

SPRING COURSES

1991

University of Hong Kong
Extra-Mural Studies

香港大學校外課程春季手冊



ENQUIRY TELEPHONES 詢問電話

General Enquiries: 859 2791, 859 2786, 859 2787 and
547 2225 (Fax: 559 7528)

- | | | |
|-----|--|---|
| 1. | Adult Education & Training
Education & INSTEP Courses
Engineering
Librarianship
Management Studies | 859 2791
859 2785 |
| 2. | Art & Design
English Studies
European Languages | 547 2225
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Professional Programmes in Accounting | 858 4565
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Urban & Housing Studies | 859 2786 |
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Oriental Studies
Political Science
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| 11. | Oriental Languages | 859 2792 |
| 12. | Psychology ¹
Social Work & Sociology | 859 2790 |

**London University: External Student
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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: February 13-19, 1991 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 on courses are not transferable
- (6) A Statement of Attendance or transcript will be issued only on receipt of a \$10 processing fee and a stamped-addressed envelope within two years of the completion of the course.
- (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 money order (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.
 - (ii) Department of Extra Mural Studies, University of Hong Kong, University Main Building, G/F., Pokfulam Road, Hong Kong.
(Weekdays: 9.30 a.m. to 1 p.m., 2 to 4.30 p.m., Saturdays: 9.30 a.m. to 12 noon). Tel: 859 2791 or 859 2786 or 859 2787.

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。任何人仕只需年滿十八歲，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)：農曆新年假期。一九九一年二月十三日至十九日。
- (4) 除課程已額滿或被取消外，一切已繳學費，概不退還。
- (5) 一經取錄，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十元，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⑨字樓。（由②字樓電梯上）。
電話：547 2225。
（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。
電話：859 2791 或 859 2786 或 859 2787。
（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 should be 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) Students who wish to take their examinations in 1992 must submit their London University registration application forms by **September 17, 1991** and complete their registrations by **November 30, 1991**.

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.

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Adult Education and Training

Staff Tutors John Holford, Telephone 859 2785/859 2415
Agnes Lam, Telephone 859 2792

1001. 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 new 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, 3.15 to 6.15 p.m., commencing

on 27 February 1991 and continuing until 26 June 1991.

- (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)

Other specialists in the field will teach 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 16, 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: \$2,200.

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 6 February 1991. Enrolment is limited to 20 students.*

Fee Refund: Teachers may apply for a half fee refund for this course see page vii.

Postgraduate Certificate in Education

(Adult Education)

University of Hong Kong

The Faculty of Education in association with the Department of Extra-Mural Studies are offering for the first time a new programme in the area of adult education leading to the Postgraduate Certificate in Education.

The curriculum is designed to meet the needs of:

- (a) teachers in adult and community education including vocational and technical training
- (b) teachers in post-secondary institutions
- (c) trainers or staff development officers in commerce, industry and government

This programme offers comprehensive professional training in: theories of adult education and staff development; approaches to adult learning and teaching; programme planning and syllabus design; assessment and evaluation; and the learning environment. Course members will also receive practical support and guidance in their teaching, including microteaching sessions and supervised teaching in their adult classes.

This two-year part-time programme is scheduled to begin in September 1991. Initial enquiries are welcome and may be directed to the Staff Tutors in charge:

Dr. John A.K. Holford (Tel: 859 2415)

Dr. Agnes S.L. Lam (Tel: 859 2792)

Further details and application forms are available from the Secretary (Tel: 859 2516), Faculty of Education, University of Hong Kong, Pokfulam Road, Hong Kong.

Art & Design

Staff Tutor: Martha Lesser, Telephone 547 2225

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

Fine Arts Studio Courses

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

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

藝術工作室課程

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

除特別註明外，學員必須自備與課程有關之材料。詳情將會在課程第一講闡述。

1013. Basic Watercolour Painting.

Benedict Wang, B.A. (Waterloo), B.F.A. (Manitoba), M.A. (North Dakota).
Mondays, 8.00–10.00 p.m., starting February 25, 1991. Studio 25, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.

Fee: \$495

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

1014. Life Drawing Workshop.

Rosalind Gordon, Co-ordinator, B.A. (N.Y.), M.S. (Indiana). *Tuesdays, 6.00—9.00 p.m., starting February 26, 1991. Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$520**

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.*

1015. The Art and Craft of Western Calligraphy.

Chan Tak Ming, Dip. Design (HK Poly). *Tuesdays, 8.00—10.00 p.m., starting February 26, 1991. Studio 25, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$475**

Contemporary western calligraphy is writing-as-art, and has its roots deep in western civilization. Through a variety of calligraphy instruments, including some made in class, students will be introduced to "Roman" and "Italic" scripts which are the two most popular forms of calligraphy and have their origins in ancient Rome, and the Renaissance. Course topics will include: terminology, appropriate use of calligraphy instruments and materials, spacing, choice of text, and composition. In addition, the roles and application of calligraphy, both historical and contemporary, will be discussed and explored. *Weekly assignments will be given and students should plan their time accordingly. Instruction will be given in both English and Chinese as is appropriate. Enrolment is limited to 18.*

1016. 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：一九九一年二月廿五日起每星期一下午六時至八時

全期學費：五百元（包括模特兒費）（共十二講）

此課程為具有素描根基人士而設，透過更多元化之媒介，學員可進一步提高觀察能力及素描技巧。導師將帶領學員探討各種視覺元素，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、白臘、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、課堂練習及作業評講等，學期中將有一至兩次參觀展覽活動（於星期日或公眾假期進行。）學員須於課外時間做習作。

1017. 現代素描 (Contemporary Sketching)

主 講 人：童路先生 B.A. (Pacific Southern)

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：一九九一年二月廿五日起每星期一下午八時至十時

全期學費：四百七十五元 （共十二講）

香港的現實環境裏充滿着豐富的素描素材，而現代美術工作者十分注重感覺、意念、自我的追求及精神境界的開拓，在技巧上亦主張創新及隨意，冀求在畫面上發揮各種媒介的獨特性質。在這課程內，學員可學習使用鉛筆、木炭、墨水筆、毛筆、白臘、粉彩等媒介，以及直覺描繪技巧和心理透視。學員必須以課外時間做習作。

1018. 混合媒介繪畫 (Mixed Media Painting)

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

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：一九九一年三月一日起每星期五下午六時至八時

全期學費：五百九十元 （包括模特兒費） （共十四講）

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。導師將介紹各種媒介之運用方法，如塑膠彩、油彩、墨水、粉彩、石臘、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。導師會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、作業評論、及一至兩次戶外活動（於星期日或公眾假期舉行）。學員須以課外時間做習作。

1019. 書道研習 (Chinese Calligraphy 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：一九九一年二月廿六日起每星期二下午六時至八時

全期學費：四百七十五元 （共十二講）

本課程將以五種書體為基本，研習書道技法，輔導學員於掌握基本技法外，進而試探發揮個人書道創作之趣味。課程包括書刊介紹、書體與幅式實習、書寫示範、作業評講及參觀展覽。除堂課外，學員必須以課外時間做習作。

教師可獲教育署退還半費。詳參第 vii 頁。

1020. 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：一九九一年二月廿七日起每星期三下午六時至八時

全期學費：四百七十五元（共十二講）

本課程主要講授中國水墨畫的基本技法，透過對基礎題材如山水、樹木、風雨、雲烟等的練習及戶外寫生，強調用新的水墨表現形式去描繪自然的本質韻律美，並鼓勵學員自由發揮內在的心境、感情和理想，獨立構思及勇於探索創新。

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最少兩次戶外寫生。除課堂練習外，學員必須以課外時間做習作。

教師可獲教育署退還半費。詳參第 VII 頁。

1021. 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：一九九一年二月廿七日起每星期三下午八時至十時

全期學費：四百七十五元（共十二講）

有興趣研習中國畫之人士，通常在學習基本水墨技法後，都欲嘗試色彩加水墨的表現形式。此課程乃為這類人士而設，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，並與學員一起欣賞名家作品及討論學員習作。學期中將會在假日舉行一次或兩次戶外寫生。除課堂練習外，學員須以課外時間做習作。

教師可獲教育署退還半費。詳參第 VII 頁。

1022. 水墨畫工作室 (Chinese Ink 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：一九九一年二月廿五日起每星期一下午六時至八時

全期學費：四百七十五元（共十二講）

本課程以工作室形式進行，學員與導師一起繪畫，可以單獨或集體地去研究在繪畫時遇到的技術性問題，和討論意念的表達形式。學員可在有系統的學習環境下去體驗創作的過程，並共同享受在畫室氣氛下繪畫的樂趣。

課程適合初學者，或曾修讀水墨畫初階的同學參加，本課程以山水畫繪法為主，實踐雲雨染法、山石皴法和造型方法，此外，更會加插一些較實驗性的皴染法來突破傳統，並以幻燈片放映作輔助教材。

教師可獲教育署退還半費。詳參第 vii 頁。

1023. 基本平面設計 (Introduction to Two-Dimensional Design)

主 講 人：伍煥明先生

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：一九九一年二月廿八日起每星期四下午六時至八時

全期學費：四百七十五元 （共十二講）

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

基礎攝影（一） (Basic Photography I)

1024. 陳樹人先生主講

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）

時 間：一九九一年二月廿七日起每星期三下午六時至八時

全期學費：三百元（包括模特兒費） （共七講）

1025. 陳樹人先生主講

地 點：香港大學校外課程部市區中心26室（信德中心西翼九樓）

時 間：一九九一年四月十日起每星期三下午六時至八時

全期學費：三百元（包括模特兒費） （共七講）

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，有些更重視攝影效果，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。課程中戶外拍攝實習的一課，將安排在三月廿四日／五月五日（星期日）進行。學員須自備器材及菲林。

1026. 基礎攝影（二） (Basic Photography II)

主 講 人：陳樹人先生

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：一九九一年二月廿七日起每星期三下午八時至十時

全期學費：五百二十元（包括模特兒費）（共十二講）

本課程專為曾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安排在四月廿一日（星期日）舉行之戶外實習。學員須自備器材及菲林。

Applied Design 應用設計學

基本時裝設計 (Introduction to Fashion Design)

1027. 吳文正先生主講 H.D.D., M.Des. (Royal College of Art), M.C.S.D.

地 點：香港大學校外課程部市區中心24室（信德中心西翼九樓）

時 間：一九九一年二月廿六日起每星期二下午六時至八時

全期學費：四百七十五元（共十二講）

1028. 吳文正先生主講 H.D.D., M.Des. (Royal College of Art), M.C.S.D.

地 點：香港大學校外課程部市區中心24室（信德中心西翼九樓）

時 間：一九九一年二月廿六日起每星期二下午八時至十時

全期學費：四百七十五元（共十二講）

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。學員又可從課堂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。

1029. 廣告設計入門 (Introduction to Advertising Design)

主 講 人：伍煥明先生

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：一九九一年二月廿八日起每星期四下午八時至十時

全期學費：四百七十五元（共十二講）

本課程為有平面設計根基之人士提供廣告設計入門介紹。透過一連串實習，學員可學習運用基本廣告設計技巧及創作途徑，發揮美術與傳理的功效。課程所討論之設計形式，包括報紙和雜誌廣告、包裝、直接郵遞和電視廣告等。此外，導師亦會介紹印刷程序、字體學、視覺心理學、插圖、攝影及其他相關知識。除講課外，課程將輔以幻燈片欣賞、個案研究及作品評審，以增強學員對廣告設計的認識。學員必須以課外時間做習作。

1030. Introduction to Architectural Drafting and Perspective Drawing.

Dan Fedoruk, M.Arch (Manitoba). *Wednesdays, 6.00—8.00 p.m., starting February 27, 1991. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$475**

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

1031. Introduction to Architectural Drafting and Perspective Drawing.

Ho Chiu-fan, B.A., B.Arch (H.K.). *Thursdays, 8.00—10.00 p.m., starting February 28, 1991. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$475**

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

1032. Dynamic Architectural Rendering.

Dan Fedoruk, M. Arch. (Manitoba). *Wednesdays, 8.00–10.00 p.m., starting February 27, 1991. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

Fee: \$475

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 a 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.*

Art Appreciation 視覺藝術欣賞

西洋美術史導論（二）：後印象主義至後現代主義 (Introduction to the History of Western ArtII: Post Impressionism to Post Modernism)

111. 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24室（信德中心西翼九樓）

時 間：一九九一年一月七日起每星期一下午六時三十分至八時

全期學費：三百六十元 （共十四講）

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24室（信德中心西翼九樓）

時 間：一九九一年一月七日起每星期一下午八時至九時三十分

全期學費：三百六十元 （共十四講）

十九世紀末西方社會經濟、科技及價值觀的急劇轉變，傳統制度受到嚴重挑戰，為二十世紀作出多姿多采的序幕，再加上第一次世界大戰的沖激，現代藝術充斥着極端主義及革命熱潮，對傳統藝術觀作出猛烈的攻擊，它們的影響，至今仍未消散。本課程將介紹現代主義的複雜發展，與及探討其深遠影響，內容將包括現代藝術中各主要流派如野獸派、立體派、達達、蘇聯前衛藝術、超現實主義、抽象表現主義、普普藝術、與及六十年代以後的藝術等。（每班限收三十人）

教師可獲教育署退還半費。詳參第 vii 頁。

1033. 二十世紀藝術欣賞 (Appreciation of 20th Century 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24室（信德中心西翼九樓）
時 間：一九九一年二月廿八日起每星期四下午六時十五分至八時
全期學費：三百四十五元 （共十講）

二十世紀是一個充滿動力的年代，藝術發展也遠較過去任何歷史時期迅速——觀念迭替、潮流轉換快得令人難於捉摸，這往往使藝術愛好者感到迷惑，不知從甚麼角度來理解這些現象。本課程範圍泛及中西藝術，希望透過介紹中西近代藝術的發展，以促進學員對藝術的理解；並嘗試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。（限收三十六人）

教師可獲教育署退還半費。詳參第 vii 頁。

1034. 六零年以後的西方藝術 (Art Since 1960)

主 講 人：陳偉邦先生 B.F.A. (Indiana), M.F.A. (Temple)
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：一九九一年二月廿八日起每星期四下午六時三十分至八時
全期學費：三百六十元 （共十二講）

六十年代開始，西方藝術急劇轉向新的方向發展。普普藝術、七十年代的多元主義、及八十年代的新表現主義和解構主義均相繼崛起，而後現代主義一詞亦應運而生。與精純、激烈與理想化的前衛藝術比較，後現代藝術傾向更多元化、保守和商業化。本課程將探討後工業時代與晚期資本主義社會的新價值設準，並介紹複雜多變的藝壇新貌。導師將嘗試從不同角度如社會、哲學、文化和心理等範疇去分析不同流派背後的文化精神及理論架構。課程將以幻燈片介紹及研討方式進行，引導學員對近期西方藝術作更深一層了解。

教師可獲教育署退還半費。詳參第 vii 頁。

1035. 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：一九九一年二月廿八日起每星期四下午八時至九時三十分
全期學費：三百元 （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，並呈現多姿多采的面貌。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)、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、日本和美國的露天雕塑公園等。

教師可獲教育署退還半費。詳參第 VII 頁。

Art Education 藝術教育

兒童遊戲與美勞活動教學 (Children's Play and Art Activities)

1036. 黎佩娟女士主講

地點：香港大學校外課程部市區中心24室（信德中心西翼九樓）

時間：一九九一年三月一日起每星期五下午六時至八時

全期學費：七百四十五元（共十八講）

1037. 黎佩娟女士主講

地點：香港大學校外課程部市區中心24室（信德中心西翼九樓）

時間：一九九一年三月一日起每星期五下午八時至十時

全期學費：七百四十五元（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。內容着重介紹遊戲的功能，如何利用遊戲來引發二至十二歲兒童對美勞活動的興趣，從而培養他們的學習能力，並探討成人在輔助兒童美勞創作中應持的態度。講者亦會就現今香港的活動教學環境作出課題研討。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。除講授外，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。（每班限收二十四人）

教師可獲教育署退還半費。詳參第 VII 頁。

Daytime Course 日間課程

1038. Life Drawing Workshop.

Rosalind Gordon, Co-ordinator, B A (N Y), M S (Indiana) *Fridays, 10 00 a m – 12 00 noon, starting March 1, 1991 Studio 26, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 12 meetings* **Fee: \$520**

See entry for Course No 1014

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。

Arts Courses (miscellaneous)

Enquiries: Mary Li, Telephone 859 2787

1051. Meet the Artists Series.

Daryl Ries, B.S. (New York), Dance Critic, 'S.C.M.P.', Correspondent, 'Dance Magazine' (New York). *Tuesdays, 7.45–9.15 p.m., starting March 5, 1991. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$170**

This is an in-depth look at the artists performing at Hong Kong's major venues from March through June 1991. Videos, press materials and photos of the artists in action will be included. A series of illuminating interviews with distinguished artists in dance, theatre and music appearing in Hong Kong through the Spring period 1991. The course provides an excellent opportunity to gain first-hand insight into the thinking of some of the major personalities in arts locally and from abroad. Some of these will be guest soloists and conductors, dancers and choreographers, actors and directors. Notably from the Paris Opera, The Hong Kong Philharmonic and The Hong Kong Ballet. *Enrolment is limited to 20.*

1052. Applied Computer Graphics for the Arts & Media: An Introduction.

John Bradford, B.Arch. (V.P.I.), M.Arch. (V.P.I. & State), Lecturer in Architecture, University of Hong Kong. *Tuesdays, 6.30–8.00 p.m., starting March 5, 1991. Room 314, Knowles Building, University of Hong Kong. 8 meetings.* **Fee: \$510**

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

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

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

Prospective students are expected to have a prior knowledge of conventional graphic techniques and terminology, and enrolment will be strictly limited to ensure that all participants have adequate access to necessary equipment. *Enrolment is limited to 20.*

1053. Artistry Make up Design. [藝術化妝設計]

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 April 6, 1991. Room 206, Runme Shaw Building, University of Hong Kong. 4 meetings.*

Fee: \$430 (including material fees)

Designed for all those interested in fashion make-up and specially suitable for those in arts, fashion, photographic, design and beauty industries. Topics include: cosmetics introduction; Facial proportion drawing; Make-up sketches and illustrations. Each workshop includes make-up news, make-up sketches, demonstration and following with a practical session, which are based on the same teaching method from France. Students will be exchanged as models for practical sessions. Constant supervision and command will be maintained at the end of each practical work sessions.

Topics and Demonstrations: 60's Classical Look, The Punkish Look, The Sickish Beauty, The French Floral, The metallic Future.

Students will need to bring with their own make-up applicators, colored pencils and sketch-book. *Enrolment is limited to 25.*

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

Medium of instruction: English supplemented with Cantonese where appropriate.

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

1054. Fashion Design in Vogue (4 workshops). [流行時裝設計(四天課程)]

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 March 2, 1991. Room 206, Runme Shaw Building, University of Hong Kong. 4 meetings.* **Fee: \$360**

Designed for all those who wish to develop their interest or pursue a career in the fashion industry. Topics include history of fashion design, 20th century design, famous designers; figure drawing; fashion sketches; fabrics; colour schemes; the techniques of illustration. Students will be expected to do a substantial amount of home-work in order to produce a fashion collection for this coming season. Video-tapes will be key elements in the programme.

As a professional image designer, the tutor is widely experienced in the field, having travelled and practised extensively both in Asia and in Europe. *Enrolment is limited to 20.*

Pre-requisite: Students are expected to have some basic knowledge of drawing. Deadline for enrolment: February 18, 1991.

Medium of instruction: English supplemented with Cantonese where appropriate.

1055. Professional Stage Make-up (4 Workshops).

【專業舞台化粧(四天課程)】

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 May 4, 1991. Room 206, Runme Shaw Building, University of Hong Kong. 4 meetings.*

Fee: \$480 (including material fees)

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

As a professional image designer, the tutor is widely experienced in the field, having travelled and practised extensively both in Asia and in Europe. *Enrolment is limited to 25.*

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

Medium of instruction: English supplemented with Cantonese where appropriate.

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

1056. Dance Appreciation.

Tom Borek, B.A. (Providence), Lecturer in Dance History, Aesthetics and Criticism, Hong Kong Academy for Performing Arts. *Tuesdays, 6.30–8.00 p.m., starting March 5, 1991. Dance School, Hong Kong Academy for Performing Arts, 1 Gloucester Road, Wanchai, Hong Kong. 10 meetings.*

Fee: \$410

The course will look at contemporary dance, with an emphasis on the latter half of the twentieth century, the nature of its aesthetics, and a number of artist – choreographers. There will be a brief historic sketch of the beginnings of modern dance at the turn of the twentieth century and major influential

choreographers that established the modern dance form. The class will examine and discuss the influence of the other arts and socio-cultural elements that may impinge on the values of contemporary dance development known variously as the *avant-garde*, post-modernism, and experimental dance. There will be slides and videos that will help illustrate the material and serve as a point of departure for discussions. *Enrolment is limited to 30.*

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

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

1057. Survey of Dance.

Norman Fung, B.A. (Simon Fraser), Choreographer. *Wednesdays, 8.05–9.35 p.m., starting March 6, 1991. Room 237, University Main Building. 12 meetings.* **Fee: \$390**

The course serves as a general introduction to the rise and development of Western theatrical dancing, from the early beginnings of the Classical Ballet during the Baroque, through its later development, the emergence of Modern Dance, popular dance entertainment as in vaudeville and Hollywood dancing, to the development of all these in the present day, with special reference to the local scene.

The lectures will be well-supplemented by video materials. The emphasis is not on an in-depth academic look at dance, but aims to cultivate a basic interest and knowledge in Western theatrical dance in the lay public. *Enrolment is limited to 30.*

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

1058. Writing About Dance.

Norman Fung, B.A. (Simon Fraser), Choreographer. *Wednesdays, 6.30–8.00 p.m., starting March 6, 1991. Room 237, University Main Building. 12 meetings.* **Fee: \$390**

This course will cover four areas related to dance writing.

1. Basic vocabulary: an introduction to the different facets and technicalities of a dance performance.
2. Perception of performance; what to look for and how to decipher what is seen.
3. Writing dance criticism: actual writing assignments and studies of well-known critics from America and analysis of their emphasis and styles of criticism.
4. Other writings about dance; to

go beyond the realm of criticism, where lies the real interesting possibilities of dance writing.

Areas 1 and 2 are fundamental preparation of a person who is interested in writing about dance. Area 3 focuses on analyzing the performance and giving it an appropriate judgement. Area 4 is an adventure, linking dance to our daily life, which in turn will enhance the power and originality in criticizing a dance performance. *Enrolment is limited to 30.*

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

PRIOR ENROLMENT IS ESSENTIAL

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In order to receive the next issue of this Prospectus, please turn to page 221.

Biomedical & Health Science

Enquiries Mary Li, Telephone 859 2417

Certificate Course in Pharmacology and Pharmaceutical Management.

Staff Tutor Dr Sarah S C Hui, Telephone 859 2793

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)*

1061. 營養與健康 (Nutrition and Health)

主 講 人：許惠卿小姐 MTS, RDN

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：一九九一年四月九日起每星期二下午六時十五分至七時四十五分

全期學費：二百七十元 （共十講）

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

課程內容包括：

(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)做個明智食物消費者。

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。

1062. 美容及化粧品學 (Skin Care & Cosmetic Science)

主 講 人：蒙豪堅先生 B.Sc., Pharm (Leicester). M. P. S.,
M. R. S. H., MIP, 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：一九九一年三月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：三百二十元 （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。

1063. 嬰兒的護理 (The First Two Years of Life)

主 講 人：香港兒科醫學會會員

主持導師：李明真醫生

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：一九九一年三月八日起每星期五下午八時至九時三十分

全期學費：二百五十元 （共十講）

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

1064. 視覺健康簡介 (An Introduction to Ophthalmology)

主 講 人：麥湘醫生

地 點：香港大學校外課程部市區中心23室（信德中心西翼九樓）

時 間：一九九一年五月廿四日起每星期五下午六時三十分至八時

全期學費：一百六十元 （共五講）

隨着社會的變化和日常工作量之日益增加，我們的視覺系統經常受到重大的壓力，間接地影響了我們的視覺健康。本課程將會向學員撮要地解釋眼睛的結構，認識各種常見的眼疾，例如青光眼，白內障，視網膜脫落等；眼疾的成因，預防及其正確的治理方法。

本課程適合一般關心眼睛健康及其護理方法的人士選修。

1065. 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 March 7, 1991. Room LG107, K.K. Leung Building, University of Hong Kong. 12 meetings.* **Fee: \$330**

This course is intended for the general public as well as nursing and paramedical professionals. The aim is to enable attendees to understand 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 course consists of 12 talks (including brief question times). 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.

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 221 頁 。

Business Studies

Staff Tutor: K. Y. Fong, Telephone 858 4565

Professional Programme in Accounting (CGA-Canada).

Introduction:

This programme provides professional training in accountancy for students who hold 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.

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 institution;
- (4) Completion of ACCA level 2 or equivalent; or
- (5) ACCA or ACMA 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. Those students aiming for the CGA designation should apply to CGA-Canada Hong Kong Office at Rm. 1601, Shun Tak Centre, West Wing, 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 (Exhibit IV) for CGA evaluation is contained in the booklet '*CGA-Canada Hong Kong Program – General Information*' obtainable from EMS. 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 |

and any two of the following:

- | | |
|----------------------------------|-------|
| (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 |

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.

Award of the Certificate in Professional Accounting:

A student shall be awarded the Certificate provided that he

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

Teaching:

There will be three terms 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.

Application Procedure:

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 *November 15, 1990* for *Session 2*, and *February 5, 1991* for *Session 3*. Students are encouraged to apply as soon as possible. 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 | (2) Department of Extra Mural Studies |
| Suite 1504-5, | University of Hong Kong |
| Shun Tak Centre | University Main Building., G/F |
| West Tower, 15/F | Pokfulam Road |
| 200 Connaught Road, Central | Hong Kong |
| Hong Kong | |
| Tel: 858 4565 | |

Fees:

The fee for 1990/91 is **HK\$2,900** per module which includes:-

- (1) Distance learning 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. Exceptional circumstances for refund may be considered. In the event that a particular course is given in the 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 study programme. Exemption from the examinations of 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 shall extend over three years of part-time study and shall include instruction and assessment in the following subjects:

Year I	1st Term	Basic Accounting Law
	2nd Term	Economics Statistics
Year II	1st Term	Intermediate Accounting I Cost Accounting
	2nd Term	Intermediate Accounting II Financial Management
Year III	1st Term	Computer Systems Auditing
	2nd Term	Accounting Theory Taxation

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

Entry Requirement:

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 over 23 years of age may be admitted on the basis of 5 'O' level passes under a mature-student category. A university degree or a diploma from a recognised post-secondary institution shall also satisfy the entry requirement.

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 shall be given to more than Year I and Year II curriculum so that students must enrol for at least 1 year before the award of the Diploma.

Depending on sufficient enrolment, students holding the appropriate exemptions may be allowed direct enrolment into Year One or Year Two in 1990/91.

Award of the Diploma in Accounting:

A student shall be awarded the diploma provided that for each of the subjects (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.

Teaching:

Teaching for the 2nd Term of 1990/91 academic year will commence in January 1991 and finish by May 1991. Classes will be held twice a week in the evenings or Saturday afternoons.

Application Procedure:

Complete and return to EMS an application form specially designed for the Diploma Programme in Accounting. The closing date for application is January 19, 1991, but prospective students are encouraged to apply early as places are limited. Admission will be on a *first-come-first-served* basis. The application form can be obtained from:-

Extra-Mural Town Centre,
Suite 1504-05, 15/F.,
Shun Tak Centre, West Tower,
200 Connaught Road Central,
Hong Kong. (Tel: 858 4565)

Fees:

The tuition fee per module is **HK\$1,950** for the 1990/91 academic year and hence the total course fee per term is HK\$3,900 which must be paid upon receipt of an official notice of admission.

There is a \$40 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 1991*. Classes are expected to commence in *August 1991*.

Shortlisted applicants will 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 detailed prospectus enclosing a \$2.40 stamped self-addressed envelope (9" × 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 4565.

1071. 中國外經貿研討會 (Seminar: China Trade and Investment)

主 持 人：張志錚教授（中山大學經濟系講座教授、經濟特區與港澳經濟研究室主任、廣東省經濟學會副會長）

全期學費：\$2,160（往返廣州的交通及在廣州市的食宿費用，由學員自費）

研討會將於一九九一年二月底在香港及廣州舉行，為期一星期：週一及週三晚上六時半至九時半在香港講學兩次；週末（星期五、六及日）到廣州市進行研討，由內地有關外經貿的官員演講，並與眾學員交談；目的在於研討中國自改革、開放以來，在對外貿易和經濟合作方面的成功與問題，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。

其他詳情請向本部查詢。（電話：858 4565）。

Course Nos. 1072 to 1079 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.

1072. Auditing for Examinations.

Wu Wai-yee, F.C.C.A., A.H.K.S.A. *Wednesdays, 6.15—8.45 p.m., starting February 27, 1991. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 15 meetings.* **Fee: \$640**

This course is intended for those who are aiming for the June 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.

1073. 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 March 2, 1991. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$330**

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.

1074. Management Accounting.

Helen Y.C. Yim, B.F.A. (Aust.), A.S.A. *Saturdays, 4.30–6.00 p.m., starting March 2, 1991. Room 121, University Main Building. 12 meetings.* **Fee: \$330**

This course is designed to guide the development of a coherent framework for the analytical techniques and behavioural concepts employed in management accounting. It will also serve as a revision course for students who are sitting for the examinations of ACCA/ICMA/HKSA in management accounting. It is expected that the students have previously studied elementary costing. Topics selected for discussion are: cost behaviour and estimation, budgets and budgetary control, variance analysis and investigation models, performance evaluation and control, transfer pricing and information for decision making.

Advanced Accounting Practice and the Regulatory Framework of Accounting.

1075. 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 March 1, 1991. Room 103, University Main Building, University of Hong Kong. 16 meetings.* **Fee: \$820**

1076. To Pak-lam, C.P.A., F.C.C.A., F.H.K.S.A., M.B.I.M. *Saturdays, 2.15–5.30 p.m., including a break period of 15 minutes, starting March 2, 1991. Room 142, University Main Building, University of Hong Kong. 16 meetings.* **Fee: \$820**

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

The A.C.C.A. syllabus of Level 2 papers 8 and 9 will be followed. Because of the considerable overlap between the two subjects, students are advised to take both subjects at the same time. The topics selected for discussion in detail at an advanced level are: the accounts of limited companies including group accounts and the accounting treatment of associated companies, requirements of Companies Act and Companies Ordinance, all statements of standard accounting practice in H.K. and U.K., current cost accounting, earnings per share, leasing and hire purchase, mergers and acquisitions deferred taxation, capital reorganisation and reconstructions, statement of changes in financial position for group companies, piecemeal realisation of partnership, contract account, investment account with income tax complication, interpretation of accounts.

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

1077. Foundation Accounting.

Teresa Ho Miu-hing, B.B.A. (C.U.H.K.), A.C.C.A. *Mondays, 6.30–9.15 p.m., starting February 25, 1991. Room 142, University Main Building. 13 meetings.* **Fee: \$620**

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.

1078. Intermediate Accounting.

So Kwok-wai, B.B.A. (C.U.H.K.). *Saturdays, 2.00—4.30 p.m., starting March 2, 1991. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings.* **Fee: \$680**

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.

1079. 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 March 2, 1991. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$640**

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.

1080. 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：一九九一年二月廿七日起每星期三下午六時至七時五十分

全期學費：四百五十元 (共十二講)

本課程旨在介紹實際和活動性的商業管理技巧，以便應用於一般性之小型企業。本課程共分為四部份：(甲)小型企業之創辦：論及如何審查、選擇及投資小型企業之準備工作。(乙)小型企業之財務策劃：介紹會計紀錄、損益兩平分析、毛利分析、現金流轉折現分析、基本預算法、現金管理及借貸、租與買的分別。(丙)小型企業之法律淺識：合夥經營、有限公司、契約法、貨物買賣、代理、僱傭條例。(丁)企業管理之功能。(限收四十五人)

1081. Basic Auditing.

T.C. Cheung, B.B.A., M.B.A. (U.S.A.). *Wednesdays, 8.00—9.30 p.m., starting February 27, 1991. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$300**

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. Various types of audit opinions expressed on financial statements will be explored and the impact on financial statement interpretation will be elaborated. Beginning with principles of auditing, the course will survey existing traditional auditing techniques and take a brief look at recent developments such as computer auditing. International standards and guidelines of practice will be covered as well as the professional duties and legal liabilities of the auditor. *Enrolment is limited to 40.*

Medium of instruction: Cantonese.

1082. Elementary Book-keeping and Accounts.

Chan Kee-ming, A.C.I.S. *Thursdays, 6.30—9.30 p.m., starting February 28, 1991. Room 151, University Main Building, University of Hong Kong. 15 meetings.* **Fee: \$640**

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.

1083. 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：一九九一年二月廿七日起每星期三下午六時十五分至七時四十五分

全期學費：四百四十元 （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.

1084. Poon Shing-chung, Carlson. *Fridays, 6.30—8.00 p.m., starting March 1, 1991. Room 142, University Main Building, University of Hong Kong. 15 meetings.* **Fee: \$410**

1085. Poon Shing-chung, Carlson. *Fridays, 8.05—9.35 p.m., starting March 1, 1991. Room 142, University Main Building, University of Hong Kong. 15 meetings.* **Fee: \$410**

This course is designed to give 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.

1086. Introduction to Stock and Index Futures Markets.

Leung Sei-fai, B.A., M.A. (Washington State). *Wednesdays, 7.00—8.45 p.m. starting February 27, 1991. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 12 meetings.* **Fee: \$410**

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

Medium of instruction: Cantonese supplemented with English where appropriate.

1087. Elementary Training for Travel Consultants.

Sussiana Taylor. *Tuesdays, 7.15—9.15 p.m., starting February 26, 1991. Room 121, University Main Building, University of Hong Kong. 12 meetings.* **Fee: \$450**

This course will discuss the basic ingredients/criteria required for travel consultancy work: the correct attitudes, telephone techniques, geographic knowledge, airlines common terms, computer reservation systems, basic reservation and ticketing as well as an introduction to the general travel related products.

Medium of instruction: Cantonese supplemented with English where appropriate.

Computer Science

Staff Tutor. F T Chan, Telephone 859 2793

I. Introduction Courses

1111. 微電腦之操作及教學應用 (Microcomputers for Teachers) (CIT 001)

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：一九九一年三月五日起每星期二下午六時至九時

全期學費：一千八百元 （共十二講）

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

1112. Computer Systems and Software Packages Installation Management.

Ronald Cheung, B.Sc.(Hons), Dip. MS, M.H K.I.M., M.H K C.S. *Thursdays, 6.15—9.15 p.m., starting June 13, 1991. Room 230, Knowles Building, University of Hong Kong. 6 meetings.* **Fee: \$350**

This course helps students to assess company computerization requirements and formulate computerization projects. It also presents technical skills of 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 want to acquire or sharpen their pragmatic skills of 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.

1113. Management Skills for Computer Professionals.

Ronald Cheung, B.Sc.(Hons), Dip. MS, M.H.K.I.M., M.H.K.C.S. *Saturdays, 2.30–5.30 p.m., starting June 29, 1991. Room 230, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$550**

This course aims to provide the necessary marketing concepts and pragmatic selling skills to computer professionals in this highly competitive business. Target participants are computer sales executives, customer/system engineers, technical consultants, account executives and young IT graduates who want to equip business skills in IT industry.

Topics include: Marketing concepts, IT market analysis, Market segmentation, Competitive analysis and strategies, Product marketing plan, Promotion strategy and tactics, Demonstration workshops, software contracts negotiation, sales support.

Computer and Information Processing: A First Step.

1114. H.T. Luk, B.Sc.(Eng.), Computer Officer, University of Hong Kong and 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. *Mondays, 6.15–8.45 p.m., starting April 15, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$450**

1115. H.T. Luk, B.Sc.(Eng.), Computer Officer, University of Hong Kong and 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. *Thursdays, 6.15–8.45 p.m., starting April 4, 1991. Room 721, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$450**

This is an appreciation & literacy course suitable for a wide scope of audience. It is designed for people whose works involve 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 1114.
English for Course 1115.*

The Principles and Applications of Microcomputer. (CIT 001)

1116. Lectures on Mondays, 6.30—9.00 p.m., starting March 4, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Thursdays, 6.00—7.30 p.m., starting April 4, 1991. Room 101, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings, 3 tutorial meetings and 10 workshop meetings. **Fee: \$980**

1117. Lectures on Mondays, 6.30—9.00 p.m., starting March 4, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Thursdays, 7.30—9.00 p.m., starting April 4, 1991. Room 101, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings, 3 tutorial meetings and 10 workshop meetings. **Fee: \$980**

1118. Lectures on Mondays, 6.30—9.00 p.m., starting March 4, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Fridays, 6.00—7.30 p.m., starting March 22, 1991. Room 101, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings, 3 tutorial meetings and 10 workshop meetings. **Fee: \$980**

1119. Lectures on Mondays, 6.30—9.00 p.m., starting March 4, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Fridays, 7.30—9.00 p.m., starting March 22, 1991. Room 101, Run Run Shaw Building, University of Hong Kong. 10 lecture meetings, 3 tutorial meetings and 10 workshop meetings. **Fee: \$980**

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

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

This course is designed to provide exposure to various aspects of the microcomputers that are essential to the 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 18.*

Medium of instruction: Cantonese supplemented with English where appropriate.

Introduction to UNIX.

1120. Lectures on Thursdays, 6.30–9.30 p.m., starting March 14, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 6.00–8.00 p.m., starting March 25, 1991. Training Centre of Wealthland Consultants and Management Ltd., Room 1612, Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,280**

1121. Lectures on Thursdays, 6.30–9.30 p.m., starting March 14, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 8.00–10.00 p.m., starting March 25, 1991. Training Centre of Wealthland Consultants and Management Ltd., Room 1612, Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,280**

1122. Lectures on Thursdays, 6.30–9.30 p.m., starting May 2, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 6.00–8.00 p.m., starting May 13, 1991. Training Centre of Wealthland Consultants and Management Ltd., Room 1612, Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,280**

1123. Lectures on Thursdays, 6.30–9.30 p.m., starting May 2, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Mondays, 8.00–10.00 p.m., starting May 13, 1991. Training Centre of Wealthland Consultants and Management Ltd., Room 1612, Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings. **Fee: \$1,280**

Tutor-in-charge: W.C. Ying, B.Sc.(Eng.) (H.K.), LL.B., M.Sc. (Lond.), M.B.C.S., Chief Programmer, University of Hong Kong.

UNIX is regarded as one of the most successful operating systems. The recognition of its importance and influence is highlighted by the fact that almost every computer manufacturer offers UNIX on its range of products and low-cost versions of UNIX are also available for microcomputers.

UNIX's major merit is portability. Its portability 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 1 terminal.

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

Introduction to Operating System Concepts.

1124. M.C. Tse, B.Math. (Waterloo), M.S. (Arizona), Computer Officer, University of Hong Kong and T.Y. Kan, B.Sc. (Warwick), M.Sc. (Birmingham), Computer Officer, University of Hong Kong. *Lectures on Fridays, 6.30–9.00 p.m., starting April 12, 1991. Room LG101, K.K. Leung Building, University of Hong Kong. Workshops on Mondays, 6.30–8.15 p.m., starting April 29, 1991. Room LG108, K.K. Leung Building, University of Hong Kong. 12 lecture meetings and 6 workshop meetings.*

Fee: \$1,400

1125. M.C. Tse, B.Math. (Waterloo), M.S. (Arizona), Computer Officer, University of Hong Kong and T.Y. Kan, B.Sc. (Warwick), M.Sc. (Birmingham), Computer Officer, University of Hong Kong. *Lectures on Fridays, 6.30–9.00 p.m., starting April 12, 1991. Room LG101, K.K. Leung Building, University of Hong Kong. Workshops on Mondays, 8.15–10.00 p.m., starting April 29, 1991. Room LG108, K.K. Leung Building, University of Hong Kong. 12 lecture meetings and 6 workshop meetings.*

Fee: \$1,400

1126. M.C. Tse, B.Math. (Waterloo), M.S. (Arizona), Computer Officer, University of Hong Kong and T.Y. Kan, B.Sc. (Warwick), M.Sc. (Birmingham), Computer Officer, University of Hong Kong. *Lectures on Fridays, 6.30–9.00 p.m., starting April 12, 1991. Room LG101, K.K. Leung Building, University of Hong Kong. Workshops on Tuesdays, 6.30–8.15 p.m., starting April 30, 1991. Room LG108, K.K. Leung Building, University of Hong Kong. 12 lecture meetings and 6 workshop meetings.*

Fee: \$1,400

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 mainly be used as sample references throughout the course. The course is

not theory-oriented but will emphasize on the practical aspects of using an operating system and some relevant system utilities. Thus, terminal workshops in small groups are also included to provide students with hands-on experience in such an environment.

This course is particularly suitable for those who want to have basic understanding of the role of an operation system, and to get an exposure to a mid-range computer operating system environment.

Syllabus: Typical 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 mini or mainframe operating system is required, but some experience in using computer/PC and acquaintances with microcomputer operating system (DOS) would be an advantage. However, this course will not cover materials on PC related aspects. Enrolment for each course is limited to 10.

1127. Survey of Numerical Methods.

W.W. Tsang, Lecturer in Computer Science, University of Hong Kong, Lectures on Mondays, 6.30—8.30 p.m., starting March 11, 1991. Room 104, James Hsioung Lee Science Building, University of Hong Kong, 12 meetings.

Fee: \$460

Numerical Analysis is concerned with the development, analysis, and the use of algorithms, that produce solutions to the mathematical models describing physical processes. The vast majority of numerical methods produce approximate solutions to problems which cannot be solved analytically. The emphasis of the course is on the construction of computer programs for solving various numerical problems.

Topics include: Taylor Series; Number Representations; Computational Errors; Roots of Equations; Simultaneous Linear Equations; Interpolation; Approximation; Integration; Differentiation; Monte Carlo Simulation.

Entry Requirement: Applicants should have basic knowledge of calculus and be familiar with a high-level computer programming language.

II. Application Software

Introduction to WordPerfect. (CIT 101)

1128. *Fridays, 7.00–9.30 p.m., starting March 1, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

Fee: \$850

1129. *Fridays, 7.00–9.30 p.m., starting May 3, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

Fee: \$850

1130. *Tuesdays, 7.00–9.30 p.m., starting June 4, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

Fee: \$850

1131. *Fridays, 7.00–9.30 p.m., starting June 21, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

Fee: \$850

1132. *Saturdays, 2.30–5.00 p.m., starting June 22, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

Fee: \$850

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). Hand-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 statement, newsletter, presentation graphics.

Enrolment for each course is limited to 16. Each student will be assigned to 1 microcomputer.

Medium of Instruction: Cantonese supplemented with English for Courses 1128–1131.

English for Course 1132.

WordPerfect in Depth.

1133. *Thursdays, 7.00–9.30 p.m., starting March 14, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

Fee: \$920

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

This course is a follow-up course of "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 softwares, 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)

1134. *Thursdays, 6.30—9.00 p.m., starting May 2, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

Fee: \$750

1135. *Thursdays, 6.30—9.00 p.m., starting June 13, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.*

Fee: \$750

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.

Topic include: Word processing concept, WordStar environment, text and document creating, editing and formatting, block manipulation, document printing, merge printing, newsletter presentation, word searching, spelling checking, shorthand operation, table of content generation.

Enrolment for each course is limited to 16. Each student will be assigned to 1 microcomputer.

Medium of Instruction: Cantonese supplemented with English where appropriate.

Professional Word Processing with MultiMate. (CIT 101)

1136. James Wong, B.Sc. (Simon Fraser). *Wednesdays, 7.00—9.00 p.m., starting February 27, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 8 workshop meetings.* **Fee: \$780**

1137. James Wong, B.Sc. (Simon Fraser). *Wednesdays, 7.00—9.00 p.m., starting May 8, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 8 workshop meetings.* **Fee: \$780**

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

Topics include: Familiarize with MultiMate, creating document, editing document, formatting document, 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 1 microcomputer.

Medium of Instruction: Cantonese supplemented with English where appropriate.

Business and Personal Application of Microcomputer (Symphony). (CIT 001)

1138. *Saturdays, 2.00—4.30 p.m., starting February 23, 1991. Room 2, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.* **Fee: \$720**

1139. *Saturdays, 2.00—4.30 p.m., starting April 27, 1991. Room 2, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 6 workshop meetings.* **Fee: \$720**

Tutor-in-charge: W.Y. Ho, Computer Officer, 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. Major topics include the way a microcomputer works, potential application areas, concepts and functions of each of the five functional areas, namely, word processing, spread sheet, graphics, database and communication,

examples of typical business applications, hand-on exercise and speculations for advanced applications.

Enrolment for each course is limited to 16. Each student will be assigned to 1 microcomputer.

Introduction to SYMPHONY. (CIT 102)

1140. Lectures on Thursdays, 7.15—9.15 p.m., starting April 4, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Mondays, 6.00—7.45 p.m., starting April 15, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

1141. Lectures on Thursdays, 7.15—9.15 p.m., starting April 4, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Mondays, 7.45—9.30 p.m., starting April 15, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

1142. Lectures on Thursdays, 7.15—9.15 p.m., starting May 23, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Mondays, 6.00—7.45 p.m., starting June 3, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

1143. Lectures on Thursdays, 7.15—9.15 p.m., starting May 23, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. Workshops on Mondays, 7.45—9.30 p.m., starting June 3, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

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 computer knowledge is required for this course.

Enrolment for each course is limited to 18. Each student will be assigned to 1 microcomputer.

*Medium of instruction: Cantonese supplemented with English for Courses 1140 & 1141.
English for Courses 1142 & 1143.*

Introduction to dBASE III+. (CIT 103)

1144. Lectures on Mondays, 7.15—9.15 p.m., starting March 4, 1991. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Wednesdays, 6.00—7.45 p.m., starting March 13, 1991. Room 1612, Hong Kong Plaza, 186—191, Connaught Road West, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

1145. Lectures on Mondays, 7.15—9.15 p.m., starting March 4, 1991. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Wednesdays, 7.45—9.30 p.m., starting March 13, 1991. Room 1612, Hong Kong Plaza, 186—191, Connaught Road West, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

1146. Lectures on Mondays, 7.15—9.15 p.m., starting March 4, 1991. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Thursdays, 6.00—7.45 p.m., starting March 14, 1991. Room 1612, Hong Kong Plaza, 186—191, Connaught Road West, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

1147. Lectures on Mondays, 7.15—9.15 p.m., starting April 29, 1991. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Thursdays, 6.00—7.45 p.m., starting May 9, 1991. Room 1612, Hong Kong Plaza, 186—191, Connaught Road West, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

1148. Lectures on Mondays, 7.15—9.15 p.m., starting April 29, 1991. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. Workshops on Thursdays, 7.45—9.30 p.m., starting May 9, 1991. Room 1612, Hong Kong Plaza, 186—191, Connaught Road West, Hong Kong. 6 lecture meetings and 7 workshop meetings. **Fee: \$980**

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 computer knowledge is required for this course,

Enrolment for each course is limited to 18. Each student will be assigned to 1 microcomputer.

Medium of Instruction: Cantonese supplemented with English for Courses 1144–1146.

English for Courses 1147 & 1148.

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

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

1149. *Lectures on Tuesdays, 6.30–8.30 p.m., starting April 23, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Wednesdays, 6.30–8.15 p.m., starting May 1, 1991. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings.*

Fee: \$1,500

1150. *Lectures on Tuesdays, 6.30–8.30 p.m., starting April 23, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Wednesdays, 8.15–10.00 p.m., starting May 1, 1991. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings.*

Fee: \$1,500

1151. *Lectures on Tuesdays, 6.30–8.30 p.m., starting April 23, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Fridays, 6.30–8.15 p.m., starting May 3, 1991. Room LG108, K.K. Leung Building, University of Hong Kong. 10 lecture meetings and 10 workshop meetings.*

Fee: \$1,500

Tutors: H.T. Luk, B.Sc.(Eng.) (H.K.), Computer Officer, University of Hong Kong.

K.W. Chiu, B.Sc.(Computer Studies) (H.K.), 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 in some depth as concrete illustrations on this subject. Small-group terminal workshops on IBM mainframe are designed to provide intensive tuition and hands-on

experience for the participants.

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

1152. Microcomputer Programming for Beginners.

W.K. Kwan, B.Sc.(Eng.), M.Phil. (H.K.), M.A.C.M., M.B.C.S., Senior Computer Officer, University of Hong Kong. *Lectures on Wednesdays, 6.30–9.00 p.m., starting June 19, 1991. Room 230, Knowles Building, University of Hong Kong. 7 meetings.* **Fee: \$420**

1153. Microcomputer Programming for Beginners (With Workshops). (CIT 105)

W.K. Kwan, B.Sc.(Eng.), M.Phil. (H.K.), M.A.C.M., M.B.C.S., Senior Computer Officer, University of Hong Kong. *Lectures on Wednesdays, 6.30–9.00 p.m., starting June 19, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Tuesdays, 6.00–7.45 p.m., starting July 2, 1991. Room 101, Run Run Shaw Building, University of Hong Kong. 7 lecture meetings and 6 workshop meetings.* **Fee: \$830**

1154. Microcomputer Programming for Beginners (With Workshops). (CIT 105)

W.K. Kwan, B.Sc.(Eng.), M.Phil. (H.K.), M.A.C.M., M.B.C.S., Senior Computer Officer, University of Hong Kong. *Lectures on Wednesdays, 6.30–9.00 p.m., starting June 19, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Tuesdays, 7.50–9.35 p.m., starting July 2, 1991. Room 101, Run Run Shaw Building, University of Hong Kong. 7 lecture meetings and 6 workshop meetings.* **Fee: \$830**

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

Enrolment is limited to 18 for Courses 1153 & 1154.

Medium of Instruction: Cantonese supplemented with English where appropriate.

1155. System Programming for Personal Computers.

W.L. Mak, B.Sc.(Eng.), M.Sc.(Eng.), *Mondays, 6.15—9.15 p.m., starting March 18, 1991. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee:\$520**

Users of personal computers are frequently required to program at a lower level in order to attain optimal performance for their machines. This course introduces the fundamental concepts and techniques in programming personal computers at the system level for various features controls. It is designed for all those who are interested in the system level programming of personal computers. Participants are expected to have some knowledge of personal computers and computer programming.

Topic include: DOS CALL and BIOS Interrupts, Keyboard Control, Video Control, Mouse Device Control, Timer and Sound Control, Disk Drive Control, Program Terminate and Stay Resident (TSR) Technique.

The programming examples will be given in BASIC and Assembly Language.

Introduction to C. (CIT 105)

1156. W.C. Ying, Chief Programmer, University of Hong Kong. *Lectures on Mondays, 6.30—9.30 p.m., starting April 29, 1991. Room 103, University Main Building, University of Hong Kong. Workshops on Wednesdays, 6.00—8.00 p.m., starting May 8, 1991. Training Centre of Wealthland Consultants and Management Ltd., Room 1612, Hong Kong Plaza, 186—191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings.* **Fee: \$1,280**

1157. W.C. Ying, Chief Programmer, University of Hong Kong. *Lectures on Mondays, 6.30—9.30 p.m., starting April 29, 1991. Room 103, University Main Building, University of Hong Kong. Workshops on Wednesdays, 8.00—10.00 p.m., starting May 8, 1991. Training Centre of Wealthland Consultants and Management Ltd., Room 1612, Hong Kong Plaza, 186—191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings.* **Fee: \$1,280**

1158. W.C. Ying, Chief Programmer, University of Hong Kong. *Lectures on Mondays, 6.30–9.30 p.m., starting June 3, 1991. Room 103, University Main Building, University of Hong Kong. Workshops on Wednesdays, 6.00–8.00 p.m., starting June 19, 1991. Training Centre of Wealthland Consultants and Management Ltd., Room 1612, Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings.*
Fee: \$1,280

1159. W.C. Ying, Chief Programmer, University of Hong Kong. *Lectures on Mondays, 6.30–9.30 p.m., starting June 3, 1991. Room 103, University Main Building, University of Hong Kong. Workshops on Wednesdays, 8.00–10.00 p.m., starting June 19, 1991. Training Centre of Wealthland Consultants and Management Ltd., Room 1612, Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 5 lecture meetings and 5 workshop meetings.*
Fee: \$1,280

C is a general purpose programming language that is not tied to any one computer system. Its popularity and usage is increasing rapidly. Nowadays, C is supported by microcomputers too. The main merits of C are expressiveness and effectiveness. It has the flow-control constructions required for well-structured programming. Since C has a small language set, it is easy to learn.

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

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 and computer programming.

Enrolment for each course is limited to 16. Each student will be assigned to 1 terminal.

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

Advanced Programming Using C. (CIT 105)

1160. *Lectures on Mondays, 7.00–9.00 p.m., starting June 10, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Thursdays, 6.30–9.30 p.m., starting June 27, 1991. Room 101, Run Run Shaw Building, University of Hong Kong. 12 lecture meetings and 10 workshop meetings.*
Fee: \$1,600 (including computer time)

1161. Lectures on Mondays, 7.00—9.00 p.m., starting June 10, 1991. Room 230, Knowles Building, University of Hong Kong. Workshops on Fridays, 6.30—9.30 p.m., starting June 28, 1991. Room 101, Run Run Shaw Building, University of Hong Kong. 12 lecture meetings and 10 workshop meetings.

Fee: \$1,600 (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: This course assumes 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: May 17, 1991.*

PC Assembly Language and Systems Programming.

1162. 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 April 25, 1991. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Mondays, 6.15—8.00 p.m., starting May 6, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 10 lecture meetings and 10 workshop meetings.

Fee: \$1,500

1163. 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 April 25, 1991. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Mondays, 8.15—10.00 p.m., starting May 6, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 10 lecture meetings and 10 workshop meetings.

Fee: \$1,500

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. Assembly language is an important tool for low level programming and accessing the system resources. This course introduces concepts and techniques in programming PC's with Assembly Language and at the systems level. Comparison and interface between high level languages and assembly language are discussed. Intense workshops with interesting examples and exercise are designed to train the practical skills of the participants.

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 Communications

1164. Elements of Computer Networking.

Y.H. Chau, B.Sc.(Eng.) (Alberta), M.I.E.E.E., A.M.I.E.E., and K.P. Chan, B.Sc.(C.S.) (H.K.). *Tuesdays, 6.30–8.30 p.m., starting March 26, 1991. Room 721, Knowles Building, University of Hong Kong. 10 meetings.*

Fee: \$500

This course is intended to give the participants a general and clear picture of the 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; standards and standard-making organizations; ISO/OSI 7-layer model; network topology; theoretical basic for data communication; various 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; computer communication techniques: switched and broadcast networks; computer communication architectures and protocols;

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; practical considerations; applications and examples.

Entry Requirement: Basic knowledge of computer principles and/or some experience with computer applications. Enrolment is limited to 45.

Introduction to Local Area Networks with Microcomputers

1165. 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 February 21, 1991. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Mondays, 6.15—8.00 p.m., starting March 4, 1991 Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 8 lecture meetings and 5 workshop meetings. **Fee: \$1,100**

1166. 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 February 21, 1991. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Workshops on Mondays, 8.00—9.45 p.m., starting March 4, 1991 Extra-Mural Town Centre, Shun Tak Centre, West Tower, 15/F. 8 lecture meetings and 5 workshop meetings. **Fee: \$1,100**

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 is widely implemented to increase connectivity and productivity of microcomputers and/or mainframe computers is not only large enterprises but also small organizations. This course provides an introduction to the concepts and practical details of LAN, with the focus of discussion on microcomputers. Discussion and 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 microcomputer LAN.

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

1167. 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. *Tuesdays, 6.30—9.00 p.m., starting June 25, 1991. Room 721, Knowles Building, University of Hong Kong. 7 meetings.* **Fee: \$500**

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 softwares 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)

1168. Introduction to Microcomputer Graphics.

W.L. Mak, B.Sc.(Eng.), M.Sc.(Eng.). *Mondays, 6.15—9.15 p.m., starting May 27, 1991. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$520**

The visual impact of computer graphics has led to its wide acceptance as an effective and friendly medium of communicating thoughts and ideas. It has become an important tool for analytical and design purposes in architecture, business and engineering. This course introduces the fundamentals of graphics hardware architecture and the basic knowledge in computer graphics theory and programming. Participants are expected to have some knowledge on computer programming.

Topics include: Display Generation Principles, Graphics Hardware Architecture, Graphic Interface: CGA, EGA, VGA, Graphics Input and Output Device, Techniques in Graphics Programming, Graphics Application Software, Graphics Standards, User Interface Design Techniques.

Case study will be based on personal computers.

1169. 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. *Mondays & Fridays, 7:00–9.00 p.m., starting June 24, 1991. Room LG2, Hui Oi Chow Science Building, University of Hong Kong, 15 meetings.* **Fee: \$600**

Computer graphics play a very important role in nowadays business like architectural presentation, product design, engineering, advertisement or even movie making. This course introduces the fundamental of computer graphics applications and techniques that are being used in various areas.

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

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

AutoCAD Basic Drafting

1170. *March 6, 8, 13, 15 & 20, 1991. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,000**

1171. *April 8, 12, 15, 19 & 22, 1991. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,000**

1172. *June 3, 5, 7, 10 & 12, 1991. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,000**

1173. *Wednesdays, 6.30–9.30 p.m., starting March 27, 1991. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,000**

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 fundamental concepts and operation know-hows 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 completed 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 microcomputer and 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 1170–1172.

English for Course 1173.

AutoCAD Advanced Drafting.

1174. 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. *April 29, May 1, 3, 6 & 8, 1991. 6.30–9.30 p.m., Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,000**

1175. 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. *June 19, 21, 26, 28, 1991, July 3, 1991. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,000**

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 completed 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 for Course 1174.
English for Course 1175.

1176. 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. *May 10, 13, 15, 17 & 20, 1991. 6.30–9.30 p.m. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,000**

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 completed the course.

Topics include: Differences of 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 'AutoCAD basic drafting' or equivalent course. *Enrolment is limited to 25.*

Medium of Instruction: Cantonese with English terminologies.

1177. 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. *Mondays, 6.30—9.30 p.m., starting June 24, 1991. Room 314, Knowles Building, University of Hong Kong. 5 workshop meetings.* **Fee: \$1,100**

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 completed the course.

Topics include: Customise 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.*

1178. Intergraph Microstation 2D/3D Basic Operation.

May 22, 24, 27, 29 & 31, 1991. 6.30—9.30 p.m. Room 314, Knowles Building, University of Hong Kong. **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 fundamental concepts and operation know-hows of Intergraph microstation. Most basic features of Intergraph microstation would 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 microcomputer and familiar with DOS operations. *Enrolment is limited to 25. Each student will be assigned to use one workstation.*

Medium of Instruction: Cantonese with English terminologies.

VI. Chinese Computing

1179. 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：一九九一年三月二日起每星期六下午二時三十分至四時三十分

全期學費：四百二十元 (共十二講)

本課程着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。

中文電腦應用培訓 (Chinese Computer Applications Training)

1180. 陳翰生先生(中文之星訓練中心主任)及伍山科技發展有限公司之導師主講

地 點：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

時 間：一九九一年四月六日起每星期六下午二時三十分至五時三十分。

全期學費：七百二十元。(共四講)

1181. 陳翰生先生(中文之星訓練中心主任)及伍山科技發展有限公司之導師主講
地 點：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

時 間：一九九一年六月二十二日起每星期六下午二時三十分至五時三十分

全期學費：七百二十元 (共四講)

課程概述及目的：香港地位特殊，是中西文化，科學，貿易交匯中心，中英文在香港有同樣重要的法律地位。因此，現今無論是政府機構，各大企業，銀行，大學，報社，社團等都開始使用中文電腦的操作，及管理人才極之缺乏，所以特舉辦此課程，目的是希望學員透過對中文電腦的基本認識與操作，進而進一步將中文電腦實際實用於工商業務上。

適合參加人士：各企業，政府機構，銀行，大學，報社等負責中文打字和文書處理者。有興趣學習中文電腦之人士亦可參加。(學員最好有英文打字及一般電腦的知識)

課程內容：(1)中文電腦的基本知識，(2)中文輸入法訓練……倉頡第四代輸入法；(3)中文文書處理的應用和中文文書的列印；及(4)如何使英文軟件在中文系統中應用。

課程形式：講授，示範及實習(每學員一人一機親自操作)

名 額：每班限收十八人

(本課程與香港伍山科技發展有限公司合辦)。

VII. EMS Certificate Courses

Certificate Course in Database Design and Management.

1182. Lectures on Wednesdays, 6.30-9.30 p.m., starting February 27, 1991. Room 230, Knowles Building, University of Hong Kong. Computer Workshops and Tutorials on Fridays, 6.00-10.00 p.m., starting March 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 and tutorial meetings.

Fee: \$3,650 (including computer time)

1183. Lectures on Wednesdays, 6.30-9.30 p.m., starting February 27, 1991. Room 230, Knowles Building, University of Hong Kong. Computer Workshops and Tutorials on Saturdays, 2.00-6.00 p.m., starting March 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 and tutorial meetings.

Fee: \$3,650 (including computer time)

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

Database management systems are fundamental software systems that are used to increase the performance and efficiency of data manipulation. They assist in enhancing data integrity and improve data administration and control. The course covers all of the fundamental principles of database. The "Oracle" database management system and the "Titan" information retrieval system will be used to illustrate the concepts that are taught in the lectures. 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, on completion of this course, students will be able to design, develop, implement and maintain simple 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: The students are assumed to be professional interested in data processing and should be familiar with at least one high level programming language and/or have exposure to simple database management system such as dBASE (Please indicate in your application). Preference will be given to those who can demonstrate that 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 processes. Enrolment is limited to 20. Closing date for application: January 31, 1991.

Certificate Course in Digital Computer Programming.

1184. Lectures on Mondays, 6.30—9.00 p.m., starting April 8, 1991. Room 217, University Main Building, University of Hong Kong. Computer Workshops on Tuesdays, 6.00—10.00 p.m., starting May 7, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 20 lecture meetings and 24 workshop meetings. (workshop meetings consisting of computer, tutorial and discussion sessions). **Fee: \$3,300** (including computer time)

1185. Lectures on Mondays, 6.30—9.00 p.m., starting April 8, 1991. Room 217, University Main Building, University of Hong Kong. Computer Workshops on Thursdays, 6.00—10.00 p.m., starting May 9, 1991. Room 314, Knowles Building, University of Hong Kong. 20 lecture meetings and 24 workshop meetings. (workshop meetings consisting of computer, tutorial and discussion sessions). **Fee: \$3,300** (including computer time)

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

K.S. Kwok, Senior Computer Officer, University of Hong Kong.

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

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

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

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

Syllabus:

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

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

Cobol: overview of the COBOL language; features of identification division,

environment division; data division and procedure division; conditions and conditional statements; table handling techniques; file processing concepts; structured programming; typical commercial system using COBOL; case studies.

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

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 processes. Enrolment for each course is limited to 40 students. Closing date for applications: March 9, 1991.

Certificate Course in Advanced Microcomputer Applications.

1186. Lectures on Fridays, 6.30—9.00 p.m., starting April 19, 1991. Room 230, Knowles Building, University of Hong Kong. Computer Workshops on Saturdays, 2.00—4.00 p.m., starting April 27, 1991. Room 314, Knowles Building, University of Hong Kong. 24 lecture meetings and 27 computer workshop meetings. **Fee: \$3,650** (including computer time)

1187. Lectures on Fridays, 6.30—9.00 p.m., starting April 19, 1991. Room 230, Knowles Building, University of Hong Kong. Computer Workshops on Saturdays, 4.00—6.00 p.m., starting April 27, 1991. Room 314, Knowles Building, University of Hong Kong. 24 lecture meetings and 27 computer workshop meetings. **Fee: \$3,650** (including computer time)

1188. Lectures on Fridays, 6.30—9.00 p.m., starting April 19, 1991. Room 230, Knowles Building, University of Hong Kong. Computer Workshops on Tuesdays, 6.00—8.00 p.m., starting April 30, 1991. Room 314, Knowles Building, University of Hong Kong. 24 lecture meetings and 27 computer workshop meetings. **Fee: \$3,650** (including computer time)

1189. Lectures on Fridays, 6.30—9.00 p.m., starting April 19, 1991. Room 230, Knowles Building, University of Hong Kong. Computer Workshops on Tuesdays, 8.00—10.00 p.m., starting April 30, 1991. Room 314, Knowles Building, University of Hong Kong. 24 lecture meetings and 27 computer workshop meetings. **Fee: \$3,650** (including computer time)

Tutors: 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.

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

Y.K. Cheung, B.C.Sc. (Jinan), M.I.E.E.E., Computer Officer,
University of Hong Kong.

This is a follow-up course of the Certificate Course in Microcomputer Applications. It aims to provide an in-depth study of microcomputer systems and applications. Course contents include advanced features of DOS and BIOS, programming techniques, application design and microcomputer networking. Ample practical exercises will be given on programs and application development.

The course suits a broad scope of audience, and it is most beneficial to those jobs are closely related with programming and system design work.

Minimum Entry Qualifications: Applicants should have at least completed secondary education. Prior attendance of computer training courses and/or microcomputer programming experience are necessary. Preference will be given to those who have successfully completed the Certificate Course in Microcomputer Applications offered by the Department of Extra-Mural Studies, University of Hong Kong.

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 assignments satisfactorily and attending at least 75% of the lectures and computer workshops.

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

Syllabus: Basic systems; Structure of DOS and BIOS; C programming; dBASE programming; Introduction to System Analysis, Database Design and Management; Microcomputer Local Area Network (LAN).

Applicants must enclose photostat copies of appropriate certificate along with the 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 processes. Enrolment for each course is limited to 24 students. Closing date for applications: March 22, 1991.

Postgraduate Certificate Course in Computing Studies.

Part I: Tuition in Hong Kong, Department of Extra-Mural Studies, University of Hong Kong.

1190. *Lectures on Wednesdays, 6.30–9.30 p.m., starting March 20, 1991. Room 102, James Hsioung Lee Science Building, University of Hong Kong. Computer Workshops on Tuesdays, 6.00–10.00 p.m., starting April 9, 1991. Training Centre of Wealthland Consultants and Management Ltd., Room 1612, Hong Kong Plaza, 186–191, Connaught Road West, Hong Kong. 24 lecture meetings and 26 workshop meetings. Additional UNIX workshops will be assigned.*

1191. Lectures on Wednesdays, 6.30—9.30 p.m., starting March 20, 1991. Room 102, James Hsioung Lee Science Building, University of Hong Kong. Computer Workshops on Thursdays, 6.00—10.00 p.m., starting April 11, 1991. Room 201, Run Run Shaw Building, University of Hong Kong. 24 lecture meetings and 26 workshop meetings. Additional UNIX workshops will be assigned.

Examinations for Part I (Two papers): Paper 1 will be examined in July and Paper 2 will be examined in October.

(Please note that you have to pass both papers in order to be eligible to study Part II of the course).

Part II: Tuition in Australia, Department of Computer Science, Melbourne University (January 27 to February 22, 1992)

Students passing the two papers in Part I will spend 4 weeks from January 27 to February 22, 1992 inclusive 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.

Students who have failed the Part I examinations are not permitted to continue with the course. The portion of tuition fee for Part II, after deduction of necessary administration charges, will be refunded to these students.

Examination for Part II (One Paper): The examination will be held in Melbourne in February.

Tuition Fee: HK\$18,500 (for Part I and Part II)

Course Directors:

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

Prof. P.C. Poole, Professor of Computer Science, and Head, School of Information Technology and Electrical Engineering, 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) Executive 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. Opportunities will be available for students to use advanced UNIX systems in Melbourne for project development.

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 of 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.

Application:

Applicants must enclose photostat copies of appropriate certificates along with special application forms which are available on request from the Department. Please note that course fees will only be collected from those successful applicants after the selection processes.

Applicants may be required to attend an interview with the Selection Committee.

Applicants should note that this course entails a very substantial time commitment to complete assignments and projects. *Enrolment in each class is limited to 20 students.*

Closing date for application: January 12, 1991.

Interested persons are invited to attend an information session on January 5, 1991 (Saturday), 10 a.m. at Room 28, 9/F., Shun Tak Centre.

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 1992 – June 1992 (inclusive) at the University of Melbourne. The closing date for applications to enrol in the Graduate Diploma in Computing Studies, Melbourne University for this 4-month completion period is November 1991.
- (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.

VIII. SEMINARS ON SPECIAL TOPICS

1192. Computer Awareness and Appreciation for Executives.

Lectures on January 17 & 18, 1991, 9.00 a.m. – 5.00 p.m. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 2 meetings.

Fee: \$1,800

Computer systems are one of the most indispensable tools in today's offices. As a senior Executive or Administrator, there is a strong need for you to have a basic understanding of computer hardware and software such that you can grasp the rapidly changing technology and manage the ever changing computer development in the organization.

This seminar addresses such needs by explaining, in layman's terms, the essential concepts of computer systems, data processing, and information systems.

Contents: Basic computer concepts; computer systems; data organization and processing; software, computerization; office automation; and computer networks.

Résumé of the Speaker

Dr. T.Y. Chen obtained his B.Sc. and M.Phil. from the University of Hong Kong, his M.Sc. and D.I.C. from the Imperial College of Science and Technology, and his Ph.D. from the University of Melbourne. His research

interests include fixpoint theory, logic programming, expert systems and software engineering. He has taught at the University of Hong Kong and the University of Melbourne. Currently he is a Senior Lecturer in Computer Science at the University of Melbourne.

Apart from teaching at Universities for more than 20 years, Dr. Chen also has extensive experience in adult training and consultancy work. He has been offering services to many organizations, including Government Departments, public and private companies in the finance, security, computing, and industrial sectors.

1193. PROLOG: Theory and Applications.

Lectures on January 24, 1991, 9.00 a.m. – 5.00 p.m., and January 25, 1991, 9.00 a.m. – 12.30 p.m. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 2 meetings.

Fee: \$1,500

Prolog is the most successful and practical logic programming language. It is a very powerful problem-solving tool for artificial intelligence and a very useful language for the development of expert systems. However, its concepts and methodologies are very different from those of the conventional programming language. In this seminar, participants will learn the features and underlying principles of Prolog so that they would have a better understanding of it. The study of Prolog's programming techniques and styles will help them develop programs more effectively. Applications of Prolog will be presented.

At the end of the course, participants will know the programming methodologies and underlying principles of Prolog; and know some applications of Prolog.

Contents: Prolog — an overview, characteristics, syntax, semantics; Prolog — programming methodologies, limitations and capabilities; theoretical foundations of Prolog — resolution, unification, backtracking; declarative and procedural semantics; and applications of Prolog in deductive databases, expert systems, problem solving, etc.

Résumé of the Speaker

Dr. T.Y. Chen obtained his B.Sc. and M.Phil. from the University of Hong Kong, M.Sc. and D.I.C. from the Imperial College of Science and Technology, and Ph.D. from the University of Melbourne. His research interests include fixpoint theory, logic programming, expert systems and software engineering. He has taught at the University of Hong Kong and University of Melbourne. Currently he is a Senior Lecturer in Computer Science at the University of Melbourne.

Apart from teaching at Universities for more than 20 years, Dr. Chen also has extensive experience in adult training and consultancy work. He has been offering services to many organizations, including Government Departments, public and private companies in the finance, security, computing, and industrial sectors.

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), will launch 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 skills. 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 stamp-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.

SUMMER COURSES — COMPUTER SCIENCE

The Department will organize further Computer courses in the Summer (July — August) If you are interested in receiving information about these courses, please send a stamped, self-addressed envelope to Department of Extra Mural Studies, University of Hong Kong Pokfulam Road, Hong Kong (Attn Miss Cincy Ho — Summer Computer Courses)

IN-HOUSE TRAINING COURSES

The department organises in-house training courses (for example, computer courses for Municipal Services Administration Staff) Institute, 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 2793

In order to receive the next issue of this Prospectus, please turn to page 221.

如 欲 收 到 下 期 課 程 手
冊 ， 請 翻 閱 第 221 頁 。

Economics, Banking & Statistics

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

LONDON UNIVERSITY EXTERNAL B.Sc. ECONOMICS REVISION COURSES

Revision courses for the following subjects in Part 1 of B.Sc. (Econ.) will be taught in March, 1991 by examiners and lecturers from the United Kingdom.

- 1231. Economics B1** (L.U. Syllabus No. 0002)
- 1232. Elements of Statistics** (L.U. Syllabus No. 0007)
- 1233. Banking 1** (L.U. Syllabus No. 0008)
- 1234. Introduction to Sociology** (L.U. Syllabus No. 0010)
- 1235. Mathematics for Economists** (L.U. Syllabus No. 0012)

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

1236. Principle of Economics I: Microeconomics.

Joseph Hu, M.Econ. (North Carolina State). *Wednesdays, 6.15—7.45 p.m., starting March 6, 1991. Room 141, University Main Building. 20 meetings.*

Fee: \$480

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

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

Medium of instruction: English and Cantonese.

1237. Principle of Economics II: Macroeconomics.

Joseph Hu, M.Econ. (North Carolina State). *Wednesdays, 8.00—9.30 p.m., starting March 6, 1991. Room 141, University Main Building. 20 meetings.*

Fee: \$480

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 and Cantonese.

1238. Basic Economics for Professional Examinations.

Conrad Chang, B.Soc.Sc (Econ.) (H.K.), A.C.I.B., C.Dip.A.F., M.M.S., F.C.I.S., M B.I.M. *Fridays, 6.15–9.15 p.m., starting March 1, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$530**

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.

1239. Monetary Economics.

Joseph Hu, M.Econ. (North Carolina State). *Tuesdays, 6.00–8.00 p.m., starting March 2, 1991. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$500**

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

Medium of instruction: English and Cantonese.

1240. Banking.

Hoshmand, A. Reza, B.Sc. (Hawaii), M.Sc. (Wisconsin), Ph.D. (Maryland). *Mondays, 8.00–10.00 p.m., starting February 25, 1991. Room 122, University Main Building. 18 meetings.* **Fee: \$480**

This course is designed for those who will be taking the Local Stage I Elements of Banking paper of the Chartered Institute of Bankers. Topics include: branch banking, international banking, banking and financial systems, bank lending.

1241. Branch Banking — Law and Practice.

C.S. Chan, F.C.I.B. *Thursdays, 8.05—9.35 p.m., starting March 21, 1991. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$430**

The aim is to prepare students for the subject Branch Banking — Law and Practice (the old POB 1) in Associateship Examinations of the Chartered Institute of Bankers. The course content will follow the syllabus as required by A.C.I.B. examinations. Candidates must have passed the Law Relating to Banking examination conducted by the Chartered Institute of Bankers.

1242. Securities and Equity Market in Hong Kong.

S. Leung, LL.B., LL.M., P.C.LL. *Wednesdays, 7.45—10.00 p.m., starting May 1, 1991. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings.* **Fee: \$485**

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

1243. Merchant Banking Services.

Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.). *Fridays, 8.00—9.30 p.m., starting March 1, 1991. Room 102, James Hsioung Lee Science Building, University of Hong Kong. 16 meetings.* **Fee: \$410**

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

Medium of instruction: English and Cantonese.

1244. Bank Lending and Credit Analysis.

Peter Yip, A.C.I.B., D.M.S. *Thursdays, 6.15—9.15 p.m., starting March 7, 1991. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 6 meetings.* **Fee: \$315**

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 by English where appropriate.

1245. Import and Export Banking.

Robert Au Sui-chee, A.C.I.B. *Saturdays, 2.15—5.45 p.m., starting March 2, 1991. Room 7, University Main Building. 6 meetings.* **Fee: \$380**

This banking course is specially designed for those working in banks' bills departments and/or shipping sections of import/export firms, who have a strong desire 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. Case study and relevant solutions will be provided in class to ensure candidates' thorough understanding. After completion, students should be able to solve basic bills problems. *Participants are expected to have F.6 standard.*

Medium of instruction: English and Cantonese.

1246. 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：一九九一年四月二十五日起每星期四下午六時十五分至九時十五分

全期學費：二百一十元 (共四講)

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

1247. 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. *Mondays, 6.50–9.50 p.m., starting June 10, 1991. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$520**

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.

1248. 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 April 25, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$505**

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

1249. Foreign Exchange and Money Markets.

Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.). *Fridays, 6.15–7.45 p.m., starting March 1, 1991. Room 102, James Hsiung Lee Science Building, University of Hong Kong. 16 meetings.* **Fee: \$410**

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

Medium of instruction: English and Cantonese.

1250. Corporate Finance.

Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.),
*Mondays, 6.15—7.45 p.m., starting February 25, 1991. Room 122, University
Main Building. 16 meetings.* **Fee: \$410**

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

Medium of instruction: English and Cantonese.

1251. Foreign Exchange Management and Investment.

Daniel Chan, M.B.A. (U.E.A.) *Mondays, 7.30—9.15 p.m., starting February
25, 1991. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower,
9/F. 15 meetings.* **Fee: \$375**

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.

1252. 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
April 25, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West
Tower, 9/F. 20 meetings.* **Fee: \$490**

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

1253. Swap Financing Techniques.

H.K. Kong, P.Mgr. (Canada), A.C.I.B., Dip.F.S., A.C.I.S., M.I.C.M. (Grad.), A.A.I.A., M.Inst.A.M.(Dip.), A.C.I.Arb. *Thursdays, 8.00—10.00 p.m., starting February 28, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.* **Fee: \$275**

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.

1254. Risk Management Products.

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 February 25, 1991. Room 21, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$315**

With volatile movements in interest and exchange rates companies have to understand the use of risk management products in order to minimize negative impact on corporate profits. This course explains product features and liability of use of futures, options products traded in exchanges and those developed by banks and brokers. Discussion will also be made of the packaging of risk management products in company financing and investment programmes.

1255. 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12室（信德中心西翼九樓）

時 間：一九九一年二月二十七日起每星期三下午六時至七時四十五分

全期學費：二百三十元（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。

1256. Investment Fundamentals.

Kong Hin-man, A.C.I.B., F.I.C.B., A.C.I.S., C.Dip.A.F., M.I.C.M. (Grad.). *Mondays, 8.00—9.30 p.m., starting February 25, 1991. Room 101, James Hsioung Lee Science Building, University of Hong Kong. 16 meetings.*

Fee: \$410

The course is aimed at both personal and institutional investors. Up-to-date investment appraisal and media will be discussed. Topics include: portfolio management techniques in investment markets including equity, debt metals futures and options. *Attendants are expected to have relevant basic knowledge and work experience.*

Medium of instruction: English and Cantonese.

1257. Hong Kong Statistics for Business.

Thursdays, 6.00–8.00 p.m., starting February 28, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.

Fee: \$305

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

<i>Topic</i>	<i>Speaker</i>
Labour, price and wage statistics: personnel management and manpower planning	Alvin Li, B.Sc., M.Sc. Senior Statistician (Census & Statistics Department)
Population and income statistics: research and marketing	Frank Yu, B.A., M.A. Senior Statistician (Census & Statistics Department)
Manufacturing and construction industries, distribution trades and services statistics; comparing profitability and performance, evaluating local market size and assessing extent and nature of competition	Siu Yiu-choi, B.Soc.Sc. Senior Statistician (Census & Statistics Department)
Trade statistics: market research, trade promotion and end-use goods analysis and forecasting	Miss Josephine Lau, B.Soc.Sc. Senior Statistician (Census & Statistics Department)
National accounts statistics: estimates of Gross Domestic Product and its components	Mr. Tang Wai-kong, B.Soc.Sc., Senior Statistician (Census & Statistics Department)

Monetary statistics: analysis and applications	Miss Priscilla Chiu, B.Soc.Sc., M.Soc.Sc., Senior Economist (Monetary Affairs Branch, Government Secretariat)
Economic statistics: analysis and applications	Mrs. Helen Chan, B.Soc.Sc., M.Soc.Sc., Senior Economist (Economic Services Branch, Government Secretariat)
Panel discussion: overview of official statistics and their uses in business and administration	Frederick Ho, B.Sc. M.Soc.Sc., F.I.S. Deputy Commissioner (Census & Statistics Department) Esmond Lee, B.Soc.Sc. Principal Economist (Economic Services Branch, Government Secretariat)

1258. 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：一九九一年四月十五日起每星期一下午六時十五分至七時四十五分

全期學費：二百七十五元 （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。

1259. Introductory Statistics.

H.K. Lam, M.Soc.Sc. (H.K.), M.I.S. *Wednesdays, 8.00–9.30 p.m., starting March 6, 1991. Room 7, University Main Building. 20 meetings.*

Fee: \$415

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

Medium of instruction: English and Cantonese.

1260. Quantitative Methods for Business and Economics.

Ng Kwok Po, B.Sc. (H.K.). *Thursdays, 6.30–8.30 p.m., starting May 23, 1991. Room LG2, Hui Oi Chow Science Building, University of Hong Kong. 14 meetings.*

Fee: \$385

This course is intended to provide the students with the quantitative tools to solve problems in business and economics. The following topics will be introduced: Methodology of Quantitative Approach in Solving Problems, Decision Analysis, Decision Tree, Utility Theory, Linear Programming Simplex Method, Network Analysis, CPM and PERT, and Introduction to Simulation.

Medium of instruction: Cantonese and English.

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。

Education

Staff Tutors: John Holford, Telephone 859 2785/859 2415
Agnes Lam, Telephone 859 2792

1271. New Approaches to Teaching and Counselling Young People.

Atara Sivan, B.A., M.A. (Bar-Ilan), Lecturer, University of Haifa, Israel, Programme Developer, Israeli Ministry of Education & Culture. *Wednesdays, 7.45–9.15 p.m., starting February 27, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings. Fee: \$350*

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

A practical approach will be used throughout and participants will be encouraged to try new skills and techniques such as brainstorming, role-playing, simulation games, ways of handling discussions, ways of handling agreement, debate and negotiation. The emphasis will be on creating a series of activities that young people find appealing and meaningful, yet which are structured, inter-related and form a cohesive whole. *Enrolment is limited to 30.*

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

In-Service Teacher Education Programme (Instep)

Staff Tutor: John Holford, Telephone 859 2785/859 2415
Executive Officer: Mary Li, Telephone 859 2787

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

I. Civic/Moral Education and Social Subjects

1272. Developing Resources for Teaching HKCEE Commerce.

D.B. Lewis, B.Sc.(Econ.), Lecturer in Curriculum Studies, University of Hong Kong; Pong Wing-Yan, B.B.A., M.Ed., Lecturer in Curriculum Studies, University of Hong Kong. *Mondays, 6.00—8.00 p.m., starting February 25, 1991. Room 207, Runme Shaw Building, University of Hong Kong. 10 meetings.*

Fee: \$735

This course is intended for teachers of Form 4 and Form 5 commerce who wish to participate in developing resources and course materials for use in the classroom. It is hoped to produce resources and materials, such as worksheets, case studies, simulation and role-playing exercise which would satisfy the requirements of the HKCEE Certificate level syllabus in commerce. *Enrolment is limited to 20.*

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

1273. Developing Environmental Awareness in CE Geography: An Issues-based approach.

Kwan Yim-lin, B.A., M.Ed. (H.K.), M.Sc. (Oxon.), Lecturer in Curriculum Studies, University of Hong Kong. *Saturdays, 10.00 a.m. — 12.00 noon, starting May 4, 1991. Room 202, Runme Shaw Building, University of Hong Kong. 5 meetings.*

Fee: \$244

Current issues reflecting environmental awareness will be used to illustrate the teaching of the current CE Geography syllabus. Different strategies and working materials will be integrated to encourage more pupil involvement in class. Participating teachers are expected to produce one set of classroom materials in the last session of the course. Opportunities will be provided for participating teachers to discuss their work for improvement and to share their ideas of teaching. *Enrolment is limited to 20.*

Medium of instruction: Cantonese.

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

1274. 政治教育師資短訓班 (Introduction to Political Education)

主 講 人：梁恩榮先生 B.Sc. (Hon.), M.A. (Ed.) (C. U. H. K.),

M.Phil. candidate, Institute of Ed, University of London.

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（星期五）及11室（星期二）（信德中心西翼九樓）

時 間：一九九一年三月十五日（星期五）上午九時十五分至下午十二時三十分；三月十九日（星期二）及三月廿二日（星期五）上午九時十五分至下午四時

全期學費：五百元（共兩日半）

對 象：中學教師為主，其他有興趣人士亦可參加。

目 的：（一）培養具「政治啓悟」的老師，以便在校內有效地推行政治教育。
（二）介紹在中學推行政治教育的方法。

內 容：（一）何謂政治？（二）政治灌輸與政治教育（三）政治教育的目的與政治意識形態（四）政治啓悟者：知識、技能、態度（五）批判思考與政治偏見（六）課程設計與爭辯性課題的教學法（七）教案示範與討論。

課程特點：強調學員參與式學習與雙向交流，包括討論、仿真遊戲、辯論、講座……等。（限收二十人）

教師可獲教育署退還半費。詳參第 vii 頁。

II. Computer Studies & the Applications of Micro-Computers

1275. 倉頡中文電腦輸入法實效訓練 (Method of Typing Chinese Characters)

主 講 人：葉運蓮女士 B.A. (H.K.), Dip Ed. (CUHK)

曹裕強先生 B.A. (HK)

地 點：香港大學梁銶琚樓808室

時 間：一九九一年三月八日起每星期五下午六時至九時

全期學費：一千一百零五元（共五講）

本課程大部份時間使用由導師編製之電腦輔助學習軟件，使學員在最輕鬆的氣氛下進行有系統之操練和學習。課程的內容包括了中文電腦的基本概念及操作、中文輸入法訓練（倉頡），以及介紹常用的中文文字處理軟件的使用。學員將利用

IBM 個人電腦進行學習操練，導師除堂上授課及示範外，亦作個別輔導以適應不同程度之學員。經驗顯示，若循正確方法訓練，中文輸入法（倉頡）並不困難，使用本訓練系統，一般成人在約十小時練習後，可達每分鐘十字以上速度。課程特別為中文科或其他使用中文為教學媒介的教師而設。參加者無須具有電腦使用之經驗。（限收十八人）

教師可獲教育署退還半費。詳參第 vii 頁。

1276. 中文系統與文書處理 (The Application of Chinese System and Word Processor)

主 講人：葉運蓮女士 B.A. (HK), Dip. Ed. (CUHK)

曹裕強先生 B.A. (HK)

地 點：香港大學梁銑琚樓808室

時 間：一九九一年五月三日起每星期五下午六時至九時

全期學費：九百四十元 （共四講）

本課程將着重學習中文文書處理概念和操作，同時介紹中文電腦的特點，了解中英文電腦的分別。

課程內容包括中文文書處理的應用，認識如何造字，設定詞庫，使學員在掌握輸入法後，能夠得心應手地實踐和應用。

本課程適合中文或其他使用中文為教學媒介的教師參加，可以幫助處理日常試卷、筆記、海報……等等編製。（限收十八人）

註：參加者須懂中文輸入法。本課程可作為另一課程「倉頡中文電腦輸入實效訓練」的第二階段課程。本課程採用倚天中文系統。

教師可獲教育署退還半費。詳參第 vii 頁。

1277. Workshop on Using Computers to Assist School Office Work.

Chan Siu-keung, B.Sc., P.Cert.Ed. (H.K.). *Lectures on Mondays, 7.15—8.45 p.m., starting February 25, 1991. Room 206, Runme Shaw Building, University of Hong Kong. Workshops on Thursdays, 6.15—7.45 p.m., starting March 7, 1991. Room 201, Run Run Shaw Building, University of Hong Kong. 9 lecture meetings and 8 workshop meetings. Fee: \$870*

With the help of computers, much routine school office work can be made more efficient and easy. This includes work processing, data processing, statistical analysis, presentation with graphs, etc.

This course is intended mainly for beginners, especially teachers and school office staff who have little computer knowledge but would like to get some insight into computer usage.

The course will outline the following areas of knowledge: basic computer concepts, DOS usage, operation of Chinese system (ET), using WordPerfect to prepare documents, dBASE III+ to manipulate simple Database, and Symphony in numerical analysis and graphic presentations. Local area network will also be introduced. *Enrolment is limited to 28.*

Medium of instruction: Cantonese.

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

1278. Workshop on Developing Computer Software to Assist School Administration.

Chan Siu-keung, B.Sc., P.Cert.Ed. (H.K.). *One special lecture on Friday, 7.15–8.45 p.m., May 3, 1991. Lectures on Tuesdays, 7.15–8.45 p.m., starting May 7, 1991. Room 206, Runme Shaw Building, University of Hong Kong. Workshops on Fridays, 6.15–7.45 p.m., starting May 10, 1991. Room 201, Run Run Shaw Building, University of Hong Kong. 9 lecture meetings and 8 workshop meetings.* **Fee: \$845**

This is a basic programming course on dBase III+. It aims to help the participants to acquire the skills to program in dBase III+ or dBase-related softwares. The tutors will guide the participants to write a set of programs, using dBase III+ language, to assist the general administration work of their school.

Topics to be covered will include database concepts, file design, menu and windows, dBase III+ programming techniques and management of projects. Some developed softwares on school administration, will be used for demonstration to illustrate (a) pupil record systems, (b) examination score processing systems, (c) award and punishment systems, etc.

* Participants must have some knowledge on using dBase III+ or have attended the course "Workshop on Using Computer Software to Assist School Office Work" and have some interest in writing programs. *Enrolment is limited to 28.*

Medium of instruction: Cantonese.

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

III. Languages and Communications

1279. Organising the English Panel for Effective Teaching.

Ora W.Y. Kwo, B.A. (Hull), M.A. (Lond.), Lecturer in Curriculum Studies, University of Hong Kong and Lai-kun Tse, B.A. (CUHK), M.Sc. (Edin.), Dip.Ed. (H.K.), Language instructor, Language Centre, University of Hong Kong. *Thursday & Friday, 9.30 a.m. – 12.30 p.m. and 1.30 – 4.30 p.m. on March 14 & 15, 1991. (Thursday) Room 28 & (Friday) Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 2 days. Fee: \$380*

This course aims to help English panel chairpersons and form co-ordinators in secondary schools (a) to review the professional dimensions of their duties, and (b) to extend skills in co-ordinating panel members for effective teaching. Through lectures, workshops and experience-sharing the course will cover topics as follows: the role of the panel chairperson; syllabuses and the selection of textbooks; the deployment of teaching duties; school-based material development; tests and examinations; establishment and utilization of teaching resources; extra-curricular activities; improvement of teaching and staff development. *Enrolment is limited to 25.*

** For the first meeting, each participant should bring a set of textbooks which is used for teaching in their school.*

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

1280. 中文作文量表批改法

(Evaluating Pupils' Chinese Writing by Peer Checklist)

主 講 人：謝錫金先生 B.A., M. Phil., Dip. Ed. (HK), M.A.(Ed.) (CUHK),
香港大學課程學系講師

岑紹基 B.A. (Lond.), M.I.L., Cert. Ed. (HK), M.A.(Ed.) (CUHK)

地 點：香港大學邵仁枚樓204室

時 間：一九九一年五月四日起每星期六上午九時至下午十二時

全期學費：二百二十元 (共二講)

培養學生修改自己文章的能力，其實是作文評改教學的最終鵠的；學生養成自己改文章的習慣，也是終身受用。經過實驗和實踐證明，量表批改法比精批細改和符號批改更有效。本課程將介紹量表批改法的理論、各地實驗的情況；並推介一些量表給中學語文老師試用。本課程的教學活動包括教法示例、教學交流、實驗報告等。 (限收三十人)

教師可獲教育署退還半費。詳參第 vii 頁。

1281. A Practical Approach to Teaching Stress & Intonation in Secondary English Classes.

Elizabeth Samson, B.A. (Lanc.), Postgrad.Cert.Ed. (Leic.), M.A. (Birm.), Senior Language Instructor in Language Centre, University of Hong Kong. *Saturdays, 10.00 a.m. – 12.00 noon, starting May 4, 1991. Room 101, Runme Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$245**

This course will run in two parts. The first part will consist of an overview of current theories of stress and intonation and an introduction to a simple system of transcription for teachers' use. The second part will consist of workshop sessions on ways to include teaching of intonation in the secondary English syllabus. *Enrolment is limited to 20.*

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

1282. Helping Students Become Skilled Readers of Textbooks.

Mrs. Cecilia K.W. Shek, B.A., Dip.Ed. (C.U.H.K.), Adv.Dip.Ed., M.Ed. (H.K.), Teaching Consultant in Education, University of Hong Kong. *Mondays, 5.30 – 7.00 p.m., starting March 25, 1991. Room 205, Runme Shaw Building, University of Hong Kong. 6 meetings.* **Fee: \$230**

This course is for secondary school teachers who are interested in helping their students get information more effectively from textbooks written in English. Course participants will be introduced to different models of language comprehension and different ways of analysing written text. In relation to these models, strategies which teachers may employ in the classroom to enhance students' comprehension skills will be discussed. Examples will be drawn mainly from passages taken from Science and Social subject textbooks commonly used in Hong Kong secondary schools. *Enrolment is limited to 20.*

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

1283. 中學中國語文科新課程教學法 (New Secondary Chinese Language Curriculum: Teaching Methods)

主 講 人：黎歐陽汝穎女士 B.A. (CUHK), M. Ed. (HK), 香港大學課程學系講師
韓炎聯先生 B.A., Cert. Ed., M.A. (HK), 香港大學課程學系講師
謝錫金先生 B.A., M. Phil. (HK), Dip. Ed., M.A. (Ed.) (CUHK), 香港大學課程學系講師
鍾嶺崇先生 B.A. (CUHK), M. Ed. (HK), 香港大學課程學系講師

地 點：香港大學邵仁枚樓204室

時 間：一九九一年四月十二日起每星期五下午七時三十分至九時三十分

全期學費：三百二十元 (共五講)

新修訂的中學中國語文科課程將於一九九一年秋季實施。是次修訂的範圍頗為廣泛。本課程將以講習班形式，分析及討論新修訂課程與現行課程的異同、新課程的各個主要教學項目的教學要求和實施新課程教學的可行方法等。此課程的設置，是希望能幫助教師在新課程實施前，對新課程的各方面的要求，及可行的實施方法，有一基本的理解和認識，使他們在實施新課程時，能收事半功倍之效。本課程的教學活動包括專題講座，小組活動和教學設計示例等。 (限收二十五人)。

教師可獲教育署退還半費。詳參第 vii 頁。

IV. Science and Mathematics

1284. Laboratory Management for School Science Department Heads.

P.K. Tao, B.Sc. (C.U.H.K.), M.A. (Leeds), Cert.Ed. (H.K.), Lecturer in Curriculum Studies, University of Hong Kong. *Tuesdays & Thursdays, 6.00—7.30 p.m., starting May 21, 1991. Room 305, Runme Shaw Building, University of Hong Kong. 6 meetings.* **Fee: \$245**

This course is primarily intended for secondary school science subject department heads who are charged with the responsibility of overseeing the smooth running of the laboratory. Topics to be discussed include: management tasks of the department head, tasks of the laboratory technician, laboratory safety and legal liability, equipment acquisition, storage/retrieval of equipment, stock record system using dBASE III Plus microcomputer database program. *Enrolment is limited to 20.*

Medium of instruction: Cantonese.

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

V. Physical Education and Sports Sciences

The following courses are organized in association with The Physical Education Unit, University of Hong Kong.

1285. Physiological Factors Influencing Sports Performance.

A. Barnett, B.Soc.Sc. (Footscray I.T.), M.A. (Ball State), Senior Physical Education Officer, Physical Education Unit, University of Hong Kong. *Saturdays, 9.00 a.m. – 12.00 noon, starting April 13, 1991. Physical Education Unit, Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 4 meetings.* **Fee: \$305**

This course will cover the cardio-pulmonary system, muscular endurance and strength, flexibility and other factors affecting sports performance including growth and development, body composition, somatotyping and physique, age, gender, heredity, environment and fatigue. *Enrolment is limited to 30.*

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

1286. Training Methods in Physical Activity.

A. Barnett, B.Soc.Sc. (Footscray I.T.), M.A. (Ball State), Senior Physical Education Officer, Physical Education Unit, University of Hong Kong. *Saturdays, 9.00 a.m. – 12.00 noon, starting May 11, 1991. Physical Education Unit, Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 4 meetings.* **Fee: \$305**

This course will cover principles of training, aerobic and anaerobic factors, types of muscle contractions and their application to training and detraining effects, training programmes for different population and the measurement of fitness. *Enrolment is limited to 30.*

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

1287. Health-Related Fitness.

A. Barnett, B.Soc.Sc. (Footscray I.T.), M.A. (Ball State), Senior Physical Education Officer, Physical Education Unit, University of Hong Kong; M.A. Speak, B.A., D.L.C., M.Ed., and others. *Saturdays, 9.00 a.m. – 12.00 noon, starting March 16, 1991. Physical Education Unit, Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 4 meetings.* **Fee: \$325**

This course will cover aspects of health-related fitness, including factors affecting health and sound lifestyle, diet, health benefits of regular exercise and the components, development and evaluation of physical fitness. *Enrolment is limited to 30.*

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

1288. The Role and Value of Physical Education.

Members of Staff of Physical Education Unit, University of Hong Kong: *Tuesdays, 7.30–9.30 p.m., starting April 2, 1991. Physical Education Unit, Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 4 meetings.*

Fee: \$240

The course, which includes a variety of speakers from the University, will consider the philosophy of education and physical education, the role of education and physical education in society and the principles of physical education. *Enrolment is limited to 30.*

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

1289. Social Aspects of Physical Education and Sports.

Members of staff of Physical Education Unit, University of Hong Kong. *Tuesdays, 7.30–9.30 p.m., starting April 30, 1991. Physical Education Unit, Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 4 meetings.*

Fee: \$240

The course, which includes a variety of speakers, will cover sport as a microcosm of society, ethical and moral aspects of competitive sport, concepts of fair play and sportsmanship, sport and physical activity as a socialising agent, factors affecting participation, and the role of sport in international understanding. *Enrolment is limited to 30.*

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

1290. Psychological Aspects of Physical Education.

Miss. T.L. Lee, Physical Education Unit, University of Hong Kong. *Thursdays, 7.30–9.30 p.m., starting May 2, 1991. Physical Education Unit, Flora Ho Sports Centre, 111–113 Pokfulam Road, Hong Kong. 4 meetings.*

Fee: \$240

The course will cover learning theory, the acquisition of skill, factors affecting performance in sport, physical growth and motor development, group dynamics and performance. *Enrolment is limited to 30.*

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

1291. The Organization and Administration of Physical Education, Recreation and Sport in Hong Kong.

Mr. K. Yeung, Physical Education Unit, University of Hong Kong. *Wednesdays & Fridays, 7.30—9.30 p.m., starting May 1, 1991. Physical Education Unit, Flora Ho Sports Centre, 111—113 Pokfulam Road, Hong Kong. 8 meetings.* **Fee: \$430**

The course will cover a variety of features of P.E. and sport in Hong Kong including physical education within the Education System, School Sport, the organisation of leisure, recreation and sport opportunities in the community, the role of the government, municipal authorities and various institutions and associations, and factors affecting international competition and participation. *Enrolment is limited to 30.*

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

1292. 羽毛球教學法 (Teaching of Badminton)

主 講 人：李玉强先生 B.Ed.

地 點：賴廉士體育館（香港薄扶林道111—113號）

時 間：一九九一年四月八日起每星期一下午五時至七時

全期學費：七百元 （共八講）

本課程適合一些對羽毛球運動有基本認識，並且願意在學校裏推動羽毛球活動之教師而設。內容包括基本技巧分析及教學法等。（限收十二人）

教師可獲教育署退還半費。詳參第 vii 頁。

1293. Understanding Sports Injuries — Causes, Prevention and Management.

Jimmy Wu Y.K., P.D.P.T., member C.D.C. *Thursdays, 6.00—9.00 p.m., starting May 2, 1991. Room 103, University Main Building, University of Hong Kong. 4 meetings.* **Fee: \$280**

This course is designed for PE teachers and those who prepare students for HKCEE. It will cover the types, causes and prevention of injuries related to

sports Simple management and rehabilitation of sports injuries will also be introduced *Enrolment is limited to 30*

Medium of instruction Cantonese

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

VI. Planning and Administration

1294. 中學班主任工作的理論與實踐 (Management Course for Secondary School Form Teachers)

主 講 人：許為天先生 B Sc, Cert Ed, MA (Ed) (CUHK)

黃鑫鈞先生 B Soc Sc Dip Ed, MA (Ed) (CUHK)

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：一九九一年四月二十六日起每星期五下午六時至七時三十分

全期學費：二百八十五元（共八講）

如何做一個成功的班主任？本課程旨在介紹班主任在教育工作的地位 介紹作為班主任可參考的資料及有關書刊，對班級集體、各級學生心理、師生溝通、家長關係、班會活動等作出探討。（限收二十五人）

教師可獲教育署退還半費。詳參第 vii 頁。

1295. 課外活動統籌主任訓練課程 (Management Course for Extra-Curricular Activity Co-ordinators)

主 講 人：劉錦民先生

地 點：香港大學校外課程部市區中心29室（信德中心西翼九樓）

時 間：一九九一年三月六日起每星期三下午八時至九時三十分

全期學費：三百五十元（共八講）

本課程專門為中學課外活動統籌主任提供有關的專業訓練。內容分三部份：一般行政管理知識，學生管理的一般原理，及在本港中學擔任課外活動統籌主任的方法及技巧。（限收三十人）

（本課程與香港課外活動統籌主任協會合辦）。

教師可獲教育署退還半費。詳參第 vii 頁。

VII. School and Teacher Development

1296. School-Based Curriculum Planning for Teachers of the Mentally Handicapped.

N B Crawford, B A (Open), M Ed (Birm), Teacher's Cert (Lond), Dip Sp Ed (Wales), Lecturer in Education, University of Hong Kong & Others *Dates by arrangement 2 one-day workshops*

INSTEP is promoting a school-based curriculum planning package for teachers of the mentally handicapped. The package is available to all interested schools and organisations. It consists of

- * A one-day introductory curriculum planning workshop,
- * A one-day advanced curriculum planning workshop to be held after a period of about six months.

Nick Crawford has been a school principal and has considerable experience in curriculum development. He has organised curriculum workshops nationwide in the U K and acted as consultant in a number of countries.

All learning materials (including a booklet for each participant) will be provided. Workshops will be conducted on the premises of the host school, or centre and on dates to be agreed.

Interested schools are recommended to apply early, as only a limited number of these workshops can be held during the year. Enquiries in the first instance to Nick Crawford, Department of Education, University of Hong Kong (Tel 859 2522). The fee for the course is

For up to 25 participants: \$6,500.

For 25 to 40 participants: \$9,200.

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

1297. Maximising the Use of Visual Aids for Effective Instruction.

William C W Pang, Dip Ed Tech (Plymouth Polytechnic) *Saturdays, 10 00–11 30 a m, starting March 23, 1991 Room 301, Runme Shaw Building, University of Hong Kong 10 meetings* **Fee: \$530**

The course is aimed at developing an appreciation of visual media in teaching and learning with an in-depth survey on the use of the overhead projector. Characteristics of various types of visual aids will be discussed, ranging from traditional chalkboard to modern computer graphics. Included will be a workshop on the production of learning materials for the overhead projector.

as compared with those generated by computer softwares. Participants can thus acquire skill in both the production and presentation techniques of overhead projector transparencies.

In-service teachers, school resource personnel, librarians, technicians and training officers will find this course particularly beneficial. *Enrolment is limited to 16.*

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

1298. Careers Guidance in Secondary Schools.

Chan Joe-chak, B.Sc.(Hons.), Cert.Ed., M.Ed. (H.K.). *Mondays, 6.00—8.00 p.m., starting February 25, 1991. Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$835**

The course is specially designed for secondary school teachers who (a) are currently involved in careers guidance work in their school; (b) are interested in knowing more about the career development of their students and are prepared to devote themselves to this important aspect of education; (c) are willing to strengthen the conceptual framework upon which they draw from different schools of career theory; (d) are prepared to learn through tapping their own resources, as well as from other member participants; (e) would like to probe into the possibility of designing a programme of career activities catering for the needs of their students in their particular settings. *Enrolment is limited to 25.*

[This course is organised in association with The Hong Kong Association of Career Masters and Guidance Masters].

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

1299. Education and Modernization in Contemporary China.

G. Postiglione, Ph.D., Lecturer in Education, University of Hong Kong. *Mondays & Thursdays, 8.00—9.30 p.m., starting March 25, 1991. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 10 meetings.*

Fee: \$415

This course will examine the contribution of education to the modernization of Contemporary China. Attention will be focussed on economic, technological, social and regional aspects of development. Special topics include education and technology transfer, education in special economic zones and national minority regions and academic exchange with foreign countries. *Enrolment is limited to 20.*

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

1300. The O.K. Teacher — Practical Psychology in the Classroom Using a Transactional Analysis Framework.

George Harper Adams, M.A. (Oxford). *Mondays, 6.15—7.45 p.m., starting February 25, 1991. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$960**

This course is a programme of practical psychology in the classroom. It aims to help teachers understand transactions in the classroom from within a Transactional Analysis framework, and thus to help teachers understand themselves and their students with a goal of furthering human growth and achieving autonomy. *Enrolment is limited to 18.*

[This course is organised in association with The Transactional Analysis Association of Hong Kong].

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

1301. Factor Analysis.

Lai Chan-pong, B.A., Cert.Ed., Adv.Dip.Ed., M.Ed., M.Sc. *Wednesdays, 6.15—7.45 p.m., starting April 3, 1991. Room 808, K.K. Leung Building, University of Hong Kong. 10 meetings.* **Fee: \$400**

The course aims at providing a basic knowledge of factor analysis to those who might have to use the method in educational research or have to make use of books and research papers involving the method. The course covers the following areas: the application of factor analysis, procedures in carrying out a factor analysis, determination of the number of factors, extraction and interpretation of factors. The roles of exploratory and confirmatory factor analyses will also be dealt with. The course also includes one or two sessions where participants could try running a factor analysis on some data sets using the SPSSPC software. *Enrolment is limited to 20.*

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

1302. Secondary Schools Guidance Teaching — A Practical Approach.

Chan Joe-chak, B.Sc., P.C.Ed., Adv.Dip.Ed., M.Ed. (H.K.) and Dr. Jeffrey Day, B.Sc., PDCE., M.I.Biol., Ph.D., Lecturer in Education, University of Hong Kong. *Fridays, 5.00—7.30 p.m., starting April 12, 1991. Room 141, University Main Building, University of Hong Kong. 10 meetings.*

Fee: \$810

The course is designed specially for secondary school teachers who have a genuine desire to improve the quality of education in our schools and to improve the welfare of their students. The main aims are: (1) To provide teachers with the basic necessary principles pertaining to guidance. (2) To provide teachers with a more in-depth knowledge of the various aspects of guidance. (3) To facilitate an interflow of experience in relation to practical guidance. (4) To allow teachers an opportunity to design a workable guidance programme tailored to the needs of their school and students. *Enrolment is limited to 25.*

[This course is organised in association with The Hong Kong Association of Career Masters and Guidance Masters].

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

1303. Philosophical and Social Issues in Education.

Mrs. Leung Shiu Lai-hung, B.S.Sc.(Hons.), M.A., Cert.Ed., Adv.Dip.Ed. M.Ed. *Thursdays, 7.45—9.45 p.m., starting April 4, 1991. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 16 meetings.*

Fee: \$1,465

This course is intended to provide an introduction to the philosophical and sociological analyses of education. It also aims to help students to examine assumptions, justifications and implications of educational theories as well as practice. The course will cover issues fundamental to the consideration of educational policies and strategies including the concept of education, the nature of educational theory, the aims of education, the content and process of education, and the relation of education to society, economy and polity.

The course is suitable for primary and secondary teachers, school administrators, and members of the public interested in education. It may also be of particular help to candidates preparing for degree programmes in education and the College of Preceptors' Licentiate Diploma. *Enrolment is limited to 15.*

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

1304. Electronic Mail and Information Exchange by Modem.

Benjamin Yoong Chi-fei, B.Soc.Sc., Cert.Ed. (H.K.). *Saturdays, 2.00—5.00 p.m., starting June 22, 1991. Room 301, Runme Shaw Building, University of Hong Kong. 2 meetings.*

Fee: \$365

This is a workshop course to introduce the basic concepts of telecommunication by modem and microcomputer. Participants will develop skills in hardware installation, the use of communication softwares, and the use of electronic Bulletin Boards.

The core content is not machine specific and experience in using microcomputers, though relevant and advantageous, is not essential. *Enrolment is limited to 15.*

Medium of instruction: Cantonese.

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

VIII. Primary Courses

1305. 如何在小學組織及推行課外活動 (How to Conduct Extra-Curricular Activities in Primary Schools)

主 講 人：梁兆棠先生

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：一九九一年二月二十五日起每星期一下午七時四十五分至九時十五分

全期學費：二百一十元 （共六講）

本課程適合小學教師。內容包括：（一）課外活動的功能、角色和行政原則；（二）如何組織較大型之課外活動設計；（三）小學各學科的課外活動設計；（四）如何解決組織及推行課外活動遇到之困難。（限收二十五人）

教師可獲教育署退還半費。詳參第 vii 頁。

1306. 從欣賞導向創作 (Teaching Art with Art)

主 講 人：陳美玉女士 Diploma D.E.U.G. (France)

譚瑞菁女士

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：一九九一年二月二十七日起每星期三下午六時三十分至八時

全期學費：四百四十元二 （共十講）

本課程為小學美勞教師而設。討論內容包括：（一）連貫性單元模式的高年級美勞課程；（二）通過欣賞及藝術批評進行創作的教材；（三）低年級的欣賞教學。（限收二十人）

教師可獲教育署退還半費。詳參第 vii 頁。

1307. 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：一九九一年五月二十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 vii 頁。

IX. Pre-School and Kindergarten Courses

1308. 如何誘導幼童的智能及社交情緒成長 (How to Guide Young Children's Cognitive and Socio-emotional Growth)

主 講 人：勵楊蕙貞女士 B.A. (Hons.), P.C. Ed., Adv. Dip. Ed., M. Ed., M.H.K. Ps. S
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：一九九一年三月二十三日起每星期六上午九時十五分至十時四十五分
全期學費：二百四十元 （共六講）

本課程旨在為幼兒工作者，提供對幼兒之心智成長的基本認識及誘導技巧。透過講解、小組討論、個案研究、示範及角色扮演，俾能幫助學員瞭解幼兒心智成長的過程及有關之問題，從而更有效引導幼兒健康發展。（限收二十人）

教師可獲教育署退還半費。詳參第 vii 頁。

1309. 如何促進幼兒的社交能力 (Promoting Pre-school Children's Social Competence)

主 講 人：黃艾珍女士（幼兒教育碩士）
地 點：香港大學校外課程部市區中心1室（信德中心西翼十五樓）
時 間：一九九一年五月四日起每星期六下午二時三十分至四時
全期學費：二百五十元 （共六講）

本課程適合幼稚園及幼兒工作者，目的在認識學前兒童社交能力的發展，分析其所需的觀念及技巧，並通過小組研習及示範，設計教學活動及遊戲，以提高或改進幼兒的社交能力。（限收二十人）。

教師可獲教育署退還半費。詳參第 vii 頁。

1310. Observing and Recording Pre-school Children's Behaviour.

Chan Yuen-yin, Adv.Dip.Ed. (Wales), M.Ed. (H.K.). *Thursdays, 6.30—8.00 p.m., starting April 4, 1991. Room 17, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$345**

An introduction to the systematic study of children's behaviour in preschool settings, its theory and practice, leading to a deeper understanding of the needs of preschool children.

Topics to be discussed include: (a) the function of observation in children's behaviour. (b) Methods of observation, such as: event sampling, time sampling, specimen description, the target child method of observation etc. (c) How to implement the observation information to evaluate the preschool programme, in order to improve the provision of materials, activities and adult interaction with children.

The course is intended for preschool programmers, preschool teachers and parents. *Enrolment is limited to 20.*

Medium of instruction: Cantonese.

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

1311. Infant and Toddler Behaviour and Development.

Matthew Steuer, Deg.Early Childhood Ed. (Wheelock College). *Wednesdays, 6.30—8.00 p.m., starting February 27, 1991. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.* **Fee: \$320**

Infants and toddlers are probably the most ignored age group in the field of education. One could argue, though, that more is learned in the first three years of life than at any other point in the life cycle; making this the most crucial learning period.

The aim of this course is to instil a greater appreciation for and understanding of the dramatic developmental accomplishments in these early years. The

course will also encompass practical suggestions for how to facilitate infant and toddler development (emphasis will be placed on children between 6 months and 3 years of age). *Enrolment is limited to 15.*

1312. 幼兒語言學習 (Early Language Learning)

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

地 點：香港大學屬樹雄科學館 G4室

時 間：一九九一年三月二十日起每星期三下午六時十五分至七時四十五分

全期學費：三百九十元 (共十講)

本課程旨在增進學員對幼兒語言學習的認識，從而提供適當的輔導，以發展幼兒的語言能力。課程內容包括幼兒語言發展理論及提高幼兒語言能力的各類活動介紹，如閱讀、說故事、遊戲等，適合在職而未受訓練的幼兒教育工作者修讀。(限收二十人)

教師可獲教育署退還半費。詳參第 vii 頁。

1313. 幼兒科學活動 (Science Activities for Pre-school Children)

主 講 人：蘇淑蓮女士 B.A., Cert. Ed., Adv. Dip. Ed., M. Ed.

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：一九九一年三月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：二百零五元 (共六講)

本課程專為幼稚／兒園教師而設，旨在探討幼兒科學教育的重要性。主要內容包括：科學活動對幼兒的價值；如何設計幼兒園內的科學活動，如何安排戶外幼兒科學活動；與及幼兒科學教學技巧等。(限收二十五人)

教師可獲教育署退還半費。詳參第 vii 頁。

1314. Early Childhood P.E.

Lee Wing Hon, Tony, B.A. (Chu Hai College). *Wednesdays, 6.15—7.45 p.m., starting April 17, 1991. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

Fee: \$380

This course will start a brief description of young children's physical ability and the important of physical training in young children. It will cover teachers'

role in developing children's body awareness. It will also cover some basic techniques such as balance, basic movement, eye-hand co-ordination and music and movement, activities, the use of P.E. equipment, ideas and games. It will engage teachers in working on a curriculum of different levels as well as gaining ideas in running a sports day. *Enrolment is limited to 24.*

Medium of instruction: Cantonese.

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

1315. 早期的認知發展 (Early Cognitive Development)

主 講 人：盧劉美顏女士

地 點：香港大學校外課程部市區中心23室（信德中心西翼九樓）

時 間：一九九一年三月九日起每星期六上午十時三十分至十二時

全期學費：一百六十五元（共六講）

課程包括0—6歲幼兒的認知發展：(1)早期的感知發展；(2)兒童怎樣學習的，以及影響學習的因素；(3)嬰兒、1—2歲的幼兒及學前兒童的認知發展，(4)概念的發展—數目概念以及大小、形狀顏色、空間和概念；(5)智力——遺傳和環境的因素。（限收三十人）

教師可獲教育署退還半費。詳參第 vii 頁。

X. Library Studies

The following courses are organized in association with The Hong Kong Library Association: School, College and Education Libraries Committee.

1316. Developing Student Library Skills in Your School Library.

Kathryn Kay Young, M.Ed., Library Science (M.L.S.). *Friday, 7.30—9.30 p.m., starting April 12, 1991. Room LG107, K.K. Leung Building, University of Hong Kong. 1 meeting.* **Fee: \$85**

This course will involve a lecture/discussion of various forms of user (faculty, student and parent) education for school libraries, including informal signs, guides, demonstrations and special curricular programmes. Emphasis will be given to orientation programmes and to teaching library skills in cooperation with the classroom teacher or as a special programmes within the library. Use of commercially prepared materials and self-made guides, worksheets and other instructional materials will be included. Coordination

of user education with the over-all school curricular programmes and evaluation of programmes will be discussed although the main emphasis will be upon practical application for school libraries in Hong Kong. *Enrolment is limited to 20.*

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

1317. Subject Cataloguing and Classification Workshop.

Ms. Agatha Sit, B.A., M.L.S., Assistant Librarian in University of Hong Kong Libraries. *Fridays, 6.15–7.45 p.m., starting April 19, 1991. Room LG107, K.K. Leung Building, University of Hong Kong. 5 meetings.* **Fee: \$275**

This course introduces basic cataloguing and classification theory and practice. It will cover Sears subject headings as a subject cataloguing tool and the Dewey Decimal Classification as a classification tool. One session will be allocated to review basic descriptive cataloguing, in order to ensure all participants are familiar with some basic cataloguing techniques. *Enrolment is limited to 15.*

Medium of instruction: Cantonese.

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

1318. Library Skills for School/College Teachers.

Ms. Agatha Sit, B.A., M.L.S., Assistant Librarian in University of Hong Kong Libraries. *Saturday, 9.00 a.m. – 1.00 p.m., June 29, 1991. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 1 meeting.*

Fee: \$160

The course will introduce basic skills in using indexing tools, such as card catalogues, computer catalogues, printed indexes or CDROMS. Some technical operations will be discussed in order to orient teachers or ordinary library users with minimal library skills as to how a library, with either a manual or automated system, operates. The purpose of the course is to narrow the gap between teacher-librarians/librarians and teachers/ordinary library users. *Enrolment is limited to 15.*

Medium of instruction: Cantonese.

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

Engineering

Staff Tutor: F.T. Chan, Telephone 859 2791

1341. Methodology of Engineering Design.

T.Y. Lee, A.P., 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, 6.15–7.45 p.m., starting March 26, 1991. Room 7, University Main Building. 8 meetings.* **Fee: \$230**

This course is designed to fill the gap between engineering sciences and design practice. It emphasizes on the methodology and the behavioural aspect of engineering design. Topics will include: review of design practice, user's needs and design objectives, conceptual and detail designs, feasibility and optimization, communication skills, information, management of design, computer aided design, artificial intelligence in design, and current applied research topics. Case studies will be discussed. Engineering designers and those in the engineering management will find this course interesting and useful for improving design performance.

1342. Quality Management for Manufacturing and Service Industries.

Eugene S.Y. Li, B.Sc.(Hons.) (Brock), M.Sc. (Queen's), F.S.S., M.A.S.Q.C., M.I.C.S.A. Asst. Lecturer in Industrial & Manufacturing Systems Engineering, University of Hong Kong. *Wednesdays, 6.30–9.00 p.m., starting March 6, 1991. Room LG1, Hui Oi Chow Science Building, University of Hong Kong. 8 meetings.* **Fee: \$380**

This course covers different aspects of Total Quality Control for manufacturing and service industries ranging from 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. Some controversial issues in quality management will also be discussed. This course is designed for people in upper and middle levels of management who are concerned with the quality of their products/services, and particularly for those who are directly involved in quality assurance and quality control activities.

1343. Engineering in Daily Life.

Tutors-in-charge Sunny Ng and W L Tang *Fridays, 6 00—8 00 p m , starting March 1, 1991 HKIE, 9/F, Island Centre, Causeway Bay 10 meetings* **Fee: \$480**

It was felt that the general public was not well-informed to appreciate the relationship between engineering and the things happening around them. The Hong Kong Institution of Engineers (HKIE), the centre core of engineering professions in Hong Kong, is obliged to take the lead on providing such a facility to the public

This course is intended to give a general picture of engineering, especially to those non-engineers. Contents of the course will be of a wide spectrum of engineering activities. Various types of engineering works will be introduced to the participants by guest speakers specializing in their particular professions. *Enrolment is limited to 60*

[This course is organised in association with Young Members Committee, HKIE]

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。

English Studies

Staff Tutor: Duncan Macintosh, Telephone 547 2225

English Language Courses

The English Language courses offered in the Spring of 1991 are primarily intended for those who wish to prepare themselves before applying for a place in one of the Department's Certificate courses in the Use of English or in English for Business in the year 1991-92. The tuition provided will give them a better chance of passing the appropriate entrance examination that they will need to sit later in the year. Other applicants who do not have the time to attend a full course lasting one or two academic years may also be admitted to these courses.

EFFECTIVE ENGLISH

The aim of this programme is to enable all those who enrol to improve their general command of English so that they can communicate more effectively at work and in a variety of social situations. To this end, tuition will be provided in the following language skills:

speaking so that others can understand what is said without difficulty;

listening for a thorough understanding of what others say;

writing for effective communication in a variety of situations;

reading for full comprehension of different types of writing.

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

Courses

A. In Hong Kong

Course No. At the Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. (*N.B. These courses are held in the morning*)

1351. Tuesdays and Thursdays, 8.30–10.00 a.m., starting February 21, 1991. 30 meetings. **Fee: \$700**

1352. Tuesdays and Thursdays, 10.30 a.m.–12.00 noon, starting February 21, 1991. 30 meetings. **Fee: \$700**

At the University of Hong Kong.

1353. Mondays and Fridays, 8.00–9.30 p.m., starting March 1, 1991. 30 meetings. **Fee: \$700**

1354. Wednesdays and Fridays, 8.00–9.30 p.m., starting February 22, 1991. 30 meetings. **Fee: \$700**

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

1355. Tuesdays and Thursdays, 6.30–8.00 p.m., starting February 26, 1991. 30 meetings. **Fee: \$700**

At Wah Yan College, Queen's Road East, Hong Kong.

1356. Mondays and Wednesdays, 6.30–8.00 p.m., starting February 25, 1991. 30 meetings. **Fee: \$700**

B. In Kowloon

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

1357. Mondays and Fridays, 6.30–8.00 p.m., starting February 22, 1991. 30 meetings, **Fee: \$700**

At Wah Yan College, 56 Waterloo Road, Kowloon.

1358. Mondays and Wednesdays, 6.30–8.00 p.m., starting February 20, 1991. 30 meetings. **Fee: \$700**

1359. Tuesdays and Thursdays, 6.30–8.00 p.m., starting February 21, 1991. 30 meetings. **Fee: \$700**

BUSINESS CORRESPONDENCE

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

- Basic Principles: lay-out of a business letter, conventional usage, style and the use and abuse of commercial jargon.
- Negotiations: how to make trade enquiries, how to negotiate for more favourable terms and how to place orders.
- Complaints: how to write letters of complaints and to reply to them.
- Sales letters: tuition will be given in how to write sales letters to suit particular situations.
- Memoranda: how to write memoranda to suit a variety of different situations.
- Reports: how to write effective reports, and short reports in particular.

Throughout the courses considerable attention will be paid not only to what to say to suit different circumstances, but also the implications of expressing oneself in a variety of different ways. Practice assignments will therefore be set and later discussed in class.

Entrance Qualifications: A Pass in English at G.C.E. 'O' level or equivalent. Preference will be given to applicants with higher qualifications than this and/or those who have completed relevant post-secondary courses. *Copies of certificates awarded should be attached to application forms.* Enrolment will be by selection of those who are most capable of benefitting from the course of tuition, and so applicants may wish to add a statement to their application forms saying why they wish to be enrolled in the course. *As courses at particular centres sometimes are very quickly oversubscribed, applicants are advised to indicate a second choice of course (state the course number only) in addition to their first choice. Closing date: February 9, 1991.*

A. In Hong Kong

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

1360. Fridays, 6.15—7.45 p.m., starting February 22, 1991.
15 meetings. **Fee: \$450**

At Wah Yan College, Queen's Road East.

1361. Mondays, 6.30—8.00 p.m., starting February 25, 1991.
15 meetings. **Fee: \$450**

B. In Kowloon

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

1362. Tuesdays, 6.30—8.00 p.m., starting February 26, 1991.
15 meetings, **Fee: \$450**

1363. Thursdays, 6.30—8.00 p.m., starting February 21, 1991. 15 meetings. **Fee: \$450**

INTRODUCTION TO CORRESPONDENCE

These courses are intended for those who have recently started working in an office. The tuition provided will also be of value to those who are proposing to apply for admission to one of the Department's Use of English courses or to one of the Department's English for Business courses in the year 1991/92.

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

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

Courses

A. In Hong Kong

Course No. At Wah Yan College, Queen's Road East.

1364. Thursdays, 6.30—8 00 p.m., starting February 28, 1991. 15 meetings. **Fee: \$450**

B. In Kowloon

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

1365. Mondays, 6.30—8.00 p.m., starting February 25, 1991. 15 meetings. **Fee: \$450**

English for Academic Purposes

1366. Language Skills for Business Studies.

Neil Drave, B.A. (Leeds), M.A. (York). *Wednesdays, 8.00—9.30 p.m., starting February 27, 1991. Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F (MTR: Sheung Wan). 20 meetings.* **Fee: \$500**

Recognition of the importance of Business Studies has grown immensely in recent years and has resulted in the development of more and more programmes leading to the award of qualifications in the area. There is no doubt that this development will work very considerably to Hong Kong's advantage, and yet many people interested in following advanced courses in Business or Management Studies may find that the complex language often used in these studies is totally unfamiliar to them. In order to succeed, therefore, they need to extend their command of English so that they can pursue their studies effectively.

Intensive tuition in language skills will therefore be provided in this course so that students can

consider a quantity of data and different issues, be able to assess and analyse them and then argue a case effectively either orally or in writing,

read texts with the aim of identifying the most significant facts, arguments and points of view they contain,

assimilate different types and styles of communication for a thorough understanding and then be ready to summarise the most important factors considered, and

read case studies for full comprehension and analysis of all the implications in them.

Entrance Requirements: An Extra Mural Certificate in the Use of English or English for Business or Band 6 in the International English Language Testing System (IELTS). Enrolment will then be by selection of those best qualified to benefit from the course of tuition. All applicants should therefore attach a statement to their application form stating why they wish to be enrolled, and, in particular, which Business Studies course they are attending if they have already been enrolled in one. *Enrolment is limited to 25 students.*

N.B. Applicants should be sure to attach copies of relevant qualifications in English to their application form. *Closing Date for Applications: February 13, 1991.*

English for Appreciation

1367. The Use and Structure of Language in Poetry.

Ray Mackay, M.A. (Aberdeen), M.Ed. (Edinburgh). *Thursdays, 6.15—7.45 p.m., starting March 7, 1991. Room 142, University Main Building, University of Hong Kong. 10 meetings. Fee: \$230*

Those who enjoy poetry in English and have an interest in the structure of language will find in this course a new and particular interest, for they will be able to look at the various ways in which poets use language to achieve certain effects.

A variety of poems from different cultures and historical periods will be considered with a view to exploring how poets have structured their language in particular ways in order to communicate particular meanings. Copies of these poems will be made available, and then participants will be encouraged to suggest other poems of their own choice for close study in later sessions.

In order to benefit fully from the course, all applicants should have a command of English *at least at G.C.E. 'O' Level*, but, more important, they should also find pleasure in the reading of poetry.

1368. New Zealand Life Through Literature.

Prue Holmes, B.A. (V U.W.), M.Ed. (H.K.), Dip. S.L.T. (Massey), Dip. Teaching (Christchurch), Lecturer in English, Northcote College of Education. *Fridays, 7.15—8.45 p.m., starting March 1, 1991. Room 105, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings. Fee: \$230*

Those with plans to visit New Zealand and therefore wishing to know more about New Zealand society will find this course of particular interest. In the form of a number of seminars, it will provide an introduction to the literature of New Zealand. It will be through this study of various forms of literature and the work of a number of different writers that the participants will be able to gain an insight into the shape of New Zealand society and the life-style and the attitudes of its people.

A variety of texts and documents will be made available for study, and the tuition will be augmented by audio-visual material.

English for Specific Purposes

Staff Tutor: John Bensly, Telephone 547 2225

Spoken English

1369. Intonation in Idiomatic English.

Raymond Huang, B.A. (Lingnan), M.A. (Leeds), I.P.A. Cert.Phon., P.G.C.E., L.R.A.M., L.T.C.L. (Lond.). *Tuesdays, 7.30–9.30 p.m., starting February 26, 1991. Room 104, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.* **Fee: \$360**

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 is 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.

Fee Refund: Teachers may apply for a half fee refund for this course. See page vii. *Closing date for applications: 9th February, 1991.*

Written English

1370. Written Communication for Executives.

Sunny Chu, Teachers' Certificate, B.A. (Lancaster). *Fridays, 6.15–7.45 p.m., starting March 1, 1991. St. Joseph's College, 7 Kennedy Road, Hong Kong. 10 meetings.* **Fee: \$250**

The course is designed for executives who want to use their written English effectively in the varied contexts of office administration.

During the course students will apply the communication principles and techniques required for writing effective memos and minutes, committee papers, performance appraisal reports proposals and policy papers etc. Emphasis will be placed on the effective organization of information and the use of proper tone, and accurate, clear and concise language in writing. The course will be conducted as a workshop with class discussions, syndicate work, and individual exercises and participants will be provided with ample opportunity to exchange their views and experience.

Enrolment will be limited to 30 students and will be by selection of those best qualified to benefit from the course of tuition. Closing date for applications 9th February, 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.

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。

European Languages

Staff Tutor: Duncan Macintosh, Telephone 547 2225

1401. Spanish Language, First Year.

Rev. Father Emiliano Perez, O.P., B.A. (Spain), B.A. Ed. (Hull), Cert. Ed. (H.K.), Principal, Rosaryhill School. *Mondays and Fridays, 6.15–7.45 p.m., starting February 22, 1991. Room LG104, K.K. Leung Building, University of Hong Kong. 30 meetings.* **Fee: \$700**

Those who have no previous knowledge of Spanish will find this course for complete beginners in the language particularly useful. The tutor will teach to a level where they can understand elementary texts in Spanish and carry on simple conversations. *Enrolment limited to 34 persons.*

Textbook: El Espanol Al Dia, Book 1 (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.

1402. French Language for Beginners.

Miss P. Ho, B.A. (H.K.). *Saturdays, 2.00–4.00 p.m., starting February 23, 1991. Room 15, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. (MTR: Sheung Wan). 20 meetings.* **Fee: \$650**

In this elementary course in French Language those who have no previous knowledge of the language will receive sound tuition in the basic principles of French. It is therefore a good preparation for those who wish to be considered for the Department's Certificate courses in French Language in the year 1991-92. *Enrolment is limited to 25 students.*

In order to receive the next issue of this Prospectus, please turn to page 221.

Geography & Geology

Staff Tutor L H Rebecca Chiu, Telephone 859 2786

1406. 寶石學入門 (Introduction Gemmology)

主 講 人 陳志強先生 F G A (英國寶石學會院士)
歐陽秋眉女士 F G A (英國寶石學會院士)
地 點 香港大學校外課程部市區中心18室 (信德中心西翼九樓)
時 間 一九九一年二月二十八日起每星期四下午八時至十時
全期學費 五百六十元 (共十講)

本課程著重介紹寶石的基本知識和鑑別寶石的主要根據。講授範圍包括下列兩方面 (一)常見的天然寶石 (如鑽石、紅寶石、藍寶石、祖母綠、閃山雲、水晶、翡翠、珍珠等) 的物理性質和鑑別特徵 (二)各種人造寶石的製造方法,仿製品的形式,人工處理顏色的方法及其鑑別方法。 (限收廿二人)

1407. 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 一九九一年二月二十八日起每星期四下午八時零五分至九時三十五分
全期學費 二百四十元 (共十二講)

本課程旨在介紹環境保育工作在此時此地的意義及實際需要,並探討在學校推行環境教育工作的問題,設計實行的策略與方法。各講者將會公開多年從事環境教育工作的心得與經驗,與學員分享研究,藉此推廣這種迫切又有意義的事業。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)水質的污染,水庫破壞、河流湖泊死亡對海洋生態的影響 (五)空氣的污染 酸雨、熱帶雨林、臭氧層破壞對地球生態網的影響 (六)噪音的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)環境保護與經濟 可延性的經濟發展 (十)如何用小組方法在社區推行環境保護工作 (十一)家居環保與綠色消費 (十二)如何推行環保公民教育及在學校落實環境教育工作。

每講印發有關資料的文章供參考，並介紹推薦環境教育的書籍、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 VII 頁。

1408. 香港地理野外考察 (Geography in the Field)

主 講 人：鈕柏燊先生、袁貞偉先生、鄧玉萍小姐

地 點：香港大學邵逸夫樓208室

時 間：一九九一年三月七日起每星期四下午六時三十分至八時

全期學費：三百八十五元（共十一講及四次野外考察）

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

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 221 頁 。

History & Archaeology

Staff Tutor Y W Liu, Telephone 859 2788/859 2416

1411. Appreciation of Chinese Relics.

Lo Kam-kau, James, Committee Member of the Hong Kong Archaeological Society *Tuesdays, 4 30—6 00 p m, starting February 26, 1991 Room 13, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F 8 meetings plus 1 site visit* **Fee: \$250**

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 in a weekend (travelling expenses to be borne by the participants)

1412. 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：一九九一年二月廿五日起每星期一下午六時至七時卅分

全期學費：三百三十元（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）

1413. 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：一九九一年五月廿七日起每星期一下午六時至七時卅分
全期學費：二百四十元（共八講及一次實地考察）

本課程由中英第一次鴉片戰爭說起，回顧本港一百年來的滄桑史。內容介紹早期香港的面貌、地理環境、傳統生活習慣與風俗、及民間信仰等，並與今日的香港作一個全面的比較。其中對在日治時期港人的生活實況，更有詳細的闡述。講者生於斯長於斯，親身體會淪陷三年零八個月時期的情況，可說是歷史的見證人。本課程對未經第二次世界大戰洗禮的青年人，有提供教育與警惕的作用。四十歲以上的人士，亦可藉本課程重溫舊夢，與講者共同回味過去的甘苦。（限收二十二人）

1414. 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：一九九一年二月廿七日起每星期三下午六時十五分至七時四十五分
全期學費：二百八十元（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）

1415. 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：一九九一年五月一日起每星期三下午六時十五分至七時四十五分
全期學費：二百八十元（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

1421. 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 March 4, 1991. Room 208, Run Run Shaw Building, University of Hong Kong. 5 meetings.* **Fee: \$165**

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.

1422. 傳媒教育入門 (Introduction to Media Education)

主 講 人：夏其龍神父 M. S. Journalism (Columbia)

地 點：香港天主教社會傳播處（香港堅道十六號教區中心十一字）

電話：5258021內線418

時 間：一九九一年三月十二日起每星期二下午七時三十分至九時三十分

全期學費：一百五十五元 （共六講）

從大眾傳播媒介社會的影響，引出受眾需要對傳媒應有基本的認識，以能深入地欣賞及積極地批判傳媒影響其製作質素。講授內容包括：（一）傳訊理論及傳媒運作與心理；（二）傳媒教育的基本概念；（三）傳媒教育方法示範——報紙、雜誌、畫報；（四）傳媒教育方法示範——電影；（五）傳媒教育方法示範——電台；（六）傳媒教育方法示範——電視。（限收四十五人）

（本課程與天主教社會傳播處合辦）。

1423. 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：一九九一年四月廿二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：一百六十元。 (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)

1424. 中國傳統拓印技術 (Traditional Chinese Rubbing Techniques)

主 講 人：呂榮芳先生 (前廈門大學講師)

地 點：香港大學校本部大樓正座地下 M-7室

時 間：一九九一年五月三日起每星期五下午七時十五分至九時十五分

全期學費：二百八十五元 (共六講，另加一次戶外考察及一次實習)

拓印是中華文化獨有的一種工藝技術，是古代流傳下來的一種家傳的秘術。各種文化如石刻、碑碣、陶器、銅器、玉器、甲骨、石像、瓦當、泉幣、璽印、泥封等的花紋、銘文、均可用拓印方法，拓成拓本。

其優點：可照原物的大小、深淺、距離，完整地印在宣紙上，黑白分明，纖毫畢現。拓本本身就是一種藝術品，有它獨特的藝術價值。

通過本課程學習，使學生學會自製各種不同的拓印工具，選用各種不同的宣紙和古墨，學會拓印各種文物的方法。(限收二十人)

1425. 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正座地下7室

時 間：一九九一年三月一日起每星期五下午七時十五分至九時十五分

全期學費：一百七十五元 (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。

1426. 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：一九九一年三月九日起每星期六下午四時至五時卅分

全期學費：一百九十元 （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。

1427. 中文電腦信息處理初階 (Introduction to Chinese Data Processing)

主 講 人：尹日成先生、袁振光先生、李仲泉先生

地 點：香港大學邵仁枚樓101室

時 間：一九九一年三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：一百四十五元 （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。

1428. 電腦桌上印刷初階 (Introduction to Desktop Publishing with Personal Computers)

主 講 人：袁振光先生 B. Sc. (CUHK), Cert. Ed. (HK), MHKCS, MIEEE

地 點：香港大學邵仁枚樓101室

時 間：一九九一年四月十六日起每星期二下午七時十五分至九時十五分

全期學費：九十五元 (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。

(限收三十人)

1429. 教學錄映帶節目：製作技巧及應用 (Techniques in Making & Using Instructional Video(Nonbroadcast))

主 講 人：容若愚先生 S. T. B.(H.K.), B. Ed.(Lond.), Dip. Comm.(U.K.)

(香港中文大學教材部)

地 點：香港大學校外課程部市區中心10室(信德中心西翼九樓)

時 間：一九九一年六月三日起每星期一下午七時十分至九時十分

全期學費：一百六十五元 (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。

1430. 錄影製作室 (Video Workshop)

主 講 人：黎秋華先生 B.A. (H.K.)

李小新先生 M.A. (Michigan)

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）

時 間：一九九一年六月八日起每星期六下午二時卅分至五時四十五分

全期學費：四百八十元 （共十講）

本課程著重從實際拍攝中熟習錄影製作技巧，學員需構思劇本，參予前、中、後期製作，並參加演出。課程以單機製作為主，探討以不同敘事風格處理同一題材之結果。

內容包括：(一)影象敘事文法；(二)一般攝錄、燈光、聲效技巧；(三)有效率的攝錄隊如何工作；(四)影視製作文書工作；(五)把錄影機之電子效果溶入劇中；(六)即興習作，(七)主題與變奏；及(八)平衡之創作心態。（限收三十人）

1431. 電影藝術及欣賞：理論與作者風格 (Film Art and Film Appreciation II)

主 講 人：黎秋華先生 B.A. (H.K.)

李小新先生 M.A. (Michigan)

地 點：香港大學校外課程部市區中心16室（信德中心西翼九樓）

時 間：一九九一年三月廿三日起每星期六下午二時卅分至五時四十五分

全期學費：四百八十元 （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先取錄機會。（限收三十四人）

1432. 志願機構的公共關係 (Public Relations for Voluntary Agencies)

主 講 人：許彬先生 M. S. W. (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：一九九一年二月廿八日起每星期四下午六時三十分至八時

全期學費：八十元 （共十二講）

在九十年代，志願機構如社會服務團體、醫院、學校及宗教組織等，亦需應

付社會上急劇的轉變，像商業機構一樣，學習掌握公共關係的基本知識，而這些機構的人事及行政人員，亦需懂得公共關係的運作方法。

講授內容包括：公共關係對志願機構的重要性，志願機構的架構及其所扮演的角色，基本人際傳通理論，機構內部傳通，社區關係籌款，義工的使用，及傳謀關係。

(本課程與職業訓練局合辦)。

1433. 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：一九九一年三月一日起每星期五下午八時十分至九時五十五分

全期學費：二百三十五元（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）

1434. 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11室（信德中心西翼九樓）

時 間：一九九一年六月廿二日星期六 正午十二時至下午三時（及由六月廿三日星期日上午九時至六月廿五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：四百八十元（另食宿費二百元，報名時一共需繳費六百八十元）

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：六月五日，限收二十八人）

1435. 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11室（信德中心西翼九樓）

時 間：一九九一年六月廿二日星期六下午三時至六時（及由六月廿六日星期三上午九時至六月廿八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：四百八十元（另食宿費二百元，報名時一共需繳費六百八十元）

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：六月五日，限收二十八人）

1436. 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11室（信德中心西翼九樓）

時 間：一九九一年六月廿二日星期六下午七時至十時（及由六月廿九日星期六上午九時至七月一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：五百元（另食宿費二百元，報名時一共需繳費七百元）

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

本課程適合對傳播學有初步認識的學員選修。而對一般從事文化教育事業、社會工作及公共關係、及需進一步理解人際溝通的各項問題的人士，幫助尤大。（截止報名日期：六月五日，限收二十人）

聲藝與口才 (The Art of Expression)

1437. 彭永才先生 (亞洲電視訓練學院院長) 主講

地 點：香港大學許愛周科學館 LG1室

時 間：一九九一年二月廿六日起每星期二下午七時十五分至九時四十五分

全期學費：二百六十元 (共八講)

1438. 彭永才先生 (亞洲電視訓練學院院長) 主講

地 點：香港大學許愛周科學館 LG1室

時 間：一九九一年四月卅日起每星期二下午七時十五分至九時四十五分

全期學費：二百六十元 (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，情感的貫注又具感染力，而達到悅耳傳神，聲情並暢的境地，那就有賴於口才的訓練，運聲技巧的掌握，語調情感的控送，以至將聲藝應用諸不同聽覺藝術底範疇時的不同表達方法去作一個較深入的認識與探討，這個課程所提供的，也就是環繞着聲音藝術的有關研究和學習機會。課程內容包括：聲調控送的技巧；粵音九聲的變化；常用語音的分類；演說技巧及練習；司儀方法及練習；唸詞方法及口才訓練等。(每班限收二十八人)

1439. 表達與理辯 (Public Speaking & Persuasion)

主 講 人：周文海先生 (人人出版社經理兼出版部主任)

地 點：香港大學校外課程部市區中心10室 (信德中心西翼九樓)

時 間：一九九一年三月五日起每星期二下午六時十分至七時四十分

全期學費：一百七十元 (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)

1440. 處事的技巧 (Decision-Making)

主 講 人：周文海先生（人人出版社經理兼出版部主任）

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九一年四月三十日起每星期二下午六時十分至七時四十分

全期學費：二百二十元（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；怎樣分析問題一 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）

1441. 廣告與顧客行爲 (Advertising and Consumer Behaviour)

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：一九九一年五月廿三日起每星期四下午六時卅分至八時

全期學費：一百六十五元（共七講）

廣告與顧客行爲分析均為市場策略訂定時的重要工具。從明瞭顧客為何要購買何種產品，到滿足其需要過程當中，可以試測到廣告活動能否奏效。並可從各種不同之顧客羣中，進行市場分割，使選擇出一個最適合自己產品的顧客羣，而令此產品的成功率達到最大。

本課程會介紹顧客的種類，顧客行爲調查，消費者之需要及其購買動機，並從社會上各種差異，如文化，經濟等來分類顧客羣，廣告如何利用調查資料來刺激購買動機等。

1442. 廣告學與市場管理 (Advertising in Marketing Management)

主 講 人：張林森先生（客座主講人：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：一九九一年三月七日起每星期四下午八時三十分至十時

全期學費：一百八十元（共八講）

廣告的作用是在於商品的推銷以至市場的推廣，所以廣告學與市場管理，實在是關連的。本課程首先介紹市場管理的重要性，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)

1443. 廣告研習班 (Advertising Workshop)

主 講 人：張林森先生 (客座主講人：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：一九九一年五月二日起每星期四下午八時三十分至十時

全期學費：二百八十五元 (共十二講)

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

課程內容將就指定課題，先行提供實例資料，繼而引導學員分組進行研討、實習，以製訂綜合的作業計劃書。學員在必要時，可於室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)

1444. 蔡克信先生主講

地 點：香港英皇道1044號福昌樓三樓 B4叁影室 (Studio 3)

時 間：一九九一年三月八日起每星期五下午七時卅分至九時卅分

全期學費：九百六十元 (共十四講)

1445. 蔡克信先生主講

地 點：香港英皇道1044號福昌樓三樓 B4叁影室 (Studio 3)

時 間：一九九一年三月九日起每星期六下午二時至四時

全期學費：九百六十元 (共十四講)

1446. 蔡克信先生主講

地點：香港英皇道1044號福昌樓三樓 B4叁影室 (Studio 3)

時間：一九九一年三月九日起每星期六下午四時卅分至六時卅分

全期學費：九百六十元 (共十四講)

1447. 蔡克信先生主講

地點：香港英皇道1044號福昌樓三樓 B4叁影室 (Studio 3)

時間：一九九一年三月四日起每星期一下午七時卅分至九時卅分

全期學費：九百六十元 (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、廣告用單房技巧、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，並需要大部份時間作拍攝及單房沖晒實習。本課程內將會提供講義及各種專業攝影及單房器材。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）

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 221 頁 。

Law

Enquiries 858 4606

Degree Courses

London University External LL.B. Degree Revision Courses.

Revision courses for candidates sitting the London University External LL B Intermediate, Final Part I and Part II Examinations will be offered in March/April 1991. They will be taught mainly by lecturers invited from the United Kingdom.

Intermediate Examination:

- 1461. Constitutional Law**
- 1462. Criminal Law**
- 1463. Elements of the Law of Contract**
- 1464. English Legal System**

Final Part I Examination:

- 1465. Land Law**
- 1466. Law of Tort**
- 1467. Law of Trusts**
- 1468. Evidence**

Final Part II Examination:

- 1469. Company Law**
- 1470. Family Law**
- 1471. Jurisprudence**
- 1472. Succession**

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

Professional Courses

Common Professional Examinations (C.P.E.) Preparation Course.

Revision courses for candidates sitting the C P E examinations of Manchester Polytechnic or other Polytechnics in the United Kingdom will be offered from 5-24 April, 1991. These courses will be taught by lecturers invited from the United Kingdom.

The courses offered will be in

Course No **1473.** Year I Constitutional and Administrative Law
Elements of the Law of Contract
Law of Tort

Course No **1474.** Year II Criminal Law
Equity and Trusts
Land Law

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

Law for Laymen

1475. 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 一九九一年二月二十六日起每星期二下午八時至九時三十分

全期學費 三百元 (共十講)

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

Management Studies

Staff Tutor: T.W. Casey, Telephone 859 2785

1491. 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, March 2, 1991 and March 9, 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: \$2,750 (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 13th February, 1991.

1492. An Introduction to Business Management.

Vincent Ng, B.S., M.B.A., M.S., D.B.A., Ph.D. (Calif.). *Wednesdays, 6.00—7.30 p.m., starting February 27, 1991. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$320**

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.

1493. 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 February 26, 1991. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$420**

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.

1494. 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 February 25, 1991. Room 141, University Main Building. 12 meetings.* **Fee: \$320**

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.

1495. Developing Managerial Skills.

Joseph K.N. Chan, B.A., Dip.Soc.Wk. (H.K.), M.I.P.M. *Saturdays, 3.45–5.15 p.m., starting March 2, 1991. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$320**

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.

1496. The Management of Business Policy.

Jamie Leung, B.A., B.AdM. (York), M.B.A. (Warwick). *Wednesdays, 8.00–9.30 p.m., starting February 27, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings. Fee: \$320*

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.

1497. Organizations in Action.

Wong Kwok-kit, M.B.A. (Birm.). *Saturdays, 2.00–3.30 p.m., starting March 2, 1991. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings. Fee: \$265*

We spend a major part of our lives being involved in organizations of one kind or another and from the standpoint of work this may well be a business organization. What do we know about the ways in which these organizations are formulated and function? In this course the various concepts and models of organizations will be examined, their structure and function, and the roles that individuals and groups can play as members. Consideration will also be given to the ways in which organizations are managed, and the relationship of structure and behaviour to adaptability to change and effectiveness.

1498. 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：一九九一年三月二日起每星期六下午三時四十五分至五時十五分

全期學費：三百二十元（共十二講）

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。

1499. Organization and Methods.

Samuel San, B.E. (N.S.W). *Saturdays, 4.00—5.30 p.m., starting March 2, 1991. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$320**

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.

1500. 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：一九九一年二月二十五日起每星期一下午六時至七時三十分

全期學費：三百二十元（共十二講）

任何人在日常工作上難免遇問題及決策，但解決問題及制訂決策的方案可能多不勝數。本課程主要目的是向學員介紹一個有系統的問題分析法，利用啟發性及分析性的方法，從多個方案中選出一個最有效的方案。

1501. Purchasing Principles and Management.

Becky Mak Pui-Lan, M.B.A. (Birm.). *Saturdays, 2.00—3.30 p.m., starting March 2, 1991. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$320**

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.

1502. Funding the Visual Arts (Two half-day Workshops).

Cherry Barnett, B.A. (Open), M.A. (City), Managing Editor, Artention Magazine; formerly Secretary General, The Friends of the Tate Gallery, London. *Saturdays, March 2 and 9, 1991, 9.30 a.m. – 12.30 p.m. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 2 days.*

Fee: \$180

It is often taken for granted that major art galleries are wholly government funded or at least subsidised by some official body, but the emphasis – in Europe particularly – has altered recently as costs both of administration and acquisitions continue to rise. Sponsorship, supporting groups, commercial enterprises and management skills increase in importance. What effect do these changes have on public galleries? How is the relationship between the commercial and public art galleries, the artist and the public affected? What makes a successful gallery administrator? These workshops will explore current problems and discuss future implications.

1503. 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 March 2, 1991. Room 122, University Main Building. 14 meetings.*

Fee: \$420

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.

1504. 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：香港大學許愛周科學館 LG2 室

時 間：一九九一年二月二十六日起每星期二下午八時至九時三十分

全期學費：二百六十五元（共十講）

本課程特為現職酒店經理及有志投身酒店業人仕而設。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。

1505. An Introduction to Financial Management.

Eric S.F. Leung, B.A., M.A. (Washington State). *Tuesdays, 6.00—7.30 p.m., starting February 26, 1991. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$320**

The basic principles and practices of financial management will be examined, together with the concept of an optional balance between risk and return in running a business enterprise. Based on situations drawn from the field, this course will afford to course members the opportunity of discussing both theory and actual examples of financial management and the bases of logical decision-making. The course will also cover financial statements, analysis for management control, profit planning and budgeting, working capital management, cash receivables, cost of capital theories, interest factors in financial decisions, financial forecasting, capital budgeting techniques, and investment/security analysis.

1506. Credit and Loan Administration.

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, 6.00—7.30 p.m., starting February 26, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$375**

The success of any bank loan depends on how closely it is monitored, regardless of how skillfully and judiciously it is assessed at the sanction stage. The course is designed for lending officers and corporate financial executives who wish to gain a good insight into the concepts, methodology and techniques to monitor credit and post loan administration. Topics to be discussed include: mechanisms of commercial, corporate, syndicated and

project lending; general principles of bank lending; basic lending facilities; structuring credit; credit analysis techniques and write-up; loan documentation; securities and collaterals; loan reviews and classifications; problem loans and legal procedures for default payment; import and export financing instruments; banking services for personal and business customers.

1507. An Introduction to Marketing Management.

Chee Po Chu, B.B.A. (C.U.H.K.). *Mondays, 7.45–9.15 p.m., starting February 25, 1991. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$320**

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.

1508. 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 March 1, 1991. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$320**

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.

1509. 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：一九九一年三月二日起每星期六下午三時四十五分至五時十五分

全期學費：三百二十元（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。

1510. 市場學初探 (Fundamentals of Marketing Management)

主 講 人：林展鵬先生 M.B.A.(Stirling)

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：一九九一年三月二日起每星期六下午二時至三時三十分

全期學費：三百二十元（共十二講）

在今日的香港，市場推廣已成為企業管理的一個不可缺少的重要部份。為了生存和發展，成功的公司一定要不停地留意市場的變化，競爭對手的策略和消費者的需要，從而制定出有效的市場策略。這個課程就是專為有志於市務工作發展的初學人仕而設。課程的範圍將包括：市場學概念的演變、市場策略的認識、消費者市場的購買行為和其在市場學上的含義、企業市場的購買行為和其在市場學上的含義、市場資訊系統和市場調查初探、市場分類的概念、產品的歷程和其在市場學上的含義、市場學上4“P”的認識、市場監察系統的認識。以上的講題將會配以實例以供同學參考。

1511. Marketing Management.

Eddie Y.F. Chan, B.Sc. (Birm.), M.Sc. (Lond.). *Tuesdays, 8.00—9.30 p.m., starting February 26, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 14 meetings.* **Fee: \$370**

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 organization, 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.

1512. 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 February 27, 1991. Room 22, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$320**

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.

1513. Strategic Marketing.

Jamie Leung, B.A., B.Ad. (York), M.B.A. (Warwick). *Mondays, 6.00–7.30 p.m., starting February 25, 1991. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$320**

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.

1514. Marketing and Product Management.

Leung Fuk-hing, B.B.A. (C.U.H.K.). *Fridays, 7.45–9.15 p.m., starting March 1, 1991. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$265**

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.

1515. International Marketing.

Au Yin-ping, M.B.A. (Aston). *Saturdays, 3.45—5.15 p.m., starting March 2, 1991. Room 12, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$320**

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.

1516. 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：一九九一年三月二日起每星期六下午二時至三時三十分
全期學費：三百二十元（共十二講）

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。

1517. 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：一九九一年二月二十八日起每星期四下午八時至九時三十分
全期學費：三百二十元（共十講）

近年來香港工業已邁進一新紀元，力求科學化管理，而工業界管理人士更須對整個生產觀念，有更鮮明之認識。本課程旨在介紹生產管理之基本概念，並將集中討論下列各點，以供工業界督導人員及經理人員參考：生產管理概論、生產需求分析、生產決策分析、生產量控制、廠房設計等。

1518. Personnel Management: Theory and Practice.

Terry Casey, B.A. (Nott.), M.Phil. (H.K.), Ph.D. (Bath), F.B.I.M., Senior Staff Tutor in Extra-Mural Studies, University of Hong Kong. *Tuesdays, 7.30—9.00 p.m., starting February 26, 1991. Room G3, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings. Fee: \$265*

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.

1519. 實用人事管理及勞資關係技巧 (Practical Personnel Management & Labour Relations Tehniques)

主 講 人：趙志光先生 B. Soc. Sc.(H.K.)

地 點：香港大學校本部大樓7室

時 間：一九九一年二月二十五日起每星期一下午六時三十分至八時

全期學費：三百二十元（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事管理人員或有意從事這行業的人士修讀，務求學員於完成課程後，可掌握從事人事管理工作之要點。

1520. 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：一九九一年三月二日起每星期六下午二時至三時三十分

全期學費：三百二十元（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。

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。

Medical Laboratory Science

Staff Tutors Wilson W S Ng, *Telephone* 859 2789
Sarah S C Hui, *Telephone* 859 2793
K C Tan-Un, *Telephone* 859 2793
Stephen W N Wu, *Telephone* 859 2417

1530. Refresher Course in Medical Laboratory Science

Lectures on Tuesdays, 7 30—9 30 p m Room 237, University Main Building and Saturdays, 3 00—6 00 p m Room 201, University Main Building, University of Hong Kong, starting January 5, 1991 22 meetings (Totally 54 hours) **Fee: \$1,300**

Organized jointly with the Hong Kong Medical Technology Association (HKMTA), this refresher course aims to prepare those who are planning to sit for the Part II examination (Examination for full registration) of the Medical Laboratory Technologist Board (MLT) to be held next year. This course will be taught by well-qualified and experienced medical technologists and other experts so that the appropriate standard required will be reached. The syllabus is modelled on that of the Part II Examination of the MLT Board and an examination will be held at the end of the course. Since the demand for the Histopathology & Cytology specialty is low, the course intends to cover topics in Haematology & Serology, Clinical Biochemistry, Medical Microbiology and general Medical Laboratory Science only. *Enrolment is limited to 60*

Application should be accompanied by a crossed cheque made payable to "Hong Kong Medical Technology Association" and sent to Department of Extra-Mural Studies for processing

Certificate Courses in Medical Laboratory Science

The Department of Extra-Mural Studies offers a Higher Level course annually and an Ordinary Level course every other year for, respectively, technicians and technicians-in-training already employed in medical laboratories. The next intake for the Higher course will be in September 1991 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.

Certificate Course in Medical Laboratory Management.

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

Music

Staff Tutors Owen H H Wong, Telephone 859 2788
Y W Liu, Telephone 859 2788/859 2416

1531. Melodic Structure in Mozart's Piano Compositions. [In conjunction with the Hong Kong Arts Festival]

Ms Siglind Bruhn, B Mus (Stuttgart), M A (Munich), Ph D (Vienna), formerly Director of Pianists' Academy Ansbach *Thursdays, 7 00–10 00 p m, starting January 10, 1991 Room CR2, Hong Kong Cultural Centre, 10 Salisbury Road, Tsimshatsui, Kowloon 2 meetings* **Fee: \$185**

While Mozart's music certainly shares a number of characteristic traits with that of Haydn and the early Beethoven, there are also very typically Mozartean features, particularly in his treatment of the melody. This includes his choice of intervals, the very subtle treatment of upbeats, the play with surface and depth in the melodic line, the ingenious irregularities in phrase structure, and many other details. This seminar aims at raising awareness both for the generally Classical and the specifically Mozartean Works to be covered include K 332 I, K 333 I, K 457 I, and K 576 I.

1532. Stories between the Two Staves. [In conjunction with the Hong Kong Arts Festival]

Ms Siglind Bruhn, B Mus (Stuttgart), M A (Munich), Ph D (Vienna), formerly Director of Pianists' Academy Ansbach *Mondays, 7 00–10 00 p m, starting January 14, 1991 Room CR2, Hong Kong Cultural Centre, 10 Salisbury Road, Tsimshatsui, Kowloon 2 meetings* **Fee: \$185**

Mozart was, as we read with pleasure in his famous letters to his cousin, a delightfully whitty man. Several movements of his piano works can be read as musical narratives of little episodes that might happen in the orchestra. More seriously, Mozart's piano score often reveals very intricate concepts of orchestration. The seminar aims at showing its participants that reading between the lines of the composition often contributes greatly to a better understanding and/or performance of a piece. Works to be covered include K 310 I + III, K 331 I + III, K 333 III, and K 457 II.

1533. Impressionism and Expressionism.

Ms. Siglind Bruhn, B.Mus. (Stuttgart), M.A. (Munich), Ph.D. (Vienna), formerly Director of Pianists' Academy Ansbach. *Mondays, 9.30 a.m. – 12.00 noon, starting February 25, 1991. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$425**

This course wants to give an introduction to the piano style of the French Impressionists, when music was regarded as a 'depiction of images seen in reality of dreams', and to the expressionism of the "New Viennese School" (which is not as complicated as people fear). Examples will be taken from Debussy's Preludes and Ravel's Miroirs, and from Schoenberg's Piano Pieces op.19 and Berg's Piano Sonata op.1.

1534. Dramatic and Epic Works from the Romantic Epoch.

Ms. Siglind Bruhn, B.Mus. (Stuttgart), M.A. (Munich), Ph.D. (Vienna), formerly Director of Pianists' Academy Ansbach. *Thursdays, 9.30 a.m. – 12.00 noon, starting February 28, 1991. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$425**

This course concentrates on those Romantic compositions which build on literary genres. While discussing a contextual understanding of compositions like Chopin's ballades, Brahms' rhapsodies, Schumann's Papillons etc., participants will learn about epic, lyric and dramatic components in music as derived from non-musical sources.

1535. Music and Dance Style.

Ms. Daryl Ries, B.S. (New York), Director, Dancescope. *Wednesdays, 8.15–9.45 p.m., starting March 6, 1991. Studio 9, 3/F., Hong Kong Academy of Performance Arts, 1 Gloucester Road, Hong Kong. 12 meetings.* **Fee: \$460**

A workshop that accents the fun of dancing to upbeat music with an emphasis on movement ease and individual style. Dances are covered from the classics to the new-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.*

1536. Art and Craft of Movement.

Ms. Daryl Ries, B.S. (New York), Director, Dancescope. *Fridays, 8.15—9.45 p.m., starting March 8, 1991. Studio 4, 4/F., Hong Kong Academy of Performance Arts, 1 Gloucester Road, Hong Kong. 12 meetings.*

Fee: \$460

Here we learn the fundamentals of movement for a healthier more communicative mind-body relationship. The technique teaches you how to gain dynamic posture improve coordination, move with greater efficiency and awareness and avoid unnecessary tension. Also how to enjoy a wider range of movement experiences. No dance experience necessary. Dancewear required, but no shoes. *Enrolment is limited to 20.*

1537. 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：香港大學梁銶琚樓 LG102室

時 間：一九九一年三月五日起每星期二下午八時至九時卅分

全期學費：二百三十元 (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爲許多人的愛好。對於那些初入門的人士，覺得古典音樂過於抽象，難以理解。本課程旨在爲這些音樂愛好者，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。

1538. 西洋音樂史：從巴洛克到古典樂派 (History of Western Music: From Baroque to Classicism)

主 講 人：丘放淮先生 B.A. (Seward, Nebraska)

地 點：香港大學梁銶琚樓 LG102室

時 間：一九九一年三月五日起每星期二下午六時卅分至八時

全期學費：二百五十元 (共十二講)

西洋音樂史的分期一向衆議紛紛。從一六〇〇年到一八〇〇年，大約可分爲兩個風格不同的樂派（即 Baroque Period 和 Classical Period），是後期光輝燦爛浪漫樂派的基石，是十九世紀歐洲音樂全盛時代的播種期。

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

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

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

1539. 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：一九九一年六月十四日起每星期五下午七時四十五分至九時四十五分

全期學費：三百七十元（共八講）

梅蘭芳博士是中國的伶界大王，世界聞名。他的唱腔落落大方，乾脆俐落，剛柔並濟，嬌美動聽，是目前學旦角的最高典範。講者素有「上海梅蘭芳」之稱號，研究「梅派」六十餘年，業餘教授迄今，亦已四十餘年。曾灌有不少唱片，並義拍「霸王別姬」、「四郎探母」電影。其自創整套科學音符，簡易明瞭，可使學習者在最短期內，即能掌握規律，從而得到「梅派」的韻味。

本期講授劇目「兩部西施」。仍由包先生免費供給自編有科學符號之唱譜及自拉自唱之錄音帶。（後部西施待下次講授）

本課程限收十二人，以小組方式個別指導。並特別着重發音、練喉、偷氣、歇氣、放氣、咬字、吐字等各種訓練。

1540. 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：一九九一年三月十一日起每星期一下午五時四十分至六時五十五分

全期學費：二百四十元（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）

1541. 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：一九九一年二月廿八日起每星期四下午五時四十五分至七時

全期學費：二百八十五元 （共十六講）

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

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

1542. 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：一九九一年二月廿八日起每星期四下午七時十分至八時廿五分

全期學費：二百四十元 （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）

1543. 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：一九九一年五月九日起每星期四下午七時十分至八時廿五分

全期學費：二百四十元 （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。會修讀本部之「中級聲樂」將優先取錄，但須於上課前十四天報名。(限收十四人)

1544. 中級音樂理論 (Intermediate Music Theory)

主 講 人：丘放淮先生 B.A. (Seward, Nebraska)

地 點：香港太古城地利亞修女紀念中學225室(中學部太豐路入口)

時 間：一九九一年三月六日起每星期三下午六時三十分至八時

全期學費：二百五十元 (共十二講)

學會認識簡譜和五線譜，對喜愛音樂的人們是一項有意義的樂趣。本課程包括學會數拍子，算音程，認調性，區別大調和小調，弄清楚基本音樂術語，記號。本課程將引導學員初步領略和聲，複調，曲式，配器各科的概念。本期將加強其他樂理的進修。

1545. 基本樂器學 (Basic Knowledge of Instruments)

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225室(中學部太豐路入口)

時 間：一九九一年三月六日起每星期三下午八時至九時三十分

全期學費：二百三十元 (共十二講)

本課程安排學員研習西方交響樂團 (Orchestra) 的四類樂器，包括弦樂 (Strings)、木管樂 (Woodwinds)、銅管樂 (Brass) 及敲擊樂器 (Percussion) 的音色、構造、質地、音響功能及各樂器組合效果，並初步介紹編寫音樂時的重要環節——樂器學 (Instrumentation)。

學員除能根據圖片資料，憑樂器外型辨認樂器外，更能瞭解其內在構造與音色、音質的關係，進而得以憑聽覺辨別音樂中所應用的樂器，內容力求簡明及趣味性。擁有此一能力，除在音樂聆賞時有更深層次的體會外，更能加強在音樂方面的學習。

講授時將輔以唱片、錄音帶及圖片並派發有關資料。

1546. 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：一九九一年三月九日起每星期六下午二時至四時

全期學費：三百八十五元 （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）

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 221 頁 。

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.

1551. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Mondays and Thursdays, 8.15—9.30 a.m., starting February 25, 1991. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 36 meetings.*

Fee: \$1,200

1552. Ms. Jenny Sze, B.A. (Tientsin). *Tuesdays, 7.15—9.30 p.m., starting March 5, 1991. Room 106, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.*

Fee: \$1,200

1553. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Fridays, 7.30—9.45 p.m., starting March 8, 1991. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.*

Fee: \$1,200

1554. Joseph Kung, B.A. (New York). *Mondays and Wednesdays, 6.00—7.30 p.m., starting February 25, 1991. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 30 meetings.*

Fee: \$1,200

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. *Enrolment is limited to 20 per course.*

Textbook: Sarah Tsou: Teach Yourself Living Mandarin (with tapes) (Longman) (Available at leading Book Stores)

1555. Mandarin for Business Conversation.

Mrs. Sarah Tsou, M.A. (St. Diego State). *Fridays, 5.10—7.30 p.m., starting March 8, 1991. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 18 meetings.* **Fee: \$1,200**

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

1556. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Mondays, 9.30—11.45 a.m., starting March 18, 1991. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.* **Fee: \$1,280**

1557. Ms. Jenny Sze, B.A. (Tientsin). *Wednesdays, 7.15—9.30 p.m., starting March 6, 1991. Room 206, Run Run Shaw Building, University of Hong Kong. 20 meetings.* **Fee: \$1,280**

1558. Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Thursdays, 7.30—9.45 p.m., starting March 7, 1991. Room 206, Run Run Shaw Building, University of Hong Kong. 20 meetings.* **Fee: \$1,280**

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.

Textbook: Sarah Tsou, Teach Yourself Living Mandarin (with tapes) (Longman) and supplementary. (Available at leading Book Stores)

1559. Certificate Course in Mandarin

Mrs. Wong Leong Yuk-lan, B.A. (Peking Normal). *Mondays, 7.30—9.45 p.m., starting March 11, 1991. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 40 meetings.*

(No Meetings from July 22, 1991 to August 26, 1991 for summer vacation)

Fee: \$2,580 (includes all teaching material and examination fee except textbook)

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.

Cantonese

1560. 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 March 5, 1991. Room 29, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.* **Fee: \$1,200**

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 1561).

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

1561. 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 March 8, 1991. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.*

Fee: \$1,200

1562. Cantonese I.

C.S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Wednesdays and Fridays, 7.15–8.45 p.m., starting March 6, 1991. Room 101, Runme Shaw Building, University of Hong Kong. 33 meetings.*

Fee: \$1,050

1563. Cantonese I.

Mrs. Caroline Law, B.A. (U.C.). *Mondays and Thursdays, 2.00–3.30 p.m., starting March 4, 1991. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 33 meetings.*

Fee: \$1,050

1564. Cantonese I.

Keith Tong, M.A. (Reading). *Thursdays, 6.15–8.45 p.m., starting March 7, 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: \$1,050

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)

1565. Cantonese II.

K.K. Chan, B.A. (C.U.H.K.), Language Instructor, University of Hong Kong. *Wednesdays, 5.20–7.00 p.m., starting March 6, 1991. Room 16, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 18 meetings.*

Fee: \$1,250

1566. Cantonese II.

C.S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Thursdays, 7.15–9.15 p.m., starting March 7, 1991. Room 104, James Hsiung Lee Science Building, University of Hong Kong. 15 meetings.*

Fee: \$1,250

1567. Cantonese II.

Mrs. Caroline Law, B.A. (U.C.). *Tuesdays and Fridays, 2.00—3.30 p.m., starting March 5, 1991. Room 10, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 20 meetings.*

Fee: \$1,250

1568. Cantonese II.

Mrs. Caroline Law, B.A. (U.C.). *Tuesdays, 6.15—8.15 p.m., starting March 5, 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: \$1,250

For those students who have completed Cantonese II, an extension course can be arranged on request so as to enable them to sit for the Elementary Examination in Cantonese held by the General Chamber of Commerce four times a year.

Cantonese III

Students who have attended Cantonese I and II will find this course extremely useful. The syllabus covers more grammar, useful colloquial expressions, *idioms and proverbs in daily use*. Students who are doing Cantonese II or who can prove that they have done sufficient Cantonese elsewhere are also welcome.

Textbook: Parker Po-fei Huang and Gerard P. Kok, *Speak Cantonese Book II* (Yale University Press) (Available at Hong Kong Book Centre & Swindon Book Company).

1569. Cantonese III.

C.S. Hung, B.A. (Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays, 7.20—9.20 p.m., starting March 5, 1991. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.*

Fee: \$1,250

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).

1570. Chinese Characters I.

Mrs. Caroline Law, B.A. (U.C.). *Fridays, 7.30–9.30 p.m., starting March 8, 1991. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$1,280**

1571. Chinese Characters I.

Mrs. Caroline Law, B.A. (U.C.). *Wednesdays, 2.00–4.00 p.m., starting March 6, 1991. Room 18, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$1,280**

Japanese

1572. Introductory Japanese.

James Bullen, M.A. (Sydney). *Mondays, 7.15–9.30 p.m., starting March 4, 1991. Room G1, James Hsioung Lee Science Building, University of Hong Kong. 20 meetings.* **Fee: \$1,280**

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.).
(Available at Hong Kong Book Centre).

1573. Intermediate Japanese.

James Bullen, M.A. (Sydney). *Tuesdays, 7.30–9.45 p.m., starting March 5, 1991. Room 122, University Main Building. 16 meetings.* **Fee: \$1,400**

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 12.*

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，須附有關之學歷證件副本。

學費：基本日語：全年一千零五十元

高級日語：全年一千零八十元

報名手續：填妥報名表，連同學費交回本部。本期開設「基本日語」四十一班，「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，學員一經被取錄後，不得轉班。

結業考試：基本日語：由各班導師個別安排。

高級日語：一九九一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到五分之四；
- (2) 在學習過程中，充分完成所有習作；
- (3) 必須考試合格。

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)

1574. 陳劭贊先生 (香港大學語言中心兼任導師) 主講

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：一九九一年一月十七日起每星期四上午九時至十二時

全期學費：一千零五十元 (共三十講)

1575. 雷啟霖先生主講

地點：香港大學邵仁枚樓102室

時間：一九九一年三月六日起每星期三及星期五下午七時十五分至九時三十分

全期學費：一千零五十元 (共四十講)

1576. 中級日語 (Intermediate Japanese)

主講人：余少蘭女士

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：一九九一年二月廿八日起每星期四下午七時十五分至九時卅分

全期學費：七百三十元 (共廿二講)

專供曾修讀四十小時以上初級日語人仕或本部基本日語期終考試不合格學員進修。

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。

1577. 高級日語會話 (Advanced Japanese Conversation)

主講人：守川邦明先生

地點：香港大學厲樹雄科學館106室

時間：一九九一年三月六日起每星期三下午七時十五分至九時十五分

全期學費：六百九十五元 (共二十講，限收三十人)

1578. 日語文法轉導課程 (Japanese Grammar)

主 講 人：黃健雄先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院39室(金巴利道入口)

時 間：一九九一年二月廿七日起每星期三下午六時十五分至八時三十分

全期學費：四百八十元 (共八講)

此課程為已修畢高級日語學員而設，內容論及各學員在過去兩年間極常碰到而又較難理解的幾個文法重點，其中包括：(一)日語助詞的用法；(二)動詞分類法，從而介紹動詞的時與態；(三)敬語的使用意識。

每講均用常見的誤用例作為分析的基礎，務使學員能對文法基礎有進一步的理解，並能作更正確的使用。

此課程將依「日本國際交流基金」所編的「文法工——助詞の諸問題I」內容作教學大綱。(限收十八人)

1579. 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：一九九一年三月十五日起每星期五下午六時卅分至八時四十五分

全期學費：六百八十元 (共十九講)

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

申請人須具進修日文二百小時左右之程度，或曾修畢本部主辦之高級日語，申請者請於上課前十天報名，並於表格「資歷」部份填寫本身之日語程度。(限收三十人)

普通話(國語) (Putonghua)

本部的普通話課程自開辦以來，每期的報名人數皆十分踴躍，而近年來，由於香港環境的影響，普通話漸受各界人士的重視，確有進一步提倡的需要，故本部特別就各界的需求重編教材，使普通話的教學更趨系統化。普通話合格證明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，至於被錄取之班別，請參閱收據上之課程編號。由於本部的報名程序已電腦化，學員一經被取錄後，不得轉班。

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

基本普通話（國語）（Basic Putonghua）

整個課程為期一年。內容有國語注音符號（包括注音字母及中國現行標準拼音法），國粵語發音，語法和詞句的差異，聲調與語法的練習，特重高低聲調的調號，調值與類別，及四音節的變化，並輔以會話與各類文章的選讀。每班共計九十多小時，限收三十人。本課程是以普通話講授。

全期學費：九百八十元

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：一千零六十元

1580. 中級普通話（Intermediate Putonghua）

主 講 人：張開齡女士

地 點：香港太古城地利亞修女紀念中學422室（小學部英皇道入口）

時 間：一九九一年二月廿六日起每星期二下午六時四十五分至九時

全期學費：七百八十元（共廿二講）

本課程專為曾進修外界之初級普通話申請者而設，以便銜接升讀一九九一年本部所辦之高級普通話課程。（限收三十人）

1581. 普通話教學法（Teaching Putonghua）

主 講 人：張丹女士及饒素蘭女士（講授語言：普通話）

地 點：香港般含道聖保羅書院611室

時 間：一九九一年二月廿五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：六百六十五元（共二十講）

本課程專為有志投入普通話教學工作及現職普通話教師開設的進修深造課程。內容有漢語拼音，注音符號的產生、運用、拼寫規則、高深會話練習、小學、中學、成人普通話教學方法，課堂講授技巧及課堂實習講授，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)

1582. 普通話教學法 (Teaching Putonghua)

主 講 人：張丹女士及饒素蘭女士 (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：一九九一年二月廿五日起每星期一下午四時至六時
全期學費：六百六十五元 (共二十講)

本課程專為有志投入普通話教學工作及現職普通話教師開設的進修深造課程。內容有漢語拼音，注音符號的產生、運用、拼寫規則，高深會話練習、小學、中學、成人普通話教學方法，課堂講授技巧及課堂實習講授。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 vii 頁。 (只限課程編號1582)

如 欲 收 到 下 期 課 程 手
冊 ， 請 翻 閱 第 221 頁 。

Oriental Studies

Staff Tutors Owen H H Wong, Telephone 859 2788
Y W Liu, Telephone 859 2788/859 2416

1611. Chinese Painting: Appreciation and Techniques.

James Lo, B A (Lingnan) *Wednesdays, 4 30–6 00 p m , starting February 27, 1991 Room 18, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F 10 meetings* **Fee: \$380**

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*

1612. Hong Kong: Historical Development & Cultural Background since 1842.

Kwan Lai-hung, M A , Ph D (Lond), M B I M , A M I T D *Wednesdays, 6 00–7 45 p m , starting May 22, 1991 Room 10, Extra Mural Town Centre, Shun Tak Centre, West Tower, 9/F 5 meetings plus 1 field trip* **Fee: \$275**

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

1613. 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：一九九一年三月四日起每星期一下午八時廿分至九時五十分
全期學費：二百二十五元（共十講）

在文學的範疇裏，欣賞和創作是相輔相承的功夫。多讀名家篇章，當有助提高寫作能力。假如能夠親自執筆創作，自然更能體念「文章千古事，得失寸心知」的妙諦。

本課程主要是向文學愛好者和文學教師提供。講授內容除一般文學理論外，並將選讀現代中國文學名家作品，藉透過內容和技巧的分析，協助各學員認識文學創作的標準。課程的另一部份將以創作為主。學員除了有機會練習寫詩和小說等各種文學類別外，還得嘗試一項大型創作，內容自定，於課程完結前完成。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）

1614. 中國文字的字形、字義及其應用 (Chinese Etymology)

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：一九九一年二月廿八日起每星期四下午六時十五分至八時十五分
全期學費：二百八十元（共十一講）

古人認為讀書必先識字。許慎《說文解字敘》說：「倉頡之初作書，蓋依類象形，故謂之文，其後形聲相益，故謂之字。」我國文字，就其造字條例而言，則有象形、指事、形聲、會意、轉注、假借。就其應用而言，則必先認識文字之形體、讀音、意義，方可達致表情達意的目的。

本課程講授將趣味與實用兼顧，旨在說解六書條例，以窺我國文字之結構及其演變，並解說文字的本義、引申義、假借義，以幫助學員在教學上之需要。對指正學生的錯字別字，更有意想不到的效能。（限收三十六人）。

教師可獲教育署退還半費。詳參第 vii 頁。

1615. 中國歷代著名作家與作品(二) (Chinese Writers and Their Works II)

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：一九九一年三月一日起每星期五下午六時至七時三十分。
全期學費：三百六十元（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。本課程為第一階段，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 vii 頁。

1616. 中學及預科中國文學知識的重點教學(二) (The Essence of Teaching Chinese Literature II)

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：一九九一年三月二日起每星期六下午二時至三時卅分
全期學費：三百七十元（共十六講）

本課程是專為本港中學及預科中文教師，以及有志投入中文教學行列者而設，共分若干階段講授。本課程為第二階段，接連第一階段講授。

課程主要內容是：（一）針對本港中學會考之「中國文學」新課程所列「文學常識學習重點」之要求，結合課文作者之主要作品，提出適切之教材與教法；（二）依照本港高級程度會考「中國語言文學」（試卷三）新課程「中國文學史問題」所列之考試命題綱目，提供簡切之史識及史實，以結合施教。（限收三十人）

教師可獲教育署退還半費。詳參第 vii 頁。

1617. 宋詞中的男情女愛 (Love Topics in Sung Tzu)

主 講 人：李默小姐（專欄作家）

地 點：香港大會堂八樓北會議室

時 間：一九九一年三月四日起每星期一一下午七時至九時

全期學費：二百元 （共八講）

詞是宋朝的代表性文學，但由唐朝中期已開始。它的來源，是由於受到詩、樂府、民歌，加上漢、南北朝、唐朝間，外族音樂的輸入，影响發展成爲長短句，配合音樂來唱的韻文。詞是中國文學中最有音樂性和抒情性的文字。

用現代的形容，詞可以說是「當代流行曲」，當時都是可以合樂歌唱的，但大部份詞譜，今已流失。詞的長短句方式，很適合表現人的內心感情和細緻的描寫。宋詞中，有不少表達男女情愛的作品，在本課程中特別選講這部份，將會與現代流行的兩性文學或流行曲歌詞互相比較，以增加趣味。

1618. 女性主義與文學創作 (Feminism and Literary Writing)

主 講 人：郭恩慈博士 (Universite de la Sorbonne Nouvelle)

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：一九九一年四月十二日起每星期五下午七時至八時三十分

全期學費：二百元 （共十講）

女性，到了廿世紀末葉，仍在努力在男性爲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。

1619. 前代名篇摘介 (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：一九九一年三月四日起每星期一下午六時四十分至八時十分

全期學費：二百四十五元 （共十四講）

名賢篇章流傳甚廣，但一般往往略讀，而不稔其精蘊，實為可惜！是節擬選講王羲之蘭亭序，范仲淹岳陽樓記，蘇軾潮州韓公廟碑，歸有光滄浪亭記及白居易長恨歌等篇，撮其要點，以與同好共研討之。

1620. 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：一九九一年四月四日起每星期四下午七時至八時

全期學費：一百七十元 (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，異流同原，其撥一也。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）康有為（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（寶甫）沈曾植（寐叟）曹習經（蟄庵）羅敦彞（癭公）范當世（伯子）金和（亞匏）陳曾壽（仁先）沈瑜慶（濤園）。綜上二十家，俱能運古入化，別出心裁，磨鍊益精，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。隨堂派發講義，以資隅反。

1621. 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：一九九一年四月四日起每星期四下午八時至九時

全期學費：一百七十元 (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，虞樂府之遺意；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；東坡、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。

1622. 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：香港大會堂八樓北會議室

時 間：一九九一年五月六日起每星期一一下午七時至九時

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

1623. 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）

譚錫麟先生（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24室（全巴利道入口）

時 間：一九九一年二月廿八日起每星期四下午六時卅分至八時卅分

全期學費：二百八十五元（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。

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

教師可獲教育署退還半費。詳參第 VII 頁。

Philosophy

1624. 堪輿學之應用與價值 (The Study of Geomancy)

主 講 人：袁匡任先生，Dip Ed. (CUHK)

地 點：香港太古城地利亞修女紀念中學 412 B 室（中學部太豐路入口）

時 間：一九九一年三月七日起每星期四下午七時三十分至九時三十分

全期學費：二百八十元（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証，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。

1625. 周易之應用與功能 (The Book of Changes)

主 講 人：袁匡任先生，Dip. Ed. (CUHK)

地 點：香港太古城地利亞修女紀念中學412B室（中學部太豐路入口）

時 間：一九九一年五月十六日起每星期四下午七時三十分至九時三十分

全期學費：二百八十元 （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剋。生息萬物、天理循環，是一種俱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，自求多福之精神價值，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。

1626. 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：一九九一年二月廿七日起每星期三下午六時十五分至七時四十五分

全期學費：二百二十元。 （共十二講）

本期根據下列主題：對於佛教的義理，作深入探討。

(一)佛教對宇宙人生的觀點——三法印、(二)百喻經簡介、(三)羯磨 (Karma)——佛教戒律淺釋、(四)般若智的蕩相遺執、不捨不著的妙用、(五)佛陀的真實、功德、與能力。(六)止觀修持對身心的影响。

1627. 佛經選講：金剛般若波羅密多經 (Selected Buddhist Text)

主 講 人：葉文意女士

地 點：香港大學校外課程部市區中心18室（信德中心西翼九樓）

時 間：一九九一年三月六日起每星期三下午八時至九時三十分

全期學費：二百二十元。（共十一講）

本期選講「金剛般若波羅密多經」、將秦譯、唐譯互作比較，及深入研討精義、對佛家真空妙有的議論、有詳細發揮。（限收二十二人）

1628. 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：一九九一年三月四日起每星期一下午七時至八時十五分

全期學費：一百八十五元（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。

1629. 西洋哲學與中國 (Western Philosophy and China)

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：一九九一年三月四起每星期一下午八時卅分至十時

全期學費：二百元（共十二講）

哲學一向被譽為「羣學之首」，「全體大用之學」，「科學之科學」。本課程通過哲學，幫助學員探索宇宙觀，人生觀及其他學術問題（如社政、神學、文學、美術、音樂等），並提供哲理基礎，使所研究之學術更富於深度和價值，並選若干要點作中西比較。

講述上避免一般人視哲學為畏途之枯燥艱澀，而務求深入淺出，人人可學。學理、實用、趣味兼顧。選講範圍：哲學之意義價值，神話藝術之哲理，中西美學；中西哲學特質比較，中西哲人論「人」；秦利士（首位哲人）到蘇格拉底，柏拉圖，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)

1630. 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：一九九一年三月五日起每星期二下午五時四十分至七時卅分
全期學費：二百元（共八講）

1631. 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：一九九一年三月一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)

1632. 何秉聰先生主講

地點：新界沙田火炭約坳背灣街33至35號世紀工業中心世紀工業中心十一樓
G座（電梯按11字）

時間：一九九一年六月一日起每星期六下午三時至六時

全期學費：二百八十元（共六講）

1633. 何秉聰先生主講

地點：新界沙田火炭約坳背灣街33至35號世紀工業中心世紀工業中心十一樓
G座（電梯按11字）

時間：一九九一年六月二日起每星期日下午三時至六時

全期學費：二百八十元（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，實珍貴目，聊供一祭，亦可消閒云爾！

截止報名日期：一九九一年五月廿二日（每班限收二十四人）

1634. 中國山水畫之設計及其皴法變化 (Special Techniques in Chinese Landscape Painting)

主講人：唐承安先生

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：一九九一年三月八日起每星期五下午六時三十分至八時

全期學費：三百三十五元（共十五講）

山石皴法在中國山水畫中佔重要之地位，中國幅圖廣大，南北之地形與山石結構亦因之有異，又天時之陰、晴、雨、霧及季節之不同，亦使畫面發生變化。欲使山石之皴法適應其變化，如何表達？如何設計，本課程對學生均作簡扼之描述與筆墨示範。

此外，有關之樹、石、雲、泉畫法及筆墨技巧等，亦同時對學生作更進一步之講導。（限收二十四人）

1635. 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：一九九一年三月十四日起每星期四上午九時卅分至十一時卅分

全期學費：三百二十五元（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）

1636. 楷書入門 (Regular Script 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11室（信德中心西翼九樓）

時 間：一九九一年五月廿三日起每星期四上午九時三十分至十一時三十分

全期學費：三百二十五元（共十講）

本課程適合書法基礎班和初學人仕參加，教導學員從實習中掌握寫楷書之方法，並指導學員如何欣賞每一位書法家之特點和風格，本課程主要着重於唐楷，如柳公權、歐陽詢、趙孟頫等。（限收二十五人）

1637. 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：一九九一年三月十三日起每星期三上午九時卅分至十一時卅分

全期學費：三百二十五元（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）

1638. 草書 (Grass 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：一九九一年五月二十二日起每星期三上午九時三十分至十一時三十分

全期學費：三百二十五元（共十講）

本課程除介紹草書源流及演變外，並教導學員臨習前人名帖，尤其著重正確的行筆方法，務求穩紮根基，避免浮滑。課程以臨習六朝正統草書為主，並視乎學員進度，加入唐宋名帖，以求變化。（限收十八人）

1639. 山水畫基礎班 (Basic Chinese Landscape Painting)

主 講 人：林雲女士

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九一年三月十九日起每星期二上午九時卅分至十一時卅分

全期學費：三百二十五元（共十講）

本課程專為曾選修初級程度國畫的學員而設。課程內容包括山水畫之基本概念、構圖、着色、運筆、用紙等之技巧，並即時示範及個別指導。（限收二十人）

1640. 山水畫深造班 (Advanced Chinese Landscape Painting)

主 講 人：林雲女士

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九一年五月廿八日起每星期二上午九時卅分至十一時卅分

全期學費：三百二十五元（共十講）

本課程專為曾選修「山水畫基礎班」之學員而設。課程內容主要深入研究山水畫之精粹所在和如何分析作品特點，並挑選一些有代表性之作品作教材，通過不斷實習以達到鞏固學員之基礎技法，從而帶動學員進入另一層面領悟傳統山水畫之神韻及意境。本課程將會分組形式授課。（限收十八人）

1641. 中國畫基本技法 (Basic Techniques in Chinese Painting)

主 講 人：林雲女士

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九一年三月廿二日起每星期五上午九時卅分至十一時卅分

全期學費：三百二十五元（共十講）

本課程適合初學人仕及對中國畫有興趣者選讀。內容包括有：（一）山水畫名家簡史介紹；（二）如何選用宣紙及毛筆；（三）分段指導及示範基本筆法，如樹木、山石、泉水煙雲、人物屋宇、船舶、橋樑。學員須在課堂上實習一些簡單習作。

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）

1642. 中國畫構圖及着色 (Composition and Colouring in Chinese Painting)

主 講 人：林雲女士

地 點：香港大學校外課程部市區中心10室（信德中心西翼九樓）

時 間：一九九一年六月十四日起每星期五上午九時卅分至十一時卅分

全期學費：三百二十五元 （共十講）

本課程適合會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。

1643. 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：九龍柯士甸道162號聖瑪利嘉諾撒女書院47室（金巴利道入口）

時 間：一九九一年三月五日起每星期二下午六時卅分至八時卅分

全期學費：二百八十五元 （共十講）

紙黏土是由陶瓷藝術演變而成黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極高，形態逼真。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）

1644. 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：九龍柯士甸道162號聖瑪利嘉諾撒女書院47室（金巴利道入口）

時 間：一九九一年五月十四日起每星期二下午六時卅分至八時卅分

全期學費：二百四十五元 （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）

1645. 東方紙黏土設計 (Oriental Paper Clay: The Design)

主 講 人：鄧昶立先生

地 點：香港太古城地利亞修女紀念中學415室（中學部太豐路入口）

時 間：一九九一年三月七日起每星期四下午七時至九時

全期學費：二百八十五元 （共十講）

紙黏土是由陶瓷藝術演變而成，黏土及紙加工製成的產品，用普通工具如小刀、小剪、小棒、清水黏合接口即可。塑造性極高，形態逼真。內容授以風景（山水）、扇形掛畫、新鮮石榴、小巧雨傘、心口針、漂亮的帽子、鮮艷花卉、飾物、雀鳥、假石山、動物等等……。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）

1646. 紙黏土人物創作 (Figures in Paper Clay)

主 講 人：鄧昶立先生

地 點：香港太古城地利亞修女紀念中學415室（中學部太豐路入口）

時 間：一九九一年五月十六日起每星期四下午七時至九時

全期學費：二百四十五元 （共八講）

本課程是東方紙黏土設計的延續，內容豐富，授以各款基本公仔、平面人物，坐立式及直立式之立體人物，造形優美，神態活現，栩栩如生。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，使學員對紙黏土人物創作，加深發揮潛能。初學及有興趣人士均可參加。（限收十八人）

1647. 花鳥山水畫寫意 (Chinese Landscape, Flowers & Birds Painting)

主 講 人：鄧昶立先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院53室（金巴利道入口）

時 間：一九九一年三月八日起每星期五下午六時三十分至八時

全期學費：二百五十元（共十二講）

寫意花鳥山水畫，又稱沒骨畫法。原於五代南唐，以點染的技法，揉合形似與豐富的色彩，配上優美的線條，落筆縱橫，賦彩濃淡染就，崇尚生動和野趣。講授對運筆、用墨、用紙、設色（赭墨、淺絳、青綠、金碧輝煌）技法，並加畫史，畫理，寫生等。課程以寒梅、幽蘭、秋菊、翠竹、四時花卉、蔬菜（白菜、西瓜）、蜜蜂、蝴蝶、鯉魚、麻雀、小雞等而山水以樹石、鹿角、蟹爪技法，點葉、夾葉、松、芭蕉等樹法、山石以長短披麻皴、斧劈皴、大小米點皴、鬼皮皴、潑墨皴、大小勾雲、染雲、瀑布、波濤等。課程由淺入深，輔助學員領會花鳥與山水畫寫意結合的精華，每講均有課堂實習、示範、欣賞及派發畫稿，歡迎初學及有興趣人士均可參加。（限收二十五人）

1648. 花鳥山水畫深造班 (Advanced Chinese Landscape, Flowers & Birds Painting)

主 講 人：鄧昶立先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院53室（金巴利道入口）

時 間：一九九一年六月十四日起每星期五下午六時三十分至八時

全期學費：二百三十元（共七講）

是花鳥山水畫寫意的延續，為相等程度及有興趣人士而設，加強內容，以學員進度而作出技法及構圖，內容以山石、樹木、雲煙、泉瀑、風雨，配以四時花卉、昆蟲、鳥類、魚類等等……。盡使山巒螺黛、激流湍瀑、朝煙暮靄、鳥語花香、象意寫形，無不神似，而氣韻生動，古樸清奇、盡收腕底。能使學員在短期內完成作品，發揮花鳥山水畫寫意進一步的長處，令至學員達到創作的階段。每講均有示範，臨堂實習及派發畫稿。歡迎初學及有興趣人士均可參加。（限收二十人）

1649. 中國山水畫 (Chinese Landscape Painting)

主 講 人：吳祖蔭先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院24室（金巴利道入口）

時 間：一九九一年三月四日起每星期一下午六時卅分至八時卅分

全期學費：二百五十元 （共九講）

分階段以理論及示範同時施教，在九講之課程中，由淺入深，使學員明白山水畫樹石，構圖要訣，基本皴法及種類，對畫面皴法之統一，點苔之要義及作用，用筆及用墨之要點及變化，控制水份，粗筆及幼筆之作用，畫面之深淺遠近，透視比例，最後能達至墨韻之要義，並兼教繪雲海及瀑布之畫法及山水畫之設色技巧，如何將真實風景經過美化後套入中國畫法，構成一幅圖畫，並講解兼示範各種畫法應避忌之處，逐一指出，使初學山水畫之學員於短期內亦能自繪簡單之山水國畫，作日後深入研究之初階。（限收二十五人）

1650. 中國山水畫技法 (Methods of Chinese Landscape Painting)

主 講 人：吳祖蔭先生

地 點：九龍柯士甸道162號聖瑪利嘉諾撒女書院24室（金巴利道入口）

時 間：一九九一年五月十三日起每星期一下午六時卅分至八時卅分

全期學費：二百五十元 （共八講）

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。（限收二十人）

1651. 國畫花鳥蟲魚寫作技法 (Flowers, Birds, Insects & Fish in Chinese Paintings)

主 講 人：徐達之先生

地 點：香港大學屬樹雄科學館106室

時 間：一九九一年三月九日起每星期六下午二時四十分至四時十分

全期學費：四百五十元 （共二十講）

本課程為適應對國畫有基本研習而於花鳥蟲魚寫作有研習興趣者而設。內容包括：(一)春夏秋冬四季花卉；(二)各類飛禽翎毛；(三)蜂蝶草蟲；(四)魚蝦水族；(五)花鳥配合構圖；(六)蜂蝶花卉配合構圖；(七)魚蝦花卉配合構圖；(八)花鳥蟲魚綜合構圖；(九)各類畫面題字、用印等寫作技法；(十)每課印發講義，並附習

作樣本；(十一)每課隨堂示範寫作技法，包括構圖、調色、運筆輕、重、緩、急、起伏頓挫；用墨、用色、乾濕濃淡，用水渲染掃潑、漬點及各類紙絹不同性質效果的寫作方法，並即堂批改習作。

本課程共講授三十小時（花鳥寫作佔十八小時；魚蝦草蟲佔十二小時）

凡曾選習花鳥畫課程或未曾選習者，均可參加研習。（限收二十五人）

1652. 中國歷代各體書法結合寫作研習 (Styles in Chinese Calligraphy)

主 講 人：徐達之先生

地 點：香港大學厲樹雄科學館106室

時 間：一九九一年三月九日起每星期六下午四時二十分至五時五十分

全期學費：四百五十元（共二十講）

本課程為適應對中國書法有研習興趣，而稍有書法基礎，為進一步研習歷代各體書法及其結合寫作技法者而設。內容包括：(一)甲骨文書法風格，(二)王孫鐘書法風格，(三)毛公鼎書法風格，(四)石鼓文書法風格，(五)繹山碑小篆書法風格，(六)天發神讖書法風格，(七)石門頌與石門銘書法風格，(八)瘞鶴銘書法風格，(九)禮器、史晨、乙瑛，張遷漢碑書法風格，(十)龍門二十品書法風格，(十一)魏晉鍾繇、王羲之書法風格，(十二)唐宋：歐，虞，褚，顏，柳，蘇，黃，米，蔡等書法風格，(十三)欣賞各體書法之神韻，(十四)結合各體書法之寫作。欣賞與研習同時並進。(十五)每課編發講義並附習作樣稿，(十六)隨堂示範並批改習作。(限收二十五人)

1653. 國畫魚蝦蟹配景構圖寫作技法 (Background Painting & Composition in Water Creatures)

主 講 人：徐達之先生

地 點：香港太古城地利亞修女紀念中學412B室（中學部太豐路入口）

時 間：一九九一年三月四日起每星期一下午七時至九時

全期學費：四百五十元（共十五講）

本課程為適應曾經研習魚蝦蟹水墨畫課程，而欲進一步研習其配景構圖與設色技法者，或未曾研習而有興趣研習魚蝦蟹國畫寫作技法者而設。內容包括：(一)各種魚類水墨造形寫作技法；(二)蝦類水墨寫作技法；(三)蟹類水墨寫作技法；(四)魚類配景構圖寫作技法；(五)蝦蟹配景構圖寫作技法；(六)魚蝦蟹聯合景構圖寫作技法；(七)魚，蝦，蟹，各類配景、構圖、設色技法；(八)每課編發講義附習作樣稿；(九)每課隨堂示範寫作技法，(十)每課批改家課習作。(限收二十五人)

1654. 中國書法六體千字文寫作應用研習 (Six styles in the Book of one Thousand Characters)

主 講 人：徐達之先生

地 點：香港大古城地利亞修女紀念中學415室（中學部大豐路入口）

時 間：一九九一年三月六日起每星期三下午七時至九時

全期學費：四百五十元（共十五講）

本課程為適應對於書法藝術寫作已有楷書基礎，而有進一步研習行書，草書，章草，隸書，篆書，各體書法藝術者而設。以千字文一千個不同的中文字為各體書法寫作對象，並運用以集成文句或對聯加以應用。內容包括：（一）正楷千字文寫作法，（二）行書千字文寫作法，（三）草書千字文寫作法，（四）章草千字文寫作法，（五）隸書千字文寫作法，（六）篆書千字文寫作法，（七）各體千字文集句寫作法，（八）各體千字文集聯寫作法，（九）每課編發講義與習作樣稿，（十）每課隨堂示範寫作技法。包括：執筆使轉，用墨，運水，並批改家課室課習作。（限收二十五人）

書法講座（一）教師班 (The Learning and Teaching of Chinese Calligraphy I)

1655. 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：一九九一年二月廿七日起每星期三上午九時至十一時

全期學費：五百四十五元（共十八講）

1656. 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：一九九一年二月廿七日起每星期三下午三時至五時

全期學費：五百四十五元（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，以建立書法研習的基礎。（二）教師們在研習中，掌握了書法藝術學習上循序漸進的基本理論與方法，便可在學校教學中指導學生們進行學習。凡對書法藝術有興趣，而能撥出時間進行練習者，歡迎參加研習。（每班限收二十人）

教師可獲教育署退還半費。詳參第 VII 頁。

書法講座（二）教師班 (The Learning and Teaching of Chinese Calligraphy II)

1657. 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：一九九一年二月廿八日起每星期四上午九時至十一時

全期學費：六百七十五元（共十八講）

1658. 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：一九九一年二月廿八日起每星期四下午三時至五時

全期學費：六百七十五元（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)

1659. 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：一九九一年二月廿五日起每星期一上午九時至十一時

全期學費：七百八十五元（共十四講）

1660. 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：一九九一年二月廿五日起每星期一下午三時至五時

全期學費：七百八十五元（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）

1661. 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：一九九一年三月七日起每星期四下午六時十五分至七時四十五分

全期學費：二百四十五元（共十二講）

學習刻印，務使學印者在短期之內領悟刻印的方法，刻印的樂趣，盡量着重實踐，手法和刀法等技巧，使學印者對刻印的基本概念，有全面的認識，包括自製刻刀方法與自製印章錦匣等等。使學者認識到刻印會豐富人生，實印亦是一種生活情趣。（限收三十人）

1662. 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：一九九一年三月九日起每星期六下午四時十五分至五時四十五分

全期學費：二百四十五元（共十二講）

篆刻乃由文學、美術及雕刻三者結合而成的一種藝術，本課程對理論、篆刻技巧、印石種類等詳為講解，示範，印石實物介紹和說明。全期課程均以實踐為主，務使學印者在短期之內，深切領略篆刻方法，體驗自刻印章的樂趣。（限收三十人）

篆刻深造班 (Advanced Seal Engraving)

1663. 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（金巴利道入口）

時 間：一九九一年六月六日起每星期四下午六時十五分至七時四十五分

全期學費：一百七十元（共八講）

1664. 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：一九九一年六月八日起每星期六下午四時十五分至五時四十五分

全期學費：一百七十元（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）

1665. 金石學的認識 (The Study of Carving Inscriptions: Appreciation)

主 講 人：香根泰先生

地 點：香港大學厲樹雄科學館101室

時 間：一九九一年三月六日起每星期三下午六時卅分至八時

全期學費：一百七十五元 （共七講）

本課程專為已有篆刻基礎之學員而設，講授自宋以迄明清各時期的門派與源流，章法的安排，筆、墨、刀的高度統一方法，提昇鑒賞品評的水準，並即時示範，學員亦有實習的機會。（限收二十人）

1666. 金石學法道創作班 (The Study of Carving Inscriptions: Application)

主 講 人：香根泰先生

地 點：香港大學厲樹雄科學館101室

時 間：一九九一年四月廿四日起每星期三下午六時卅分至八時

全期學費：二百七十五元 （共十講）

本課程專為已有篆刻基礎的學員而設，着重高水平的創作，講授創作的原則、法則，以期創造自己的風格，將古意與新意結合，並體現個人氣質、品德、學問修養，反映個別的思想。學員將有充份實習的機會。（限收二十人）

如 欲 收 到 下 期 課 程 手
冊 ， 請 翻 閱 第 221 頁 。

Philosophy

Staff Tutor: Y.W. Liu, Telephone 859 2787/859 2416

1681. 近代西方哲學史 (History of Modern Western 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21室（信德中心西翼九樓）

時 間：一九九一年三月五日起每星期二下午八時至九時三十分

全期學費：二百八十元（共十二講）

近代哲學是西方哲學史上一個光輝燦爛的時代。西方哲學以知識論的探討為核心，而整個近代哲學就是環繞知識論的問題而展開。以笛卡兒、斯賓諾莎、來布尼茲等為代表的理性主義者，與以洛克、巴克來、休謨等為主力的經驗主義者的對立，令哲學討論進至白熱化的階段。及後，德國大哲康德及黑格爾出現，建構了嚴密、龐大的哲學體系，平息了兩派的論爭，對後世影響深遠廣泛。本課程將以深入淺出的方法，介紹諸大哲之思想面貌與爭辯之要點。

1682. 思考方法導論 (Introduction to General Methodology)

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：一九九一年三月二日起每星期六下午二時十五分至三時四十五分

全期學費：二百八十元（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。

1683. 知識論導論 (Introduction to Epistemology)

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：一九九一年三月二日起每星期六下午四時至五時三十分

全期學費：二百八十元（共十二講）

真正足以代表西方哲學最重要成績的，是知識論。知識論是近代西方哲學的中心，同時是「最哲學的哲學」。學西方哲學的人，必須通過知識論這一關。因為直到知識論興起以後，哲學的領域才真正確定，形上學等部門才能成為有嚴格意義的學科。學其他學科的人，也應該對知識論有基本認識，因為一切學科都以求取真知識為目的。本課程將探討一系列有關知識論的問題，如知識與意見和信仰的區別，知識的性質、起源、範圍和確定性，真理的意義和標準等等。本課程歡迎對任何學科有興趣探討的人士選修。

1684. 哲學與文學思想方法 (The Thinking Methods of Philosophy and Literature)

主 講 人：鄭焯堅先生 M. Phil. (CUHK)

地 點：香港大學厲樹雄科學館101室

時 間：一九九一年三月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：二百八十元（共十二講）

本課程是專為愛好研究「思想方法」、「哲學」和「文學」之人士而設，希望他們能對哲學，文學與人生有更深入的了解。課程兼顧趣味性與實用性，深入淺出。

課程：(一)研究哲學與文學與了解人生。(二)何謂「思」？何謂「想」？何謂「思而不想」或「想而不思」？(三)人為什麼要思想？動物有否思想？如何表達思想？(四)何謂左腦思想？右腦思想？何謂抽象思想？形象思想？靈感思想？(五)如何由「哲」入「文」？由「文」入「哲」？文學家如何在作品中表達哲理？哲學家如何以文學形式感人？(六)討論：文學的哲學、哲學的文學。(七)中外具趣味及實用之哲學、文學作品選讀並研討其思想內涵及人生問題。

1685. 真善美與哲學八路 (Philosophy of Truth, Goodness and Beauty)

主 講 人：鄭焯堅先生 M. Phil. (CUHK)

地 點：香港大學屬樹雄科學館101室

時 間：一九九一年三月一日起每星期五下午八時至九時三十分

全期學費：二百八十元（共十二講）

選講範圍：(一)論哲學之意義、價值，(二)人生最高目的及價值；真善美之分別義及綜合義；(三)真善美與「知」、「情」、「意」、及「誤」、「惡」、「醜」之辯證關係；(四)人生之大學問：哲學、科學、宗教、道德、文藝等如何表現真善美？(五)真善美與哲學八路之關係：理則學、知識論、宇宙論、本體論、人生哲學、美學、文化哲學、歷史哲學(哲學全貌之精要研討)。

專題：(一)分辨：常識、知識、學問、科學、超科學、半科學、偽科學、非科學及交叉科學；分辨：「道」、「理」、「真」；合理為何未必合道、合真？思想求真之速成法黃金律等。(二)善；道德核心之「良心」分二：權威主義與人道主義；罪、苦、死為何存在人間？道德與神學及社會福利之關係；三教(儒釋道)與耶教之「善」等。(三)美；美與食色、美與愛情；精釋醜惡美、病態美、缺陷美、殘酷美、可憐美、不整美及內在美等。

1686. 從「現代」到「後現代」—廿世紀文學批評 (From "Modern" to "Postmodern"—An Introduction to 20th Century Critical and Literary Theories)

主 講 人：郭恩慈博士 Ph. D. (Université de la Sorbonne Nouvelle)

地 點：香港大學邵逸夫樓208室

時 間：一九九一年三月五日起每星期二下午六時三十分至八時

全期學費：二百元（共十講）

「文學是什麼？」—不同時代的文學理論，對這個問題都有不同的主張及理解。到了二十世紀，文學批評理論已成爲西方文壇的極重要一環。現今文學批評理論的拓展，可謂空前活躍，百花齊放，令人目不暇給。本課程的目的，是以現代主義(二十世紀初)爲起點，通過對各種文學理論流派的介紹及分析，整理一條明顯而易於掌握的脈絡，以幫助學員對當今文學思潮的發展大勢有更深切的了解。

課程包括：(一)浪漫主義美學，(二)結構主義，(三)現象學，(四)意象批評，(五)符號學，(六)接受理論，(七)現代主義和(八)後現代主義。

1687. 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20室（信德中心西翼九樓）

時 間：一九九一年三月五日起每星期二下午六時至七時三十分

全期學費：二百六十元（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（例如素食、另類醫療、有機耕種、女性主義、新靈修方式）在本港的最新發展，大綱如下：（一）綠色運動的背景與基本信念；（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。每堂都會印發講義。

報 名 從 速

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

Political Science

Staff Tutor: Y W. Liu, Telephone 859 2788/859 2416

1691. 中華人民共和國概論 (China Since 1949)

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

地 點：香港大學校外課程部市區中心28室（信德中心西翼九樓）

時 間：一九九一年三月七日起每星期四下午六時至七時卅分

全期學費：二百七十元（共十二講）

本課程旨在勾畫出中華人民共和國過去四十年發展的主線，並探討其間發生的重要政治運動。

課程內容包括：(一)中國共產黨的崛起；(二)蘇聯社會主義模式影響下的中國經濟與政治運動；(三)從「百花齊放」「百家爭鳴」運動到八十年代的民主運動之演變；(四)「大躍進」與「人民公社」的理論與實踐；(五)六十年代初期經濟調整政策；(六)無產階級文化大革命的成因與影響；(七)「林彪事件」所揭示的中國人民解放軍角色的演變；(八)「四人幫」的興起與滅亡；(九)從毛澤東思想到鄧小平路線探究中國共產黨在意識型態上之轉變；(十)自一九七八年以來的經濟改革；(十一)自一九七八年以來的政治改革；(十二)中國現代化的展望。

選修本課程學員無須具備任何事前學識，歡迎對現代中國有興趣人士報名參加。最早報名的十位合資格教師可向教育署申請退還半費。

教師可獲教育署退還半費。詳參第 vii 頁。

如 欲 收 到 下 期 課 程 手
冊 ， 請 翻 閱 第 221 頁 。

Psychology

Staff Tutor: Mrs. Y.L. Cheng, Telephone 859 2790

1701. Applied Learning and Study Skills.

Sherman Hu, B.A. (Texas). *Fridays, 7.35—9.35 p.m., starting March 1, 1991. Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$420**

Upon completing this course, students are expected to be proficient in the use of study skills and learning strategies in any content area. Topics to be covered include: The successful learner/Time management; Procrastination/Goal setting; Problem-solving model; Cognitive learning strategies; Finding main ideas/Note-taking; Metacognition/Comprehension monitoring; Pre-reading, during and post-reading strategies; Concentration and listening; Test taking skills/Coping with test anxiety; Stress model/Coping with academic stress and tension. Class activities include lectures, self-assessments and exercises. *Enrolment is limited to 25.*

Medium of instruction: Cantonese.

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

1702. 心理學導論(二) (Introductory Psychology II)

主 講 人：黃世強碩士

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）

時 間：一九九一年二月二十五日起每星期一下午六時至七時三十分

全期學費：三百一十元 （共十二講）

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

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

曾修讀心理學導論（一）者得優先取錄。

教師可獲教育署退還半費。詳參第 vii 頁。

1703. 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28室（信德中心西翼九樓）

時 間：一九九一年二月二十七日起每星期三下午八時至九時三十分

全期學費：四百元（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 vii 頁。

1704. 性格的透視與發展 (Understanding and Developing Personality)

主 講 人：李穎明女士（臨牀心理學碩士）

地 點：香港大學鈕魯詩樓721室

時 間：一九九一年三月四日起每星期一下午六時十五分至七時四十五分

全期學費：三百四十元（共十二講）

每個人的思想、情緒、行爲、人際關係等各方面都很受他的性格所影響，大多數人都會受某些性格所限而未能將本身的潛能充份的發揮。況且現代人生活緊張，精神壓力大，如果本身的性格不健全；或者不了解自己性格的特點，便很容易產生身體或心理方面的毛病。這課程是特別為那些希望更加認識自己及別人的性格的人士而設，目的是促進參加者及其關心的對象的心理健康和性格發展。

本課程內容包括：(一)性格心理學的基本理論；(二)性格的發展和形成因素；(三)性格的類型和特色；(四)家庭和童年經歷對性格的影響；(五)從人際關係的層面中去了解性格；(六)性格與精神壓力和心理健康的關係；(七)如何針對性格中的長處和短處發展自己和別人的性格。上課形式除講授外並有小組討論，角色扮演、性格測驗及模擬講習等。（限收二十二人）

教師可獲教育署退還半費。詳參第 vii 頁。

1705. 心理學與神秘世界 (Psychology and Mysterious World)

主 講 人：鄭焯堅碩士

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：一九九一年三月五日起每星期二下午八時至九時三十分

全期學費：三百六十元 (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、心病(附論：神醫)；(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(附論：剖腹生子造命法)；(七)夢與預兆、利用睡眠學習及矯正陋習法、造夢法、析夢法。(附論：鬼壓研究及解救法)；(八)氣功與特異功能，神通；(九)記憶奇談(附論：利用記憶過去以預知未來)、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(附論：驅魔人)；掌相命、占卜、求籤、扶乩、風水；(十一)命運與自由。(限收四十人)

報 名 從 速

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

Science & Mathematics

Staff Tutor: Stephen W.N. Wu, Telephone 859 2417

1711. 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 February 22, 1991. Room 23, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 6 meetings.*

Fee: \$170

Magnetic resonance (MR) techniques had been developed for the analysis of organic and biochemical substances. In recent years the technique has been 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.

1712. Basic Electronics.

T.S. Wu, M.Sc. (Manc.). *Mondays, 8.00—9.30 p.m., starting February 25, 1991. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 12 meetings.*

Fee: \$480

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 and systems — amplifier, characteristic of amplifier circuit, oscillator, multivibrators, transistor circuits, class A, B, and C operation; linear circuits and systems — linear system response, frequency response in linear systems; electronic devices — diode circuits and application, small signal models and circuits; and digital electronic circuit and systems — gates, flip flops, asynchronous state machine. Participants are expected to have a knowledge of Physics at Form 5-6 level.

1713. 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. *Mondays, 6.20–7.50 p.m., starting May 13, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 5 meetings.* **Fee: \$220**

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 techniques 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.

1714. Computer Architecture.

Joe W.M. Wong, B.Sc. (C.U.H.K.), M.Sc. (H.K.), M.H.K.I.E., M.I.E.E., M.B.C.S. *Mondays, 6.15–8.00 p.m., starting February 25, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.* **Fee: \$440**

This course will introduce the key concepts of computer hardware to computer users who know little about the internal organization of computers. 5 main topics will be discussed. These include: an introduction to organization of a computer system; the essential elements in the central processing unit (CPU); memory architecture and organization; basic input and output systems; and illustrative examples based on popular personal computers.

1715. A Guide to Procuring Microcomputers.

Michael S.W. Lee, B.Sc. (Sussex). *Mondays, 8.00–9.30 p.m., starting February 25, 1991. Room 11, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 4 meetings.* **Fee: \$150**

This course is designed to give some guidelines to non-computer experts in the selection and procurement of microcomputers. Participants are not expected to have any previous knowledge of microcomputers. Topics include: an introduction to microcomputers; an overview on hardware and software packages; guidelines for selecting hardware and software; microcomputer applications and its maintenance; treatment of virus, and network concept.

1716. Decision Analysis in Management Science.

Anita S.M. Wong, B.Sc., M.Sc. (Lond.). *Mondays, 6.30—8.00 p.m., starting February 25, 1991. Room G4, James Hsioung Lee Science Building, University of Hong Kong. 10 meetings.* **Fee: \$400**

The purpose of this course is to introduce a basic mathematical technique of decision making in management field that helps to predict many future aspects of a business operation and to determine optimal strategies under several decision alternatives. Topics include: use of graphical methods in decision making; expected value of perfect information and sample information; decision making under certainty and uncertainty; utility; expected monetary value; forecasting in time series; Markov processes; and dynamic programming. Participants who are preparing for professional examinations will find this course useful.

1717. Quantitative Analysis I.

E.H. Li, B.S., M.Sc. (Wash.). *Mondays, 6.30—8.00 p.m., starting February 25, 1991. Room 206, Run Run Shaw Building, University of Hong Kong. 11 meetings.* **Fee: \$440**

This course is designed to give an introduction of 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.*

1718. Quantitative Analysis II.

E.H. Li, B.S., M.Sc. (Wash.). *Mondays, 8.00—9.30 p.m., starting February 25, 1991. Room 206, Run Run Shaw Building, University of Hong Kong. 11 meetings.* **Fee: \$440**

This course is a supplement to Quantitative Analysis I. Topics to be discussed include: linear programming; transportation and assignment problems; inventory planning and control; network analysis and PERT; queueing theory; and simulation. Participants with a background of the concepts on probabilities are preferred. *Lectures will be conducted in English and supplemented with Cantonese.*

1719. Introduction to Mathematical Economics I.

W.K. Chan, B.Sc. (H.K.). *Thursdays, 8.00—9.45 p.m., starting February 21, 1991. Room LG107, K.K. Leung Building, University of Hong Kong. 8 meetings.* **Fee: \$380**

This course will present some mathematical techniques used in business and management and deal with some of the economic models using elementary calculus. The course is intended for participants with a background of mathematics at Form 5 or O-Level and no previous knowledge of calculus and matrix is assumed. Topics include: $\exp(x)$ and $\ln(x)$ functions; differential and integral calculus in one variable; unconstrained optimization and curve sketching; linear algebra and matrix operations; and practical applications of the above. Participants who are preparing for examinations in a business discipline will find this course useful.

1720. Introduction to Mathematical Economics II.

W.K. Chan, B.Sc. (H.K.). *Thursdays, 8.00—9.45 p.m., starting April 18, 1991. Room LG107, K.K. Leung Building, University of Hong Kong. 8 meetings.* **Fee: \$380**

This course is a continuation of Introduction to Mathematical Economics I and is designed for participants with a background of A-Level Mathematics or who can handle one variable calculus and matrix operations. Topics include: differential and integral calculus of several variables; unconstrained and constrained optimization of several variables; differential equations and difference equations; advanced matrix techniques; and input-output models using matrix. Participants who are preparing for examinations that require a mathematical economics background should find the course useful.

1721. 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：一九九一年二月二十八日起每星期四下午七時三十分至九時

全期學費：二百五十元（共八講）

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

鑑於自香港太空館於多年前成立以來，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。

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

1722. 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：一九九一年三月一日起每星期五下午六時三十分至八時

全期學費：二百七十元（共十講）

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

1723. 本地豬隻及雞隻之營養需求和飼料調配 (Nutritional Requirement of Pig & Poultry and Feed Formulation)

主 講 人：陳鑛安教授 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

張林美蓉 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：一九九一年三月五日起每星期二下午六時至七時半

全期學費：二百五十元（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及雞隻之營養需求及飼料調配有興趣之人士參加。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和雞隻的營養需求，飼料配方的計算和應用及飼料原料品質之檢定等等。

Social Work & Sociology

Staff Tutor: Mrs. Y.L. Cheng, Telephone 859 2790

1731. Introduction to Gestalt Art Therapy.

Kenny Lo Kin Yiu, M.S.W. (Carleton University, Canada), Diploma in Gestalt Therapy (Gestalt Institute of San Francisco), Postgraduate Certificate in Expressive Arts Therapy (J.F. Kennedy University, U.S.A.). *Lecture on Mondays, 7.30–9.50 p.m., starting February 25, 1991. Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. Full-day Workshop on February 23, and April 13, 1991. 7 lecture meetings and 2 full-day workshops. (Totally 30 hours).* **Fee: \$900** (including art material fee)

Recently, Gestalt therapy and art therapy have become increasingly exposed in the counselling field in Hong Kong. These two approaches are unique and share many similarities as they are experiential and experimental in nature. This course is an attempt to integrate Gestalt therapy and art therapy based on the profound work done by Dr. Janie Rhyne in her well-known book "The Gestalt Art Experience".

This course is designed for helping professionals to acquire basic knowledge of Gestalt therapy and art therapy for their personal and professional growth. It will work in an experiential mode responding to the present situation as it emerges. Readiness for risk taking and full attendance are desirable. The format of class is a combination of didactic presentations, discussions, and individual personal work sessions. *Enrolment is limited to 12.*

Medium of instruction: Cantonese.

Fee Refund: Teachers may apply for a half fee refund for this course. See page vii. (*Closing date for applications: February 11, 1991.*)

1732. Introduction to Cognitive Behaviour Modification.

Alfred A. Keltner, Ph.D. (Clin. Psy.). *Wednesdays, 6.30–9.00 p.m., starting February 27, 1991. Room LG107, K.K. Leung Building, University of Hong Kong. 12 meetings.* **Fee: \$670**

This course is designed for students who have some exposure to the social sciences in tertiary education. The content 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, and domestic violence, among others.

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 vii.

1733. 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 February 20, 1991. Room 102, James Hsioung Lee Science Building, University of Hong Kong. Residential Workshops on March 2 and 3, and April 6 and 7, 1991. 6 lecture meetings and 2 residential workshops. (Totally 50 hours).*

Fee: \$1,500 (including residential workshop fees)

The building up of the self-concept is one of the most important developmental tasks that adolescents have to face. Many of the problems that young people present to their helpers are often related to problems in their self-perception and relationship with others. Therefore it is imperative that their helpers are freed of the very problems that their clients present

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 effecting 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.

The residential workshop will be held at the University Kadoorie Research Centre in Shek Kong. *Enrolment is limited to 20.*

Medium of instruction: Cantonese.

Fee Refund: Teachers may apply for a half fee refund for this course. See page vii. (*Closing date for applications: February 1, 1991.*)

1734. Introduction to Family Systems, Dynamics and Therapy.

Sister Louisa Lui, B.A. (Bishop's University) and Sister Magdalene Lau, M.A. (Fordham University). *Lectures on Fridays, 6.30–8.30 p.m., starting February 22, 1991. Room 721, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$420**

The course aims at a general survey of major theories of family dynamics and family therapy. The topics to be included are: the family as a system; patterns of family interactions; lethal versus growth family processes; recognition of family crises and stressors; expressions of family dysfunctions; consequences of pathological communication patterns; psychological dimensions of the female and male roles; and pros and cons of a dual-career marriage. Basic characteristics and process of family therapy with its values and goals are to be treated using the following family therapy models: experiential/humanistic (Whitaker and Satir), Bowenian, structural (Minuchin) and communication (Jackson and Haley). These models are made applicable to day-to-day life.

The course also aims to further the student's understanding of his/her own family system through individual and group exercises which include: monodrama/genogram, "parts party", family sculpting, exercises for exploring childhood and case studies. *Enrolment is limited to 30.*

Medium of instruction: Cantonese and English.

1735. Approaches to Forensic Psychology and Criminology.

Robert G. Andry, Ph.D., C. Psychol, F.B.Ps.S. (formerly Professor of Psycho-education, University of Montreal and retired Assistant Commissioner, Correctional Services Department, Hong Kong). *Tuesdays, 6.00–8.00 p.m., starting March 5, 1991. Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.* **Fee: \$420**

This course is designed not only for psychologists but also for any professional person who is dealing, or is likely to deal in future, with delinquents, pre-delinquents, and criminals requiring either custodial or non-custodial care and control.

Each session will be divided into a didactic and a practicum-syndicate part to enable course participants to link theory with practice and to accumulate potential research material.

The course will fall into the following four sections: (1) Forensic psychology in relation to court work, criminal and civil law in Hong Kong and abroad. (2) Forensic psychology in relation to various controversial psychologically and non-psychologically based theories with regard to the causation of crime. (3) Correctional treatment programmes for various types of offenders with respect to appropriately matched treatment facilities also in co-ordination with well trained and experienced treaters, based on the team work approach. (4) An examination of various research methods, staff training, and the application of crime prevention strategies in the community.

1736. Psychoanalytically Based Group-Psychotherapy Regimes.

Robert G. Andry, Ph.D., C. Psychol, F.B.Ps.S. (formerly Professor of Psycho-education, University of Montreal and retired Assistant Commissioner, Correctional Services Department, Hong Kong). *Lectures on Tuesdays, 8.00–10.00 p.m., starting March 5, 1991. Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 12 meetings.*

Fee: \$420

This course is mainly designed for practitioners in the helping professions and those engaged in personnel management who wish to be increasingly involved in the running of psychotherapeutically — oriented client groups and wish to go beyond the ordinary counselling level. Each session will fall into a didactic learning part and a practicum segment with note-taking to ensure that theory and practice are closely interlinked. The course will deal interalia with an examination of: (i) the interface between counselling-type and psychoanalytically based group therapy regimes; (ii) The essence of psychoanalytically based theory and practice; (iii) The substance of psychoanalytically based group-therapy, several types of group-work, and the efficacy of combined individual and group treatments; (iv) various theoretical group models; (v) the careful selection of different kinds of clients for different types of therapeutic and work-oriented groups, and the need for appropriate boundary settings; (vi) the functioning capacity of individuals in small, medium sized, and large scale groups within different types of organisations; (vii) specific need groups; (viii) the roles of group-conductors and members, methods of conducting and co-conducting of groups, and team-functioning capacities among colleagues who may be of different age, gender and nationality; (ix) the psychodynamics of groups during the initial, middle and end-phase of their development.

1737. Introduction to Music Therapy.

Paul Pang Ka Wa, B. Mus. (Music Therapy), Registered Music Therapist (National Association for Music Therapy, U.S.A.). *Fridays, 8.00–9.30 p.m., starting March 1, 1991. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 10 meetings.*

Fee: \$260

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. A modern founder of music therapy, E. Thayer Gaston has postulated three major principles of the discipline, namely, the establishment or reestablishment of interpersonal relationships, the bringing about of self esteem through self-actualisation and the utilization of the unique potential of rhythm to energize and bring order.

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.

1738. 如何建立及提高兒童的語言能力 (Helping Children's Language and Speech Development)

主 講 人：張鄭美窺女士（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：一九九一年二月二十五日起每星期一下午七時四十分至九時四十分

全期學費：三百五十元（共八講）

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

本課程專為家長及從事幼兒工作人士而設，包括幼兒工作者、幼稚園教師、護士、兒科醫生等。課程內容包括語言發展的理論架構及提供如何建立和提高兒童語言能力的方法，授課形式除講授外亦以研習為主，包括角色扮演及小組討論。（限收二十五人）

教師可獲教育署退還半費。詳參第 vii 頁。

1739. 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：一九九一年三月一日起每星期五下午六時十五分至七時四十五分
全期學費：一百一十元 （共四講）

本課程專為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）。

1740. 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：一九九一年四月十二日起每星期五下午六時十五分至七時四十五分
全期學費：一百一十元 （共四講）

本課程專為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）。

1741. 學前教育服務機構行政管理文憑課程 **(Certificate in the Administration and Management of** **Preschool Education Institutions)**

主 講 人：梁偉康先生 B S Sc, M S Sc, PQSW, D T M
吳克儉先生 B S Sc, M P A, Cert P M 及客座講師
地 點：香港大學校外課程部市區中心21室（星期六上午）
香港大學屬樹雄科學館104室（星期六下午）
時 間：一九九一年三月十六日至七月六日及九月七日至十一月二日每星期六下午二時至五時及每隔一星期六上午九時三十分至十二時三十分
全期學費：一千九百元

課程主旨：

本課程專為擔任幼兒中心及幼稚園督導工作之人士而設，目的在為學員提供一套有效的管理方法，以改善學前教育服務機構之行政管理，進而改善服務的質素。本課程已舉辦了六屆，着重理論和實踐，除一般理論講授外，並透過小組研習及「計劃習作」(Project Work)，使學員更有效地掌握一套較有系統和可行的管理方法，應用於學前教育服務機構日常的管理工作上。

課程內容：

主要包括：(一)管理理論，(二)目標與年度計劃製訂，(三)設計課程之小組方法，(四)員工挑選與僱用過程，(五)職員培訓與發展，(六)員工督導之形式、方法與安排，(七)員工評核方法，(八)領導之風格與技巧，(九)解決員工衝突之方法，(十)財政預算與控制，(十一)課程評估，(十二)大型活動之策劃方法，(十三)處理問題員工之技巧，(十四)如何主持會議，(十五)園內外活動場所設計、辦公室管理及檔案系統之建立等。此外，學員將被編配到研習小組進行「計劃習作」，每一小組由一位導師負責指導。

入學資格：

(一)中學會考合格及擁有幼兒服務文憑或幼稚園教師文憑之在職幼兒中心或幼稚園主任或副主任，或(二)曾在幼兒中心或幼稚園任教七年或以上幼師。

畢業文憑：

課程結束後，學員若能符合下列條件者，將獲頒發文憑：

(一)上堂出席率不少過八成，(二)完成課程習作及「小組計劃習作」，並獲得六十分合格分數及(三)考試合格。

報名手續：

申請者須於二月二十二日前，將(一)申請表格，(二)一千九百元支票及(三)學歷證件副本寄回香港大學校外課程部(學前教育服務機構行政管理文憑課程)主任收。各申請人並應於申請表格上寫上幼兒中心或幼稚園名稱及其本人職位。各申請人有可能被安排由課程導師接見，以決定取錄與否。(限收三十五人)

教師可獲教育署退還半費。詳參第 VII 頁。

1742. 少年犯罪心理學 (Juvenile Delinquency)

主 講 人：周寶玲小姐(臨床心理學碩士)及客座講師

地 點：香港大學校外課程部市區中心28室(信德中心西翼九樓)

時 間：一九九一年二月二十七日起每星期三下午六時十五分至七時四十五分

全期學費：二百元 (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。

教師可獲教育署退還半費。詳參第 VII 頁。

1743. 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）

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：一九九一年四月二十四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為一般人生活裏重要的一環。本課程以體驗性學習小組形式，介紹自我鬆弛及應付壓力的技巧。內容包括壓力的成因及產生、應付方法、自我鬆弛技巧及如何適當處理個人情緒和建立良好心理健康等。由於課程着重實際做法，故此參加者的親身體驗及參與等極為重要。

此課程適合於一般市民，與輔導有關的行業如社工、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 VII 頁。

1744. 自我認識與人際關係 (Self Understanding and Interpersonal Relations)

主 講 人：黎國雄先生（社會工作者）

地 點：香港皇后大道西335-339號，崑保商業大廈4字樓403-5室（鄰社服務中心）

時 間：一九九一年二月二十六日起每星期二下午七時三十分至九時

全期學費：三百元 （共十講）

每一個人都需要在家庭、友儕及社會裏與他人接觸和建立關係，在這個際交往的過程中，我們更可進一步了解自己，邁向成長。

此課程試圖介紹一些認識自己的方法和人際溝通上的概念，提高學員的自覺性，以預防人際間問題的產生。課程以模擬練習、小組討論、角色扮演、心理劇

驗、短講及個案研究等形式進行，學員須主動參與，互相分享及交流經驗。內容大致包括自我了解的模式；溝通的原則和技巧；聆聽、自我表白和回應的概念；信任；表達的能力和技巧；合作與競爭；人際間的衝突，工作關係等。（限收廿六人）

1745. 認識及服務單親家庭 (Understanding and Working With Single Parent Families)

主 講 人：吳國棟小姐（社會工作主任）

簡子杰先生（臨床心理學家）

地 點：香港大學梁銚瑤樓 LG107室

時 間：一九九一年二月二十五日起每星期一下午七時卅分至九時卅分

全期學費：五百元（共十講）

香港單親家庭數目與日俱增，他們所引起的個人及社會問題，雖未有明確的報導，但實際上現今的青少年問題、家庭慘劇、虐待兒童等案件所牽涉的大多數來自破碎家庭，要改善這些社會問題，實有賴從事社會福利、教育、醫療等專業人士的協助，共同探討這些家庭的問題和改善方法。本課程目的是介紹香港單親家庭（特別是離異的單親家庭）的一般狀況和影響，增進專業人士對他們的瞭解；研究怎樣有效地協助這些家庭和推行一些預防性的服務。

課程內容包括：(一)單親家庭增加的原因和這類家庭的概況；(二)父母及子女對家庭轉變的反應和面對的困難；(三)單親家庭對父母及子女在心理和生活方面所造成的影響和減低負面影響的方法；(四)協助這些家庭重建穩定生活的理念，工作方向，程序和實踐的技巧；(五)對這類家庭提供服務之人士所遇到的困難和解決方法；(六)現有對單親家庭所提供的服務和預防工作的目標。（限收三十人）

本課程適合社會工作者，教育人員及與此服務有關的人士參加。

教師可獲教育署退還半費。詳參第 vii 頁。

1746. 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：一九九一年三月一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)教導各類別弱智人仕的基本技巧；(三)行為處理的基本概念及應用技巧；(四)弱智人仕的家居生活及對弱智人仕家庭的輔導；(五)對弱智人仕的專業服務（如言語治療、職業治療等）；(六)其他專題（如自閉症，弱智人仕的精神健康等）。

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 vii 頁。

1747. Introduction to Health Planning.

H.K. Mak, M.B., B.S. (H.K.), M.H.P. (N.S.W.), A.H.A. (Australia). *Fridays, 7.35—9.05 p.m., starting March 1, 1991. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 15 meetings.* **Fee: \$380**

The course is designed for medical, nursing, paramedical and managerial professionals who are incumbent or aspirant health services administrators. Its aim is to promote understanding of the fundamental concepts involved in health planning, particularly in relation to health services.

Topics to be covered include: planning and administration; planning agenda; management practices; society and health; ethics and the law; statistical analysis and critical evaluation, epidemiology and public health implications; accounting; financing and economics in health services; health services organisation and institution, education and health; health informatics and communication; computer technology and health services; operations research; and, physical planning.

Course participants will be invited to take part in free discussions and to contribute positively by sharing their real life experiences.

1748. Medical Psychology: Applications for Nursing Practice.

Peter W.H. Lee, Ph.D. (H.K.). *Lectures on Fridays, 6.30—9.00 p.m., starting February 22, 1991. Room 208, Run Run Shaw Building, University of Hong Kong. Full-day workshop on May 31, 1991. 12 lecture meetings and 1 full-day workshop.* **Fee: \$800**

This course is a follow-up to the Course "Medical Psychology: Foundation

for Nursing Practice" held last autumn. A more applied and detail coverage of the unique characteristics and needs of different groups of paediatric, medical, surgical, geriatric, psychiatric and other chronically ill patients will be provided. A problem-solving orientation will be adopted throughout. Open forums on problematic cases encountered in clinical settings will form the backbone of the course. Participants are expected to prepare cases for the forum and to contribute actively to the discussion and case formulation. The end of the course workshop is aimed towards achieving a basic working understanding of the principles of therapeutic nursing skills as a supplement to the course materials covered. Participants are required to have a basic exposure to medical psychology as a prerequisite for enrolment in the course. Participants are asked to indicate evidence of attendance in previous medical psychology courses when submitting their applications. *Enrolment is limited to 40. Closing date for applications: February 1, 1991.*

Medium of instruction: Cantonese and English.

1749. Communication Skills For Nurses.

Richard Fielding, Ph.D., Dip.Clin.Psych. and Debra Nestel, B.A., R.N. *Tuesdays, 5.50–7.50 p.m., starting February 27, 1991. Room 28, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.*

Fee: \$390

The importance of communication skills for nurses is becoming increasingly apparent. Research has shown that skill in communicating with patients is not acquired simply by experience but instead tends to deteriorate following professional training.

This course is designed for nurses who wish to increase their knowledge and skills in the area of communication. It is aimed primarily at nurses who have completed the Certificate course in Nursing Behavioural Sciences and seek to build upon previous instruction in this area. Nurses with good knowledge of the process of perception and memory will also be considered.

The course will cover the following topics: verbal and non-verbal communication, initial interviews, listening skills and techniques for encouraging communication, giving reassurance and support, exposition techniques, dealing with emotions, and interprofessional and intraprofessional communication. *Enrolment is limited to 20.*

1750. A Problem-Solving Approach to Nursing.

Debra Nestel, B.A., R.N. *Mondays, 9.15–10.45 a.m., starting March 4, 1991. Room 14, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. 8 meetings.*

Fee: \$235

This course aims to provide participants with a basic working knowledge of 'a problem-solving approach to nursing'. This approach to nursing is widely practised in Western countries providing a client-centred focus for care. The course begins with an introduction to the approach, its historical development, and its relationship to nursing models. The next five sessions examine in detail each of the stages of the problem-solving approach – assessment, planning implementation and evaluation. Client-care studies will be used to illustrate the stages. Writing effective nursing care plan and producing helpful nursing diagnoses will also be covered. The next session will focus on the application of the approach to specific practice areas – surgery, medicine, psychiatry, obstetrics and gynaecology, paediatrics, etc. The final session presents ways to implement the approach in the participants' own areas of practice pointing to areas of resistance from colleagues and institutions. An overview of the course in this session will complete the course. Reference materials will be provided to students to supplement lectures. Students will be required to complete written exercises for some sessions.

The course is open to registered nurses in Hong Kong. *Enrolment is limited to 20.*

1751. Certificate in Nursing Behavioural Sciences.

The need for continuing nursing education in Hong Kong has been well established. Increasing sophistication in health care delivery demands a corresponding expansion of present nursing roles, both to assist the nurse in keeping his/her practice up to date and to develop his/her specific expertise. To this end, a course of study in the behavioural sciences and their application to nursing has been developed by staff of the Behavioural Sciences Unit in association with the Department of Extra-Mural Studies, University of Hong Kong.

Course Aims and Objectives:

The general aim is to provide the professional nurse with an opportunity to study the behavioural sciences and their application to health care in Hong Kong. It is envisaged that the course will benefit all grades of nursing staff including those engaged in the direct giving of care, first line, middle and top level management and those involved with the education of the nurse at both basic and post-basic levels.

On completion of this course the student will have increased her or his ability to:

- develop an awareness of how psycho-social factors influence disease development and the clients' responses to disease, including the perceived care needs of these clients;

- apply knowledge gained from the course to the care of individual patients;
- communicate more effectively with both their clients, health professionals and peer groups;
- develop a methodological and constructively critical approach to the planning of nursing care; and
- discuss different strategies for change in health care delivery and how these could be implemented in Hong Kong.

Course Content:

The course will consist of an integrated presentation of nursing, general and medical sociology and psychology. Topics to be covered will include: psychosocial factors in disease; human development and illness in different developmental stages; concepts of health and illness, psychological, social and cultural responses to health and illness; communications theory and skills; organizational theory and roles; health care organizations; nurse-patient relationships; concepts of care of self and others; the family stress; health care delivery; adjustment to change and loss; dying and bereavement and other life crises. In addition to the theoretical inputs, students will participate in supervised projects. Additional details will be given to course participants at the beginning of the course.

Assessment and Award:

Successful completion will be dependent upon a minimum attendance at 75% of the lectures. Assessment consists of two class tests, a research project and one final examination. Students will be expected to achieve a minimum pass mark of 50% in all areas of assessment. Successful candidates will be awarded a Certificate by the Department of Extra-Mural Studies, University of Hong Kong.

Course Tutors : R. Fielding, Ph.D., Dip.Clin.Psych. — Course Director
 Andrea Y. Lo, B.Sc., M.Sc., Sur.
 D.F. Nestel, B.A., R.N. and
 Guest Lecturers

Course Duration : Over 120 contact hours

Lectures : Wednesdays, 5.40–7.40 p.m. and
 Saturdays, 9.15 a.m. – 12.15 p.m.,
 April–June, 1991 and September–January, 1992

Starting Date : April 24, 1991

Project Work : July–December, 1991

Place of Meeting : Room 21 (Wednesday class) and Room 14 (Saturday class), Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F.

Course Fee : **\$2,800**

Admission Requirements:

Applications will be considered from registered nurses who have a minimum of 1 year post basic experience in clinical, managerial or teaching practice. Both sponsored and private students will be considered. The course will be limited to a maximum of 30 students, with preference being given to those sponsored by their employer. To this end, a letter of sponsorship should be attached to the application form. As the course will be conducted mainly in English, participants are expected to have a working usage of the language. Applicants should also note that the course workload is heavy and should satisfy themselves that they can meet these commitments.

Special enrolment forms will be available on request.

Closing Date for Applications: March 31, 1991.

1752. Workshop on "Experiencing Arts Therapy: An Introduction"

Martha Lesser, Staff Tutor in Art and Design, Department of Extra-Mural Studies, University of Hong Kong and Kenny Lo Kin Yiu, M.S.W. (Carleton), Postgraduate Certificate in Expressive Arts Therapy (J.F. Kennedy University, U.S.A.). *2 Full day Workshops on February 23 and March 9, 1991. Saturdays, 9.30 a.m. – 12.30 p.m. and 2.00–5.00 p.m. Room 24, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F. (Totally 12 hours).*

Fee: \$120

From earliest recorded history we know that the Arts; Painting, Sculpture, Masks, Music, Movement and others have been employed in the healing and transformation processes. Bypassing the rational mind, art activities can speak directly to, and from, the unconscious. Acting as a "soft" focus, the arts process becomes the healing process, tapping into and releasing the natural healing processes of the self.

Drawing inspiration from Shamanism, Transpersonal Psychology and the Arts themselves, this seminar will conceptionally and experientially introduce aspects of Arts Therapy and the therapeutic process, through simple basic activities employing a variety of arts vehicles.

As this is an experiential workshop, those attending are expected to actively participate.

1753. 專題研習(一)認識及幫助被虐配偶 (Workshop on Understanding and Helping Battered Spouses)

主 講 人：臨床心理學家、輔導工作者、社會工作者

地 點：香港大學校外課程部市區中心21室（信德中心西翼九樓）

時 間：一九九一年五月二十五日星期六上午九時三十分至十二時三十分及下午二時至五時

全期學費：八十元

對 象：社會工作者、醫務人員、及與被虐配偶服務有關之人仕。

內 容：本研習將分兩部份進行。第一部份會探討虐待配偶的定義，構成「虐待配偶問題」之社會、心理及環境因素，被虐待者的感受及矛盾，他們的處境及所面對的困難等。第二部份集中介紹輔導被虐配偶的技巧，各項有關服務及在協助被虐者及家庭時所遇到之問題。（限收五十人）

（本課程由和諧之家贊助）。

1754. 專題研習(二)認識及幫助藥物濫用者 (Workshop on Understanding and Helping Drug Abusers)

主 講 人：醫生、社會工作者

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：一九九一年四月十三日星期六上午九時三十分至十二時三十分及下午二時至五時

全期學費：八十元

對 象：家長、教師、學生輔導主任、社工等

內 容：本研習主要分兩部份。第一部份介紹通常被濫用的藥物的種類，服食者的反應及對其身心的影響，那類人仕容易濫用藥物及構成濫用藥物的各種生理、心理及社會心理因素。第二部份會詳細探討如何協助藥物濫用者放棄對藥物的倚賴，輔導他們重整生活及與藥物濫用者有關之各項服務。（限收五十人）

（本課程由香港基督教服務處 PS33贊助）。

1755. 專題研習(三)：認識及處理情緒反覆的兒童 (Seminar on Understanding and Handling Emotional Children)

主 講 人：臨床心理學家、社會工作者

地 點：香港大學校外課程部市區中心17室（信德中心西翼九樓）

時 間：一九九一年六月二十二日星期六下午二時三十分至五時三十分

全期學費：六十元

對 象：家長及直接服務兒童之人士如幼兒工作人員、教師、學生輔導主任等。

內 容：兒童何以會無故吵鬧，哭泣或攻擊他人呢？情緒反覆的兒童往往令家長及教師疲於奔命，甚至焦慮及精神困擾。本課程旨在指導學員如何處理上述的問題。講授範圍包括：兒童情緒反覆的因素；如何有效地處理情緒化的兒童；家長對這類兒童應持有的態度及如何預防兒童情緒化等問題。（限收八十人）

（本課程由防止虐待兒童會贊助）。

1756. 專題研習(四)：認識及處理反叛性強兒童 (Seminar on Understanding and Handling Rebellious Children)

主 講 人：臨床心理學家、社會工作者

地 點：香港大學校外課程部市區中心14室（信德中心西翼九樓）

時 間：一九九一年六月二十九日星期六下午二時三十分至五時三十分

全期學費：六十元

對 象：家長及直接服務兒童之人士如幼兒工作人員、教師、學生輔導主任等。

內 容：反叛性強的兒童除令家長及教師束手無策外，更使他們煩躁不安，難以自制，究竟孩子為甚麼會「不聽話」呢？對於他們的反叛行為，家長及教師應持甚麼態度呢？遇到這些問題時，他們可以怎樣一方面控制自己的情緒，另一方面又能夠適當地處理呢？講者將會針對上述問題，提出預防及應付反叛兒童的種種有效措施及方法。（限收五十人）

（本課程由防止虐待兒童會贊助）。

免費公開講座

「精神病患者的自殺問題、其預防及跟進照顧」 (Understanding and Handling the Suicidal Behaviour of the Mentally III)

主 講 人：臨床心理學家、社會工作者

地 點：香港大學校外課程部市區中心17室（信德中心西翼九樓）

時 間：一九九一年七月六日星期六下午三時至五時

對 象：精神病患者家人、親友、輔導員、社會工作者、義工及有興趣人士。

內 容：據學者指出，人類自殺原因包括個人心理、疾病、生活環境、人際關係及社會文化因素等，然在醫學上，精神病患者的自殺現象還有很多不解之處。本講座嘗試帶領參加者了解精神病患者與自殺行為的關係、其特質及分類；如何及早察覺患者自殺傾向；如何預防及提供輔導。

參加辦法：有興趣者請填妥報名表格，親到本部或郵寄（附回郵信封）索取入場券。

（本講座由新生精神康復會與本部合辦）。

In order to receive the next issue of this
Prospectus, please turn to page 221

如 欲 收 到 下 期 課 程 手 冊 ，
請 翻 閱 第 221 頁 。

Sports Sciences

Staff Tutor: T.W. Casey, Telephone 859 2787

985. Certificate Course in Sports & Health Sciences.

Tuesdays & Thursdays, 7.45–9.15p.m., starting February 21, 1991. Room 20, Extra-Mural Town Centre, Shun Tak Centre, West Tower, 9/F., plus occasional lectures at the MacLehose Medical Centre and practical sessions at the University. **Fee: \$3,600**

Course Directors:

- David Fang, M.B., B.S. (H.K.), M.Ch. (Orth.) (Liv.), F.R.C.S. (Edin.),
F.R.A.C.S.
Michael A. Speak, B.A. (Hull), M.Ed. (Liv.), D.P.E. (Lough.), Cert.Ed.
(Nott.).
Anthony Barnett, B.Soc.Sc. (Footscray IT), M.A. (Ball State).

Teaching Staff:

Lectures and practical sessions will be conducted by at least 20 experts in their field. Sponsoring organizations include the Amateur Sports Federation and Olympic Committee of Hong Kong, the Jubilee Sports Centre, the Hong Kong Society for Rehabilitation, and the following University departments: – Anatomy, Community Medicine, Dentistry, Extra-Mural Studies, Medicine, Orthopaedic Surgery, Pharmacology, Physical Education Unit, Physiology, and University Health Service.

The Department of Extra-Mural Studies will offer this course from February to November, 1991 with a break in the Summer. The course is organised in conjunction with the University of Hong Kong's Institute of Sports Medicine and Physical Education Unit. The Institute of Sports Medicine was established at the MacLehose Medical Rehabilitation Centre in 1987, under the conjoint management of the Department of Orthopaedic Surgery and the Hong Kong Society for Rehabilitation.

Course Aims and Objectives:

The course is designed to provide a co-ordinated programme of studies and training in scientific areas related to sports and health, at an intermediate to advanced level, for professionals and individuals with a sound basic knowledge of sports, leading to competence in a range of areas. It is intended

for physical educationalists, sports coaches, health and fitness instructors, sports physiotherapists, individual athletes and others who may wish to pursue a career in sports. The medium of instruction will be English, except in some practical areas, where Cantonese may be used. The program will include lectures, case presentations and small group discussions, "hands-on" demonstrations at the Institute of Sports Medicine, practical sessions at the University of Hong Kong's Sports Centres, field studies, and selected visits.

Course Content:

Basic anatomy and exercise physiology. Training methods, effects, and applications. Constitutional, environmental, nutritional, and psychological factors in sports performance. Sports for the disabled. Drug abuse. Assessment of physical fitness. Overview of medicine in sport.

Prevention, screening, and first aid of sports injuries. Equipment, facilities, and resources.

Assessment and Award of Certificate:

The Certificate in Sports and Health Sciences will be awarded based on satisfactory attendance (75%), course work assessment and a short written examination.

Admission Requirements:

Applicants should have a Bachelor's degree or equivalent. In exceptional cases, consideration for admission will be given to applicants without professional or graduate qualification provided that they have had at least two years of relevant experience in responsible positions. Candidates must produce evidence of good physical condition. Those who are shortlisted may be required to attend an interview.

Applicants must enclose certified photostat copies of the appropriate certificates and one photograph along with special application forms. Applications which are not accompanied by relevant documents will not be considered. Cheques should be crossed and made payable to the UNIVERSITY OF HONG KONG. *Enrolment is limited to 30. Closing date for applications: January 12, 1991.*

For further details and for special enrolment forms, please contact Dr. T.W. Casey, Senior Staff Tutor, Department of Extra-Mural Studies, University of Hong Kong. (Tel.: 859 2787; 859 2785).

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

Translation

Staff Tutors: Owen H.H. Wong, Telephone 859 2788
Y.W. Liu, Telephone 859 2788/859 2416

1791. 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：香港大學梁銑瑤樓 LG 106 室

時 間：一九九一年三月五日起每星期二下午六時十五分至七時三十分

全期學費：二百二十元（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)

1792. 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：香港大學梁銑瑤樓 LG 106 室

時 間：一九九一年三月五日起每星期二下午七時四十分至九時十分

全期學費：二百六十元（共十二講）

本課程為一深造課程，通過研討和實習，以了解翻譯的標準；講授各種翻譯技巧，幫助參與者具備翻譯工作人員所應有的知識。翻譯重視實踐，當以習作為主，通過練習和講師的講評，結合實例，逐步提高參與者的翻譯水平，進而協助其應付一般公開試。申請人須具預科程度。(限收二十五人)

1793. 實用翻譯 (Practical Translation)

主 講 人：余懿迪先生（前德臣西報編輯）

地 點：香港大學厲樹雄科學館 G1 室

時 間：一九九一年二月廿七日起每星期三下午七時十五分至八時四十五分

全期學費：二百四十五元（共十二講）

翻譯是一種工具，作為一個東西文化交匯與世界工商金融中心的香港，這種工具更顯得重要。本課程就翻譯的實際用途，分作如下各類講授的項目：新聞時

事、會議程序及紀錄、議案、商業信札、演講辭、科技用字、及公事文件的翻譯。
(限收二十五人)

1794. 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：一九九一年三月八日起每星期五下午八時卅分至十時
全期學費：二百四十五元 (共十二講)

香港是一個華洋雜處的社會，各界行政人員必須在一定程度上掌握中英兩種文字的翻譯能力，才能有效地溝通人際關係和準確地傳達訊息。

本課程通過研討和實習，明確翻譯的標準，講授各種翻譯技巧，幫助參與者具備一個翻譯工作人員所應有的質素，翻譯是一門實踐課，當以習作為主，通過練習和講師的講評，結合實例(新聞、商業、聯合國文件、文學、歷史等方面)，逐步提高參與者的翻譯水平，學員應具基本翻譯經驗。(限收二十五人)

1795. 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：一九九一年三月十二日起每星期二下午六時三十分至八時三十分
全期學費：五百元 (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會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)

1796. 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20室（信德中心西翼九樓）
時 間：一九九一年四月十二日起每星期五下午六時三十分至八時
全期學費：二百五十元（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、中英文語法詞彙的比較、翻譯的一些具體困難和常用技巧。講授時會列舉譯例加以闡釋和討論，並通過練習以達到理論與實踐相結合的目的。（限收二十五人）

1797. 商業翻譯 (Business Translation)

主 講 人：余啓興先生 BA (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：一九九一年五月二十日起每星期一下午八時二十分至九時五十分
全期學費：一百八十五元（共十講）

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。

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。

1991/92 Extra Mural Prospectus

The next issue of the Extra Mural Prospectus will be available in mid-August 1991. If you wish to be sent a copy of the Prospectus in August, 1991, kindly complete and return the name and address slip below, together with a \$3.50 stamp, to the Department of Extra-Mural Studies, University of Hong Kong, Pokfulam Road, Hong Kong. The envelope should be marked "1991/92 Prospectus".

一九九一／九二年度校外課程手冊

本部將於一九九一年八月中派發一九九一年秋季之校外課程手冊。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〔秋季手冊〕字樣。

Please send me a copy of the 1991/92 Prospectus. A \$3.50 postal stamp has been enclosed.

請惠寄一九九一／九二年度校外課程手冊乙本。內附三元五角郵票一個。

Name 姓名

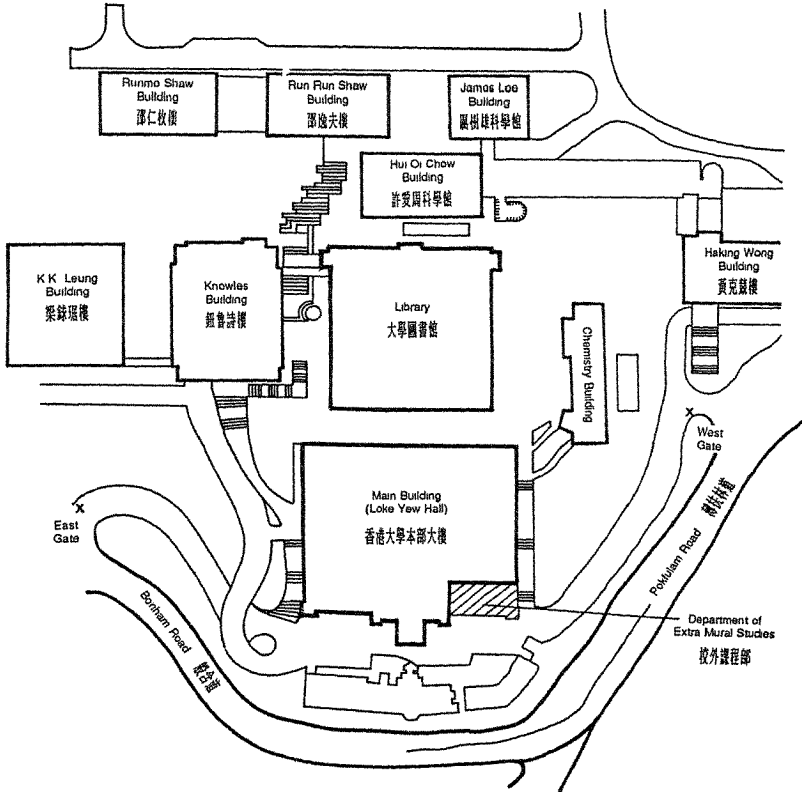
Full Postal Address
地址

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附註：請於一九九一年七月十五日以前寄回上列表格。

Note: Please return the above coupon before July 15, 1991.

UNIVERSITY OF HONG KONG GENERAL LAYOUT



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1991

University of Hong Kong
Extra-Mural Studies

香港大學校外課程春季手冊

