge: W. Y. Ho, Computer Officer, University of Hong Kong.

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

Enrolment for each course is limited to 18. Each student will be assigned to one microcomputer.

*Medium of Instruction: Cantonese, supplemented with English for Courses 247 and 248.
English for Courses 249 and 250.*

Introduction to dBASE III+ (CIT 103)

251. Lectures on Fridays, 7.15–9.15 p.m., starting September 27, 1991. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Mondays, 6.00–7.45 p.m., starting October 7, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshops meetings. **Fee: \$1,080**

252. Lectures on Fridays, 7.15–9.15 p.m., starting September 27, 1991. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Mondays, 7.45–9.30 p.m., starting October 7, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshops meetings. **Fee: \$1,080**

253. Lectures on Mondays, 7.15–9.15 p.m., starting January 13, 1992. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Wednesdays, 6.00–7.45 p.m., starting January 22, 1992. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshops meetings. **Fee: \$1,080**

254. Lectures on Mondays, 7.15–9.15 p.m., starting January 13, 1992. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Wednesdays, 7.45–9.30 p.m., starting January 22, 1992. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$1,080**

Tutor-in-charge: W. Y. Ho, Computer Officer, University of Hong Kong.

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

Enrolment for each course is limited to 18. Each student will be assigned to one microcomputer.

Medium of Instruction: Cantonese supplemented with English.

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

Introduction to FoxBASE +

255. Saturdays, 2.00–4.30 p.m., starting November 30, 1991. Room 2, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings. **Fee: \$860**

256. Tuesdays, 6.30–9.00 p.m., starting January 7, 1992. Room 2, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings. **Fee: \$860**

Tutor-in-charge: F. T. Chan, Staff Tutor, University of Hong Kong.

FoxBASE+ is an advanced and powerful PC database package with exceptionally high performance. This course will enable the student to acquire basic knowledge of database operations, interactive FoxBASE+ commands, expressions, FoxCentral interface, sorting and indexing records, creating reports and labels.

Syllabus: Basic DOS commands, basic concepts of database, creating databases, database maintenance, adding records, editing and browsing, command expressions and operations, sorting records, indexing records creating and printing reports, printing labels.

Enrolment for each course is limited to 16. Each student will be assigned to one microcomputer.

Medium of Instruction: Cantonese supplemented with English where appropriate.

257. Text Management Using Computers

Y. L. Chan, B.Sc. (H.K.). *Wednesdays, 6.30–9.30 p.m., starting September 25, 1991. Training Centre of Wealthland Consultant & Management Ltd., Room 1612, 16/F., Hong Kong Plaza, 186–191 Connaught Road West, Hong Kong. 6 workshop meetings.* **Fee: \$1,450**

Many people have the view that data management means managing structured data. However, if one considers the range of information processing needs, most of the data processed everyday is in fact textual data which is not handled well by relational DBMSs. This course examines text management in detail, discusses and compares different text retrieval mechanisms, demonstrates the integrated approach to managing relational and textual data, and discusses the handling of Chinese text.

This course is designed for DP managers and professionals who wish to i) understand text management concepts, ii) know what tools are available in the marketplace, and iii) develop text management applications.

Syllabus: Text processing; word-based, phrasal, stemmed and phonetic retrieval; signature file; hierarchical look-up table; chinese text retrieval.

Participants will practise the concepts and techniques through the development of sample applications such as document system; staff training records, meeting minutes, etc., using the information retrieval system "Titan".

Enrolment is limited to 16. Each student will be assigned to one computer terminal.

Introduction to Database Management Systems and Structured Query Language (CIT 103)

258. *Lectures on Tuesdays, 6.30–8.30 p.m., starting October 1, 1991. Room 209, Run Run Shaw Building, University of Hong Kong. Workshops on Wednesdays, 6.30–8.15 p.m., starting October 9, 1991. Room LG108,*

K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings. **Fee: \$1,600**

259. *Lectures on Tuesdays, 6.30–8.30 p.m., starting October 1, 1991. Room 209, Run Run Shaw Building, University of Hong Kong. Workshops on Wednesdays, 8.15–10.00 p.m., starting October 9, 1991. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings.* **Fee: \$1,600**

260. *Lectures on Tuesdays, 6.30–8.30 p.m., starting October 1, 1991. Room 209, Run Run Shaw Building, University of Hong Kong. Workshops on Thursdays, 6.30–8.15 p.m., starting October 10, 1991. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings.* **Fee: \$1,600**

Tutor-in-charge: K. W. Chiu, B.Sc. (Comp.) (HK) M.A.C.M., M.I.E.E.E.

Database management systems (DBMS) are playing an important role in modern information technology. This course explains the general database system architecture, with particular emphasis on the widely adopted relational approach. SQL, the standard language for relational DBMS, and DB2, a relational DBMS on IBM mainframe computers, will be covered as illustrations. Terminal workshops on an IBM mainframe are designed to provide hands-on experience.

This course is intended for computer users and programmers who need a working knowledge of relational DBMS.

Syllabus: basic database concepts; different approaches in constructing database system; relational database concepts; SQL overview; ISQL (interactive SQL facility); advanced SQL programming; database facilities and utilities; SQL/DS security, integrity and error recovery; performance considerations; introduction to other IBM relational products, e.g. Query Management Facilities (QMF), Cross System Product (CSP).

Entry Requirement: Participants are expected to have basic computer concepts and preferably have some programming experience. Enrolment for each course is limited to 10.

III. Programming Languages

261. Microcomputer Programming for Beginners

Lectures on Wednesdays, 6.30–9.00 p.m., starting September 25, 1991. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 7 meetings. **Fee: \$450**

**262. Microcomputer Programming for Beginners
(With Workshops) (CIT 105)**

Lectures on Wednesdays, 6.30–9.00 p.m., starting September 25, 1991. Room 102, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Tuesdays, 6.00–7.45 p.m., starting October 8, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 7 lecture meetings and 6 workshop meetings.

Fee: \$900

**263. Microcomputer Programming for Beginners
(With Workshops) (CIT 105)**

Lectures on Wednesdays, 6.30–9.00 p.m., starting September 25, 1991. Room 102, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Tuesdays, 7.50–9.35 p.m., starting October 8, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 7 lecture meetings and 6 workshop meetings.

Fee: \$900

264. Microcomputer Programming for Beginners

Lectures on Wednesdays, 6.30–9.00 p.m., starting December 4, 1991. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 7 meetings.

Fee: \$450

**265. Microcomputer Programming for Beginners
(With Workshops) (CIT 105)**

Lectures on Wednesdays, 6.30–9.00 p.m., starting December 4, 1991. Room 102, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Tuesdays, 6.00–7.45 p.m., starting December 17, 1991. Room 101, Run Run Shaw Building, University of Hong Kong. 7 lecture meetings and 6 workshop meetings.

Fee: \$900

**266. Microcomputer Programming for Beginners
(With Workshops) (CIT 105)**

Lectures on Wednesdays, 6.30–9.00 p.m., starting December 4, 1991. Room 102, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Tuesdays, 7.50–9.35 p.m., starting December 17, 1991. Room 101, Run Run Shaw Building, University of Hong Kong. 7 lecture meetings and 6 workshop meetings.

Fee: \$900

Tutor-in-charge: W. K. Kwan, B.Sc. (Eng.), M.Phil. (H.K.), C.Eng., M.A.C.M., M.B.C.S., M.H.K.I.E., Senior Computer Officer, University of Hong Kong.

The course gives an introduction to microcomputers and programming for microcomputers. As BASIC is the popular language of communication for all machines, the syllabus will include BASIC as the focal point for the

discussion on programming.

Enrolment for each course is limited to 18.

*Medium of Instruction: Cantonese supplemented with English where appropriate for Courses 261–263.
English for Courses 264–266.*

Introduction to C (CIT 105)

268. *Lectures on Fridays, 6.30–9.30 p.m., starting November 8, 1991. Room 209, Run Run Shaw Building, University of Hong Kong. Workshops on Mondays, 6.00–8.00 p.m., starting November 18, 1991. Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings.* **Fee: \$1,400**

269. *Lectures on Fridays, 6.30–9.30 p.m., starting November 8, 1991. Room 209, Run Run Shaw Building, University of Hong Kong. Workshops on Mondays, 8.00–10.00 p.m., starting November 18, 1991. Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings.* **Fee: \$1,400**

270. *Lectures on Mondays, 6.30–9.30 p.m., starting January 13, 1992. Room G3, James Hsiung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 6.00–8.00 p.m., starting January 22, 1992. Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza 186–191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings.* **Fee: \$1,400**

271. *Lectures on Mondays, 6.30–9.30 p.m., starting January 13, 1992. Room G3, James Hsiung Lee Science Building, University of Hong Kong. Workshops on Wednesdays, 8.00–10.00 p.m., starting January 22, 1992. Training Centre of Wealthland Consultants & Management Ltd., Room 1612, Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings.* **Fee: \$1,400**

Tutor-in-charge: W. Y. Ho, Computer Officer, University of Hong Kong.

C is a general purpose programming language that is not tied to any computer system. Its popularity and usage are increasing rapidly. The main merits of C are expressiveness and effectiveness. It has the flow-control constructions required for well-structured programming.

These courses are designed to help the participants learn to program in C. Besides teaching how to make use of the language effectively, useful algorithms and principles of good programming style will be illustrated.

Syllabus: Introduction and overview of C; basic data types, operators and expressions; control structures; simple I/O; programming style. An introduction to the C development environment on UNIX-based system.

Entry Requirement: The applicant is expected to have some basic concepts about computer but no prior experience in computer programming is assumed.

Enrolment for each course is limited to 16. Each student will be assigned to one terminal.

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

Advanced Programming Using C (CIT 105)

272. Lectures on Mondays, 7.00–9.30 p.m., starting October 7, 1991. Room 104, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Thursdays, 6.00–10.00 p.m., starting October 17, 1991. Room 101, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings and 8 workshop meetings.

Fee: \$1,750 (including computer time)

273. Lectures on Mondays, 7.00–9.30 p.m., starting October 7, 1991. Room 104, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Fridays, 6.00–10.00 p.m., starting October 18, 1991. Room 101, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings and 8 workshop meetings.

Fee: \$1,750 (including computer time)

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

These courses are to provide participants with a thorough coverage of the programming language C, with particular emphasis on good programming style and techniques. The power, expressiveness, and versatility of the language will be demonstrated with examples taken from various application domains.

Syllabus: Introduction and a quick overview of C; an introduction to the C development environment on PC; the ANSI standard; simple I/O; basic data types, operators and expressions; control constructs; functions and program structures; advanced data types; advanced I/O, operating system interfaces; applied data structures and algorithms; programming style and

techniques; structured programming issues; efficiency considerations; and real life applications and examples.

Entry Requirement: These courses assume no prior knowledge of C but applicants should know at least one programming language (Please indicate in your application).

Please note that the course fees will only be collected from those successful applicants after the selection processes. Enrolment for each course is limited to 18. Closing date for applications: September 18, 1991.

PC Assembly Language and Systems Programming

274. K. W. Chiu, B.Sc. (Computer Studies) (H.K.), M.A.C.M., M.I.E.E.E. Lectures on Thursdays, 6.30–9.00 p.m., starting January 2, 1992. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Mondays, 6.15–8.00 p.m., starting January 13, 1992. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 10 lecture meetings and 10 workshop meetings. **Fee: \$1,600**

275. K. W. Chiu, B.Sc. (Computer Studies) (H.K.), M.A.C.M., M.I.E.E.E. Lectures on Thursdays, 6.30–9.00 p.m., starting January 2, 1992. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Mondays, 8.00–9.45 p.m., starting January 13, 1992. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 10 lecture meetings and 10 workshop meetings. **Fee: \$1,600**

This course is designed for PC users, teachers and programmers who wish to extend their knowledge in PC and systems programming.

PC users are frequently required to program at a lower level in order to perform hardware specific tasks, such as disk and file utilities, software protection, graphics, etc., and to attain optimal performance. This course introduces concepts and techniques in programming PC's with Assembly Language. Comparison and interface between high level languages and assembly language are discussed. Intense workshops with interesting examples and exercises are included.

Syllabus: Introduction—basic computer concepts, number systems and overview of the 8088 microprocessor family; 8088 microprocessor instruction set and addressing modes; Microsoft Macro Assembler and related utilities; Relations and interfaces between high level languages and assembly language; Introduction to programming with DOS internals and system calls; Introduction to programming with PC hardware and BIOS function calls.

Entry Requirement: Participants are expected to have knowledge in PC's

and high level computer programming language. Enrolment for each course is limited to 16.

IV. Computer Networking/Data Communication

276. Elements of Computer Networking

K. P. Chan, B.Sc. (C.S.) (H.K.). *Tuesdays, 6.30–8.30 p.m., starting January 7, 1992. Room 209, Run Run Shaw Building, University of Hong Kong. 10 meetings.* **Fee: \$550**

This course is intended to give the participants a general and clear picture of computer networking technology. Basic concepts of various aspects related to computer networks will be addressed. Practical considerations on the popular PC networks and their connectivities with mini/mainframe computers will be highlighted.

Syllabus: Introduction to network technology and architecture; ISO/OSI 7-layer model; network topology; basics for data communication; network media including Ethernet, Token ring and Token bus; the X.25 network; reliable end-to-end transport services; session management; presentation and application services; switched and broadcast networks; layered approach (the OSI model); hierarchical approach (the DOD TCP/IP model) and IBM's SNA; network access protocols; principles of Internetworking; internetworking devices: bridge, router and gateway; PC LAN connectivities to minis/mainframes; network management; applications and examples.

Entry Requirement: Basic knowledge of computer principles and/or some experience with computer applications. Enrolment is limited to 40.

277. A Practical Approach to Telecommunication

Y. W. Chung, B.Sc. (H.K.). *Saturdays, 2.30–5.00 p.m., starting January 4, 1992. Room 230, Knowles Building, University of Hong Kong. 8 meetings.* **Fee: \$500**

This course aims to provide the participants, from a practical view-point, a detailed survey on various areas of telecommunication technology and their latest developments.

Syllabus: Network Architectures & Topologies; Communication Media; Communication Interfaces & Standards; PTT Services Review; Cabling Systems; Local Area Network; Internetworking & Distributed Processing; Private TDM network, Wide Area Network, Metropolitan Area Network; Integrated Voice & Data Applications; Network Management Systems; ISDN; Frame Relay Technology; Video Conferencing; and Application Examples.

Entry Requirement: Participants with basic computer and telecommunication concepts will be an advantage.

Introduction to Local Area Networks with Microcomputers

278. K. W. Chiu, B.Sc. (Computer Studies) (H.K.), M.A.C.M., M.I.E.E.E. *Lectures on Thursdays, 6.30–9.00 p.m., starting September 26, 1991. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Mondays, 6.15–8.00 p.m., starting October 7, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 8 lecture meetings and 5 workshop meetings.* **Fee: \$1,250**

279. K. W. Chiu, B.Sc. (Computer Studies) (H.K.), M.A.C.M., M.I.E.E.E. *Lectures on Thursdays, 6.30–9.00 p.m., starting September 26, 1991. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Mondays, 8.00–9.45 p.m., starting October 7, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 8 lecture meetings and 5 workshop meetings.* **Fee: \$1,250**

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

Local area network is a communications technology to link up computers. LAN's are widely implemented to increase connectivity and productivity of computers in large enterprises and small organizations. This course provides an introduction to the concepts and practical details of LAN, with the focus of discussion on microcomputers. Workshops are designed to provide practical experience on LAN.

Syllabus: Introduction and concepts in data communications and local area network (LAN); Overview of common hardware and software for LAN and their comparisons; Communication of microcomputers with mini and mainframe computers via LAN—TCP/IP and communication servers; In depth study of a common microcomputer LAN operating system (Novell Netware), with workshops; Installation of microcomputer packages on LAN and design of LAN applications; Design and installation of micro-computer LAN.

Entry Requirement: Participants are expected to have knowledge in computer concepts, PC's and DOS. Enrolment for each course is limited to 16.

280. Data Communications with Modems and the use of Bulletin Boards

K. W. Chiu, B.Sc. (Computer Studies) (H.K.), M.A.C.M., M.I.E.E.E., and

C. K. Yuen, B.Sc. (C.U.H.K.), Cert.Ed. (H.K.), Demonstrator, University of Hong Kong. *Mondays, 6.30–9.00 p.m., starting January 6, 1992. Room 104, James Hsioung Lee Science Building, University of Hong Kong. 7 meetings.*

Fee: \$550

Data communication with modems adds a new dimension to the power of PC users. This course introduces the concepts and techniques in using data communications and Bulletin Board Systems (BBS). Participants are expected to have some knowledge in PC and DOS operation. Where possible, demonstration on the use of modems and communication packages will be provided.

Topics include: Introduction to the concepts and fundamentals of data communications with modems and PC. General overview of the Bulletin Board System (BBS)—concepts, history, local establishments and communications between BBS. Public Domain software and BBS. Installation of modems and use of communication packages. The use of Opus BBS and Quick BBS. Introduction to the installation of BBS.

V. Computer Graphics and Computer Aided Design/Drafting (CAD)

282. Introduction to Computer Graphics

G. W. K. Fung, B.C.S. (Windsor), M.I.E.E.E., Director, CAD LAB, Vice President (R & D), Computer Graphics Services. *Tuesdays & Fridays, 7.00–9.00 p.m., starting December 17, 1991. Room 230, Knowles Building, University of Hong Kong. 15 meetings.*

Fee: \$660

Computer graphics play a very important role in contemporary business such as architectural presentation, product design, engineering, advertisement or even movie making. This course introduces the fundamentals of computer graphics applications and techniques which are being used in various areas.

Topics include: Animation systems, computer aided design (CAD) systems, photo realistic rendering, desktop publishing, image processing, simulation systems, multimedia presentation, computer graphics arts and introduction to related hardware.

Entry requirement: No prior knowledge in computer graphics is required, but with basic concepts of computer would be an advantage.

AutoCAD Basic Drafting

283. *September 25, 27, 30, October 2 & 4, 1991. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.*

Fee: \$1,100

284. *October 23, 25, 28, 30 & November 1, 1991. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,100**

285. *January 17, 20, 22, 24 & 27, 1992. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,100**

Tutor-in-charge: K. C. Ko, B.A. (A.S.), B.Arch., M.Arch. (CAD), H.K.I.A., R.I.B.A., A.P. (list 1), Lecturer, University of Hong Kong.

This course is intended to equip participants with the fundamental concepts and operational knowledge of AutoCAD 2D drafting. Most basic features of AutoCAD will be covered.

The University is an authorized AutoCAD Training Centre. A Certificate will be awarded to those participants who successfully complete the course.

Topics include: AutoCAD fundamentals, I/O devices used by AutoCAD, AutoCAD user interaction, Alternative command and co-ordinate input methods, AutoCAD commands—draw, edit, display control, drawing aids, inquiry, introduction to layer.

Entry requirement: Applicants should have basic knowledge of micro-computer and be familiar with DOS operations. *Enrolment for each course is limited to 25. Each student will be assigned to use one workstation.*

Medium of instruction: Cantonese with English terminologies for Courses 283 & 284. English for Course 285.

AutoCAD Advanced Drafting

286. *October 9, 11, 14, 18 & 21, 1991. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,100**

287. *December 2, 4, 6, 9 & 11, 1991. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,100**

Tutor-in-charge: K. C. Ko, B.A. (A.S.), B.Arch., M.Arch. (CAD), H.K.I.A., R.I.B.A., A.P. (list 1), Lecturer, University of Hong Kong.

This course is intended to equip participants to take full advantage of AutoCAD advanced drafting features.

The University is an authorized AutoCAD Training Centre. A Certificate will be awarded to those participants who successfully complete the course.

Topics include: Colour, line type, symbol library, attributes, dimensioning layer management, hidden line removal, 2.5 D, viewports, introduction to data exchange—DXF and IGES.

Entry requirement: Applicants should have completed the 'AutoCAD basic drafting' or equivalent course. *Enrolment for each course is limited to 25. Each student will be assigned to use one workstation.*

Medium of instruction: Cantonese with English terminologies.

288. AutoCAD 3D

K. C. Ko, B.A. (A.S.), B.Arch., M.Arch. (CAD), H.K.I.A., R.I.B.A., A.P. (list 1), Lecturer, University of Hong Kong. *January 3, 6, 8, 10 & 13, 1992. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,100**

CAD systems allow users to generate 3D views of a design quickly and accurately. This course covers various techniques in 3D manipulation and the application of these techniques in 3D visualization and spatial appreciation.

The University is an authorized AutoCAD Training Centre. A Certificate will be awarded to those participants who successfully complete the course.

Topics include: Difference in 2D, 2.5D and 3D, AutoCAD 3D representation methods, AutoCAD 3D commands, User coordinate system, generating perspective views, surface modeling, shading.

Entry requirement: Applicants should have completed the 'AutoCAD basic drafting' or equivalent course. *Enrolment is limited to 25.*

Medium of instruction: Cantonese with English terminologies.

289. AutoCAD Customisation

K. C. Ko, B.A. (A.S.), B.Arch., M.Arch. (CAD), H.K.I.A., R.I.B.A., A.P. (list 1), Lecturer, University of Hong Kong. *February 12, 14, 17, 19 & 21, 1992, 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,200**

Most CAD systems provide a number of alternative input, output, and system set-up formats. While providing choice and flexibility, it is time consuming to set up the system format each time a new drawing file is being created. To create a more efficient CAD production environment, it is essential to customise your CAD system to suit your in-house standards.

The University is an authorized AutoCAD Training Centre. A Certificate will be awarded to those participants who successfully complete the course.

Topics include: Customised mouse, tablet buttons, tablet menu and screen menu. Create line types, hatch patterns and text fonts. System variables of AutoCAD. Data exchange using DXF and IGES. Using script. Introduction to AutoLISP.

Entry requirement: Applicants should have completed 'AutoCAD advanced drafting', 'AutoCAD 3D', or equivalent course. *Enrolment is limited to 25.*

290. Intergraph Microstation 2D/3D Basic Operation

November 11, 13, 15, 18 & 20, 1991, 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings. Fee: \$1,200

Tutor-in-charge: K. C. Ko, B.A. (A.S.), B.Arch., M.Arch. (CAD), H.K.I.A., R.I.B.A., A.P. (list 1), Lecturer, University of Hong Kong.

This course is intended to equip participants with the fundamental concepts and operational knowledge of Intergraph microstation. Most basic features of Intergraph microstation will be covered.

Topics include: Intergraph microstation fundamentals, I/O devices used, user interaction, Alternative command and co-ordinate input methods, basic commands.

Entry requirement: applicants should have basic knowledge of micro-computer and familiar with DOS operations. *Enrolment is limited to 15. Each student will be assigned to use one workstation.*

Medium of instruction: Cantonese with English terminologies.

291. Intergraph Microstation 2D/3D Advanced Operation

Thursdays, 6.30–9.30 p.m., starting January 23, 1992. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings. Fee: \$1,250

Tutor-in-charge: K. C. Ko, B.A. (A.S.), B.Arch., M.Arch. (CAD), H.K.I.A., R.I.B.A., A.P. (list 1), Lecturer, University of Hong Kong.

This course is intended to equip participants to take full advantage of Intergraph microstation advanced features.

Topics include: symbol library, reference files and layers, 3D wireframe and surfaces, introduction to data exchange.

Entry requirement: applicants should have completed the 'Intergraph microstation 2D/3D basic operation' or equivalent course. *Enrolment for each course is limited to 25 students. Each student will be assigned to use one workstation.*

VI. System Design

292. Structured Systems Analysis and Design Method (SSADM)

N. K. K. Fok, A. C. L. Li. *Lectures on Tuesdays and Thursdays, 6.30–9.00 p.m., starting October 1, 1991. Room 230, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$1,800**

SSADM is a structured set of procedural, technical and documentation standards, designed specifically for undertaking application software development. It is used as the standard method for carrying out the systems analysis and design stages of an Information Technology development project in various countries including UK, Australia, Singapore, USA, Canada and Hong Kong. The Hong Kong Government has adopted SSADM as the standard for systems development.

This course describes the concepts of SSADM and detailed techniques used by systems analysts and designers. Case study sessions will be interspersed with lecture sessions so that practical work follows on from the appropriate lectures.

This course is suitable for systems managers, systems analysts, systems designers and those who want to acquire the theoretical and practical knowledge of the methodology.

Syllabus: SSADM Philosophy, Principles and Concepts; Stage and Step Descriptions; Data Flow Diagrams; Data Analysis-Logical Data Structure; Third Normal Form, Composite Logical Data Design; Entity Life Histories; Logical Dialogue Design; Logical Process Design; First Cut Data Design; First Cut Program Design; Physical Design Control; Documentation and Quality Assurance Reviews.

Entry Requirement: Participants are expected to have basic knowledge and practical experience in systems analysis and design of an information system.

Closing date for application: September 13, 1991. Enrolment is limited to 30 students. (BY SELECTION)

VII. Chinese Computing

293. 中文電腦基本概念及倉頡輸入法 (Elementary Chinese Computing & Dragon Input Method)

主 講 人：鄧文榮先生 Dip Soc. (H.K.), B. Sc (Winnipeg)

地 點：香港大學鈕魯詩樓230室

時 間：一九九一年九月廿八日起每星期六下午二時三十分至四時三十分

全期學費：四百五十元 (共十二講)

本課程著重介紹中文電腦之應用及倉頡輸入法。內容包括：(一)中文字之特性；(二)中英文電腦之分別；(三)中文電腦發展史；(四)中文字碼的類別；(五)中文電腦輸入法；(六)中文電腦輸出技術；(七)中文電腦操作系統；(八)中文電腦語言；(九)中文電腦軟件；(十)倉頡輸入法；(十一)如何選擇中文電腦系統？

本課程適合一般電腦從業員或對中文電腦有興趣之人士參加。

VIII. Seminars

294. Expert Systems

K. P. Lee. *Lectures on October 17, 18 (6.00–9.30 p.m.) & October 19 (9.00 a.m.–5.00 p.m.), 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.* **Fee: \$900**

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

At the end of the course, the students are expected to: (1) understand in detail the vocabulary of expert systems. (2) have experienced what is involved in building an expert system. (3) know a methodology for implementing expert systems. (4) be up-to-date on current research issues in expert systems. *Enrolment is limited to 30.*

295. Object Oriented Approach

K. P. Lee. *Lecture on October 22, 1991 (9.00 a.m.–5.00 p.m.). Extra-Mural Town Centre, West Tower, 9/F.* **Fee: \$450**

The object-oriented paradigm is being increasingly adopted in the design and development of complex software projects, database management systems and other applications. This approach differs significantly from the traditional one and has been reported to improve programming productivity as well as facilitate software maintenance. This one-day seminar will cover the basics of this paradigm and introduce the fundamental concepts of the object-oriented approach, including objects, classes, hierarchies, inheritance and polymorphism. We will show how this paradigm economises on development costs by encouraging software extensibility and re-usability. No knowledge of specific programming language constructs is required, but general familiarity of high-level language concepts is assumed.

Résumé of the Speaker

Dr. K. P. Lee received his B.A. in Mathematics from the University of Hong Kong and Ph.D. in Computer Science from the State University of New

York at Buffalo. After having taught for a number of years and worked for Bell Laboratories, he is currently a senior member of the research staff at the Artificial Intelligence Research Department of Philips Laboratories in New York. His current interest is in the theory and practice of expert systems and he is involved in designing and building an expert system for the diagnosis and repair of the Philips Tomoscan 300 series of CAT scanners.

IX. EMS Certificate Courses

中文電腦證書課程 (Certificate Course in Chinese Computing)

- 296** 講授課程：一九九一年九月三十日起逢星期一下午七時至九時，香港大學許愛周科學館 LG2 室。實習課程：一九九一年十月十日起逢星期四下午六時至九時三十分，九龍尖沙咀星光行911室。（十二課講授及十二課實習，另加十小時試前實習時間）
- 297** 講授課程：一九九一年九月三十日起逢星期一下午七時至九時，香港大學許愛周科學館 LG2 室。實習課程：一九九一年十月九日起逢星期三下午六時至九時三十分，香港灣仔洛克道276-278號安隆商業大廈19字樓伍山中文之星培訓中心。（十二課講授及十二課實習，另加十小時試前實習時間）
- 298** 講授課程：一九九一年九月三十日起逢星期一下午七時至九時，香港大學許愛周科學館 LG2 室。實習課程：一九九一年十月十一日起逢星期五下午六時至九時三十分，香港灣仔洛克道276-278號安隆商業大廈19字樓伍山中文之星培訓中心。（十二課講授及十二課實習，另加十小時試前實習時間）

主 講 人：關永強先生（香港大學電算機教研及應用中心高級電腦主任）
伍山科技發展有限公司中文電腦訓練中心之導師
香港生產力促進局之導師

全期學費：每班二千八百元 （包括上課時所用之磁碟及講義）

本課程選用「中文之星」中文電腦系統，內容包括：(一)個人電腦的基本概念；(二)中文電腦的基本知識：中文電腦和英文電腦的區別，選擇中文電腦的基本要素，中文電腦的特殊功能介紹（如加字、造字、片語、內碼轉換、繁簡轉換等），各種中文電腦系統及各種輸入法的綜合介紹；(三)詳述倉頡第四代輸入法的原理及規則；(四)中文電腦文書處理操作；(五)中文電腦如何應用英文軟件；(六)綜合介紹中文個人電腦桌上植字排版技術的發展和應用。

完成課程後，學員可系統地全面掌握中文電腦的知識，每分鐘最低可輸入中文12個字，並能獨立操作中文電腦。

入學資格：

本課程適合一般從事印刷、植字之人士及一般辦公室文員、秘書等參加。學員須具中五程度，並懂得書寫中文，英文打字及 DOS 基本知識。

結業證書：

課程結束後，學員若能符合下列三項條件，則可領得本部及香港生產力促進局聯合頒發之證書：(一)畢業考試合格，(二)上課次數超過百分之七十五，(三)完成所有作業。

申請人須將申請表格，回郵信封及學歷副本一併交回或寄回本部。報名時無需繳交學費，本部將個別書面通知獲取錄者及繳費辦法。查詢電話：859 2418

截止日期：一九九一年九月五日

[本課程與香港生產力促進局合辦]

Certificate Course in Microcomputer Applications

299. Lectures on Thursdays, 6.30–9.00 p.m., starting October 10, 1991. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Saturdays, 2.00–6.00 p.m., starting November 2, 1991. Room 201, Run Run Shaw Building, University of Hong Kong. 20 lecture meetings and 25 workshop meetings (workshop meetings consisting of computer and tutorial/discussion sessions).

Fee: \$3,650 (including computer time and floppy diskette charges)

300. Lectures on Thursdays, 6.30–9.00 p.m., starting October 10, 1991. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Mondays, 6.00–10.00 p.m., starting November 4, 1991. Room 201, Run Run Shaw Building, University of Hong Kong. 20 lecture meetings and 25 workshop meetings (workshop meetings consisting of computer and tutorial/discussion sessions).

Fee: \$3,650 (including computer time and floppy diskette charges)

301. Lectures on Thursdays, 6.30–9.00 p.m., starting October 10, 1991. Room 726, Knowles Building, University of Hong Kong. Computer Workshops on Tuesdays, 6.00–10.00 p.m., starting November 5, 1991. Room 201, Run Run Shaw Building, University of Hong Kong. 20 lecture

meetings and 25 workshop meetings (workshop meetings consisting of computer and tutorial/discussion sessions).

Fee: \$3,650 (including computer time and floppy diskette charges)

Tutor-in-charge: W. Y. Ho, Computer Officer, University of Hong Kong.

This course aims to provide a comprehensive study of microcomputer applications. Participants will learn the fundamentals of microcomputers and some of the most commonly used microcomputer packages in wordprocessing, spreadsheet and database management. Preference will be given to applicants to whom the skills taught will be of direct relevance.

Minimum Entry Qualifications: Applicants should have completed secondary education or above.

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

Syllabus: Fundamentals of microcomputers; DOS operations; Computer programming with BASIC; a wordprocessing package (WordPerfect); a spreadsheet package (SYMPHONY) and a data-base management package (dBASE).

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the Department. Please note that the course fees will only be collected from those successful applicants after the selection process. Enrolment for each course is limited to 40 students. Closing date for applications: September 18, 1991.

Certificate Course in Database Design and Management

302. *Lectures on Wednesdays, 6.30–9.30 p.m., starting October 30, 1991. Room 230, Knowles Building, University of Hong Kong. Computer Workshops & Tutorials on Fridays, 6.00–10.00 p.m., starting November 8, 1991. Training Centre of Wealthland Consultants and Management Ltd., Room 1612, Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 16 lecture meetings and 12 workshop & tutorial meetings.*

Fee: \$3,850 (including computer time)

303. *Lectures on Wednesdays, 6.30–9.30 p.m., starting October 30, 1991, Room 230, Knowles Building, University of Hong Kong. Computer Workshops & Tutorials on Saturdays, 2.00–6.00 p.m., starting November 9, 1991. Training Centre of Wealthland Consultants and Management Ltd.,*

Room 1612, Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 16 lecture meetings and 12 workshop & tutorial meetings.

Fee: \$3,850 (including computer time)

Tutor-in-charge: F. T. Chan, Staff Tutor, University of Hong Kong.

Database management systems are fundamental software which are used to increase the performance & efficiency of data manipulation. They assist in enhancing data integrity and improve data administration & control. The course covers fundamental principles of database. The "Oracle" database management system and the "Titan" information retrieval system will be used to illustrate the concepts taught. Students will gain practical experience by tackling sample cases. In each case study, students have to analyze the problem, design the data model and associated applications, and eventually implement the system using Oracle or Titan. It is expected that participants will be able to design, develop, and maintain database systems.

Syllabus: Database approach and its objectives; The ANSI/SPARC three-level database architecture; Basic data models (hierarchical, network, relational); Data dependencies and normalization; Relational database design (analytic & synthetic approaches); Database application design; Database integrity and security; Data Dictionary and Information Resource Dictionary System; Fourth Generation Languages; Information retrieval system; Two-level superimposed coding scheme for rapid data retrieval.

Minimum Entry Qualifications: Applicants should be familiar with at least one high level programming language and/or have exposure to a database management system such as dBASE (Please indicate which in your application). Preference will be given to those applicants for whom the course is relevant to their work.

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

Please use special application forms which are available on request from the Department. Please note that the course fee will only be collected from those successful applicants after the selection process. Enrolment for each course is limited to 20. Closing date for application: October 8, 1991.

Certificate Course in Digital Computer Programming (Revised Syllabus)

304. *Lectures on Mondays, 6.30–9.00 p.m., starting January 20, 1992.*

Room 230, Knowles Building, University of Hong Kong. Workshops on Tuesdays, 6.00–10.00 p.m., starting January 28, 1992. Room 808, K.K. Leung Building, University of Hong Kong. 20 lecture meetings and 24 workshop meetings. (Workshop meetings consisting of computer and tutorial/discussion sessions). Fee: \$3,600 (including computer time)

305. *Lectures on Mondays, 6.30–9.00 p.m., starting January 20, 1992. Room 230, Knowles Building, University of Hong Kong. Workshops on Thursdays, 6.00–10.00 p.m., starting January 30, 1992. Room 808, K.K. Leung Building, University of Hong Kong. 20 lecture meetings and 24 workshop meetings. (Workshop meetings consisting of computer and tutorial/discussion sessions). Fee: \$3,600 (including computer time)*

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

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

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 will be of direct relevance. Those who are able to enclose a letter from their employers to this effect are advised to do so.

Minimum Entry Qualifications: Applicants should have 5 subjects including English and Mathematics at Grade E or above in the Hong Kong Certificate of Education Examination or equivalent. It is advantageous to the students if they have completed the Extra-Mural course, "Computer and Information Processing: A First Step" or "The Principle and Applications of Micro-computers".

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.

Syllabus:

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

COBOL as the first commercial computer language: features of various divisions, structured programming techniques, file processing concepts, typical commercial applications, COBOL-85 covered.

DBase as the first database system: relational database concepts and manipulation, elementary dBase programming, selected advanced topics including programming in online environment, introduction to Clipper.

Project: organizing, coding and testing mini application systems as an integral part of the course.

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the Department. Please note that the course fee will only be collected from those successful applicants after the selection process. Enrolment for each course is limited to 40 students. Closing date for application: December 30, 1991.

Postgraduate Certificate Course in Computing Studies

Part I: Tuition in Hong Kong, Department of Extra-Mural Studies, University of Hong Kong. (March–November, 1992)

Part II: Tuition in Australia, Department of Computer Science, Melbourne University. (January/February, 1993)

Students passing the two papers in Part I will study for 4 weeks at the University of Melbourne in Australia. This will be a period of intensive practical activity and will provide students with an opportunity to obtain experience with advanced computer systems.

Course Directors:

Mr. Danny Tang, Manager, Computer Information Centre, University of Science & Technology.

Prof. P. C. Poole, Professor of Computer Science and Head, School of Information Technology and Electrical Engineering, and Assistant Vice Chancellor (Information Technology) University of Melbourne.

Introduction:

This course aims to provide professional training in computing for graduates of other disciplines. It is designed to serve as a conversion course at postgraduate level and is particularly useful for executives, administrators and other professionals who wish to enter the computer industry. The emphasis of the course is on the capabilities and applications of computer systems. Particular attention is paid to the fundamental principles of software engineering and to the management and professional responsibility of computing professionals.

The course syllabus is partly derived from that of the Graduate Diploma in Computing Studies at the University of Melbourne in Australia. This postgraduate Diploma (a 1-year full-time or 2-year part-time programme) has been offered for more than a decade and is widely respected throughout the world as one providing an excellent foundation for computer professionals. Many of its graduates now occupy senior positions in the

computer industry.

Academic Standing:

Holders of the Postgraduate Certificate in Computing Studies from the Department of Extra-Mural Studies, University of Hong Kong will be deemed by the University of Melbourne to have completed the first year of the 2-year part-time Graduate Diploma programme.

Travel and Accommodation:

The cost of travel to and from Melbourne and accommodation whilst in Melbourne is not covered by the course fee of the Postgraduate Certificate Course in Computing Studies. Assistance will be provided to the students in finding accommodation for this period. Students should note that it is their responsibility to apply for and obtain a visa to enter Australia for this period of study. The Department of Extra-Mural Studies of the University of Hong Kong will provide the necessary supporting documentation for the application and it is not anticipated that students will have any difficulty in obtaining the requisite visas.

Entry qualifications: Applicants should be either:

- (1) University graduates of any discipline or equivalent; OR
- (2) Executives or professionals with at least 5 years of relevant experience.

In exceptional cases, outstanding candidates without the above-listed qualifications may be admitted after an interview.

Applicants for this course must have successfully completed an approved course of study which provides an appropriate background and training for them to pursue this programme. Applicants must also have experience in computer programming acceptable to the Selection Committee. In identifying those applicants most likely to pursue the course successfully, the Selection Committee may give preference to applicants who have one or more of the following:

- (i) an honours degree or higher degree;
- (ii) a record of achievement in Mathematics;
- (iii) substantial experience in computer programming;
- (iv) relevant work experience, preferably since graduation.

Syllabus: Fundamentals of computer organization, systems programming languages; data structures and algorithms; dynamic storage management; file structures and algorithms; programming methods and applications; principles and practice of modern computer packages for communication, document preparation, graphics, data management, system modelling, program preparation, testing and debugging and other applications; user

interface design principles; database systems including data modelling, database design, query languages, integrity, security concurrency; introduction to software engineering and the problems connected with the development of large scale software systems; study of the present and potential uses and significance of computers in society and of the management and professional responsibility of computing professionals.

Practical work is an integral part of this course and students will be expected to carry out a number of software projects mainly using the C programming language.

Award of the Postgraduate Certificate in Computing Studies:

Students will be awarded a Certificate provided that:

- (a) they pass the Part I examinations (Paper I and II) held in Hong Kong; and
- (b) they pass the examination paper for Part II held in Melbourne; and
- (c) they complete the course assignments and projects satisfactorily; and
- (d) they satisfy the examiners with their attendance at the lectures and workshops.

Further Studies:

1. A student enrolled on the Postgraduate Certificate of Computing Studies at the Department of Extra-Mural Studies, University of Hong Kong may apply (with evidence of satisfactory progress in the Postgraduate Certificate course) for enrolment in the Graduate Diploma in Computing Studies in the University of Melbourne and, after payment of the appropriate fee (currently AUS\$6,300) to the University of Melbourne, complete the Graduate Diploma in the period March–June (inclusive) at the University of Melbourne.
2. Holders of the Postgraduate Certificate in Computing Studies may enrol in the second year of the 2-year part-time Graduate Diploma programme at the University of Melbourne after paying the appropriate fee.

Application (around December, 1991)

Details of course arrangement will be announced later. Persons interested in this course should send a self-addressed envelope to Miss Ciney Ho, Department of Extra-Mural Studies, University of Hong Kong, Pokfulam Road, Hong Kong.

CAMBRIDGE INFORMATION TECHNOLOGY CERTIFICATE

The Department of Extra-Mural Studies, University of Hong Kong (EMS), in collaboration with the University of Cambridge Local Examinations Syndicate (UCLES), offers the Cambridge Information Technology scheme in Hong Kong. UCLES and EMS will issue Cambridge Information Technology Certificates to students who have successfully completed recognized EMS courses.

Cambridge Information Technology (CIT)

Cambridge Information Technology is a modular scheme to assess competence in practical Information Technology skill. The scheme comprises a wide range of modules and students will receive a certificate for each module after completing a relevant course. Each certificate incorporates a summary of the skills the student will have demonstrated in attaining the specified level of competence.

A student who has obtained five module certificates can apply for the "*Certificate in Information Technology*". An award of the CIT Certificate signifies that the student will have shown his/her ability to perform the requisite tasks. CIT standards are built to specifications for all to see. The CIT certificate provides a recognized validation vehicle for practical Information Technology skills.

Information for Employers

The CIT scheme emphasises practical skills—it focuses on the practical applications of the skills being learned. A CIT certificate holder is not necessarily a computer expert, but he or she will have gained:

- practical experience in using computer applications
- an appreciation of how computers can be used to solve problems and facilitate routine tasks
- a general base of skills, which can be accumulated to meet particular requirements

To employers, the CIT scheme can be adopted as a staff training and development programme or as an indicator of a job applicant's Information Technology skills.

How to Apply

If you have enrolled in an EMS course which is designated as a CIT module and wish to apply for a CIT module certificate, or you have already obtained five CIT module certificates and wish to apply for the "*Certificate in Information Technology*", you should: (i) obtain an "*Application for CIT Certificate*" form from the Department; (ii) complete and return the form to the Department before the course ends; (iii) submit the application fee

and a stamped self-addressed envelope together with your application.

In order to be eligible for the award of the CIT module certificate, applicants should have satisfied the requirements as specified in each course.

The Department of Extra-Mural Studies and the University of Cambridge Local Examinations Syndicate reserve the full right to assess whether or not an applicant satisfies the requirements for the award of the Certificate. Only 70% of the application fee will be refunded to an unsuccessful application.

Available Modules

A) 001 Computer Literacy

EMS courses to be designated as CIT module:

- Microcomputers for Teachers
- The Principles and Applications of Microcomputer
- Business and Personal Application of Microcomputer

Students of *any* of the above EMS courses can apply for the CIT Certificate in Computer Literacy if they have satisfied the following requirements:

- (i) not less than 80% of attendance, and
- (ii) completion of course work to the satisfaction of the Tutor.

B) 101 Word Processing

EMS courses to be designated as CIT module:

- Introduction to WordPerfect
- Professional word Processing with Multimate
- Introduction to WordStar

Students of *any* of the above EMS courses can apply for the CIT Certificate in Word Processing if they have satisfied the following requirements:

- (i) not less than 80% of attendance, and
- (ii) completion of course work to the satisfaction of the Tutor.

C) 102 Spreadsheets

EMS course to be designated as CIT module:

- Introduction to Symphony

Students of the above EMS course can apply for the CIT Certificate in Spreadsheets if they have satisfied the following requirements:

- (i) not less than 80% of attendance, and
- (ii) completion of course work to the satisfaction of the Tutor.

D) 103 Databases

EMS courses to be designated as CIT module:

- Introduction to dBASE III+
- Introduction to Database Management Systems and Structured Query Language

Students of *any* of the above EMS courses can apply for the CIT Certificate in Databases if they have satisfied the following requirements:

- (i) not less than 80% of attendance, and
- (ii) completion of course work to the satisfaction of the Tutor.

E) 105 Programming

EMS courses to be designated as CIT modules:

- Microcomputer Programming for Beginners (With Workshops)
- Introduction to C
- Advanced Programming Using C

Students of *any* of the above EMS courses can apply for the CIT Certificate in Programming if they have satisfied the following requirements:

- (i) not less than 80% of attendance, and
- (ii) completion of course work to the satisfaction of the Tutor.

The Department is planning to offer some new courses such as:

1. Project Management
2. Computer Project Management
3. Management Information Systems
4. dBASE IV
5. Lotus 1–2–3

Details of these courses will be available later. If you are interested in any of these courses, please write to us together with a self-addressed envelope and an indication of which topics you require information on. (Attn: Miss Ciney Ho, Department of Extra-Mural Studies, University of Hong Kong, Pokfulam Road, Hong Kong).

IN-HOUSE TRAINING COURSES

The department organises in-house training courses (for example, computer courses for Municipal Services Administration Staff). Institutes, companies, Societies and government departments which are interested in arranging in-house training courses in Computer Studies for their employees/members should contact Miss C. Ho Tel: 859 2418

報名從速

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

如欲收到下期課程手冊，
請翻閱第 **287** 頁。

Criminal Justice

Staff Tutor: Dr. John Holford, Telephone 859 2415

34: Certificate in Criminal Justice

[Access Course to University of Leicester M.A. in Public Order]

Course Director: Dr. Carol Jones, Lecturer in Sociology, University of Hong Kong.

This programme, which provides relevant professional education for staff of private, public and voluntary sector agencies involved in the field of Criminal Justice, has been developed in association with the University of Hong Kong Department of Sociology and the Centre for the Study of Public Order, University of Leicester, England. *The closing date for applications was 20 May 1991.*

The areas covered are: Law and Society, Criminal Law, Types of Crime, Evaluation and Research Methods, Crime and Deviance, the Criminal Justice System, Juvenile Justice, Police and Policing, Theory and Practice in Corrections, Crime Prevention Strategies, Current Issues in Criminal Justice, and Study and Writing Skills.

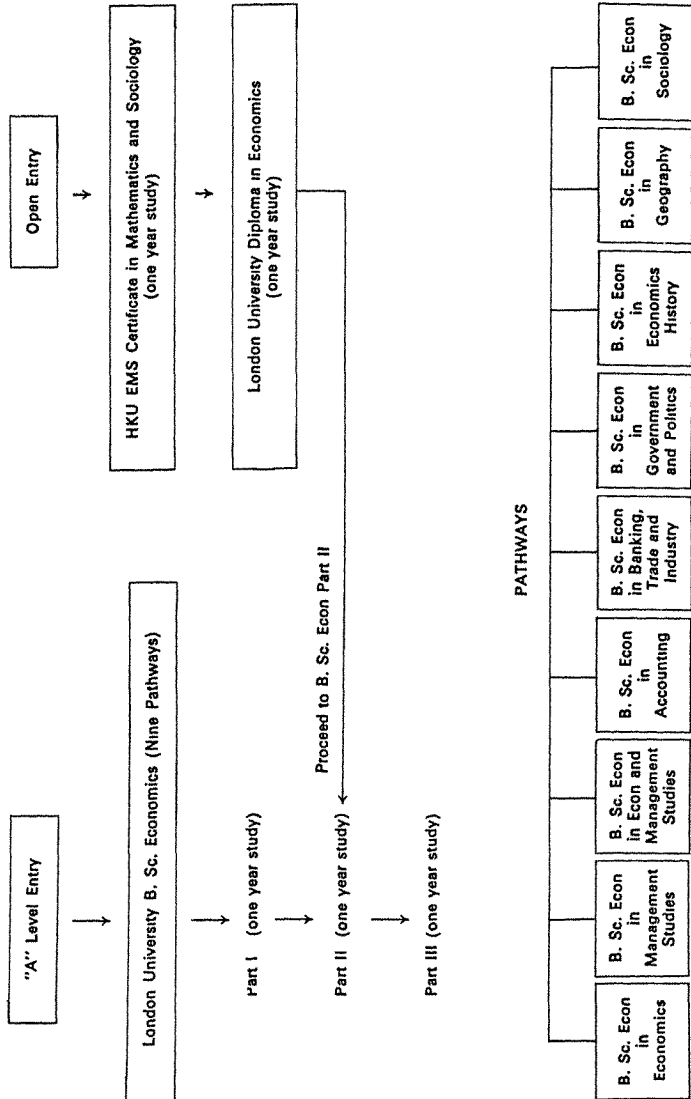
The Certificate also provides students who have a strong professional record in the field (but whose formal educational qualifications would normally prevent them from gaining entry to a university or polytechnic degree programme) with a method of gaining entry to a professionally-oriented M.A. programme offered by the University of Leicester. Students who complete the Certificate course successfully will be eligible for entry to the Leicester M.A. programme.

The course lasts for one academic year. Students normally attend on one evening per week, *6.15–9.30 p.m.* There are also additional periods of intensive evening study (five evenings per week), and a few further evening and whole-day sessions.

Economics, Banking & Statistics

Staff Tutor: Jennifer G. H. Ng, Telephone 859 2783

LONDON UNIVERSITY EXTERNAL DIPLOMA IN ECONOMICS AND B.SC. ECONOMICS



London University External B.Sc. Economics Courses

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

Courses to be offered in 1991–92:

<u>Part I</u>	<u>Part II & III</u>
Economics B1	Economics B2
Elements of Statistics	Elements of Accounting and Finance
Banking 1	Law and Organisations in England and Wales
Introduction to	Economics of Industry
Sociology	Management Accounting
Mathematics for	Management Science Methods
Economists	Organisation Theory
	Marketing
	Computer-based Information System
	Mathematics for Management

Lectures will be held on weekday evenings or on Saturday afternoon.

Course Tuition:

Part I courses will be taught by a series of lectures given by local lecturers. The course examiners from London University will give a series of revision lectures two months before the examinations.

Part II and III courses will be taught by a combination of lectures and tutorials in each subject.

Library Provision and Access:

Students will be eligible for a reader's card for access to the University Library.

Entrance Requirements:

- (A) Passes in five approved subjects in the GCE Examination of which two must be passed at Advanced Level or
Passes in four approved subjects in the GCE Examination of which three must be passed at Advanced Level

The passes, which need not be obtained in one sitting, must include an approved Mathematical subject at the Ordinary Level. Applicants are required to provide acceptable formal evidence of proficiency in English Language.

- (B) Holders of diplomas awarded by local Polytechnics and Colleges who do not fulfil the requirements in (A) above but who do have GCE "O" Level passes in Mathematics may also be considered.

Course Personnel:

Course Co-ordinator: Ng, J. G. H., *B.A. (Simon Fraser), M.Soc.Sc., P.C.Ed. (H.K.)*

Lecturers:

Economics B1: Ng, J. G. H., *B.A. (Simon Fraser), M.Soc.Sc., P.C.Ed. (H.K.)*

Elements of Statistics: Li, C. K., *B.A. (Zhongshan), M.Sc. (Bath), Ph.D. (H.K.)*

Banking 1: Rita So, *A.C.I.B.*

Introduction to Sociology: Pun, S. H., *M.A. (Hawaii)*

Mathematics for Economists: Liu, C. K., *B.Sc. (Hons), M.Phil. (C.N.A.A.), M.I.S., F.S.S., A.F.I.M.A.*

Economics B2: Chan, Y. C., *B.Soc.Sc., M.Phil. (C.U.H.K.)*

Accounting and Finance: Florence Tsang, *B.Sc. (Hons), M.Com. (N.S.W.), A.A.S.A., A.H.K.S.A.*

Law: C. A. Ong, *B.A. Law (Ealing College), LL.M. (Lond.), Barrister at Law (Lincoln's Inn).*

Economics of Industry: Chan, T. L., *B.Soc.Sc., M.Soc.Sc. (H.K.)*

Management Accounting: D. Li, *M.B.A. (U.E.A.), F.C.E.A., M.Inst.A.M., M.B.I.M., M.I.I.M.*

Management Science Methods: Chan, Y. C., *B.Sc. (Nanyang), M.A. (Lancaster), Ph.D. (Manc.).*

Organisation Theory: Ng, K. L., *B.A. (Waterloo), M.B.A. (Corpus Christie).*

Marketing: Chan, Y. K., *B.B.A., M.B.A. (C.U.H.K.), Dip.C.I.M.*

Computer-based Information Systems: Kong, W. K., *B.Sc. (Ulster), M.Eng. (Wales).*

Mathematics for Management: Wong Y. M., *B.Sc. (Sun Yat-sen), M.Sc., Ph.D. (H.K.).*

Tuition Fees:

4 subjects — **\$6,400**

single subject — **\$1,600**

Please write in for detailed course description and timetable enclosing an 44 stamped self-addressed envelope.

331. University of London Diploma in Economics for External Students

and

University of Hong Kong Extra-Mural Certificate in Mathematics and Sociology

[B.Sc. (Econ) Access Programme]

Introduction:

The Extra-Mural Studies Department of the University of Hong Kong is the only accredited institution in Hong Kong to offer the captioned course to prepare students for the London University Diploma in Economics examinations. The course is offered by way of part-time study mode and will be of two years duration. It will be of particular interest to those whose work involves them in issues concerning economic financial, commercial and social policy.

Holders of the Diploma will be exempted from Part I of the B.Sc. (Econ) degree for External Students.

Course Structure:

Part I (1 year duration)

Mathematics

either Introduction to Sociology

or Structure of International Society

English for Special Purposes/
Study Skills

Part II (1 year duration)

Economics

either Elements of Statistics

or Introductory Social and Economic Statistics

English for Special Purposes/
Study Skills

Structure of International Society and Introductory Social and Economic Statistics will not be offered in 1991–1992 but may be offered in future years.

Examinations and Awards:

At the end of Part I students will take the London University examinations in Mathematics and Introduction to Sociology; those passing both papers may proceed to Part II of the programme. Students who fail marginally in one paper but perform reasonably well in the other may also apply to proceed to Part II at the end of which they may be allowed to sit three examination papers in one sitting.

The University of Hong Kong E.M.S. Certificate in Mathematics and Sociology will be awarded at the end of Part I to all students who:

1. pass the London University examination in both papers;
2. have attended the course satisfactorily (70% of lectures and tutorials);
3. obtain an overall pass grade in the continuous assessments of each subject.

Students who obtain the London University Diploma in Economics at the end of Part II will be given priority for places on the Extra-Mural B.Sc. (Econ) Part II courses.

Course Tuition:

The course will be taught by a combination of lectures, tutorials and English for Special Purposes, backed up by a series of revision sessions. Revision sessions will be taught mainly by staff from the London School of Economics.

Library Provision and Access:

Students will be eligible for a reader's card for access to the *University Library*.

Entrance Requirements:

Applicants must possess a credit pass in Mathematics in the Hong Kong Certificate of Education Examination (or equivalent). Preference will be given to those applicants who have a good command of English, a continuous work record which indicates career progression and to those who have completed a post-secondary academic course.

Course Personnel.

Course Co-ordinator: Ng, J. G. H., *B.A. (Simon Fraser), M.Soc.Sc., P.C.Ed. (H.K.)*

Lecturers:

Sociology: Han, D. W. T., *B.A. (Internal Christian), M.A. (Leic)*

Mathematics: Yao, T. H., *B.Sc. (H.K.), Dip.Math. (Gott)*

Statistics: Liu, C. K., *B.Sc. (Hons), M.Phil. (C.N.A.A.), M.I.S., F.S.S., A.F.I.M.A.*

Economics: Chan, T. L., *B.Soc.Sc., M.Soc.Sc. (H.K.)*

English for Special Purposes/Study Skill Co-ordinators:

Part I: Bruce, N. J., *M.A. (Aberd.), M.Sc. (Edin.), Postgr.Cert.Ed. (Aberd.), Cert.T.E.F.L. (Roy Soc. of Art)*

Part II: Lewkowicz, J., *B.A. (Reading), Dip.Ed. (Exeter), M.A. (Lancaster)*

Registration and Fees:

Students must register for the Extra-Mural Studies course before embarking on registration with London University. The course fee per year is **\$5,940**. Students must also pay the London University registration and examination fees.

Please write in for detailed course description and timetable enclosing an A4 stamped self-addressed envelope.

332. Extra-Mural Postgraduate Certificate in Commerce and Economics

[Accredited by The University of New South Wales]

I. Introduction:

The Department of Extra-Mural Studies in association with the Faculty of Commerce and Economics of the University of New South Wales, Sydney, Australia offers a part-time postgraduate coursework programme. This programme is intended for:

- (a) graduates who wish to enter the business, finance, economics or related fields but whose major undergraduate studies have been in a discipline other than economics, accounting, finance or business management; and
- (b) graduates who have been concurrently admitted to the University of New South Wales' Master of Commerce (MCom) course or to its Graduate Diploma (GradDip) course in Commerce as a full-fee paying student and who wish to fulfil part of the course requirements in Hong Kong.

II. Entrance Requirements:

- (i) Applicants must hold at least a three-year Professional Diploma or Honours Diploma from a recognized tertiary institution. Preference will be given to those applicants who have a bachelor's degree from a recognized tertiary institution.
- (ii) Applicants are expected to have one year's appropriate experience after graduation.

(Note: Applicants for admission to the University of New South Wales' MCom must hold a bachelor's degree from a recognized tertiary institution. Graduates of 3-year degree courses are normally expected to have one year's appropriate experience after graduation.)

III. Course Award and Qualification Recognition:

Upon satisfactory completion of the programme, students will be awarded a Postgraduate Certificate of Commerce and Economics by the Department

of Extra-Mural Studies, University of Hong Kong.

Students concurrently admitted to the MCom or GradDip course of the University of New South Wales will have the subjects satisfactorily completed in the Postgraduate Certificate course counted towards fulfilling their particular course requirements.

	<u>Course requirement</u>	<u>No. of subjects to be completed after PCCE</u>	<u>Minimum residence in Australia to complete the course</u>
UNSW MCom	12 subjects	8 subjects	12 months (Finance—fast track) 18–22 months (other programmes)
UNSW GradDip	6 subjects	2 subjects	4 months

However, the Postgraduate Certificate on its own does not lead to admission either to the MCom or the GradDip course at the University of New South Wales. Moreover, students should note that if admitted to the MCom or the GradDip course subsequent to the award of the Postgraduate Certificate, existing rules do not permit the granting of any exemptions to the MCom or GradDip courses.

IV. PCCE Course Structure and Syllabuses:

Oct 91–Jan 92	Unit 1: Quantitative Analysis A Unit 2: Economics A
Feb 92–May 92	Unit 3: Quantitative Analysis B Unit 4: Accounting and Financial Management A

Quantitative Analysis A

Matrix algebra with economic applications. Calculus, including constrained and unconstrained optimization. Introduction to linear and non-linear programming.

Economics A

Microeconomic theory and applications including consumer behaviour and the theory of demand, costs, production and the theory of the firm; price determination under competition, monopolistic and oligopolistic markets. Investment and technology; wages, and the distribution of income; welfare, economic efficiency and public policy.

Quantitative Analysis B

Probability theory and sampling distributions including normal, t, chi-square and F distributions. Multiple regression: estimation and hypothesis testing. The Gauss-Markov Theorem. Economic applications of multiple regression emphasizing essential practical aspects of model building.

Accounting and Financial Management A

An introduction to financial accounting and reporting for companies. Financial information systems design, internal controls. Traditional and alternative concepts and measures. Thinking about accounting.

V. Course Personnel:

Course Co-ordinator: Ng, J. G. H., *B.A. (Simon Fraser), M.Soc.Sc., P.C.Ed. (H.K.)*

Lecturers:

Quantitative Analysis A: Chu, S. C. K., *B.S., M.S. (Cornell), M.S., Eng.Sc.D. (Col.)*

Economics A: Ma, S. K., *B.A. (Wash.), M.A. (McM.)*

Quantitative Analysis B: Chan, Y. C., *B.Sc. (Nanyang), M.A. (Lancaster), Ph.D. (Manchester)*

Accounting and Financial Management A: Tsang, Y. H., *M.B.A. (U.E.A.), F.C.C.A., A.C.I.S., A.H.K.S.A., C.P.A.*

VI. Application and Fees:

All applicants are required to complete and return the "Extra-Mural Postgraduate Certificate in Commerce and Economics" application form. Application closing date for the course is **September 7, 1991**. Full course fee is **HK \$8,800**.

Applicants who also wish to apply for admission to the University of New South Wales' MCom or GradDip course as a full-fee paying student should lodge the application simultaneously with their application for a place in the Postgraduate Certificate course.

The MCom and GradDip application forms and detailed information can be obtained by enclosing a stamped self-addressed 7" x 10" envelope or in person from:

1. Extra-Mural Department
University of Hong Kong
University Main Building, G/F
Pokfulam Road
Hong Kong
Tel: 859 2783
2. Extra-Mural Town Centre
Shun Tak Centre
West Tower, 9/F
200 Connaught Road
Central, Hong Kong
Tel: 547 2225

333. Principles of Economics I: Microeconomics

Joseph Hu, M.Econ. (North Carolina State). *Fridays, 6.15–7.45 p.m., starting September 20, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$530**

This course is suitable for those who wish to understand the basic principles 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 an 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 supplemented with Cantonese where appropriate.

334. Principles of Economics II: Macroeconomics

Joseph Hu, M.Econ. (North Carolina State). *Fridays, 8.00–9.30 p.m., starting September 20, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$530**

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

Medium of instruction: English supplemented with Cantonese where appropriate.

335. Basic Economics for Professional Examinations

Conrad Chang, B.Soc.Sc. (Econ.) (H.K.), A.C.I.B., F.C.I.S., C.Dip.A.F., M.M.S. *Wednesdays, 6.15–9.15 p.m., starting September 25, 1991. Room LG101, K.K. Leung Building, University of Hong Kong. 12 meetings.* **Fee: \$585**

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

336. A-Level Microeconomics

Leung Man Por, B.A. (Hons.), Cert.Ed., M.Soc.Sc. (H.K.). *Wednesdays, 6.30–9.30 p.m., starting September 18, 1991. Room LG110, K.K. Leung Building, University of Hong Kong. 12 meetings.* **Fee: \$585**

This introductory course is designed to facilitate private candidates who will be sitting for the Hong Kong Advanced Level Examination and/or G.C.E. It also serves as basis for those who plan to study London University B.Sc. Econ. or Diploma in Economics in the future.

This course covers neo-classical microeconomics and the transaction cost paradigm. Topics include the following: methodology, consumer behaviour, production and costs, market structures, factor pricing, theory of firm, property rights and transaction costs. Exercises and relevant solutions will be provided to ensure class participants' thorough understanding. Participants are expected to have F.5 standard.

Medium of instruction: English supplemented with Cantonese where appropriate.

337. The Monetary and Financial System

Freda Cheung, B.Soc.Sc. *Tuesdays, 6.30–8.30 p.m., starting September 17, 1991. Room LG101, K.K. Leung Building, University of Hong Kong. 20 meetings.* **Fee: \$605**

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 supplemented with Cantonese where appropriate.

338. Branch Banking—Law and Practice

C. S. Chan, F.C.I.B. *Thursdays, 8.05–9.35 p.m., starting September 19, 1991. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings.* **Fee: \$475**

The aim is to prepare students for the Branch Banking - Law & Practice 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.) Recent cases, past examination papers and updating notes including recent legislations will be discussed during classes to prepare students for the

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

339. Investment Banking

H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb. *Thursdays, 8.30–10.00 p.m., starting September 19, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$555**

Investment banking has gradually evolved out of merchant banks and securities firms around the world. 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. Discussion will also be made of International Equity and the International Primary Market Association. *Bank executives with two years' experience are preferred.*

340. Wholesale Banking

H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb. *Saturdays, 2.00–5.00 p.m., starting October 12, 1991. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$575**

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

341. Foreign Exchange and Treasury Management for Company Executives

H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb. *Thursdays, 6.55–8.25 p.m., starting September 19, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$540**

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

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

342. Swap Financing Techniques

H. K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M. (Dip.), A.C.I.Arb. *Mondays, 6.50–9.50 p.m., starting November 18, 1991. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.* **Fee: \$305**

Swaps have become more important as a means of finance to companies. Corporate officials who understand the operation of swap transactions will benefit the financial position of their companies. Topics include the following: use of swap in corporate financial management, types of swap transactions, pricing and quotation, credit risk and exposure management.

343. Merchant Banking Services

Kong Hin-man, A.C.I.B., F.I.C.B., S.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.). *Mondays, 8.00–9.30 p.m., starting September 30, 1991. Room 122, University Main Building, University of Hong Kong. 16 meetings.* **Fee: \$455**

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

Medium of instruction: English supplemented with Cantonese where appropriate.

344. Foreign Exchange and Money Markets

Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.). *Mondays, 6.15–7.45 p.m., starting September 30, 1991. Room 122, University Main Building, University of Hong Kong. 16 meetings.* **Fee: \$455**

Exchange rates and interest rates movements can affect every corporate treasurer and individual investor. Various approaches can be adopted to

hedge the risk. Activities in spot, forward, swaps, financial futures and options markets are discussed. Internal control procedures are also included.

Medium of instruction: English supplemented with Cantonese where appropriate.

345. Import and Export Banking

Robert Au Sui-chee, A.C.I.B., Saturdays, 2.15–5.45 p.m., starting September 21, 1991. Room LG102, K.K. Leung Building, University of Hong Kong. 6 meetings. **Fee: \$420**

This banking course is specially designed for those working in the bank's bills departments and/or shipping division of import/export firms wishing to widen their international trade knowledge and practice. The topics will include all types of letters of credit, collection bills, functions of various banks and their updated services, uniform customs and practice for documentary credits publication No. 400 and Collection Rules No. 322, foreign exchange concepts and calculation practice. After completion, students should be able to solve basic bills problems. *Participants are expected to have F.6 standard.*

Medium of instruction: English supplemented with Cantonese where appropriate.

346. Bank Lending and Credit Analysis

Peter Yip, A.C.I.B., D.M.S. Thursdays, 6.15–9.15 p.m., starting November 7, 1991. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 6 meetings. **Fee: \$350**

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

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

Medium of instruction: Cantonese supplemented with English where appropriate.

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

主 講 人：葉海興先生 A.C.I.B., D.M.S.

地 點：香港大學許愛周科學館 LG2 室

時 間：一九九一年十二月十九日起每星期四下午六時十五分至九時十五分

全期學費：二百三十五元 (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。

General Principles of Law

348. Peter Ho, Solicitor, B.A. (Hons.) (C.U.H.K.), Postgraduate Diploma in Chinese Law. *Mondays, 6.15–9.15 p.m., starting September 16, 1991. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 16 meetings.* **Fee: \$730**

349. Peter Ho, Solicitor, B.A. (Hons.) (C.U.H.K.), Postgraduate Diploma in Chinese Law. *Thursdays, 6.00–8.00 p.m., starting September 19, 1991. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 24 meetings.* **Fee: \$730**

This is an introductory course on law. It is intended to give the participants a general understanding of the legal principles and the course is therefore useful for laymen as well as persons preparing for examinations of professional bodies. The syllabus of the Local Stage 1 Examination of the Chartered Institute of Bankers would be followed and it includes the following topics: Nature and Sources of Law; Law of Persons; Law of Property; Law of Trusts; Law of Succession; Law of Torts; Law of Contract; Law of Crimes; and Negotiable instruments. *Enrolment is limited to 40 for each course.*

Medium of instruction: English supplemented with Cantonese where appropriate.

350. Securities and Equity Market in Hong Kong

Stephen Leung Sze-wing, LL.M. (Cantab.), P.C.LL. (H.K.). *Wednesdays, 7.45–10.00 p.m., starting September 18, 1991. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings.* **Fee: \$535**

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. No prior knowledge of the subject is required. Topics include regulatory frameworks; the issue of securities and public floatation; company law in relation to shareholders' voting and rights; trading in the stock market and duty and liability of brokers; takeovers and mergers; regulation of trading practices and market malpractices in the securities market; insider trading; disclosure of beneficial interest in shareholding; taxation of debt securities

in Hong Kong; regulation and structure of the unit trust and futures industry in Hong Kong; globalisation of the securities market.

351. Investment Management

Daniel Chan, M.B.A. (U.E.A.). *Tuesdays, 7.45–9.45 p.m., starting September 17, 1991. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$370**

This course aims at introducing various common investment devices and opportunities to the small investors and savers. Topics includes Forex, Stock, Bond, Futures, Unit Trust and Option Markets; ratio analysis and assessing performance of a company; issues of shares, rights, warrants, convertibles and bonds; evaluation of common stock and bonds; risk and return analysis; company merging and acquisition; portfolio planning and management; technical analysis.

352. Foreign Exchange Management and Investment

Daniel Chan, M.B.A. (U.E.A.). *Mondays, 7.45–9.45 p.m., starting September 30, 1991. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$415**

This course is intended for corporate executives, banking staff, brokers and individual investors who wish to have a thorough understanding of Foreign Exchange mechanism, its risk and management. Topics include: FX system, FX risk, Mean-variance Theorem, Capital asset pricing model, Money market, Monetary system, EMS, ECU, Eurodollars, Asian dollars, Special Drawing Right (SDR), Monetary theories and policies, Profitable investment techniques, Hedging and Arbitrage on FX and interest rates, Technical analysis, Specific analytical tools, Stochastic analysis, Financial futures, Currency option, Portfolio management.

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

主 講 人：由香港期貨交易所有限公司安排期貨業內人士主講

地 點：香港大學校外課程部市區中心13室（信德中心西翼九樓）

時 間：一九九一年九月十七日起每星期二下午六時至七時四十五分

全期學費：二百六十元 （共七講）

本課程適合對期貨買賣，特別對香港期貨市場之操作及發展有興趣的人士參加。內容包括期貨買賣的基本概念及方式、市場組織、運作及分析技巧和各類期貨合約簡介等。

354. 怎樣進行抽樣統計調查 (How to Conduct Sample Surveys)

主 講 人：由香港統計學會會員擔任

地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）

時 間：一九九一年九月十六日起每星期一下午六時十五分至七時四十五分

全期學費：三百零五元 （共八講）

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

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

本課程深入淺出，學員無須具備統計學的訓練。

355. Introductory Statistics

Lam Wai Chung, B.Sc. (S.W. Missouri), M.Sc. (W. Kentucky), M.Sc. (Iowa State), M.Inst.S. *Wednesdays, 8.00–9.30 p.m., starting September 18, 1991. Room M7, University Main Building. 20 meetings. Fee: \$460*

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

Medium of instruction: English supplemented with Cantonese where appropriate.

Education

*Staff Tutors: John Holford, Telephone 859 2415
Agnes S. L. Lam, Telephone 859 2421*

386. 少年及兒童圖書與閱讀指導 (Choosing Children's Literature and Reading Guidance)

主 講 人：香港閱讀學會成員及其他研究兒童文學專業人士
地 點：香港大學校外課程部市區中心29室（信德中心西翼九樓）
時 間：一九九一年九月十八日起每星期三下午七時四十五分至九時十五分
全期學費：四百九十元 （共十四講）

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

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

本課程與香港閱讀學會合辦。完成全部課程之學員將獲香港閱讀學會頒發證書。（限收三十五人）

教師可獲教育署退還半費。詳參第 x 頁。

In-Service Teacher Education Programme (INSTEP)

Staff Tutor: John Holford, Telephone 859 2415

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.

Certificate Course in Special Educational Needs

Course Description:

This course, aimed at qualified teachers both primary and secondary, is of particular interest to teachers with special responsibility in the area of special educational needs. The content will be relevant also to mainstream class and subject teachers. The course is designed mainly for teachers working in the English/International sector. The course will be conducted entirely in English.

The programme promotes awareness of developments in provision for pupils with learning and behaviour difficulties who are educated within the mainstream primary and secondary school system rather than in special schools. Further aims include developing understanding of concepts related to assessment and intervention with pupils who display learning and behaviour difficulties. The emphasis is on enabling teachers to support children with difficulties in ordinary classes.

Course Content:

The course will consist of the following units:

- (1) Introduction to Special Educational Needs.
- (2) Assessment: An Introduction.
- (3) Intervention: An Introduction.
- (4) Learning and Behaviour Difficulties.

Tutors and Coordinators:

The main tutors will be:

Alastair King, B.Sc.(Psy.), P.G.C.E., M.Sc. (Ed.Psy.) (Lond.)

Robin Moseley, Cert.Ed., B.Sc. (Hons.), M.A. (Child Development),
M.Sc. (Ed.Psy.), AFBPsS, C.Psychol.

Format, Venue and Time Tabling:

- (a) Course duration over 100 hours in direct contact.
- (b) 30 teaching sessions of 3 hours and 10 hours tutorials.
- (c) 3 hour sessions, once weekly.
- (d) Venue : The Jockey Club Sarah Roe Centre, 2A Tin Kwong Road, Homantin, Kowloon.
- (e) **Course 387:** Mondays, 4.30–7.30 p.m., beginning early September 1991.
Course 388: Wednesdays, 4.30–7.30 p.m., beginning early September 1991.
- (f) Enrolment is limited to 20 per course.

Course Fee: \$3,950.

Applications for this course closed on 14 June 1991.

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

389. 利用故事和圖畫書在小學課室圖書角推廣閱讀 (Using Story and Picture Books in Class Libraries for the Promotion of Reading)

主 講 人：鄭志雄先生 A.L.A. (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21室 (信德中心西翼九樓)
時 間：一九九一年九月二十五日起每星期三下午七時四十五分至九時四十五分
全期學費：一百三十元 (共二講)

本課程提供給小學課室圖書館主任教師和中英文語文教師利用課室圖書櫃內的故事和圖畫書進行推廣閱讀方法。內容包括(一)各類故事和圖畫書；(二)怎樣給小學圖書館選擇這類圖書；(三)怎樣進行閱讀活動來引起學生閱讀興趣。(限收二十人)

[本課程與香港圖書館協會 (學校圖書館及教育學院圖書館小組) 合辦]

教師可獲教育署退還半費。詳參第 x 頁。

390. 利用小說和故事書在中學圖書館推廣閱讀 (Using Fiction and Story Books in Secondary School Libraries for the Promotion of Reading)

主 講 人：鄭志雄先生 A.L.A. (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21室 (信德中心西翼九樓)
時 間：一九九一年十月二十三日起每星期三下午七時四十五分至九時四十五分
全期學費：一百三十元 (共二講)

本課程提供給中學學校圖書館主任和中英文語文教師怎樣利用各類小說及故事書來提高初中學生對閱讀的興趣。內容包括(一)小說和故事書的種類；(二)給學校圖書館選擇這類圖書的方法和準則；(三)怎樣組織閱讀活動。(限收二十人)

[本課程與香港圖書館協會 (學校圖書館及教育學院圖書館小組) 合辦]

教師可獲教育署退還半費。詳參第 x 頁。

391. Introduction to School Library Work

C. H. Kwong, A.L.A., M.B.I.M., Librarian in Education Department.

Thursdays, 7.00–9.00 p.m., starting September 26, 1991. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.

Fee: \$550

This course aims to provide teachers and people who are interested in school library work and those who intend to start working in a school library, with an introduction to the theory and practice of school library work. The content of the course will cover the role and function of the school library, the library collection, organisation of knowledge, library management and extension activities and library user education. *Enrolment is limited to 25.*

[This course is organized in association with The Hong Kong Library Association: School, College & Education Libraries Committee.]

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

392. How to Prepare for Library Automation

Roy Stall, B.A., Grad.Dip.L.b.Studs., A.L.I.A., A.I.M.M. *Friday, 6.15–8.15 p.m., starting October 4, 1991. Room LG107, K.K. Leung Building, University of Hong Kong. 1 meeting.*

Fee: \$80

This course is to convey to school librarians and administrators the necessary groundwork and preparation required before acquiring any library automation hardware and software. It will identify aspects of computers and information technology that will need to be considered, including an awareness of I.T. terminology. Plans for installation, including anticipated costs will be discussed, as well as developing a strategy and time-frame for introducing automation. *Enrolment is limited to 20.*

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

393. Subject Indexing with Computer Applications

Ms. Agatha Sit, B.A., M.L.S., Assistant Librarian in University of Hong Kong Libraries. *Thursdays, 7.00–8.30 p.m., starting November 7, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 5 meetings.*

Fee: \$535

The course will introduce the thesaurus as a subject indexing tool. Several sessions will be allocated to review subject indexing theory, such as uncontrolled vocabularies and post-coordinated indexing and searching. A micro-computer software will be used as a tool to demonstrate indexing and searching practice. Participants should have basic cataloguing knowledge, preferably with access to an (IBM compatible) micro-computer either at work or at home. *Enrolment is limited to 12.*

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

394. Managing Unruly Users in the School Library

Allison Wilson, B.A. (N.Z.), Counsellor and Tutor of MPCs. *Saturday, 10.30 a.m.–12.30 p.m., starting October 19, 1991. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 1 meeting. Fee: \$100*

This is a workshop on problem-solving related to difficult students. The course is designed to give insight and ideas to Librarians encountering problems with students. It aims at creating understanding of what underlies such problems, will examine alternatives, and explore creative and effective ways of dealing with such problems. *Enrolment is limited to 15.*

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

395. 如何教授中六 (AS) 倫理及宗教科之「基督教傳統」 (Teaching Christianity Traditions in AS Level Ethics & Religious Studies)

主 講 人：李子忠神父 Bachelor in Sacred Theology, P.Sal.U. (Rome),
Licentiate in Sacred Scripture, P.B.I. (Rome)
白敏慈神父 B.Sc. (Melbourne), Master, Theological S., J.S. of
Theo. (Berkeley)

地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）

時 間：一九九一年九月二十日起每星期五下午六時十五分至七時四十五分

全期學費：四百七十元 （共十一講）

本課程特別針對於1992年中六開設的高級補充程度倫理及宗教科第四部的考試範圍——基督教的傳統。本課程適合教授該組課程的老師。

學生不參予公開考試但將以該部課程作為中六、七倫理宗教科內容的學校，其任教老師亦受歡迎。（限收四十人）

教師可獲教育署退還半費。詳參第 x 頁。

396. 幼兒的數學經驗 (Experience in Mathematics for Young Children)

主 講 人：孔美琪小姐 B.A., P.G.C.E., Adv. Dip. of Ed.

地點：香港大學校外課程部市區中心13室（信德中心西翼九樓）
時間：一九九一年九月二十五日起星期三下午六時十五分至七時四十五分
全期學費：一百七十五元（共六講）

「幼兒的數學經驗」這課程主要是以學前教育工作者為對象。課程重點乃介紹給教師們一個適切兒童心智發展的初段數學課程。學員也可學到一些數學課程發展原理及運作過程，並如何去設計數學活動等。學員會分成小組透過「計劃習作」形式去設計及策劃一些活動以引導學生認識不同的數學概念。（限收三十人）

教師可獲教育署退還半費。詳參第 x 頁。

397. 如何輔導有特殊學習需要的小學學童 (Teaching Primary School Children with Special Educational Needs)

主講人：許錦屏女士 B.Soc. Sc., Cert. Ed., M.Sc. (Ed. Psy.), C. Psychol. (BPS)

地點：香港大學許愛周科學館 LG 1室
時間：一九九一年十月七日起每星期一下午六時三十分至八時
全期學費：二百三十五元（共六講）

本課程為在小學任教輔導班的教師而設。課程內容：在學習上有困難的學童的特徵；輔導的方法；直接的教導方法，例如：訂立明確的施教目標、每日評估及施教的方法、循序漸進的訓練步驟、精確教學法等等；如何使家長及同輩參予輔導。（限收二十人）

教師可獲教育署退還半費。詳參第 x 頁。

PRIOR ENROLMENT IS ESSENTIAL

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

Engineering

Staff Tutor: F. T. Chan Telephone 859 2418

Course No. 406 leads to the award of University Certificate. This course has clearly defined entry requirements and applicants are advised to read the description carefully before applying. Special application forms are available on request from the Department. Applicants must enclose certified photostat copies of the appropriate certificates along with their application forms. Applicants should note that they are not allowed to attend any other course or sit any other examination during the year.

According to the University regulations, course fees and caution money (\$250) will be collected after the selection process, but applicants should send, with their application form, a non-refundable application fee of \$80.

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

C. T. Choy, Ph.D., M.I.E.E., Sen.M.I.E.E.E., M.H.K.I.E., Lecturer in Electrical Engineering, University of Hong Kong. *Thursdays, 7.15–9.15 p.m., starting October 17, 1991. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 30 lectures plus 1 laboratory period. Each lecture period will consist of 2 hours and each laboratory period 4 hours.*

Fee: \$1,850

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

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

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

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

Closing date for applications: September 14, 1991. A special application form is available on request from the Department.

Applicants must enclose photostat copies of the appropriate certificates along with their application forms. Applications which are not accompanied by the relevant documents will not be considered. Preference will be given to applicants sponsored by their employers. Enrolment is limited to 40.

407. Certificate Course in Microprocessor Engineering

Lectures on Fridays, 6.30–9.00 p.m., starting October 18, 1991. Room 151, University Main Building. Workshops on Tuesdays, 6.15–9.15 p.m., starting November 12, 1991. Room 314 Knowles Building, University of Hong Kong. 22 lecture meetings and 18 workshop meetings.

Fee: \$3,600 (including computer time and workshop resources)

Tutors-in-charge:

Peter W. M. Tsang, B.Sc. (Eng.), M.Phil., Ph.D. (H.K.).

M. T. Wong, B.Sc. (Eng.), M.Sc. (H.K.).

K. T. Ng, M.Sc. (Sydney).

This course provides a comprehensive coverage of modern microcomputer architecture, the essential techniques of designing software packages and hardware circuits, the development and selection of microprocessor based/related products. It aims to provide programmers/engineers and interested persons with the knowledge and experience in order to cope with the rapidly evolving microcomputer/microprocessor technology.

In addition to the lectures, workshops are designed to provide students with challenging hands-on practice in constructing simple microprocessor based products.

Syllabus: General Microprocessor Architectures: Evolution of Microprocessors, Architecture Classification, Central Processing Unit (CPU), Register and Memory Organization, Data Types, Interrupts; Co-processors; Memory Management; Case Studies on Microprocessors; Interfacing Techniques and Peripherals: Asynchronous and Synchronous Read/Write Cycle, Address Decoder, Bus Arbitration, Parallel and Serial Input/Output; Data Communication between Microcomputers: Synchronous and Asynchronous Transmission, Modems, Interface Standards, Line Control Method; Basic Microcomputer Programming using High Level Language

and Assembler; Alphanumeric and Graphics Display; Keyboard Control; Disk Drive Control; Microcomputers in Advance Engineering Applications; Computer Vision Applications, Speech Analysis and Synthesis.

Workshop: Mini-projects on the design of microprocessor based systems will be included. The experiences gained in the workshop practice will be shared among the whole class through a presentation session at the end of the course.

Possible mini-project titles: Design of a Microprocessor Interface; Design of a Mouse based Graphic package; Design of a Data Communication Software Package using the X.25 Protocol, Led Display Driver and Human Speech Recognizer.

NOTE: Students will work in a group of 2 persons during workshops.

Minimum Entry Requirements: Applicants should have five subjects including English and Mathematics at Grade E or above in the Hong Kong Certificate of Education Examination or equivalent. They should have some programming experience, preferably in PASCAL, C & ASSEMBLER. Preference will be given to those applicants who are working in micro-computer related disciplines.

An examination will be conducted at the end of the course. The award of an Extra-Mural Studies Certificate is conditional on the student passing the written examination, completing the set projects and attending at least 75% of the lectures and workshops.

Closing date for applications: September 21, 1991. A special application form is available on request from the Department of Extra-Mural Studies.

Applicants must enclose photostat copies of appropriate certificates along with their application forms which are available on request from the Department. Applications which are not accompanied by relevant documents will not be considered. Please note that the course fees will only be collected from those successful applicants after the selection processes. Enrolment is limited to 40 (BY SELECTION).

408. Quality Management for Manufacturing and Service Industries

Philip L. Y. Chan, B.Sc., Ph.D. (H.K.), F.S.S. Lecturer in Industrial & Manufacturing Systems Engineering, University of Hong Kong. *Wednesdays, 6.30–9.00 p.m., starting November 6, 1991. Room LG103, K.K. Leung Building, University of Hong Kong. 8 meetings.* **Fee: \$420**

This course introduces different aspects of Total Quality Control for manufacturing and service industries, including marketing, product design,

purchasing, process design, process control and after-sale service. Topics will include: the importance of top management's involvement, Deming's theory and his 14 points, quality circles, statistical process control, control charts, sampling inspection and Taguchi's theory.

This course is designed for people in upper and middle levels of management, and particularly those who are directly involved in quality assurance and quality control activities.

409. Methodology of Engineering Design

T. Y. Lee, A.P. (H.K.), M.Sc. (H.K.), C.Eng., M.I.Mech.E., M.I.E. Aust. Sr.M.S.M.E., Director, University Industrial Centre, University of Hong Kong. *Tuesdays, 6.15–8.15 p.m., starting October 8, 1991. Room LG110, K.K. Leung Building, University of Hong Kong. 6 meetings. Fee: \$260*

This course is designed to fill the gap between engineering sciences and design practice. It emphasizes the methodology and the behavioural aspect of engineering design. Topics will include: review of design practice, quality of design, user's needs and design objectives, conceptual and detail designs, feasibility and evaluation, design communication, information, management of design, computer aided design, artificial intelligence in design, and current applied research topics. Engineering designers and those in the engineering management will find this course interesting and useful for improving design performance.

報名從速

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

English Studies

Staff Tutors: Richard M. Booker,
Peter Kennedy, Telephone 547 2225
Duncan Macintosh,

GENERAL ENGLISH COURSES

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General English Courses

Certificate Programme in the Use of English

(Course Nos.: 411 to 431)

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

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

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

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

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

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

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

ENTRANCE REQUIREMENTS:

- (I) Those who have completed a First Year course sufficiently well in the year 1990–91 or who possess a Departmental Certificate in English for Business awarded in 1991 may enrol in a Second Year course without any further test.
- (II) Applicants for First Year or Second Year courses who do not possess the above qualifications must

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

Such applicants should sit the Use of English Entrance Examination on one of the scheduled dates.

N.B. Applicants who were awarded an Extra-Mural First Certificate in English *with Credit* in 1991 may be admitted to a First Year Use of English course without taking any further test, *provided* they apply by 23rd August, 1991. They are also advised to indicate their first and second choice of course as some courses become oversubscribed very quickly.

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

ENTRANCE EXAMINATIONS:

Applicants should indicate on their application form when they wish to sit the Entrance Examination and then arrive punctually.

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

6.30 p.m. on Friday,	30th August 1991
12 Noon on Saturday,	31st August, 1991
4.30 p.m. on Saturday,	31st August, 1991
6.30 p.m. on Friday,	6th September, 1991
12 Noon on Saturday,	7th September, 1991
4.30 p.m. on Saturday,	7th September, 1991

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

6.30 p.m. on Tuesday,	27th August, 1991
6.30 p.m. on Friday,	30th August, 1991
6.30 p.m. on Tuesday,	3rd September, 1991
6.30 p.m. on Friday,	6th September, 1991

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

COURSES

Duration: 50 1½-hour meetings

Fee: \$1,380

Award: Students will be awarded an Extra-Mural Certificate in the Use of English on completion of the Second Year provided they

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

First Year

A. *In Hong Kong*

1) At the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. (Adjacent to the Sheung Wan M.T.R. Station)
(*Note: *Course Nos. 411 and 412 will be held in the morning*)

Course No. 411. *Mondays and Wednesdays, 8.30–10.00 a.m., starting October 7, 1991.*

Course No. 412. *Tuesdays and Thursdays, 8.30–10.00 a.m., starting October 8, 1991.*

2) At the University of Hong Kong, Pokfulam Road.

Course No. 413. *Tuesdays and Thursdays, 7.15–8.45 p.m., starting October 8, 1991.*

Course No. 414. *Tuesdays and Thursdays, 8.00–9.30 p.m., starting October 8, 1991.*

Course No. 415. *Wednesdays and Fridays, 6.15–7.45 p.m., starting October 9, 1991.*

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

Course No. 416. *Mondays and Wednesdays, 6.30–8.00 p.m., starting October 7, 1991.*

Course No. 417. *Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 8, 1991.*

4) At Wah Yan College, Queen's Road East.

Course No. 418. *Mondays and Wednesdays, 6.30–8.00 p.m., starting October 7, 1991.*

Course No. 419. *Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 8, 1991.*

B. In Kowloon

At Wah Yan College, 56 Waterloo Road.

Course No. 420. *Mondays and Wednesdays, 6.30–8.00 p.m., starting October 7, 1991.*

Course No. 421. *Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 8, 1991.*

Course No. 422. *Wednesdays and Fridays, 6.30–8.00 p.m., starting October 9, 1991.*

Second Year

A. In Hong Kong

1) At the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. (Adjacent to the Sheung Wan M.T.R. Station)
*(*Note: Course No. 423 will be held in the morning)*

Course No. 423. *Mondays and Wednesdays, 8.30–10.00 a.m., starting October 7, 1991.*

Course No. 424. *Tuesdays and Thursdays, 8.00–9.30 p.m., starting October 8, 1991.*

2) At the University of Hong Kong, Pokfulam Road.

Course No. 425. *Mondays and Wednesdays, 6.15–7.45 p.m., starting October 7, 1991.*

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

Course No. 426. *Mondays and Wednesdays, 6.30–8.00 p.m., starting October 7, 1991.*

Course No. 427. *Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 8, 1991.*

4) At Wah Yan College, Queen's Road East.

Course No. 428. *Mondays and Wednesdays, 6.30–8.00 p.m., starting October 7, 1991.*

Course No. 429. *Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 8, 1991.*

B. *In Kowloon*

At Wah Yan College, 56 Waterloo Road.

Course No. 430. *Mondays and Wednesdays, 6.30–8.00 p.m., starting October 7, 1991.*

Course No. 431. *Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 8, 1991.*

ENROLMENT

Closing Date: September 3, 1991, unless all the places in the Entrance Examination have been allocated before that date.

1. FEE PAYMENT MUST BE MADE BY MEANS OF A CROSSED CHEQUE MADE PAYABLE TO THE 'UNIVERSITY OF HONG KONG'.
2. APPLICANTS WISHING TO APPLY AT THE SAME TIME FOR AN ENGLISH FOR BUSINESS AND A 'USE OF ENGLISH' COURSE SHOULD, IN THE FIRST INSTANCE, PAY BOTH FEES, I.E. \$1,680 FOR ENGLISH FOR BUSINESS AND \$1,380 FOR USE OF ENGLISH. THE FEE FOR THE COURSE THEY ARE NOT ACCEPTED FOR WILL BE REFUNDED. IF THEY ARE NOT ACCEPTED FOR EITHER COURSE, BOTH FEES WILL BE REFUNDED. NO APPLICANT MAY ATTEND BOTH COURSES AT THE SAME TIME.
3. APPLICANTS WISHING TO APPLY FOR A PLACE IN A USE OF ENGLISH COURSE AND AN ENGLISH FOR BUSINESS COURSE SHOULD APPLY TO SIT THE ENGLISH FOR BUSINESS ENTRANCE EXAMINATION BY 29TH AUGUST AND THE USE OF ENGLISH ENTRANCE EXAMINATION ON 6TH OR 7TH SEPTEMBER. IF THEY PASS THE ENGLISH FOR BUSINESS ENTRANCE EXAMINATION THEY WILL BE INFORMED ACCORDINGLY AND SHOULD NOT THEN SIT THE USE OF ENGLISH ENTRANCE EXAMINATION.

Foundation English Programme

(Course Nos.: 432 to 454)

Every day reminds us that a sound knowledge of the English Language is essential to those who wish to make good progress in their careers. The

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

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

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

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

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

ENTRANCE QUALIFICATIONS:

First Year: Grade 'E' in English Language in the Hong Kong Certificate of Education or an approved qualification awarded outside Hong Kong. **Applicants who have a Grade 'D' (Syllabus 'B') or 'B' (Syllabus 'A') or higher in English in the Hong Kong Certificate of Education will not be admitted.**

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

Second Year: A 'Pass' in a First Year course in the year 1990-91.

N.B. *Departmental Letters confirming successful completion of a First Year course should be attached to application forms.*

COURSES

Duration: 50 1½-hour meetings

Fee: \$1,350

Award: Students will be awarded an Extra-Mural First Certificate in English Language on completion of the Second Year provided they

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

First Year

A. *In Hong Kong*

1) At the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. (Adjacent to the Sheung Wan M.T.R. Station)
(*Note: Course Nos. **432, 433, 434** and **435** are held in the morning)

Course No. 432. *Mondays and Wednesdays, 8.30–10.00 a.m., starting October 7, 1991*

Course No. 433. *Mondays and Wednesdays, 10.15–11.45 a.m., starting October 7, 1991.*

Course No. 434. *Tuesdays and Thursdays, 8.30–10.00 a.m., starting October 8, 1991.*

Course No. 435. *Wednesdays and Fridays, 8.30–10.00 a.m., starting October 8, 1991.*

2) At the University of Hong Kong, Pokfulam Road.

Course No. 436. *Mondays and Wednesdays, 8.00–9.30 p.m., starting October 7, 1991.*

Course No. 437. *Tuesdays and Thursdays, 6.15–7.45 p.m., starting October 8, 1991.*

Course No. 438. *Wednesdays and Fridays, 6.15–7.45 p.m., starting October 9, 1991.*

Course No. 439. *Wednesdays and Fridays, 8.00–9.30 p.m., starting October 9, 1991.*

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

Course No. 440. *Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 8, 1991.*

B. *In Kowloon*

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

Course No. 441. *Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 7, 1991.*

Course No. 442. *Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 8, 1991.*

2) At Wah Yan College, 56 Waterloo Road.

Course No. 443. *Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 7, 1991.*

Course No. 444. *Tuesdays and Thursdays, 6.30–8.00 p.m., starting
October 8, 1991.*

Second Year

A. *In Hong Kong*

**1) At the Extra-Mural Town Centre, Shun Tak Centre, West
Tower, 9/F. (Adjacent to the Sheung Wan M.T.R. Station)
(*Note: Course Nos. 445 and 446 are held in the morning)**

Course No. 445. *Mondays and Wednesdays, 8.30–10.00 a.m., starting
October 7, 1991.*

Course No. 446. *Tuesdays and Thursdays, 8.30–10.00 a.m., starting
October 8, 1991.*

Course No. 447. *Mondays and Wednesdays, 8.00–9.30 p.m., starting
October 7, 1991.*

Course No. 448. *Tuesdays and Thursdays, 8.00–9.30 p.m., starting
October 8, 1991.*

2) At the University of Hong Kong, Pokfulam Road.

Course No. 449. *Tuesdays and Thursdays, 6.15–7.45 p.m., starting
October 8, 1991.*

3) At Wah Yan College, Queen's Road East.

Course No. 450. *Mondays and Wednesdays, 6.30–8.00 p.m., starting
October 7, 1991.*

B. *In Kowloon*

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

Course No. 451. *Mondays and Wednesdays, 6.30–8.00 p.m., starting October 7, 1991.*

Course No. 452. *Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 8, 1991.*

2) At Wah Yan College, 56 Waterloo Road.

Course No. 453. *Mondays and Wednesdays, 6.30–8.00 p.m., starting October 7, 1991.*

Course No. 454. *Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 8, 1991.*

Spoken English

455. 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 October 1, 1991. Room 104, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$400**

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

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

Methods of correcting errors will be suggested and graded aural-oral exercises in English intonation will be provided. Intonation practice will be related to everyday idiomatic English in order to increase the student's range of expression. *Enrolment limited to 30 students.*

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

English for Specific Purposes

Certificate Programme in English for Business

(Course Nos: 456 to 462)

The ability to express himself clearly in English is something that every business executive needs to pay very considerable attention to if he is going to be able to communicate effectively with his clients not only in

Hong Kong, but also in many of those countries that Hong Kong does business with. Within his company too, the executive needs to understand what his colleagues have to say and to communicate with them. Here again, a good command of English is often of the utmost importance.

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

SYLLABUS

General English	remedial tuition will be provided with a view to eradicating the most common errors the students make.
Oral English	the students will be given tuition in various aspects of oral communication and in making oral presentations.
Business Correspondence:	
<i>basic principles</i>	format and convention;
<i>commercial jargon</i>	the students will be shown how to avoid outmoded jargon and redundancy;
<i>trade negotiations</i>	tuition will be given in how to write letters making trade enquiries, how to reply to them, how to place orders and how to acknowledge them;
<i>complaints and adjustment</i>	tuition will be given in how to write letters of complaint and how to reply to them appropriately;
<i>sales letters</i>	tuition will be given in how to write sales letters to suit particular situations;
<i>employment applications</i>	tuition will be given in how to write letters of application for employment and references for others applying for employment;
<i>correspondence summaries</i>	tuition will be given in how to summarise a series of letters so as to identify the significant points in the correspondence as a whole and how to make recommendations for further action.
Other Forms of Written Communication	memoranda; proposals; notices; forms.

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

Note: Course tutors will set a number of mandatory assignments during the course which the students will be required to complete under examination conditions, and these will then be taken into consideration when students are assessed on completion of the course. All those applying for admission should therefore realise that they will need to complete these assignments and also attend their course and complete practice assignments regularly if they wish to be admitted to the Final Examinations to be held in May, 1992.

ADMISSION REQUIREMENTS:

- A) The following applicants are exempted from sitting the Entrance Examination:
- i) *University Graduates:* they should be employed on a full-time basis in relevant occupations and should attach copies of their degree certificate to their application form. They should then attend a **special interview as follows: Group 'A', between 3.00 and 5.30 p.m., or Group 'B', between 6.00 and 8.30 p.m., at the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central on 28th August (Wednesday), 4th September (Wednesday), 5th September (Thursday) or 9th September (Monday).** Applicants should therefore state on their application form the date and the group, 'A' or 'B' above, they wish to attend for interview. They will then be interviewed on a "first-come, first-served" basis on the dates and in the groups indicated above. Waiting time will be reduced as far as possible, but some delays are inevitable.
 - ii) *Holders of the Departmental Certificate in the Use of English with Grade 'B' or above for both Writing and Oral skills awarded in 1991,* they should attach a copy of their Certificate together with a *full* statement stating why they wish to be enrolled to their application form which should be submitted before *24th August, 1991.*

- B) Applicants holding any of the following qualifications should sit the Entrance Examination on any of the scheduled dates indicated below and state on their application form the date and place they wish to do so:
- i) a Departmental Certificate in the Use of English with Writing Skills Grade C or D; or
 - ii) a 'Good Pass' at Departmental Use of English, First Year level; or
 - iii) a Grade 'D' Pass or above in English at Hong Kong Advanced or Higher Level; or
 - iv) a Grade 'C' Pass or above in English at G.C.E. 'O' level, plus evidence of further study at post-secondary level; or
 - v) a Grade 'D' Pass in English Language in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus 'A', Grade 'B', plus evidence of full-time study at post-secondary level.

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

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

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

2.30 p.m. on Saturday, 31st August, 1991

2.30 p.m. on Saturday, 7th September, 1991

- (B) Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road Central, Hong Kong.

6.30 p.m. on Tuesday, 27th August, 1991

6.30 p.m. on Tuesday, 3rd September, 1991

- (C) Wah Yan College, 56 Waterloo Road, Kowloon.

6.30 p.m. on Thursday, 29th August, 1991

6.30 p.m. on Thursday, 5th September, 1991

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

Note: Applicants will be informed of the result of the Entrance Examination very shortly after the last examination on 9th September; the fees of those who have failed to gain admission will then be refunded.

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

COURSES

Duration: 60 1½-hour meetings

Fee: \$1,680 (inclusive of the examination fee)

Award: Students will be awarded an Extra-Mural Certificate in English for Business provided they:

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

(1) At the Extra-Mural Centre, Shun Tak Centre, West Tower, 9/FI. 200 Connaught Road Central, Hong Kong (Adjacent to the Sheung Wan M.T.R. Station).

Course No. 456. *Mondays and Wednesdays, 6.15–7.45 p.m., starting October 7, 1991.*

Course No. 457. *Tuesdays and Thursdays, 6.15–7.45 p.m., starting October 8, 1991.*

Course No. 458. *Tuesdays and Thursdays, 7.45–9.15 p.m., starting October 8, 1991.*

(2) At Wah Yan College, Queen's Road East, Hong Kong.

Course No. 459. *Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 8, 1991.*

Course No. 460. *Wednesdays and Fridays, 6.30–8.00 p.m., starting October 9, 1991.*

(3) At Wah Yan College, 56 Waterloo Road, Kowloon.

Course No. 461. *Mondays and Wednesdays, 6.30–8.00 p.m., starting October 7, 1991.*

Course No. 462. *Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 8, 1991.*

ENROLMENT

Closing Date: September 6, 1991, unless all the places in the Entrance Examination have been allocated before that date.

- (1) FEE PAYMENT MUST BE MADE BY MEANS OF A CROSSED CHEQUE MADE PAYABLE TO THE "UNIVERSITY OF HONG KONG".

- (2) APPLICANTS WISHING TO APPLY AT THE SAME TIME FOR AN ENGLISH FOR BUSINESS AND A USE OF ENGLISH COURSE SHOULD, IN THE FIRST INSTANCE, PAY BOTH FEES, I.E. \$1,680 FOR ENGLISH FOR BUSINESS *AND* \$1,380 FOR USE OF ENGLISH, THE FEE FOR THE COURSE THEY ARE NOT ACCEPTED FOR WILL BE REFUNDED. IF THEY ARE NOT ACCEPTED FOR EITHER COURSE, BOTH FEES WILL BE REFUNDED. NO APPLICANT MAY ATTEND BOTH COURSES AT THE SAME TIME.
- (3) APPLICANTS WISHING TO APPLY FOR A PLACE IN A USE OF ENGLISH COURSE AND AN ENGLISH FOR BUSINESS COURSE SHOULD APPLY TO SIT THE ENGLISH FOR BUSINESS ENTRANCE EXAMINATION BY 29TH AUGUST AND THE USE OF ENGLISH ENTRANCE EXAMINATION ON 6TH OR 7TH SEPTEMBER. IF THEY PASS THE ENGLISH FOR BUSINESS ENTRANCE EXAMINATION THEY WILL BE INFORMED ACCORDINGLY AND SHOULD NOT THEN SIT THE USE OF ENGLISH ENTRANCE EXAMINATION.

463. Certificate Course in English for Engineering and Industrial Design

In Hong Kong there are many large scale engineering projects underway, and plans for the future development of Hong Kong's infrastructure will put an even greater premium upon the role of the engineer. In addition to being competent in their relevant professional and management skills engineers must also have a high degree of both written and oral communication skills if they are to carry out their jobs at the most effective level and thereby further their career prospects.

This course will cover the full range of written and oral communication skills that engineers are likely to need in their everyday jobs. On the written side, tuition will be given in: technical correspondence; writing memoranda; writing reports; writing minutes of meetings; writing briefing papers. On the oral side, students will be expected to participate in group discussions, give oral reports and make an oral presentation on an engineering topic.

At the same time remedial tuition will be given with a view to correcting some of the most common errors which students make in general English. As part of this constant emphasis on general English students will also be given practice in listening and general reading comprehension.

The course will cater for all categories of engineers; civil, mechanical, electrical and electronic engineers will find there is much common ground to interest them. Enrolment will be limited to 30 students, and will be by

selection of those best qualified to benefit from the course of tuition.

Entrance requirements: all applicants should

- a) have gained Grade 'D' or above in English Language Syllabus B in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A, Grade 'B', or the equivalent in an approved examination
- b) be practising engineers or industrial designers
- c) be able to provide evidence of further study at post-secondary level
- d) attach copies of relevant documents to their application forms
- e) submit a short letter stating why they think they will benefit from the course
- f) attend for an interview if required.

Closing date for applications: 16th September, 1991.

Time: Mondays and Wednesdays, 6.15–7.45 p.m.

Starting: 7th October, 1991

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

Duration: 60 sessions of 1½-hours each, inclusive of examinations

Fee: **HK \$1,680**

Tutor: Mr. Peter Jackson M.A. (Cantab), P.G.C.E. (Lond.)

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

- a) pass the examination
- b) complete the assignments set during the course of tuition satisfactorily
- c) participate fully, attend regularly, and perform well in all aspects during the course.

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

464. Certificate Course in Medical English

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

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

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

Entrance Requirements: All applicants should

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

Closing date for applications: 14th September, 1991.

Time: Saturdays, 9.00 a.m.–12.00 noon, starting October 5, 1991.

Place: Room 15, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

Duration: 30 3-hour sessions, inclusive of examination.

Enrolment: Limited to 30 students.

Fee: **\$1,680**, inclusive of examination.

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

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

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

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

English for Teachers

465. English Language Teaching: recent trends and current classroom practice

Steve Walsh, B.A., M.A., (Leeds), Lecturer, Robert Black College of Education, *Wednesdays, 6.15–7.45 p.m., starting 2nd October, 1991. Room 141, University Main Building, University of Hong Kong. 10 meetings.*

Fee: \$275

Many English teachers in Hong Kong feel frustrated by the seemingly daunting task of teaching English along the lines of the “communicative approach” put forward in 1983. The problem is how to reconcile the attractions of such an approach with the constraints of the typical classrooms; large class-size, poorly motivated students of mixed abilities, lack of resources and examination pressure.

Primarily intended for teachers who are at an early stage in their career, this course will explore a wide range of techniques designed to make the process of language-learning more enjoyable and effective and, in particular, consider

- * **teaching techniques which are appropriate to the Hong Kong context;**
- * **ways in which interaction in the language classroom can be increased and improved;**
- * **ways in which published course material can be thoroughly exploited.**

The tutor has had many years’ teaching experience, including two in a local secondary school, and is currently involved in teacher-training & materials writing. *Enrolment limited to 30 students.*

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

English for Appreciation

466. Twentieth Century English Poetry

Peter Kennedy, B.A. (Wales), M.A. (Sussex), M.A. (Essex), M.Phil. (Dublin), Staff Tutor in English, Department of Extra-Mural Studies, University of Hong Kong. *Fridays, 6.15–7.45 p.m., starting October 11, 1991, Room 15, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.*

Fee: \$280

To what extent do poems reflect their times? While they cannot really be considered documents of social history, there is a sense in which, as T.S.

Eliot has pointed out, a poet is "attuned to the rhythm of (his) age" and picks up signals on a different wavelength to the journalist or historian; a poem, after all, is "news that stays news".

This course will be of interest to someone who may not necessarily have studied literature formally, but who wishes to familiarise himself with some of the major Twentieth Century poets. Its aim is to examine one or two key poems of each decade of the Twentieth Century, both for their own sake and for the light they shed on their times. Amongst the poets who will be considered are T. S. Eliot, W. H. Auden, Dylan Thomas, Philip Larkin, Ted Hughes, Seamus Heaney and new poetic voices of the 1990's. Texts will be augmented where appropriate by video and audio materials and slides.

Applicants should have a good reading knowledge of English, a willingness to participate in discussion and, above all, an interest in literature.

467. Introduction to Contemporary Asian Writers

Mrs. Johanne Caulfield, B.Ed. (McGill), M.A. (Concordia). *Tuesdays, 6.30–8.00 p.m., starting October 8, 1991. Room 125, Wah Yan College, 1/F., Queen's Road East, Hong Kong. 10 meetings.* **Fee: \$280**

The growing interest in contemporary Asian writers of English is something that is widely recognized today. This introductory course is therefore intended for those who may not have received any formal education in literature, but who nevertheless are keen to explore examples of contemporary Asian writing so that they will later be better able to appreciate it.

The course will also be of value to those who wish to develop their own language skills, for it will focus not only on appreciation of contemporary writers from Hong Kong, Taiwan, Singapore and China, but also provide guidance in how to become an "active" reader, one who is able to understand and examine critically the types of writing that will be considered. These include some of the best short stories available in Asia today.

Applicants should ideally have completed either the Department's Use of English or English for Business Programme or else have a command of English at least at GCE level. Above all, they should have an interest in literature in general and contemporary writing in particular.

In order to receive the next issue of this Prospectus, please turn to page 287.

European Studies

Staff Tutors: Peter Kennedy,
Duncan Macintosh, *Telephone* 547 2225

Courses in Spanish Language

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

Days for all courses: Tuesdays and Thursdays.

Starting date for all courses: 1st October, 1991.

Place: Room 127, Wah Yan College, 1/F., Queen's Road East, Hong Kong.

First Year

Course No. **501.** 5.30–6.30 p.m. 60 meetings. **Fee: \$1,100**

Course No. **502.** 7.40–8.40 p.m. 60 meetings. **Fee: \$1,100**

Those who have no previous knowledge of Spanish will find these courses for complete beginners in the language particularly useful. The tutor will teach the classes to a level where they can understand elementary texts in Spanish and carry on simple conversations. *Enrolment limited to 34 students per course.*

Textbook: *El Espanol Al Dia*, Book I (6th Edition) obtainable from the Hong Kong Book Centre, 25, Des Voeux Road Central. Please show the receipt for your course fees when you purchase your book.

Second Year

Course No. **503.** 6.35–7.35 p.m. 60 meetings. **Fee: \$1,150**

This is primarily a continuation course intended for those who have previously completed Spanish I, but those others who have been studying it elsewhere for at least a year will also find it of considerable value. Tuition will be given in vocabulary building, the comprehension of simple Spanish texts and in writing and speaking skills. *Enrolment limited to 34 students.*

N.B. Priority will be given to applicants who have completed one of the Department's First Year courses in the year 1990–91. Other applicants will be enrolled if vacancies are still available after 20th September, 1991, and on the basis of their previous study of the Spanish language.

Textbook: El Espanol Al Dia, Book II (6th Edition), obtainable from the Hong Kong Book Centre, 25, Des Voeux Road Central. Please show the receipt for your course fees when you purchase your book.

Courses in French Language

First Certificate in French Language

These are practical courses in French for those who wish to have a good active command of the language for everyday communication both orally and in writing.

The First Year courses are intended for those with no previous knowledge of the language and so are concerned with very basic French. Those who complete this year satisfactorily may enrol in a Second Year course in the year 1992–1993.

The Second Year of the programme in the year 1991–1992 will be open to those who have completed a First Year course satisfactorily in 1990–91 or acquired a knowledge of basic French at another institution. On completion of this year, students will sit an examination that leads to the award of the Department's First Certificate in French Language.

Strong emphasis will be put on the acquisition of audio-oral skills through intensive interactive practice. Intensive tuition will also be provided in writing and reading skills. The language of instruction will be French, supplemented by English as necessary.

Courses

First Year

In Hong Kong

Tutor: Denis-Ch. Meyer, B.A., M.A. (Paris), Instructor in French, Language Centre, University of Hong Kong.

504. *Tuesdays and Thursdays, 7.15–8.45 p.m., starting October 1, 1991. University of Hong Kong. 65 meetings. Fee: \$2,000*

In Kowloon

Tutor: Antonio Monroy-Gijon, B.A. (Provence)

505. *Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 8, 1991. Wah Yan College, 56 Waterloo Road. 65 meetings. Fee: \$2,000*

Second Year

Tutor: Mrs. M. B. Lang, M.A., Teacher's Cert. (Hawaii), Dip. Civilisation Francaise (Paris).

506. *Tuesdays and Thursdays, 6.15–7.45 p.m., starting October 1, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9th Floor, 200 Connaught Road Central, Hong Kong. 55 meetings, exclusive of the examination.* **Fee: \$1,750**

N.B. Enrolment in all the courses mentioned above will be limited to 25 students who will be sent Joining Instructions before their commencement.

507. Certificate in French Studies

Mrs. M. Grosclaude, Agreg. (Paris). *Mondays and Wednesdays, 6.30–8.00 p.m., starting September 30, 1991. Room 207 (4C), St. Joseph's College, 2nd Floor, 7 Kennedy Road, Hong Kong. 60 meetings.* **Fee: \$1,900**

This more advanced course is intended to complement the Departmental First Certificate Programme in French Language. It will provide tuition in more advanced language skills through writing and reading exercises and further aural/oral activities. Various elements of French life and culture will also be explored.

A Departmental Certificate in French Studies will be awarded to all those who complete the course satisfactorily and pass the final examinations.

Enrolment will be limited to 25 students who have completed the Department's First Certificate Programme in French Language or else can provide evidence that they have received approximately 200 hours of tuition in French elsewhere.

Medium of instruction: French.

508. Certificate in French for Business

Mrs. L. R. Bullett, B.A., C.A.P.E.S. (Paris-Sorbonne), M.A. (London). *Tuesdays and Thursdays, 6.30–8.00 p.m., starting October 1, 1991. Room 207 (4C), St. Joseph's College, 2nd Floor, 7 Kennedy Road, Hong Kong. 60 meetings.* **Fee: \$1,900**

Tuition will be provided in how French is used in the world of banking, administration and commerce. Letter-writing and language skills for communication and negotiation will be emphasised, and there will also be a translation component (English/French and French/English).

A Departmental Certificate in French for Business will be awarded to all those who complete the course satisfactorily and pass the final examinations.

Enrolment will be limited to 25 students who should attach evidence that they have received approximately 250 hours of tuition in French to their application forms.

Medium of instruction: French.

509. Advanced Studies in French

Mrs. M. Grosclaude, Agreg. (Paris). *Fridays, 6.15–7.45 p.m., starting October 4, 1991. Room 141, University Main Building, University of Hong Kong. 12 meetings.* **Fee: \$360**

This course, which will take the form of a series of seminars on various aspects of French civilization and culture, will be taught in French. It is therefore intended for those with a sound knowledge of the French language (i.e. those who have received 400 hours of tuition or more). An exploration of recent developments in French society, political and economic life, and into the historical background and main literary and artistic trends, will be offered. A detailed programme of the course will be issued to students at the first session. A variety of documents in French, including extracts from current media items, recordings, etc., will be considered during the course.

Enrolment is limited to 25 students. Closing date for applications: 2nd October, 1991.

Medium of instruction: French.

General Studies

510. An Introduction to Eastern Europe

Miss I. Moran, B.A. (Toronto). *Thursdays, 6.30–8.00 p.m., starting October 10, 1991. Room 125, Wah Yan College, 1/F., Queen's Road East, Hong Kong. 10 meetings.* **Fee: \$280**

The recent dramatic events in Eastern Europe have generated enormous international interest in the region—not just for purposes of political and social analysis but also for the very real commercial development potential. Even to attempt to look at the emerging Eastern European markets it is essential to have a basic understanding of the complex political, ethnic, social and economic issues which have shaped—and will continue to shape—the region.

This introductory course examines the seven countries which constitute the Eastern European block: Hungary, Czechoslovakia, Poland, Bulgaria, Romania, Albania and Yugoslavia, along with the two giants at either side—the united Germany and the USSR. The course begins with a general

historical introduction to the pre-World War II period and an outline of the post-War era, before focussing on individual countries and the political, economic, commercial and legal realities which any businessmen intending to do business in these countries should be familiar with. The final section of the course will draw some potential future scenarios for the region.

PRIOR ENROLMENT IS ESSENTIAL

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

報 名 從 速

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

Geography & Geology

Staff Tutor: L. H. Rebecca Chiu, Telephone 859 2786

London University External B.A. Degree in Geography

The Department of Extra-Mural Studies offers the following course to help candidates prepare for the Geography I (Physical Geography) examination of the London University External B.A. Degree in Geography.

511. Physical Geography

Lecturers of the University of Hong Kong, *Fridays, 7.15–9.15 p.m., starting October 4, 1991. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 60 meetings.* **Fee: \$3,270**

This course aims to cover the syllabus of Physical Geography Part I (including the part on relevant techniques) in *TWO* academic years. It provides an outline survey of the physical geography of land, air and water, and of major biological distributions as constituents of the human environment.

Students are expected to attend lectures regularly, read assigned texts and complete course assignments.

For registration with London University—see p. xi . Applicants who have registered with the London University as External Students will be given preference. Anyone interested in this course will also be considered.

Please write in for details enclosing a stamped self-addressed envelope. Closing date for applications: September 20, 1991.

512. 環境保護與環境教育 (Environmental Protection and Education)

主 講 人：長春社負責人

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）

時 間：一九九一年九月十九日起每星期四下午八時零五分至九時三十五分

全期學費：二百六十五元 （共十二講）

本課程旨在介紹環境保育工作的意義及實際需要，並探討在學校推行環境教育的問題，策略與方法。內容包括：(一)「環境保育」總論；(二)地球破壞的現況；(三)資

源善用與循環再造，(四)水質污染；(五)空氣污染；(六)噪音污染與工業安全對人體健康的影響；(七)化學廢料與核能的禍害，(八)城市規劃與環境問題的關係；(九)環保與經濟；(十)小組方法與推行社區環保工作，(十一)家居環保與綠色消費，(十二)環保公民教育及學校教育。

每講印發有關資料，並推薦有關書籍、文章、資源及活動。本課程限收四十人，在職教師優先取錄。

教師可獲教育署退還半費。詳參第 x 頁。

513. 寶石學入門 (Introduction to Gemmology)

主 講 人：陳志强先生 F.G.A. (英國寶石學會院士)

歐陽秋眉女士 F.G.A. (英國寶石學會院士)

地 點：香港大學校外課程部市區中心18室 (信德中心西翼九樓)

時 間：一九九一年九月二十六日起每星期四下午八時至十時

全期學費：六百一十五元 (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：(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)

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

主 講 人：鈕柏森先生、袁貞偉先生、鄧王瓊小姐

地 點：香港大學邵逸夫樓208室

時 間：一九九一年九月二十六日起每星期四下午六時三十分至八時

全期學費：四百二十五元 (共十一講及四次野外考察)

本課程著重介紹香港的地質、土壤、植物，農村及都市土地利用等。內容包括：(一)礦物、岩石與構造地質特徵，簡略介紹主要岩礦物與主要岩石類型特徵，構造特徵 (包括褶皺、斷裂、節理、劈理等)；(二)土壤的形成，植物羣的種類，分佈，和它們相互的關係；(三)農村及都市土地利用。 (限收三十五人。最早報名的十位合資格教師可向教育署申請退還一半學費。)

教師可獲教育署退還半費。詳參第 x 頁。

515. 高級程度地理科之講授

(The Teaching of Advanced Level Geography)

主 講 人：袁貞偉先生

地 點：香港大學屬樹雄科學館105室

時 間：一九九一年十月九日每星期三下午七時十五分至八時四十五分

全期學費：二百二十元 (共八講)

本課程著重介紹高級程度地理科的教學方法及重點。內容包括：(一)高級程度地理科課程大綱；(二)一般技巧訓練：抽象化思考訓練、環境醒覺訓練、論據建立、問題處理；(三)自然地理課程徵要；(四)人文地理課程徵要；(五)統計及地圖分析；(六)課程設計及野外考察。

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 287.

History & Archaeology

Staff Tutor: Koon-Ki Ho, Telephone 859 2792

521. Appreciation of Chinese Relics

Lo Kam-kau, James, Committee Member of the Hong Kong Archaeological Society. *Tuesdays, 4.30–6.00 p.m., starting October 1, 1991. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings, plus 1 site visit.* **Fee: \$275**

History started when written language began to produce records, whereas the unwritten prehistory was recorded by relics and antiques.

This course aims at teaching students how to appreciate Chinese relics and antiques, with special attention paid to evaluation, maintenance and testing for authenticity of antiques and relics. Major topics to be covered include Chinese old painting, ceramics, bronze, jade and ancient artefacts uncovered recently from Chinese archaeological sites.

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

522. 中國古文物鑑賞 (Appreciation of Chinese Relics)

主 講 人：盧金球先生（香港考古學會執行委員）

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）

時 間：一九九一年九月三十日起每星期一下午六時至七時卅分

全期學費：三百六十元（共十二講及一次現場參觀）

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、維修及保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）

523. 香港近百年歷史的回顧

(The Past Hundred Years of Hong Kong)

主 講 人：盧金球先生（香港考古學會執行委員）

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）

時 間：一九九二年一月六日起每星期一下午六時至七時三十分
全期學費：二百六十元 （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。其中對在日治時期港人的生活實況，更有詳細的闡述。講者生於斯長於斯，親身體會淪陷三年零八個月時期的情況，可說是歷史的見證人。本課程對未經第二次世界大戰洗禮的青年人，有提供教育與警惕的作用。四十歲以上的人士，亦可藉本課程重溫舊夢，與講者共同回味過去的甘苦。（限收二十二人）

524. 香港考古與出土文物欣賞 (Hong Kong Relics)

主 講 人：盧金球先生（香港考古學會執行委員）
地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）
時 間：一九九一年九月廿五日起每星期三下午六時十五分至七時四十五分
全期學費：三百元 （共九講及二次野外考察）

本課程介紹有關考古學對香港古代文物的研究，如史前和歷史時代遺物，以往及最近發掘出土文物等方面知識，內容包括：陶器、石器、青銅器、貝類、陪葬物、古墓、摩崖、石刻、古廟、古跡、灰窰、陶窰及考古遺址等。並參觀考古學會發掘過程，及安排參與實習。（限收二十二人）

525. 香港古物與古蹟 (Hong Kong Antiquities and Monuments)

主 講 人：盧金球先生（香港考古學會執行委員）
地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）
時 間：一九九一年十二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：三百元 （共九講及二次實地考察）

本課程介紹有關考古學對香港與古蹟的研究，如史前和歷史時代遺物方面知識，內容包括：石刻、古堡及炮台、古廟、宗祠及公祠、書室及書齋、圍村及民房、風水塔及風水牆、功名牌匾、及古建築物等。有關新界五大家族（鄧、廖、文、彭、侯）等的拓殖史及背景，封建考試制度如鄉試，會試及殿試等。農村風俗及生活習慣等作深入淺出的講授。（限收二十二人）

Journalism & Communication

Staff Tutor: Owen H. H. Wong, Telephone 859 2788

530. Modern Journalism

Clare Hollingworth, O.B.E., and other guest speakers. *Tuesdays, 10.15 a.m.–12.15 p.m., starting October 29, 1991. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings. Fee: \$425*

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 Philip Crawley, Editor of the South China Morning Post, Derek Davies, and Simon Wincester, Foreign Correspondent and Anthony Lawrence, BBC radio expert for both news and features. David Bell, Public Relations manager for the Swire Group, will also address the course.

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. 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. 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 in exercises which 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.

531. News Story: News or/as Story

Tommy Cho, B.A. (I.C.U.), M.A. (Northwestern). *Fridays, 8.10–9.55 p.m.,*

starting December 6, 1991. Room 16, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.

Fee: \$260

This course takes a selection of items that represents the embodiment of news story as foci for discussion and analysis and applies relevant communication and narrative theories.

The selection includes news articles, cover stories, commentaries, essays, Pulitzer-winning items, and videotaped segments of TV programs like the Sixty-Minutes Plus. Printed material will be taken from local newspapers, both Chinese and English, local magazines, and international news magazines such as Time. Special attention will be given to some recent events of great importance such as the Gulf War.

The objective of the course will be to assess the role of fiction in fact-reporting and the extent to which good journalism depends on fictionalization. In this light, journalistic writing staggeringly inherits the traditional function of poetry: to teach and to delight. The best of its kind in the age of information explosion should be a good mix of fact, argument, and style. A central concern is how one writes, hence the final assignment will be a publishable journalistic piece.

Medium of instruction: Cantonese supplemented with English where appropriate.

532. The Techniques of Interviewing, News-collecting & Reporting — A Comprehensive Residential Course for Young Journalists

[人物專訪、新聞採訪與新聞報導]

(Sponsored by the Hong Kong Vocational Training Council)

- Speakers: Mr. Chan King-cheung,
Editor, H.K. Economic Journal.
Mr. Lai Ting-yiu,
Deputy Editor-in-Chief, the Next Magazine.
Mr. Wong Chi-keong,
Head, Public & Current Affairs Dept., RTHK.
- Time: 2.30 p.m. October 5, 1991 (Saturday) to
5.30 p.m., October 6, 1991 (Sunday)
- Venue: Kadoorie Agricultural Research Centre,
Shek Kong, Yuen Long, N.T.
(Participants should gather at Hankow Road, Tsimshatsui
for the coach at 2.30 p.m. on October 5, 1991)

Medium of Instruction: Cantonese and some English.

Fee: **\$120**, including transportation, full board and lodging with air-conditioning.

Application: through the Vocational Training Council,
27 Wood Road, Wanchai, Hong Kong. Tel: 836 1728
Enrolment is limited to 40.
Deadline for applications: September 17, 1991.

533. 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 September 30, 1991. Room 208, Run Run Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$185**

This course is designed for graphic artists, designers, reporters, editors, and other employees in the publishing, journalism and communication fields who, as print buyers, must have a basic understanding of printing production processes. Emphasis will be on costing evaluation and quality control. Topics will include: placing a printing order, appreciation of printing processes and production, printing materials; standards and suitability, costing and standards in printing, as well as quality control in printing. *Enrolment is limited to 30.*

Participants are expected to pay \$100 each for materials and tools.

Medium of instruction: Cantonese supplemented with English where appropriate.

534. 公眾關係文憑課程 (Certificate Course in Public Relations)

課程聯絡：顧明仁先生 MScEd (USC), MA (Wisconsin Madison), Dip. Comm., FRSA, FICM, FInstPR, P.Mgr (挪威貿易局香港及南中國總監)

主 講 人：(由香港專業公眾關係協會院士負責擔任)

地 點：香港大學校外課程部市區中心28室 (信德中心西翼九樓)

時 間：一九九一年十月八日起每星期二下午七時卅五分至十時

全期學費：一千八百五十元 (共三十八講)

課程主旨：

為從事公眾關係，市場推廣、工商管理、傳播工作及社會服務人士，提供一系統全面性的專業知識。

課程內容：

(一)大眾傳播導論：講授大眾傳播學理論，介紹不同種類傳媒的特性，並探討大眾傳媒的專業道德及社會責任等問題。(共八講)。(二)公眾關係導論：闡釋公眾關係的基本原理及有關的理論，公眾關係活動的策劃程序及運作技巧等。(共六講)。(三)媒介與宣傳：討論機構與傳媒關係，傳媒工作的策劃與機構媒介策略，製作及選擇適當的訊息與媒體，包括新聞稿特寫，業績報告等。(共六講)。(四)企業傳播：討論有關商業企業在形象確立的方針，企業對外及對內傳播的問題，企業危機與公眾關係處理技巧等。(共四講)。(五)市場傳播：講授有關基本市場學與傳媒在市場傳播所擔任的角色、公眾關係與產品廣告之配合等。(共四講)。(六)公眾關係策略評估與研究：討論有關公眾關係策略及研究的方法，怎樣提高公眾關係活動的效益等。(共六講)。(七)個案及學員習作研討。(共四講)。

入學資格：

(一)大專畢業或(二)大學入學試合格，並具一年以上有關工作經驗。

結業文憑：

課程結束後，學員若能符合下列三項條件，則可領得本部頒發之文憑。(一)畢業考試合格；(二)上課次數超過百分之八十；及(三)完成所有課程中的作業。

申請手續：

申請者須於九月九日前，將申請表格寄回本部，函內須附回郵信封、二吋半身近照二張、學歷及工作經驗之證件副本及詳情，報名時請用支票交款。(限收二十八人)

[本課程與香港專業公眾關係協會合辦]

535. 電視編劇與製作文憑課程 (Certificate Course in Television Script-Writing & Production)

主講人：劉天賜先生(電視廣播有限公司製作顧問——主任主講人)

吳昊先生(電視廣播有限公司資料顧問)——課程主持

彭濟材先生(電視廣播有限公司戲劇科副經理)

何麗全先生(電視廣播有限公司綜藝科副經理)

(其他主講人包括電視廣播有限公司資深之行政與編導人員)

地點：電視廣播有限公司訓練中心(九龍廣播道嘉柏園二樓及西貢清水灣地段220, D4)

時間：一九九一年十一月十五日起每星期五下午七時卅分至九時卅分
(共三十講，另三十小時以上實習)

全期學費：一千五百八十元

課程主旨：

用體驗、講授與實習方式，培養配合香港社會需要與生活節奏、有深度而富創作力之電視編劇與製作人材，以期日後的電視編劇與製作的技巧與內容更具突破性。

課程內容：

(一)各類單元劇劇本的編寫、製作與欣賞；(二)各類節目編寫（包括兒童節目、紀錄片旁白、訪問、綜合節目等）；(三)電視的拍攝、剪接、配音與製作過程；(四)節目的分析、調查與策劃；(五)劇本寫作實習。

入學資格：

(一)中五以上程度，(二)具社會工作經驗；(三)具相當之文學與寫作修養；(四)富創作力、觀察力、想像力，頭腦靈活，生活體驗豐富。

畢業文憑：

課程結束後，學員若能符合下列條件，則可領得本部頒發之文憑：(一)所有測驗成績美滿，(二)上課次數超過百分之八十，(三)完成所有課程指定之作業與實習。

申請手續：

申請者須於十月十五日以前，將(一)申請表格，(二)劃線支票，(三)二吋半身近照二張，(四)學歷證件副本，(五)回郵信封，(六)個人履歷表，包括工作經驗與興趣，(七)另附一份二千字以內之諷刺幽默短劇習作；寄回香港大學校外課程部電視編劇與製作文憑班課程主任收。（限收二十人）

[本課程與電視廣播有限公司合辦]

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

顧問：胡仙女士 O.B.E., J.P. (星島報業有限公司董事長)

岑才生先生 M.B.E., J.P. (華僑日報社長)

主講人：劉慧卿女士 (前香港記者協會主席)

顧明仁先生 (挪威貿易發展局香港及南中國總監)

黃俊東先生 (英文虎報助理總編輯)

丁紹源先生 (前中大新聞翻譯文憑課程講師)

李錦洪先生 (星島晚報總編輯)

趙潤桓先生 (香港電台高級新聞時事節目主任)

何鉅華先生 (亞洲電視新聞部節目策劃編輯)

地點：香港大學校外課程部市區中心16室 (信德中心西翼九樓)

時間：一九九一年十月廿三日起每星期三下午七時十分至九時四十分

全期學費：一千四百八十元 (共三十八講，另加兩個星期六的實習與參觀)

課程主旨：

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

課程內容：

新聞學導論；大眾傳播媒介與傳達學；新聞採訪與新聞寫作；新聞翻譯；編輯學；廣播與電視；有關新聞學專題講座；及實習與參觀。

入學資格：

申請人須至少具下列任何一項資格：(甲)持有大專畢業證書；(乙)大學入學試合格，若不能達到此程度，則中英文中學會考須五科合格，而中英文成績良好；(丙)在各大報館、電台、電視台或出版機構從事記者或行政工作三年以上。

結業文憑：

課程結束後，學員若能符合下列三項條件，則可領得本部頒發之文憑。(一)畢業考試合格；(二)上課次數超過百分之八十；及(三)完成所有課程中的作業。

申請手續：

申請者須於十月二日以前，將申請表格及函件寄回本部，函內須附回郵信封，原服務機構推薦信，二吋半身近照二張，學歷及工作經驗之證件副本及詳情。報名時請用支票交款。（限收三十二人）

537. 印前技術概論：印刷品買家須知 (A Follow Up Course for Print Buyers)

主 講 人：香港印藝學會委員

地 點：香港大學邵逸夫樓208室

時 間：一九九一年十一月四日起每星期一下午六時四十五分至八時四十五分

全期學費：一百八十元 （共五講）

本課程專為印刷品買家而設，使他們進一步了解印刷品製作過程，及如何節省生產費用，講授範圍包括：(一)印前正稿製作知識；(二)編排技術的認識；(三)桌上出版系統概說；(四)色彩及彩色製版簡述及(五)特技影版的認識。（限收二十五人）

538. 雜誌編輯 (Magazine Editing)

主 講 人：鄭宜迅先生（雜誌編輯與出版專業人士）及客座講者

地 點：香港大學校本部大樓122室

時 間：一九九一年九月廿七日起每星期五下午七時十五分至九時十五分
全期學費：一百九十五元 （共七講）

雜誌的編輯，是專門的學問，是一種藝術、亦是一項管理學；雜誌的編輯，更是作家與廣大羣衆之間的橋樑；小至團體學校的刊物，大至銷路廣闊的雜誌，其成功與否，都倚賴編輯們的能力與修養。故本課程將兼顧以下的重點：報紙、雜誌、畫報編輯的分野及特點；讀者心理和編輯風格的建立，新聞感和信任感探討；文字編輯和技巧編輯在香港的優缺點；標題的控制，資料選輯和節奏感的分析（配幻燈片）；紙張、製版、分色、印刷原理和運用介紹；版面設計、字體研究和美學小談（配幻燈片）；編輯工作的責任感和時間控制。

539. 中文字體設計與美術創作 (Chinese Typography for Advertising and Publications)

主 講 人：黃健康先生
地 點：香港大學校外課程部市區中心11室（信德中心西翼九樓）
時 間：一九九一年十月五日起每星期六下午四時至五時卅分
全期學費：二百二十元 （共七講）

中文美術字體設計應用範圍極廣，由獲具風格的個人標誌、日常活動的報導、團體刊物、以至於商業用的各類廣告宣傳，都需要不同的字款；創新而具有特色的字體設計，更能充份表現出個人或機構高質素的精神和活潑的形象，發揮出鮮明的視覺識別效果來。

課程內容包括透過不同設計意念引導學員創製新款字體，分析常用字體進而探求更完美的結構造形，介紹多款書寫字體的創製技巧及視覺造形，並與工具創製字體作多方面分析，同期介紹多方面美術創作的技巧。

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

主 講 人：尹日成先生 M. Phil.(HK)、袁振光先生 B.Sc. (CUHK), MHKCS
李仲泉先生 M.Sc. (Lond.)
地 點：香港大學邵仁枚樓101室
時 間：一九九一年九月廿四日起每星期二下午七時十五分至九時十五分
全期學費：一百六十元 （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。

電腦桌上印刷初階

(Introduction to Desktop Publishing with Personal Computers)

541. 袁振光先生 B.Sc. (CUHK), Cert. Ed. (HK), MHKCS, MIEEE 主講

地 點：香港大學邵仁枚樓101室

時 間：一九九一年十一月五日起每星期二下午七時十五分至九時十五分

全期學費：一百一十元 (共三講)

542. 袁振光先生 B.Sc. (CUHK), Cert. Ed. (HK), MHKCS, MIEEE 主講

地 點：香港大學邵仁枚樓101室

時 間：一九九一年十一月廿六日起每星期二下午七時十五分至九時十五分

全期學費：一百一十元 (共三講)

本課程的設計，適合一般編輯、出版商、廣告設計者、作者及教師進修。

課程內容主要涉及桌上印刷的硬件，軟件選擇，基本印刷及植字原理，桌上印刷及圖象應用軟件簡介，個人雷射打印機及其控制式語言 (Postscript Language) 簡介。課程將會在適當處加插示範，令學員加深了解。(每班限收三十人)

543. 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. (UK)

(香港中文大學教材部)

地 點：香港大學校外課程部市區中心10室(信德中心西翼九樓)

時 間：一九九二年一月六日起每星期一下午七時十分至九時十分

全期學費：一百八十五元 (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，及攝錄機在教育之各種應用。講授內容包括：(一)各種攝錄機及錄映系統；(二)拍攝、剪接的技術及技巧；(三)示範、紀錄及短劇；(四)教學錄映的社會及文化層面；及(五)系統性的教學錄映製作。

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

主 講 人：黎秋華先生 B.A.(HK)

李小新先生 M.A.(Michigan)

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）

時 間：一九九一年十月五日起每星期六下午二時卅分至五時四十五分

全期學費：五百三十元 （共十講）

本課程着重以不同的角度去探討一部電影的各個層面，內容包括：(一)電影歷史與技術演變的關係；(二)敘事形式與非敘事形式；(三)時空交錯的場面調度；(四)語言，映象與聲音的表達；(五)電影與文學。課程除講授外，並輔以影片及電視錄影帶作參考觀賞，適合一般對電影有普遍程度認識的人士參加。（限收三十四人）

545. 電影藝術及欣賞：各類作者風格 (Film Art and Film Appreciation II)

主 講 人：黎秋華先生 B.A.(HK)

李小新先生 M.A.(Michigan)

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）

時 間：一九九一年十二月十四日起每星期六下午二時卅分至五時四十五分

全期學費：五百三十元 （共十講）

本課程試從不同類型的電影去比較作者風格，例如愛森斯坦的蒙太奇理論，巴士的寫實主義，尚盧高達的新浪潮等等。學員如能對歐洲、亞洲或美國方面的電影導演有普遍認識，更能增加學習興趣。課程輔以影片或電視錄影帶作觀賞討論。曾選修本部電影課程者將獲優先取錄機會。（限收三十四人）

546. 公共關係與公共服務 (Public Relations & Public Services)

主 講 人：許杉先生 M.S.W.(HK)

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）

時 間：一九九一年十月三日起每星期四下午六時卅分至八時

全期學費：一百八十五元 （共十講）

一般人認為公共關係只應用在商業上，以求透過公共關係以促進商品或服務的推銷，從而獲取更大的盈利。事實上，今日非牟利機構，如社會服務團體、醫院、學校，甚至宗教團體的工作人員亦必須掌握基本的公共關係知識以協助他們更方便地推行工作。

本課程的內容主要包括：公共關係的重要性、公眾概念的認識、基本人際溝通理論、機構內部傳通理論、公共關係活動的策劃、傳播媒介的運用、新聞稿的撰寫、社區關係、籌款及義工使用等。

547. 公共關係 (Public Relations)

主 講 人：香港公共關係學會委員

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）

時 間：一九九一年九月廿七日起每星期五下午八時十分至九時五十五分

全期學費：二百六十元 （共十講）

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

本課程對從事文化教育事業、社會工作、一般工商企業、以及有志投身公共關係行業者，均有極大之專業上幫助。 （限收三十八人）

548. 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28室（信德中心西翼九樓）

時 間：一九九一年十二月廿八日星期六正午十二時至下午三時（及由十二月廿九日星期日上午九時至十二月卅一日星期二下午九時的三日兩夜的小組活動） （共三十小時）

全期學費：五百三十元 （另食宿費二百元，報名時一共需繳費七百三十元）

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。

整個課程着重小組討論，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。 （截止報名日期：十二月五日，限收二十八人）

549. 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28室（信德中心西翼九樓）

時 間：一九九一年十二月廿八日星期六下午三時至六時（及由一九九二年一月一日星期三上午九時至一月三日星期五下午九時的三日兩夜的小組活動）（共三十小時）

全期學費：五百三十元（另食宿費二百元，報名時一共需繳費七百三十元）

本課程將以「相互觀察與糾正小組」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。

整個課程着重小組討論，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。（截止報名日期：十二月五日，限收二十八人）

550. 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28室（信德中心西翼九樓）

時 間：一九九一年十二月廿八日星期六下午七時至十時（及由一九九二年一月四日星期六上午九時至一月六日星期一下午九時的三日兩夜的小組活動）（共三十小時）

全期學費：五百六十元（另食宿費二百元，報名時一共需繳費七百六十元）

以小組討論，「相互觀察與糾正小組」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。（截止報名日期：十二月五日，限收二十人）

551. 聲藝與口才 (The Art of Expression)

主 講 人：彭永才先生

地 點：香港大學梁銶琚樓 LG 107室

時 間：一九九一年九月廿四日起每星期二下午六時三十分至九時

全期學費：二百八十五元（共八講）

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，情感的貫注而又具感染力，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，語調的控送，以至將聲藝應用諸不同聽覺藝術底範疇時的不同表達方法去作一個較深入的認識與探討，這個課程所提供的，也就是環繞着聲音藝術的有關研究和學習機會。課程內容包括：聲調控送的技巧；粵音九聲的變化；常用語音的分類；演說技巧及練習；司儀方法及練習；唸詞方法及口才訓練等。（限收二十八人）

552. 表達與理辯 (Public Speaking & Persuasion)

主 講 人：周文海先生（人人書局經理兼出版部主任）

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九一年十月一日起每星期二下午六時十分至七時四十分

全期學費：一百八十五元（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(一)自己向自己表達（思想方法的運用），(二)一對一的相對表達（兩個人之間的問題處理），(三)一對多的表達（處理兩到二十或更多人的問題，諸如演講、在會議中發表意見等），(四)理辯式的表達（交涉、談判，以及紛爭性事務的處理）。因此，本課程特從心理學、邏輯學的角度，分析人們思想意見的傳達技巧與實際運用；探討人類行為、理辯態度與社會關係影響意見的表達等等因素。故課程內容理論與實際並重，語言與文字兼顧，與工商教育傳播等均有密切關係，重點配合職業上實際的需求。（限收三十八人）

553. 處事的技巧 (Decision-Making)

主 講 人：周文海先生（人人書局經理兼出版部主任）

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九一年十一月廿六日起每星期二下午六時十分至七時四十分

全期學費：二百四十元（共十一講）

本課程將透過七次專題講述，四次分組實例研究，探討如何對自己所做的事能夠進行有目的的思考；能夠描述問題、分析問題、界定問題、解決問題；能夠擬方案；能夠寫計劃等。講授內容包括：處事的理和情；事理的設基；怎樣分析問題——查驗事情已發生的原因，認識事情的特點與變化；可能發生的問題之分析方法；人性需要與自我控制；你會編擬計劃嗎？怎樣界定問題與怎樣解決問題；並分組討論，連想力的試驗；分析事理的方法和經驗，開放自己與他人共同分析事理的方式；編擬計劃的方法及解決問題的事例與分享等。（限收三十八人）

554. 廣告與市場策略 (Advertising and Marketing Strategy)

主 講 人：鄧廣鈿先生 M. B.A.(Long Island)

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）

時 間：一九九二年一月二日起每星期四下午六時卅分至八時

全期學費：一百八十元 （共七講）

在一個高度資訊化的社會裏，各廠商爭相使本身的產品呈現於消費者的眼前，但如何令自己的產品脫穎而出，吸引消費者的注意，這就須要有效率的計劃及策略了。

「成功的廣告行動源於良好的推廣計劃，而良好的推廣計劃是由可靠有效的市場行銷計劃而來。」

本課程討論廣告策略與市場策略之關係，市場定位與市場調查對廣告運用的幫助。並討論廣告計劃的目標，預算訂定，媒介之安排與選擇，評估廣告效果的方法等。

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

主 講 人：盧振忠先生

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九一年十月三日起每星期四下午八時卅分至十時

全期學費：二百元 （共八講）

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

報讀本課程學員請一併報讀隨後之「廣告研習班」。（限收三十六人）

556. 廣告研習班 (Advertising Workshop)

主 講 人：盧振忠先生

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九一年十一月廿八日起每星期四下午八時卅分至十時

全期學費：三百二十元 （共十二講）

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

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

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

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

557. 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：一九九一年九月廿七日起每星期五下午七時卅分至九時卅分

全期學費：一千一百元（共十四講）

558. 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：一九九一年九月廿八日起每星期六下午二時至四時

全期學費：一千一百元（共十四講）

559. 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：一九九一年九月廿八日起每星期六下午四時卅分至六時卅分

全期學費：一千一百元（共十四講）

560. 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：一九九一年九月三十日起星期一下午七時卅分至九時卅分

全期學費：一千一百元（共十四講）

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，並需要大部分時間作拍攝及黑房沖晒實習。本課程內將會提供講義及各種專業攝影及黑房器材。但學員需自付消耗性材料如菲林、藥水等（約一百四十元）。（每班限收十二人）

Law

Deputy Director (External): W. B. Howarth

Staff Tutor: M. J. Fisher

Staff Tutor: C. J. Petersen

Enquiries: 858 4606

Degree Courses

LONDON UNIVERSITY EXTERNAL LL.B. DEGREE COURSES

These courses are designed to assist candidates in preparing for the London University External LL.B. examinations. The courses are taught mainly by lecturers invited from the United Kingdom. From 1991 students will receive a complete package comprising lectures, tutorials, revision lectures and specially prepared course materials. The Department of Extra-Mural Studies maintains a close working relationship with London University and attendance on this approved course greatly improves the chances of success for a student.

Course Format:

The course is of a minimum 3 years duration and students will study 4 subjects per year.

Intermediate Examination:

578. Constitutional Law

579. Criminal Law

580. Elements of the Law of Contract

581. English Legal System

Final Part I Examination:

582. Evidence

583. Land Law

584. Law of Tort

585. Law of Trusts

Final Part II Examination:

586. Company Law

587. Family Law

588. Jurisprudence and Legal Theory

589. Succession

Lectures will be delivered in blocks between September 1991 and January 1992 and on the intermediate course these will be supported by tutorials from December 1991 to March 1992. Revision lectures will be held in March/April 1992. Specially prepared manuals and course materials will be provided in all subjects.

Entrance Requirements:

The LL.B. degree programme is open to all those who satisfy London University's minimum entrance requirements. These are basically the need for 2 'A' levels and 3 'O' levels (not necessarily obtained in one sitting); or the successful completion of Year II of the Certificate in Legal Studies operated by the Extra-Mural Studies Department of the University of Hong Kong.

All students who wish to take the LL.B. degree must register as external students with London University. New registrations for all London University Programmes will be dealt with by the Extra-Mural Studies Department of the University of Hong Kong.

London University registration application forms and prospectus are available from the Extra-Mural Town Centre, Suite 1504-5, 15/F., Shun Tak Centre, West Tower, 200 Connaught Road Central, Hong Kong. All postal enquiries should be marked *London University Applications*.

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

UNIVERSITY OF LONDON - MASTER OF LAWS LL.M. - PREPARATION COURSES

The E.M.S. Department will offer preparation courses in 1991 to assist students who wish to take the external London University LL.M. programme. The course is of two years duration and students must take written papers in four full subjects or in three full subjects and two half subjects over the two years. A choice of options will be available subject to demand. Applicants must hold a U.K. first degree in Law.

Course No. **590.** Carriage of Goods by Sea

Course No. **591.** Insurance (excluding Marine Insurance)

Course No. **592.** Marine Insurance

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

LL.B. DEGREE ACCESS PROGRAMME - CERTIFICATES IN LEGAL STUDIES

The Certificates are awards aimed at introducing students to the study of law and to prepare them for formal training in law and legal practice for future career development. The course has been specially designed to assist students who have had no formal further education and the compulsory course unit on Study Skills and English for Legal Studies will direct itself towards improving students communication and examination skills. The provision of learning packs for the course, regular lectures and compulsory written assignments throughout the course are aimed at educating the students to a level where they can successfully attempt a degree level programme.

The Certificate programme serves several functions:

- 1) It is part of a two year degree access programme at the end of which students will be *exempt* from the general entrance requirements of the University of London for entry to the LL.B. external and all other degree programmes offered by the University of London's External Division.
Students who complete the access programme will be given guaranteed places on the London University LL.B. external Intermediate courses held by H.K.U.'s Extra-Mural Department.
- 2) It satisfies Part I year I of the Institute of Legal Executives Certificate programme and enables students to enter the Part I, year II course with a view to taking the Institute's fellowship examinations and ultimately qualifying as a solicitor.
- 3) **The qualification is accepted by the University of Hong Kong's Law Faculty as satisfying the entrance requirements for the full-time LL.B. law degree provided the applicant is over 25 at the time of application.**
- 4) Students who complete the two year programme can use the qualification as an entrance requirement for full-time law degree studies in the United Kingdom. H.K.U. (E.M.S.) has a special relationship with many Universities and Polytechnics in the United Kingdom and places will be allocated to students who pass the two year certificate programme.

Course No. **570** Year I — Law I
— Practice IA & B
— Study Skills and English for Legal Studies

Course No. **571** Year II — Law II
— Practice 2A & B
— Study Skills and English for Legal Studies

A Certificate in Legal Studies will be awarded at the end of Year I and

students who then go on to complete Year II will be awarded the year II Certificate which gives the exemptions indicated.

There are no formal entry requirements. However students should have a proficiency in English demonstrated by, for example, a pass in English in the H.K.C.E.E. or other similar qualification, or on the basis of their business, commercial, academic or other experience.

Please write in for detailed prospectuses enclosing a stamp self-addressed envelope.

LONDON UNIVERSITY REGISTRATIONS

It is not necessary to be registered as an external student with London University to attend the above E.M.S. courses though students who wish to take the LL.B. intermediate examinations in June 1992 will normally have to be registered by September 17, 1991. For details of registration with London University see p. xi .

Please write in for detailed prospectuses enclosing a \$3.50 stamped self-addressed envelope.

Professional Courses

COMMON PROFESSIONAL EXAMINATIONS (C.P.E.) PREPARATION COURSE

Introduction:

The C.P.E. is a set of examinations designed for graduates in non-law disciplines who wish to qualify as solicitors or barristers with a view to working in Hong Kong, England or elsewhere.

The course being offered by the Department is a two-year part-time programme at the end of which the successful student will be able to enter the Hong Kong P.C.LL. course, or the Law Society Finals course in England, and subsequently take articles. The unique attraction of this course is that it enables a student to obtain the equivalent of a three year, twelve subject LL.B. degree, in two years. Only students who have taken an accredited course are eligible to take the C.P.E. examinations.

Students will sit the C.P.E. examinations of Manchester Polytechnic, in Hong Kong. Successful candidates will be guaranteed a place on the P.C.LL. course in H.K. offered by the Department of Extra Mural Studies. Alternatively they will be guaranteed places in certain Higher Education institutions in England, offering the Law Society Finals course.

The P.C.LL. course, now established in the Department of Extra-Mural Studies, is a one-year full-time course taught and assessed entirely in Hong Kong. Those who are successful may enter articles for two years in

order to qualify as a solicitor (in Hong Kong) or take pupillage of one year in order to practise at the Bar. Since January 1991 those who complete articles *and wish to practise in England may apply for admission as solicitors in England and Wales.*

Course Format:

The subjects which must be taken in the C.P.E. examination are: Contract; Tort; Constitutional & Administrative Law; Criminal Law; Land Law; and Equity & Trusts. In the two-year part-time mode students will study:

Course No. **593**. Year I — Constitutional & Administrative Law
— Contract
— Tort

Course No. **594**. Year II — Criminal Law
— Equity & Trusts
— Land Law

Mature student entrants must take a further two subjects from a list of options i.e. they must take four subjects each year. Likewise those students who wish to join the P.C.LL. course will be required to complete a brief, three week course in Company Law and Evidence in order to comply with local requirements.

Course Structure:

A full tuition package is provided for all C.P.E. students. Students will first attend a brief induction course on the nature of the English Legal System at the end of September 1991. In the period October–November visiting lecturers from Manchester Polytechnic will give a series of introductory lectures on the three first-year subjects, outlining the courses and giving advice on methods of study, writing answers etc.

Thereafter a combined lecture and tutorial programme will operate until March, requiring a maximum of two attendances per week. Students will attend 7 lectures of 3 hours duration in each subject usually on Saturday afternoon and attend for 3 hours of tutorials on one evening every third week. Students will be expected to submit three pieces of written work in each subject which will be marked and returned by their tutor.

In the period March–April 1992 revision lectures will be given by staff from Manchester Polytechnic.

Students may submit a draft “mock” examination in each subject which will be marked and returned. This will *not* form part of the final assessment but may be seen as an opportunity for students to assess their progress and examination technique.

A detailed breakdown of the teaching package will be provided.

Eligibility.

Applicants should normally hold a degree in a non-law discipline or an acceptable degree equivalent. A mature student (non-graduate) entry scheme exists for those students over 25 years old who have substantial academic, professional, business or administrative experience.

Admission:

Places on the C.P.E. course will be allocated on academic criteria. The closing date for applications is *August 15, 1991*. Places are unlikely to be offered to those who apply after this date as demand for places exceeds supply. Applicants will be notified by no later than *August 31, 1991*, whether they have been offered a place.

Course Applications:

Special enrolment forms can be obtained from Extra-Mural Town Centre. Applications should be accompanied by an application fee of **HK\$50** payable to the "University of Hong Kong". Those who are offered a place should then pay the tuition fee for the full year which is **HK\$9,000**.
(Non-degree holding mature student: HK\$11,200)

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

THE POSTGRADUATE CERTIFICATE IN LAWS (P.C.LL.)

The traditional method of entry into the legal profession in Hong Kong is by acquisition of the degree of Bachelor of Laws (LL.B.) followed by the P.C.LL.. This is a full-time one year course operating from September to June and is offered in conjunction with the Faculty of Law of the University of Hong Kong. The course commences on *September 16, 1991*.

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

INSTITUTE OF LEGAL EXECUTIVES CERTIFICATE COURSES

Introduction.

The qualification of Legal Executive is one which is highly respected worldwide and which carries substantial professional status. The programme leading to this qualification is certificated by the Institute of Legal Executives, which in conjunction with the University of Hong Kong, offers a distance learning programme, backed by seminars and lectures, to prepare students for the examinations of the Institute.

The Part I Certificate is a two year programme consisting of papers in Law and Legal Practice:

Year I—see Law 'Access' Programme—Year I (Course No. **570**)

Year II—see Law 'Access' Programme—Year II (Course No. **571**)

Part II Certificate

Year I—Contract (Course No. **572**)

—Tort (Course No. **573**)

Year II—Civil Litigation (Course No. **574**)

—Criminal Law (Course No. **575**)

The courses are designed for persons wishing to seek formal training in law and legal practice for future career development. They will be of particular use to students who wish to understand the basic principles of English Law and Practice.

Course Format:

The programmes will be offered as part of a distance learning programme supported by face to face teaching. The learning materials are prepared by ILEX Tutorial Services and are widely used in the U.K. for students interested in learning law or preparing to sit for the Institute of Legal Executives' examinations and those set by other examining boards including the English Law Society and the University of London. There are written assignments for each unit of the course which will be marked and returned by the subject tutor.

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

Law for Laymen

576. Introduction to Law in East Asia

E. J. Epstein, B.A., LL.B. (A.N.U.); Postgrad. Cert. Law (People's U. of China), Lecturer in Law, University of Hong Kong, guest lectures by Professor K. Fujikura, University of Tokyo and local experts. *Tuesdays, 6.00–7.30 p.m., starting September 17, 1991. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings. Fee: \$700*

The purpose of this course is to examine the legal institutions, methods, principles and values of East Asian legal systems with a civil law tradition. **Law in East Asia** will focus on the legal systems of Japan, South Korea and Taiwan.

Like Hong Kong and Singapore, these three East Asian countries have enjoyed rapid economic growth in the postwar period. They also have common cultural traditions with Hong Kong and Singapore but for historical reasons their legal systems are rooted in the civil law tradition of Western Europe rather than in the common law.

Today there is an enormous volume of trade between Hong Kong and its East Asian neighbours and two-way investment has also increased in recent years. However, very few Hong Kong lawyers have specialised knowledge about the law in Japan, South Korea or Taiwan. This course will be the first opportunity offered in this University to learn about the legal systems of these East Asian countries and their legal environments for trade and investment.

The syllabus will be: an introduction to the historical foundations of the modern legal systems of Japan, South Korea and Taiwan; legal institutions: structure of state, courts, legal professions; codification of law, especially the institutions of private law; civil and commercial law and legal structures for foreign trade and investment; civil process and mediation.

These topics will be examined from a comparative perspective with reference to the law in Hong Kong. The law will be analysed in the context of its history as well as its economic, political and cultural foundations.

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

主 講 人：莊重慶先生

地 點：香港大學校外課程部市區中心17室（信德中心西翼九樓）

時 間：一九九一年九月十七日起每星期二下午八時至九時三十分

全期學費：三百一十元 （共十講）

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

**In order to receive the next issue of this
Prospectus, please turn to page 287.**

Librarianship

Staff Tutor: F. T. Chan, Telephone 859 2418

601. Certificate Course for Library Assistants

*Mondays & Thursdays, 6.15–7.45 p.m., starting September 26, 1991.
Room 237, University Main Building.* **Fee: \$2,300**

Tutors:

Miss L. B. Kan, B.Sc. (H.K.), M.A., M.L.S. (Calif.), Ph.D. (H.K.),
A.L.A.A., M.I.Inf.Sc., Librarian, University of Hong Kong.

Miss Chan, Julia L. Y., B.A. (Manit.), M.L.S. (W.Ont.), Assistant
Librarian, University of Hong Kong.

Cheng Po-ying, B.A. (H.K.), M.L.S. (Rutgers), Assistant Librarian,
University of Hong Kong.

Chu, W. H., B.A. (H.K.), A.L.A.A., Librarian, Urban Council Public
Libraries.

Miss Ho, Winifred K. S., B.S.Sc. (C.U.H.K.), M.L.S. (U.B.C.), Senior
Assistant Librarian, Hong Kong Polytechnic
Library.

Kwong, C. H., A.L.A., M.B.I.M., Librarian, Education Department.

Lee, C. F., M.A. (H.K.), M.L.S. (Columbia), Senior Sub-Librarian,
University of Hong Kong.

Mrs. Mok Wong Wai-man, B.Sc. (H.K.), A.L.A., Ag. Information Services
Librarian, Hong Kong Polytechnic Library.

Tse Woon-tin, A.L.A., M.I.Inf.Sc., M.B.I.M., Librarian, Regional Services
Department.

Wong Chiu-chung, B.A., M.Phil. (H.K.), A.L.A., A.L.A.A., M.I.Inf.Sc.
Assistant Librarian, Chinese University of Hong
Kong.

Mrs. Yan, Angela S. W., B.A. (Boston), M.L.S. (Calif.), Sub-Librarian,
University of Hong Kong.

The course consists of four sections:

Part 1: Library Routines & Methods
No. of Meetings: 34

Part 2: General Library Principles & Practice
No. of Meetings: 16

Part 3: Children's & School Libraries

No. of Meetings: 8

Part 4: Practical Work & Visits to Libraries

Time: April 14, 15, 16 & April 21, 22, 23

(9 a.m.–12 noon; 2–5 p.m.)

May 2 & 16 (2.30–5.30 p.m.)

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

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

Enrolment is limited to 35 persons. Priority will be given to those working in libraries. Those who are able to enclose a letter from their employers are advised to do so.

Applicants must enclose photostat copies of the appropriate certificates along with their applications forms. *Closing date for applications: September 5, 1991.*

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

Date of Examination: June 13 & 27, 1992.

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

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

Medium of Instruction: English and Chinese (for certain parts of the syllabus).

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

Diploma in Librarianship

The Department of Extra-Mural Studies, in cooperation with the Hong Kong Library Association, offers a three-year part-time course leading to

a "Diploma in Librarianship" award. In addition to teaching general theory and practice, the course has been specially designed to take into account local requirements.

This course is jointly organized with the Charles Sturt University-Riverina (CSU-R), Australia. In addition to the award of the "Diploma in Librarianship", students of this course who possess a degree/diploma recognised by CSU-R can also register with CSU-R through the Department of Extra-Mural Studies with a view to obtaining the "Graduate Diploma of Arts (Library and Information Science)" award.

This course is now being considered by the Australian Library and Information Association (ALIA) for professional recognition.

Students take eight papers over three years. Four papers will be taught in the face-to-face teaching mode and four papers will be taught in the distance learning mode supported by lectures and residential schools conducted in Hong Kong.

The tentative starting date of the course is February 1992. Applications will be invited in November 1991. Those interested in obtaining an application form and details of course arrangements should send a self-addressed envelope to Miss Edith Au, Department of Extra-Mural Studies, University of Hong Kong, Pokfulam Road, Hong Kong.

報 名 從 速

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

Management Studies

Staff Tutor: T. W. Casey, Telephone 859 2785

606. Certificate Course in Supervisory Management

Introduction:

This is a distance learning programme with support tutorials developed in conjunction with the Management Development Centre of Hong Kong. The course is offered for junior supervisors and managers currently working in industry, commerce, government, the professions and banking who are practising management without a formalized training in managerial skills.

Course Content:

In view of the distinctive nature of distance learning, this course will have a format which is radically different from the traditional Extra-Mural short course or certificate programme. At the beginning of the course all students will be issued with five books and five videotapes, all developed in Hong Kong and written in the context of the local situation. Subjects to be covered in this material include: setting objectives, planning, control, organizing, work scheduling, time management, leadership, conducting negotiations, communications, motivation, speaking and listening, conducting meetings, letters and reports, innovation and change, decision-making, the assessment of performance and managerial roles.

Also included in the written material will be illustrative case studies and self-assessment exercises. The videotapes (VHS format) will be issued individually and will illustrate managerial situations, problems and opportunities. Tutorials to supplement the distance learning process will take place at intervals in groups to be arranged.

Entry Requirements:

No formal entry qualifications will be required but all candidates must demonstrate a verbal and written fluency in English, which is the primary language of the course. Cantonese will be used in a supplementary sense in the tutorials.

Venue:

A number of tutorials will be conducted at 2.00 p.m. and 3.45 p.m. by arrangement in Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong, commencing

Saturday, 21 September 1991 and 28 September 1991, depending on the group.

Assessment:

Assessment of students' progress will be by coursework tests undertaken by the distance learning mode and reviewed by tutors in the tutorials.

Fee: \$3,000 (including all materials)

Application:

A special application form is obtainable from Dr. T. W. Casey, Department of Extra-Mural Studies, University of Hong Kong by no later than 10 September 1991.

607. An Introduction to Business Management

Vincent Ng, B.S., M.B.A., M.S., D.B.A., Ph.D. (Calif.). *Wednesdays, 6.00–7.30 p.m., starting September 25, 1991. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower. 9/F. 12 meetings.* **Fee: \$350**

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.

608. Management Principles and Policy

Benjamin Fung, B.Comm. (Concordia), Grad.Dip.Mgt. (McGill), A.C.I.S., Dip.M., M.C.I.M., M.H.K.I.M., M.B.I.M. *Tuesdays, 7.45–9.15 p.m., starting September 24, 1991. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$410**

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.

609. Management Concepts and Practices

Andy Ng, B. Admin., B.Comm., M.B.A. (Ottawa), Dip.Fin.Mgt. (New England), A.A.S.A., A.H.K.S.A., A.A.I.B., M.A.C.S., M.B.I.M. *Mondays, 8.00–9.30 p.m., starting September 30, 1991. Room 141, University Main Building. 12 meetings.* **Fee: \$350**

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.

610. Developing Managerial Skills

Raysen Cheung, B.Soc.Sc. (H.K.). *Mondays, 7.45–9.15 p.m., starting September 30, 1991. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$350**

A Manager is expected to be competent in professional knowledge, technical skills and managerial skills. The first two of these areas are in large measure taken care of in educational institutions, leaving managerial skills to be learnt by direct experience for the vast proportion of managers. This course has been developed to bridge the gap between the results of experience and the long formal courses in management training which are available to small numbers of managers. Designed for junior and middle level managers, and supervisors, this course will review the management of people, work, and time, problem-solving, the development of creativity, staff development related to improving the quality of work, problems of communication and inter-personal skills, and self-development. The course will draw upon the experiences of those attending in examining the themes.

611. The Management of Business Policy

Jamie Leung, B.A., B.Adm. (York), M.B.A. (Warwick). *Wednesdays, 8.00–9.30 p.m., starting September 25, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$350**

Many organizations today are facing strong challenges to their ability to survive and grow in the complex business environment. The formulation of business policy is therefore one of the most vital tasks which confronts all managers at whatever level in the organization. The focus of this course will be on the ways in which different functional managers—in operations, finance, marketing and human resources management—may contribute to the formulation and enactment of business policy. A variety of corporate strategies will be reviewed together with related policies in information systems, innovation through research and development, diversification, mergers, take-overs, and the internationalisation of a business.

612. 香港小型企業管理實例研究 (Case Studies for Small Business Management in Hong Kong)

主 講 人：曾淵滄博士 B.Sc. (Nanyang), Ph.D. (UMIST)

地 點：香港大學校外課程部市區中心22室（信德中心西翼九樓）

時 間：一九九一年九月廿八日起每星期六下午四時至六時

全期學費：三百四十五元 （共九講）

實例研究是一種特別設計的課程，是一般理論書籍所缺乏的學習方法。在這個課程中，學員將參予討論特地以香港小型企業管理為背景而寫的實例研究。透過「解決」實在問題，學員可以從中學習管理之道，這還勝於聽取較枯燥的管理理論。本課程特別適合一般小型企業的東主及經理人員學習。

613. Organization and Methods

Samuel San, B.E. (N.S.W.). *Saturdays, 4.00–5.30 p.m., starting September 28, 1991. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$350**

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.

614. 處理工作困難及決策的系統方法 (Problem Solving and Decision Making)

主 講 人：區啓昌先生

地 點：香港大學校外課程部市區中心20室（信德中心西翼九樓）

時 間：一九九一年九月三十日起每星期一下午六時至七時三十分

全期學費：三百五十元 （共十二講）

任何人在日常工作上難免遇問題及決策，但解決問題及制訂決策的方案可能多不勝數。本課程主要目的是向學員介紹一個有系統的問題分析法，利用啓發性及分析性的方法，從多個方案中選出一個最有效的方案。

615. Purchasing Principles and Management

Becky Mak Pui-lan, M.B.A. (Birm.). *Saturdays, 2.00–3.30 p.m., starting September 28, 1991. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$350**

The purchasing function has rapidly established itself in the last decade as an important management function. It has been widely recognised that efficient purchasing can contribute to the economic well-being of organizations. The classic definition of the purchasing objective is 'To purchase the right quality of material at the right time in the right quantity from the right source at the right price.' It is the purpose of the course to introduce participants to the purchasing cycle and examine the basic principles and approaches to achieve the purchasing objective with respect to right quality, quantity and time. Other issues to be discussed include sourcing, supplier selection, supplier evaluation, international purchasing, negotiation, make-or-buy decisions. Management aspects of purchasing like purchasing organization and policies, and performance evaluation also form part of the course content. Case materials will be drawn whenever appropriate to supplement and illustrate the topics. Discussions on applications and real-life purchasing practices will be encouraged.

616. An Introduction to Hotel Management

Yuen Fook-min, Constant, M.H.C.I.M.A., M.I.T.T., M.Inst.M., M.B.I.M. *Saturdays, 4.45–6.15 p.m., starting September 28, 1991. Room 122, University Main Building. 10 meetings.* **Fee: \$295**

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.

617. 酒店管理 (Hotel Management)

主 講 人：黃薇秀女士 A.M.I.T.D.

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：一九九一年九月廿四日起每星期二下午六時至七時卅分

全期學費：三百五十元 （共十二講）

本課程特為現職酒店經理及有志投身酒店業人士而設。課程內容以酒店學之經營方略、酒店組織及各部門之經營管理方法及程序，務使各學員瞭解酒店各部門經理之日常經營運作，重點於管理及決策技巧。

該等部門包括：飲食部前台接待部、營業及市務部、公共關係部、人事及培訓部、房口管家部、會計及財務部、飲食成本控制、保安及工程部等。

618. Introduction to Corporate Treasury and Loan Portfolio Management

Daniel E. Chow, B.Sc. (St. Joseph's), M.Com. (N.S.W.), A.A.S.A., A.H.K.S.A., M.M.A., A.I.M.M. *Saturdays, 2.00–3.30 p.m., starting September 21, 1991. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$350**

The success of a corporation relies heavily on sound financial management of its foreign currency exposure, funding functions and liquidity in the highly sophisticated capital and money markets. Recent bankruptcies of major international corporations have been caused mainly by poor management of corporate debt portfolio and cash flow. Topics will include asset and liability management, cash management, new treasury products for the reduction of interest and currency risks, capital market funding, loan documentation and negotiation. The course is aimed at providing fundamental knowledge of Corporate Treasury and Loan Management. Practical examples will form part of the course.

619. Introductory Marketing Management

Philip Pau, D.M.S. (C.N.A.A.), M.B.A. (Bradford), M.C.I.M., M.B.I.M *Fridays, 6.00–7.30 p.m., starting September 27, 1991. Room 12, Extra-*

Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.

Fee: \$350

This course is designed for those interested in careers in the areas of marketing but with little or no previous knowledge. The purpose of this course is to provide candidates with a basic understanding of marketing management and in particular a sound grasp of the marketing concept and its applications in the local environment. Topics include marketing mix, marketing environment, marketing planning, product life cycle, portfolio planning, social aspects of marketing, market segmentation and positioning. This course will also examine some special issues in marketing in recent years such as the role of exhibitions, business ethics and the impact of environmentalism.

620. 市場管理入門

(An Introduction to Marketing Management)

主 講 人：鍾翠羣女士 M.B.A. (Stirling)

地 點：香港大學校外課程部市區中心13室（信德中心西翼九樓）

時 間：一九九一年九月廿八日起每星期六下午四時至五時卅分

全期學費：三百五十元 （共十二講）

這個課程是專為初次或有意從事市場管理的人士而設。除了提供市場學各方面的基本知識之外，課程還會探討如何運用市場學於實際的環境。課程的要點包括：市場機會研究、確定目標顧客、發展市場策略和對策、以及如何執行良好的市場組合。

621. An Introduction to Marketing Management

Chee Po Chu, B.B.A. (C.U.H.K.). *Fridays, 7.45–9.15 p.m., starting September 27, 1991. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$350**

The Marketing concept is a recent development which made its formal appearance only in the last few decades. It has evolved from its early orientation in production into a stage where the consumers' and societal needs become major considerations in business decisions. Marketing is now a cornerstone discipline in most of the successful multinationals and its applications can be found in many of the large and mid-sized trading houses in Hong Kong. This course is aimed at providing a fundamental knowledge of Marketing to those who wish to get a first knowledge on the subject and those who wish to pursue more advanced studies in a specialised area. This course will cover important issues of Marketing Management such as Marketing Systems and Processes, the Analysis of Marketing Opportunities

Marketing Planning and Strategies, and the development of the appropriate Marketing Mix.

622. 市場學初探 (Fundamentals of Marketing Management)

主 講 人：林展鵬先生 M.B.A. (Stirling University)

地 點：香港大學校外課程部市區中心11室（信德中心西翼九樓）

時 間：一九九一年九月廿八日起每星期六下午二時至三時卅分

全期學費：三百五十元 （共十二講）

這個課程是專為有志於市務工作的初學人士而設。課程範圍包括：市場學導論、市場環境及策略釐訂、消費者購買行為、資訊系統、市場調查及4「P」的認識等。十二個精選課題均配上實例，學員可於課程完成後通曉市場學之精髓，並培養出對工商業及消費者市場有敏銳的觸覺。

623. Marketing Management

Eddie Y. F. Chan, B.Sc. (Birm.), M.Sc. (Lond.), M.C.I.M., M.B.I.M., C.Dip.A.F. *Tuesdays, 8.00–9.30 p.m., starting September 24, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$410**

Marketing plays an important role in today's world with a growing recognition and is attributable to the success of such companies as McDonald's, IBM, Kodak, Procter & Gamble, etc. This course aims at providing a general insight into the marketing principles and exploring the application of marketing in today's organisation, covering the marketing management process which consists of analyzing marketing strategies, planning marketing tactics, implementing and controlling the marketing effort. Case studies and real-world examples will be drawn whenever appropriate. This course is designed primarily for junior and supervisory personnel involved in marketing.

624. The Essentials of Marketing Strategy

Vincent Ng, B.S., M.B.A., M.S., D.B.A., Ph.D. (Calif.). *Wednesdays, 7.45–9.15 p.m., starting September 25, 1991. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$350**

Strategic marketing represents an important management policy to set strategic direction and marketing targets as a result of the analysis of immediate and long term business situations and the assessment of opportunities. The course has been designed to help those with positions of authority in the marketing and general management fields to analyze

situations and assess opportunities by means of matching company capability with market needs. Specific areas also to be covered include the development of a product-market matrix, the reduction of market and financial risks through proper portfolio management, and the integration of all human and marketing factors, such as product, price promotion and place, making for a management team which is truly customer-orientated.

625. Marketing and Product Management

Leung Fuk-hing, B.B.A. (C.U.H.K.). *Fridays, 7.45–9.15 p.m., starting September 27, 1991. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$290**

Marketing management is concerned with the selling of products at the appropriate price in the right place and backed up with a promotional policy. In practice, this aspect of management requires the linking of the internal and external environments of a business to ensure survival, growth, and profit over differing time scales. Marketing processes and systems will be analysed in this course, which is aimed at junior and supervisory personnel in product and marketing management. The opportunities and problems associated with Product Management will also be considered in its complementary role to Marketing, including new product development, product modification, rationalization and product life cycle.

626. Strategic Marketing

Jamie Leung, B.A., B.Ad. (York), M.B.A. (Warwick). *Mondays, 6.00–7.30 p.m., starting September 30, 1991. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: F350**

At the centre of all marketing effort in a business enterprise is the need to balance contributions put into the establishment of the right product, price, promotion and place of launch. This course will examine the application of strategic marketing principles in business, involving the matching of a company and its marketing objectives, the assessment of environmental opportunities and threats, company strengths and weaknesses and the integration of business policy. Special attention will be paid to the design of marketing information systems, research into buyer behaviour, and the buying process prior to market planning. Consideration will also be given to the formulation of market strategy, securing competitive advantage, the measurement of demand and market segmentation.

627. International Marketing

Au Yin-ping, M.B.A. (Aston). *Saturdays, 3.45–5.15 p.m., starting September 28, 1991. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$350**

Many companies in Hong Kong face the challenge and opportunities of internationalisation, owing to its privileged geographic location, economic and political circumstances. This course is offered for those who attempt or consider to create the greatest value for customers and the greatest competitive advantage for their companies by means of internationalisation. The course will enhance an understanding of the international dimension of business activity. Also, it will introduce participants to the marketing concepts in the international context and the issues of whether, where, what and how to market abroad. This course will aim to attract course members who will present a good balance between experience, qualifications and industries. Case studies and syndicate work will be incorporated in the course to facilitate the communication between course members. Consideration will also be given to the special opportunities and problems in marketing to China.

628. 銷售學原理 (Principles of Selling)

主 講 人：池寶珠女士 B.B.A. (CUHK)

地 點：香港大學校外課程部市區中心20室（信德中心西翼九樓）

時 間：一九九一年九月廿七日起每星期五下午六時至七時卅分

全期學費：三百五十元 （共十二講）

在商業社會的成功與否，在於能否適當地將貨品或服務銷售給客戶。銷售學原理主要針對的不單是面談銷售，更涉及如何利用貨品特質的銷售法，和介紹直接傳銷及傳播銷售，從而令學員能在本課程中全面瞭解最新的銷售原理。

本課程特別適合銷售、市務策劃及銷售管理人員或有意從事以上職務的人士修讀。

629. 零售管理 (Retailing Management)

主 講 人：曾淵滄博士 B.Sc. (Nanyang), Ph.D. (UMIST)

地 點：香港大學校外課程部市區中心22室（信德中心西翼九樓）

時 間：一九九一年九月廿八日起每星期六下午二時至四時

全期學費：三百四十五元 （共九講）

本課程將為零售業之管理人員提供有關零售業操作的管理知識。課程內容包括零售業之操作過程中特別重視決策與控制的技術。基本課題有：消費心理、營業地點選擇、存貨管理、促銷、定價、貨物處理、銷售術。

630. 實戰連鎖店管理 (A Practical Approach to the Management of Retail Chain Stores)

主 講 人：何其德先生 M.B.A. (UEA) 及零售業人士
地 點：香港大學校外課程部市區中心20室（信德中心西翼九樓）
時 間：一九九一年九月廿六日起每星期四下午六時至七時卅分
全期學費：三百五十元 （共十二講）

本課程之目的為提供一個實戰管理連鎖店之辦法，課程講師會提供解決連鎖店問題之真正辦法。課程有(1)分店管理：開門及關門程序；營業前之準備工作；賣場管理之軟體部分。(2)辦公室管理：貨倉／辦公室管理；零售物業之管理；零售文件管理。(3)售貨及商品管理：現金及收銀處控制；陳列之原理和技巧；促銷材料和商品陳例；(4)保安及員工管理：防火程序；安全及保安程序；員工及專櫃管理。

631. 市場研究及管理 (Marketing Research and Management)

主 講 人：譚愛媚女士 B.A. (Hons.) (C.N.A.A.) (H.K.)
地 點：香港大學校外課程部市區中心20室（信德中心西翼九樓）
時 間：一九九一年十月一日起每星期二下午六時至七時三十分
全期學費：三百五十元 （共十二講）

在現今競爭的社會，企業公司能否達到顧客的要求，有賴於它是否了解及滿足顧客日新月異的需要。因此，市場研究之主要目的是幫助管理人員在市場上的策略及決定。它的範疇會因不同類型的市場決定而有所變化。市場研究是聯繫企業和顧客的一道橋樑。本課程將為從事市場拓展及營業部門之人士提供有關市場研究之概念及應用知識。課程內容包括探討市場研究的過程、目標、設計、運用技巧及市場資料的價值。

632. 生產管理 (Production Management)

主 講 人：由生產管理專業人士主講
地 點：香港大學校本部大樓142室
時 間：一九九一年九月廿六日起每星期四下午八時至九時卅分
全期學費：三百五十元 （共十二講）

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：生產管理概論、生產需求分析、生產決策分析、生產量控制、廠房設計等。

633. Personnel Management: Theory and Practice

Terry Casey, B.A. (Nott.), M.Phil. (H.K.), Ph.D. (Bath), Senior Staff Tutor in Extra-Mural Studies, University of Hong Kong. *Tuesdays, 7.30—9.00 p.m., starting September 24, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings. Fee: \$290*

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.

634. 管理技巧與人際關係 (Managing Interpersonal Skills)

主 講 人：黃世強先生 B.A. (Hons.), M. Soc.Sc. (Public Adm.) (H.K.)
地 點：香港大學許愛周科學館 LG2 室
時 間：一九九一年九月廿四日起每星期二下午八時至九時卅分
全期學費：三百五十元 (共十二講)

管理階層之任務，在乎有效地運用其資源，以達到所屬機構之工作目標；而其最重要之資源，莫過於其屬下員工。因此管理階層工作之成敗，實有賴於人事處理之技巧。此課程用講授，個案之分析或實踐之方法，探討一連串人事技巧的問題；包括溝通技巧、工作小組之建立，談判之原則及手法，員工之培訓及發展，以及進行工作評估、勸導或紀律性之會晤技巧等。此課程專為中級人事主管而設。

635. 實用人事管理技能 (Effective Personnel Management Skills)

主 講 人：趙志光先生 B.Soc.Sc., MHKSTD, Dip. BM (CUHK), MHKMA
地 點：香港大學校本部大樓 7 室
時 間：一九九一年九月卅日起每星期一下午八時十五分至九時四十五分
全期學費：三百五十元 (共十二講)

本課程著重以個案研習及模擬實習方式，輔助學員進行如下人事管理各工作範圍內的技巧訓練，例如：如何進行工作分析及評估，合理制訂員工薪酬福利，有效地招聘及面試求職者，保存良好人事記錄，員工關係促進及勞工法例等。

本課程主要對象為現職專責某特定人事管理功能之初級或中級人事管理人員，著重不同人事功能之技巧訓練，尤其適合已修畢「人事管理及勞資關係技巧」課程之同學修讀。

636. 人事管理及勞資關係技巧

(Personnel Management & Labour Relations Techniques)

主 講 人：趙志光先生 B.Soc.Sc., MHKSTD, Dip. BM (CUHK), MHKMA

地 點：香港大學校本部大樓7室

時 間：一九九一年九月卅日起每星期一下午六時卅分至八時

全期學費：三百五十元 （共十二講）

本課程首先介紹人事管理之重要知識，如工作分析、薪工管理、考績評估及員工訓練等。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，並有個案研究。

本課程特別適合現職基層人士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。

637. 人事管理學

(Personnel Management and Office Administration)

主 講 人：張紫荊碩士 M.Sc. (Salford)

地 點：香港大學校本部大樓122室

時 間：一九九一年九月廿八日起每星期六下午二時至三時卅分

全期學費：三百五十元 （共十二講）

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

**In order to receive the next issue of this
Prospectus, please turn to page 287.**

Medical Laboratory Science

Staff Tutors: Wilson W. S. Ng, Telephone 859 2789
Sarah S. C. Hui, Telephone 859 2793
Stephen W. N. Wu, Telephone 859 2417
Daniel H. S. Lee, Telephone 859 1937
K. C. Tan-Un, Telephone 859 1937

Ordinary and Higher Certificate Courses in Medical Laboratory Science

The Department of Extra-Mural Studies offers a Higher Certificate course annually and an Ordinary Certificate course every other year for, respectively, technicians and technicians-in-training already employed in medical laboratories. The next intake for the Higher course will be in September 1992 and for the Ordinary-level course probably in January 1993: in each case the closing dates for application will be some months earlier. Applicants must be sponsored by their employers. *Further details are available on request.*

646. Certificate Course in Medical Laboratory Management

Students usually meet twice a week from 6.30–8.30 p.m., for approximately 30 weeks (starting September 30, 1991). Meetings normally take place at the University Pathology Building, Queen Mary Hospital, Pokfulam Road, Hong Kong. **Fee: \$4,800**

With the increasing complexity of a modern day medical laboratory, and in view of the Government's recent changes in the structure of the health services in Hong Kong which make each hospital, and therefore its diagnostic laboratory, more independently run than before, good management practices are essential for an efficiently-operated laboratory. This course aims to train and prepare those sponsored candidates who are potential laboratory managers or persons who are or will be in a supervisory position in the laboratory. The bulk of the course aims at teaching management principles and practices which are of relevance to medical laboratories and will cover aspects such as the relationship between the health services and paramedical professions, laboratory safety and control, laboratory layout, store procedures, leadership quality, computing, quality control and quality assurance programmes etc. This course will be taught by experts and professionals from the Universities, government, government-subsidized services and private organizations. The Certificate will be awarded only on satisfactory completion of the course and by successfully passing all the requisite examinations. *Further details on this course are available from Miss Elsa Leung (either in writing or by telephoning 859 2789). Enrolment is limited to 40, early application is advised.*

Music

Staff Tutors: Owen H. H. Wong, *Telephone* 859 2788
Y. W. Liu, *Telephone* 859 2416
Koon-ki T. Ho, *Telephone* 859 2792

36. Diploma in Music Performance Pedagogy (Piano)

The Department has been offering the Certificate course in Piano Performance Pedagogy since 1987. Now, a comprehensive programme comprising three Certificates will be offered starting in July, 1991. Successful completion of the three Certificate courses will lead to the award of a Diploma in Music Performance Pedagogy (Piano). The Diploma programme has separate, self-contained modules/units. Students are free to enrol according to individual interest and time schedule, except for the Certificate in Piano Performance Pedagogy, where students are required to enrol for the whole course.

The Diploma curriculum is divided into three parts:

- 37. Certificate in Piano Performance Pedagogy (2-year course)**
- 38. Certificate in Advanced Piano Performance Pedagogy**
- 39. Certificate in Music Language and History (2-year course)**

Exemption:

- (1) Students who have been awarded the EMS Certificate in Piano Performance Pedagogy will be exempted from the relevant parts of the programme.
- (2) Any module/unit successfully completed will be recognized for diploma credit.

Admission requirements:

- Either* University or conservatory graduates who took music as a major part of their degree or diploma course;
- or* in-service piano teachers with a minimum of three years experience;
- or* holders of Grade VIII Certificate (theory and practical) of the Associated Board of the Royal School of Music, the Trinity College of Music, or music academies of similar standing;
- or* in exceptional cases, candidates who do not have the qualifications listed above will be considered for admission if they possess

the necessary knowledge of piano music and skill. (These candidates may be asked to attend an interview.)

Completed application forms should be accompanied by copies of relevant certificate(s) and diploma(s) and a crossed cheque for the respective course fees in favour of the "University of Hong Kong" and should reach Dr. Y. W. Liu, Department of Extra-Mural Studies, University of Hong Kong not later than Friday, September 6, 1991.

Awards:

Students will be awarded a Certificate provided they: (1) pass the examination in each course; (2) attend at least 80% of the meetings scheduled; & (3) complete all the course assignments. Students will be awarded the Diploma upon successful completion of the three Certificate programmes.

In addition, holders of the Diploma may be considered on an individual basis for direct entry into the second year of the Bachelor of Arts degree programme in Music offered by the School of Music, Kingston Polytechnic.

37. Certificate in Piano Performance Pedagogy

Mondays & Thursdays, 9.30 a.m.–12 noon, starting September 30, 1991. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

Fee: \$4,200 per year (160 lecture hours)

Director of Studies:

Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D. (Vienna), formerly director of Pianisten-Akademie Ansbach.

Curriculum:

1. Repertoire Study
 - 1.1 J.S. Bach: The Well-Tempered Clavier
 - 1.2 J.S. Bach: Suites and Partitas
 - 1.3 Mozart and Haydn: Piano Sonatas
 - 1.4 Beethoven: Piano Sonatas
 - 1.5 Lyrical Works of the Romantic Epoch
 - 1.6 Dramatic and Epic Works of the Romantic Epoch
 - 1.7 Impressionism and Expressionism
 - 1.8 Works by the "Early Moderns"
2. Basic Piano Pedagogy
 - 2.1 Creative Piano Instruction for Small Children
 - 2.2 Piano Methods

- 2.3 Pedagogic Psychology and Psychology of Learning
- 2.4 Technical Studies in Progressive Piano Education
- 3. Master Composers' Teaching Repertoire
 - 3.1 Teaching Baroque Keyboard Music
 - 3.2 Teaching Classical Piano Compositions
 - 3.3 Teaching 19th Century Piano Compositions
 - 3.4 Teaching Post-Romantic Music

Enrolment is limited to 25. Students are required to enrol for the whole course.

First units, starting in September, 1991.

1. Repertoire Study

J.S. Bach: The Well-Tempered Clavier (Unit 1.1)

Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D. (Vienna).
Mondays, 9.30 a.m.–12 noon, starting September 30, 1991. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.

Score required: Bach, Well-Tempered Clavier, Vol. I
 (Henle Urtext edition)

Mozart and Haydn: Piano Sonatas (Unit 1.3)

Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D. (Vienna).
Thursdays, 9.30 a.m.–12 noon, starting October 3, 1991. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.

Scores required: Mozart, Piano Sonatas, Vol. I & II (Henle Urtext).
 Haydn, Piano Sonatas, (Selection), Vol. I & II (Henle Urtext).

2. Basic Piano Pedagogy

Creative Piano Instruction For Small Children (Unit 2.1)

Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D. (Vienna).
Mondays, 9.30 a.m.–12 noon, starting January 6, 1992. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 4 meetings.

These sessions offer the participants a comprehensive course of piano initiation for small children. The course includes a compendium of suitable basic keyboard drills, rhythmic exercises, an introduction to note reading and writing, basic ear training, transposition and improvisation, as well as an introduction to creative learning aids and special teaching materials.

3. Master Composers' Teaching Repertoire **Teaching Classical Piano Compositions (Unit 3.2)**

Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D. (Vienna).
Thursdays, 9.30 a.m.–12 noon, starting January 9, 1992. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 4 meetings.

Scores required: Leopold Mozart: Notebook for Wolfgang
W.A. Mozart: Piano Variations (Henle)
Piano Pieces (Henle)
Haydn: Piano/Variations (Henle)

Scores used in these courses should be "Urtext" editions, preferably those published by Henle. Tsang Fook Music Co. holds all the scores necessary for this course and will give a discount to our students.

38. Certificate in Advanced Piano Performance Pedagogy

Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D. (Vienna),
in conjunction with lecturers from HKAPA, HKBC, CUHK and others.

Fee: see units below.

This course complements the lecture-demonstrations of the *Certificate in Piano Performance Pedagogy* with practical workshops. It is designed as a follow-up to the first certificate, and successful completion of one year of the Certificate in Piano Performance Pedagogy will normally be regarded as a pre-requisite.

From amongst a great variety of topics (which will vary, as much as possible, every term), every student must choose and successfully complete:

- (a) 4 Performance workshops with music from different stylistic periods;
- (b) 1 Chamber Music Workshop; and
- (c) 1 Research Seminar.

Curriculum:

- 4. Performance Workshops
 - 4.1 Performance Workshop: Baroque Keyboard Music
 - 4.2 Performance Workshop: Mozart/Haydn
 - 4.3 Performance Workshop: Beethoven/Schubert
 - 4.4 Performance Workshop: Chopin/Schumann/Brahms
 - 4.5 Performance Workshop: Impressionism and Expressionism
 - 4.6 Performance Workshop: Piano Works from the 20th Century
- 5. Research Seminars
 - 5.1 Research Seminar 20th Century Piano Music

5.2 Research Seminar 20th Century Non-Piano Music

6. Chamber Music Workshop

Enrolment is limited to 8 for each group.

Units starting in October, 1991.

4. Performance Workshop

651. Baroque Keyboard Music (Unit 4.1)

Ms. Marilyn Watson, B.M. (Oberlin), M.W. (Illinois). *Fridays, 9.00–10.30 a.m., starting October 4, 1991. C.K. Tse Room, Chinese University of Hong Kong, Shatin. 16 meetings.* **Fee: \$1,750**

This course emphasizes on touch and articulation in Baroque style. Each participant will study and perform a number of keyboard pieces from the late Renaissance period to the early 18th century. Apart from a modern grand piano, a French harpsichord will be made available for this course, and students will have the opportunity to experience playing on the period instrument.

652. Mozart and Haydn: Sonatas (Unit 4.2)

Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D. (Vienna). *Wednesdays, 9.30–11.00 a.m., starting October 2, 1991. N6 Pak Tak Yuen, Shatin. 16 meetings.* **Fee: \$1,750**

Each participant will study and perform one sonata by either of the two composers.

653. Chopin: Mazurkas (Unit 4.4)

Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D. (Vienna). *Wednesdays, 11.15 a.m.–12.45 p.m., starting October 2, 1991. N6 Pak Tak Yuen, Shatin. 16 meetings.* **Fee: \$1,750**

Each participant will study and perform three Mazurkas of different style.

654. Schoenberg/Webern/Berg (Unit 4.6)

Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D. (Vienna). *Tuesdays, 11.15 a.m.–12.45 p.m., starting October 1, 1991. N6 Pak Tak Yuen, Shatin. 16 meetings.* **Fee: \$1,750**

Each participant will study and perform one of the following works: Schoenberg op.11, op.19, op.23, op.25; Webern op.27; Berg Sonata op.1.

5. Research Seminar

655. French Piano Music after Ravel (Unit 5.1)

Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D. (Vienna).
Tuesdays, 9.30–11.00 a.m., starting October 1, 1991. N6 Pak Tak Yuen, Shatin. 16 meetings. **Fee: \$2,000**

In this seminar, participants will analyze and categorize the main trends of musical language emerging in this field, draw conclusions from the various aspects of performance practice, and gain a deeper understanding of the musical message. These investigations will be followed by discussions of pedagogic procedures—such as age-group allocation; technical and intellectual demands; and the preparation of the teacher and/or the pupil.

6. Chamber Music Workshop

656. Accompaniment and Chamber Music (Unit 6)

Ms. Josephine Cheung, A.R.C.M., G.R.S.M., B.Mus., M.Ph. and Ms. Siglind Bruhn, M.Mus. (Stuttgart), M.Phil. (Munich), Ph.D. (Vienna).
Saturdays, 5.45–7.15 p.m., starting October 5, 1991. Room 10, Extra-Mural Town Centre, Shun Tak Centre West Tower, 9/F. 16 meetings.

Fee: \$1,750

In this workshop, the basic requirements for piano accompaniment, and the role of the piano in chamber music ensembles, will be discussed. Specially designed exercises will familiarize students with typical problems arising in ensemble playing. Under the guidance of the lecturer, each student will study and perform two works for different ensembles out of the following:

Mozart Sonatas for Violin + Piano; Brahms; Lieder; Debussy / Ravel; Piano Duets; Schumann Phantasy Pieces / Romances for Clarinet + Piano.

39. Certificate in Music Language and History

Professor Edward Ho, D.Mus. (Durham), F.T.C.L., LRSM; Head of the School of Music, Kingston Polytechnic.

This course has three units which will be taught by academic staff from the School of Music, Kingston Polytechnic, during the Summers, 1991 and 1992.

Curriculum:

7. Music History 1650–1900
8. Harmony and Keyboard Musicianship

9. Improvisation and Composition
 - 9.1 Improvisation
 - 9.2 Improvisation and Composition

Enrolment is limited to 25.

657. Music History (1650-1900) (Unit 7)

Professor Edward Ho, D.Mus. (Durham), F.T.C.L., LRSM. *Mondays, July 29, August 5, 12, 19 & 26, 1991. 9.30 a.m.–12.30 p.m. & 1.30–4.30 p.m.; Mondays & Thursdays, September 2, 5, 9, 12, 16, 19 & 23, 1991. 7.00–10.00 p.m.; Friday, September 27, 1991. 7.00–10.00 p.m. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 18 meetings.*

Fee: \$3,300

This course examines the main events and developments of the common practice period from a stylistic and historic perspective. Specific works will be selected for analytical study. These will focus on non-piano music.

Book and score lists will be available upon enrolment.

658. Dance for the Musical Theatre

Ms. Daryl Ries, B.S. (New York), Director, Dancescope. *Tuesdays, 8.00–10.00 p.m., starting October 8, 1991. Dance Practice Room, Sheung Wan Civic Centre, 345 Queen's Road Central, 7/F, Hong Kong. 8 meetings.*

Fee: \$460

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 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.*

659. Music and Dance Style

Ms. Daryl Ries, B.S. (New York), Director, Dancescope. *Wednesdays, 8.00–10.00 p.m., starting October 9, 1991. Dance Practice Room, Sheung Wan Civic Centre, 345 Queen's Road Central, 7/F, Hong Kong. 8 meetings.*

Fee: \$460

A workshop that emphasises the fun of dancing to upbeat music with an emphasis on movement ease and individual style. Dances are covered from the classics to the new-wave style, including the Waltz, Rhumba, Tango, Cha Cha, Charleston, Hustle, and free style, etc. No previous dance experience is necessary. Dance or gym wear with soft-rubber sole shoes advisable.

In this course the inherent characteristics of each dance are explored through its music and rhythms. And a wide variety of music employed to accompany the spectrum of styles. *Enrolment is limited to 20.*

英國皇家音樂學院鋼琴講座 (Associated Board of the Royal School of Music—Piano Examinations)

主 旨：專為鋼琴教師及參與考試人士而設

內 容：1992年考試樂曲
第五至八級的考試準備

主 講：何司能教授 D. Mus. (Durham), F.T.C.L., LRSM
(1991年英國皇家音樂學院駐港考官)
(英國京士頓職業大學音樂學院院長)

地 點：太古城第一期太湖閣地下，樂聲琴行

講授課程：

660. (第五至七級)：一九九一年九月卅日(星期一)上午九時卅分至下午十二時卅分 學 費：二百一十元

661. (第八級)：一九九一年九月卅日(星期一)下午一時卅分至下午四時卅分 學 費：三百二十元

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

主 講 人：丘放淮先生 B.A. (Seward, Nebraska)

地 點：香港大學梁銓鋸樓 LG102 室

時 間：一九九一年十月一日起每星期二下午八時至九時卅分

全期學費：二百六十五元 (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。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。

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

主 講 人：丘放淮先生 B.A. (Seward, Nebraska)
地 點：香港大學梁銶琚樓 LG102 室
時 間：一九九一年十月一日起每星期二下午六時卅分至八時
全期學費：二百六十五元 (共十二講)

從1880年到現在，可分為兩個風格截然不同的樂派（即 Romantic Period 和 20th Century Music）。浪漫派在十九世紀初葉開始孕育萌芽，到中葉形成一股巨大的洪流，以雷霆萬鈞之勢，衝擊整個歐洲大陸。迄今為止，仍是音樂史上最輝煌的時代。到二十世紀初，音樂史開始了一場大革命，從熱情奔放的浪漫派進入了抽象及不協調和聲的現代樂派。

本課程將討論這個時代的時代背景，樂器之組合，及欣賞各傑出作曲家之代表作品。講授將輔以唱片、錄音帶及圖片。

664. 梅蘭芳的京劇唱腔藝術 (Peking Opera—Mei Lan-fang Style)

主 講 人：包幼蝶先生（國內京劇名家）
地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）
時 間：一九九二年一月三日起每星期五下午七時四十分至九時四十分
全期學費：八十元 (共八講)

梅蘭芳是近代中國京劇界的奇才，其唱腔方面，剛中有柔，柔中有剛，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，便於學習與記譜，進而掌握梅派韻味。

本期講授劇目：抗金兵（包先生免費供應自編有科學符號連唸白之唱譜及自拉自唱自唸之錄音帶）。

本課程以半義務方式開辦，作為推廣京劇之用，並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。

665. 中國民歌 (Chinese Folk Songs)

主 講 人：董華強先生 B.A. (Wuhan)

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九一年九月卅日起每星期一下午五時四十分至六時五十五分

全期學費：二百六十五元 （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）

666. 聲樂初階 (Introduction to Vocal Singing)

主 講 人：陳少君女士 MMus (Glasgow), FTCL

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九一年十月三日起每星期四下午五時四十五分至七時

全期學費：三百二十元 （共十六講）

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

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

667. 中級聲樂 (Intermediate Vocal Singing)

主 講 人：陳少君女士 MMus (Glasgow), FTCL

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九一年十月三日起每星期四下午七時十分至八時廿五分

全期學費：二百七十元 （共十講）

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

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

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

主 講 人：陳少君女士 MMus (Glasgow), FTCL

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九一年十二月十二日起每星期四下午七時十分至八時廿五分

全期學費：二百七十元 （共七講）

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

本課程適合音樂愛好者與音樂教師進修，為他們提供聲樂上的基本訓練、知識與技巧。曾修讀本部之中級聲樂者將優先錄取，但須於上課前十四天報名。（限收十四人）

669. 高級音樂理論 (Advanced Music Theory)

主 講 人：丘放淮先生 B.A.(Seward, Nebraska)

地 點：香港太古城地利亞修女紀念中學315室（中學部太豐路入口）

時 間：一九九一年十月二日起每星期三下午六時卅分至八時

全期學費：二百七十元 （共十二講）

本課程專為已修習中級以上樂理班或已有四至五級樂理認識之人士而設。課程內容與英國皇家音樂學院 (The Royal Schools of Music) 六至八級程度相若，包括：樂句及終止式類別、簡易四部和聲、旋律寫作、二部對位法、樂曲分析、音樂簡史、音樂記號及術語等。報名學員須具中級樂理程度。

670. 旋律編寫 (Melody Writing)

主 講 人：丘放淮先生 B.A.(Seward, Nebraska)

地 點：香港太古城地利亞修女紀念中學315室（中學部太豐路入口）

時 間：一九九一年十月二日起每星期三下午八時至九時卅分

全期學費：二百六十元 （共十二講）

「人人都可作天才，成功與否端視乎其人是否得到適當的啟發。」

構成音樂的三大原素為：旋律、和聲、節奏。節奏無處不在，可謂生而知之者，問題在能否掌握；和聲方面可通過一些教材學而知之，而寫成「合格」的和音作品；惟旋律一項，有人認為寫作優美的旋律是天稟，不能憑學習而得，亦難以教授，故此音樂學院及大學音樂系有「和聲學」，有「作曲學」而無「旋律學」之設，而有關的書籍亦不多見。音樂學院作曲專科的優異生，能寫出不朽旋律的，可謂絕無僅有。證諸以上種種，旋律的「不可學」說法不無道理。

事實上，出色的旋律，雖不易寫就，但通過一定的學習，可以瞭解一些旋律寫作的「法則」，對音樂寫作、欣賞音樂或從事音樂方面的教育工作，均有一定的幫助。本課程即為此等目標而開設，通過名作剖析、比較、講解、討論及習題練習，學員得以掌握旋律寫作的基本原理，發現自我作曲方面的天份，或作準備樂理考試旋律寫作題目之用。

報讀學員需具備基本樂理知識。

671. 現代舞蹈基訓及欣賞 (Modern Dance: Appreciation and Basic Training)

主 講 人：洪漢寶先生（漢韻舞蹈團藝術總監及編舞）

地 點：香港港灣道4號香港中華基督教青年會2字樓香港會所404室

時 間：一九九一年十月五日起每星期六下午二時至四時

全期學費：四百二十元（共十講）

課程將以動作訓練及討論欣賞兩階段形式進行，首先以現代舞基本之人體肌肉控制及脊椎運作、呼吸、鬆弛、伸展等基本訓練，令學者認識現代舞的技巧、風格及形式。進而以討論方式介紹空間、速度、動力之運用，啟發學員進一步體會現代舞獨特風格的演繹方式，動作之旋律感及性質去體會，欣賞現代舞蹈的創作性。適合任何十八歲以上未有舞蹈訓練者或初學者。（限收二十人）

PRIOR ENROLMENT IS ESSENTIAL

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

Oriental Languages

Staff Tutor: Owen H. H. Wong, Telephone 859 2788

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.

681. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Mondays and Thursdays, 8.15–9.30 a.m., starting October 7, 1991. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 36 meetings.*

Fee: \$1,320

682. Ms. Jenny Sze, B.A. (Tientsin). *Tuesdays, 7.15–9.30 p.m., starting September 24, 1991. Room 106, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.*

Fee: \$1,320

683. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Fridays, 7.30–9.45 p.m., starting September 27, 1991. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.*

Fee: \$1,320

684. Joseph Kung, B.A. (New York). *Mondays and Wednesdays, 6.00–7.30 p.m., starting October 14, 1991. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 30 meetings.*

Fee: \$1,320

*Textbook: Sarah Tsou: Teach Yourself Living Mandarin (with tapes)
(Longman) (Available at leading Book stores)*

Enrolment: limited to 20 per course.

685. Mandarin for Business Conversation

Ms. Jenny Sze, B.A. (Tientsin). *Fridays, 5.15–7.30 p.m., starting October 4, 1991. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 18 meetings.*

Fee: \$1,320

This course is designed for non-Chinese speaking people who have no background in Mandarin and yet wish to advance to a conversational level in a relatively short period of time. The emphasis will be on business-related vocabulary, daily expressions and the more practical aspects of the language. *Enrolment is limited to 20.*

Textbook: Sarah Tsou: Teach Yourself Living Mandarin (with tapes) (Longman) (Available at leading Book Stores)

Intermediate Mandarin

This course is intended for students who have completed Introductory Mandarin or who can prove that they have done 50 hours of Mandarin in the past. Some idiomatic expressions will be introduced and students will be taught to read simple passages. Also, an effort will be made to give students practice in writing characters and in finding characters in Chinese dictionaries.

686. Mrs. Sarah Tsou, M.A. (San Diego State). *Wednesdays, 7.00–9.30 p.m., starting September 18, 1991. Room 206, Run Run Shaw Building, University of Hong Kong. 18 meetings. Fee: \$1,380*

687. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Thursdays, 7.30–9.45 p.m., starting September 26, 1991. Room 206, Run Run Shaw Building, University of Hong Kong. 20 meetings. Fee: \$1,380*

688. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Mondays, 9.30–11.45 a.m., starting October 7, 1991. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings. Fee: \$1,380*

Textbook: Sarah Tsou, Teach Yourself Living Mandarin (with tapes) (Longman) and supplementary. (Available at leading Book Stores)

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.

689. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Tuesdays, 9.30–11.45 a.m., starting October 8, 1991. Room 28, Extra-Mural Town*

Centre, Shun Tak Centre, West Tower, 9/F. 40 meetings.

690. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Tuesdays, 7.15–9.30 p.m., starting October 8, 1991. Room 206, Run Run Shaw Building, University of Hong Kong. 40 meetings.*

Fee: \$2,850 (includes all teaching material and examination fee except textbook)

Cantonese

691. Introductory Cantonese for Business Conversation

Geoffrey M. B. Wu, B.A. (C.U.H.K.), M.A. (H.K.). *Tuesdays and Thursdays, 6.00–7.30 p.m., starting October 8, 1991. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings. Fee: \$1,320*

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 20.*

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 29 per course (to 20 for Course 692).

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

692. Cantonese I for Executives

K. K. Chan, B.A. (C.U.H.K.), Language Instructor, University of Hong Kong. *Tuesdays and Fridays, 5.45–7.15 p.m., starting October 1, 1991. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.*

Fee: \$1,320

693. Cantonese I

C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Fridays, 7.15–9.30 p.m., starting September 20, 1991. Room 101, Runme Shaw Building, University of Hong Kong. 22 meetings. Fee: \$1,160*

694. Cantonese I

C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong, *Wednesdays, 7.15–9.30 p.m., starting September 18, 1991. Room 101, Runme Shaw Building, University of Hong Kong. 22 meetings.*

Fee: \$1,160

695. Cantonese I

Mrs. Caroline Law, B.A. (U.C.). *Tuesdays and Fridays, 2.00–3.30 p.m., starting October 11, 1991. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.*

Fee: \$1,160

696. Cantonese I

Keith Tong, M.A. (Reading). *Thursdays, 6.15–8.45 p.m., starting September 26, 1991. Room 37, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue) 20 meetings.*

Fee: \$1,160

Cantonese II

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

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

697. Cantonese II

Miss Betty Hung, B.A. (C.U.H.K.). *Wednesdays, 5.30–7.00 p.m., starting October 9, 1991. Room 16, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.*

Fee: \$1,380

698. Cantonese II

C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Thursdays, 7.15–9.15 p.m., starting October 10, 1991. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 15 meetings.*

Fee: \$1,380

699. Cantonese II

Mrs. Caroline Law, B.A. (U.C.). *Mondays and Thursdays, 2.00–3.30 p.m., starting October 10, 1991. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.*

Fee: \$1,380

700. Cantonese II

Keith Tong, M.A. (Reading). *Tuesdays, 6.15–8.15 p.m., starting October*

8, 1991. Room 39, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue). 15 meetings. **Fee: \$1,380**

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 Gerald P. Kok, *Speak Cantonese Book II* (Yale University Press) (Available at Hong Kong Book Centre & Swindon Book Company).

701. Cantonese III

C. S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays, 7.20–9.20 p.m., starting October 8, 1991. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.*

Fee: \$1,380

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).

702. Chinese Characters I

Mrs. Caroline Law, B.A. (U.C.). *Fridays, 7.30–9.30 p.m., starting October 11, 1991. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.*

Fee: \$1,420

703. Chinese Characters I

Mrs. Caroline Law, B.A. (U.C.). *Wednesdays, 2.00–4.00 p.m., starting October 9, 1991. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$1,420**

Japanese

704. Introductory Japanese

M. Furuichi, B.A. (Waseda). *Mondays, 7.15–9.30 p.m., starting September 30, 1991. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$1,420**

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 26.*

Textbook: Japanese for Beginners (Gakken Co. Ltd.).

705. Intermediate Japanese

M. Furuichi, B.A. (Waseda). *Tuesdays, 7.15–9.30 p.m., starting October 8, 1991. Room 122, University Main Building. 16 meetings.* **Fee: \$1,560**

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 15.*

Textbook: Japanese for Beginners (Gakken Co. Ltd.)
(Available at Hong Kong Book Centre).

日語文憑班 (Certificate Course in Japanese)

宗旨：為符合香港環境所需，本部特開設一項日語文憑課程，給予從事工商、文教等各業人士一個進修日本語文的機會，通過一項有系統的訓練，得以了解另一種文化，從而提高他們的工作條件。

課程概括：本課程分為「基本日語」和「高級日語」兩階段，每階段為期一年。「基本日語」着重日語的發音，中日語法的比較，「假名」基本文法，基本常用語句，更着重實用日語會話，文法則包括動詞用法及語句結構等等，以期學員於修業期滿後，能應付各種場合之日語交談及閱讀日本報刊；

「高級日語」着重較高程度之語言運用，文字寫作及閱讀；較艱深文句之分析，以期學員能充分操縱此種語文。

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

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。

學 費：基本日語：全年港幣壹仟壹佰陸拾元（HK\$ 1,160）

高級日語：全年港幣壹仟壹佰捌拾元（HK\$ 1,180）

報名手續：填妥報名表，連同學費交回本部。本期開設「基本日語」四十八班，「高級日語」十四班，為提高被取錄機會，申請者須將其第二，第三及第四選擇之班別編號列明在表格上，至於被取錄之班別，請參閱收據上之課程編號。由於本部之報名程序已電腦化，學員一經被取錄，不得轉班。

結業考試：基本日語：由各班導師個別安排。

高級日語：一九九二年八月廿日下午七時起在香港大學或校外課程部市區中心舉行。

結業文憑：本部只頒發日語文憑予「高級日語」結業學員，惟學員須符合下列三項條件：

(1)在每階段之上課次數達五分之四；

(2)在學習過程中，充分完成所有習作；

(3)必須考試合格。

課 本：基本日語：常用初級日語（香港大學校外課程部編），附錄音帶。

（總經銷：香港中環域多利皇后街三聯書店，電話：5250102-7及九龍彌敦道中華書局，電話：3857238）

高級日語：現代日語（中國圖書刊行社）。（總經銷：香港中環域多利皇后街三聯書店，電話：5250102-7）

基本日語 (Basic Japanese)

706. 李小達先生主講 (共四十講)

地 點：香港大學邵仁枚樓102室

時 間：一九九一年十月三日起每星期四下午七時十五分至九時卅分

707. 雷啓霖先生主講 (共四十講)

地 點：香港大學校本部大樓122室

時 間：一九九一年九月十八日起每星期三下午七時十五分至九時卅分

- 708.** 張瑞麒先生主講 (共四十講)
地 點：香港大學本部大樓122室
時 間：一九九一年九月十九日起每星期四下午七時十五分至九時卅分
- 709.** 張民衍先生主講 (共四十講)
地 點：香港大學邵仁枚樓102室
時 間：一九九一年十月一日起每星期二下午七時十五分至九時卅分
- 710.** 張民衍先生主講 (共四十講)
地 點：香港大學屬樹雄科學館104室
時 間：一九九一年十月十日起每星期四下午七時十五分至九時卅分
- 711.** 黃鳳屏小姐主講 (共四十講)
地 點：香港大學屬樹雄科學館G 1室
時 間：一九九一年九月十九日起每星期四下午七時十五分至九時卅分
- 712.** 李家寶小姐主講 (共四十講)
地 點：香港大學邵仁枚樓102室
時 間：一九九一年九月十六日起每星期一下午七時十五分至九時卅分
- 713.** 李小達先生主講 (共四十講)
地 點：香港大學邵逸夫樓208室
時 間：一九九一年十月九日起每星期三下午七時十五分至九時卅分
- 714.** 陳效贊先生主講 (共四十講)
講授語言：國語及粵語
地 點：香港大學校外課程部市區中心16室(信德中心西翼九樓)
時 間：一九九一年九月卅日起每星期一上午九時卅分至十一時四十五分
- 715.** 陳效贊先生主講 (共四十講)
講授語言：國語及粵語
地 點：香港大學校外課程部市區中心16室(信德中心西翼九樓)
時 間：一九九一年九月廿五日起每星期三上午十時十五分至十二時三十分
- 716.** 陳效贊先生主講 (共四十講)
講授語言：國語及粵語
地 點：香港大學校外課程部市區中心16室(信德中心西翼九樓)

時 間：一九九一年九月廿六日起每星期四上午九時卅分至十一時四十五分

717. 陳效贇先生主講 (共四十講)

講授語言：國語及粵語

地 點：香港大學校外課程部市區中心16室(信德中心西翼九樓)

時 間：一九九一年九月廿七日起每星期五上午十時十五分至十二時三十分

718. 李明王小姐主講 (共四十講)

地 點：香港大學校外課程部市區中心13室(信德中心西翼九樓)

時 間：一九九一年十月二日起每星期三下午三時十五分至五時卅分

719. 李明玉小姐主講 (共四十講)

地 點：香港大學厲樹雄科學館G 1室

時 間：一九九一年九月廿四日起每星期二下午七時十五分至九時卅分

720. 李明王小姐主講 (共四十講)

地 點：香港大學厲樹雄科學館G 4室

時 間：一九九一年九月二十日起每星期五下午七時十五分至九時卅分

721. 黃鳳屏小姐主講 (共四十講)

地 點：香港般含道聖保羅書院612室

時 間：一九九一年九月十八日起每星期三下午六時四十五分至九時

722. 鍾娜瑚小姐主講 (共四十講)

地 點：香港般含道聖保羅書院611室

時 間：一九九一年九月廿七日起每星期五下午六時四十五分至九時

723. 李明王小姐主講 (共四十講)

地 點：香港般含道聖保羅書院612室

時 間：一九九一年九月十六日起每星期一一下午六時四十五分至九時

724. 張文衍先生主講 (共四十講)

地 點：香港太古城地利亞修女紀念中學421室(中學部太豐道入口)

時 間：一九九一年九月十八日起每星期三下午六時四十五分至九時

725. 張文衍先生主講 (共四十講)

地 點：香港太古城地利亞修女紀念中學421室(中學部太豐道入口)

時 間：一九九一年九月廿七日起每星期五下午六時四十五分至九時

726. 李明玉小姐主講 (共四十講)

地 點：香港太古城地利亞修女紀念中學422室(中學部太豐道入口)

時 間：一九九一年九月十九日起每星期四下午六時四十五分至九時

727. 伍錦源先生主講 (共七十二講)

地 點：香港太古城地利亞修女紀念中學426室(中學部太豐道入口)

時 間：一九九一年十月二日起每星期一及三下午六時四十五分至八時

728. 伍錦源先生主講 (共七十二講)

地 點：香港太古城地利亞修女紀念中學426室(中學部太豐道入口)

時 間：一九九一年十月二日起每星期一及三下午八時零五分至九時廿分

729. 鄭熙先生主講 (共四十講)

地 點：香港太古城地利亞修女紀念中學426室(中學部太豐道入口)

時 間：一九九一年九月十九日起每星期四下午六時四十五分至九時

730. 鄭熙先生主講 (共四十講)

地 點：香港太古城地利亞修女紀念中學423室(中學部太豐道入口)

時 間：一九九一年九月十七日起每星期二下午六時四十五分至九時

731. 馬淑儀小姐主講 (共四十講)

地 點：香港太古城地利亞修女紀念中學422室(中學部太豐道入口)

時 間：一九九一年九月二十日起每星期五下午六時四十五分至九時

732. 黃君猷先生主講 (共四十講)

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)

時 間：一九九一年九月十七日起每星期二下午六時卅分至八時四十五分

733. 許宗賦先生主講 (共四十講)

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)

時 間：一九九一年十月二日起每星期三下午六時卅分至八時四十五分

734. 鄧國權先生主講 (共四十講)

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院28室(金巴利道入口)

時 間：一九九一年九月二十日起每星期五下午六時卅分至八時四十五分

- 735.** 黃君猷先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時間：一九九一年九月十六日起每星期一下午六時卅分至八時四十五分
- 736.** 鄭熙先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時間：一九九一年九月十八日起每星期三下午六時十五分至八時卅分
- 737.** 周國欣先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九一年九月十六日起每星期一下午六時卅分至八時四十五分
- 738.** 山口純代小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九一年九月十七日起每星期二下午六時十五分至八時卅分
- 739.** 張菲洲先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院26室(金巴利道入口)
時間：一九九一年九月廿七日起每星期五下午六時卅分至八時四十五分
- 740.** 王美玲小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)
時間：一九九一年十月九日起每星期三下午六時卅分至八時四十五分
- 741.** 陳雪雲小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)
時間：一九九一年十月四日起每星期五下午六時卅分至八時四十五分
- 742.** 李錦麗小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)
時間：一九九一年十月八日起每星期二下午六時十五分至八時卅分
- 743.** 李錦麗小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)
時間：一九九一年十月九日起每星期三下午六時十五分至八時卅分

- 744.** 周志樑先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
時間：一九九一年九月二十日起每星期五下午六時十五分至八時卅分
- 745.** 譚林通先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九一年九月卅日起每星期一下午六時十五分至八時卅分
- 746.** 張菲洲先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
時間：一九九一年九月十七日起每星期二下午六時卅分至八時四十五分
- 747.** 黃君猷先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
時間：一九九一年九月十八日起每星期三下午六時十五分至八時卅分
- 748.** 余少蘭小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
時間：一九九一年九月十九日起每星期四下午六時十五分至八時卅分
- 749.** 黃鳳屏小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
時間：一九九一年九月二十日起每星期五下午六時卅分至八時四十五分
- 750.** 山口純代小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
時間：一九九一年九月十六日起每星期一下午六時十五分至八時卅分
- 751.** 繆小青小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院40室(金巴利道入口)
時間：一九九一年九月二十日起每星期五下午六時卅分至八時四十五分
- 752.** 繆小青小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
時間：一九九一年九月十六日起每星期一下午六時四十五分至九時

753. 余少蘭小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
時間：一九九一年九月卅日起每星期一下午六時卅分至八時四十五分

高級日語 (Advanced Japanese)

754. 鍾娜瑚小姐主講 (共四十講)
地點：香港大學厲樹雄科學館101室
時間：一九九一年九月廿四日起每星期二下午六時卅分至八時四十五分

755. 守川邦明先生主講 (共四十講)
地點：香港大學厲樹雄科學館106室
時間：一九九一年九月廿七日起每星期五下午七時十五分至九時卅分

756. 古市真人先生主講 (共四十講)
講授語言：日語及英語
地點：香港大學邵逸夫樓206室
時間：一九九一年九月廿七日起每星期五下午七時十五分至九時卅分

757. 陳效贊先生(香港大學語言中心兼任導師)主講 (共四十講)
講授語言：國語及粵語
地點：香港大學校外課程部市區中心16室(信德中心西翼九樓)
時間：一九九一年十月一日起每星期二上午九時卅分至十一時四十五分

758. 山口純代小姐主講 (共四十講)
地點：香港般含道聖保羅書院611室
時間：一九九一年九月廿五日起每星期三下午六時四十五分至九時

759. 守川邦明先生主講 (共四十講)
地點：香港般含道聖保羅書院612室
時間：一九九一年九月廿四日起每星期二下午六時四十五分至九時

760. 伍錦源先生主講 (共四十講)
地點：香港太古城地利亞修女紀念中學426室(中學部太豐道入口)
時間：一九九一年九月廿四日起每星期二下午七時至九時十五分

- 761.** 鄭熙先生主講 (共四十講)
地點：香港太古城地利亞修女紀念中學426室(中學部太豐道入口)
時間：一九九一年九月廿七日起每星期五下午六時四十五分至九時
- 762.** 李澤森先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
時間：一九九一年十月四日起每星期五下午六時卅分至八時四十五分
- 763.** 林秀華先生主講 (共四十講)
講授語言：日語及國語
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
時間：一九九一年十月九日起每星期三下午六時卅分至八時四十五分
- 764.** 王永年先生主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院23室(金巴利道入口)
時間：一九九一年九月廿六日起每星期四下午六時卅分至八時四十五分
- 765.** 林秀華先生主講 (共四十講)
講授語言：日語及國語
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時間：一九九一年十月八日起每星期二下午六時卅分至八時四十五分
- 766.** 黃鳳屏小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院38室(金巴利道入口)
時間：一九九一年九月十六日起每星期一下午六時卅分至八時四十五分
- 767.** 山口純代小姐主講 (共四十講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)
時間：一九九一年九月十九日起每星期四下午六時十五分至八時卅分

日語深造班課程 (Follow-up Japanese Courses)

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

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

主 講 人：守川邦明先生

地 點：香港大學屬樹雄科學館106室

時 間：一九九一年九月廿五日起每星期三下午七時十五分至九時十五分

全期學費：七百六十元 (共二十講)

769. 視聽日語 (Audio visual Japanese)

主 講 人：黃健雄先生

地 點：香港大學邵仁枚樓101室

時 間：一九九一年十月五日、十月廿六日、十一月二日及十二月七日星期六下午二時卅分至六時

全期學費：三百二十元 (共四講)

本課程利用日語錄影教材進行研討，主要目的是加強學員聽解能力。由於教材取自不同的社會階層，通過練習，學員對日本現況會加深一點了解。

每節上課時間長達三個半小時（中間設有小休），其中三分之一時間用於觀看兩部教育電影短片，其餘時間則集中於對話內容的反覆傾聽，默寫及主要語句文法之講解。參加學員須具相等於本部高級班合格程度為宜。

770. 商業日語 (Business Japanese)

主 講 人：林秀華先生（前南京師範大學日語講師）

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室（金巴利道入口）

時 間：一九九一年十月四日起每星期五下午六時卅分至八時四十五分

全期學費：七百五十元 (共二十講，限收三十人)

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

申請人須具進修日文二百小時左右之程度，或會修畢本部主辦之高級日語。

普通話（國語） (Putonghua)

本部的普通話課程自開辦以來，每期的報名人數皆十分踴躍，而近年來，由於香港環境的影響，普通話漸受各界人士的重視，確有進一步提倡的需要，故本部特別就各界的需求重編教材，使普通話的教學更趨系統化。普通話合格證明只頒發給高級普通話班畢業學員。

為提高被取錄機會，申請者須將其第二，第三及第四選擇之班別編號列明在表格上，至於被取錄之班別，請參閱收據上之課程編號。由於本部的報名程序已電腦化，學員一經被取錄，不得轉班。

普通話課本：普通話教程（香港大學校外課程部編），（可到中環域多利皇后街三聯書店購買，電話：5250102及九龍彌敦道中華書局，電話：3857238）
基本班上冊（普通話教程）
高級班下冊（普通話教程）

基本普通話 (Basic Putonghua)

整個課程為期一年。內容有國語注音符號（包括注音字母及中國現行標準拼音法），國粵語發音，語法和詞句的差異，聲調與語法的練習，特重高低聲調的調號，調值與類別，及四音節的變化，並輔以會話與各類文章的選讀。每班共計八十三小時，限收三十人。本課程是以普通話講授。

全期學費：九百八十元

- 771.** 張菊鳳女士主講 (共三十七講)
地點：香港大學屬樹雄科學館106室
時間：一九九一年九月卅日起每星期一下午七時十五分至九時卅分
- 772.** 蔣治中先生主講 (共三十七講)
地點：香港大學邵仁枚樓102室
時間：一九九一年九月廿七日起每星期五下午七時十五分至九時卅分
- 773.** 丁國玲女士主講 (共三十七講)
地點：香港大學校外課程部市區中心17室（信德中心西翼九樓）
時間：一九九一年九月廿七日起每星期五上午九時至十一時十五分
- 774.** 張孝先生主講 (共六十七講)
地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）
時間：一九九一年十月一日起每星期二及五下午三時四十五分至五時
- 775.** 張孝先生主講 (共六十七講)
地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）
時間：一九九一年十月一日起每星期二及五下午五時十分至六時廿五分

- 776.** 譚惠霞女士主講 (共三十七講)
地點：香港般含道聖保羅書院611室
時間：一九九一年九月廿六日起每星期四下午六時四十五分至九時
- 777.** 陳萬里女士主講 (共三十七講)
地點：香港般含道聖保羅書院612室
時間：一九九一年九月廿六日起每星期四下午六時四十五分至九時
- 778.** 丁國玲女士主講 (共三十七講)
地點：香港般含道聖保羅書院612室
時間：一九九一年九月廿七日起每星期五下午六時四十五分至九時
- 779.** 李美嫻女士及游明勵女士主講 (共三十七講)
地點：香港太古城地利亞修女紀念中學423室(中學部太豐道入口)
時間：一九九一年九月廿七日起每星期五下午六時四十五分至九時
- 780.** 陳萬里女士主講 (共三十七講)
地點：香港太古城地利亞修女紀念中學424室(中學部太豐道入口)
時間：一九九一年九月卅日起每星期一下午六時四十五分至九時
- 781.** 李美嫻女士主講 (共三十七講)
地點：香港太古城地利亞修女紀念中學424室(中學部太豐道入口)
時間：一九九一年九月廿五日起每星期三下午六時四十五分至九時
- 782.** 黎萍女士主講 (共三十七講)
地點：香港太古城地利亞修女紀念中學422室(中學部太豐道入口)
時間：一九九一年九月廿四日起每星期二下午六時四十五分至九時
- 783.** 邵若女士主講 (共三十七講)
地點：香港太古城地利亞修女紀念中學425室(中學部太豐道入口)
時間：一九九一年九月廿七日起每星期五下午六時四十五分至九時
- 784.** 張開齡女士主講 (共三十七講)
地點：香港太古城地利亞修女紀念中學425室(中學部太豐道入口)
時間：一九九一年九月廿四日起每星期二下午六時四十五分至九時

- 785.** 任永年先生主講 (共三十七講)
地點：香港太古城地利亞修女紀念中學425室(中學部太豐道入口)
時間：一九九一年九月廿五日起每星期三下午六時四十五分至九時
- 786.** 張開齡女士主講 (共三十七講)
地點：香港太古城地利亞修女紀念中學425室(中學部太豐道入口)
時間：一九九一年九月廿六日起每星期四下午六時四十五分至九時
- 787.** 黃麗生女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九一年九月廿四日起每星期二下午六時十五分至八時卅分
- 788.** 黃麗生女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室(金巴利道入口)
時間：一九九一年九月卅日起每星期一下午六時十五分至八時卅分
- 789.** 黎萍女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室(金巴利道入口)
時間：一九九一年九月廿七日起每星期五下午六時十五分至八時卅分
- 790.** 伍少梅女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九一年九月廿五日起每星期三下午六時卅分至八時四十五分
- 791.** 譚惠霞女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院37室(金巴利道入口)
時間：一九九一年九月廿七日起每星期五下午六時卅分至八時四十五分
- 792.** 任永年先生主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
時間：一九九一年九月廿四日起每星期二下午六時卅分至八時四十五分
- 793.** 黃麗生女士主講 (共三十七講)
地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
時間：一九九一年九月廿五日起每星期三下午六時十五分至八時卅分

高級普通話 (Advanced Putonghua)

以文章選讀、會話、拼讀拼音文章為主，並掌握按詞連寫拼音文章。同時加入較高深的助語詞、感嘆詞、同字異音、同音異字、歇後語、及部份北京地方語彙的講授。學員結業考試合格，上課次數超過百分之八十，可獲普通話合格證明。

高級班優先取錄修畢本部基本班之學員，外界申請入學者，可作後補生。

每班為期一年，限收三十人，全期學費：一千零八十元 (HK\$1,080)

794. 任永年先生主講 (共三十六講)

地點：香港大學校本部大樓151室

時間：一九九一年九月廿八日起每星期六下午三時至五時十五分

795. 張孝先生主講 (共三十六講)

地點：香港大學邵仁枚樓102室

時間：一九九一年十月二日起每星期三下午七時十五分至九時卅分

796. 丁國玲女士主講 (共三十六講)

地點：香港大學鳳樹雄科學館106室

時間：一九九一年十月三日起每星期四下午七時十五分至九時卅分

797. 丁國玲女士主講 (共三十六講)

地點：香港大學校外課程部市區中心17室 (信德中心西翼九樓)

時間：一九九一年十月二日起每星期三上午九時至十一時十五分

798. 張孝先生主講 (共三十六講)

地點：香港大學校外課程部市區中心16室 (信德中心西翼九樓)

時間：一九九一年九月卅日起每星期一下午四時十五分至六時卅分

799. 李美嫻女士主講 (共三十六講)

地點：香港大學校外課程部市區中心18室 (信德中心西翼九樓)

時間：一九九一年十月十日起每星期四下午五時卅分至七時四十五分

800. 丁國玲女士主講 (共三十六講)

地點：香港般含道聖保羅書院G11室

時間：一九九一年十月一日起每星期二下午六時四十五分至九時

- 801. 李美嫻女士主講** (共三十六講)
 地點：香港太古城地利亞修女紀念中學421室(中學部太豐道入口)
 時間：一九九一年十月一日起每星期二下午六時四十五分至九時
- 802. 黎萍女士主講** (共三十六講)
 地點：香港太古城地利亞修女紀念中學422室(中學部太豐道入口)
 時間：一九九一年九月十六日起每星期一下午六時四十五分至九時
- 803. 丁國玲女士主講** (共三十六講)
 地點：香港太古城地利亞修女紀念中學425室(中學部太豐道入口)
 時間：一九九一年九月卅日起每星期一下午六時四十五分至九時
- 804. 徐麗燕女士主講** (共三十六講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院30室(金巴利道入口)
 時間：一九九一年九月二十日起每星期五下午六時十五分至八時卅分
- 805. 張蘊麗女士主講** (共三十六講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院29室(金巴利道入口)
 時間：一九九一年十月三日起每星期四下午六時十五分至八時卅分
- 806. 黃麗生女士主講** (共三十六講)
 地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室(金巴利道入口)
 時間：一九九一年十月四日起每星期五下午六時十五分至八時卅分
- 807. 普通話教學法 (Teaching Putonghua)**

主講人：張丹女士及張葆女士 (講授語言：普通話)
 地點：香港般含道聖保羅書院611室
 時間：一九九一年九月十六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：七百三十元 (共二十講)

本課程專為有志投入普通話教學工作及現職普通話教師開設的進修深造課程。內容有漢語拼音，注音符號的產生、運用、拼寫規則、高深會話練習、小學、中學、成人普通話教學方法，課程講授技巧及課堂實習講授。學員應達到勝任各種類型的教學工作。經考試合格後，可獲合格證明。入學資格：能操流利普通話，對兩種拼音方法有認識，有意投入普通話教學工作。申請時，請附有關學歷證件副本，及會修讀普通話之證明。在職普通話教師持學校推薦書優先取錄。

(限收二十五人)

808. 普通話教學法 (Teaching Putonghua)

主 講 人：張丹女士及張葆女士 (講授語言：普通話)
地 點：香港大學校外課程部市區中心11室(信德中心西翼九樓)
時 間：一九九一年九月十六日起每星期一下午四時至六時
全期學費：七百三十元 (共二十講)

本課程專為有志投入普通話教學工作及現職普通話教師開設的進修深造課程。內容有漢語拼音，注音符號的產生、運用、拼寫規則、高深會話練習、小學、中學、成人普通話教學方法，課程講授技巧及課堂實習講授。學員應達到勝任各種類型的教學工作。經考試合格後，可獲合格證明。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)

教師可獲教育署退還學費。詳參第 X 頁。(只限課程編號808)

809. 對外漢語兒童教學研習班 (Teaching Young Students Chinese as a Second Language)

主 講 人：盧毓文女士
地 點：香港大學校外課程部市區中心11室(信德中心西翼九樓)
時 間：一九九一年九月十七日起每星期二上午十時二十分至十二時五十分
全期學費：九百九十元 (共十四講另加一次參觀)

本身能操流利普通話，兼懂英文，而有意從事此門教學工作或輔導子女者，可籍本課程研習如何有效利用現代教育科技，編寫教材，製作教具，靈活運用教學法，以達成預期教學目標。研習要點包括：學校與家中常遇難題；對外漢語教學概況，實用教育科技，教科書之評鑑與教材編寫；外語教學法與記憶術；教具製作與使用；試教，實習與教學過程之掌握；學習效果之評量與回饋。

Oriental Studies

Staff Tutors: Owen H. H. Wong, *Telephone* 859 2788
Koon-Ki Ho, *Telephone* 859 2792
Y. W. Liu, *Telephone* 859 2416

821. Chinese Painting: Appreciation and Techniques

James Lo, B.A. (Lingnan). *Wednesdays, 4.30–6.00 p.m., starting September 25, 1991. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$400**

For Westerners with an interest in Chinese art, the main concepts of Chinese painting, as well as brush, ink and colour techniques will be introduced. Apart from the appreciation of the works of the ancient masters, instruction and demonstration of Chinese paintings of landscape, figure, fish, beasts peacock, insects, plumflower, orchid, bamboo, chrysanthemum, other types of flowers and birds will also be covered. *Enrolment is limited to 15.*

822. 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, 5.30–7.30 p.m., starting September 11, 1991. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings plus 1 field trip.* **Fee: \$300**

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

823. 現代詩及散文創作文憑課程

(Certificate Course in Modern Poetry and Prose)

課程策劃小組委員：

艾青先生（詩人、《中國作家協會》副主席、《世界華文詩人協會》榮譽會長）

鍾鼎文博士（詩人、《美國世界藝術文學院》院長、《世界華文詩人協會》榮譽會長）

黃康顯博士（小說散文作家、《香港大學》校外課程部高級講師、《香港英文筆會》會長）

雁翼先生（詩人、《華人文化交流委員會》副主席、《世界華文詩人協會》會長）

羅門博士（詩人、《藍星詩雜誌社》社長、《世界華文詩人協會》會長）

藍海文博士（詩人、《世界中國詩刊社》社長、《世界華文詩人協會》會長）

丁平先生（詩人、《廣大學院》教授兼中國文學研究所所長、《世界華文詩人協會》常務理事兼秘書長）（小組召集人）

主講人：丁平先生（國立中山大學文學士、教育碩士）

（《世界華文詩人協會》常務理事兼秘書長、《廣大學院》教授兼中國文學研究所所長。）

黃康顯博士（小說、散文作家、《香港大學》校外課程部高級講師、《香港英文筆會》會長。）

黃緒心博士（詩人、散文作家、《世界華文詩人協會》會員、《香港詩人協會》理事。）

江顯先生（詩人、《世界華文詩人協會》會員、《香港詩人協會》理事。）

潔芝女士（詩人、《世界華文詩人協會》會員、《香港詩人協會》理事。）

惜流小姐（詩人、《世界華文詩人協會》會員、《香港詩人協會》理事。）

地點：香港大學校外課程部市區中心13室（信德中心西翼九樓）

時間：一九九一年十月十二日起每星期六下午二時至三時四十五分
（共三十二講，另加遙距等學習方式及習作）

全期學費：九百六十五元

課程主旨：

本課程專為對文學喜愛更有創作志趣之人士而設，目的在為學員提供一個學習現代文學基本理論與創作之機會。

課程內容：

以四講時間，講授中國現代詩、現代散文及現代小說的基本理論，並介紹中國現代詩的主要詩人、現代散文、現代小說的主要作家。本課程著重創作實務，指導學員在二十八講的時間內，在課外自動從事現代詩、現代散文及現代小說的創作。

學習方法：

本課程之學習，是以「面授」與「遙距」兩種教學模式進行：

(A)由主講人派發講義在堂上分析問題及詮釋範文；(B)學員之習作，將分別送往在台灣、大陸、本港及美、英、星、澳洲、法、南美等海外地區各校外客座講師，（《世界華文詩人協會》創會理事，如：艾青、鍾鼎文、雁翼、卞之琳、流沙河、公劉、賀敬之、鄒荻帆、白樺、公木、徐遲、孫靜軒、羅門、張健、胡品清、吳宏一、蓉子、張默、文曉村、李春生、墨人、羅青、蕭蕭、向明、高準、舒蘭、渡也、王潤華、林冷、葉維廉、黃雍廉、淡瑩、管管、羊令野、王祿松、上官予、呂進、陳慧樺、藍海文等詩人、散文及小說作家。）分別改評外，主講人仍將在課堂上對習作再作深切之評述。(C)學員作品，將分別送交《世界華文詩人協會》創會理事，或有關作家主編之報刊發表。（報刊如下：香港的《世界中國詩刊》、《文學天地》、《詩雙月刊》、《世界華文詩刊》、《黃河月刊》。大陸的《詩刊》、《詩潮》、《芒種》、《詩林》、《詩人》、《文學報》、《詩歌報》、《中國詩人》、《銀河系》、《星星》、《虎門》、《雨花》、《詩神》、《散文詩報》、《崆峒》、《海南開發報副刊》。台灣的《藍星》、《創世紀》、《笠》、《現代》、《葡萄園》、《秋水》、《大海洋》、《海鷗》、《詩潮》、《曼陀羅》、《聯合報副刊》、《中央日報副刊》、《聯合文學》。澳洲的《華聲報》。加拿大的《愛華報副刊》。

入學資格：

具有下列條件之一者，得申請入學：(A)領有「現代詩及散文創作文憑」者；(B)領有學士學位，或同等學歷證書，或高於上列學歷，並對現代詩、現代散文、現代小說寫作有興趣而中文流暢；特別歡迎在職之中等以上學校教師及研究所在職研究生參加。

畢業文憑：

課程結束後，學員若符合下列條件者，將由《世界華文詩人協會》發給文憑(一)上課出席率不少過八成；(二)完成課程習作，並獲得七十分合格分數，及(三)有作品在本課程指定報刊發表一篇以上者。

報名手續：

申請者須於九月廿一日前，將申請表格寄回本部，函內須附回郵信封，二吋半身近

照二張、學歷證件副本，及其他有關詳情。報名時請用支票交款，本課程限收三十人。

[本課程與世界華文詩人協會合辦]

教師可獲教育署退還半費。詳參第 X 頁。

824. 現代文學創作高級文憑課程 (Certificate in Chinese Creative Writing (Advanced I))

課程策劃小組委員：(同課程編號：823)

主 講 人：丁 平先生(國立中山大學文學士、教育碩士)

(《世界華文詩人協會》常務理事兼秘書長、《廣大学院》教授兼中國文學研究所所長)

黃康顯博士(小說散文作家、《香港大學》校外課程部高級講師、《香港英文筆會》會長)

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室(金巴利道入口)

時 間：一九九一年十月十日起每星期四下午六時卅分至八時卅分

(共三十二講，另加遙距等學習方式及習作)

全期學費：九百六十元

課程主旨：

本課程專為對文學喜愛更有創作志趣之人士而設，目的在為學員提供一個學習現代文學基本理論與創作之機會。

課程內容：

以四講時間，講授中國現代詩、現代散文及現代小說的基本理論，並介紹中國現代詩的主要詩人、現代散文、現代小說的主要作家。本課程著重創作實務，指導學員在二十八講的時間內，在課外自動從事現代詩、現代散文及現代小說的創作。學習方法：本課程之學習，是以「面授」與「遙距」兩種教學模式進行：(A)由主講人派發講義在堂上分析問題及詮釋範文；(B)學員之習作，將分別送往在台灣、大陸、本港及美、英、星、澳洲、法、南美等海外地區各校外客座講師，(《世界華文詩人協會》創會理事，如：艾青、鍾鼎文、雁翼、卞之琳、流沙河、公劉、賀敬之、鄒荻帆、白樺、公木、徐遲、孫靜軒、羅門、張健、胡品清、吳宏一、蓉子、張默、文曉村、李春生、墨人、羅青、蕭蕭、向明、高準、舒蘭、渡也、王潤華、林冷、葉維廉、黃雍廉、淡瑩、管管、羊令野、王祿松、上官予、呂進、陳慧樺、藍海文等詩人、散文及小說作家。)分別改評外，主講人仍將在課堂上對習作再作深切之評述。(C)學員作品，將分別送交《世界華文詩人協會》創會理事，或有關作家主編之報刊發表。(報刊如下：香港的《世界中國詩刊》、《文學天地》、《詩雙月刊》、《世界華文詩刊》、《黃河月刊》。大陸的《詩刊》、《詩潮》、《芒種》、《詩林》、《詩人》、《文學報》、《中國詩人》、《銀河系》、《星星》、《虎門》、《雨花》、《詩神》、《散文詩

報》、《崆峒》、《海南開發報副刊》。台灣的《藍星》、《創世紀》、《笠》、《現代》、《葡萄園》、《秋水》、《大海洋》、《海鷗》、《詩潮》、《曼陀羅》、《聯合報副刊》、《中央日報副刊》、《中華日報副刊》、《中國時報人間副刊》、《聯合文學》。澳洲的《華聲報》。加拿大的《愛華報副刊》。

入學資格：

具有下列條件之一者，得申請入學：(A)領有「現代詩及散文創作文憑」者；(B)領有學士學位，或同等學歷證書，或高於上列學歷，並對現代詩、現代散文及現代小說寫作有興趣而中文流暢；特別歡迎在職之中等以上學校教師及研究所在學研究生參加。畢業文憑課程結束後，學員若符合下列條件者，將由本部發給文憑(一)上課出席率不少過八成；(二)完成課程習作，並獲得七十分合格分數，及(三)有作品在本課程指定報刊發表一篇以上者。

報名手續：

申請者須於九月廿一日前，將申請表格寄回本部，函內須附回郵信封，二吋半身近照二張、學歷證件副本，及其他有關詳情。報名時請用支票交款，本課程限收三十八人。

[本課程與世界華文詩人協會合辦]

教師可獲教育署退還半費。詳參第 X 頁。

825. 現代文學創作與研究資深文憑課程 (Certificate in Chinese Creative Writing (Advanced II))

課程策劃小組委員：(同課程編號：823)

主 講 人：丁 平先生 (國立中山大學文學士、教育碩士)
(《世界華文詩人協會》常務理事兼秘書長、《廣大學院》教授
兼中國文學研究所所長)
黃康顯博士 (小說散文作家、《香港大學》校外課程部高級講師、《香港
英文筆會》會長)

地 點：香港大學校外課程部市區中心13室 (信德中心西翼九樓)

時 間：一九九一年十月十一日起每星期五下午七時卅分至九時十五分
(共四十講，另加遙距等學習方式及習作)

全期學費：一千二百六十元

課程主旨：

本課程為二年制之資深文憑課程。專為對文學有創作能力與經驗之人士而設，目的在為學員提供一個進一步創作與研究現代文學理論、創作及批評之機會。

課程內容：

以八講時間，講授中國現代詩、現代散文、現代小說及現代劇作理論，並介紹中國現代詩的主要詩人、現代散文、現代小說及現代劇作的主要作家。本課程創作與研究並重，指導學員在三十二講時間內，在課外自動從事現代詩、現代散文、現代小說及現代劇作的創作與研究。

學習方法：

本課程之學習，是以「面授」與「遙距」兩種教學模式進行：

(A)由主講人派發講義在堂上分析問題及詮釋範文；(B)學員之習作，將分別送往在台灣、大陸、本港及美、英、星、澳洲、法、南美等海外地區各校外客座講師，（《世界華文詩人協會》創會理事，如：艾青、鍾鼎文、雁翼、卞之琳、流沙河、公劉、賀敬之、鄒荻帆、白樺、公木、徐遲、孫靜軒、羅門、張健、胡品清、吳宏一、荅子、張默、文曉村、李春生、墨人、羅青、蕭蕭、向明、高準、舒蘭、渡也、王潤華、林冷、葉維廉、黃雍廉、淡瑩、管管、羊令野、王祿松、上官予、呂進、陳慧樺、藍海文等詩人、散文及小說作家。）分別改評外，主講人仍將在課堂上對習作再作深切之評述。(C)學員作品，將分別送交《世界華文詩人協會》創會理事，或有關作家主編之報刊發表。（報刊如下：香港的《世界中國詩刊》、《文學天地》，《詩雙月刊》、《世界華文詩刊》、《黃河月刊》。大陸的《詩刊》、《詩潮》、《芒種》、《詩人》、《文學報》、《中國詩人》、《銀河系》、《星星》。台灣的《藍星》、《創世紀》、《笠》、《現代》、《葡萄園》、《秋水》、《大海洋》、《海鷗》、《聯合報副刊》、《中央日報副刊》、《聯合文學》。

入學資格：

具有下列條件之一者，得申請入學：(A)領有「現代詩及散文創作文憑」及「現代文學創作高級文憑」者；(B)領有學士學位，或同等學歷證書，或高於上列學歷，並對現代詩、現代散文、現代小說及現代劇本的寫作與研究具有經驗，並有作品發表或已出版單行本者；(C)在近五年內，已出版一本以上現代文學創作或批評單行本，獲得主講人認可者。特別歡迎在職之中等以上學校教師及研究所在學研究生參加。

畢業文憑：

課程結束後，學員若符合下列條件者，將由本部發給文憑(一)上課出席率不少過八成；(二)完成課程習作，並獲得七十分合格分數，及(三)有作品在本課程指定報刊發表三篇以上者。

報名手續：

申請者須於九月廿一日前，將申請表格寄回本部，函內須附回郵信封，二吋半身近照二張、學歷證件副本一份，如以C項資格申請者，必須繳交書本一冊。報名時請用支票交款，本課程限收二十人。

[本課程與世界華文詩人協會合辦]

教師可獲教育署退還半費。詳參第 X 頁。

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

主 講 人：吳萱人先生（嶺南學院翻譯系兼任講師，編輯，出版人）
地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）
時 間：一九九一年九月卅日起每星期一下午八時廿分至九時五十分
全期學費：二百五十元（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。優秀作品將會被推薦給本港的文藝副刊登載，並收入本班作品集。

本課程目的除提高學員的欣賞和創作能力外，並為大家提供一個集體學習的環境，希望透過不斷的訓練和練習，使學員之間可以互相交流寫作經驗，以達共同進步的目標。（限收十八人）

827. 中國語文講座：現代漢語詞匯和修辭 (Contemporary Chinese Vocabulary and Rhetoric)

主 講 人：朱國能先生 M.A. (H.K.)
地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院25室（金巴利道入口）
時 間：一九九一年十月十七日起每星期四下午六時十五分至八時十五分
全期學費：二百九十元（共十一講）

我們說話和作文，不但要求說得正確，還要講求說得好、要達到這個目的就要充份掌握詞的意義和使用，及語言的各種表達技巧，換句話說，就是要學習詞彙和修辭。

本課程的詞匯部份包括有現代漢語詞匯的構成，詞的意義，多義詞，同義詞、近義詞、成語、慣用語、諺語的認識和使用，使用詞語的原則，詞語的規範

等。修辭部份包括有修辭的意義，詞語的選用，句子的鍵煉，篇章的組織，和修辭方式的使用等。（限收二十八人）

教師可獲教育署退還半費。詳參第 X 頁。

828. 中國歷代著名作家與作品(三) (Chinese Writers and Their Works III)

主 講 人：丁 平先生（國立中山大學文學士、教育碩士）
（《世界華文詩人協會》常務理事兼秘書長、《廣大學院》教授
兼中國文學系系主任、中國文學研究所所長）

地 點：香港大學校外課程部市區中心13室（信德中心西翼九樓）

時 間：一九九一年十月十一日起每星期五下午六時至七時三十分

全期學費：三百九十元（共十六講）

本課程選講之作家，包括：本港中學會考之「中國語文」、「中國文學」。高級程度會考及高等程度會考之「中國語言文學」等四項新課程中、應考之全部作家及其著名作品。

本課程是為中學中文及相關科目教師，以及中國文學的愛好者而設，共分若干階段講授。本課程為第三階段，將選講傳統與現代作家十二人及其主要作品。（限收三十人）

教師可獲教育署退還半費。詳參第 X 頁。

829. 文學理論與文學欣賞 (Literary Theories and Reading of Literary Texts)

主 講 人：郭恩慈博士 (Université de la Sorbonne Nouvelle Paris III)

地 點：香港大學邵逸夫樓208室

時 間：一九九一年十月十五日起每星期二下午八時至九時卅分

全期學費：二百二十元（共十講）

從廿世紀初的現代主義到今日的後現代主義，有不少文學理論層出不窮地更替出現。究竟應如何運用這些理論分析文學作品？本課程的設計，就是理論與實踐並重，一方面介紹廣為人知的西方文學理論（如結構主義，後結構主義，符號學、意識批評學等），另一方面，主講人與學員一同實踐，在這些理論基礎上，找尋「閱讀」文學作品的方向及方法。主要閱讀的現代作家包括：郁達夫、張愛玲、阿城、鍾曉陽等。

830. 女性主義與文學創作 (Feminism and Literary Writing)

主 講 人：郭恩慈博士 (Université de la Sorbonne Nouvelle Paris III)
地 點：香港大學屬樹雄科學館101室
時 間：一九九一年十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：二百二十元 (共十講)

女性，到了廿世紀末葉，仍在努力在男性為主導的世界中爭取平等的地位及權益。

本課程的目的是介紹一系列中外女作家的作品，從而幫助學員了解廿世紀女性對自我的評價和面對的種種問題。內容包括：(一)女性的自我意識；(二)兄弟姐妹情；(三)女性間的友情；(四)事業；(五)女性的社會地位；(六)愛情；(七)婚姻；(八)母親和兒子的關係；(九)母親和女兒的關係。

831. 當代中國小說賞析：男作家 (Contemporary Chinese Fiction: The Male Writers)

主 講 人：何冠駿 B.A. (CUHK), AM., PhD (Illinois)
地 點：香港大學校本部大樓142室
時 間：一九九一年十月十日起每星期四下午六時十五分至七時四十五分
全期學費：二百元 (共九講)

中國自一九七八年改革開放以來，文壇開創了一個新局面。其中小說家人材輩出，他們所寫出來的作品也如百花齊放，令人耳目一新。論者把七八年後出版的小說稱為「新時期小說」。

本課程以「新時期小說」為研究焦點。透過對作品的分析，令學員認識「新時期小說」的面貌，更藉此提高學員對當代中國小說的鑑賞力。今期的主題是男作家的作品，討論的作家包括：蔣子龍、馮驥材、阿城、白樺、張賢亮、莫言、韓少功、鄭義等。

832. 前代名篇摘介 (續) (Selected Classical Chinese Prose)

主 講 人：潘小磐先生
地 點：香港大學校外課程部市區中心16室 (信德中心西翼九樓)
時 間：一九九一年九月卅日起每星期一下午六時四十分至八時十分
全期學費：二百七十元 (共十四講)

歷代名賢篇章至夥，值得深入鑽研，稔其精蘊。上講經由論語，孟子，左傳開始，摘介多篇，茲特繼續選講，以與同好共研討之。

833. 詩中的山水田園 (Natural Scene in Chinese Poetry)

主 講 人：李默小姐（專欄作家）

地 點：香港大會堂八樓南會議室

時 間：一九九一年十月七日起每星期一下午七時至九時

全期學費：二百二十元（共八講）

隨着大自然的被破壞，科技的污染，使現代人生活在健康的危機中：各地的有識見者紛紛響應關懷生態和環境保護，呼籲反璞歸真。在這當中，人類心靈和思想的健康，應是解決問題的來源。正如朱熹著名的詩道：「半畝方塘一鑑開，天光雲影共徘徊，問渠那得清如許？爲有源頭活水來。」中國文學裏頭，一向講求靈性之真，自然之美，嚮往山水田園生活。

在本課程中，將選講詩中有關山水田園的作品，以共同滌蕩塵垢，陶冶心靈，追求健康生活。

歷代詩人如陶淵明、王維、孟浩然、李白、杜甫、劉長卿、蘇軾、范成大、楊萬里……等，都有不少山水田園詩，本課程除選講以上作品外，亦與外國或當代同類型詩體比較欣賞。隨堂派發講義。

834. 晚清名家詩選講 (Late Ch'ing Poetry)

主 講 人：陳本先生

地 點：香港大會堂八樓南會議室

時 間：一九九一年十月三日起每星期四下午七時至八時

全期學費：一百八十五元（共十二講）

詩至晚清、百家爭鳴、各極其盛；不外學唐（義山）學宋（山谷后山）兩派，有曰創新派，有曰同光體，有曰革新派，異流同源，其揆一也。茲分季講述，各家名作如次：龔自珍（定庵）陳三立（散原）鄭孝胥（海藏）康有爲（南海）黃遵憲（公度）翁同龢（松禪）張之洞（香濤）梁鼎芬（節菴）趙熙（堯生）黃節（晦聞）陳衍（石遺）樊增祥（樊山）易順鼎（實甫）沈曾植（寐叟）曾習經（藝庵）羅敦彞（癯公）范當世（伯子）金和（亞匏）陳曾壽（仁先）沈瑜慶（澹園）。綜上二十家，俱能運古入化，別出心裁，磨煉益精，渣滓盡去，耐人尋味；要皆傷時感事，借古諷今，託物比興，寄慨尤深，足以發人深省。先講粵二大家，黃遵憲（公度）、康有爲（更牲）名作，隨堂派發講義，以資隅反。

835. 宋詞選講 (Selected Sung Tzu)

主 講 人：陳本先生

地 點：香港大會堂八樓南會議室

時間：一九九一年十月三日起每星期四下午八時至九時
全期學費：一百八十五元（共十二講）

詩盛於唐，詞盛於宋，曲盛於元，各具時代性特色，要皆源於詩三百篇，漢樂府之遺意；有合乎古代聲教之旨，故詞曰詩餘，又曰聲詩。兩宋名家輩出，派分南北；耆卿、邦彥曰南派，以婉約為宗；東波、稼軒曰北派，以豪放為主。

本課程先講蘇辛詞，次講清真詞（周美成，邦彥）柳永（耆卿）詞；俾知吾國聲教入人之深；流澤孔長，最能適應時代之需要，啟發人之善心。派發講義，以資研習。

836. 格律詩與流行曲歌詞創作 (Chinese Poetry and Lyrics of Pop Music)

主講人：周錫鞞副教授
地點：香港大學邵逸夫樓209室
時間：一九九一年十月五日起每星期六下午二時至四時
全期學費：三百四十元（共十二講）

由詩歌起源、詩文分野、格律的形成，而漸次論及五七言絕句、律詩的結構法則和寫作要領。從文藝美學和語言學角度，與當代流行曲歌詞創作進行比較。令學員初步掌握格律詩作法和當代歌詞創作技巧。

歡迎對中國文學及當代流行曲有興趣之人士參加。

837. 寫作的思路與修辭 (How to Improve Chinese Writing)

主講人：何達先生（職業作家）
地點：香港大會堂八樓南會議室
時間：一九九一年十二月二日起每星期一下午七時至九時
全期學費：一百六十元（共六講）

無論中外，修辭學都是一門古老的學問，也都會陷入繁瑣虛飾與做作的歧途。本課程採取自內至外，以動帶靜的方法，從開拓思路着手引入修辭的作用，分為六個專題：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）

838. 朗誦講座 (Verse and Prose Speaking)

主講人：何家松先生（香港學校朗誦節顧問）
麥思刈先生（香港學校朗誦節評判）

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院27室（金巴利道入口）
時間：一九九一年九月十二日起每星期四下午六時卅分至八時卅分
全期學費：三百一十五元（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；和聲朗誦的處理，二人對話朗誦的方法；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。

本課程著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考。（限收三十二人）

教師可獲教育署退還半費。詳參第 x 頁。

839. 九七問題與香港文學免費公開講座 (The Impact of Hong Kong's Transition on Hong Kong Literature)

主講人：香港文學工作者、學者與文評家，包括
黃康顯博士
岑振業先生
孔令焯先生

地點：香港大學校外課程部市區中心一號室（信德中心西翼十五樓）
時間：一九九一年九月廿八日星期六下午三時至五時卅分
主要內容：九七問題對香港社會的衝擊。衝擊上香港作家的回應。香港文學的面貌會否改變？

[本講座與中西區文化藝術協會合辦]

Philosophy

840. 堪輿學之應用與價值 (The Study of Geomancy)

主講人：袁匡任先生 Dip. Ed. (CUHK), M.A.
地點：香港太古城地利亞修女紀念中學423室（中學部太豐路入口）
時間：一九九一年九月廿六日起每星期四下午七時卅分至九時卅分
全期學費：三百元（共十講）

中國堪輿學是一門高深之民族宗教哲學，它之起源、演變與中國歷史、政制、社會背景有着血肉不分離之關係。它能一直在民間流傳，定有其社會價值與影響。尤其對國有之祭祀、曆法、宗族、風土習尚、建祠立村、民族活動等有極深遠之影響外，它與古代農業社會之天文、地理、水利建築等有密切之關係。

本課程以現代社會生活為證，探究其源流與價值觀，主題包括(一)古代氣候學與農耕氣節；(二)堪輿與天文；(三)堪輿與古代地理；(四)堪輿與建築；(五)中西預言學之異同；(六)堪輿之因果論；(七)墓葬文化之宗教價值；(八)自然生態與環境保護之科學精神；(九)建祠立村之原則與方法；(十)陰宅之吉凶；(十一)陽居之吉凶；(十二)祭祀與神位；(十三)對風俗之影響；(十四)歷史考古價值；(十五)堪輿學與華人社會之組織；(十六)羅盤之變化與應用，(十七)總結及討論；(十八)實地考察。

841. 周易之應用與功能 (The Book of Changes)

主 講 人：袁匡任先生 Dip. Ed. (CUHK), M.A.

地 點：香港太古城地利亞修女紀念中學423室(中學部太豐路入口)

時 間：一九九一年十二月五日起每星期四下午七時卅分至九時卅分

全期學費：三百元 (共十講)

易經自伏羲創八卦，文王演易及孔子之整理並輔以十翼，早已化卜巫之經而成一哲理之書。歷代聖賢好易者甚蕃，發揮易學為多元論。其中原理並不艱深，由陰陽二元素、五行與八卦之相生相尅。生息萬物、天理循環，是一種具備自然科學與人文哲理之推衍學術。歷代陰陽五行家、史官、兵家、理學家、醫師、宗教家等以易學為中心論、繁衍中國特色之文化與社會制度及民族活動。

本課程以易經之應用多元化作出探討，使學員了解其實用價值及趣味性，提倡君子自強不息，樂觀進取，自求多稱之精神價值，內容包括(一)陰陽、五行之變化，(二)易卦之基本原理，(三)衍生之術數，(四)易經之軍事理論，(五)易理與醫學，(六)易理與命理，(七)經濟與民主，(八)宗教與倫理、(九)周易卦辭與四書章句之比較、(十)總結對中國文化之影響。

842. 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：一九九一年十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：二百四十元 (共十二講)

(一)佛教對於三界的解說。(二)四大菩薩的悲智願行。(三)福慧雙修。(四)維摩詰經的有為無漏法門。(五)放下、解脫的入世實用價值。(六)佛教思想的現代意義。

843. 佛經專題導讀 (Special Topics in Buddhism)

主 講 人：葉文意女士

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）

時 間：一九九一年十月二日起每星期三下午八時十五分至九時卅分

全期學費：二百四十元（共十一講）

本期選講「勝緣經」。佛陀說法，以解釋生命輪迴，因果及其對治方法為要義，本經除具備上述重點，更有豐富之大乘行證資料，實為研究佛家思想之巨著。（限收二十二人）

844. 中國哲學 (Chinese Philosophy)

主 講 人：鄭炯堅碩士

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九一年九月卅日起每星期一下午七時至八時十五分

全期學費：二百元（共十二講）

中國哲學，精深博大，對社會人生之實效價值，早已引起全球學者所重視。此課程不但適合哲理思想及義理文學之愛好者，且對一般人之生活修養及智慧啟發有助。講解深入淺出，寓高深於趣味，初學可懂，選講範圍：周易，孔孟荀，老莊，墨子，列子，惠施，公孫龍子，韓非子，呂不韋，董仲舒，王充，劉劭，劉勰，韓愈，柳宗元；周張邵，二程，朱熹，陸九淵，王明陽；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。

845. 西洋哲學與中國 (Western Philosophy and China)

主 講 人：鄭炯堅先生

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九一年九月卅日起每星期一下午八時卅分至十時

全期學費：二百二十元（共十二講）

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，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。

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)

846. 何秉聰先生主講

地點：香港大學校外課程部市區中心28室（信德中心西翼九樓）
時間：一九九一年十月一日起每星期二下午五時四十分至七時卅分
全期學費：二百三十元（共八講）

847. 何秉聰先生主講

地點：香港大學校外課程部市區中心10室（信德中心西翼九樓）
時間：一九九一年十月四日起每星期五下午五時四十分至六時五十五分
全期學費：二百三十元（共十二講）

近日各地仿古陶瓷，製作精巧迫肖，直可亂真。本課程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。

仿古陶塑 (Imitation in Chinese Ceramics)

848. 何秉聰先生主講

地點：新界沙田火炭約坳背灣街33至35號世紀工業中心十一樓 G 座（電梯按11字）
時間：一九九一年十二月十四日起每星期六下午三時至六時
全期學費：三百元（共六講）

849. 何秉聰先生主講

地點：新界沙田火炭約坳背灣街33至35號世紀工業中心十一樓 G 座（電梯按11字）
時間：一九九一年十二月十五日起每星期日下午三時至六時
全期學費：三百元（共六講）

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！

截止報名日期：一九九一年十二月二日 （每班限收二十四人）

850. 中國近代著名畫家作品鑑賞 (Appreciation of Modern Chinese Paintings)

主 講 人：李維安先生

地 點：香港大學校外課程部市區中心15室（信德中心西翼九樓）

時 間：一九九一年十月五日起每星期六下午二時卅分至四時

全期學費：三百五十元 （共十講）

以黃賓虹，張大千，傅抱石，齊白石，徐悲鴻，李可染，林風眠，石魯等畫家作品為課題。以討論方式研究作品真偽的鑑別，市場價值，藝術價值和收藏價值。

851. 中國山水畫及名家技法分析 (Chinese Landscape Painting)

主 講 人：周錫靚副教授

地 點：香港大學邵逸夫樓209室

時 間：一九九一年十月五日起每星期六下午四時至六時

全期學費：三百四十元 （共十二講）

中國山水畫以其獨特的風格韻味，在世界畫壇上自樹一幟。本課程從畫史、畫論、畫法的角度，對中國山水畫的源流、主要流派、名家技法，作深入淺出的講解。歡迎對研究中華文化、中國美術有興趣人士參加。

852. 書法基礎班 (Basic Chinese Calligraphy)

主 講 人：林雲女士

地 點：香港大學校外課程部市區中心11室（信德中心西翼九樓）

時 間：一九九一年十月三日起每星期四上午九時卅分至十一時卅分

全期學費：三百五十元 （共十講）

本課程從最基本開始，着重向學員教授如何執筆、運筆，和介紹各種不同字體，務求學員先有概括認識，從而選擇自己所喜愛的書體學習，課堂上將有示範和指導臨摹，因此學員必須在課堂練習和交作業，課程會以個別形式教授。（限收二十五人）

853. 篆書入門 (Seal Script Calligraphy)

主 講 人：林雲女士

地 點：香港大學校外課程部市區中心11室（信德中心西翼九樓）

時 間：一九九一年十二月十二日起每星期四上午九時卅分至十一時卅分

全期學費：三百五十元 （共十講）

本課程適合有書法基礎之人士參加，輔導學員從實習中掌握寫篆書之方法，從而領會篆字和別種字體在書寫技巧方面的分別。此外，本課程並扼要介紹篆書在文字演變和書法史上之地位，以及在篆刻方面之應用，對初學篆刻者尤有幫助。（限收十八人）

854. 書法研習班 (Seminar in Chinese Calligraphy)

主 講 人：林雲女士

地 點：香港大學校外課程部市區中心20室（信德中心西翼九樓）

時 間：一九九一年十月二日起每星期三上午九時卅分至十一時卅分

全期學費：三百五十元 （共十講）

本課程專為有書法基礎的學員而設，進一步研討書法的運筆、字形的設計、與各體的書法，學員將有個別指導與學習批改的機會（限收二十人）

855. 行書 (Running Script)

主 講 人：林雲女士

地 點：香港大學校外課程部市區中心20室（信德中心西翼九樓）

時 間：一九九一年十二月十八日起每星期三上午九時卅分至十一時卅分

全期學費：三百五十元 （共十講）

本課程介紹行書的源流及演變，並指導學員從實習中領略書寫行書的方法。從王羲之，趙孟頫之行書入手，藉以鞏固用筆和結字的基礎，並使學員在日常書寫方面得以改善。繼而學習黃山谷的行書，在已有的基礎上求變化及突破。（限收二十人）

856. 山水寫意畫 (Impressionist Landscape Painting)

主 講 人：林雲女士

地 點：香港大學校外課程部市區中心12室（信德中心西翼九樓）

時 間：一九九一年十月一日起每星期二上午十時零五分至十二時零五分

全期學費：三百五十元 （共十講）

水墨寫意畫是中國畫的另一主流，主要的特點是在墨色方面見勝，尤其是在宣紙上的技巧。本課程將會着重介紹如何控制水份和運用毛筆，因此學員必須在課堂上實習和交作業。（限收十八人）

857. 寫在絹上的山水畫 (Landscape Paintings on Silk)

主 講 人：林雲女士

地 點：香港大學校外課程部市區中心12室（信德中心西翼九樓）

時 間：一九九一年十二月十日起每星期二上午十時零五分至十二時零五分

全期學費：三百五十元（共十講）

中國畫除用宣紙寫以外還有用絹作材料。紙和絹質地不一樣，因而寫法便有所不同，絹不吸水，而宣紙吸水。南宋以前人多用絹，所以絹畫在中國畫史上也佔有一重要地位。如何用絹作畫之材料，本課程將會一一為學員教授及示範。（限收十八人）

858. 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22室（信德中心西翼九樓）

時 間：一九九一年十月四日起每星期五上午十時零五分至十二時零五分

全期學費：三百五十元（共十講）

本課程適合初學人士及對中國畫有興趣者選讀。內容包括有：(一)山水畫名家簡史介紹；(二)如何選用宣紙及毛筆；(三)分段指導及示範基本筆法，如樹木、山石、泉水煙雲、人物屋宇、船舶、橋樑。學員須在課堂上臨習一些簡單習作。

本課程最後更着重介紹傳統畫之特色和優點，並引石濤及龔賢之畫法為例，引導學員從中領略中國畫之精粹。（限收二十五人）

859. 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22室（信德中心西翼九樓）

時 間：一九九一年十二月十三日起每星期五上午十時零五分至十二時零五分

全期學費：三百五十元（共十講）

本課程適合曾習中國畫基本技法或對中國畫有初步認識之學員參加，內容分構圖、着色兩部分。

構圖方面會講解分析：(一)呼應；(二)虛實；(三)顧盼；(四)賓主；(五)疏密；(六)聚散；(七)題款等，使學員能明瞭如何在畫面上「經營位置」以至完成一幅作品。

着色方面有：(一)顏料之認識；(二)顏色與墨色之配合；(三)季節和色調之關係；(四)如何配色；(五)水光和煙雲之渲染等。

課堂上會介紹一些名家代表作，使學員更進一步明瞭其中要訣，及提高學習趣味。本課程以小組形式講授，故限收十八人。

860. 東方紙黏土與西方技巧 (Oriental Paper Clay & Western Techniques)

主 講 人：鄧昶立先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室（金巴利道入口）

時 間：一九九一年九月廿四日起每星期二下午六時卅分至八時卅分

全期學費：三百元 （共十講）

紙黏土是由陶瓷藝術演變而成，黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。能塑造各種不同形態，造形着重東方色彩，揉合西方的技法，以達成洋為中用，古為今用之效果。

課程內容以香蕉、士多啤梨、精美點心、甲蟲、青豆、紹菜、鬱金香、心口針、白兔、白鴿、壁畫、金魚、燈座、向日葵等等……。

塑造性極高，形態逼真。作品經風乾後，可塗上逼真顏色及光油。臨堂實習及示範，製作過程輕鬆有趣，初學及有興趣人士均可參加。（限收二十人）

861. 東方紙黏土與西方技巧研習 (Advanced Oriental Paper Clay & Western Techniques)

主 講 人：鄧昶立先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室（金巴利道入口）

時 間：一九九一年十二月三日起每星期二下午六時卅分至八時卅分

全期學費：二百七十元 （共八講）

本課程是東方紙黏土與西方技巧研習的延續，內容加強，內容授以秋海棠、菊花、小豬、宏偉別墅、花園、立體公仔壁畫、小丑筆座、西方古典仕女等等……。此外更注重設色、技巧及製作概念，更可自由創作。每講均有實習及示範，使學員對紙黏土東西方技巧，加深發揮潛能。初學及有興趣人士均可參加。（限收十八人）

862. 東方紙黏土與四季花鳥 (Oriental Paper Clay and Flowers & Birds in Four Seasons)

主 講 人：鄧昶立先生

地 點：香港太古城地利亞修女紀念中學424室（中學部太豐路入口）

時 間：一九九一年九月廿六日起每星期四下午六時卅分至八時卅分

全期學費：三百元 （共十講）

紙黏土是由陶瓷藝術演變而成黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極高，形態逼真。由淺入深，內容授以紅蘿白、山竹、月季花、心口針、水仙、壁畫、荷花錦鯉、秋菊、筆座、小鷄、梅花、麻雀、樹石等…作品經風乾後，可塗上顏色及光油。臨堂示範及實習，製作過程輕鬆有趣，初學及有興趣人士均可參加。（限收二十人）

863. 東方紙黏土與四季花鳥創作 (Oriental Paper Clay and Flowers & Birds in Four Seasons: An Advanced Course)

主 講 人：鄧昶立先生

地 點：香港太古城地利亞修女紀念中學424室（中學部太豐路入口）

時 間：一九九一年十二月五日起每星期四下午六時卅分至八時卅分

全期學費：二百七十元 （共八講）

本課程是東方紙黏土與四季花鳥的延續，內容加強，有草菇、白菜、康乃馨、小鴨、假石山、跳舞蘭、心口針、扇形掛畫、花籃、白天鵝、燈座等。此外，學員更可自由創作，並配上逼真的色彩，每堂均有示範及實習，使學員對東方紙黏土與四季花鳥，加深發揮創作潛能。初學及有興趣人士均可參加。（限收十八人）

864. 花鳥山水畫的寫生與白描 (Flowers, Birds & Landscape Chinese Paintings: Free-hand Drawing)

主 講 人：鄧昶立先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室（金巴利道入口）

時 間：一九九一年九月廿七日起每星期五下午六時卅分至八時

全期學費：二百八十元 （共十二講）

寫生與白描是花鳥山水畫必經階段，兩者相輔相承，缺一不可。白描法——以勾勒線條為主，力求逼真寫實。寫生法——以面對現實，向大自然取材，達成真善美之境界。

課程內容包括花鳥、梅、蘭、菊、竹、四時花卉、昆蟲、鳥類、金魚、蝦、蟹、水草、蔬菜等。而山水之鹿角、蟹爪技法、點葉、夾葉、松、柳、梧桐、芭蕉等樹法、山石、長短披麻皴、斧劈皴、大小米點皴、潑墨皴、大小勾雲法、染雲、瀑布、波濤等。每講均有臨場示範、實習、及派發畫稿。課程由淺入深，使學員領會花鳥山水畫精華，及多姿多彩的變化。歡迎初學及有興趣人士參加研習。（限收二十人）

865. 花鳥山水畫的臨摹與欣賞 (Flowers, Birds & Landscape Paintings: Copying & Appreciation)

主 講 人：鄧昶立先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室（金巴利道入口）

時 間：一九九一年十二月二十日起每星期五下午六時卅分至八時

全期學費：二百六十元 （共七講）

花鳥山水畫自古至今一直有很多人欣賞及收藏。欣賞——宋朝是花鳥畫的全盛時期，教授學員怎樣欣賞一幅名畫。繼而臨摹歷代各家各派名畫。臨摹——是習花鳥山水畫必經過程之一。畫中結構、造形、筆法、設色、神韻、氣勢、構圖等等……。課程以紫藤、秋海棠、桃花、玫瑰、水仙、荷花、小鷄、麻雀、翠鳥等，配以四時樹石。使學員在短期內完成作品，發揮花鳥山水畫進一步的長處，令至學員達到創作的階段。每講必有示範、臨堂實習、及派發畫稿，以供學員參考及臨摹。初學及有興趣人士均可參加修習。（限收十八人）

中國山水畫 (Chinese Landscape Painting)

866. 吳祖蔭先生主講

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）

時 間：一九九一年九月廿七日起每星期五下午六時卅分至八時

全期學費：二百八十元 （共十一講）

867. 吳祖蔭先生主講

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室（金巴利道入口）

時 間：一九九一年九月卅日起每星期一下午六時卅分至八時卅分

全期學費：二百八十元 （共九講）

分階段以理論及示範同時施教，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，控制水分，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。（每班限收二十五人）

中國山水畫技法 (Methods of Chinese Landscape Painting)

868. 吳祖蔭先生主講

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院35室（金巴利道入口）

時間：一九九一年十二月二日起每星期一下午六時卅分至八時卅分

全期學費：二百八十元（共八講）

869. 吳祖蔭先生主講

地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）

時間：一九九一年十二月十三日起每星期五下午六時卅分至八時

全期學費：二百八十元（共九講）

本課程專供修業完畢初級山水國畫班之學員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和構圖，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，點線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。（每班限收二十人）

870. 國畫梅蘭竹菊與蔬菜寫作技法 (Flowers and Vegetables in Chinese Painting)

主講人：徐達之先生

地點：香港大學校本部大樓103室

時間：一九九一年十月五日起每星期六下午二時四十分至四時十分

全期學費：四百八十五元（共二十講）

本課程為有意研習「梅蘭竹菊」，四君子國畫寫作技法者而設。旨在對梅蘭竹菊國畫源流、演變、及各個時代的風格與寫作技法，分別介紹與研習。內容包括：(一)梅蘭竹菊國畫的興起與發展。(二)梅蘭竹菊水墨寫作技法。(三)梅蘭竹菊賦色寫作技法。(四)梅花的風緻與寫作技法。(五)蘭花的神韻與墨彩寫作技法。(六)胸有成竹的寫意畫竹技法。(七)菊花墨彩寫作與百花寫作法的貫通。(八)梅蘭竹菊與風晴雨雪季候性的寫作技法。(九)欣賞歷代名家作品。(十)每講分發講義（附習作樣稿）並即堂示範，批改習作。（限收二十五人）

871. 中國各體書法集聯應用寫作研習 (Practical Chinese Calligraphy and Couplets)

主 講 人：徐達之先生

地 點：香港大學校本部大樓103室

時 間：一九九一年十月五日起每星期六下午四時二十分至五時五十分

全期學費：四百八十五元 (共二十講)

中國書法，自殷周秦漢以至近代不斷演變，字體形態變化多端，各有不同巧妙，欲加以應用，必先研習其寫作技法。

本課程為適應對中國書法有研習興趣而有的書法，為進一步研習各體書法集聯集句應用者而設。內容包括：(一)殷商甲骨文書寫集句；(二)鐘鼎文書寫技法；(三)石鼓文書寫與應用；(四)秦小篆繹山碑書寫與應用；(五)漢魏天發神識與石門頌書寫研習；(六)漢碑禮器、史晨、乙瑛、張遷，曹全碑文書法研習；(七)魏鍾繇書法寫作研習；(八)晉王羲之、獻之書法研習；(九)唐代歐、虞、褚、顏、柳、徐、李，各家書法寫作應用。(十)宋代蘇軾、黃庭堅、米芾、蔡襄各家書法寫作應用。(十一)各體書法之欣賞寫作與應用；(十二)結合各體書法神韻與寫作應用研習。(十三)每課編發講義並附習作樣稿；(十四)每課隨堂示範並批改習作。(限收二十五人)

872. 中國山水畫構圖設色技法 (Chinese Landscape Painting: Composition and 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423室(中學部太豐路入口)

時 間：一九九一年十月七日起每星期一一下午七時至九時

全期學費：四百八十五元 (共十五講)

中國山水畫藝術包涵各種國畫技法，特別講求構圖意境與設色技法。

本課程為適應對中國山水畫稍有寫作基礎而有深入研習山水畫構圖意境，發揮水墨設色各項技法者而設。內容包括：(一)中國山水畫的源流；(二)山水畫紙、絹、工具的選擇與運用；(三)中國歷代山水畫名作的欣賞與選習；(四)山水畫臨摹法；(五)山水畫寫生法；(六)山水畫構圖與畫中有詩的意境研習；(七)山水畫水墨與設色法；(八)山水畫題字與用印技法；(九)每課編發講義並附習作樣稿；(十)每課隨堂示範並批改家課習作。(限收二十五人)

873. 歷代名家書法藝術研習

(Eminent Chinese Calligraphy of Different Periods)

主 講 人：徐達之先生

地 點：香港太古城地利亞修女紀念中學423室（中學部太豐路入口）

時 間：一九九一年十月九日起每星期三下午七時至九時

全期學費：四百八十五元 （共十五講）

中國書法具有高度的藝術性，不但國人愛好，且為國際人士所激賞，歷代書寫家輩出，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)小篆繹山碑書法藝術；(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。

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）

書法講座(一) 教師班

(The Learning and Teaching of Chinese Calligraphy I)

874. 王齊樂先生主講

地 點：香港大學校外課程部市區中心29室（信德中心西翼九樓）

時 間：一九九一年九月十七日起每星期二上午九時至十一時

全期學費：五百九十元 （共十八講）

875. 王齊樂先生主講

地 點：香港大學校外課程部市區中心29室（信德中心西翼九樓）

時 間：一九九一年九月十七日起每星期二下午三時至五時

全期學費：五百九十元 （共十八講）

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，以建立書法研習基礎。(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。（每班限收二十人）

教師可獲教育署退還半費。詳參第 x 頁。

書法講座(二)教師班

(The Learning and Teaching of Chinese Calligraphy II)

876. 王齊樂先生主講

地點：香港大學校外課程部市區中心29室（信德中心西翼九樓）

時間：一九九一年九月十八日起每星期三上午九時至十一時

全期學費：七百四十元（共十八講）

877. 王齊樂先生主講

地點：香港大學校外課程部市區中心29室（信德中心西翼九樓）

時間：一九九一年九月十八日起每星期三下午三時至五時

全期學費：七百四十元（共十八講）

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。（每班限收十六人）

書法講座(三) 教師班

(The Learning and Teaching of Chinese Calligraphy III)

878. 王齊樂先生主講

地點：香港大學校外課程部市區中心29室（信德中心西翼九樓）

時間：一九九一年九月十九日起每星期四上午九時至十一時

全期學費：八百六十五元（共十四講）

879. 王齊樂先生主講

地點：香港大學校外課程部市區中心29室（信德中心西翼九樓）

時間：一九九一年九月十九日起每星期四下午三時至五時

全期學費：八百六十五元（共十四講）

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。（每班限收十人）

880. 篆刻與印章 (Seal Engraving)

主講人：盧人俊先生

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室（金巴利道入口）
時間：一九九一年九月廿六日起每星期四下午六時十五分至七時四十五分
全期學費：二百七十元（共十二講）

學習刻印，務使學印者在短期之內領悟刻印的方法，刻印的樂趣，盡量着重實踐，手法和刀法等技巧，使學印者對刻印的基本概念，有全面的認識；包括自製刻刀方法與自製印章錦匣等等。使學者認識到刻印會豐富人生，賞印亦是一種生活情趣。（限收三十人）

881. 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10室（信德中心西翼九樓）
時間：一九九一年十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：二百七十元（共十二講）

篆刻乃由文學、美術及雕刻三者結合而成的一種藝術，本課程對理論、篆刻技巧、印石種類等詳為講解，示範，印石實物介紹和說明。全期課程均以實踐為主，務使學印者在短期之內，深切領略篆刻方法，體驗自刻印章的樂趣。（限收三十人）

篆刻深造班 (Advanced Seal Engraving)

882. 盧人俊先生主講

地點：九龍柯士甸道162號聖瑪利嘉諾撒女書院41室（巴金利道入口）
時間：一九九一年十二月十九日起每星期四下午六時十五分至七時四十五分
全期學費：一百九十元（共八講）

883. 盧人俊先生主講

地點：香港大學校外課程部市區中心10室（信德中心西翼九樓）
時間：一九九二年一月四日起每星期六下午四時十五分至五時四十五分
全期學費：一百九十元（共八講）

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。（每班限收二十五人）

Philosophy

Staff Tutor: Dr. Koon-ki T. Ho, Telephone 859 2792

London University External B.A. Degree in Philosophy

The Department of Extra-Mural Studies, in conjunction with the Department of Philosophy and the Hong Kong Philosophy Society, offers the following courses to help candidates prepare for the London University External B.A. Degree in Philosophy.

891. Papers VII & VIII. The Philosophy of Kant

Stephen Palmquist B.A. (Westmont), D.Phil. (Oxon.). *Tuesdays, 7.45–9.45 p.m., starting October 1, 1991. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 25 meetings.* **Fee: \$1,600**

892. Papers VII & VIII. Aesthetics

Man Kit Wah, Ph.D. (C.U.H.K.). *Thursdays, 7.45–9.45 p.m., starting October 3, 1991. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 25 meetings.* **Fee: \$1,600**

Registration as External Students with London University is the students' own responsibility.

Applicants who have registered with the London University as External Students will be given preference, but others interested in these courses will also be considered.

The special application form should be used. Closing date for applications: September 24, 1991.

893. 哲學概論文憑課程 (與香港哲學會合辦) (Certificate in Philosophy)

課程主任：黃慧英女士 B.A., M.Phil., Ph.D. (C.U.H.K.), M.A. (York)
主 講 人：張燦輝先生 B.A., M.Phil., (C.U.H.K.), Dr.Phil. (Freiburg)
呂子德先生 B.A., M.Phil., Ph.D. Candidate (C.U.H.K.)
盧傑雄先生 B.A., Graduate Student (C.U.H.K.)
陶國璋先生 B.A., M.Phil., (C.U.H.K.), Ph.D. (New Asia Institute for
Advanced Chinese Studies)

吳 甦先生 M.Phil., Ph.D. (New Asia Institute for Advanced Chinese Studies)

郭恩慈女士 B.A., (C.U.H.K.), Maitrise, Ph.D. (Université de la Sorbonne Nouvelle, Paris III)

葉錦明女士 B.A., M.Phil., Ph.D. Candidate (C.U.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：每星期三及六上課：

（甲）一九九一年十月二日起每星期三下午八時至九時三十分

（乙）一九九一年九月廿八日起每星期六下午二時至四時

全期學費：二千五百元 （共七十二講）

宗 旨：

(一)培養批判思考能力；(二)引介重要哲學問題；(三)揭示哲學與現代生活的關係；(四)介紹中西哲學主流；及(五)訓練閱讀哲學著作的能力。

課程大綱：

這是一個哲學入門課程，對象是有興趣探索人生及宇宙等終極問題的人士，藉著展示歷來哲學家對這些問題的思考結果，讓學員掌握解決問題的途徑及必須的工具，從而明瞭哲學的特性與意義。

本課程分兩部份，第一部份「哲學基礎」包括哲學導論、思考方法、邏輯、方法論（共三十二講）。第二部份「哲學專題」包括哲學專題、中西哲學史及中、西方哲學原著選讀（共四十講）。 （限收三十人）

入學資格：

高等或高級程度會考合格或以上程度。

結業文憑：

課程結束後，學員若能符合下列條件，則可獲本部頒發的文憑：(一)出席率超過百分之八十，(二)完成所有課程中的作業，(三)考試合格。

報名手續：

申請者須於九月十八日前將(一)申請表格，(二)半身近照乙張，(三)學歷證件副本及貼足郵票的回郵信封乙個，(四)一篇約二百字的短文，說明選修這個課程的目的及對本課程的期望，寄回香港大學校外課程部。

（本課程與香港哲學學會合辦）

894. 哲學導論 (Introduction to Philosophy)

主 講 人：劉桂標先生 M.Phil. (New Asia Institute for Advanced Chinese Studies)

地點：香港大學校外課程部市區中心29室（信德中心西翼九樓）
時間：一九九一年九月廿八日起每星期六下午四時零五分至五時三十五分
全期學費：三百一十元（共十二講）

現代人所面對的，是一個思想混亂、價值失落的世界。由於各種學說和主張到處出現，令人頭昏目眩，迷失了自我。一個人如果不想被別人牽着鼻子走，唯一的方法就是弄清自己的頭腦、堅定自己的意志，而這些工作正是哲學的主要任務。本課程是哲學的入門課，以問題為中心，綜論哲學的三大部門——形上學、道德哲學及知識論的面貌，並簡述中、印、西哲學之特質及異同，俾使學員能對哲學有較全面之了解。適合喜歡反省人生的現代人修讀。

895. 思考方法導論 (Introduction to General Methodology)

主講人：劉桂標先生 M.Phil. Ph.D. Candidate (New Asia Institute for Advanced Chinese Studies)

地點：香港大學校外課程部市區中心18室（信德中心西翼九樓）
時間：一九九一年九月廿八日起每星期六下午二時十五分至三時四十五分
全期學費：三百一十元（共十二講）

本課程的內容包括：(一)邏輯思考方法；(二)科學思考方法；(三)語理分析思考方法；(四)常見的謬誤剖析。本課程的特點，是除了一般教授外，還通過課上討論及習題解答等多樣方式來傳達思考方法之精髓，深入淺出，循序漸進，能令學員在短期內形成獨立的思考能力，經常作出合理有效的思考。

896. 現代文學批評理論入門 (Introduction to Modern Critical and Literary Theories)

主講人：郭恩慈博士 Ph.D. (l' Universite de la Sorbonne Nouvelle Paris III)
地點：香港大學邵逸夫樓208室
時間：一九九一年十月八日起每星期二下午六時十五分至七時四十五分
全期學費：二百二十元（共十講）

若在二十世紀談「文學」只考慮創作性的作品，是十分不足夠的。二十世紀，可以說是文學批評的世紀。本課程的目的，是以十九世紀浪漫主義詩學做起點，通過對各種文學理論的流派的分析，整理一條較明顯而易於把握的文學理論的發展脈絡，以幫助學員理解及研究現代文學理論。

課程主要介紹的文學理論有：(一)十九世紀浪漫主義；(二)索緒爾 (F. de Saussure) 語言學；(三)結構主義；(四)現象學；(五)意象批評學；(六)符號學：羅蘭巴特 (R. Barthes) 及基斯提華 (J. Kristeva) 的理論；(七)接受理論；(八)現代與後現代主義。

897. 綠色思想：理論與實踐

(The Theory and Practice of Green Thinking)

主 講 人：綠色力量負責人（周兆祥、陳冠中、袁大明等）

地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）

時 間：一九九一年十月一日起每星期二下午八時至九時卅分

全期學費：三百一十元（共十二講）

本課程由本港多位身體力行的綠色生活推廣者各就自己專門的範圍，介紹九十年代全球開始流行的綠色思想，報導這個運動各方面在本港的最新發展，大綱如下：(一)綠色運動的背景與信念，(二)綠色政治，(三)綠色科技，(四)綠色經濟，(五)綠色教育與傳媒工作，(六)綠色醫療，(七)綠色健康生活，(八)綠色消費，(九)綠色兩性關係，(十)綠色思想與基督教，(十一)綠色思想與佛教及道教，(十二)綠色工作觀與人生。

除了堂上講授外，還有一次到有機農場參觀及實習。每室都會印發講義。

898. 烏托邦與大同思想 (Utopian Thoughts)

主 講 人：張燦輝博士 B A, M Phil (CUHK), Dr Phil (Freiburg)

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：一九九二年一月七日起每星期二下午六時十五分至七時四十五分

全期學費：二百六十元（共十講）

中國禮記中之大同思想，希臘柏拉圖之理想國，以及文藝復興期摩爾之烏托邦，皆使世人盼望大同世界或烏托邦之出現。可惜大同世界似乎實現無期，甚至有人認為烏托邦思想已隨共產主義之失敗完全幻滅。

本課程旨在從文化思想史之角度分析及批判中西文化中的大同及烏托邦思想，探討其思想之根源及問題之所在。內容包括：古代神話中之烏托邦思想，柏拉圖之理想國，中國儒家大同思想及道家之小國寡民之理想，摩爾之烏托邦，共產主義之烏托邦，以及現代之反烏托邦思想等。

Political Science

Staff Tutor: Koon-ki Ho, Telephone 859 2792

901. 中國的改革：發展與局限 (China's Reform: Problems and Prospects)

主 講 人：盧子健博士（政治評論員）
 曾澍基博士（浸會學院經濟系高級講師）
 鄭毓盛先生（浸會學院經濟系副講師）
 葉健民先生（中國經濟研究員）
 張炳良先生（城市理工學院公共及社會行政系高級講師）
 張國華先生（城市理工學院應用社會科學系講師）
地 點：香港大學校外課程部市區中心29室（信德中心西翼九樓）
時 間：一九九一年十月五日起每星期六下午二時至四時
全期學費：二百四十元 （共七講）

本課程介紹改革時期中中國的發展，對各項改革的思路，局限及前景作深入的分析，特別強調應如何去理解中國問題，使學員能掌握分析中國的角度與方法。

課程內容包括：(一)中國社會主義政治特點；(二)政治改革：發展與局限；(三)從統一戰線看中共知識分子政策的改變；(四)教育改革及其政治意義；(五)經濟改革思路，困境與出路；(六)中央與地方經濟關係；(七)改革時期的中國外交政策。

〔本課程與滙點合辦〕

報 名 從 速

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

Philosophy

Staff Tutor: Dr. Koon-ki T. Ho, Telephone 859 2792

London University External B.A. Degree in Philosophy

The Department of Extra-Mural Studies, in conjunction with the Department of Philosophy and the Hong Kong Philosophy Society, offers the following courses to help candidates prepare for the London University External B.A. Degree in Philosophy.

891. Papers VII & VIII. The Philosophy of Kant

Stephen Palmquist B.A. (Westmont), D.Phil. (Oxon.). *Tuesdays, 7.45–9.45 p.m., starting October 1, 1991. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 25 meetings.* **Fee: \$1,600**

892. Papers VII & VIII. Aesthetics

Man Kit Wah, Ph.D. (C.U.H.K.). *Thursdays, 7.45–9.45 p.m., starting October 3, 1991. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 25 meetings.* **Fee: \$1,600**

Registration as External Students with London University is the students' own responsibility.

Applicants who have registered with the London University as External Students will be given preference, but others interested in these courses will also be considered.

The special application form should be used. Closing date for applications: September 24, 1991.

893. 哲學概論文憑課程 (與香港哲學會合辦) (Certificate in Philosophy)

課程主任：黃慧英女士	B.A., M.Phil., Ph D. (C.U.H.K.), M.A. (York)
主 講 人：張燦輝先生	B.A., M.Phil., (C.U.H.K.), Dr.Phil. (Freiburg)
呂子德先生	B.A., M.Phil., Ph.D. Candidate (C.U.H.K.)
盧傑雄先生	B.A., Graduate Student (C.U.H.K.)
陶國璋先生	B.A., M.Phil., (C.U.H.K.), Ph.D. (New Asia Institute for Advanced Chinese Studies)

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

908. Personal Growth Groups

Grace Cheung, B.Soc.Sc. (C.U.H.K.). *4 full-day workshops, 9.30 a.m.–1.00 p.m. and 2.00–5.30 p.m., December 27, 28, 30 & 31, 1991. Room 16, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. (Totally 28 hours).* **Fee: \$620**

Personal Growth Group is an experiential approach to learning. It involves the assumption that each person has the potential of knowing himself/herself, to be able in life situations to make the choices that will best enhance growth and meaning. This workshop is oriented towards the group process that is equally applicable at home and in the workplace.

The aims of the group are: (a) increasing self awareness and sensitivity, (b) identifying and transforming emotional blocks with self and with others into positive energy, (c) developing the skills required to relate to others in a life-promoting, work-enhancing, meaningful fashion, and (d) discovering and appreciating the uniqueness of self. Regular attendance is mandatory. *Enrolment is limited to 24.*

Medium of instruction: Cantonese.

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

909. Woman, Psychology and Spirituality

Sister Magdalene Lau, M.A. (Fordham University) and Sister Louisa Lui, B.A. (Bishop's University). *Saturdays, 2.30–4.30 p.m., starting October 12, 1991. Room LG101, K.K. Leung Building, University of Hong Kong. 10 meetings.* **Fee: \$380**

This course aims at an understanding of the development of womanhood at different stages in life, and the influences of the political and socio-economical systems on her perception of self. Through the Myers-Briggs tests, the integration of the shadow of the self, the anima and the animus, will be explored. It also aims at an understanding of woman's role at the dawn of the 21st Century by examining her role of yesterday and today. An attempt will be made to look into the inter-relatedness of feminine psychology and feminine spirituality. With the help of the Enneagram Inventory and discussions on the Enneagram of Fixations and Virtues, a deeper insight into oneself will hopefully emerge, leading to self-acceptance

and liberation. The course should be of interest to women who desire to know themselves better, as well as to men who want to have a holistic picture of their counter-part. *Enrolment is limited to 30.*

Medium of instruction: Cantonese and English.

910: 心理學導論(-) (Introductory Psychology I)

主 講 人：黃世強碩士

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）

時 間：一九九一年十月七日起每星期一下午六時至七時卅分

全期學費：三百四十元 （共十二講）

在過去數十年來，一般人對心理學的興趣都不斷加增，為使學員對心理學有基本認識，特別提供心理學導論課程，整個課程將分為兩部分，第一部分在本季介紹普通心理學的綱要，第二部分在明年春季上課，集中研讀社會心理學。

心理學導論(-)內容包括：心理學之概念，源流及派別，學習的理論和歷程，記憶與遺忘；動機的性質，生理及心理的動機；感覺與知覺等。

教師可獲教育署退還半費。詳參第 X 頁。

911. 精神健康與變態心理學導論 (Introduction to Mental Health and Abnormal Psychology)

主 講 人：陳忠明先生（臨牀心理學碩士）及客座講師

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）

時 間：一九九一年十月二日起每星期三下午八時零五分至九時三十五分

全期學費：四百三十元 （共十三講）

本課程是為對精神健康有興趣的人士而設，旨在增加一般人對精神病的認識，並提供促進精神健康的方法。內容主要分析何謂變態心理，介紹常見的變態心理癥狀成因和處理此等問題的方法。範圍包括「正常」和「變態」的概念，神經官能症，精神症，情感失常，異態性心理，性格失常，兒童及青少年心理問題，和維持心理健康的要素等等。

本課程共分十三講，形式主要包括講座，個案分析和小組討論，授課以中文為主，參加者應具有中五或以上程度。

教師可獲教育署退還半費。詳參第 X 頁。

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

主 講 人：李穎明小姐（臨牀心理學碩士）及客座講師

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）

時 間：一九九一年十月七日起每星期一下午七時三十五分至九時三十五分

全期學費：四百五十元（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分的發揮。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)家庭和童年經歷對性格的影響；(四)從人際關係的層面中去了解性格；(五)如何針對性格中的長處和短處發展自己和別人的性格。上課形式以體驗性學習為主，並有小組討論，角色扮演及性格測驗等。為確保學習的連貫參加者定需上足十二課。

參加者應具有中五或以上程度。（限收二十四人）

教師可獲教育署退還半費。詳參第 X 頁。

913. 心理學與神秘世界 (Psychology and Mysterious World)

主 講 人：鄭炯堅碩士

地 點：香港灣仔軒尼詩道15號溫莎公爵社會服務大廈207室

時 間：一九九一年十月一日起每星期二下午六時至七時卅分

全期學費：四百五十元（共十二講）

本課程以心理學為核心，附以科哲、宗教、民族學及人類學等觀點，純客觀分析及介紹富有實用性及影響性之心理及超心理趣題。

選講範圍：(一)比較超心理學與心理學；(二)「笑」與「自我」之心理哲學觀；(三)心理與生理之週期性及生物鐘、身心互影、心理病；(四)精神分裂、變態、異化；(五)催眠術、潛意識、第六感、靈感；(六)天才、神童、胎教、遺傳；(七)夢與預兆、利用睡眠學習及矯正陋習法、造夢法、析夢法；(八)氣功與特異功能，神通；(九)記憶奇談、神話、社會風習等迷信及神秘心理；(十)宗教靈魂、鬼神、通靈、因果報應及輪迴再生；(十一)掌相命、占卜、求簽、扶乩、風水；(十二)命運與自由。（限收四十人）

914. 催眠術與心理趣談 (Self Hypnosis & Some Aspects of Psychology)

主 講 人：鄭炯堅碩士

地 點：香港灣仔軒尼詩道15號溫莎公爵社會服務大廈207室

時 間：一九九一年十月一日起每星期二下午七時卅分至九時正

全期學費：四百五十元 (共十二講)

本課程與「心理學與神秘世界」課程相配合。內容以玄奧神秘事物作心理分析，盡量依科學或不迷信之心理作求真、揭秘、存疑及斥偽之研究。

選講範圍：(一)研究與上述課程項目有關之其他新資料；(二)催眠術與心理治療、邪教、騙術；教授簡易自我催眠，訓練精神集中、神經鬆弛、控制情緒、戒陋習失眠及補救自律神經失調等；(三)坐禪(靜坐氣功)與身心健康，(四)如何用音樂、書法、繪畫等進行心理改造；「哭」、「笑」心理學對心理改造；精神分析法應用於日常生活；(五)超自然心理分析及有關之騙術揭秘；(六)中西碟仙及招魂術；(七)黑白巫術、人與超自然界「第三度接觸」、時光隧道及第四度以上空間之「靈界」存在可能性。(限收四十人)

PRIOR ENROLMENT IS ESSENTIAL

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In order to receive the next issue of this Prospectus, please turn to page 287.

Science & Mathematics

Staff Tutor: Stephen W. N. Wu, Telephone 859 2417

922. Image Processing and Computer Vision

Peter W. M. Tsang, B.Sc. (Hons), M.Phil., Ph.D. (H.K.) and other speakers. *Mondays, 6.20–7.50 p.m., starting September 30, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Thursday (October 17 and November 5, 1991), 6.20–7.50 p.m. in Room 314, Knowles Building, University of Hong Kong. 10 meetings.*

Fee: \$800

Digital Image Processing has important applications for industrial automation, biomedical imaging and military defence. The objective of this course is to provide a quick and efficient path for participants to get into this exciting area, to learn the basic theories and to familiarise themselves with real world applications. Lectures will be supplemented with demonstrations and workshops which can provide opportunities to explore the mystery of "Robotic Vision" and "Computer Imaging Systems". Topics include: human and computer vision systems; basic theories of image processing; breakdown and analysis of computer visual mechanism; and studies on practical computer vision and imaging systems. *Enrolment is limited to 40.*

923. Principles and Applications of Magnetic Resonance Imaging

Denis S. C. Leung, B.Sc. (Eng.) (Guelph) and other application specialists. *Fridays, 8.00–9.00 p.m., starting September 27, 1991. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings. Fee: \$200*

Magnetic resonance (MR) techniques has been developed for the analysis of organic and biochemical substances and adapted as a useful imaging method for clinical diagnosis. Unlike other radiographic investigations, patients undergoing MR imaging are not exposed to radiation which may have detrimental side effects. This course aims to introduce the basic principles and applications of MR imaging. Topics include: basic principles of magnetic resonance; its applications in spectroscopy and diagnostic imaging; some basic application techniques; and future trends of MR imaging. The course is expected to be useful to doctors, nurses, scientists and those with an interest in clinical diagnostic technology.

924. The Ultrasound Scanner

K. T. Luk, B.Sc. (Hosei). *Fridays, 8.00–9.30 p.m., starting November 8, 1991. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$280**

The ultrasound scanner is one of the fastest growing and widely used types of diagnostic equipment in hospitals and clinics. This course will provide a concise discussion on: the theory and working principles of the ultrasound scanner; its maintenance; clinical applications; different kinds of probe application; doppler; and colour flow mapping. This course is suitable for nurses, service technicians and any one with an interest in learning more about this fantastic machine. *Enrolment is limited to 42.*

925. Introduction to Emission Computed Tomography (ECT)

K. K. Chan, B.Sc. (H.K.), M.Phil. (C.U.H.K.); M.Sc., Ph.D. (Aberdeen) and K. C. Wong, Higher Dip. in Marine Electronics (H.K. Polytechnic). *Mondays, 8.00–9.45 p.m., starting December 9, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.* **Fee: \$250**

Emission Computed Tomography (ECT) is an important imaging modality in nuclear medicine in which chemicals tagged with a radioactive atom travel to specific organs via the bloodstream. The radioactivity is then detected by external means and this reveals the functions and physiology of those specific organs under investigation. Topics include: a brief review on atomic structure; radioactivity and its interaction with matter; the basic gamma camera and its component parts; quality control measurements on imaging systems; the computer and its component parts; functions of the computer; clinical examples demonstrating the advantages of ECT in nuclear medicine. This course should be of interest to doctors, nurses, service technicians and any one with an interest in radiodiagnostic techniques. *Enrolment is limited to 40.*

926. Superconductivity and its applications

Stanley Leung, M.S. (Michigan). *Fridays, 6.30–8.00 p.m., starting December 6, 1991. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$300**

The application of superconductivity is very diverse and can be found in the fields of computer technology, electronics, industry, medicine, high-energy physics and transport systems. This course aims to provide participants with an insight into this widely applied technology. Topics include: historical background; persistent current; Sibley effect; Meissner effect; thermodynamics and superconductivity; types of superconductors; Cooper pairs; isotope effect; BCS theory and its limitations; Josephson

effect and its applications; high-temperature superconductivity; and applications of superconductivity. *Lectures will be conducted in English and Cantonese. Enrolment is limited to 42.*

927. The Science of Nutrition

Members of the Hong Kong Nutrition Association. *Mondays, 6.20–7.50 p.m., starting December 9, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 7 meetings.* **Fee: \$250**

Course Co-ordinator: Ms. Selina Khor, R.D. (U.K.), B.A. (U.E.A.)

The science of nutrition seeks to define the qualitative and quantitative requirements of the diet necessary to maintain good health. Though overt nutritional deficiency is rare in most affluent populations, some degree of nutritional deficiency may be present among the poor or the elderly and among groups with specialized nutritional requirement. Topics of this course include: nutrient requirements; concepts of nutrition; proper food handling, e.g. cooking, selection, purchasing; guides to be a wise consumer; food fads and fallacy; vegetarianism; diet for pregnancy, lactation, infancy, childhood, youth & old age; diet for exercise, sports & athletes; and dietary regimen to keep fit. This course should be useful to parents, teachers, nurses, athletes and sports masters. *Enrolment is limited to 40.*

928. Basic Electronics

S. K. Ho, B.Eng. (Newcastle), A.M.I.E.E. *Saturdays, 3.45–5.45 p.m., starting September 28, 1991. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 9 meetings.* **Fee: \$530**

This course is intended for participants who wish to have some basic knowledge in electronics so that after the course they can read circuit diagrams and know the component parts and their functions. Topics include: analogue electronic circuits & systems—amplifier, characteristic of amplifier circuit, oscillator, multivibrators, transistor circuits, class A, B & C operation; linear circuits & systems—linear system response, frequency response in linear systems; electronic devices—diode circuits & application, small signal models & circuits; and digital electronic circuits & systems—gates, flip flops, asynchronous state machine. *Participants are expected to have a knowledge of Physics at Form 5–6 level.*

929. Introduction to Modern Cosmology

Stanley Leung, M.S. (Michigan). *Mondays, 8.00–9.30 p.m., starting September 30, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$400**

This course gives an introduction to cosmology, the study of large-scale structures and evolution of the Universe and aims to help participants to seek answers to some questions such as: How and when did the Universe begin? How old is the Universe? How will it end? Is the Universe finite or infinite? Is the Universe expanding or contracting? Topics to be discussed include: introduction to cosmology; cosmological assumptions; Cosmological Principle; Hubble's Law and its meaning; age of the Universe; Einstein's general theory of relativity; static cosmological models; Big Bang theory and its limitations; geometry and the Universe; expanding cosmological models; future of the Universe; birth of the Universe; inflationary model of the Big Bang; and primordial black holes/black holes. *Lectures will be conducted in English and Cantonese. Enrolment is limited to 40.*

930. Electromedical Safety

F. Chan, B.Sc. (Eng.) (H.K.), M.Sc. (Aberdeen), C.Eng., M.B.E.S., M.H.K.I.E., M.I.E.E., Certified Clinical Engineer. *Mondays, 6.20–7.50 p.m., starting September 30, 1991. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 5 meetings.* **Fee: \$250**

The aim of this course is to provide an overall introduction of the theoretical and practical aspects of electromedical safety. Personnel engaged in the handling of electromedical equipment such as nurses, doctors and instrument maintenance technicians should find the course useful. Topics to be discussed include: an introduction to electromedical safety; basic electricity and equipment classification; physiological effects of electricity; electric shock and earthing; safe operation of electromedical equipment; and a review of some hazardous cases or situations.

931. A Revision Course on Calculus & Co-ordinate Geometry

C. M. Cheng, B.Sc. (H.K.). *Thursdays, 8.00–9.30 p.m., starting September 26, 1991. Room LG107, K.K. Leung Building, University of Hong Kong. 8 meetings.* **Fee: \$320**

This revision course covers some basic concepts relating to calculus and co-ordinate geometry. Topics include: functions; limit, continuity and differentiability; derivative, mini-max problems and their applications; integration and its methods; Cartesian and polar co-ordinate systems, translation and rotation; straight line, circle and conic sections; plane curves, and 3-dimensional co-ordinates. Participants are expected to have mathematical knowledge at Form 5 level. *Enrolment is limited to 30.*

932. Quantitative Analysis I

K. Liu, B.Sc., M.Phil. (C.N.A.A.), M.I.S., F.S.S., A.F.I.M.A. *Thursdays,*

6.15–7.45 p.m., starting September 26, 1991. Room LG107, K.K. Leung Building, University of Hong Kong. 11 meetings. **Fee: \$520**

This course is designed to give an introduction to the basic concepts of probabilities, statistics and their applications. It is suitable for researchers in science, social science and business. Candidates preparing for professional examinations in accounting should also find this course relevant. Topics to be discussed include: elementary probability; probability distributions including the binomial, Poisson and Normal; sampling distributions including the Normal, t-, chi-square and F distributions; confidence interval and hypothesis testing; regression analysis and correlation. *Lectures will be conducted in English and supplemented with Cantonese. Enrolment is limited to 30.*

933. Topological Methods

L. S. Liu, B.Sc. (Sun Yatsen). *Wednesdays, 6.30–8.00 p.m., starting September 25, 1991. Room 209, Run Run Shaw Building, University of Hong Kong. 8 meetings.* **Fee: \$360**

One of the features of topological methods is to settle the mutual continuous dependence relation of the elements in a system and avoiding the traditional distance concept. Topology is widely applied in the fields of nuclear physics and computer science. Path problem in network and four colour problem, compactness and connectivity and a new treatment on mathematical induction will be covered in this course. Lectures will be presented in a lucid manner with a view to widening the horizon of those who try to enjoy the beauty and power of modern mathematical tools. Mathematics teachers advising extracurricular activity groups may find this course inspiring and useful. *Lectures will be conducted in Cantonese and supplemented with English.*

934. 天文學入門 (Introduction to Astronomy)

主講人：黃衍蕃先生、李偉才先生 B. Sc. (H.K.)

地點：香港大學邵仁枚樓101室

時間：一九九一年九月二十六日起每星期四下午七時卅分至九時

全期學費：二百八十元 (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。

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

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。如天氣情況許可，還會安排一次實地觀星活動。

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

主 講 人：黃衍蕃先生、李偉才先生 B. Sc. (H.K.)

地 點：香港大學邵仁枚樓101室

時 間：一九九一年十一月二十一日起每星期四下午七時卅分至九時十五分

全期學費：三百五十元 (共十講)

自然宇宙有很多有趣的天象，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。在天氣許可之下，還會安排一次郊外宿營實習（自費）。

936. 趣味氣象學 (Understanding Meteorology)

主 講 人：梁榮武先生、呂友樂先生、李偉才先生

地 點：香港大學校外課程部市區中心23室（信德中心西翼九樓）

時 間：一九九一年九月廿七日起每星期五下午六時卅分至八時

全期學費：三百二十元 (共十講)

人類的衣食住行都有極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。這課程的目的是使學員對於氣象學有更深入的認識和瞭解本港在天氣預報所提供的服務，從而能充份利用香港天文台所發出的天氣預測及警告，幫助大家對戶外活動或家居安全作出適當的安排。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。

937. 本地豬隻及雞隻之營養需求和飼料配調 (Nutritional Requirement of Pig & Poultry and Feed Formulation)

主 講 人：陳鏞安教授 M. Sc. (H.K.), Ph.D. (Sheff), 香港大學動物學系系主任及香港大學嘉道理農業研究所所長

張林美菩 B. Sc. (H.K.), Dip. in Sc. Ag. (New England) 漁農處農業
主任

地點：香港政府漁農處新界區推廣站

時間：一九九一年十一月五日起每星期二下午六時至七時卅分

全期學費：二百八十元 （共六講）

本課程適合本地飼養豬、雞行業的業內人士和任何對豬隻和雞隻之營養需求及飼料配調有興趣之人士參加。本課程將以深入淺出之方法，介紹豬、雞的消化系統及營養吸收的原理，同時讓學員認識各種不同的營養素及豬隻及雞隻的營養需求，飼料配方的計算和應用及飼料原料品質之檢定等等。

PRIOR ENROLMENT IS ESSENTIAL

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In order to receive the next issue of this Prospectus, please turn to page 287.

Social Work & Sociology

Staff Tutor: Mrs. Y. L. Cheng, Telephone 859 2790

941. Introduction to Gestalt Therapy

Kenny Lo Kin Yiu, M.S.W. (Carleton), Diploma in Gestalt Therapy (Gestalt Institute of San Francisco). *Saturdays, 9.15 a.m.–1.00 p.m., starting October 12, 1991. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$730**

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.

This course prepares helping professionals to acquire and develop Gestalt therapy knowledge and skills for their personal and professional growth. It will cover the following topics: roots of Gestalt therapy, awareness continuum, here and now. Gestalt formation cycle, organismic self-regulation, contact functions, contact disturbances, and Gestalt experiment. The format of the class is a combination of didactic presentations, discussions, and experimental exercises. *Enrolment is limited to 12. Closing date for applications: September 21, 1991.*

Medium of Instruction: Cantonese.

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

942. Introduction to Cognitive Behaviour Modification

Alfred A. Keltner, Ph.D. (Clin. Psy.). *Thursdays, 6.30–9.30 p.m., starting October 10, 1991. Room 1302A/B, K.K. Leung Building, University of Hong Kong. 10 meetings.* **Fee: \$750**

This course is designed for students of Social Science and is relevant to those who seek continuing education, are in in-service training or other professional development, or are employed in the field of management, education or mental health.

It is geared to acquaint the students with the basic theoretical assumptions of behaviour therapy and cognitive behaviour therapy and the clinical procedures derived from these. Lectures and practice sessions will emphasize the study of the latest effective techniques of anxiety control, stress management, assertiveness training, social skills training and the

control of a variety of behaviours such as substance abuse, sexual deviance and dysfunctions etc.

The student will have the opportunity to learn simple physical and mental skills such as progressive body relaxation and suggestion and the control of maladaptive, irrational cognitions and emotions. *Enrolment is limited to 15.*

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

943. Application of Self and Communication in Youth Counselling

Helios K. C. Lau, M.Soc.Sc. (Clinical Psychology). *Lectures on Mondays, 6.30–9.30 p.m., starting September 30, 1991. Room 102, James Hsiung Lee Science Building, University of Hong Kong. Residential Workshops on October 5 and 6, and November 2 and 3, 1991. 6 lecture meetings and 2 residential workshops. (Totally 50 hours).*

Fee: \$1,650 (including residential workshop fees)

This course comprises lectures, small group discussions and sensitivity training workshops which are designed primarily to help participants to learn more about themselves and to apply such learning to effective communication and counselling. Topics to be covered include: introduction to experiential learning, introduction to the basics of communication and self-understanding, sensitivity training and self-awareness; the process of communication and factors affecting communication, communication skills and their application to counselling.

The course is specially designed for para-counsellors, school teachers, social workers and other helping professionals who work with adolescents. Preference will be given to those applicants with tertiary education and experience in counselling. *Enrolment is limited to 20. Closing date for applications: September 13, 1991.*

Medium of Instruction: Cantonese.

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

944. Introduction to Group Counselling

Alexander Lo, Ph.D. (Pacific Southern), Ed.D. (San Francisco). *Fridays, 6.30–9.00 p.m., starting October 18, 1991. Room 1302A/B, K.K. Leung Building, University of Hong Kong. 12 meetings.* **Fee: \$560**

The purpose of this course is to introduce basic group counselling skills, group dynamics theory and practice, and the application of current group counselling models to the appropriate settings.

Topics to be covered include: Basic skills of group counselling; Group structure and dynamics; Survey of group modalities; Group counselling for children and adolescents; Group counselling for adults and the elderly; Group counselling for the mentally disturbed; Group counselling for the gifted; and Relationship-oriented group model will be stressed.

The course will be appropriate for school guidance teachers, social workers, paraprofessional counsellors, physicians and nurses, and any helping professionals. *Enrolment is limited to 20.*

Medium of Instruction: Cantonese and English.

945. Stress and Your Body: A Workshop for the Control of Physical and Mental Stress

Alfred A. Keltner, Ph.D. (Clin. Psy.). *Tuesdays, 6.30–9.30 p.m., starting October 8, 1991. Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$980**

This workshop is intended for those who suffer from stress and wish to learn basic self help techniques to reduce every day stress. It is also suitable for professionals who work with clients in need of stress management.

It requires no previous training and does not examine the theoretical side of stress control. It focuses on the demonstration and practice of physical and mental techniques such as progressive muscle relaxation, autogenic training, hypnosis, simple meditation, concentration and rational thinking etc. Students are required to attend, participate and practice diligently. *Enrolment is limited to 12.*

946. Understanding and Helping Substance Abusers

Jane Rice, B.A. (Columbia), CEAP (U.S.A.). *Mondays, 7.15–9.15 p.m., starting October 14, 1991. Room 105, James Hsiung Lee Science Building, University of Hong Kong. 9 meetings.* **Fee: \$340**

This course is designed for helping professionals to enhance their knowledge and skills in working with substance abusers. It will provide participants with a basic understanding of alcohol, its effects, the progression and identification of signs and symptoms in each stage of the disease. It will also cover the necessity for confidentiality in treatment; the epidemiology of drug use and alcoholism with the disease characteristics; the psychosocial and its importance on counselling; general principles of interviewing and counselling the substance abuser and the clients defences in counselling. In addition to lectures, role playing will be an important part of the course.

947. Introduction to Music Therapy

Paul Pang Ka Wa, B. Mus. (Music Therapy), Registered Music Therapist (National Association for Music Therapy, USA). *Fridays, 8.00–9.30 p.m., starting October 11, 1991. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$290**

Music has long been used as a therapeutic tool since the ancient time. The concept of music in therapy has evolved from mystical healing, exorcism to a scientific application of using music to affect human emotion and behavior.

Class format consists of lectures, discussions and practice sessions. The course aims to give a general orientation of music therapy to the interested parties. Topics will include the history of music therapy, current models in music therapy, guided imagery with music and Orff music therapy. Practice sessions will be arranged in selected areas such as guided imagery with music, the Orff's technique and music adaptation for the handicapped. Students are not expected to be familiar with music knowledge when they apply for admission. *Enrolment is limited to 20.*

Medium of Instruction: Cantonese supplemented with English.

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

948. Adolescent Suicide

Lesley Lewis, M.Ed. (Arizona) and M.Ed. Psy. (Washington). *Wednesdays, 6.00–9.30 p.m., starting January 8, 1992. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 4 meetings.* **Fee: \$280**

The increase in adolescent suicide over the past decade has brought international attention to all members of society. The aims of this course are to assist helping professionals and educators to: (a) gain knowledge on the theory of suicide; (b) examine behavioral, physical and emotional clues to a potentially suicidal adolescent; (c) follow-up procedures to suicidal ideation, attempt and/or gestures; (d) implement school-wide programs, and; (e) learn to use experimental and role-playing situations. *Enrolment is limited to 25.*

949. Women in the Middle Years

Rosann Kao, Ph.D. (New York). *Fridays, 9.30–11.30 a.m., starting November 8, 1991. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 4 meetings.* **Fee: \$180**

It is generally acknowledged that women's lives are changing and that the status of women in Hong Kong is notable in all of Asia. As women mature through the years of childbirth and family nurturance, they arrive at mid-life with the sometimes surprising realization that there is still half a lifetime yet ahead. With fresh commitment to employment, social or civic endeavors outside the home, some women are mystified by the subtle physical and emotional changes that often accompany the onset of menopause. During and after the years of menopause a woman's aspirations and her life activities pattern change yet again.

Class sessions will focus on the needs of women in the mid-life years. Special attention will be given to questions of employment outside the home. The content will be helpful to those who supervise returning women workers and, of course, to women themselves. *Enrolment is limited to 20.*

950. Introduction to Sociology

Augustus K. C. Yeung, M.A. (Toronto). *Saturdays, 10.00 a.m.–12.30 p.m., starting October 5, 1991. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$560**

The main objectives of this course are: (a) to present sociology as a perspective for understanding social phenomena and human behaviour in group life; (b) to acquire a comparative knowledge and understanding of particular concrete societies, including Chinese societies, and (c) to develop the students' abilities in sociological argumentation, logical thinking and the use of evidence. Students will be introduced to sociological concepts and theories with reference to concrete examples.

This foundation course in sociology is specially designed to facilitate private candidates who will be sitting for the Hong Kong Advanced Level Examination and/or G.C.E. Those sitting for "Introductory Sociology" in external degree examinations will also find this course, together with a planned extension course in the Spring Term, useful.

Medium of Instruction: English supplemented with Cantonese.

951. 幼兒音樂活動工作坊

(Music Workshop for Pre school Teachers)

主 講 人：李愈秀舜女士 L.T.S.C., L.T.C.L., L.R.S.M., A.R.C.M.
地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）
時 間：一九九二年一月四日及一月十八日
星期六上午九時三十分至一時及下午二時至五時三十分
全期學費：二百六十五元 （共十四小時）

本課程專為幼兒園及幼稚園教師而設。內容包括：(一)幼兒歌曲選材及領唱技巧；(二)樂器和教具的製作及運用；(三)音樂律動選材和帶領技巧；(四)創作性音樂活動；(五)節奏感和旋律感的培養；(六)音樂與各科的聯系。

學員須參與各項活動。導師與學員會討論各活動之音樂及教育價值，並共同分享經驗解答實踐之疑難。 (限收三十人)

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

主 講 人：張鄭美寬女士 (言語治療師、言語病理學碩士)

地 點：香港大學校外課程部市區中心29室 (信德中心西翼九樓)

時 間：一九九一年十月七日起每星期一下午七時四十分至九時四十分

全期學費：四百六十元 (共十講)

語言不單是表達思想和溝通的工具，它在兒童的認知，情緒及社交發展均扮演重要的角色。若在語言發展重要期間予兒童適當的語言激勵，便可促進他們在語言及各方面的發展。此外，兒童在語言或溝通上有任何困難，若能及早發現和給予輔導，亦可助他們發展良好的溝通能力。

本課程專為家長及從事幼兒工作人士而設，如幼兒工作者、幼稚園教師、護士、兒科醫生等。課程包括語言發展理論架構及如何建立和提高兒童語言能力及正確發音。授課除講授外亦輔以研討，包括角色扮演及小組討論。(限收二十五人)

教師可獲教育署退還半費。詳參第 X 頁。

953. 兒童行為問題的認識及處理 (Understanding and Handling Child Behaviour Problems)

主 講 人：曾潔雯女士 (臨牀心理學碩士)

地 點：香港大學校本部大樓141室

時 間：一九九一年九月三十日起每星期一下午六時十五分至七時四十五分

全期學費：三百六十元 (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

行爲：如有效的學習態度及行爲、社交技巧、適應能力等。

本課程以兒童心智發展及行爲處理法爲主要理論基礎，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，以作爲該課程之延續。（限收三十人）

954. 兒童藝術教育課程(一) **(Introduction to Children's Art Education I)**

主 講 人：香港兒童文藝協會成員及兒童藝術教育專業人士
地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）
時 間：一九九一年十月十一日起每星期五下午六時零五分至七時三十五分
全期學費：一百二十元（共四講）

本課程專爲家長及關心兒童藝術教育的人士而設，旨在對兒童藝術提供一個全面性的認知，使學員能夠指導兒童，尤其是幼兒，正確地和有效地接觸兒童藝術，從中獲得樂趣和一些基礎知識。課程將會包括兒童音樂、舞蹈、戲劇電影等四方面。（限收三十人）

[本課程與香港兒童文藝協會合辦。]

教師可獲教育署退還半費。詳參第 x 頁。

955. 兒童藝術教育課程(二) **(Introduction to Children's Art Education II)**

主 講 人：香港兒童文藝協會成員及兒童藝術教育專業人士
地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）
時 間：一九九一年十一月十五日起每星期五下午六時零五分至七時卅五分
全期學費：一百二十元（共四講）

本課程專爲家長及關心兒童藝術教育的人士而設，旨在對兒童藝術提供一個全面性的認知，使學員能夠指導兒童，尤其是幼兒，正確地和有效地接觸兒童藝術，從中獲得樂趣和一些基礎知識。課程將會包括兒童文學、講故事技巧、朗誦、兒童美術欣賞等四方面。（限收三十人）

[本課程與香港兒童文藝協會合辦。]

教師可獲教育署退還半費。詳參第 x 頁。

957. 少年犯罪心理學 (Juvenile Delinquency)

主 講 人：周寶玲小姐（臨床心理學碩士）及胡潔瑩小姐（臨床心理學碩士）

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）

時 間：一九九一年十一月廿七日起每星期三下午六時正至八時正

全期學費：三百元（共八講）

本課程是為對青少年心理有興趣的人士而設，旨在增加一般人對少年犯罪的認識，並提供一般的緩衝及處理的方法。內容包括青少年心理學，少年犯罪的因素及發展，少年犯的種類，男和女少年犯的特徵，及有關的輔導方法。授課形式除講授外亦包括個案研究、小組討論及習作。

教師可獲教育署退半費。詳參第 x 頁。

958. 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28室（信德中心西翼九樓）

時 間：一九九一年十月四日起每星期五下午六時至七時三十分

全期學費：三百八十元（共十三講）

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

課程內容包括：(一)弱智的成因，特徵，類別及評估；(二)教導各類別弱智人士的基本技巧；(三)行為處理的基本概念及應用技巧；(四)弱智人士的家居生活及對弱智人士家庭的輔導；(五)對弱智人士的專業服務（如言語治療、職業治療等）；(六)其他專題（如自閉症，弱智人士的精神健康等）。

講授方面以粵語為主。（限收三十名，在職專業者及弱智人士家長將獲優先取錄）

[本課程由香港弱智人士服務協進會贊助及由該會屬下的教育心理學家統籌]

教師可獲教育署退還半費。詳參第 x 頁。

959. 自我鬆弛及應付壓力的技巧

(Relaxation and Stress Management Skills)

主 講 人：胡潔瑩小姐（臨床心理學碩士）及客座講師

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）

時 間：一九九一年九月二十五日起每星期三下午六時至八時

全期學費：四百元 （共八講）

在都市化的香港，壓力尤為普遍；面對及應付壓力往往成爲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。由於課程重實際做法，故此參加者的親身體驗及參與等極爲重要。

此課程適合於一般市民，與輔導有關的行業如社工、教師、學生輔導員等更可學以致用於他們日常工作中。（限收三十人）

教師可獲教育署退還半費。詳參第 x 頁。

960. 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號崑崙保商業大廈4字樓403-5室
（鄰社服務中心）

時 間：一九九一年十月八日起每星期二下午七時三十分至九時

全期學費：三百五十元 （共十講）

此課程試圖介紹一些認識自己的方法和人際溝通上的概念，提高學員的自覺性，以預防人際間問題的產生。課程以模擬練習、小組討論、角色扮演、心理測驗、短講及個案研究等形式進行，學員須主動參與，互相分享及交流經驗。內容大致包括自我了解的模式；溝通的原則和技巧；聆聽、自我表白和回應的概念；信任；表達的能力和技巧；合作與競爭；人際間的衝突；工作關係等。（限收二十六人）

961. 社會研究方法 (Introduction to Social Research)

主 講 人：李翊駿博士（中文大學社會工作學系講師）

地 點：香港大學校外課程部市區中心29室（信德中心西翼九樓）

時 間：一九九一年十月四日起每星期五下午七時三十五分至九時三十五分

全期學費：四百五十元 （共十二講）

本課程特為一般對社會研究方法有興趣之初學者而設。講者希望透過課堂講授，使學員能夠獲得有關之基礎理論，將來可以獨自選定研究項目，進行研究和分析。

本課程內容包括：社會研究方法導論，研究目的和項目，研究員之專業操守，社會研究之用途，量度，問卷設計，有效度和可信度，抽樣方法，實驗設計，調查研究設計，服務評估設計，單一個案設計，資料量化，和資料分析等。

參加者需具有專上學院或以上程度。 (限收二十五人)

962. 精神康復中途宿舍之小組工作 (Group Work in Psychiatric Halfway House)

主 講 人：陳丘素珍女士

地 點：香港大學校外課程部市區中心12室（信德中心西翼九樓）

時 間：一九九二年一月四日、十一及十八日

(星期六上午九時至一時及下午二時至五時)

全期學費：五百九十元 (共二十一小時)

本課程專為精神康復宿舍工作之福利工作人員及護士而設。介紹何謂小組工作及小組動力，領袖風格分析，帶領小組技巧訓練，小組問題的處理，精神康復者於小組之參與及所需之帶領技巧等。形式包括講授、練習、角式扮演及討論等。
(限收二十五人)

[本課程由新生精神康復會與本部合辦]

963. 老年學文憑課程 (Certificate in Gerontology)

課程統籌及主講人：梁萬福醫生

梁偉康先生（社會工作主任）

齊鉞博士（港大社會工作及社會行政學系講師）

李翊駿博士（中大社工系講師）

客座講師：梁展鵬博士（中大心理系講師）

陳章明先生（城市理工學院應用社會科學系講師）

霍瑞堯女士（城市理工學院應用社會科學系講師）

莊明蓮女士（城市理工學院應用社會科學系講師）

馬淑儀女士（理工學院醫療科學系講師）

及其他資深講師

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14室（信德中心西翼九樓）

時間：一九九一年十月十日至九二年六月底逢星期四下午六時三十分至九時三十分（共一百零二小時）

全期學費：二千一百元

課程目標：

本課程專為安老服務的工作人員而設，目的是向他們提供多元化學科的知識，包括醫學、精神科學、心理學、社會工作學及管理科學等，使他們能有效地提供服務，滿足老人之需要。本課程是特別適合任職於安老服務機構之專業人士，如持有專業文憑或學位之社工及註冊護士等參加。由於課程著重理論與實踐之結合，故設立小組習作，分別由課程導師負責指導，進行小規模之研究工作。

課程內容：

本課程主要包括四部份：(甲)老年人身體和精神疾病：(一)老化過程之生理改變及老年醫學之概念；(二)老年期疾病的一般性徵狀；(三)老年期病者藥物治療及各種內分泌疾病；(四)老年人之常見心臟、血管及肺部疾病；(五)中風及其他常見神經系統疾病；(六)老人康復治療及老人日間醫院；(七)垂死病人的護理；(八)老年痴呆症及其他老年精神病；(九)安康之概念與老人之預防性健康活動；(十)護理老年病人之原則及哲理；(十一)推廣老人健康輔導。(乙)老年人的心理需要與精神健康：(一)老年人的心理轉變與心理需要；(二)老年人怎樣適應年老帶來的轉變；(三)老年人的心理健康；(四)與老年人溝通的技巧及處理老年人心理問題的方法；(五)輔導老人之技巧。(丙)中心與院舍之社會工作：(一)中心及院舍之社會工作任務；(二)中心及院舍目標之製訂和服務之策劃；(三)評鑑老人之需要及問題的標準化測量方法；(四)老人之社交需要及活動；(五)老人之均衡營養及飲食。(丁)院舍及中心行政管理：(一)人事管理系統之建立；(二)員工培訓與發展；(三)職員督導系統之製訂；(四)員工評核制度之設計；(五)財政預算與控制；(六)領導之風格與技巧；(七)單位服務與評估；(八)處理問題員工之步驟和看法；(九)個案管理。

結業文憑：

課程結束後學員若能符合下列條件，可獲頒發文憑：(一)出席率不少過百分之八十；(二)課程習作平均達六十分合格標準；(三)小組習作達到六十分合格標準；及(四)中期考試及期終考試合格（每次考試共二小時）。

報名手續：

申請者須於九月十三日前，將(一)申請表格及(二)學歷證件副本寄回香港大學校外課程部。各申請人並應於申請表格上寫上服務機構名稱及其本人職位。（限收三十五人）

964. Certificate in Conductive Education

Conductive Education (The Peto-System) stands for a dramatic reorientation in rehabilitating neurologically impaired children and adults. Its humane approach, its broad vision of how best to combine education and therapy and its thorough practical application for many years at the two large Institutes in Budapest, has no counterpart.

Due to the remarkable achievements of children with cerebral palsy at the Peto Institute in Budapest, Hungary, there is now intensive international interest in Conductive Education. Hong Kong is in the forefront of this development. Conductive Education is probably more widely used here than in any other place outside Hungary, mainly in pre-schools, special schools and hospitals. The extensive local practical work is supported by regular publications.

Course Aims and Objectives:

The aim of this course is to provide rehabilitation staff with the theoretical knowledge and practical skills of using the Conductive Education with neurologically impaired (cerebral palsied) children. As cerebral palsy is seen as a learning difficulty which calls for a combined educational-therapeutic approach, this course is suitable for rehabilitation workers from many professions: special school teachers, therapists, child care workers, nurses, houseparents and related professionals. The emphasis is on building up the professionals' trans-disciplinary awareness, attitude and strategies, as these will ensure the child's progress.

Course Content:

The course content will reflect Conductive Education's holistic philosophy by offering an integrated presentation of the following topics: (1) Normal child development, cerebral palsy, neurology, learning theories and their application; (2) Conductive Education: Philosophy and Principles; (3) Conductive Education: The Method. The trans-disciplinary professional (the Conductor), the group, the environment, the rhythm of the day, activities of daily living, task-analysis and task-series, verbal regulation of motor acts, furniture, facilitation, play, equipment and educational aids; (4) Specifics dealing with the child with athetosis, spasticity, hemiplegia and mental handicap; (5) The application of Conductive Education to the following groups: a) Mother-Child Dyads, b) Mother-and-Child Groups, c) Kindergarten Groups, d) School Groups, e) Adolescent Groups.

There will be lectures, videos, slides, group discussions, practical work and role play. Observation visits will be organised to various places using Conductive Education.

Assessment and Awards:

Successful completion will be dependent upon a minimum attendance of at least 75% of the course hours. Assessment consists of one class test, a longitudinal case study and group role play (video).

Course Tutors:

Anita Tatlow, Hong Kong Conductive Education Project Coordinator, Joint Council for the Physically and Mentally Disabled (Rehabilitation Division, Hong Kong Council of Social Service); and

Guest Lecturers including Psychologists, Educators, Speech Therapists, Occupational Therapists, Physiotherapists, and Early Childhood Educators etc.

Course duration: over 110 hours

Starting date: October 29, 1991

Time: Tuesdays, 9.30 a.m.–1.00 p.m.; 2.00–4.30 p.m. and Saturdays, 9.30 a.m.–1.00 p.m.

Place of Meeting: Room 14 (Tuesday class) and Room 23 (Saturday class), Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

Course Fee: \$1,450

Admission Requirements:

Preference will be given to those who already have practical knowledge in the use of Conductive Education and those who plan to set up Peto-groups at their working place. The course will be limited to a maximum of 25 students. As the course will be conducted mainly in English, participants are expected to have a working usage of the language. *Closing Date for Applications: September 24, 1991.*

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

965. Certificate Course in Child Mental Health

Recently, there has been an increasing need of services for children with psychological and psychiatric problems. These problems are usually managed by a multidisciplinary team which may include psychiatrist, psychologist, social worker, nurse, teacher, occupational therapist, physio-

therapist and speech therapist. Workers in child mental health do not only have to learn the recent advances in their own field but also have to keep abreast with the growing knowledge of other disciplines so that they can work together efficiently. To this end, a course of study in child mental health has been developed by the Department of Extra-Mural Studies, University of Hong Kong in association with Hong Kong Association for Child and Adolescent Psychology and Psychiatry.

Course Aims and Objectives:

The general aim is to provide professional workers in child mental health with the basic knowledge and skills in child psychology and psychiatry. Students will be taught on child development and common psychological and psychiatric problems in childhood. They will also learn the basics in assessment and treatment approaches in some common childhood psychological problems. It is envisaged that the course will benefit all professionals working in child mental health, in particular, nurses, teachers, social workers, occupational therapists, physiotherapists and speech therapists. The course will stress on clinical aspects of child psychological problems. On completion of this course, the student will have increased his or her ability in the assessment and management of common child psychological problems.

Course Content:

The Course will consist of a comprehensive presentation of child psychology and psychiatric problems. Topics to be covered will include: (1) development: factors influencing development, development theories, normal and abnormal development; (2) psychological and psychiatric problems of childhood; (3) clinical assessment; (4) treatment.

In addition to lectures, there will be many practical and clinical sessions which require active participation of students. These will include case presentations, seminars, workshops, and tutorials.

Assessment and Awards:

Successful completion will be dependant upon a minimum attendance of 75%. Assessment consists of the student's performance in case presentations, workshops, seminars and tutorials; and a class test at the end of the course. Successful candidates will be awarded a certificate by the Department of Extra-Mural Studies, University of Hong Kong.

Course Tutors:

S. Y. Chung, *M.B.,B.S.; M.R.C.Psych* (Co-ordinator)
S. F. Hung, *M.B.,B.S.; M.R.C.Psych*
Patrick Leung, *M.Soc.Sc. (Clinical Psychology)*
F. Lieh-Mak, *M.D., F.R.C.P., F.R.A.N.A.C.P.*

Amy Fung, *M.Soc.Sc. (Clinical Psychology)*
Guest lecturers

Course Duration: about 110 contact hours.

Starting Date: October 9, 1991

Time and Place of Meeting: Wednesdays, 6.30–9.30 p.m. Room 28,
Extra-Mural Town Centre, Shun Tak Centre,
West Tower, 9/F.

Course Fees: \$2,300

Admission Requirements:

Applications will be considered from all professionals working in the field of child mental health. It is particularly relevant for nurses, social workers, teachers, occupational therapists, physiotherapists and speech therapists. *The Course will be limited to maximum of 40 students. The course will be conducted in Cantonese. Closing date for applications: September 18, 1991.*

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

966. University Advanced Diploma in Social Work (Children and Youth Work)

This programme is offered by the Department of Social Work and Social Administration in association with the Department of Extra-Mural Studies, University of Hong Kong. *The closing date for applications was April 30, 1991.*

Course Objective:

This programme is designed to provide advanced and specialized study for social workers engaged in children and youth services to enable them to function as senior practitioners, supervisors and planners in the youth work field. They will acquire knowledge and skills in conducting evaluative research, policy analysis, programme development as well as in a range of practice approaches.

Mode of Study:

The programme shall extend over two academic years of part-time study. Students have classes during term time on Wednesdays and Saturdays. Graduates of this programme may apply for admission to the third year of part-time study leading to the degree of Master of Social Sciences (Social Work).

Criteria for Admission:

Applicants must have a Bachelor's degree with honours in social work and

must be qualified social workers and have at least two years post-qualification professional practice as social workers.

Curriculum:

The programme includes the following courses:

- (1) Theoretical Foundation of Social Work Practice
 - a. Theoretical Foundation
 - b. Theories on Children and Youth Development
- (2) Social Policy and Planning
- (3) Selected Topics in Social Work
 - a. Advanced Practice
 - b. Selected Methods and Approaches
 - c. Issues and Concerns in Children and Youth Work Practice
- (4) Social Service Research and Evaluation

Completion of Curriculum:

To complete the curriculum, a candidate shall

- (1) follow courses of instruction and complete satisfactorily all prescribed written and practical work;
- (2) satisfy the examiners in the written presentations required for assignments and/or in written examinations in the following courses:
 - Theoretical Foundation of Social Work Practice
 - Selected Topics in Social Work

and in one of the following:

- Social Policy and Planning
- Social Service Research and Evaluation

Teaching Resources:

The Advanced Diploma Course will be taught by staff members of the Department of Social Work and Social Administration, University of Hong Kong, local experts and overseas visiting lecturers.

Both local and overseas experts will be invited to teach in a variety of areas in this course. Visiting lecturers will teach theories on Children and Youth Development and some areas of Selected Methods in Social Work. Local specialists and agencies will contribute in the area of Issues and Concerns in Children and Youth Practice.

967. The Road Not Taken: Workshop on Understanding Homosexuality

Ho Sik Ying, Petula, M.Soc.Sc. (H.K.), and Guest Speakers Affiliated with the Gay Community. *Saturdays, 2.00–5.00 p.m., starting October 19, 1991.*

Room 1302A/B, K.K. Leung Building, University of Hong Kong. 8 meetings.
Fee: \$530

This is a workshop working towards understanding the road not taken by most of our population—homosexual identity and life style. Students will enter the lives of homosexuals, understand the meaning of homosexuality, the myth of the label “homosexual”, and the reality of homosexual relationships. They are required to meet with homosexuals, their spouses, friends and families, and discuss case histories of homosexuals through reviewing tapes, gay films and videos.

Mini lectures on theories of homosexuality, homosexual identity formation and relationships will be given to help us understand a person’s choice of sexual orientation, beliefs about sex, gender, family, love, and marriage and their impact on homosexual identity formation and relationships. *Enrolment is limited to 20.*

Medium of Instruction: Cantonese and English.

968. 專題研習(-)：如何輔導老人 (Workshop on Counselling the Elderly)

主 講 人：鄭巧兒女士（老人社區服務主任）及客座講師
地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）
時 間：一九九二年一月四日起每星期六下午二時三十分至五時三十分
全期學費：二百五十元 （共四講）

對 象：有老人服務經驗之人士

內 容：本研習將以個案研討方式探討老人輔導技巧包括輔導關係、聆聽、溝通、及處理老人情緒問題的技巧之運用。形式以小組討論、角式扮演及示範等進行。（限收二十人）

969. 專題研習(二)：認識及處理學童在課室內之破壞性行爲 (Understanding and Handling Disruptive Behaviour in Classrooms)

主 講 人：香港專業發展及研習學會及黎汝濂先生（教育心理學碩士）
地 點：香港大學梁詠瑤樓 LG106 室
時 間：一九九一年十月五日、十二日、十九日及廿六日星期六下午二時至五時三十分
全期學費：四百元 （共四講）

- 對 象：教師、學生輔導主任、學校社工及輔導員等
- 內 容：課題包括：(一)課室秩序及越規行為之探討，(二)處理課室內衝突之技巧，(三)師生溝通技巧；(四)處理衝動之學生及社交技巧訓練。(限收四十人)
- [本課程由香港專業發展及研習學會贊助]
- 教師可獲教育署退還半費。詳參第 X 頁。

970. 專題研習(三)：都市精神病的認識及預防-附錄影帶示範 (Understanding and Preventing Mental Illness with Video Demonstration)

- 主 講 人：趙伯宏醫生
- 地 點：香港大學校外課程部市區中心28室(信德中心西翼九樓)
- 時 間：一九九一年十一月九日及十一月二十三日星期六上午九時至下午一時正
- 全期學費：一百五十元

- 對 象：社工、教師、輔導員、護士及中五程度或以上的市民
- 內 容：根據一項精神健康調查顯示，香港約五人便有一人有某程度的精神病，較普遍的有神經衰弱、憂鬱症、老人癡呆症……等。本課程將會以深入淺出的講授配合錄影帶示範去介紹什麼是精神病、常見的精神病(包括癡呆症、精神分裂症、躁狂症、憂鬱症、神經衰弱等)、精神治療與康復、精神病的預防方法等。並會探討一些與精神病相關的課題如自殺，產後精神病、酗酒、虐妻及虐待兒童等。各學員亦可在課堂中提出任何與精神病有關的問題向講者發問及討論。

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)

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 287 頁 。

Translation

Staff Tutors: Owen H. H. Wong, Telephone 859 2788
Koon-ki Ho, Telephone 859 2792
Y. W. Liu, Telephone 859 2416

Intensive Courses for the Final Diploma Examination of The Institute of Linguists

Advisory Board:

Dr. Serena Jin, F.I.L.

Senior Lecturer in Translation, the Chinese University of Hong Kong,
and President of Hong Kong Translation Society.

Professor Harry Simon, F.I.L.

Dean of Faculty of Arts and Head of Department of Translation,
Lingnan College.

Dr. C. C. Liu, President,

Institute of Linguists, Hong Kong Regional Society.

Professor Benjamin T'sou, F.I.L.,

Associate Director (Development and Research) City Polytechnic of
Hong Kong.

Director of Studies:

C. C. Liu, B.A. (Lond.), M.Phil., Ph.D. (H.K.), F.I.L., F.R.S.A., Hon MIL

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.), F.I.L.

Course Coordinator:

E. Cyril Thomas, B.A. (Nott.), F.I.L.

Chinese Language Coordinator:

Ian P. K. Wong, B.A. (Peking University), F.I.L.

Introduction:

This series of one year Extra-Mural courses is designed to prepare local candidates to take the Final Diploma examination in English and Chinese of the Institute of Linguists, United Kingdom. Candidates will be able to enter Part I of the examination, comprising five modules in mid-1992. This examination is currently administered in Hong Kong by the Hong Kong

Examinations Authority, which will provide the candidates with all the details about the examination. Registration for the examination will be the student's own responsibility. This is a high-level professional examination, designed to test practical language skills in both English and Chinese. The Final Diploma qualifies candidates to apply for full membership of the Institute (M.I.L.), which is a qualification of equivalent status to a university degree in language. Membership of the Institute, founded in 1910, denotes a high level of linguistic skills together with professional experience in an appropriate area of work.

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.

Aims and Objectives:

The Final Diploma tests language skills from a bilingual perspective offering professionals using more than one language a degree-level qualification fully geared to the particular demands and disciplines of their practice. As such it will appeal to the professional linguist in a number of areas.

The objectives of the syllabus are:

To test spoken and written fluency in English and Chinese within a contemporary context.

To test accurate transfer of the written and spoken language into and from each language.

To test the facility of the language practitioner to perform accurate intermediation between two languages with a proper degree of sensitivity to both language cultures.

To demonstrate a knowledge and understanding of both contemporary language cultures of relevance within Hong Kong and China.

To recognise language-based expertise in a particular area of professional interest, e.g. education, law, banking, finance and insurance.

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;
- completion of matriculation examinations before applying (copies of certificates should be enclosed).

The Department reserves the right to select candidates when the courses are over-subscribed.

Attendance:

Students are required to attend 80% of the lectures; and the Department reserves the right to exclude students from lectures if they have been absent for two consecutive lectures.

Duration:

6 workshops on Saturdays and 34 lectures from September 1991 to May 1992. Total number of lecture hours: 120.

Course No. 981. Mondays, 6.30–9.30 p.m., starting September 9, 1991, Room LG110, K.K. Leung Building, University of Hong Kong.

Fee: \$3,250.00

Course No. 982. Thursdays, 6.30–9.30 p.m., starting September 12, 1991, Room LG101, K.K. Leung Building, University of Hong Kong.

Fee: \$3,250.00

Language Workshops (6 Saturday afternoons). 2.30–5.30 p.m. on September 21, 28 November 16, 23, 1991 and February 15, 22, 1992.

Workshops are compulsory.

Constituent Courses:

- 1) Translation to English
- 2) Translation to Chinese
- 3) English writing skills
- 4) Chinese writing skills
- 5) English oral skills
- 6) Background to international events
- 7) Background to contemporary China
- 8) Current affairs in Hong Kong

Closing date for Application: August 27, 1991.

Enrolment is limited to 35 per class.

Text Books: A list of reference books and reading materials will be provided by the course tutors.

Enrolment and Enquiries:

- A) Department of Extra-Mural Studies, University of Hong Kong, Room 1, University Main Building, Pokfulam Road, Hong Kong. Telephone: 859 2792
- B) Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F., 200 Connaught Road Central, Hong Kong. Telephone: 547 2225

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.

983. Certificate Course in Translation (Advanced)

Aim.

The Department of Extra-mural Studies started a Certificate Course in Translation in September 1988. Since then, it has been well received in the community, as reflected in the large number of applicants over the years.

Based on the past success, the Advanced Certificate Course in Translation is designed to meet the urgent needs of society for competent translators, interpreters, language planners and teachers, public relation officers, executives, etc.

This advanced course is primarily aimed at those who have already acquired a good knowledge of translation skills or have some background in translation and would like to broaden and deepen their knowledge and specialize in certain particular areas of translation useful to their respective professions.

Course Directors:

Koon-ki Ho, B.A. (C.U.H.K.), A.M. (H.K.), Ph.D. (Ill.)
Kenneth K. L. Au, B.Soc.Sc. (H.K.), M.A. (C.U.H.K.)
Raymond Shing-chai, Lie, B.A., M.A. (C.U.H.K.)
Y. W. Liu, B.A., M.A. (H.K.), Ph.D. (Lond.)

Course Contents:

The entire course is divided into three units:

Unit One: Mandatory subjects

1. Translation Practice: English into Chinese and
Chinese into English
2. Selected Readings in Translated Texts
3. Interpretation

Unit Two: Elective specialized subjects

- *1. Translation Commercial
- *2. Literary Translation
3. Technical Translation
- *4. Translation in the Media
5. Translation for Government & Public Administration
- *6. Legal Translation

Note: Only four subjects will be offered each time. Students have to choose three out of the four subjects offered. *indicates subjects to be offered this term.

Unit Three: Mandatory subjects

1. Translation Project
2. Seminars
3. Written Examination

Note: Students must complete a translation work of considerable length in three month's time under supervision of appropriate experts. A number of seminars will be organized after the submission of projects for the students to report their insights gained in the translation projects.

Teaching Medium:

English and/or Chinese, depending on the preference of individual teachers.

Teaching Staff:

Kenneth K. L. Au, B.Soc.Sc. (H.K.), M.A. (C.U.H.K.)
Daniel K. W. Au, B.A.(H.K.), M.A. (C.U.H.K.)
Koon-ki Ho, B.A. (C.U.H.K.), A.M., Ph.D. (Illinois)
Duncan B. Hunter, B.A. (Sussex), PGD (Wales), M.Phil. (H.K.),
Dip.Trad. (ESIT-Paris)
Raymond Lie, B.A., M.A. (C.U.H.K.)
K. K. Sin, B.A., M.A. (C.U.H.K.), Ph.D. (S. Illinois)
Alan Tse Chung, HDT&I (HKP), M.A. (Leeds), MIL
Elaine Tsoi, B.Soc.Sc. (H.K.), M.A. (C.U.H.K.)

Duration of Studies:

Two evenings of two and a half hours each week for 20 weeks.

Admission Requirements:

Applicants should hold

- I) The Certificate in Translation of the Department of Extra-Mural Studies, University of Hong Kong or
- II) a degree in any discipline.

Preference will be given to those who have completed the Certificate course in Translation offered by the Department.

Note: Those who do not possess the above qualifications but can produce documentary proof of translation experience and a sufficiently high standard of both Chinese and English and can substantiate their claim for their useful enrolment in the course will also be considered.

Award of Certificate:

The Advanced Certificate in Translation will be awarded provided that the student (1) has attended at least 80% of all meetings; (2) has passed the written examination; (3) has satisfactorily completed all course assignments and the translation project; (4) has actively participated in the seminar presentation.

Course Fee:

Tuition fee for the entire course is **HK \$3,800.00** and must be paid upon receipt of official notice of admission. Fee paid is not refundable or transferable.

Application Procedures:

Special application forms should be used. Complete application forms should be accompanied by (1) photostat copies of official certificates; (2) other relevant documents such as employer's recommendation and should reach *Dr K.K. Ho, Department of Extra-Mural Studies, University of Hong Kong, Pokfulam Road not later than September 6, 1991. Enrolment is limited to 32.*

Date of Commencement: October 1, 1991

Time and Place:

Tuesdays, 7.00–9.30 p.m.

Room 16, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

Fridays, 7.00–9.30 p.m.

Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

Enquiries should be addressed to Dr. K.K. Ho, Tel. No. 859 2792

984. 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：香港大學梁詠瑤樓 LG106 室

時 間：一九九一年十月一日起每星期二下午六時十五分至七時卅分

全期學費：二百四十元 (共十二講)

由於中文取得和英文同等的法律地位，加上近年來香港與中國的商業及其他活動轉趨頻密，翻譯人材供不應求，本課程將講授翻譯的基本理論，漢英語法的比較，翻譯的標準、原則與技巧，特別着重各種實例的解釋。(限收二十五人)

**985. 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：香港大學梁銑琚樓 LG106 室
時間：一九九一年十月一日起每星期二下午七時四十分至九時十分
全期學費：二百八十五元（共十二講）

本課程為一深造課程，通過研討和實習，以了解翻譯的標準；講授各種翻譯技巧，幫助參與者具備翻譯工作人員所應有的知識。翻譯重視實踐，當以習作為主，通過練習和講師的講評，結合實例，逐步提高參與者的翻譯水平，進而協助其應付一般公開試。申請人須具預料程度。（限收二十五人）

986. 實用翻譯 (Practical Translation)

主講人：余懿迪先生（前德臣西報編輯）
地點：香港大學屬樹雄科學館 G1 室
時間：一九九一年十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：二百七十元（共十二講）

翻譯是一種工具，作為一個東西文化交匯與世界工商金融中心的香港，這種工具更顯得重要。本課程就翻譯的實際用途，分作如下各類講授的項目：新聞時事、會議程序及紀錄、議案、商業信札、演講辭、科技用字、及公事文件的翻譯。（限收二十五人）

987. 英譯中技巧研討班 (Seminar on Translation Techniques)

主講人：關品樞先生 B.A. (Tsing-hua)（前北京外語學院講師）
地點：香港大學校外課程部市區中心21室（信德中心西翼九樓）
時間：一九九一年九月廿七日起每星期五下午八時卅分至十時
全期學費：二百七十元（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）

988. 商業翻譯 (Business Translation)

主講人：余啓興先生 B.A. (H.K.)
地點：香港大學校外課程部市區中心16室（信德中心西翼九樓）

時 間：一九九一年十二月九日起每星期一下午八時廿分至九時五十分
全期學費：二百元 （共十講）

本課程適合有志從事商業之人士及各行業之文書人員。內容以商業上各類文件、函札之中英文對譯實務為主，包括來往公函、提議案、計劃書、報告、契約、協議書、訂單、通告、議程表、會議錄、推薦及介紹文字、應酬柬帖等等。

989. 法律文件英漢翻譯

(Translation of Legal Documents: From English to Chinese)

主 講 人：黎季明先生（華南師範大學外語系副教授兼暨南大學副教授）
地 點：香港大學邵仁枚樓101室
時 間：一九九一年九月卅日起每星期一下午七時十五分至九時十五分
全期學費：五百五十元 （共十四講）

隨著形勢的發展，人們越來越需要懂得更多的法律知識，因此法律文件的英漢翻譯已成爲今天的重要課題。

本課程是爲了適應這一新的需要而設的，是中級深造課程，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以選讀。

通過教學講解及練習評議，使學員深入研習各種法律文件的英漢範例，認識翻譯中要特別注意的問題，熟悉法律詞匯的含義，語句的結構與表達方法以及文體的特點，提高對法律文件翻譯應具有的意識和修養，從而掌握較好的翻譯技巧。

講授和研習的範圍包括基本法、經濟、合同、賦稅、仲裁等方面的法規的英漢翻譯。（限收二十五人）

990. 翻譯的基本概念和技巧

(Basic Concepts and Techniques of Translation)

主 講 人：黎季明先生（華南師範大學外語系副教授兼暨南大學副教授）
地 點：香港大學校外課程部市區中心28室（信德中心西翼九樓）
時 間：一九九一年九月廿六日起每星期四下午六時至七時卅分
全期學費：三百元 （共十二講）

翻譯是一種藝術，也是一門重要的工具學問。本課程旨在介紹翻譯的基本概念，探討各種翻譯的技巧。課程內容包括翻譯原則、中英文語法詞匯的比較、翻譯的一些具體困難和常用技巧。講授時會列舉譯例加以闡釋和討論，並通過練習以達到理論與實踐相結合的目的。（限收三十人）

991. 口譯訓練課程（初級）
(Oral Translation Workshop (Elementary))

主 講 人：區劍雲先生 B.A. (HK), M.A. (CUHK)

地 點：香港大學梁銓琚樓 LG101 室

時 間：一九九一年十月七日起每星期一一下午六時卅分至九時

全期學費：五百五十元 （共十講）

口譯是一種極具挑戰性的工作。本課程旨在讓初學者有機會接觸口譯工作，使他們可以在輕鬆的學習氣氛中，由淺入深地逐步掌握口譯技巧。

課程內容主要著重連續傳譯 (consecutive interpretation) 的訓練，輔以即時傳譯 (simultaneous interpretation) 的初步介紹，有以下三方面：口譯理論、口譯技巧知識及口譯實踐。 （限收二十五人）

Urban Studies

Staff Tutor: L. H. Rebecca Chiu, Telephone 859 2786

Diploma in Housing Management

The course aims to provide a professional qualification in Housing Management for people already working in the field. It is intended to provide a firm grounding in the theory and practice of housing management. This course is recognized by the U.K. Institute of Housing (incorporated by Royal Charter) and it possesses a degree equivalent status.

The course runs over three academic years. Each year will cover five papers ranging from housing studies, through management studies, building studies and legal studies to social studies. Students will be assessed by course work and examination at the end of each year.

A Diploma in Housing Management, issued by the Department of Extra-Mural Studies, University of Hong Kong, will be awarded to a candidate on passing the Final Examination, completing the Practical Experience Requirement satisfactorily and producing evidence of having had at least three years' approved experience in housing management work.

Applicants must be matriculants and sponsored by their employers as some of the lectures are held during office hours. Candidates must submit application one year in advance as, on passing the Entrance Test, candidates are required to take and pass a Pre-course on "Communication" before being admitted to the Diploma Course.

Please write in for further information enclosing a stamped self-addressed envelope. Applications for the 1991/92 Pre-course must be submitted before September 30, 1991.

Diploma in Transport Management

The course aims to provide professional training in transport management for people already working in the field as well as for those intending to seek a career in the transport sector.

The course is jointly organized by the Department of Extra-Mural Studies, University of Hong Kong, and the Chartered Institute of Transport, Hong Kong Section (CIT). The course closely follows the syllabus of the professional examination of the CIT and candidates will therefore be able to sit the professional examination of the Institute, as part of the requirements for Corporate Membership (MCIT), a qualification which is fully

recognized by the Hong Kong Government and the transport sector. Certain higher institutions in the United Kingdom accept candidates with MCIT qualification for graduate studies.

The course runs over a minimum of two academic years. Four to five papers will be covered each year, including, inter alia, Manpower and Industrial Relations in Transport, Transport Policy and Planning, Practical Modal Management, Law of Business and Carriage, and Marketing in Transport.

Candidates must be either matriculants or Associate Members of the CIT. Candidates without the above qualifications but who wish to audit the course to prepare for the CIT examinations may also apply, but they will not be eligible for the award of the diploma. As some of the lectures may be held during office hours, candidates must show evidence of employer sponsorship.

Please write in for further information enclosing a stamped self-addressed envelope. Applicants for the 1991/92 intake must be submitted before 24 August 1991.

996. 九十年代城市問題探討 (Urban Problems in the Nineties)

主 講 人：鄧偉亮先生 M. Sc. (Urban Planning), MICE, MHKIE, MIWEM, MHKII

周日昌先生 M. Sc. (Urban Planning), MHKIP, MRTPI

沈恩良先生 M. Sc. (Urban Planning), MHKIP, MRTPI

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：一九九一年九月卅日起每星期一一下午八時至十時

全期學費：三百五十五元 （共十一講）

本課程旨在較全面及深入地探討香港城市發展的過程，現今城市規劃制度及香港在九十年代所面對的城市問題。本課程特別注重政府在施行基礎建設時所採取的政策及其扮演的角色。課程內容包括：(一)香港城市發展簡介；(二)社會與政治的概念；(三)經濟與空間的概念；(四)政府在城市發展的介入；(五)經濟結構的轉形及對城市發展的影響；(六)社會政治的變遷及對城市發展的影響；(七)基礎建設；(八)新市鎮的發展；(九)房屋供應；(十)環境污染；(十一)市區重建。

本課程除講授外，並設小組討論及遊戲，適合中學或以上程度參加。
(限收四十人)

1992 Spring Extra Mural Prospectus

The next issue of the Extra Mural Prospectus will be available in early January 1992. If you wish to be sent a copy of the Prospectus in January 1992, kindly complete and return the name and address slip below, together with \$3.50 in stamps, to the Department of Extra-Mural Studies, University of Hong Kong, Pokfulam Road, Hong Kong. The envelope should be marked "Spring Prospectus".

一九九二春季校外課程手冊

本部將於一九九二年一月初派發一九九二年春季之校外課程手冊。有意索取者請填妥下列表格，並附郵票三元五角，逕寄【香港薄扶林道香港大學校外課程部主任】收。信封請註明【春季手冊】字樣。

Please send me a copy of the 1992 Spring Prospectus. **\$3.50 postal stamp has been enclosed.**

請惠寄一九九二春季校外課程手冊乙本。內附三元五角郵票。

Name 姓名

Full Postal Address

地址

(1992P)

附註：請於一九九一年十二月一日以前寄回上列表格。

Note: Please return the above coupon before December 1, 1991.

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.

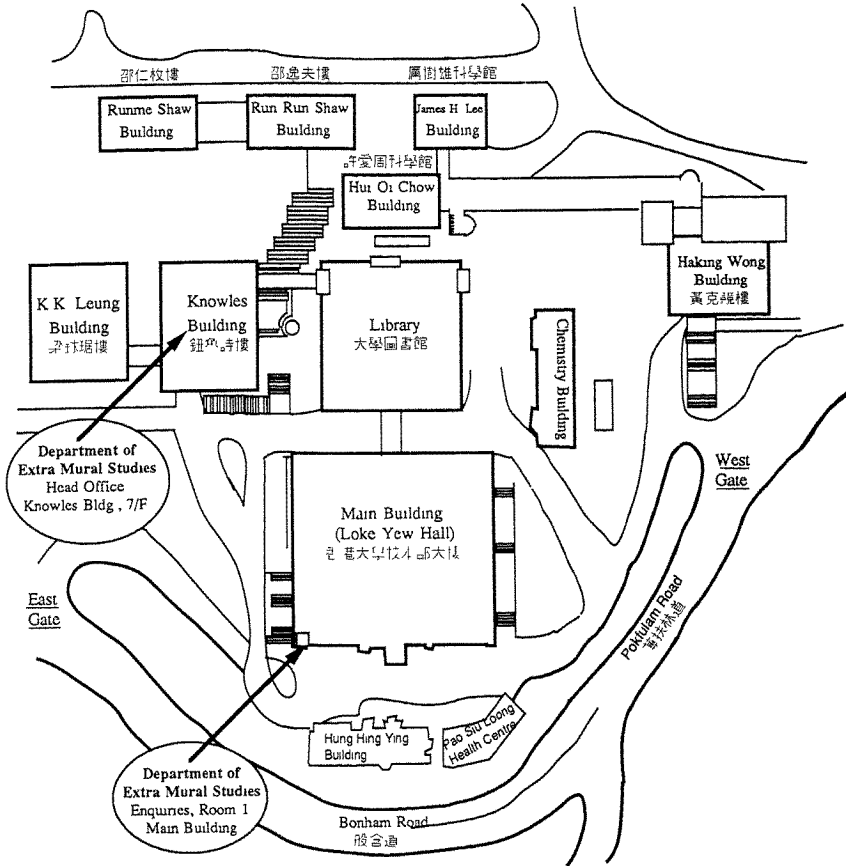
In order to receive the next issue of this Prospectus, please turn to page 287.

報 名 從 速

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

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 **287** 頁 。

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University of Hong Kong
Extra-Mural Studies

港大學校外課程秋季手冊

