

PROSPECTUS 1977-78



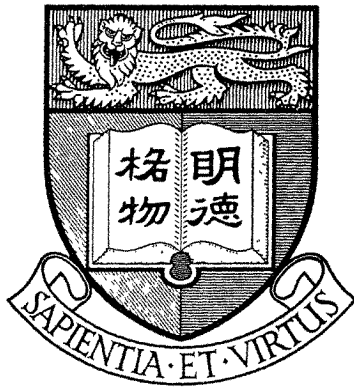
一九七七年至一九七八年度

香港大學校外課程手冊

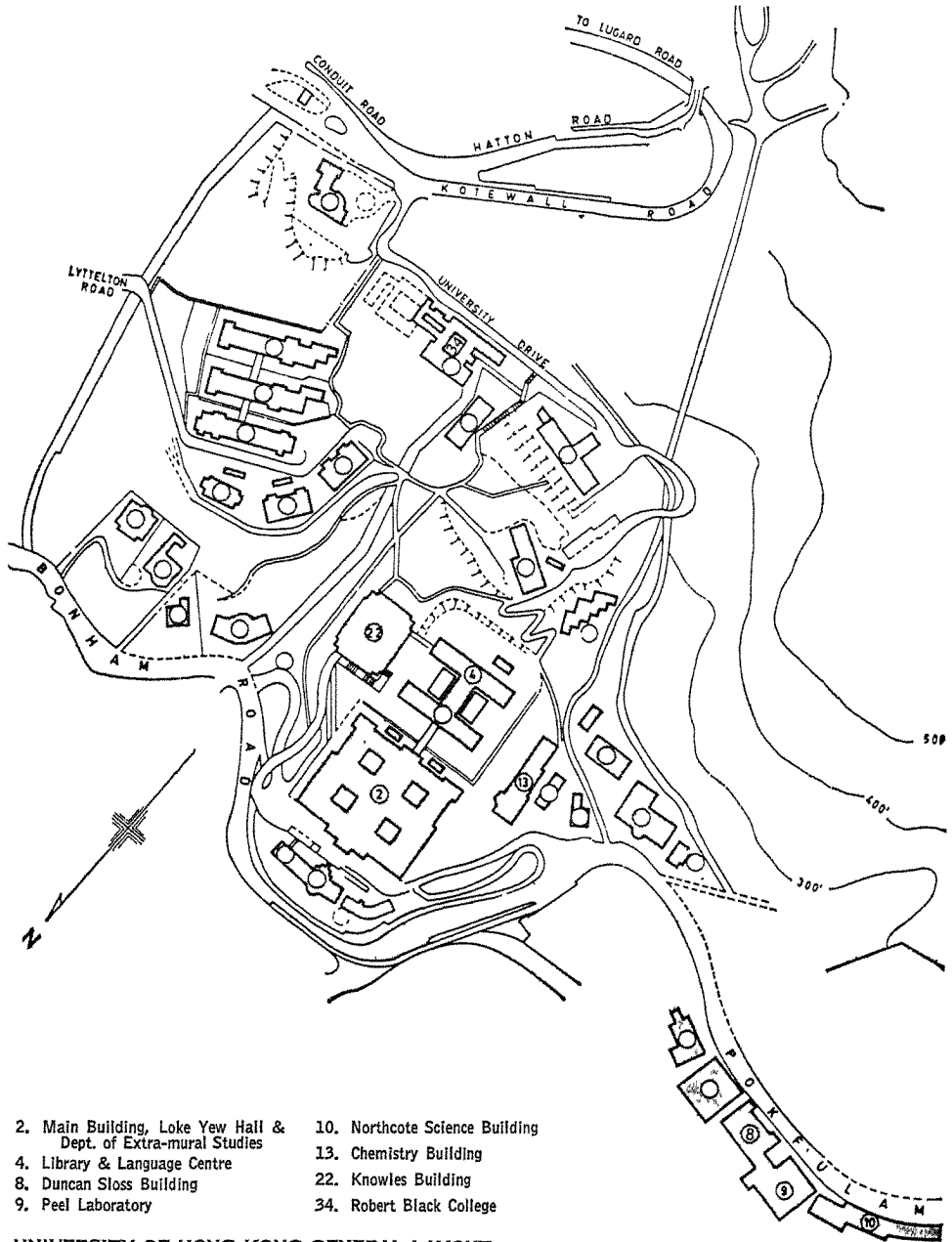
Extra Mural Studies

University of Hong Kong

THE UNIVERSITY OF HONG KONG
LIBRARIES



Hong Kong Collection



- | | |
|---|--------------------------------|
| 2. Main Building, Loke Yew Hall &
Dept. of Extra-mural Studies | 10. Northcote Science Building |
| 4. Library & Language Centre | 13. Chemistry Building |
| 8. Duncan Sloss Building | 22. Knowles Building |
| 9. Peel Laboratory | 34. Robert Black College |

UNIVERSITY OF HONG KONG GENERAL LAYOUT

Please see inside of rear cover for enlarged plan of Main Building (2) and location of rooms



Extra Mural Studies

University of Hong Kong

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SECRETARY

Mrs. Yvonne Wong

NEW
EXTRA MURAL TOWN CENTRE

From October 10, 1977, the new Extra-Mural Town Centre on the 8th Floor of the Wing On Centre (opposite the Rumsey Street car-park) should be in operation.

However, students can still enrol for courses in person at the existing Extra-Mural Town Centre on the 11th floor of the Nanyang Commercial Bank Building (formerly Universal House), Gilman Street, **UNTIL SEPTEMBER 23, 1977**. Thereafter, enrolments should be addressed to the Department of Extra-Mural Studies, University of Hong Kong.



新校外課程部市區中心

自一九七七年十月十日起，位於永安大廈八樓（蘇士街停車場對面）之新校外課程部市區中心將開始開放。

惟至一九七七年九月廿三日止，所有學員仍可親往機利文街南洋商業銀行大廈（即舊環球大廈）十二樓目前之校外課程部市區中心報名，至於九月廿三日以後，所有報名則應逕寄或親往薄扶林道港大校外課程部。

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. Unless otherwise arranged, no Extra-Mural lectures will be held:
 - (a) on any public holidays.
 - (b) at a storm warning signal of No. 8 or above. (After the typhoon passes, if the No. 8 signal is lowered before 3 p.m., classes will take place as normal. If the signal is lowered after 3 p.m., classes will be cancelled that evening.)
 - (c) during the following holiday periods: December 19, 1977 to January 3, 1978 inclusive (Christmas and New Year).
February 6-11, 1978 inclusive (Lunar New Year).
4. Fees are not refundable once the course has commenced.
5. Certificates of Attendance are issued, on payment of 50 cents, to those who have attended not less than two-thirds of a course of at least 20 meetings in duration.
6. Closing date for enrolment: one week before the starting date of a course. Late enrolments may not be accepted.
7. For enquiries, please ring either 5-468161 Ext. 307 or 306 or 308, or 5-450021 (3 lines), during office hours.

HOW TO ENROL

8. Complete the attached enrolment form and mail it to the Director, Department of Extra-Mural Studies, University of Hong Kong. Forms are also available on request. To ensure that a class can take place, the Department would appreciate early enrolment by applicants.
9. You should send your application form together with the appropriate fee either in the form of a postal order, money order or crossed cheque made out in favour of the UNIVERSITY OF HONG KONG.
10. 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.**
11. Applicants can also enrol in person at the following places, but it would be helpful if fee payments could be made by crossed cheque rather than by cash:
 - (i) Department of Extra-Mural Studies, University of Hong Kong, University Main Building, Ground Floor, Pokfulam Road, Hong Kong (during office hours) (Buses Nos. 3, 3A, 4, 7, 71, 23, 103).
Tel: 5-468161 Ext. 307 or 306 or 308.
 - (ii) Extra-Mural Town Centre, Nanyang Commercial Bank Building, 11th Floor, 151 Des Voeux Road Central, Hong Kong. Telephone: 5-450021 (3 lines) (entrance from Gilman Street). (From 9 a.m. to 6 p.m. **UNTIL SEPTEMBER 23 ONLY**).

入 學 須 知

1. 除特別規定學歷之課程外，祇需要年齡超過十八歲者，不限資格，均可申請入學。學員應詳閱課程簡介。
2. 學員被取錄與否，概由校外課程部主任審核報名申請書後決定之。
3. 除特殊情形外，本部在下列期間不授課：
甲：本港公眾假期。
乙：本港天文臺懸掛八號或以上風球之後。（颱風過後，如八號風球在下午三時以前除下，則照常上課，如風球在下午三時以後除下，則當晚課程全部取消。）
丙：聖誕節及新年假期：一九七七年十二月十九日至一九七八年一月三日。
丁：農曆新年假期：一九七八年二月六日至十一日。
4. 課程開始後，學費通常不能退回。
5. 凡課程在廿講以上而學員上課次數超過三分之二者，得向本部繳費五角後申請發給聽講證書。
6. 學員應於開課一星期前報名，過期報名可能不被接受。又任何課程額滿後，即隨時截止報名，故學員應儘早報名。
7. 本部詢問電話：5-468161（內線 307 或 306 或 308）
或 5-450021（3 線）

報 名 手 續

8. 填妥附於本手冊之報名申請書後，逕寄香港大學校外課程部主任收。申請書可隨時向本部索取。
9. 繳費可用支票，銀行本票，或郵政滙票，以「香港大學」名義抬頭，並加橫線，連同申請書逕寄香港大學校外課程部主任收。
10. 如申請人已獲取錄，本部不再通知，可依時上課。如未獲取錄，則另函通知。
11. 申請人亦可親往下列地點報名，繳費時，最宜用劃線支票：
甲、香港大學校外課程部。
薄扶林道香港大學正座地下（辦公時間內）。
（下列各線巴士均經本部：3, 3, 4, 7, 71, 23, 103）。
電話：5-468161（內線 307 或 306 或 308）。
乙：校外課程部市區中心。
香港德輔道中一百五十一號南洋商業銀行大廈十二樓（入口在機利文街）。電話：5-450021（3線）。（上午九時至下午六時。
至一九七七年九月廿三日為止）。

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ARCHAEOLOGY

Staff Tutor : Mrs. Priscilla Tso, Telephone 5-468161 Ext. 303

42. A Basic Course in Archaeology with Reference to Hong Kong.
S. M. Bard, O.B.E., E.D., M.B.,B.S., Hon.D.Litt. (H.K.), J.P., Executive Secretary, Antiquities and Monuments. *Wednesdays, 6.00-8.00 p.m., starting October 12, 1977. Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings plus 2 museum visits and 3 field trips.* **Fee: \$150**

Instruction will cover the fossil record of early man and the general field of prehistory, archaeological techniques, and questions of chronology in relation to tools and pottery. The emphasis will be on the practical aspects of the subject and the talks will be illustrated by slides and specimens which can be handled by the students. The latter part of the course will deal with the prehistory of Hong Kong and will be related to recent finds.

The cost of field trips is included in the fee.

Enrolment is limited to 30 persons.

UNIVERSITY ENTRANCE

The attention of extra-mural students is drawn to the following regulation of the University of Hong Kong regarding admission to the University:

'A mature person without formal academic qualifications who is aged 30 or over on September 1 of the year in which admission is sought may be exempted completely from University entrance requirements and be eligible for admission to read for a first degree except in the Faculty of Medicine. Applications for exemption on grounds of mature age must be supported by certified true copies of a birth certificate or a statutory declaration and of any academic qualifications.'

Enquiries about this exemption clause should be addressed to the Registrar, University of Hong Kong.

Art & Design

Staff Tutor : Martha Lesser, Telephone 5-450021

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

43. The Basics of Art & Design

“The Basics of Art & Design” consists of two constituent courses. A limited number of places will be available for students wishing to take only one of these constituent courses. Such applicants will be notified as to whether or not a place is available approximately one week before the commencement of the course. Applicants wanting advice as to whether to pursue the course as a whole or merely one part can consult the Staff Tutor in Art & Design.

The Basics of Art & Design course is designed for those seriously interested in pursuing the study and practice of art and design. It consists of two constituent courses, viz. Concepts and Applications of Basic Design, and Freehand Drawing in Various Media. Details of these courses are given below. Taken together these courses provide a range of studies which will enable students, whatever the nature of their previous art education, to develop their talents and interests.

Students successfully completing ‘The Basics of Art & Design’ may embark, if they so wish, on the ‘Certificate Course in the Foundations of Art & Design,’ which, henceforth, will be arranged on a modular basis. Full details of this programme can be obtained by phoning or writing to the Staff Tutor in Art & Design.

Closing date for applications : September 30, 1977. In the event of over-subscription an interview may be required.

Fee: \$700 including model fees.

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.

44. Freehand Drawing in Various Media. Martha Lesser, B.S. (N.Y.U.). *Tuesdays, 6.30-9.30 p.m., starting October 11, 1977. Extra-Mural Town Centre. 22 meetings.* **Fee: \$405** including model fee

Drawing is the thinking process in the language of visual art; it is the basis of all visual communication and expression. The emphasis in this course will be on learning to see, think, and communicate through visual means. Through a series of exercises in the first part of the course students will gain an understanding of the more concrete elements of line, tone, movement, texture, pictorial and modelled space as well as uses of a variety of materials including graphite, charcoal, conte crayon, oil and wax crayons, inks, paints, felt pens, and others. Mid-way through the course emphasis will be placed on the more abstract elements of plastic space, colour, self-expression and visual problem solving.

Students should note that there will be a minimum of four to six hours of homework each week, and should plan their time accordingly in order to gain full benefit from the course. Students who attend class sessions, and complete homework assignments regularly will find by the end of the course that they are able to approach *any* drawing subject with confidence and skill.

45. Concepts and Applications of Basic Design. Robert O'Brien, Dip. AD. *Thursdays, 6.30-9.30 p.m., starting October 13, 1977. Extra-Mural Town Centre. 22 meetings.* **Fee: \$380**

Good design and meaningful expression, be it is painting, drawing, printmaking, graphic design, sculpture, or any other visual art form, does not just *happen*. It is the result of conscious structuring by the artist, employing the basic elements and principles of design. Approximately one hour of each class session will be spent on studying the history of Western art, with an emphasis on analyzing the design elements and principles employed in individual works. The discoveries made about design will then be applied in a series of basic two and three dimensional design exercises. Materials such as ink, pencil, cut paper, paints, and others will be used to explore line, shape, texture, colour, space, composition, etc. Students taking this course will gain a greater appreciation of art works, as well as developing their own design skills.

PRACTICAL STUDIO COURSES IN ART and DESIGN

These are practical studio classes in the Visual Arts with emphasis on artistic skills and creative growth of the individual. Work will be carried out in the various media described.

Students must provide all necessary materials, some of which will be available for purchase through the department. Materials will be discussed at the first class meeting.

46. Watercolour Painting. Jacqueline Sutliff, B.A. (University of Minnesota). *Wednesdays, 8.00–10.00 p.m., starting October 12, 1977. Extra-Mural Town Centre. 10 meetings.* **Fee: \$115**

The Western approach to watercolour and wash painting differs considerably from Oriental styles, both in emphasis and technique. This class is designed to familiarize students with aspects of both traditional and modern Western watercolour techniques. Included in this course will be selection and preparation of papers, wet on wet, dry brush, ink on wash, and watercolour polymer mix. This course is suitable for both beginners and more advanced students.

47. Life Drawing. K. Burns McKeon, D.A. (Edin.). *Thursdays, 6.00–8.00 p.m., starting October 13, 1977. Extra-Mural Town Centre. 10 meetings.* **Fee: \$165** including model fee

Drawing from the human figure and nature provides a discipline which develops visual perception and correlation of hand and eye. Regular practice, even by the most experienced artist, is essential to sustain ability. This course will include anatomy, life drawing, draped figure, and head studies. A variety of media will be used including pencil, conte crayon, and ink.

Both beginners and more advanced students are welcome.

48. Drawing Workshop. Martha Lesser, B.S.(N.Y.U.). *Thursdays, 8.00–10.00 p.m., starting October 13, 1977. Extra-Mural Town Centre. 22 meetings.* **Fee: \$280** including model fee

Drawing, as a full art form has unlimited possibilities, and, as such, may be the most exciting form of visual expression. In this project-oriented course for the serious art student a wide variety of art materials will be explored, as well as many of the ways of using them. In addition there will be a series of exercises in visual problem solving.

Students should note that there will be approximately six hours of homework each week, which is necessary if they are to gain full benefit from the course. As this is an intermediate level course, applicants should have attended “Freehand Drawing in Various Media” or the equivalent. In the event of oversubscription an interview may be required.

Applications must be received by October 7, 1977.

Enrolment is limited to 15 persons.

49. Oil Painting. Kitty Burns McKeon, D.A. (Edin.). *Fridays, 6.00–8.00 p.m., starting October 14, 1977. Extra-Mural Town Centre. 22 meetings.* **Fee: \$290** including model fee

The technical aspects of painting will be discussed and practised, though the emphasis will be on composition. The figure, both nude and draped, will serve as the subject for about half of the sessions. Individual expression will be encouraged. This course is suitable for students with previous experience in drawing or related art areas.

50. Portrait Drawing and Painting. Merlyn Chesterman, B.A. (Bath Academy of Art), Dip.Ed. (Bath University). *Fridays, 6.00–8.00 p.m., starting October 14, 1977. Extra-Mural Town Centre. 10 meetings.* **Fee: \$140** including model fee

From early days we have evidence of man’s fascination with the human face, and his search to portray the essence of humanity. The emphasis in this course will be on developing the basic skill of the portrait artist, and work will be carried out in either oil or acrylic paint as well as drawing materials. In addition there will be a brief look at the history of portraiture.

Enrolment is limited to 20 persons.

51. Silkscreen and Serigraphic Printing. Jacqueline Sutliff, B.A. (University of Minnesota). *Mondays, 6.30-8.30 p.m., starting October 10, 1977. Pokfulam Studio, 144 Pokfulam Road. 10 meetings. Fee: \$160*

The silkscreen and serigraph have developed from the simple stencil, and screenprinting is among the youngest of the printmaking crafts. As such it is in an exciting state of expansion with the uses of varied techniques ranging from decorative elements to fine art prints. The aim of this course is to present the silkscreen and serigraphic medium to the student, to allow him to explore its potential and versatility, and to produce prints in both black and white, and colour.

Students will be expected to provide many of their own materials. Inks and sundries for use during class sessions will be provided, and the cost of these is included in the course fee.

Enrolment is limited to 17 persons.

52. Woodblock and Mixed-Media Printmaking. Nancy Woo, M.F.A. (Cornell), M.A. (Columbia). *Thursdays, 6.30-8.30 p.m., starting October 13, 1977. Pokfulam Studio, 144 Pokfulam Road. 10 meetings. Fee: \$160*

A chief merit of prints is their ability to meet the human mind on a simple level of appreciation and to lure it on to a more complex level of enjoyment as one's comprehension increases. This course will give the student an introduction to those basic techniques of woodblock printmaking, and mixed-media printing, which will enable the student to carry on in the media beyond the level which can be attained in ten meetings. Both monochrome, and multi-colour prints will be produced, and class critiques will be held on these. In addition there will be discussions on both traditional and contemporary Western and Japanese woodblock prints.

Students will be expected to provide most drawing and cutting materials. Some inks and sundries will be provided, and the cost of these is included in the course fee.

53. Architectural Drawing. Ruth Addison, A.R.I.B.A. (London). *Tuesdays, 6.00-8.00 p.m., starting October 11, 1977. Extra-Mural Town Centre. 24 meetings. Fee: \$275*

Architectural drawing is a basic form of communication among architects, buildings, interior designers, and others. It is an international language. The basic concepts, skills, and techniques of architectural drawing will be explored through a series of exercises in ink and pencil. These exercises include: orthograph, axometric and asometric projections, the casting of shadows, drawing in perspective, and lettering, as well as the use of architectural drawing instruments.

54. Interior Decoration. Douglas Cooper, B.A. (Kingston Polytechnic).
*Tuesdays, 8.00–10.00 p.m., starting October 11, 1977. Extra-Mural Town
Centre. 10 meetings.* **Fee: \$115**

Intended as a basic introduction to the skill of interior decoration, this course will cover: choice of materials for use in interiors, the uses of plan and elevation drawings, colour theory & lighting. Students will be given assignments in order to stimulate an imaginative approach to problem solving.

In order to gain full benefit from this course students should plan on spending four to six hours per week on homework assignments. Following this course will be a further ten-week series of lectures covering the principles of interior design. In these lectures students will be given weekly design projects which will emphasise the relationship between interior design concepts and space planning.

55. Colour Reproduction and Printing for the Graphic Designer.
Norman de Brackinghe, D.M.S., M.I.O.P., M.Inst. M.P., A.M.B.I.M.,
A.S.I.A. *Mondays, 8.15–9.45 p.m., starting October 10, 1977. Extra-Mural
Town Centre. 10 meetings.* **Fee: \$115**

Relationships between the Graphic Designer and the Printer often become strained as it appears that the two elements are often working towards different ends instead of the same goal. The aim of this course is to help the designer pick his way through the technology that gets thrown at him. To understand in basic terms what is happening in order to improve the communication between himself and the printer. It is important to have the printer and the designer both on the same side. The designer needs to know sufficient technology to understand the limitations of the processes that his work will go through in order to achieve a finished product. Once he does understand the limitations there is no reason why he cannot urge the printer towards those limits and in consequence extend both their ranges through a sense of discipline. Presentation and handling are part of the key, for well presented and clearly specified material will tend to be handled with the minimum of fuss and with greater understanding.

The need for a course of this type is based on many years experience of working with graphic designers and acting as interpreter between the two factions. This course is designed for those with a professional interest in the subject.

56. Introduction to Graphic Design. Redge Solley, N.D.D. *Tuesdays, 8.00-10.00 p.m., starting October 11, 1977. Extra-Mural Town Centre. 10 meetings.* **Fee: \$115**

The principles of two dimensional design will be discussed in relation to graphic design. Following this, the basic graphic design elements of typography, symbols, and photography, will be used in various projects, such as posters, logos, and television graphics, to create simple, but effective, graphic designs. In addition students will study and discuss examples of contemporary graphic design in order to discover what good graphic communication involves. There will also be a visit to an advertising agency to see at first hand how graphic projects are developed in a professional environment.

Students should note that there will be homework assignments and should plan their time accordingly.

57. Advanced Graphic Design Seminars. Henry Steiner, M.F.A. (Yale). *Tuesdays, 6.15-7.45 p.m., starting October 11, 1977. Extra-Mural Town Centre. 10 meetings.* **Fee: \$115**

A free-form series consisting of lectures, slides, films, discussions and practical problems aimed at persons with some prior experience in Graphic Design or Advertising Studio work. The course will attempt to broaden knowledge of relevant painters and designers, and to stimulate critical and conceptual abilities. Class members must be prepared to participate in discussions, and to submit examples of design solutions to set homework exercises.

58. A Guide to Photography. Andrew Mitchell. *Fridays, 7.00-9.00 p.m., starting October 14, and November 25, 1977. Extra-Mural Town Centre. 5 meetings.* **Fee: \$65**

Not everyone wants to be a photographer, but most people like to take pictures. This course will help the amateur to take better pictures. Types of cameras, lenses, films, and accessories will be discussed, as will the basics of composition, lighting, and selective focussing. If time permits there will also be an introduction to the developing and printing of black and white photographs.

59. Photography: an Introduction. Andrew Mitchell. *Wednesdays, 7.00-9.00 p.m., starting October 12, 1977. Extra-Mural Town Centre. 10 meetings.* **Fee: \$145**

Aimed at those with a serious interest in photography as a vehicle for expression and communication, this course will cover the basic studio and darkroom techniques of black and white, and colour photography as well as choices of equipment and materials. In addition, theories of photography, both aesthetic and philosophic, will be explored. Students will be expected to experiment in the media, and class critiques will be held on the results of these.

Students must provide their own cameras. Basic darkroom materials and supplies to be used during class sessions will be provided, and the cost of these is included in the course fee.

60. Photography: an Intermediate Course. Philip Tse. *Thursdays, 7.00-9.00 p.m., starting October 13, 1977. Extra-Mural Town Centre. 10 meetings.* **Fee: \$180**

In recent years photography has come to be accepted as a fine art form in its own right. The emphasis in this course will be on 'creativity and aesthetics,' and it is designed for those already familiar with the basic technical aspects of photography and photographic equipment. While most of the work will deal with black and white photography, colour processing will be introduced. There will be four class field trips to a variety of sites on Saturday and Sunday afternoons, and class critiques will be held on the results of these as well as of studio and independent work.

Chemicals and papers will be provided for use during class sessions, and the cost of these is included in the fee.

Enrolment is limited to 15 meetings.

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.

61. Photography as an Aid to the Graphic Designer. Philip Tse. *Tuesdays, 7.00–9.00 p.m., starting October 11, 1977. Extra-Mural Town Centre. 10 meetings.* **Fee: \$150**

Photography, because it achieves optical effects never known before, plays a vital part today in designer's work, and techniques of photographic open up completely new vistas. Tuition will include studio and darkroom procedure within the designer's capabilities, detailing some of the many effects which can be achieved by simple manipulation at the developing and printing stages. Colour work, distortion of straightforward images, special screening effects, photo layout, photo mural, graphic art photography, photo dyeing techniques and advertising photography will be discussed. Emphasis will be on practical darkroom work, and there will be a visit to a printer's darkroom.

This intermediate level course is intended for those with a basic knowledge of darkroom procedure. Papers, chemicals and other materials for use during class time will be supplied, and the cost of these has been included in the course fee.

Enrolment is limited to 15 persons.

62. Photography Workshop. Philip Tse. *Mondays, 6.00–8.00 p.m., starting October 10, 1977. Extra-Mural Town Centre. 10 meetings.* **Fee: \$165**

The development of a perceptive and creative eye is an ongoing process. In this advanced level course students will work on creative aspects of photography as applied to a wide variety of subjects, and by the end of the course are expected to have produced a portfolio of black and white, and colour prints. Six of the class sessions will be in the form of field trips on Saturday afternoons and Sundays. The exact place and date of each will be announced two weeks in advance. Students taking this course should have completed "Photography: an Intermediate Course", or the equivalent, because a sound knowledge of studio and darkroom techniques are essential. The cost of chemicals and papers for use during class sessions is included in the fee.

Closing date for applications is September 30, 1977, and in the event of oversubscription an interview will be required. Enrolment is limited to 15 persons.

63. Fun with Animated Film. Ross F. Evans, A.D. (Western Australia) A.I.D.I.A. *Wednesdays, 6.00-8.00 p.m., starting October 12, 1977. Extra-Mural Town Centre. 10 meetings.* **Fee: \$150**

Most of us enjoy watching animated cartoons without realising how easily we can produce such film ourselves. Creating even simple animated film is a pleasurable and satisfying experience. After a brief study of the history and theory of animation, students will plan and produce their own films, experimenting with simple techniques including drawings, paper cutouts etc. Knowledge of photography or ability to draw are not required but a lively imagination is essential. Most of the film to be used during class meetings will be supplied and the cost of this has been included in the course fee. Some equipment will be provided but students with suitable movie cameras will be encouraged to use this equipment during class sessions. A refund of \$25 will be made to those students whose cameras are used throughout the course.

64. Design and Drawing: the Language of Visual Art. Robert O'Brien, Dip. A.D., Martha Lesser, B.S. (N.Y.U.). *Mondays and Wednesdays, 10.00 a.m.-12.00 noon, starting October 10, 1977. Extra-Mural Town Centre. 10 meetings.* **Fee: \$250** including model fee

The experience of previous years has shown that there is a need for a basic course in Two-Dimensional Design and Freehand Drawing, as these are the grammar and language of visual art.

Students will experiment with line, space, and compositional layout. They will also explore visual illusion, and the uses of colour and tone. By analyzing various examples of two-dimensional art they will develop a 'sense of design' which will heighten their appreciation of art works, as well as improve their own design skills. Through a series of drawing exercises students will begin to 'learn to see' as well as develop the dexterity skills necessary to record and express what they see. They will explore a wide range of techniques, materials, and visual subjects.

Students should note that there will be approximately four to six hours of homework each week.

65. Watercolour Painting. Jacqueline Sutliff, B.A. (University of Minnesota). *Tuesdays, 10.00 a.m.-12.00 noon, starting October 11, 1977. Extra-Mural Town Centre. 10 meetings.* **Fee: \$115**

See entry for Course No. 46.

66. Exploring Colour. Merlyn Chesterman, B.A. (Bath Academy of Art), Dip. Ed. (Bath University). *Thursdays, 10.00 a.m.-12.00 noon, starting October 13, 1977. Extra-Mural Town Centre. 10 meetings. Fee: \$115*

Colour is one of the more exciting elements of art. Some painters even go so far as to make colour the "subject" of their paintings. Aimed at those students who wish to have a greater mastery and awareness of colour, this course will examine it from various points of view, including the expressive, visual, and chemical nature of colour. Through a series of exercises, using cut paper and paint, students will learn to perceive and exploit colour. In addition there will be illustrated lectures on the uses of colour. Students should note that homework assignments will be set each week, and they should be prepared to do these if they are to gain full benefit from the course.

67. Life Drawing. K. Burns McKeon, D.A. (Edin). *Thursdays, 10.00 a.m.-12.00 noon, starting October 13, 1977. Extra-Mural Town Centre. 10 meetings. Fee: \$165 including model fee*

See entry for Course No. 47.

68. Painting in Oil, Acrylic, and Related Media. Martha Lesser, B.S. (N.Y.U.). *Fridays, 10.00 a.m.-12.00 noon, starting October 14, 1977. Extra-Mural Town Centre. 10 meetings. Fee: \$130 including model fee*

The idea of making a painting is a very exciting one to many people. Even more exciting is what one achieves after work in the media and study of the subject. As painting is an ongoing activity both beginners and advanced students are welcome, but it should be pointed out that some experience of drawing is essential. For beginners the basic questions of what materials to use, composition, and use of colour, will be discussed. More advanced students will receive guidance in how to more successfully achieve their aims, and, more basically, how to set their aims.

**69. 概念藝術
(Conceptual Art Workshop)**

主 講 人：榮念曾先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。

時 間：一九七七年十月十三日起每星期四下午八時至十時。
(共十講)。

學 費：一百一十五元。

本課程專為對實驗性藝術有興趣者而設。講授範圍包括研討概念藝術創作的的方法和過程。每講將以不同角度與方式去探討超形式的概念藝術。

70. 漫畫 (Cartoon Workshop)

主 講 人：榮念曾先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。

時 間：一九七七年十月十三日起每星期四下午八時至十時。
(共十講)。

學 費：一百一十五元。

本課程專為從事繪製漫畫及對繪製漫畫有興趣的人仕而設。課程包括基本繪圖訓練、漫畫設計及漫畫主題研究，並以幻燈片介紹不同類型及主題的漫畫。

71. 基本書道 (Introduction to Chinese Calligraphy)

主 講 人：翟仕堯先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。

時 間：一九七七年十月十日起每星期一下午六時至八時。
(共二十二講)。

學 費：二百五十元。

旨在通過對中國歷代書體沿革與諸家風格之認識，使學員了解傳統書道之基本理法；藉以觸發現代書道之探索與對其發展的興趣。

本課程將著重於書寫之實習。除堂課練習外，學員必須以課外時間做習作。

名額限收二十名。

72. 水墨畫 (Chinese Ink Painting)

主 講 人：翟仕堯先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。

時 間：一九七七年十月十四日起每星期五下午八時至十時。
(共二十二講)。

學 費：二百五十元。

本課程將以中國畫道傳統技法為基本，加以擴充運用探索現代水墨技法，並以描寫香港景物為主題。

除畫室課程外，學員必須以課外時間做習作。

名額限收二十名。

73. 基本畫道 (Basic Chinese Painting)

主 講 人：翟仕堯先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。

時 間：一九七七年十月十日起每星期一下午八時至十時。
(共二十二講)。

學 費：二百五十元。

旨在通過有關中國畫道之知識與基本技法之實習，以啓導學員；或使學員於有所觸發中，發現自我，而建立創作之基礎。

除畫室課程外，學員必須以課外時間作習作。

名額限收二十名。

74. 素描 (Monochrome Drawing)

主 講 人：郭倩如女士。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。

時 間：一九七七年十月十日起每星期一下午六時至八時或八時至十時。（共十講）。

學 費：一百一十五元。

本課程為繪圖愛好者而設，強調基礎訓練，使學員認識素描的基本概念，掌握整體的觀察方法及初步明白構圖，明暗，透視，比例，空間感的處理，在寫實的基礎上可依據自己的興趣去發展和變化。課程以寫生為主，對象包括靜物與人物。（限收二十名）。

75. 速寫 (Sketch)

主 講 人：郭倩如女士。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。

時 間：一九七七年十月十二日起每星期三下午八時至十時。
（共十講）。

學 費：一百一十五元。

速寫不僅可以成為獨立的藝術，而且也是畫家創作形象的資料。因此它是每個繪畫者必修之課。本課程是為稍有繪畫基礎的愛好者而設。將使學員認識速寫的基本概念和掌握基本的方法。課程內容以寫生人物為主。

名額限收二十名。

76. 油畫 (Painting in Oil)

主 講 人：郭倩如女士。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。

時 間：一九七七年十月十二日起每星期三下午六時至八時。
（共十講）。

學 費：一百一十五元。

本課程講授有關油畫之初步知識，包括色彩關係，調色處理等。講授時以臨摹，寫生為主。（限收二十名）。

ART APPRECIATION

These are lecture and discussion courses open to all students regardless of previous Art History study.

77. Hong Kong's Architectural Heritage. Carl T. Smith, B.A. (De Pauw), M.Div. (Union Theological Seminary), and others. *Mondays, 6.15-7.45 p.m., starting October 10, 1977. Extra-Mural Town Centre. 10 meetings. Fee: \$80*

Hong Kong's architectural heritage will be viewed from historical, sociological, functional, and aesthetic perspectives in order to enable students to be more aware of interesting architectural features both in urban and rural areas. The course will consider the architecture of New Territories villages and ancestral halls, Chinese temples, Chinese business hongs (firms) in the Lower Bazaar, European business buildings in Central, public buildings and places, ecclesiastical and educational buildings, Chinese neighbourhoods, markets and residences, terraces and mansions.

If there is sufficient interest, and if dates can be agreed upon, there may be field trips to various sites.

78. Concepts of Modern Art. Robert O'Brien, Dip.A.D. *Wednesdays, 6.15-7.45 p.m., starting October 12, 1977. Extra-Mural Town Centre. 10 meetings. Fee: \$90*

Many people, when faced with "Modern Art," react with a degree of bewilderment. Some are puzzled, others are outraged by art forms which they do not readily understand and appreciate. Among these people there must be those who would like to have some understanding of the varieties of Modern Art. In this series of illustrated lectures ways of looking at painting and sculpture will be discussed which should enable the viewer to have an appreciation of what they see, rather than to reject, or be mystified by it. Elements of art such as form, light, space, colour, content, and technique will be discussed in relation to specific works of art, and art movements, starting with the Impressionists.

79. The Performing Arts of the Far East. Helga Berger, Programme Coordinator, Hong Kong Arts Centre. *Wednesdays, 6.00-7.30 p.m., starting November 9, 1977. Hong Kong Arts Centre, Wanchai. 6 meetings. Fee: \$70*

One of the most fascinating facets of Far Eastern Cultures is the stylized traditional forms of dance and drama. This illustrated course will introduce the major styles of dance-dramas as found in India, and will follow their extension into South-East Asia. It will then compare the intricacies of Peking Opera and the Japanese Kabuki and Noh, and will also delve into the interrelationship of dance, music, drama, the painted face, symbolism of gesture and similar features which characterize Far Eastern performances.

80. An Introduction to the Hindu and Buddhist Art of India.
Mrs. Rajeshwari Ghose, B.A. (Calcutta), M.A. (H.K.). *Fridays, 6.00-7.30 p.m., starting October 14, 1977. Extra-Mural Town Centre. 12 meetings.*
Fee: \$75

This illustrated course will provide an introduction to the Hindu & Buddhist art of India. It will commence with a survey of the development of both religions and discuss their beliefs, mythology and iconography. It will examine at length the development of secular and religious architecture in India—the Hindu rock-cut temples, the Buddhist cave monasteries, the Hindu temple in south India and its development as a temple-town. It will also deal with the different Schools of Indian Sculpture—the classical and romantic trends, the erotic sculptures of north and east India, bronze casting, terracottas, ivory carving and the fascinating murals and fresco paintings of Ajanta.

The course will conclude with a very brief glimpse of the spread of these art forms and concepts in Nepal and Tibet.

81. Media as Mentor. Robert O'Brien, Dip. A. D. *Wednesdays, 8.15-9.45 p.m., starting October 12, 1977. Extra-Mural Town Centre. 10 meetings.*
Fee: \$90

Throughout our lives our senses and sensibilities are bombarded by images from the media. These images attempt to tell us who we are, or should aspire to be. They mould our values, our lives, ourselves. While this short course cannot begin to cover all the forms of propaganda that affect us, it will deal with a variety of visual ones, starting with paintings and "graphics" of the middle ages, and ending with modern advertising design. This illustrated course will examine and question the concepts of beauty, truth, genius, civilization, status, taste, and other values.

See also

- 265. 中國陶藝欣賞與製作 (第 109 頁)
- 266. 中國陶藝專題講座 (第 109 頁)
- 267. 中國木版畫欣賞與實習 (第 110 頁)
- 268. 中西美術導論 (第 110 頁)
- 269. **Chinese Ink Painting: Tradition and Development.** (Page 110)
- 280. **Psychology and the Cinema.** (Page 117)

Business Studies

Staff Tutor : Mrs. Susan Cameron, Telephone 5-468161 Ext. 305

82. Hong Kong Taxation: Principles and Practical Procedures. Y. K. Yu, C.P.A., F.H.K.S.A., A.A.S.A. *Thursdays, 6.00-7.30 p.m., starting October 13, 1977. Extra-Mural Town Centre. 12 meetings. Fee: \$90*

The Hong Kong Inland Revenue Ordinance provides for charges of four main kinds of tax, namely, profits tax, salaries tax, property tax and interest tax. The Ordinance also provides for the availability of personal assessment. This course will introduce the main taxes and consider the implications and effect of personal assessment. The practical applications, as well as basic principles, will be discussed. The course will also cover the procedures for submitting the different types of tax return and the appeal process. Students are advised to obtain a copy of the Hong Kong Inland Revenue Ordinance.

83. Hong Kong Taxation: Law & Practice. (Part I). Marshall Mar, B.Com. (Melb.), C.P.A., A.H.K.S.A., A.A.S.A., A.M.B.I.M. *Wednesdays, 6.00-7.30 p.m., starting October 12, 1977. Room 4, Central Market Building, Top Floor, Hong Kong. 8 meetings. Fee: \$60*

This course will provide a simple explanation and interpretation of the main contents of the different tax charges, the provisions in relation to election of personal assessment, the powers of the officers of the Inland Revenue Department and some practical aspects of filing tax returns. It is designed for those who have little knowledge of taxation in general and no knowledge of Hong Kong Taxation in particular. The second part of the course, to be held in Spring 1978, will discuss the significance of law cases relating to parts of the Inland Revenue Ordinance.

Recommended text :

Hong Kong Inland Revenue Ordinance.

84. Intermediate Accounting. Warren Lowe, Dip. Tech. (Comm.), A.A.S.A., A.H.K.S.A. *Tuesdays, 6.15-7.45 p.m., starting October 4, 1977. Room 167, University Main Building. 15 meetings. Fee: \$100*

Partnership accounts, including change of partners and conversion to limited companies, and company accounts, including the issue of shares and debentures, are amongst subjects which will be covered in this course set at the intermediate level. Designed for students who have a good working knowledge of basic accounting principles, the course will also deal with final accounts for publication, the treatment of taxation in company accounts and the interpretation of accounts, including flow of funds statements.

85. Higher Accounting. S. W. Ching, F.C.C.A., A.C.M.A., A.C.I.S., A.I.B., A.M.B.I.M., A.H.K.S.A. *Fridays, 6.00-8.00 p.m., starting October 14, 1977. Extra-Mural Town Centre. 14 meetings.* **Fee: \$130**

The course aims to give those who have attained L.C.C. Intermediate standard an opportunity to consolidate their knowledge by reviewing the standard practice across a range of accounting topics. The tutor will also introduce more advanced topics such as consolidated accounts, investment and contract accounts and interpretation of accounts.

86. Advanced Financial Accounting. Loke Hoi-lam, A.C.A., A.C.I.S., A.H.K.S.A. *Thursdays, 7.45-9.15 p.m., starting October 20, 1977. Extra-Mural Town Centre. 12 meetings.* **Fee: \$100**

The course will cover construction and presentation of company accounts in conformity with the Companies Acts 1948, 1967 and 1976, share valuation, statements of standard accounting practice, capital reconstruction, amalgamation, consolidated accounts and financial management decisions as well as a final session on preparing for examinations. The course is most suitable for students taking professional examinations.

87. Contemporary Issues in Financial Accounting. Patrick Poon, B.Com., A.C.A. (Aust.), C.P.A., A.M.B.I.M. *Mondays, 6.00-7.30 p.m., starting October 10, 1977. Extra-Mural Town Centre, Wing On Centre, 8th Floor. 15 meetings.* **Fee: \$120**

Accounting theory, techniques, and professional standards have developed considerably in the last few years as business organizations have become more complex. Accounting developments in several important areas will be studied including business mergers and conglomerates, price level accounting, equity accounting and tax effect accounting. Participants must have a good level of accounting knowledge to gain full benefit from this course.

88. Management Accounting for Manufacturing Firms. Eddie K. Yim, B.S., M.B.A., (University of California (Berkeley)). *Fridays, 6.00-7.30 p.m., starting September 30, 1977. Room 230, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$100**

The corporate management needs of the medium-size manufacturing company will be introduced. The course is for people interested in corporate management and management accounting systems who want a greater understanding of the techniques available to control the working environment. Techniques to be discussed include income determination, decision making, inventory valuation, costing, reporting, budgeting and responsibility accounting; these will be illustrated by reference to local case studies.

89. Standard Costing and Budgetary Control. Edward Chow, A.A.S.A., F.H.K.S.A. *Fridays, 6.00-7.30 p.m., starting September 30, 1977. Room 11, Central Market Building, Top Floor, Hong Kong. 12 meetings.*

Fee: \$90

Standard costing and budgetary control are effective accounting tools in assisting management in its operations and planning. They form part of a modern management system.

This course covers not only the preparation of budgets, the calculation and analysis of standard cost variances, but also the control functions of budgeting and standard costing.

The course requires no prior knowledge of accounting, and is designed for those who wish to gain a better understanding of the accounting tools at their disposal in playing an active part in a management team.

90. An Introduction to Auditing. Stephen Lau, C.A., A.H.K.S.A. *Fridays, 7.45-9.15 p.m., starting October 14, 1977. Extra-Mural Town Centre, Wing On Centre, 8th Floor. 12 meetings.*

Fee: \$85

The course will introduce students to auditing: the purpose and general principles of auditing; how to conduct an audit; the procedures and techniques to be employed for different kinds of audit; and how to present an audit report.

91. Finance for the Non-financial Manager. A. M. J. Nash, A.C.M.A. A.M.B.I.M. *Fridays, 6.00-7.30 p.m., starting October 7, 1977. Room 122, University Main Building. 14 meetings.*

Fee: \$120

Interpretation of accounts, cash forecasts, budgets, monthly management reporting and capital investment appraisal are some of the topics covered in this course designed to give the non-financial manager a complete understanding of the role of the accountant in commerce and industry.

92. Insolvency, Executorship and Trusteeship. J. M. Morgans, LL.B., B.A. *Thursdays, 6.15-7.45 p.m., starting September 22, 1977. Room 228, Knowles Building. University of Hong Kong. 13 meetings.*

Fee: \$90

This course will follow the syllabus of the A.C.C.A. examination paper of the same name, thus the main areas to be studied will be the law and procedure relating to (a) bankruptcy and deeds of arrangement, (b) voluntary and compulsory liquidations, appointment of liquidators and receivers, and the disposition of property by will; devolution of property on intestacy; family provision; creation of trusts, grants of probate and administration; rights and duties of executors, administrators and trustees; administration and distribution of estates; death duties; all forms of executorship and trust accounts.

93. Introduction to Data Processing. Paul Yan, F.I.D.P., F.L.M.I., A.M.B.I.M. *Fridays, 8.15-9.30 p.m., starting October 14, 1977. Extra-Mural Town Centre, Wing On Centre, 8th Floor. 12 meetings.* **Fee: \$90**

The objective of this course is to give an introduction to the various units of a computer system and an appreciation of the functions of the data processing activities within an organization. Various aspects of system analysis/design and programming, which are so essential to the efficient and effective usage of computers as a problem-solving tool, will also be discussed. This course will be most suitable to those who want a basic knowledge of computer and data processing and to understand the jargon used by the 'datacrats'—the computer people. Those who intend to take the data processing papers in A.C.C.A. and/or I.C.M.A. should also find this course helpful.

94. Elements of Decision Analysis: Its application in Management. S. F. Fan, B.Sc., A.M.B.I.M. *Saturdays, 2.00-3.30 p.m., starting October 15, 1977. Extra-Mural Town Centre. 12 meetings.* **Fee: \$90**

Guidelines to help the manager to improve the effectiveness of his decision-making will be discussed. These take into account the decision-maker's value system and his judgement about the degree of uncertainty involved. Decision methodology is first introduced in terms of a general decision model, and then within this framework, the tutor will discuss the solution of various management problems using techniques such as decision trees, sensitivity analysis, probability analysis, utility assessment and discounting methods. The emphasis will be on giving an appreciation both of the ideas and their applications.

95. Management Mathematics I. C. K. Butt, B.Comm. (McGill), M.Sc. (Berkeley). *Tuesdays, 7.45-9.15 p.m., starting October 11, 1977. Extra-Mural Town Centre. 10 meetings.* **Fee: \$80**

The use of quantitative and mathematical techniques in management has increased enormously as managers seek the optimal solutions to various business problems. Techniques to be studied in this course include compound interest and present value problems; vectors, matrices and systems of linear equations; introduction to linear programming and the simplex algorithm; transportation models; shortest path problems, networks and PERT; dynamic programming and game theory.

Although designed to be of general interest, the course will be particularly useful to students studying for Paper 12 of the A.C.C.A. examinations. There will be a follow-on course "Management Mathematics II" in the Spring 1978 programme.

96. Company Secretaryship. J. A. Ellis, E.D., F.T.I.A., A.A.S.A., A.A.I.M., A.C.I.S., M.I.T.O. *Thursdays, 6.00-7.30 p.m., starting September 29, 1977. Room 4, Central Market, Top Floor, Hong Kong. 16 meetings.*
Fee: \$110

The practical aspects of the Company Secretary's job will be described with special reference to the procedures and administration of companies registered under the Hong Kong Companies Ordinance. This course is suitable for students who wish to acquire a basic knowledge of Secretarial Practice for practical use as well as for students taking professional examinations.

97. 香港公司條例及公司董事之職權
(Hong Kong Companies Ordinance and the Company Director, his functions, powers and duties)

主 講 人：劉雲龍先生，F.C.C.A., A.C.M.A., A.H.K.S.A., C.P.A.

講授語言：粵語（輔以英語）。

地 點：香港中央市場頂樓4室。

時 間：一九七七年九月二十七日起逢星期二下午六時至七時三十分。（共十六講，每講 1½ 小時）。

學 費：一百一十元。

工商界行政人員對於瞭解公司條例及公司董事應有之權力及職責，以及在處理與這方面有關文書事情上面，往往遭遇困難。

課程第一部份為「公司條例」，內容包括：基本原則；公司註冊；公司組織章程及大綱；股本；股份分配及轉讓；招股章程；公司管理及行政；按揭註冊及其他法定文件；私營公司；海外公司；公司清盤。

第二部份為「公司董事」，內容包括：董事之功能；董事之委聘；董事之職權；董事之責任；董事與股東間之關係；董事與董事間之關係；董事會議；董事服務條件；董事之辭職，免任及退休。

本課程對學員參加香港會計師公會英國國際會計師公會考試「公司法」一卷亦有幫助。

98. 公司整體業務策劃 (Corporate Planning)

主 講 人：廖志威先生。

講授語言：粵語。

地 點：香港中央市場頂樓 4 室。

時 間：一九七七年九月三十日起逢星期五下午六時至七時三十分。
。（共十二講）。

學 費：九十元。

近代商業發達，競爭劇烈。一間公司的生存及發展全賴於週詳的計劃。「公司整體業務策劃」乃一種現代科學化的理論及技巧，務使公司高級行政機構能有系統地策劃及訂立「公司整體目標」，製定政策使能順利完成，控制其進行及改善結果。本課程詳細分析這種方法，以深入淺出方式使學者獲得一個理論與實用並重的知識。本課程對那些着重改良的現任經理，管理學學生及投考最後一級會計專業試者尤為適合。

See also :

114. **Accounting Statistics.** (Page 36)

200. **Business Law.** (Page 81)

208. 商人及其法律概論 (第 83 頁)

Institute of Bankers, Financial Studies Diploma

Tuition for this qualification is being offered for the first time in Hong Kong. This is a degree level course open to all who hold the Institute of Bankers' Banking or Trustee Diploma. Sessions for the first year examinations will run weekly on Fridays, 2.00-9.00 p.m., starting 14th October, 1977. Further details of the content of the Diploma course may be obtained by writing to Mr. T. A. Martyn-Johns, Department of Extra-Mural Studies, University of Hong Kong. The course is being run in association with other institutions in Hong Kong.

Economics & Statistics

Staff Tutor : T. A. Martyn-Johns, Telephone 5-468161 Ext. 304

99. Money, Money Markets and Banking. M. T. Cheung, M.Sc., Ph.D. (London), Lecturer in Economics, University of Hong Kong. *Tuesdays, 6.15-7.45 p.m., starting October 11, 1977. Room 229, Knowles Building, University of Hong Kong. 8 meetings.* **Fee: \$60**

The course is designed to give an understanding of the economic theory underlying modern monetary systems. It may be of interest to those in banking, treasury, and financial positions as well as the general public who have some knowledge of economics. Topics covered are: Basic Monetary Concepts; Money Markets: Demand and Supply; Theories of Banking; Monetary Policy; Inflation.

Recommended reading :

Laidler, D. E. W., *The Demand for Money* (Intertext Books, 1975)

Robertson, Sir Dennis, *Money* (Cambridge University Press, 1948 and numerous reprints).

100. Principles of Stock Market Investment. P. J. Pearson, B.A. (Econ.) (Western Australia), Vice Chairman of Hong Kong Society of Security Analysts. *Tuesdays, 6.00-7.30 p.m., starting October 11, 1977. Extra-Mural Town Centre. 8 meetings.* **Fee: \$100**

The course is designed for those who invest or wish to invest on the Stock Market. Topics covered include: introduction, origins, functions and regulations of stock exchanges; comparative analysis of the major international and regional stock markets; the structure and interpretation of company accounts; analysis of different types of securities and the role of shareholders; the descriptive ratios utilized in assessing the value of a stock market investment; technical analysis (charting); principles of portfolio management, including types of risk diversification and practical investment strategies; stock exchange and dealing procedures.

101. Trading in Commodity Futures. *Tuesdays, 6.30-8.00 p.m., starting October 4, 1977. Room 416, Knowles Building, University of Hong Kong. 8 meetings.* **Fee: \$160**

This is an introductory course for investors interested in trading commodity futures but without previous experience or training. It is intended to provide sufficient background to enable those who wish to trade as speculators, or hedgers. Special attention will be given to practical techniques of placing orders, analyzing price trends, developing money management strategies, and other tools required to trade commodities skilfully. The use of the exchange for buying and selling actual cotton will be described step-by-step for spinners and textile businessmen. The course also covers sugar since that will be the next contract traded after cotton.

The lecturers who are all practising experts in the field are:

Mr. Emanuel Batler, B.S.,
Chief Executive Officer,
SHK-ACLI Commodities Ltd.

Mr. Dale Beerman, B.S.,
Director,
Rudolf Wolff & Co. (HK) Ltd.

Mr. Robert Lanyi,
Managing Director,
Jardine, Gill & Duffus (HK) Ltd.

Mr. Rory Nicholas, M.A.,
Director,
Rudolf Wolff & Co. (HK) Ltd.

Mr. Philip Waterman, B.S.,
Managing Director,
Shearson Hayden Stone Far East Investment Ltd.

Mr. John Wilson,
President of the Managing Committee of the Exchange,
Hong Kong Commodities Exchange.

102. The Economy of China. V. K. Ranganathan, M.A., M.B.A., M. Com., Dip. in Statistics, F.R.S.S., Senior Economist, Citibank N.A., *Tuesdays, 7.15-8.45 p.m., starting November 22, 1977. Extra-Mural Town Centre, Wing On Centre, 8th Floor. 5 meetings.* **Fee: \$60**

The course is intended as an introduction to the economy of China. The developments in China in the following spheres will be surveyed from a practical business viewpoint: Sino-Hong Kong ties; agriculture, industry, foreign trade, monetary system.

Doing Business with China. *Starting Spring 1978.*

103. The European Common Market (E.E.C.): A Background for Business. C. Y. Hung, M.B.A. (Cranfield), Dip. M.S. (H.K.). *Tuesdays, 7.45-9.15 p.m., starting October 18, 1977. Extra-Mural Town Centre. 8 meetings.* **Fee: \$60**

The course covers the essential background for doing business with the Common Market and gives an overall view of the institution, policies and the general framework. Special topics covered include: Common Agricultural Policy, European Coal and Steel Community, Euratom, Economic and Monetary Policy, Associate Memberships, Special Relations and Relationships with the U.K., Trade Policy, Tariffs and Standards.

104. Principles of Economics I. M. T. Cheung, M.Sc., Ph.D. (London), Lecturer in Economics, University of Hong Kong. *Thursdays, 6.15-7.45 p.m., starting October 6, 1977. Room 103, University Main Building. 12 meetings.* **Fee: \$100**

An introductory survey of traditional price theory and national income analysis. The Economics will be explained simply but critically, with applications to the problems of everyday life and business decisions whenever possible. This course may be suitable for candidates preparing for professional examinations requiring a paper in Economics.

Recommended reading :

Harvey, J., *Modern Economics, 2nd edition* (Macmillan, 1974).

Lipsey, R. G., & Steiner, P., *Economics, 4th edition* (Harper & Row, 1975).

Principles of Economics II. A continuation of Principles of Economics I. *Starting Spring 1978.*

105. Economics of Daily Life. Wun-fai Hau, B.S.Sc., M.A., Dip. Population Institute. *Thursdays, 7.45-9.15 p.m., starting October 13, 1977. Extra-Mural Town Centre. 10 meetings.* **Fee: \$60**

Students will be introduced to basic economic concepts which may then be used to understand and interpret the economic realities and forces which govern everyday life. To show clearly the use of such analytical concepts and theorems, the tutor will introduce many examples and applications drawn from real events and covering such topics as scarcity behaviour, laws of demand, market pricing and allocation, analysis of costs, inflation, unemployment and the role of Government.

Recommended reading :

Milton Friedman, *There is no such thing as a free lunch.* (Thomson Horton and Co. 1975).

Milton Friedman, *Capitalism and Freedom.* (Chicago Press).

Alchian and Allen, *Exchange and Production, Theory in Use.* (Wadsworth, Calif., U.S.A. 1969).

106. Economics for Teachers: Macro-economics. Paul J. T. F. Morris, B. Ed., Cert. Ed. (Leeds), M.Sc., Lecturer in Education, University of Hong Kong. *Thursdays, 6.15-7.45 p.m., starting October 13, 1977. Room 229, Knowles Building, University of Hong Kong. 8 meetings. Fee: \$60*

The course aims to clarify the basic concepts of macro-economics for teachers who are not primarily Economists, to analyse approaches to teaching and use of teaching aids, and to examine the methods of evaluating students. The course is of special benefit to those teaching E.P.A. and Economics from Form III upwards. This course is primarily intended as a follow on course for those who attended "Economics for Teachers" in March 1977. However if sufficient new students are interested, two extra introductory sessions will be run to allow them to join the course.

Closing date for applications: October 1, 1977.

Fee Refund: *Teachers of Economics and E.P.A. may apply for a fee refund of \$30 from the Director of Education as soon as they receive a letter of acceptance from the Department of Extra-Mural Studies. This applies to all teachers whether in Government, aided or private schools.*

107. The Hong Kong Fishing Industry: an introduction to fishing methods, economics and marketing. John K. W. Cheng, B. Econ. (New York), D.D.E. (Cambridge). *Fridays, 7.15-8.45 p.m., starting October 14, 1977. Extra-Mural Town Centre, Wing On Centre, 8th Floor. 6 meetings. Fee: \$40*

The course gives an insight into an important area of food supply in which Hong Kong is almost self sufficient. Special attention is given to the sources of supply, types of fishing and marketing. The course covers the economics of the industry and consumer prices of fish. Designed for the interested layman, it will also provide source material for those teaching E.P.A.

108. Management Science Applications in Modern Banking. Herman Kwai Hon-keung, S.B., S.M. (Massachusetts). *Thursdays, 6.00-7.30 p.m., starting October 13, 1977. Extra-Mural Town Centre. 8 meetings. Fee: \$100*

The course is designed for practising bankers who wish to understand more of how management science can be put to use in their area. Topics discussed include an overall view of modern banking mechanisms and potential areas of management science applications, productivity management, systems flowcharts, M.I.S., asset and liability management, credit evaluation, financial planning.

109. Elements of Statistical Theory I. May Chin, M.Sc. (Indiana). *Fridays, 6.15-7.45 p.m., starting October 7, 1977. Room 229, Knowles Building, University of Hong Kong. 14 meetings.* **Fee: \$120**

The basic concepts of statistical theory will be introduced for those who wish to acquire some knowledge of elementary statistics and for candidates studying for professional examinations requiring a statistics paper. Topics to be covered include: presentation of data; frequency distributions; introductory probability and elementary probability distributions; sample and population; statistical inference.

110. Elements of Statistical Theory II. Tang Hin-kam, B.Sc., M.B.A., A.M.B.I.M. *Mondays, 8.00-9.30 p.m., starting October 10, 1977. Room 722, Knowles Building, University of Hong Kong. 14 meetings.* **Fee: \$120**

A course for those who have taken Elements of Statistical Theory I or its equivalent. Topics to be covered include: elementary experimental design; analysis of variance; nonparametric tests; correlation and regression analysis; index numbers; time series analysis. The level at the finish is approximately that of the Stage I of the examination of the Institute of Statisticians. A continuation course "Intermediate Statistical Theory" will be held in the Spring of 1978.

111. Intermediate Statistical Theory. Raymond K. C. Li, B.A., M.Sc. (Lond.), M.I.S., Lecturer in Statistics, University of Hong Kong. *Fridays, 6.15-7.45 p.m., starting September 30, 1977. Room 722, Knowles Building, University of Hong Kong. 14 meetings.* **Fee: \$100**

A course for those who have taken Elements of Statistical Theory I and II or its equivalent. Elementary knowledge of calculus is required. Selected topics to be included are: properties and uses of standard distributions such as Binomial, Hypergeometric, Poisson, Normal, Chisquare, exponential; expectation and moments; moment and probability generating functions; Central Limit Theorem; decision theory and Bayesian Procedures; discriminant analysis. Applications to other fields such as quality control, marketing, insurance, investment analysis will be discussed. Although stress will be on the concepts, the level of the course will be approximately that of the Stage II of the examination of the Institute of Statisticians.

112. Survey Sampling. Luk Chi-ming, B.Sc. (Eng.), Ph.D. (Hong Kong), M.I.S., F.S.S., Certificate in Survey Sampling (Michigan). *Fridays, 6.00-7.30 p.m., starting October 14, 1977. Extra-Mural Town Centre, Wing On Centre, 8th Floor. 10 meetings.* **Fee: \$100**

The course is designed for those wishing to have a working knowledge of the statistics involved in survey sampling whether for marketing, social or economic research, or industrial purposes.

An elementary knowledge of statistics is necessary but emphasis will be put on practical applications and worked examples. After the course students should be able to design proper samples for their own surveys. The course will also be of help for those taking Stage III Examination of the Institute of Statisticians.

113. How to analyse situations and draw conclusions. Stan Cheung, B.S.A., M.Sc., Ph.D. (Manitoba). *Mondays, 6.15-7.45 p.m., starting October 10, 1977. Room 722, Knowles Building, University of Hong Kong. 9 meetings.* **Fee: \$100**

The course will be useful for advisers, planners in different fields, and all those who handle data collection or deal with the analysis of real life situations where actions and conclusions must be based on data selectively gathered. Previous knowledge of statistics is not essential.

Areas covered are: distributions and descriptions of them, interpretation of data and the design of simple methods of producing valid conclusions in an efficient and economical way, forecasting.

Examples will primarily be taken from the agricultural and biological fields but students' own problems in other fields may be considered if appropriate.

114. Accounting Statistics. K. G. Jones, B. Com. (Melbourne), F.C.C.A., F.H.K.S.A., F.A.S.A., A.C.I.S., Principal Lecturer in Accountancy, Hong Kong Polytechnic. *Mondays, 6.15-7.45 p.m., starting October 10, 1977. Room 228, Knowles Building, University of Hong Kong. 6 meetings.* **Fee: \$80**

Accountants, whether working in accounting firms or in industry, whose duties involve recognition of conditions of uncertainty, will find this course useful. The areas covered will be: uncertainty in accounting measurements; sampling in auditing; regression analysis for cost/output estimates; quality control approach to cost control including standard costing; risk/uncertainty in capital budgeting or project analysis; and cost/profit break even analysis under conditions of uncertainty.

Some knowledge of accountancy and elementary statistics is essential.

115. 基本管理統計 (Basic Management Statistics)

主 講 人：吳潔儀碩士。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。

時 間：一九七七年十月十三日起，逢星期四下午六時至七時卅分。
(共十講)

學 費：一百元。

無論從事何種商業活動，不論其規模大小，統計學均可幫助解決業務上之疑難。本課程將以實例和練習來說明統計方法在工商管理方面之多項用途。主要內容包括：

- (一) 如何閱覽及表達統計結果。
- (二) 統計結果之意義：位置量數。
- (三) 統計結果之意義：變異量數。
- (四) 機率之基本定理及應用。
- (五) 機率分配。
- (六) 期望值與統計決策。
- (七) 抽樣與抽樣分配。
- (八) 管制圖。
- (九) 抽樣檢驗計劃。

由於此乃一項基本課程，講授方面，將盡量避免冗長複雜之數學證明，而代之以系統化之解釋及實例說明。

116. 基本管理經濟學 (Basic Economics for Managers)

主 講 人：游漢明碩士。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。

時 間：一九七七年十月十三日起逢星期四下午七時四十五分至九時十五分。(共十講)。

學 費：六十元。

本課程內容包括：經濟學與管理學之關係；市場需求定律與需求彈性；生產成本概念；市場結構剖視：完全競爭與不完全競爭；及產品之計價方式等。

本課程旨在介紹有助企業營運之經濟原理，適合工商界人士參加。

See also:

120. Marketing Research: a Statistical Approach. (Page 39)

Management Studies

Staff Tutor : Terry Casey, Telephone 5-468161 Ext. 306

117. An Introduction to Management Theory. S. G. Redding, M.A. (Cantab.), Ph.D. (Manc.), M.B.I.M. *Thursdays, 6.15-7.45 p.m., starting October 20, 1977. Room 418, Knowles Building, University of Hong Kong. 8 meetings.* **Fee: \$60**

The application of management theory to practical situations takes place at two levels, firstly in the motivation of staff through leadership and secondly in the design of organization structures and systems. The explanations and advice given by theorists in these two areas are examined and then linked into an overall view of management. Subjects covered will be history of management theory, human relations, contingency theories of leadership, and the open systems view of organization. The course is suitable for middle level executives and administrators who have not previously been exposed to any form of management theory.

118. Managerial Techniques: their Application in Modern Business. Vincent Ng, B.S., M.B.A., M.S. (UCLA). *Mondays, 7.45-9.15 p.m., starting October 10, 1977. Extra-Mural Town Centre. 12 meetings.* **Fee: \$90**

Modern managerial activity contains within it elements of both science and art. The evolution of managerial thinking will be examined, including the ideas developed by the Classical, Human Relations, Neoclassical, and Modern Schools of Thought. Attention will also focus on the functions of the executive together with his role in establishing goals and strategy in the business enterprise. A variety of managerial techniques will be defined including the establishment of corporate planning, decision-making in conditions of uncertainty, budgetary control, funding and the conduct of a Management Audit. Specific techniques in the field of marketing, such as Marketing Research, Sales Techniques and Forecasting, as well as in the field of Human Relations—Recruitment, Training and the development of Human Resources will form an important basis of the course.

The course will be suitable for young executives without a formalized knowledge of the full range of management techniques.

119. Management Theory and Practice. K. K. Chong, B.Sc. (Eng.), Dip. M.S. (H.K.), A.M.B.I.M. *Mondays, 6.00-7.30 p.m., starting October 10, 1977. Extra-Mural Town Centre. 12 meetings.* **Fee: \$90**

The bridge between soundly-conceived management theory and the problems of the practical manager is the focal point of this course. Theoretical concepts will be examined from the point of view of their applicability in today's business conditions with reference to eastern and western influences in managerial style. The problems of change and the reaction of subordinates to change will be considered. The course is designed to help managers to assess their priorities in the non-technical sphere of administration and to stimulate thinking about modes of effective managerial conduct.

120. Marketing Research: a Statistical Approach. May Chin, M.Sc. (Indiana). *Thursdays, 5.55-7.25 p.m., starting September 29, 1977. Room 26, Central Market, Top Floor, Hong Kong. 12 meetings.* **Fee: \$90**

Marketing Managers and specialists in Marketing Research may need to process a great deal of information, both facts and opinions, about the markets which they are serving. Potentially large amounts of data may have to be organized if a true assessment of market potential and performance are to be gauged. This course will focus upon the needs of practising managers in this area. The approach will be to explain the basic statistical techniques available in Marketing Research and to illustrate their use by means of practical examples. No previous knowledge of statistics will be assumed.

121. The Marketing of Industrial Products. Eldon Chu, B.Com. (Manitoba). *Wednesdays, 7.30-9.00 p.m., starting October 12, 1977. Extra-Mural Town Centre. 10 meetings.* **Fee: \$75**

The attention which is given to the marketing of Consumer Goods often draws attention away from the fact that a large and growing area of marketing activity is devoted to the sale and distribution of products from one business enterprise to another. The purpose of this course is to analyse the special problems which the marketing of Industrial Products can create. The speaker will trace the development of marketing policies in this field from the basis of Product Planning, Pricing, Sales Techniques, Distribution, Marketing Research, Advertising, and Promotional Strategies, to the continuance of customer loyalty through after-sales service. Case material will be used to illustrate the policies outlined in principle. The course will benefit managers both in the marketing area and those who work in other areas but who wish to extend their knowledge of marketing techniques.

122. Managing the Sales Function. Roy T. T. Tan, B.Sc., M.B.A.
*Tuesdays, 6.00-7.30 p.m., starting October 11, 1977. Extra-Mural Town
Centre. 10 meetings.* **Fee: \$80**

The Sales Function is fundamental to the operation of a Marketing activity in the modern business enterprise. Its place in the broader function of Management will be considered with particular reference to sales organization, decision-making and control. The scope of the sales function will be reviewed, including the development of appropriate policies in the field of budgetary control, sales planning, distribution, pricing and dealer relations. Discussion will also centre upon the opportunities and problems in this area which are specific to selling in Hong Kong and the South-East Asian Region. The course will be of value to those who intend to enter the Sales Function as well as to those already in the field who wish to broaden and deepen their awareness of selling and to see the function in its essentially managerial context.

NEW

EXTRA MURAL TOWN CENTRE

From October 10, 1977, the new Extra-Mural Town Centre on the 8th Floor of the Wing On Centre (opposite the Rumsey Street car-park) should be in operation.

However, students can still enrol for courses in person at the existing Extra-Mural Town Centre on the 11th Floor of the Nanyang Commercial Bank Building (formerly Universal House), Gilman Street, **UNTIL SEPTEMBER 23, 1977.** Thereafter, enrolments should be addressed to the Department of Extra-Mural Studies, University of Hong Kong.

124. Psychology and the Manager. Poon Wai-keung, B.A., M.Ed., Ph.D. (Toronto). *Mondays, 7.45-9.15 p.m., starting October 10, 1977. Extra-Mural Town Centre. 12 meetings.* **Fee: \$90**

The proper exercise of authority and responsibility by a Manager in the work context of today requires a knowledge of the important psychological principles which lie behind human behaviour. The conceptual basis of the motivation of people within organizations will be discussed, with particular reference to the development of attitudes and values, the roles of the individual and the group, and the phenomena of morale, frustration and leadership. Theoretical and practical views will also be studied in relation to the problems of Conflict Resolution, Decision-making, Counselling and Interviewing, and a review will be made of the psychological aspects of Manpower Planning, Job Analysis, Recruitment and Selection Methods, the Design of Jobs and Industrial Training. The course has been designed to be of special interest to Personnel Specialists as well as Line Managers who wish to extend their knowledge in this area.

125. Organizational Behaviour Workshop. Henry S. H. Kao, B.A. (National Taiwan), M.S. (West Virginia), Ph.D. (Wisconsin), Lecturer in Psychology, University of Hong Kong. *Tuesdays, 6.30-8.30 p.m., starting October 5, 1977. Room 669, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$100**

Organizational Psychology offers to the manager and supervisor a conceptual basis for interpersonal behaviour in the context of a business organization. The course is designed for practising managers and administrative personnel who wish to explore the personal relevance of thinking and practice in this field. Departing from the conventional teaching mode, the group will undertake exercises, games, and role-playing to gain a deeper insight into the concepts of behavioural science and its relevance to modern management. Particular attention will be devoted to the development of ideas relating to: organizational socialization, decision-making, achievement motivation, power and affiliation, organizational climate, interpersonal perception and communication, organization structure, personal growth and development, leadership and group relations, and organizational development.

126. Financial Analysis in Business. Gabriel Lee Chi-wang, B.Sc. (H.K.), M.B.A. (Toronto). *Fridays, 7.00-8.30 p.m., starting September 30, 1977. Committee Room North, City Hall, 7th Floor, Hong Kong. 12 meetings.*

Fee: \$90

In the conditions of modern business a number of analytical techniques have been developed for solving financial problems within the Company. The theory and practice of such methods will be examined in detail, together with ways of evaluating financial performance, alternative investment opportunities, financial risk and security pricing. The course is designed for junior credit analysts in the fields of banking and finance who wish to gain a greater awareness of modern techniques. It is planned that the course will allow maximum participation by course members in addition to the more formal mode of instruction.

127. Materials Management: A Modern Interpretation. S. H. Symington, H.N.C., M.Inst. P.S., A.M.B.I.M. *Mondays, 6.15-7.45 p.m., starting October 3, 1977. Room 167, University Main Building. 10 meetings.*

Fee: \$75

Materials Management is one of the major functions in industrial, commercial and governmental organizations. The term indicates an attempt to manage and control the total flow of materials from selection of supplier, through inventory control into production, and, in certain cases, after processing into the finished product, distribution to the customer.

This course will benefit managers who are responsible for all or part of the purchasing, inventory control or stores activities. Topics covered will include various management techniques which can be applied specifically to the solving of materials management problems.

128. Introduction to Operational Research. F. K. W. Mak, Ph.D. (London), C. Eng., M.I.Mech.E. *Tuesdays, 7.00-8.30 p.m., starting September 27, 1977. Committee Room North, City Hall, 7th Floor, Hong Kong. 12 meetings.*

Fee: \$80

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

129. Computer Simulation in Industrial and Transport Systems. J. B. Peacock, B.Tech. (Loughborough), Ph.D. (Birmingham), F.R.S.H., Lecturer in Industrial Engineering, University of Hong Kong, and Chan Chun Kwong, B.Sc. (Eng.) (H.K.). *Wednesdays, 6.15-8.15 p.m., starting October 5, 1977. Room DS2, Duncan Sloss Building, University of Hong Kong. 12 meetings.* **Fee: \$175**

Simulation is a useful technique for the investigation and planning of operational aspects of systems in that it is performed without interference with the real system. The conduct of simulation investigations involves the construction of an appropriate model in the form of an activity cycle diagram, the collection of data from the real system, and the conduct of statistically based simulation experiments. The course will consist of an introduction to simulation as a technique followed by practice in the use of a specially designed Computer Language (E.C.S.L.). The course will be of interest to Engineers and Scientists with a degree or equivalent qualification who have a knowledge of statistics and computing. An opportunity will be provided for course members to investigate problems from their own organizations.

130. An Introduction to Industrial Relations in Hong Kong. Leung Wai-on, M.Sc. (Dunelm), D.M.S., A.M.B.I.M. *Thursdays, 7.30-9.00 p.m., starting September 29, 1977. Room 26, Central Market, Top Floor, Hong Kong. 10 meetings.* **Fee: \$80**

The promotion of sound policies in the field of Industrial Relations is a subject of increasing attention amongst employers and government in Hong Kong. This course will trace the historical background and development of interest in labour matters in line with the emergence of Hong Kong as a major manufacturing area in Asia. Emphasis will be placed on defining the role of Management and Trade Unions in the resolution of conflict and on the development of overall strategies for harmonious industrial relations. The course has been designed on an introductory basis to the subject for Personnel Officers, Junior Executives and those interested in Industrial Relations whether working in the public or private sectors.

131. 生產管理 (Production Management)

主 講 人：黃昭欽碩士。

講授語言：粵語，輔以英語。

地 點：香港中央市場頂樓27室。

時 間：一九七七年九月二十九日起逢星期四下午七時三十分至九時。（共十講）。

學 費：七十元。

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，適合工業界督導人員及經理人參加：

（一）緒論：（甲）生產形式，（乙）生產職務；（二）廠房設計；（三）生產計劃；（四）生產排期；（五）生產管制。

132. 工業關係研討會 (Industrial Relations Workshop)

主 講 人：由本港各界勞工問題專業人士担任。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。

時 間：一九七七年十月十七日起逢星期一下午七時三十分至九時。（共八講）。

學 費：六十元。

由於香港工商業日趨進步，良好之工業關係成爲一項極須推廣之專業。本課程將注重分析僱主，僱員，人事經理，工會職員，及政府機關在此一方面所扮演之角色，特別顧及本港各項勞工法例，人事管理，及勞資關係之類型及傳統習慣。

此項課程與傳統之講授方式有所不同。以主講者之介紹爲經，而以學員之參與及討論爲緯。該論壇將甚適合各種有關專業人士，如經理及管理人員，工業關係及人事管理從業員，工會職員及會員，政府人員等，俾能在本港勞資關係各問題上，互相切磋，交換意見及經驗。

133. 人事管理學概論
(An Introduction to Personnel Management)

主 講 人：陳斯威碩士。

講授語言：粵語。

地 點：香港中央市場頂樓27室。

時 間：一九七七年九月二十九日起逢星期四下午五時四十五分至七時十五分。（共十講）。

學 費：七十元。

在現代商業或非商業機構內，健全的人事政策已被認為是推動機構進展一個不可或缺因素。香港社會夾雜着傳統管理觀念，及現代西方的管理概念的對立，因此精明的人事策畧的建立，藉以協調複雜的人事關係，為該機構的進展而鋪路，尤為重要。

本課程乃幫助此行業的初階者，或其他對人事管理學有興趣的人仕，提供人事管理的基本概念，人事經理的責任和所應扮演的角色，以及如何在不同背景和行業的機構內設立健全的人事制度，以符合時代需要。

Diploma in Management Studies

The Department of Extra-Mural Studies is responsible for this two-year part-time University Diploma course which is offered to graduate and to other suitable candidates with professional qualifications. Those selected for the next intake, in October 1978, will be expected to attend for two evenings a week and to be given release by their employers for one afternoon a week. Further details of the content of the Diploma course may be obtained by writing to Dr. S. G. Redding, Department of Extra-Mural Studies, University of Hong Kong.

See also

- 88. Management Accounting for Manufacturing Firms. (Page 26)**
- 91. Finance for the Non-financial Manager. (Page 27)**
- 95. Management Mathematics I. (Page 28)**
- 101. Trading in Commodity Futures. (Page 32)**
- 102. The Economy of China. (Page 32)**
- 103. The European Common Market. (Page 33)**
- 115. 基本管理統計 (第 37 頁)**
- 116. 基本管理經濟學 (第 37 頁)**
- 146. Contract Management for Project Managers. (Page 55)**
- 308. 社會工作人員與管理學之運用 (第 131 頁)**

Personnel Management

Staff Tutor: Terry Casey, Telephone 5-468161 Ext. 306

134. Certificate in Personnel Management.

In the context of rapid economic growth and industrialization, the personnel function in business and industry has received progressively increasing recognition in Hong Kong. More and more firms seek to employ well qualified and trained personnel officers to handle labour administration and human relations on scientific lines.

The Extra-Mural Certificate Course in Personnel Management seeks to meet the emerging and felt need of Hong Kong's firms for trained personnel officers. It aims to provide a local qualification in personnel management for persons already employed and for fresh graduates who wish to make a career in this field. The course content is a combination of the theory and practice of personnel management and is made relevant to the conditions in Hong Kong.

The course will benefit those persons who are currently employed at middle management/supervisory levels in industry/business/offices, and whose duties involve handling any aspect of human relations or labour administration in an enterprise.

A few newly qualified graduates may be admitted at the discretion of the Department.

Duration October 12, 1977 to May 24, 1978.

Place Extra-Mural Town Centre, Wing On Centre, 8th Floor.

Time 6.00-9.00 p.m., every Wednesday.

Fee \$600

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

- pass the examinations,
- attend at least 75% of the meetings scheduled,
- submit project reports based on field investigation.

Admission Requirements

University graduates, or Non-graduates employed or hoping to be employed in personnel management in industry/business, with sufficient practical experience to enable them to benefit from the course. A good knowledge of written and spoken English is required.

Preference will be given to those sponsored by their employing organization.

Enrolment is limited to 35 students.

Last date for application: September 14, 1977.

Application should be made on a special form available on request from the Department. Enquiries concerning this course should be directed to the Tutor in charge, 5-468161 Ext. 305/306.

Recreation Management

Staff Tutor : Terry Casey, *Telephone* 5-468161 *Ext.* 306

135. Certificate in Recreation Management.

With the high rate of population growth and urbanization of Hong Kong there has been an increasing awareness of the need to provide proper sporting, recreation and leisure-time facilities for all sections of the population. Conditions of overcrowding and lack of space have together created a situation which calls for exceptional effort in the provision of recreation. It is with this in mind that the Hong Kong Government and several Voluntary Agencies have identified a number of priorities in the provision of such programmes which will underline the need for the development and training of professional administrators.

The Extra-Mural Certificate Course in Recreation Management is offered in co-operation with the Recreation and Sports Service of the Government. The course has been designed to meet the needs of staff already involved in recreational activity on a full-time basis, such as community recreation leaders, those in various Departments of Government, teachers, representatives of Voluntary Agencies, and for individuals who are desirous of entering the administrative side of recreation for the first time or on a part-time basis.

Course Director Dicken T. K. Yung, M.A., D.Ph.Ed., Dip.Ed., F.R.S.H.

Duration October 10, 1977 to June 26, 1978.

Place Extra-Mural Town Centre, Wing On Centre, 8th Floor.

Time 5.30-7.30 p.m. on Mondays.

Fee \$550.

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

— pass the examination.

— attend at least 75% of the meetings scheduled.

Admission Requirements

University graduates, or Non-graduates employed or hoping to be employed in Recreation Management, with sufficient practical experience to enable them to benefit from the course.

A good knowledge of written and spoken Cantonese and English is required.

Preference will be given to those sponsored by their employing organizations.

Enrolment is limited to 35 students.

Last date for application : September 10, 1977.

Applications should be made on a special form available on request from the Department. Enquiries concerning this course should be directed to the Tutor-in-Charge, 5-468161 Ext. 305/306.

Education

Staff Tutor : Mrs. Priscilla Tso, Telephone 5-468161 Ext. 303

136. Geography in the Sixth Form. *Mondays, 6.15-7.45 p.m., starting September 12, 1977. Room 239, University Main Building. 14 lectures, 6 two-hour practicals and 4 field trips.* **Fee: \$200**

Tutors : Staff of the Department of Geography & Geology, University of Hong Kong and others.

(Tutor-in-Charge: Mrs. Christine M. Speak, Lecturer, School of Education, University of Hong Kong)

The new Advanced Level Curriculum for 1981 demands a different approach to curriculum planning and selection of material. The approach is through knowledge and understanding of landscapes, ecosystems and man-environment systems. In response to requests from Advanced Level teachers, this course had been designed by the Advanced Level Subject Committee to help teachers in the implementation of the new curriculum. Further details are available on application.

Preference will be given to teachers who are at present teaching Advanced Level classes.

Closing date for applications : August 22, 1977.

Fee Refund: Teachers of Geography in fourth, fifth and sixth forms may apply for a fee refund of \$100 from the Director of Education as soon as they receive a letter of acceptance from the Department of Extra-Mural Studies. This applies to all teachers whether in Government, aided or private schools.

NEW

EXTRA MURAL TOWN CENTRE

From October 10, 1977, the new Extra-Mural Town Centre on the 8th Floor of the Wing On Centre (opposite the Rumsey Street car-park) should be in operation.

However, students can still enrol for courses in person at the existing Extra-Mural Town Centre on the 11th floor of the Nanyang Commercial Bank Building (formerly Universal House), Gilman Street, **UNTIL SEPTEMBER 23, 1977.** Thereafter, enrolments should be addressed to the Department of Extra-Mural Studies, University of Hong Kong.

137. Social Studies in Secondary Schools. Chow Yiu-wing, B.Soc. Sc. (C.U.H.K.), Dip.Ed. (H.K.), Miss Grace Wong, B.A. (H.K.), Cert. Ed. (H.K.), Tam, T. K. Peter, Ph.D. (Florida State), Woo Ho-wai, B.A. (H.K.). *Fridays, 5.30-7.00 p.m., starting October 28, 1977. Extra-Mural Town Centre, Wing On Centre, 8/F. 24 meetings.* **Fee: \$165**

A course for secondary school teachers of Social Studies. This course will deal with the E. P. A., History and Geography aspects of the Social Studies syllabus for Forms 1-111 and emphasis will be placed on subject content. Cantonese and English will be used as the medium of instruction.

Closing date for applications: October 7, 1977.

Fee Refund: Teachers of Social Studies who wish to attend this course may apply for a fee refund from the Director of Education as soon as they receive a letter of acceptance from the Department of Extra-Mural Studies. This applies to all teachers whether in Government, aided or private schools.

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.

140. 家庭生活教育 (Family Life Education)

主 講 人：家庭計劃指導會教育組。

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，（永安大廈八樓）。

時 間：一九七七年十月十一日起每星期二下午五時三十分至七時。（共十二講）。

學 費：八十元。

本課程特為社會學科教師而設，旨在提高對家庭生活教育的認識和興趣。內容包括：

（一）性 教 育：嬰兒的誕生；

成長過程中的生理變化，尤注重青春期中男女的普通問題；

性慾的發展；性病。

（二）人際關係：了解自己，了解別人；個人的成長，感情的成熟；

與人相處及溝通；兩代之間，友群關係，約會與戀愛。

（三）家庭計劃與人口問題：家庭計劃的理由及重要；人口教育。

截止報名日期：一九七七年九月十九日。

申請教署付還半費手續：凡政府，補助或私立學校之社會科教師進修以上課程而欲教育司署支付半費，可於接獲本部取錄函件後，向教育司署申請。

141. 校內成績考評之原則與技巧 (Basic Techniques of Internal Assessment)

本課程專為小學教師而設，旨在示範，校內成績考評之原則與技巧，內容注重實習編訂考查目的，藍圖及擬題等過程，以增進測驗編製的經驗。本港升中會考取消後，對校內成績考評將為中學學位分派之重要決定因素，所以改進校內考評技巧實為當前要務。本課程無需任何教育測量基礎，凡對成績考評有興趣人士均可參加。講授語言均用粵語，每班學費五十五元。

課程簡章，函索即寄。

142. 弱智兒童之家庭教育
(Living with mentally retarded children:
a course for parents)

主 講：鄧福泉先生；鄧美娜女士。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。（永安大廈八樓）。

時 間：一九七七年十月十九日每星期三下午八時至九時三十分。
（共十二講）。

學 費：八十五元。

本課程目的在協助弱智兒童家長對其子女之困難及能力作進一步之認識，闡明家庭教育及訓練對該等兒童學習之重要，並介紹家庭內外訓練及教育之法與設備。

課程以討論方式進行，輔以實地參觀。（本課程由香港低能兒童教育協進會贊助）。

NEW

EXTRA MURAL TOWN CENTRE

From October 10, 1977, the new Extra-Mural Town Centre on the 8th Floor of the Wing On Centre (opposite the Rumsey Street car-park) should be in operation.

However, students can still enrol for courses in person at the existing Extra-Mural Town Centre on the 11th floor of the Nanyang Commercial Bank Building (formerly Universal House), Gilman Street, **UNTIL SEPTEMBER 23, 1977.** Thereafter, enrolments should be addressed to the Department of Extra-Mural Studies, University of Hong Kong.

**143. 弱智服務及有關之專業人仕
(Care of the Mentally Retarded)**

主 講 人：鄧福泉先生；鄒美娜女士。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。（永安大廈八樓）。

時 間：一九七七年十一月十八日起每星期五下午六時至七時三十分。（共十講）。

學 費：七十五元。

本課程旨在向社會工作、教育及醫務等專業人員，介紹弱智人士之基本問題，增進對現有服務設備之認識，並討論專業性輔助之任務。

課程以討論方式進行，輔以實地參觀。（本課程由香港低能兒童教育協進會贊助）。

See also :

- 106. **Economics for Teachers: Macro-economics.** (Page 34)
- 107. **The Hong Kong Fishing Industry.** (Page 34)
- 176. **Linguistics for English Language Teaching.** (Page 66)
- 177. **Teaching Drama to Children.** (Page 67)
- 212. **Contemporary Mathematics for School Teachers.** (Page 87)
- 213. **Mathematics Teaching and Practical Techniques of Evaluation.** (Page 87)
- 214. 小學數學教學 (第 88 頁)
- 221. 小學音樂教學 (第 92 頁)
- 225. **Greative Dance.** (Page 94)
- 281. **Child Development.** (Page 117)
- 282. **An Introduction to School Counselling & Guidance.** (Page 118)
- 285. 學習心理學 (第 119 頁)
- 294. **A Modern Approach to Protein Chemistry.** (Page 124)
- 295. **Electronics for Teachers.** (Page 124)
- 298. **Basic Animal Physiology.** (Page 126)

Engineering

Staff Tutor : Mrs. Priscilla Tso, Telephone 5-468161 Ext. 303

CERTIFICATE COURSES

All courses listed in this section lead to the award of University Certificates. They have clearly defined entry requirements and applicants are advised to read the description carefully before applying. Special application forms are available on request from the Department. Applicants must enclose photostat copies of the appropriate certificates along with their application forms and are requested that fee payments be made by means of a crossed cheque made payable to the 'University of Hong Kong'. Applications to resit the examinations must also be submitted before the specified closing dates. Applicants should note that they are not allowed to attend any other course or sit any other examination during the year.

144. Certificate Course in Operations Planning and Control

The Industrial Engineering Department offers two Certificate courses, 'Operations Planning and Control' and 'Design of Productive Systems'. The first covers the basic techniques of production and stock control for different types of industry and also gives an introduction to quality control and plant maintenance systems. The second includes work study, plant layout, material handling and other techniques which relate to the design of a factory system. Practical exercises are included in both courses. The 'Operations Planning and Control' course only is being offered this year.

The courses are complementary and designed to give a basic introduction to Industrial Engineering techniques. They are suitable foundation courses for those who wish to take their studies further by enrolling in the department's M.Sc. course in Industrial Engineering.

Mondays and Thursdays, 7.00-9.15 p.m., starting October 3, 1977. Room DS2, Duncan Sloss Building, University of Hong Kong, Pokfulam Road, Hong Kong. 50 meetings (including laboratory instruction).

Tutors : K. L. Mak, M.Sc., Ph D (Sal.), C.Eng., M.I.Mech.E., M.I.Prod.E., Lecturer in Industrial Engineering, University of Hong Kong (Tutor-in-Charge).

W. A. Reynolds, M.A.(Cantab.), C.Eng., M.I.Mech.E., M.I.Prod.E., A.M.B.I.M., Head of Department of Industrial Engineering, University of Hong Kong.

P. I. F. Niem, B.Sc.Tech., Ph.D.(Manc.), C.Eng., M.I.Chem.E., M.H.K.I.E., Lecturer in Industrial Engineering, University of Hong Kong.

Fee: \$550 (including examination fee).

Entry Qualifications : Applicants with a Bachelor's degree or a Technical College Higher Diploma or a Higher National Certificate or a qualification accepted as equivalent.

In exceptional cases, consideration for admission will be given to applicants without professional or graduate qualifications provided they are over 25 and have had two years industrial experience in responsible positions.

Enrolment is limited to 40 persons.

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

Closing date for applications : September 10, 1977. A special application form is available on request from the Department.

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

Outline of Syllabus : Production—inventory systems; forecasting and inventories; aggregate plans and programmes; scheduling and control of high volume systems; intermittent systems; planning and control for single projects; maintenance; quality control.

The course is intended for engineers and managers in industry who wish to acquire a working knowledge of industrial engineering techniques. Preference will be given to applicants sponsored by their employers.

145. Certificate Course in Fundamentals of Digital Computers.
Wednesdays, 6.30–8.30 p.m., starting October 5, 1977. Room 725, Knowles Building, University of Hong Kong. 30 lecture periods plus 12 laboratory instruction periods. Each period will consist of 2 hours.

Tutors : C. F. Ho, M.Sc. (Man.), Ph.D. (H.K.), F.H.K.I.E., C.Eng., M.I.E.E., F.I.E.R.E., Sen.M.I.E.E.E., Senior Lecturer in Electrical Engineering, University of Hong Kong. (Tutor-in-Charge).

W. S. Leung, B.Sc. (Eng.) (Lond.), Ph.D. (Leeds), F.H.K.I.E., C.Eng., F.I.E.E., M.I.E.R.E., Sen.M.I.E.E.E., M.I.P.I., Professor, Department of Electrical Engineering, University of Hong Kong.

C. C. Lau, M.Phil. (H.K.), M.I.E.E.E.

Fee: \$450 (including examination fee).

Entry Qualifications : Applicants with a Physics or Electrical Engineering background up to Bachelor's degree level or a qualification accepted by one of the major international institutions of a relevant profession.

In exceptional cases, consideration for admission will be given to applicants without professional or graduate qualifications provided that they are over 25 and have had at least two years of related industrial experience in responsible positions.

Enrolment is limited to 40 persons.

An examination will be conducted at the end of the course and the award of a certificate is subject to passing the written examination and on satisfactory completion of course-work. Candidates should have attended not less than 75% of the lectures. The written examination will be assessed by both University and External Examiners.

Closing date for applications : September 10, 1977, A special application form is available on request from the Department.

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

Outline of Syllabus :

1. Numbers and Codes
2. Boolean Algebra
3. Logic Circuits
3. Computer Circuits
5. Counter and Shift Registers
6. Arithmetic Operation
7. Timing and Control
8. Memory Elements
9. D/A and A/D conversion
10. Computer Organisation.

A course designed for graduates in Electrical Engineering or Physics who wish to enter the field of Digital Computer design.

NON-CERTIFICATE COURSES

146. Contract Management for Project Managers and Site Agents. K. W. Chan, M.Sc.(Eng.), M.I.C.E., M.I.Struct.E., M.I.P.H.E., A.I.Arb., M.H.K.I.E., Lecturer in Civil Engineering, University of Hong Kong. *Fridays, 5.30-7.30 p.m., starting November 4, 1977. Hong Kong Baptist College, Waterloo Road, Kowloon. 5 meetings.* **Fee: \$55**

The aim of this course is to prepare graduates in Civil Engineering to take up positions as project managers or qualified site agents in the civil engineering industry. Topics to be covered include: government organization, contractor business, tendering techniques, conditions of contract, specifications, programming of works, claims and arbitrations, local construction regulations.

This course has been organized in conjunction with the Department of Civil Engineering, Hong Kong Baptist College.

147. Seminar for Civil Engineering Graduates. Y. K. Tin, C.Eng., M.I.C.E., M.Inst.W.P.C., M.I.P.H.E., M.R.S.H., K. W. Chan, C.Eng., M.I.C.E., M.I.Struct.E., M.I.P.H.E., A.I.Arb., Lecturers in Civil Engineering, University of Hong Kong. *Wednesdays, 6.15-7.45 p.m., starting October 12, 1977. Room 732, Knowles Building, University of Hong Kong. 14 meetings.* **Fee: \$110**

The aim of the Seminar is to prepare civil engineering graduates for the Professional Interview of the United Kingdom Institution of Civil Engineers through a series of lectures, tutorials, and panel discussions. Topics to be covered include: site experience; engineering management; an engineer's role in the community; report writing; drawings and design; case studies and interview techniques.

Applicants should be graduates in Civil Engineering or possess an equivalent qualification with at least two years of working experience.

This Seminar has been organized in conjunction with the Engineering Alumni Association of the University of Hong Kong.

148. Introduction to Corrosion. G. W. Greene, B. Eng. (Stevens I.T.), Ph.D. (Ind. Met.) (Birmingham), M.I.Corr.T. *Tuesdays, 6.30-8.45 p.m., starting October 4, 1977. DS2, Duncan Sloss Building, University of Hong Kong. 12 meetings.* **Fee: \$140**

Topics to be discussed include the simple corrosion cell and some basic electrochemical theories and test methods. A consideration of the economic cost of corrosion will include a study of different forms of attack and their relative importance.

The following factors affecting corrosion will also be dealt with alloy composition and microstructure, solution concentration, impurities, temperature, humidity, solution velocity, abrasion, aeration, applied stress, surface deposits, and design.

Protective systems will be reviewed before a discussion of case histories of corrosion failures. If time permits, corrosion problems of specific interest to class participants will also be considered.

The course could be of interest to either practicing engineers or Chemistry teachers.

**149. 中央空氣調節系統之用水處理
(Water Treatment for Air-Conditioning Systems)**

主 講 人：楊伯倫先生。

講授語言：粵語。

地 點：香港大學鈕魯詩樓 230 室。

時 間：一九七七年十月五日起每星期三下午六時十五分至八時三十分。（共五講）。

學 費：五十五元。

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

See also :

131. 生產管理 (第 44 頁)

English Studies

Staff Tutor : Duncan Macintosh, Telephone 5-456443

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

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

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

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

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

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

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

ENTRANCE REQUIREMENTS: Those who have completed a First Year course sufficiently well in the year 1976-77 or who possess a Departmental Certificate in English for Business in Grade A, B or C may enrol in a Second Year course without any further test.

All those who do not have these qualifications must

1. have gained Grade E or above in English Language in the Hong Kong Certificate of Education Examination, or in the case of English Language Syllabus A Grade C or above, or the equivalent in an approved examination.
2. attach a photocopy of their certificate to their application form.
3. sit the Use of English Entrance Examination.

They should also therefore state on their application form the time, date and the centre at which they wish to sit this examination.

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

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

6.30 p.m. on 2nd September, 1977
10.00 a.m. on 3rd September, 1977
2.30 p.m. on 3rd September, 1977
6.30 p.m. on 9th September, 1977
12 Noon on 10th September, 1977
4.30 p.m. on 10th September, 1977

(B) Wah Yan College, 56 Waterloo Road, Kowloon.

6.30 p.m. on 2nd September, 1977
6.30 p.m. on 9th September, 1977

EARLY APPLICATION STRONGLY ADVISED
LIMITED NUMBER OF ENTRANCE
EXAMINATION PLACES AVAILABLE

COURSES—First Year

A *In Hong Kong*

Course No. At the University of Hong Kong.

150 Mondays and Wednesdays, 6.15–7.45 p.m., starting September 26, 1977. 50 meetings. **Fee: \$300**
151 Tuesdays and Thursdays, 6.15–7.45 p.m., starting September 27, 1977. 50 meetings. **Fee: \$300**
152 Wednesdays and Fridays, 6.15–7.45 p.m., starting September 30, 1977. 50 meetings. **Fee: \$300**

At Wah Yan College, Queen's Road East.

153 Mondays and Wednesdays, 6.15–7.45 p.m., starting September 26, 1977. 50 meetings. **Fee: \$300**
154 Tuesdays and Thursdays, 6.15–7.45 p.m., starting September 27, 1977. 50 meetings. **Fee: \$300**

B. *In Kowloon*

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

155 Tuesdays and Thursdays, 6.15–7.45 p.m., starting September 29, 1977. 50 meetings. **Fee: \$300**

At Wah Yan College, 56 Waterloo Road.

156 Mondays and Wednesdays, 6.15–7.45 p.m., starting September 26, 1977. 50 meetings. **Fee: \$300**
157 Tuesdays and Thursdays, 6.15–7.45 p.m., starting September 29, 1977. 50 meetings. **Fee: \$300**

Second Year

A. *In Hong Kong*

- Course No. At the University of Hong Kong.
- 158** Mondays and Wednesdays, 6.15-7.45 p.m., starting
September 26, 1977. 50 meetings. **Fee: \$300**
- 159** Tuesdays and Thursdays, 6.15-7.45 p.m., starting
September 27, 1977. 50 meetings. **Fee: \$300**
- At Wah Yan College, Queen's Road East.
- 160** Mondays and Wednesdays, 6.15-7.45 p.m., starting
September 26, 1977. 50 meetings. **Fee: \$300**
- 161** Tuesdays and Thursdays, 6.15-7.45 p.m., starting
September 27, 1977. 50 meetings. **Fee: \$300**

B. *In Kowloon*

- Course No. At St. Mary's Canossian College, 162 Austin Road.
(Entrance from Kimberley Road, Tsimshatsui).
- 162** Mondays and Wednesdays, 6.15-7.45 p.m., starting
September 26, 1977. 50 meetings. **Fee: \$300**
- At Wah Yan College, 56 Waterloo Road.
- 163** Tuesdays and Thursdays, 6.15-7.45 p.m., starting
September 29, 1977. 50 meetings. **Fee: \$300**

All the above fees are inclusive of the examination fee.

CERTIFICATE COURSES IN ENGLISH FOR BUSINESS

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

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

SYLLABUS

- General English remedial tuition will be provided with a view to eradicating the most common errors the students make.
- Oral English the students will be given tuition in conversational English.

Commercial Correspondence:

<i>basic principles</i>	format and conventions;
<i>commercial jargon</i>	the students will be shown how to avoid outmoded jargon and redundancy;
<i>letters of application</i>	tuition will be given in how to write a letter of application for employment;
<i>letters of enquiry and replies to them</i>	tuition will be given in how to write letters making trade enquiries, how to reply to them, how to place orders and how to acknowledge them;
<i>letters of complaint and adjustment</i>	tuition will be given in how to write letters of complaint and how to reply to them appropriately;
<i>collection letters</i>	tuition will be given in how to write the first and second letters of reminder and the final demand letter when payment of an account is overdue;
<i>sales letters</i>	tuition will be given in how to write sales letters to suit particular occasions;
<i>correspondence summaries</i>	tuition will be given in how to summarise a series of letters.

Other Forms of Written Communication

Report-writing	memoranda; notices; forms. tuition will be given in how to write full reports with recommendations, short reports and 'mixed-form' reports.
Reporting Meetings	tuition will be given in how to prepare agenda and write minutes.
Reading and Comprehension	practice will be given in the comprehension of commercial and general texts.
Note-writing	tuition will be given in the making of tabulated notes on written material and the taking of notes on spoken material.

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

ADMISSION REQUIREMENTS: In order to be considered for enrolment, all applicants must hold a Hong Kong Certificate of Education (English or Chinese) with a Grade 'D' Pass in English, and should preferably possess either a more advanced educational qualification or an appropriate professional qualification. *Copies of all certificates awarded should be attached to application forms.* Applicants should also fulfil one of the following conditions:

- (a) have completed a Second Year Use of English course offered by the Department of Extra-Mural Studies, University of Hong Kong, in the year 1976-77 with a Grade A, B or C and submit a full statement saying why they wish to be enrolled;
- (b) pass the requisite Entrance Examination.

All those, therefore, who have not yet fulfilled condition (a) above should state on their application form the *time, the date and the centre when they can sit the Entrance Examination.*

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

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

- 6.30 p.m. on 2nd September, 1977
- 12 Noon on 3rd September, 1977
- 4.30 p.m. on 3rd September, 1977
- 6.30 p.m. on 9th September, 1977
- 10.00 a.m. on 10th September, 1977
- 2.30 p.m. on 10th September, 1977

(B) Wah Yan College, 56 Waterloo Road, Kowloon.

- 6.30 p.m. on 1st September, 1977
- 6.30 p.m. on 8th September, 1977

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

Note: Applicants will be informed of the result of the Entrance Examination very shortly after the last examination on 10th September; the fees of those who have failed to gain admission will then be refunded.

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

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

The Extra-Mural Certificate in English for Business is recognised by the Institute of Chartered Secretaries and Administrators, the Institute of Bankers and the Association of International Accountants and qualifies the holders for exemption from the English Paper in those organisations' Examinations.

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

COURSES

A. *In Hong Kong*

Course No. At the University of Hong Kong.

164 Mondays and Wednesdays, 6.15-7.45 p.m., starting
October 3, 1977. 50 meetings. **Fee: \$300**

- 165** Mondays and Thursdays, 6.15-7.45 p.m., starting October 3, 1977. 50 meetings. **Fee: \$300**
- 166** Tuesdays and Thursdays, 6.15-7.45 p.m., starting October 6, 1977. 50 meetings. **Fee: \$300**
- At Wah Yan College, Queen's Road East.
- 167** Mondays and Wednesdays, 6.15-7.45 p.m., starting October 3, 1977. 50 meetings. **Fee: \$300**
- 168** Tuesdays and Thursdays, 6.15-7.45 p.m., starting October 4, 1977. 50 meetings. **Fee: \$300**

B. *In Kowloon*

- Course No. At St. Mary's Canossian College, 162 Austin Road. (Entrance from Kimberley Road, Tsimshatsui).
- 169** Tuesdays and Thursdays, 6.15-7.45 p.m., starting October 4, 1977. 50 meetings. **Fee: \$300**
- At Wah Yan College, 56 Waterloo Road.
- 170** Mondays and Wednesdays, 6.15-7.45 p.m., starting October 5, 1977. 50 meetings. **Fee: \$300**

All the above fees are inclusive of the examination fee.

BASIC MEDICAL ENGLISH

The need for a greater command of English for professional purposes is rapidly becoming more apparent amongst some members of the medical profession in Hong Kong. The courses in Basic Medical English are therefore designed to meet this need and to help those who attend them to overcome the problems that they may meet in communicating with others in English. The emphasis in these courses will be placed on how to complete statutory medical forms, how to write simple notes and memoranda, reading medical texts and medical terms and vocabulary. A certain amount of attention will also be paid to General English and simple and practical oral communication.

These courses will consist of sixty hours of intensive tuition in forty course meetings of 1½ hours each, held twice a week. In order to ensure the maximum possible degree of personal tuition, only 25 students will be enrolled in each course.

Enrolment of students will be by selection of those most qualified to benefit from the course of tuition; preference will therefore be given to members of the medical profession.

Those students who complete at least 75% of their course will be awarded a Certificate of Attendance on completion.

EARLY APPLICATION IS STRONGLY ADVISED

Teaching Material

In addition to a quantity of material that has been prepared specifically for the Basic Medical English Programme, the following textbooks will be studied:

- T. A. Grant: Aids to English Conversation, Book 2 (Universal Publications)
- J. Maclean: English in Basic Medical Science (O.U.P.)
- R. O'Neill: Kernel Lessons Intermediate, Students' Test Book (Longman)
- Kernel Lessons Plus, Students' Test Book (Longman)

COURSES

- 171** University of Hong Kong, Room 228, Knowles Building. Wednesdays and Fridays, 6.15-7.45 p.m., starting October 12, 1977. 40 meetings. **Fee: \$300**
- 172** Extra-Mural Town Centre, Wing On Centre, 8th floor, Connaught Road Central. Tuesdays and Thursdays, 8.00-9.30 p.m., starting October 20, 1977. 40 meetings. **Fee: \$300**

SPOKEN ENGLISH

Certificate Course in English Speech

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

Tuition will be provided in the pronunciation and intonation of English, and practical work will include role-playing in addition to guided conversation and general oral practice.

Even though this is a Spoken English course, satisfactory progress can only be made if students, as well as attending regularly and participating actively, are prepared to consolidate *at home* what they have practised in the sessions.

Applicants should bear in mind that this is not a General English course and *grammatical competence will be assumed*.

A proportion of the places offered is reserved for teachers of English who perform sufficiently well in the Entrance Test.

Syllabus:

Pronunciation of English; Intonation in English; Advanced Oral Communication.

Admission Requirements:

- (a) A Certificate in the Use of English or in English for Business with Grade B (written) and Grade A (oral) awarded by the Department of Extra-Mural Studies, University of Hong Kong; *or*
- (b) Satisfactory performance in the Entrance Test. This will consist of a Listening Test and for those who pass it, an Interview.

All those who do not possess qualification (a) should, therefore, attend a Listening Test. Several Listening Tests will be held in Rooms 103 & 112, Main Building, University of Hong Kong, on 19th and 20th September, beginning at 6.00 p.m. Applicants will be tested on a first come, first served basis, but should indicate on their application forms on which evening they wish to be tested.

Applicants who pass the Listening Test will be required to attend an Interview.

Closing Date for Applications: 10th September, 1977.

Enrolment limited to 26 students in each course.

Fee: \$350, inclusive of examination.

Duration: 60 1½ hour sessions, inclusive of examination.

Place: Extra-Mural Town Centre, 8th floor, Wing On Centre.

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

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

COURSES

173 Mondays and Wednesdays, 6.15-7.45 p.m., starting October 10, 1977.

174 Tuesdays and Thursdays, 6.15-7.45 p.m., starting October 11, 1977.

ENGLISH FOR TRANSLATORS

175. Certificate Course in Translation Techniques

The importance of English/Chinese and Chinese/English translation in Hong Kong is daily becoming evident. The Certificate Course in Translation Techniques seeks to meet the demand for trained translators and interpreters in Government service and in commerce and industry.

Syllabus:

The Principles and Problems of Translation;
Approaches to Translation;
The Characteristic Features and Language Varieties of English;
The Characteristic Features and Language Varieties of Chinese;
Contrastive Analysis of English and Chinese;
Methods and Techniques of Translation;
Types of Translation: Journalistic, Documentary, Legal, Commercial;
Tutorials.

A comprehensive list of recommended books that are kept in the Extra-Mural Library will be sent to all successful applicants upon enrolment.

Admission Requirements :

All applicants should possess one of the following qualifications:

— a degree from a British or a Hong Kong University or equivalent;

Or

— a pass in at least two subjects in the Advanced Level Examination of Hong Kong University, plus three further subjects at Grade 'C' or above in the Hong Kong Certificate of Education (English or Chinese), one of which must be in English Language and the other in Chinese Language, or equivalent examinations.

Entrance Examination :

All applicants possessing one or other of the qualifications mentioned above should sit the Entrance Examination at the following time and place:

6.30 p.m. on 20th September, 1977 in Room 217, University of Hong Kong, Main Building, Pokfulam Road.

Preference will be given to candidates who are actively engaged in translation and/or interpreting work. Successful candidates will be informed of their enrolment by 5th October. Those applicants who are unsuccessful will also be informed accordingly and their fees will be refunded.

Enrolment will be limited to 25 students.

Closing date for application: 19th September, 1977.

All applicants should attach photostat copies of their Certificates to their application forms.

Time : 6.15–7.45 p.m., on Tuesdays and Thursdays, starting October 11, 1977.

Place : Room 121, University Main Building.

Duration : 55 sessions, inclusive of examination.

Fee : \$400, inclusive of examination fee.

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

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

Tutors : Miss Lena S. N. Chung, B.A. (H.K.), M.A., Dip.Gen.Ling. (Manc.), Lecturer in English, University of Hong Kong.

Mrs Helen Kwok, M.A., Dip.Ed. (H.K.), Senior Lecturer in English, University of Hong Kong.

Shu Hsing Tso, LL.B. (Fuh Tan), D.Sc.Pol. (Rome), P.G.C.E. (H.K.U.), Senior Lecturer, Department of Language, Hong Kong Polytechnic.

ENGLISH FOR TEACHERS

176. Certificate Course in Linguistics for English Language Teaching

The aim of this course is to provide experienced teachers who teach at intermediate and advanced levels and who have a good command of English, with a comprehensive and up-to-date introduction to the Phonetics, Grammar, and Semantics of English.

- Syllabus:*
1. Articulatory Phonetics
Phonemic Phonology
The Phonology of English
 2. Scale and Category Grammar
Grammatical Units, Categories and Functions
Sentence, Clause, and Group Structural Analysis
 3. Linguistic Semantics
Semantic Field Theory
Types of Meaning
Semantic Structure
 4. Practical work will be set in Phonetics, Grammar and Semantics.

It will be assumed that every applicant has a genuine interest in language and in the English language in particular, and is prepared to examine critically traditional concepts and to consider new trends. A knowledge of the linguistic aspects of language teaching should provide the teacher with a firm basis on which to promote his teaching career.

Admission Requirements: The applicant should possess a university degree or college of education diploma or certificate, a photostat copy of which should be attached to his application form, and should have had several years' experience of language teaching. Applicants will be required to attend an interview.

Closing Date for Applications: 17th September, 1977.

Enrolment limited to 25 students.

Fee: \$300 inclusive of examination.

Duration: 70 1½ hour sessions, inclusive of examination.

Time: 6.15-7.45 p.m., Wednesdays and Fridays, starting September 30, 1977.

Place: Room 415, Knowles Building, University of Hong Kong.

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

Tutor: J. P. Bensly, M.A. (Oxon.), M.A. (Reading), Staff Tutor in English, Department of Extra-Mural Studies, University of Hong Kong.

Fee Refund: *Teachers of English in all categories of secondary school may apply to the Director of Education for a refund of 50% of the course fee as soon as they receive a letter of acceptance from the Department of Extra-Mural Studies. This applies to all teachers whether in Government, aided or private schools.*

177. Teaching Drama to Children. Mrs Esma Wright, L.R.A.M. (Teacher's Diploma). *Wednesdays, 6.00-7.30 p.m., starting October 19, 1977. Room 847, Knowles Building, University of Hong Kong. 20 meetings.*
Fee: \$150

A course for teachers of primary and secondary schools which will cover various aspects of drama in schools and will concentrate in particular on the spoken word. The course will therefore include the following:

- the use and importance of the tape recorder in school to help children to be aware of their voices;
- story reading and how to bring stories "alive";
- the planning and production of a school "radio" programme, using original children's work;
- choral speech, dealing with poems for the very young through to the more advanced narrative;
- mime and improvisation;
- how to construct and produce a school play.

Teachers will be encouraged to submit ideas which will be discussed, and it is also hoped that they will be able to put into practice each part of the course as it is covered.

Enrolment limited to 25 students.

The tutor has taught English and Drama for fifteen years and has had very substantial broadcasting experience with the B.B.C. both in radio drama and in schools programmes. For three years she also wrote and presented radio educational programmes for children.

Fee Refund: *Teachers of English in all categories of secondary school and the upper forms of primary schools may apply to the Director of Education for a refund of 50% of the course fee as soon as they receive a letter of acceptance from the Department of Extra-Mural Studies. This applies to all teachers whether in Government, aided or private schools.*

ENGLISH FOR APPRECIATION

178. Shakespearean Drama: An Analysis of Hamlet. C. B. Edmonds, B.A., LL.B. (Victoria), *Mondays, 6.15-7.45 p.m., starting October 17, 1977. Room 17, Extra-Mural Town Centre, Wing On Centre, 8th floor, Connaught Road Central. 10 meetings.* **Fee: \$80**

“He is perhaps the greatest poet of all time; one who has said more about humanity than any other writer and has said it far better”, so wrote Sir Walter Raleigh, at one time Professor of English at Oxford University, of Shakespeare. In his tragedy, “Hamlet”, Shakespeare showed his understanding of humanity superbly well. The play is, moreover, of peculiar relevance to us today, for it is the drama of man divided between his belief in the potential of man and his experience of the reality of man.

The pleasure of reading any Shakespearean play, is, in some measure, dependent upon an understanding of the meaning and significance of the language used. The tutor will therefore lead the class through a reading of the play in order to explain the language used and to examine the imagery and dramatic structure of the play. The class will then consider the major interpretations of the play and their own impressions of it in relation to these.

The text to be used during this course is “Shakespeare, Hamlet” (New Clarendon Shakespeare, O.U.P.) obtainable from the Hong Kong Book Centre, Des Voeux Road Central.

N.B. All applicants should have a command of English that is equivalent to at least G.C.E. ‘O’ level if they are to benefit from the course as fully as they should.

179. Some Aspects of Existentialism in European Literature. E. R. Davey, B.A. (York), Ph.D. (E. Anglia), Lecturer, Department of English Studies and Comparative Literature, University of Hong Kong. *Mondays, 6.15-7.45 p.m., starting October 10, 1977. Room 301, Main Building, University of Hong Kong. 10 meetings.* **Fee: \$80**

What has been the effect of ‘existentialism’ on the literature of Europe in the present century? The course will have two main objects: first, to consider what ‘existentialism’ means as a quasi-philosophical subject, and second, how this has found expression in some European literature. Broadly speaking, there are two stages in the philosophical development—that starting with Soren Kierkegaard and continuing through to the present century, and the modern versions of these preoccupations centred around Jean-Paul Sartre. This means that the student can gain a fairly accurate comprehension of the philosophical side by studying the work by Kierkegaard and Sartre. The chief emphasis of the course will therefore be on the literary aspects of existentialism, and particular attention will be paid to how the problems found in Kierkegaard and Sartre have stimulated the literary imagination.

Reading List :

- Soren Kierkegaard: passages from "The Sickness unto Death",
"Fear and Trembling",
"The Concept of Dread".
- J. P. Sartre: passages from "Existentialism and Humanism",
"Being and Nothingness".

The Department of Extra-Mural Studies will provide stencilled copies of these passages. In addition, the following prescribed texts are available in paperback editions at the Hong Kong Book Centre, Des Voeux Road Central:

- | | | |
|--------------|----------------------|-------------------|
| Camus: | The Myth of Sisyphus | (Hamish Hamilton) |
| | The Outsider | (Penguin) |
| Ibsen: | Brand | (Methuen) |
| | Peer Gynt | (Methuen) |
| Dostoyevsky: | Crime and Punishment | (Penguin) |
| Sartre: | Nausea | (Penguin) |
| | The Age of Reason | (Penguin) |

N.B. All applicants for this course should have a fluent command of English and be able to read texts of the kind mentioned above without difficulty.

180. Modern German Literature. Liz Porter, B.A. (Monash), Language Tutor, University of Hong Kong. *Tuesdays, 6.15-7.45 p.m., starting October 18, 1977. Room 228, Knowles Building, University of Hong Kong. 10 meetings.* **Fee: \$80**

Many people in Hong Kong have a keen interest in the development of modern German literature, but only a limited ability to read the texts in the original German. This course is therefore mainly intended for such people, for, although the texts should ideally be read in the original, English translations will be available of all the works to be considered, and class discussion will be in English.

The syllabus will cover examples of German drama, the novella, short stories, a form in which post-1945 German literature excels, and poetry. Particular attention will be paid to short stories and poetry, and such poets as Bertolt Brecht, Paul Celan and Hans Magnus will be considered in detail. The study of Brecht's "Galileo" will also involve an examination of his dramatic theory.

Reading List

The Department of Extra-Mural Studies will provide copies of the poems, with English translations, that will be considered, and the following texts may be obtained from the Hong Kong Book Centre, Des Voeux Road Central:

R. Newnham (Ed.): German Short Stories (1) (Penguin Parallel Texts)

B. Brecht: Galileo,
German: Edited by Brookes and Freenkel
(Heinemann Education)
English: 'Life of Galileo' in 'Modern Plays'
(Eyre and Methuen)

T. Mann: Der Tod in Venedig,
German: Edited by Hornsey and Walter
(Heinemann Education)
English: 'Death in Venice' in 'Death in Venice
and Other Stories'
(Penguin Modern Classics)

Forster and Leonard (Ed.): Penguin Book of German Verse.

N.B. It is not essential to obtain a copy of the book last mentioned, but those attending the course may find it interesting.

181. Reading and Discussion. I. R. Jones, B.A. (Leic.). *Fridays, 6.15-7.45 p.m., starting October 28, 1977. Room 5A, Wah Yan College, 56 Waterloo Road, Kowloon. 10 meetings.* **Fee: \$80**

Different writers employ a variety of different styles with which to express their ideas in a number of different situations. The style used when the writer wishes to persuade his readers of something, for example, is different from the style he uses when he wishes merely to give factual information, and this, in turn, is different from the style when he expresses a personal opinion. The aim of this further course, which is suited to those who already have quite a good command of English, is to consider the various styles that a writer can use and the various effects that they can achieve. The tutor will lead the discussions on a variety of different texts and will explain the effect that the writers wanted to achieve.

Enrolment will be limited to 25 persons and may be by selection of those most qualified to benefit from the course. All applicants should have obtained a Pass in English at G.C.E. 'O' level or equivalent.

Textbook: H. L. B. Moody, *Varieties of English* (Longman) which may be obtained from the Hong Kong Book Centre, Des Voeux Road Central and the Swindon Book Company, Lock Road.

European Languages

Staff Tutor : Duncan Macintosh, Telephone 5-456443

Courses in Spanish Language

Tutor : Rev. Father Eladio Neira, O.P., Ph.D. (Berkeley), Supervisor/
Principal, Rosaryhill School, Hong Kong.

Days for all courses : Wednesdays and Fridays.

Starting date for all courses : 26th October, 1977.

Place : Room 17, Extra-Mural Town Centre, Wing On Centre, 8th
floor, Connaught Road Central.

First Year (Course No. 182)

6.00-7.00 p.m. 50 meetings. **Fee: \$300**

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

Enrolment limited to 30 persons.

Textbook : *El Español Al Dia*, Book I, obtainable from the Hong Kong Book Centre, Des Voeux Road Central.

Second Year (Course No. 183)

7.05-8.05 p.m. 50 meetings. **Fee: \$300**

This is primarily a continuation course intended for those who have previously completed Spanish I, but those others who have a basic knowledge of the language or who have been studying it elsewhere for about a year will also find it of considerable value. Tuition will be given in vocabulary building, the comprehension of simple Spanish texts and in writing and speaking skills.

Enrolment limited to 30 persons.

Textbook : *El Español Al Dia*, Book II, obtainable from the Hong Kong Book Centre, Des Voeux Road Central.

Third Year (Course No. 184)

8.10-9.10 p.m. 50 meetings. **Fee: \$300**

This is an advanced course in Spanish, primarily intended for those who have completed the Department's previous course, 'Spanish II'. Others, however, who have already studied for two years and who have a fairly good basic command of the language will also find the course of value to them. Intensive tuition will be provided in the basic skills of reading and listening, comprehension, writing and speaking.

Enrolment limited to 30 persons.

Textbook : *El Español Al Dia*, Book III, obtainable from the Hong Kong Book Centre, Des Voeux Road Central.

Geography & Geology

Staff Tutor: O. H. H. Wong, Telephone 5-468161 Ext. 309

187. 香港自然地理野外考察 (Geography in the Field: Physical)

主 講 人：鈕柏榮先生等。

講授語言：粵語（輔以英語）。

地 點：香港大學校本部 103 室。

時 間：一九七七年十月三日起每星期一下午八時至九時十五分。
（共七講及四次野外考察）。

名 額：三十五人。

學 費：六十五元。

講授重點着重於介紹與香港有關的地質，地貌、土壤及植物等方面的知識。

內容包括：

（一）礦物、岩石與構造地質特徵：礦物與岩石將簡略介紹主要的造岩礦物與主要的岩石類型特徵構造特徵，將介紹褶皺，斷裂，節理，劈理等。

（二）海岸及河流地貌的主要特徵及其成因。

（三）土壤的形成。

（四）植物考查方法。

188. 礦物與岩石鑑定 (The identification of minerals and rocks)

主 講 人：鈕柏榮先生、歐陽秋眉女士。

講授語言：粵語（輔以英語）。

地 點：香港大學校本部 103 室。

時 間：一九七七年十月三日起每星期一下午六時十五分至七時十五分。（共四講，另二次野外考察及一次實驗講解）。

名 額：十八人。

學 費：五十元。

本課程為「香港自然地理野外考察」課程中礦物與岩石部分的擴展，對礦物與岩石作較為詳細的講授。

主要內容為：礦物物理性質及光學性質，主要金屬礦物及主要造岩礦的分述及鑑定。岩石的分類，主要火成岩、沉積岩、變質岩的組成成分，結構、構造及鑑定。

凡曾選修或同時選修「香港自然地理野外考察」課程者，將獲優先取錄機會。

189. Economic and Transport Geography. T. C. H. Lau, M.A. (Auck.), Lecturer, Hong Kong Polytechnic. *Thursdays, 7.40-9.10 p.m., starting October 20, 1977. Extra-Mural Town Centre, Wing On Centre, 8/F. 8 meetings.* **Fee: \$60**

The purpose of the course is to provide a theoretical framework of essential knowledge dealing with economic development in the spatial sense, and the way in which transport routes, centres and services influence economic activities.

The topics to be discussed will include location of primary, secondary and tertiary activities, patterns of population, rural and urban settlements, transport routes, networks and traffic flows. Worldwide, as well as local, examples will be considered.

The course is of special benefit to people engaged in commerce, particularly to those in the transport sector. It is also recommended to post-secondary students and geography teachers.

See also :

102. The Economy of China. (Page 32)

136. Geography in the Sixth Form. (Page 48)

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.

History

Staff Tutor: O. H. H. Wong, *Telephone* 5-468161 *Ext.* 309

190. China and the West: Western Advisors in China. John D. Young, B.A. (Hayward), M.A., Ph.D. (UC Davis). *Fridays, 6.30-8.00 p.m., starting October 28, 1977. Room 141, University Main Building. 10 meetings.* **Fee: \$65**

Contrary to common notions, the Chinese civilization has never really stood aloof from "foreign" influences. Hundreds of so-called foreigners went to China and played an important role in her history—from introducing Western science to even taking charge of Chinese affairs. The most famous example is, of course, Marco Polo. This course will cover the stories of these Western Advisors in China: what they tried to introduce into China and what they actually succeeded in influencing her past. The "Advisors" who will be dealt with are: Marco Polo, Matteo Ricci, Adam Schall, Peter Parker, Charles "China" Gordon, John Fryer, Timothy Richard, Edward Hume, Michail Borodin, and Claire Chennault and Joseph Stilwell.

191. The Crisis of Modern Japan: from Restoration to War. Jonathan Grant, M.A. (Washington), Lecturer in History, University of Hong Kong. *Tuesdays, 6.15-7.45 p.m., starting October 18, 1977. Extra-Mural Town Centre, Wing On Centre, 8th Floor. 12 meetings.* **Fee: \$75**

During the past hundred years Japan has witnessed a miracle: gradually changing from a feudal state to a World Power. To explain these changes, the transformation of Japan from the Meiji Restoration to World War II will be explored in detail. Special attention will also be given to the Restoration reforms, the development of the two-party political system, the social and intellectual turmoil of the 1920's, the interrelationship of industrialization and imperialism, and the forces which led to the rise of militarism in the 1930's and 1940's.

192. 中國歷代治亂因果及政制得失(三)：(五代宋元明)
(An Analysis of Chinese Historical Trends: Part III)

主 講 人：林旅芝先生

講授語言：粵語。

地 點：香港大學校外課程部市區中心。(永安大廈八樓)。

時 間：一九七七年十月二十八日起每星期五下午六時五十分至八時二十分。(共十講。計十五小時)。

學 費：五十五元。

本課程為研討中國歷朝之興起及覆亡之因素。以往不少人士持有「天下大勢，亂極必治，治極必亂」之觀點，此種史觀，殊不合邏輯，時代之演變，變幻無常，絕非如機械公式之千篇一律者，每朝之興，必有其因，每朝之止，必有其理，國祚長短，亦不劃一，如周歷時八百載，而劉知遠之漢僅得四年，有何極之可言，故歷史之演變，朝代之興亡，為一極其複雜之問題。本課程即以此問題為研討中心，至於史實，僅作說明資料，用以印證主題之正確性而已。研討範圍分為多期，由殷商開始至五代止為第一二期；由五代開始至宋元明止為第三期，為文史教師及對中國史有興趣者，提供新的資料。

Hospital Administration

Staff Tutor : Miss N. P. Lee, *Telephone* 5-468161 *Ext.* 308

193. Certificate in Hospital Administration

This course is designed for those who are actively engaged in administrative work in health-care facilities, primarily hospitals. It offers a comprehensive programme covering the major aspects of hospital administration, reviewing the relevant concepts and their application locally, and providing opportunities for both teachers and course members to share their experiences, insights and viewpoints.

Course contents include :

- Background to hospital administration
- Management studies
- Finance
- Day-to-day administration
- Hospital Planning
- Problem solving exercises

Duration of course : October 1977 to May 1978.

Times of meetings : Tuesdays, 6.00-7.30 p.m. Saturdays, 9.00 a.m.-10.30 a.m., 10.45 a.m.-12.15 p.m.

Place of meeting : Extra Mural Town Centre, Wong On Centre, 8/F.

Enrolment is limited to 25, and those recommended by their employers will be given preference.

Further details and special application form are available on request.

Journalism and Communication

Staff Tutor: O. H. H. Wong, Telephone 5-468161 Ext. 309

194 新聞學文憑班 (Certificate in Journalism)

顧問：胡仙女士，**O.B.E., J.P.** (星島報業董事長)
岑維休先生，**O.B.E., J.P.** (華僑日報社長)

主講人：胡殷先生 (香港浸會書院傳理系講師)
梁業昌先生 (九龍文化中心主任)
唐碧川先生，**M.B.E.** (星島晚報總編輯)——首席主講人。
賈納夫先生 (星島日報主筆)
林友蘭先生 (讀者文摘特約翻譯)
宋郁文先生 (成報編輯)
鄭鏡彬先生 (前香港電台中文台副台長)

課程主旨：本課程專為有志從事新聞事業，及對新聞事業有興趣或日常工作與新聞事業，新聞寫作有密切關係之人士而設，提供專業的訓練，更通過各項的參觀與實習，使彼等對新聞事業，有全面性的認識，而目下的新聞工作從業員，又可藉此種課程，得到進修的機會，以提高工作的效能。

課程內容：(一)新聞學導論；(二)大眾傳播媒介與傳達學；(三)新聞採訪與新聞寫作；(四)新聞翻譯；(五)編輯學；(六)廣播與電視；(七)實習與參觀。

講授語言：粵語為主。

地點：香港大學校外課程部市區中心。(永安大廈八樓)。

時間：一九七七年十月十九日起每星期三下午六時十五分至八時卅分，共四十二講，另加四個星期日的實習與參觀。

學費：三百五十元。

名額：三十二人。

入學資格：申請人須至少具下列任何一項資格：

(甲)持有大專畢業證書。

(乙)大學入學試合格，若不能達到此程度，則中英文中學會考須五科合格，而中英文成績良好。

(丙)在各大報館、電台、電視台或出版機構從事記者或行政工作三年以上。

申請手續：申請者須於十月一日以前，將申請表格及函件寄回本部，函內須附回郵信封，原服務機構推薦信，二吋半身近照二張，學歷及工作經驗之證件副本及詳情。

結業文憑：課程結束後，學員若能符合下列三項條件，則可領得本部頒發之文憑。

(一)畢業考試及格；

(二)上課次數超過四分之三；

(三)完成所有課程中的作業。

**195. 廣告業務與傳播技巧
(Advertising Practice & Communication Techniques)**

主 講 人：黃霑先生、林燕妮女士等(黃與林廣告公司董事及總經理)

講授語言：粵語。

地 點：香港大學校外課程部市區中心。(永安大廈八樓)。

時 間：一九七七年十月十八日起每星期二下午六時至七時半。
(共十二講)。

學 費：七十五元。

廣告業務在香港已成為工商業不可缺的一環，從事廣告業的人仕，或工作中與市場擴展有關的行政人員，都應對廣告業務及廣告業務中的傳播技巧有更現代化的認識，故本課程集中討論：廣告業務的範圍、廣告部與公司組織上的關係、廣告部與廣告公司的行政系統、廣告與公司營業及商品推銷。廣告公司與客戶的關係及收費問題、廣告與各項傳播媒介(包括電視、電影、電台、書報、郵售、海報與街招)、廣告與傳播技巧、傳播技巧與心理作用及社會大眾的反應。

**196. 公共關係：自我辨認與人際關係
(Intra- and Inter-Personal Relationships in Public Relations)**

主 講 人：陳毓祥碩士。

講授語言：粵語(輔以英語)。

地 點：香港德輔道中中央市場大廈頂樓 4 號室。

時 間：一九七七年九月廿六日起每星期一下午六時十五分至七時四十五分。(共二十講)。

學 費：一百二十元。

除了導引出公關的主題及理論上的專有解釋及概念外，更盡力增進學員們的自我了解及介紹人與人之間的公關技巧。再輔以心理測驗及「相互觀察與糾正小組」的方式，來促進學員們對該門學科之認識。討論項目包括：各項公共關係技術類型；傳播之原則及理論；應用在公共關係上各種傳播媒介之類型；態度形式之衡量，功能及變化；公共關係之職業道德；對公共關係之執行，設計及估值；各類公關問題之討論。

整個過程着重小組討論，故只限收二十六人，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。凡上課次數超過三分之二者，將可申請本部發給之聽講證書。

**197. 人際構通與實用心理
(Practical Psychology in Human Communication)**

主 講 人：陳毓祥碩士。

講授語言：粵語。（輔以英語）。

地 點：香港德輔道中中央市場大廈頂樓 4 號室。

時 間：一九七七年九月廿六日起每星期一下午八時至九時半。
（共十二講）。

學 費：八十五元。

名 額：二十人。

以小組討論，「相互觀察與糾正小組」及實習等方式，幫助學員去領
畧有效之傳播構通技巧，從而解決個人及人際間的問題，討論範圍包括：

人際構通的處事分析。

人性理解。

勸誘的傳播技巧與宣傳方法。

人際間的相互吸引問題。

人際構通與小組壓力。

人際構通的領導問題。

人際構通的羣體語言。

家庭成員的二十種構通技巧。

人際構通問題中之適應性與不良心理反應。

本課程適合對傳播學有初步認識的學員而一般從事文化教育事業、社
會工作及公共關係而需進一步理解人際構通的各項問題的人仕，幫助尤大。

**198. 大 眾 傳 播 學
(Mass Communication)**

主 講 人：梁業昌碩士（九龍文化中心主任）。

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。（永安大廈八樓）。

時 間：一九七七年十月十八日起每星期二下午七時四十分至九時
十分。（共十二講）。

學 費：七十元。

在北美洲許多大學，傳播學（或稱傳理學）已成為必修課程之一，其
目的為運用科學方法，分析與研究改善人際間關係。此科對從事文化教育、
社會工作、新聞事業，及公共關係者，均會有很大的專業上的幫助。

講授的重點在於研究大眾傳播媒介與社會的關係。研討的範圍包括大
眾傳播的過程，傳播組織的特點，內容的控制，受眾的性質及傳播媒介對政
治，經濟及社會所產生的可能影响，課程並特介紹及討論香港目前大眾傳播
事業的概況。

整個過程着重小組討論，故只限收二十六人，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。

**199. 表達與理辯
(Public Speaking & Persuasion)**

主 講 人：彭煥堯先生（哈佛大學尼曼研究院院士）。

講授語言：粵語。（輔以英語）。

地 點：香港大學校外課程部市區中心。（永安大廈八樓）。

時 間：一九七七年十月二十日起每星期四下午五時五十分至七時二十分。（共十二講）。

學 費：六十五元。

從心理學分析思想意見傳達的技巧與實際運用，並就修辭學觀點加以研究批評，講授時特別着重不同場合，講辭的撰寫、體裁、編排、表達與評估，日常的應對與辭語的表達，及理辯與勸誘的方法，兼分析二十世紀各演講家的成就作為範例，至於大眾傳播群眾心理及傳播有關之法律問題等等亦有涉及，內容與工商教育傳播等素有密切關係，並配合以上職業工作上的實際需要。

Law

Staff Tutor : Mrs. Priscilla Tso, Telephone 5-468161 Ext. 303

The courses in this section are designed to be of assistance to those preparing for the London University External LL.B., Solicitor and Bar Examinations and such professional examinations as the Institute of Chartered Secretaries and Administrators, and the Association of International Accountants, but are not intended to serve as a substitute for correspondence courses. Those intending to sit these examinations should make their own arrangements.

200. Business Law. T. K. Ghose, B.A. (Calcutta), C.A.I.I.B., A.I.B., F.C.I.S., A.M.B.I.M. and William P. K. Lee, Barrister-at-Law (Inner Temple), Crown Counsel. *Mondays, 6.15-8.30 p.m., starting September 26, 1977. Room 201, University Main Building. 16 meetings. Fee: \$140*

A course designed to be of assistance to candidates preparing for the Part II Examination of the Institute of Chartered Secretaries and Administrators. It will deal with general principles of the law of contract, including agency, sale of goods, hire purchase and consumer protection; lien and bailment, commercial arbitration, negotiable instruments with particular reference to cheques and bankers' credits; relationship of banker and customer; legal aspects of the distinctions between various kinds of business organization including forms of incorporated and unincorporated associations; law of bankruptcy; deeds of arrangement; outline of the law including, where appropriate, that deriving from the European Economic Community relating to monopolies and restrictive trade practices; law of defamation.

201. General Principles of English Law. Arthur Leong, Barrister-at-Law (Middle Temple). *Tuesdays, 6.15-8.30 p.m., starting September 27, 1977. Room 743, Knowles Building, University of Hong Kong. 20 meetings. Fee: \$165*

A course designed to be of assistance to candidates preparing for the Part I Examination of the Institute of Chartered Secretaries and Administrators. The course covers the nature and sources of English Law; administration of the law, associations; general principles of the law of Property, Trusts, Contract and Torts.

202. Company Law. Francis Cheung, LL.B. (London), Solicitor, Asst. Crown Counsel, Legal Department. *Wednesdays, 6.15-7.45 p.m., starting October 12, 1977. Room 201, University Main Building. 16 meetings.*

Fee: \$105

Topics to be discussed: formation, memorandum and articles and alterations thereto; prospectuses; contracts and dealings with companies; share capital; allotment and transfer of shares; dividends; debentures; directors, officers and members; meetings; private companies; overseas companies; winding up.

Law of Partnership. Starting Spring, 1978.

203. Criminal Law. Andrew Hodge, LL.B. (Adelaide), Solicitor & Barrister of Supreme Court of South Australia, Crown Counsel. *Wednesdays, 6.15-8.30 p.m., starting October 5, 1977. Room 743, Knowles Building, University of Hong Kong. 15 meetings.*

Fee: \$130

The course will deal with the classification of crimes; general principles of responsibility; general defences; participation in offences; anticipatory offences; homicide; offences against the person; offences against property; offences concerning the administration of justice and the purpose and forms of punishment.

204. Constitutional Law. Clive Hindle, LL.B. (Newcastle), Crown Counsel. *Thursdays, 6.15-8.30 p.m., starting September 29, 1977. Room 167, University Main Building. 15 meetings.*

Fee: \$130

The following topics will be discussed: sources and characteristics of English constitutional law; Parliament, its composition, function, powers and procedure; the monarchy; the Privy Council; Cabinet government; the position of the Prime Minister; ministerial responsibility; the Judiciary; the British Commonwealth; the status of Hong Kong; the European Community.

205. Law of Contract. L. Pegg, LL.B. (Birm.), M.A. (H.K.), Cert.Ed. (Leeds), Lecturer in Law, University of Hong Kong. *Mondays, 6.15-7.45 p.m., starting October 10, 1977. Room 732, Knowles Building, University of Hong Kong. 20 meetings.*

Fee: \$130

Topics to be discussed include: formation of a valid contract; content; privity; discharge; and remedies for breach of contract. Assignment, agency and quasi-contract will not be covered.

206. English Legal System. J. M. W. Whetter, LL.B. (Bristol), Crown Counsel. *Tuesdays, 6.15-8.30 p.m., starting October 4, 1977. Room 201, University Main Building. 15 meetings.* **Fee: \$130**

The following topics will be considered: various aspects of English Law; administration of justice; criminal procedure; civil procedure; personnel and procedure of the Law; sources of English Law; development of the Courts and Judicial system; origins and emergence of the Common Law and Common Law Courts; development of Equity.

207. The Law of Tort. J. M. Miller, LL.B. (Wellington), Lecturer in Law, University of Hong Kong. *Thursdays, 6.15-8.30 p.m., starting October 6, 1977. Room 847, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$165**

This course is designed to be of assistance to candidates preparing for the Law Society Qualifying Examination, and the London External LL.B. examination. It would also be of interest to people concerned with the law dealing with compensation for accidents.

Topics to be discussed will include an introduction to the principles of tort liability; trespass; negligence; nuisance; strict liability; defamation; liability for negligent statements; defences; parties; effect of death; remedies; accident compensation schemes.

LAW FOR LAYMEN

208. 商人及其法律概論 (An Introduction to Law for the Businessman)

主 講 人：陳永泉先生。

講授語言：粵語（輔以英語）。

地 點：香港大學紐魯詩樓 743 室。

時 間：由一九七七年十月十四日起每星期五下午六時十五分至七時四十五分。（共十二講）。

學 費：六十元。

本課程旨在介紹在香港經商者對有關法律應有之基本認識。內容包括公司法、合夥法、契約法、商事法、僱傭條例、勞工賠償條例及最近提出之小額錢債審裁處法案等。

209. 市民與法律
(Law and the Citizen)

主 講 人：韓譚春先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。（永安大廈八樓）。

時 間：一九七七年十月十一日起每星期二下午六時十五分至七時四十五分。（共十五講）。

學 費：七十元。

本課程旨在引起市民對法律之興趣與認識。主要內容包括：

- （一） 本港法庭的司法程序，律師和法庭的種類。
- （二） 政府的法律援助。
- （三） 刑事法和民事法的分別，民事不法行為的訴訟，誹謗和疏忽等。
- （四） 道路交通法例。
- （五） 勞工和僱傭法例。
- （六） 合約的種類、成立和實行。

住客與業主：韓譚春先生主講，一九七八年春季開始。

Librarianship

Staff Tutor : Mrs. Priscilla Tso, Telephone 5-468161 Ext. 303

210. Certificate Course for Library Assistants. *Mondays and Thursdays, 6.15-7.45 p.m., starting September 26, 1977. Room 743, Knowles Building, University of Hong Kong.* **Fee: \$450**

Tutors : Miss L. B. Kan, B.Sc. (H.K.), M.A., M.L.S. (Calif.), Ph.D. (H.K.), Librarian, Chinese University of Hong Kong (Tutor-in-Charge).

Lo Yiu Chung, B.A. (H.K.), Dip.Lib. (Lond.), A.L.A., Asst. Librarian, Urban Council Public Libraries.

Miss Chu, Maria C. K., B.A. (HK), M.L.S. (Hawaii), Map Curator, University of Hong Kong.

Mrs. Chu, Grace H. L., B.A., Dip.Ed. (HK), A.L.A., Asst. Librarian, University of Hong Kong.

Miss Lee Ching Yin, B.A. (Lond.), A.L.A., Asst. Librarian, Urban Council Public Libraries.

Mrs. Ko, Susanna, B.A. (Manc.), Cert. of Ed. (Lond.), M.L.S. (W. Ontario), Asst. Librarian, University of Hong Kong.

Mrs. Lam, Mimi, B.A. (Lib.Sc.) (Wuhan), A.L.A., Asst. Librarian, University of Hong Kong.

The course consists of four sections:

Part 1: Library Routines & Methods
No. of Meetings: 34

Part 2: General Library Principles & Practice
No. of Meetings: 15

Part 3: Children's Libraries—including school libraries
No. of Meetings: 8

Part 4: Practical Work & Visits to Libraries
Time: March 21, 22, 23, 28, 29, 30, 1978
(9 a.m.—12 noon; 2-5 p.m.)
May 6, 20, 1978 (2.30-5.30 p.m.)

The course is planned in co-operation with the Hong Kong Library Association and the Department of Extra-Mural Studies of the Chinese University of Hong Kong and is designed to provide a non-professional training for Library Assistants and those working in children's libraries. It is basically the same as the course (conducted in Chinese) offered by the Department of Extra-Mural Studies of the Chinese University of Hong Kong and students of both courses sit the same examination.

Minimum Entry Qualifications : Five subjects, including English, at Grade E or above in the Hong Kong Certificate of Education.

Enrolment is limited to 30 persons. Priority will be given to those working in libraries. Those who are able to enclose a letter from their employers are advised to do so.

Applicants must enclose photostat copies of the appropriate certificates along with their application forms.

Closing date for applications : September 10, 1977.

An examination will be conducted at the end of the course. Candidates should have attended not less than 75% of the lectures. Practical work and visits are compulsory.

Date of Examination : June 23, 1978.

If successful, candidates will be awarded a certificate issued jointly by the Hong Kong Library Association and the Departments of Extra-Mural Studies of Hong Kong University and the Chinese University of Hong Kong.

Applicants are advised not to take any other public examination in the same year.

211. Advanced Classification. *Alternate Saturdays, 10 a.m.-12 noon, starting November 5, 1977. The first few meetings will be held at the Extra-Mural Town Centre, Wing On Centre, 8th Floor. Subsequent meetings will be held at the University Library, Chinese University of Hong Kong. 8 lectures of 2 hours each and 5 practical sessions (3 hours each).* **Fee: \$200**

Tutors : Miss L. B. Kan, B.Sc. (H.K.), M.A., M.L.S. (Calif.), Ph.D. (H.K.), Librarian, Chinese University of Hong Kong.

Michael Costin, B.A. (Arizona), M.A. (Denver), Sub-Librarian, Chinese University of Hong Kong.

Mrs. Chu, Grace H. L., B.A., Dip.Ed. (H.K.), A.L.A., Asst. Librarian, University of Hong Kong.

A course designed for library assistants with some training in librarianship and experience in library work. The course will be mainly concerned with the study of the history and development as well as the theory and practice of the Library of Congress Classification. It will also provide an overview of the major classification systems as well as information about some significant minor systems. The finer points of Dewey Classification will also be treated.

A textbook costing \$60 will be ordered for each student after the closing date. No late applications can therefore be accepted.

Applicants are requested to provide information of experience in library work and training in librarianship. Preference will be given to those who have successfully completed the Certificate Course for Library Assistants.

Closing date for applications : September 10, 1977.

Mathematics

Staff Tutor : Mrs. Priscilla Tso, Telephone 5-468161 Ext. 303

212. Contemporary Mathematics for School Teachers. Samuel S. H. Young, M.Sc. (H.K.). *Tuesdays, 6.15-7.45 p.m., starting September 27, 1977. Room 150, University Main Building (Room 721, Knowles Building from October 11, 1977). 16 meetings.* **Fee: \$130**

This course is intended primarily for secondary school teachers but will appeal to those non-specialists who want to get a brief general view of modern mathematics.

Syllabus : Mathematical Systems; Group Theory; Vector Geometry; Matrix Algebra; Geometric Transformations; Functions, Limits and Continuity; Sequences and Series; Linear Programming; Probability; Statistics; The Axiomatic Method; Non-Euclidean Geometries.

Fee Refund: *Teachers of Mathematics in Secondary schools may apply for a fee refund of \$65 from the Director of Education as soon as they receive a letter of acceptance from the Department of Extra-Mural Studies. This applies to all teachers whether in Government, aided or private schools.*

213. Mathematics Teaching and Practical Techniques of Evaluation. Wong Woon-cheung, B.A. (Lond.) A.I.E. (Lond.), M.A. (Ed.) (C.U.H.K.). *Mondays, 6.00-8.00 p.m., starting October 3, 1977. Room 230, Knowles Building, University of Hong Kong. 6 meetings.* **Fee: \$55**

This course will be concerned with basic evaluation principles and current trends in mathematics teaching. It will include discussion on methods of teaching, practical techniques of evaluation, test construction and analysis of test results. Reference will be made to the evaluation of objectives in the C.D.C. provisional syllabus for mathematics.

Closing date for applications : September 22, 1977.

Fee Refund: *Teachers of Mathematics in Secondary schools may apply for a fee refund from the Director of Education as soon as they receive a letter of acceptance from the Department of Extra-Mural Studies. This applies to all teachers whether in Government, aided or private schools.*

214. 小學數學教學
(The Teaching of Mathematics in Primary School)

主 講 人：畢堅先生；馮源先生。

講授語言：粵語。

地 點：甲班：香港大學鈕魯詩樓 721 室。

乙班：香港大學校外課程部市區中心。（永安大廈八樓）。

時 間：甲班：一九七七年十月十九日起每星期三下午六時十五分
至八時三十分。（共十二講）。

乙班：一九七七年十月二十日起每星期四下午七時十五分
至九時十五分。（共十二講）。

（報名時請註明甲班或乙班）

學 費：七十元。

本課程旨在對小學數學作較深入之研討，講題包括本港數學課程之演變，分數及小數之教學，統計圖之教學，應用題之教學，測驗與考試等。參加者宜為現職小學教師。

截止報名日期：一九七七年十月三日。

申請教署付還學費手續：凡政府，補助或私立學校之小學教師進修以上課程而欲教育司署支付學費，可於接獲本部取錄函件後，向教育司署申請。

See also :

95. Management Mathematics I. (Page 28)

Music

Staff Tutor : O. H. H. Wong, *Telephone* 5-468161 *Ext.* 309

215. Certificate Course in Musicology. *Mondays, 6.15-7.45 p.m., Thursdays, 6.15-7.45 p.m., 8.00-9.00 p.m., starting October 17, 1977. Music Room, St. Paul's College, 67 Bonham Road, Hong Kong.*

This two-year Extra-Mural Certificate Course in Musicology attempts to meet Hong Kong's growing demand for the study of 'musical science', to provide an all-round and in-depth study for people who intend to pursue their research in music, and to help music teachers and professional musicians to broaden their knowledge of the discipline of music. Particular attention will be paid to the acoustic and physiological phenomena of music, the theoretical aspects of sound-relationships, the historical aspects of musical development, and the creation and evaluation of musical compositions.

The constituent courses consist of Musical Aesthetics, Acoustics and Psychology, Counterpoint, Form and Analysis, Advanced Harmony, History of Western Music, History of Chinese Music, Instrumentation and Orchestration, and Practice of Composition. In the first term, three courses will be offered, i.e., Course Nos. 216 to 218. **Non-certificate course students are welcome to enrol for one or more of these courses, but enrolment is limited to 40.**

Medium of instruction : English or Chinese as appropriate.

Directors of Studies : Li Chau-yuan, M.M., Ph.D. (S.I.U.), L.R.S.M., Liu Ching-chih, B.A. (London), L.R.S.M., L.T.S.C., A.Mus., T.C.L.

Fee: \$380 (1st year) and **\$280** (second year), including examination fee.

Closing date for application : October 1, 1977.

The Course is designed for music teachers, instrumentalists and vocalists, choir conductors, technologists in the music industry, undergraduates and graduates with music as one of their degree courses, and music lovers.

Further details are available upon request.

216. 西洋音樂史：從巴赫到貝多芬 (Literature in Western Music: From Bach to Beethoven)

主 講 人：劉靖之先生，B.A.(London)
L.R.S.M., L.T.S.C., A.Mus., T.C.L.

講授語言：粵語（輔以英語）。

地 點：香港般合道六十七號聖保羅男校音樂室。

時 間：一九七七年十月十七日起每星期一下午六時十五分至七時四十五分。（共十二講）。

學 費：七十五元。

「從巴赫到貝多芬」是繼「古典音樂的認識與欣賞」和「巴赫和巴赫時代的音樂」後第三個音樂欣賞課程，亦可作為學習西洋音樂史的第三個階段。

西洋音樂的發展是整個人類文化發展裏的一個重要組成部份，而西洋音樂史裏的各個階段亦相互關聯，承前啓後，以至形成近代文學藝術領域裏的一股洪流。

歷史的分期一向是衆議紛紛，各持己見的困難課題。「從巴赫到貝多芬」的一段歷史（一六八五年至一八二七年），經歷了一個半世紀，可以劃分為三個形式和風格截然不同的樂派，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，是布拉姆斯（Johannes Brahms）深沉雋永的樂曲和華格納（Wilhelm Richard Wagner）震人心弦的樂劇的泉源。

在這短短的一個半世紀裏，歐洲大陸產生了數位影響深遠的作曲家，如 J.B. 巴赫（一六八五年出世），韓得爾（George Frederick Handel），格盧克（Christoph Williba Cluck），海頓（Joseph Haydn），莫差特（Wolfgang Amadeus Mozart）等。這幾位永垂青史的人物，為我們譜出了傳世不朽的、旋律纖巧華麗的對位音樂，渾厚雄偉、結構完整的交響樂，和風格飄逸、幽美嫺雅的小品。在這個時期裏，貝多芬創作出感人肺腑、完美無疵的作品，為人類發出永不熄滅的火花。

本課程將涉及這個時期的時代背景，傑出作曲家之代表作品及其風格，樂器之組合及配器之法則等；亦將討論複音音樂與單音音樂之差異，賦格曲與奏鳴曲之比較，和聲與對位之應用等。講授將輔以樂譜、錄音帶及圖片。

217. 自由對位法
(Free Counterpoint)

主 講 人：李超源博士。M.M., Ph.D.(S.I.U.)。

講授語言：粵語。(輔以英語)。

地 點：香港般含道 67 號聖保羅男書院音樂室。

時 間：一九七七年十月二十日起每星期四下午八時至九時。(共十二講)。

學 費：六十五元。

對位法為西洋音樂寫作的一種技巧，亦是對西洋音樂有更深入認識的途徑，本課程將提供自由對位，或和聲對位應熟習的基本技巧，課程範圍包括旋律寫作、旋律結合、旋律線條(Melodic Curve)、和聲外音(Unessential notes)的運用、花巧(paraphrasing)、動機的發揮(Development of the motif)模仿的作用(imitative device)等問題，並着重材料的分析，與課外的習作。

本課程對參加海外音樂考試有很大幫助，學員亦應具備起碼的和音根底與有關的樂理程度。

218. **Advanced Harmony.** Wong Yok-ye, Graduate, Hamburg Musik Hochschule. *Thursdays, 6.15-7.45 p.m., starting October 20, 1977. Music Room, St. Paul's College, 67 Bonham Road, Hong Kong. 12 meetings.*

Fee: \$75

This course covers altered chords, chromatic harmony, the mechanical manipulation of chords, and the application of these to vocal and instrumental writing. Contrapuntal harmony will also be discussed. Participants should have a solid groundwork on rudiments of music and elementary harmony, and should be well-versed in key-relationships and enharmonic exchange.

219. 中 級 樂 聲
(Vocal Singing: Intermediate Level)

主 講 人：費明儀女士。

講授語言：粵語。(輔以英語)。

地 點：九龍加士居道葛亮洪教育學院音樂室。

時 間：一九七七年十月四日起每星期二下午六時至七時半。
(共十講)。

學 費：七十五元。

名 額：二十人。

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，參加者須會選修本年春季之聲樂初階。

截止報名日期為九月廿六日。

220. 幼兒音樂活動
(Pre-School Music Activities)

主 講 人：李俞秀舜女士。L.R.S.M., L.T.S.C., L.T.C.L.
(C.M.T.), A.R.Y.M.,
(羅富國教育學院音樂講師)

講授語言：粵語。

地 點：香港般合道67號聖保羅男書院音樂室。

時 間：一九七七年十月七日起每星期五下午六時至七時半。
(共九講)。

學 費：五十五元。

名 額：三十二人。

以討論及示範之形式，提供幼兒音樂教師生動的現代教學方法。講題包括：幼兒教師之準備，兒幼歌曲選材，領唱技巧，音樂欣賞教材，節奏樂器之製作及運用，木笛之運用及簡易吹奏法之介紹，幼兒節奏感及旋律感之誘發和培養，音樂和律動，音樂及語文，美勞科學等之關係，音樂創作活動，其他音樂遊戲。

221. 小學音樂教學
(The Teaching of Music in Primary Schools)

主 講 人：莫錫瑚女士。F.T.C.L., A.R.C.M.

講授語言：粵語。(輔以英語)。

地 點：般合道六十七號聖保羅男書院音樂室。

時 間：一九七七年十月七日起每星期五下午七時四十分至九時十分。
(共十講)。

學 費：六十五元。

名 額：三十名。

本課程旨在介紹小學各階段(一至六年級)之音樂教學法；教材種類及分配；簡單節奏樂器之製作；適用於課室內各類音樂活動：包括音樂與律動、自由音樂創作等。

參加者宜為現職小學音樂教師。

222. 中國古代音樂 (二)
(Musical Forms and Performance in Ancient China)

主 講 人：關志雄先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。（永安大廈八樓）。

時 間：一九七七年十月十七日起每星期一下午六時至七時十五分。（共八講）。

學 費：四十五元。

本課程繼第一期十講之後，對於戰國及秦、漢、魏各代音樂（包括當時樂制、樂人、樂器、樂律、樂譜與歌詞等），作縱橫切面之剖析研究。內容有如下八講：

1. 女樂與中古各階層的音樂生活。
2. 秦漢之際音樂概況（兼論漢人的新舊音樂思想）。
3. 漢魏音樂概況與樂府官署沿革盡其職掌。
4. 清樂的範圍、特點及其涵義。
5. 清商舊曲。
6. 鼓吹曲與黃門鼓吹。
7. 漢代民間舞蹈（包括西域傳入之百戲）。
8. 漢代民歌及其藝術。

以上各講，係綜合折衷近代中外權威之著述，及最新發現之資料而編成，除必要徵引史籍等原文及圖片文（由講義可得），將以深入淺出的解說進行之。學者既可易於明瞭該期音樂的實況，亦可藉此貫通及分享中國古代音樂的精神。

凡未選修第一輯者，亦可參加，因第二輯為另一獨在單位。

223. 西方民間舞 (一)
(European National Dances: Part I)

主 講 人：鄧孟妮女士。Dip.R.B.S., A.I.Chor., A.I.S.T.D.

講授語言：粵語為主（輔以英語）。

地 點：九龍佐敦道 10 號，耀棠閣一樓香港芭蕾舞學校。

時 間：一九七七年九月二十九日起每星期四下午六時四十五分至八時十五分。（共二十講，計三十小時）。

學 費：一百七十元。

名 額：二十人。（在職教師優先取錄）。

民間舞是一種深受歡迎的活動形式，基本技巧容易掌握，又充滿群體氣氛，不同的舞蹈形式，音樂結構，更代表了各地民族獨特的風俗習慣，歷史文化。

本課程訓練民間舞的常用基本步法，教授歐洲各國的代表性舞蹈（單人舞、雙人舞、群舞）並輔以幻燈，圖片介紹各地舞蹈的起源和音樂地理，歷史等有關背景。

本課程連續兩期，凡完成課程，上課次數超過四份三及成績優異者，除可申請本部發給之聽講證書外並可參加英國皇家舞蹈教師學會（Imperial Society of Teachers of Dancing）每年在港主辦的專業文憑考試。

224. 西方民間舞 (二)
(European National Dances: Part II)

主 講 人：鄧孟妮女士。Dip. R.B.S., A.I. Chor., A.I.S.T.D.,

講授語言：粵語為主（輔以英語）。

地 點：九龍佐敦道10號，耀業閣一樓香港芭蕾舞學校。

時 間：一九七七年九月二十六日起每星期一下午六時半至八時。
（共二十講，計三十小時）。

學 費：一百八十元。

名 額：二十人。

本課程是西方民間舞（一）的延續，特為會選修第一期之學生而設，形式相仿，惟內容較為深入，上課次數超過四份三及成績優異者，除可申請本部發給之聽講證書外並可參加英國皇家舞蹈教師學會（Imperial Society of Teachers of Dancing）每年在港主辦的專業文憑考試。

225. **Creative Dance (Part II)**. Miss Winnie Ho Woon-yin, Cert.P.E. (Coventry), Dip.P.E. (Leeds). *Wednesdays, 6.00-8.00 p.m., starting September 21, 1977. Gymnasium, Grantham College of Education, Gascoigne Road, Kowloon. 20 meetings.* **Fee: \$200**

To equip teachers of dance with sufficient knowledge and technical skill to teach dance in schools and clubs, material will be presented in the form of creative problems, in graded progressions, for solution by individuals or groups. Practical guidance will be offered to teachers and students of dance on lesson presentation, organization of syllabus, and choreography.

The relation between music, movement and creative dance will be discussed first. Special attention will then be given to planning the lesson, describing in detail the progressive use of different themes and stimuli and stressing their value in developing a child's creative awareness and movement vocabulary. A detailed series of specimen lessons, designed to provide a frame work for teachers to build up and adapt to the needs of their own classes, will be given. The selection of music and poetry to accompany or stimulate dancing will also be discussed.

Enrolment is limited to 20 students. Preference will be given to those teaching dance in schools or clubs and those who have finished Part I of this course.

Oriental Languages

Staff Tutor : O. H. H. Wong, *Telephone* 5-468161 *Ext.* 309

The Oriental Language programme is taught in English, Mandarin and Cantonese as described. A good standard in the appropriate medium is essential to gain full benefit from the course.

Cassette tapes relating to the Mandarin, Cantonese, Japanese, and Putonghua courses are available for a small fee so that participants may practise by themselves after each lecture. These tapes can be obtained from the Department by those who enrol.

MANDARIN

226. Introductory Mandarin. Tyrone S. C. Wang, B.A. (Yen-Ching), formerly Language Tutor, University of Hong Kong. *Tuesdays and Fridays, 6.10-7.25 p.m., starting September 20, 1977. Room 248, Knowles Building, University of Hong Kong. 40 meetings.* **Fee: \$275**

The main emphasis of this course will be on spoken Mandarin and ample opportunity will be given for practising pronunciation and short sentence construction orally.

Textbook : Gardner Tewksbury, *Speak Chinese*, Revised Edition (Available at Hong Kong Book Centre, and Swindon Book Company).

227. Intermediate Mandarin & Character Learning. Tyrone S. C. Wang, B.A. (Yen-Ching), formerly Language Tutor, University of Hong Kong. *Tuesdays and Fridays, 7.40-8.40 p.m., starting October 4, 1977. Room 248, Knowles Building, University of Hong Kong. 30 meetings.* **Fee: \$275**

This course is intended for students who have completed Introductory Mandarin or who can prove that they have done a reasonable amount of Mandarin in the past. Some idiomatic expressions will be introduced and students will be taught to read simple passages.

The study of Chinese characters through Mandarin will include etymology, vocabulary, and classical reference of idioms. Special effort will be made to give students practice in writing characters and in finding characters in Chinese dictionaries.

Enrolment limited to 12 persons.

Textbook : Fred Fang-yu Wang, *Chinese Dialogues* (together with Character Text) (Available at Hong Kong Book Centre and Swindon Book Company).

228. Higher Mandarin & Character Learning. Tyrone S. C. Wang, B.A. (Yen-Ching), formerly Language Tutor, University of Hong Kong. *Wednesdays, 7.30-8.30 p.m., starting October 5, 1977. Room 231 Knowles Building, University of Hong Kong. 30 meetings.* **Fee: \$275**

Participation is limited to students who have completed Intermediate Mandarin & Character Learning, or who can prove that they have had an equivalent level of training in the past.

More advanced oral practice; Chinese idioms; sentence structure and character learning are emphasized, with the aim that students can achieve a reasonable level of proficiency in the Chinese language after completing the course.

Enrolment limited to 10 persons.

Textbook: Richard I. Chang, Read Chinese, Book III (Yale University Press). (Available at Hong Kong Book Centre and Swindon Book Company).

普通話(國語) (Putonghua)

「大家來學普通話」課程，已有近千學員參加，據初步的調查與統計，香港人仕對普通話的學習，興趣日益濃厚，有進一步提倡的需要，故本部將陸續擴充普通話班，並由本部兼任導師重編各類教材，以適應目前香港的需要，使普通話的教學，更趨系統化，更易為各界人仕接受。

基本普通話(國語) (Basic Putonghua)

整個課程共四十五小時，為期半年。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，國語會話和文章選讀等。

教材由本部免費供應。

229. 基本普通話(國語) (Basic Putonghua)

主 講 人：黎萃女士。

講授語言：普通話。

地 點：香港大學校外課程部市區中心。（永安大廈八樓）。

時 間：一九七七年十月十七日起每星期一下午七時三十分至十時。（共十八講，計四十五小時）。

學 費：一百七十五元。

名 額：限收二十七人。

230. 基本普通話(國語)
(Basic Putonghua)

主 講 人：支字濤先生。

講授語言：普通話。

地 點：香港大學校外課程部市區中心。(永安大廈八樓)。

時 間：一九七七年十月廿日起每星期四下午七時三十分至十時。
(共十八講，計四十五小時)。

學 費：一百六十元。

231. 基本普通話(國語)
(Basic Putonghua)

主 講 人：支字濤先生。

講授語言：普通話。

地 點：九龍尖沙嘴柯士甸道 162 號聖瑪利書院 33 號課室。
(入口處在金巴利道與柯士甸道交界處)

時 間：一九七七年九月廿一日起每星期三下午六時半至九時。
(共十八講，計四十五小時)。

學 費：一百六十元。

232. 基本普通話(國語)
(Basic Putonghua)

主 講 人：錢武宗儒女士。

講授語言：普通話。

地 點：香港大學校本部 142 室。

時 間：一九七七年十月十四日起每星期五下午六時至八時三十分。
(共十八講，計四十五小時)。

學 費：一百六十元。

名 額：限收二十五人。

中 級 普 通 話 (國 語)
(Intermediate Putonghua)

整個課程共四十三小時，為期半年，內容有發音，聲調與語法的複習，特重高低聲調的調號，調值與類別，及四音節的變化，並輔以高深的會話與各類文章的選讀，以期學員於結業後，能充分運用標準而流利的普通話，每班限收二十五人，凡參加本部開辦之普通話課程，將獲優先取錄機會，又學員上課超過四份之三，而結業考試合格者，將獲本部頒發之中級普通話合格證明書。

教材由本部免費供應。

233. 中級普通話(國語)
(Intermediate Putonghua)

主 講 人：張丹女士。

講授語言：普通話。

地 點：香港大學鈕魯詩樓 231 室。

時 間：一九七七年十月四日起每星期二下午六時二十分至八時三十分。(共二十講，計四十三小時)。

學 費：一百五十元(包括考試費十元)。

名 額：限收二十五人。

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。同時加入較高深的語助詞、感嘆詞、同字異音、同音異調同音字、歇後語、及部分北京地方話語彙的講授。學員結業考試合格，可獲高級普通話合格證明書。

234. 高級普通話
(Advanced Putonghua)

主 講 人：張丹女士。

講授語言：普通話。

地 點：香港大學鈕魯詩樓 231 室。

時 間：一九七七年十月七日起每星期五下午六時二十分至八時半。(共二十講)。

學 費：一百五十元(包括考試費十元)。

名 額：限收二十二人。

普通話深造班
(Advanced Putonghua II: Phonology & Teaching Methodology)

必在高級普通話班結業考試合格的基礎上始能就讀該班。講授音韻學基礎知識，普通話教學方法，高深會話。學員有機會學習課堂講授技巧及進行錄音練習。學員結業考試及格，可獲深造普通話合格證明書。

235. 普通話深造班
(Advanced Putonghua II: Phonology & Teaching
Methodology)

主 講 人：張丹女士。

講授語言：普通話。

地 點：香港大學紐魯詩樓 418 室。

時 間：一九七七年十月五日起每星期三下午六時半至八時。（共
二十講，計三十小時）。

學 費：一百七十五元（包括考試費十元）。

名 額：限收十四人。

CANTONESE

Cantonese I

The main emphasis of this course will be on basic grammar in spoken Cantonese and ample opportunity will be given for practising pronunciation and short sentence construction orally.

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

236. Cantonese I. C. Y. Ma, B.A. (Sun Yat-sen), formerly Language Tutor, University of Hong Kong. *Mondays and Thursdays, 2.00-3.30 p.m., starting October 17, 1977. Extra-Mural Town Centre, Wing On Centre, 8/F. 33 meetings. Fee: \$275*

237. Cantonese I. C. S. Hung, B.A. (Chinan), Language Instructor, University of Hong Kong. *Mondays and Thursdays, 6.00-7.15 p.m., starting September 22, 1977. Room 231, Knowles Building, University of Hong Kong. 40 meetings. Fee: \$275*

238. Cantonese I for Executives. L. T. Tan, B.A. (Nat. Chi-nan), Language Instructor, University of Hong Kong. *Tuesdays and Fridays, 6.00-7.15 p.m., starting September 27, 1977. Room 26, Top floor, Central Market Building, Hong Kong. 40 meetings. Fee: \$385*

For small group instruction, enrolment is limited to 14.

239. Cantonese I. K. K. Chan, B.A. (C.U.H.K.), formerly Language Tutor, Yale-in-China Chinese Language Centre. *Tuesdays and Fridays, 6.10-7.25 p.m., starting September 23, 1977. Room 33, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue, parking space available). 40 meetings. Fee: \$275*

Enrolment is limited to 18.

Cantonese II

This course, intended for students who have completed Cantonese I or who can prove that they have had equivalent training in Cantonese, will concentrate on oral expressions and idioms.

Enrolment is limited to 15.

Textbook: Lung Sing, Basic Cantonese in One Hundred Hours.

240. Cantonese II for Executives. L. T. Tan, B.A. (Nat. Chi-nan), Language Instructor, University of Hong Kong. *Wednesdays, 6.00-7.30 p.m., starting October 5, 1977. Room 26, Top Floor, Central Market Building, Hong Kong. 20 meetings.* **Fee: \$370**

For small group instruction, enrolment is limited to 8.

241. Cantonese II. K. K. Chan, B.A. (C.U.H.K.), formerly Language Tutor, Yale-in-China Chinese Language Centre. *Tuesdays and Fridays, 7.30-9.00 p.m., starting September 27, 1977. Room 33, St. Mary's Canossian College, 162 Austin Road, Kowloon (Entrance at the junction of Kimberley Road and Austin Avenue, parking space available). 20 meetings.* **Fee: \$265**

242. Cantonese II. C. Y. Ma, B.A. (Sun Yat-sen), formerly Language Tutor, University of Hong Kong. *Tuesdays and Fridays, 2.20-3.20 p.m., starting October 18, 1977. Extra-Mural Town Centre, Wing On Centre, 8/F. 30 meetings.* **Fee: \$265**

243. Cantonese II. C. S. Hung, B.A. (Chinan), Language Instructor, University of Hong Kong. *Mondays and Thursdays, 7.30-8.30 p.m., starting September 29, 1977. Room 231, Knowles Building, University of Hong Kong. 30 meetings.* **Fee: \$265**

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.

Enrolment is limited to 12.

Textbook: Parker Po-fei Huang and Gerard P. Kok, Speak Cantonese, Book II (Yale University Press).

244. Cantonese III. C. S. Hung, B.A. (Chinan), Language Instructor, University of Hong Kong. *Wednesdays, 6.00-7.15 p.m., starting October 5, 1977. Room 231, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$260**

Chinese Characters

The study of Characters through Cantonese will include etymology of characters, vocabulary, and classical reference of idioms. Special effort will be made to give students practice in writing characters and in finding characters in Chinese dictionaries.

Priority will be given to students who have completed Cantonese I and II, but those who are doing Cantonese II or who can prove that they have adequate knowledge of Cantonese are also welcome to join.

Textbook: John de Francis, *Character Text for Beginning Chinese* (Yale University Press).

245. Chinese Characters I. Francis Sham, B.A. (Sun Yat-sen). *Wednesdays, 6.10-7.25 p.m., starting October 5, 1977. Room 248, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$225**

Enrolment is limited to 12.

246. Chinese Characters I. C. Y. Ma, B.A. (Sun Yat-sen), Language Tutor, University of Hong Kong. *Wednesdays, 2.00-3.30 p.m., starting October 19, 1977. Extra-Mural Town Centre, Wing On Centre, 8/F. 17 meetings.* **Fee: \$225**

Enrolment is limited to 12.

247. Chinese Characters II. Francis Sham, B.A. (Sun Yat-sen). *Wednesdays, 7.35-8.35 p.m., starting October 5, 1977. Room 248, Knowles Building, University of Hong Kong. 20 meetings.* **Fee: \$265**

Enrolment is limited to 8.

Apart from giving the analysis of character structure, order of strokes and etymology, the course will focus on pronunciation, comprehension, usage of characters, compounds and idioms. Students will be provided with adequate practice in reading and writing characters.

Textbook: John de Francis, *Character Text for Beginning Chinese* (Yale University Press).

JAPANESE

日語文憑班

(Certificate Course in Japanese)

宗旨：本課程的開設是完全適應香港環境之所需，提供一項有系統性而分階段的日語訓練，給予一般從事工商、文教等各業人仕一種進修日本語文的機會，以提高他們的工作條件及通過日語的學習，進而加深了解另一種文化。

課程概括：本課程共分初級班、中級班、高級班等三階段，每階段為期半年。初級班着重日語的發音，中日語法的比較，「假名」基本文法，基本常用語句及商業會話等。中級班着重實用日語會話，文法則包括動詞用法及語句結構等等，以期學員於修業期滿後，能應付各種場合之日語交談及閱讀日文報刊。高級班着重較高程度之語言運用，文字寫作及閱讀，較艱深文句之分析，以期學員能充份操縱此種語文。

主講人：初級班由曾經留學日本之華人導師主持，彼等均有多年教授日語經驗，並曾在各大學任教。中級班及高級班由精通中國語文之在職大學日語講師主持，故在學習過程中，學員均不會在聽講時有語言上之困難。

入學及考試：本部只收初級班學生，此等學生將按階段升上中級班及高級班。高級班結業考試合格後，本部將頒發日語文憑。此項文憑之頒發，又需符合下列兩種條件：（1）學員在高級班上課次數超過四份之三；（2）並在學習過程中，充份完成所有習作。

248. 初級日語 (Introductory Japanese)

主講人：陳志誠碩士。

講授語言：粵語。

地點：香港大學鈕魯詩樓 248 室。

時間：一九七七年九月廿二日起每星期一及星期四下午六時零五分至七時二十分。（共四十講，計五十小時）。

學費：一百六十元。
（此課程將於一九七八年春季重辦）

249. 初級日語 (Introductory Japanese)

主講人：詹德湛學士。

講授語言：粵語。

地點：香港大學鈕魯詩樓 418 室。

時間：一九七七年九月廿六日起每星期一下午六時三十分至九時。（共二十講）。

學費：一百六十元。
（此課程將於一九七八年春季重辦）

250. 初級日語

(Introductory Japanese)

主講人：詹德湛學士。

講授語言：粵語。

地點：香港大學校外課程部市區中心。（永安大廈八樓）。

時間：一九七七年十月十八日起每星期二及星期五下午八時至九時半。（共三十三講）。

學費：一百六十元。

（此課程將於一九七八年春季重辦）

251. 初級日語

(Introductory Japanese)

主講人：源璧琪學士。

講授語言：粵語。

地點：香港大學校外課程部市區中心。（永安大廈八樓）。

時間：一九七七年十月十九日起每星期一及星期三下午八時半至十時。（共三十三講）。

學費：一百六十元。

（此課程將於一九七八年春季重辦）

252. 初級日語

(Introductory Japanese)

主講人：鄭耀焜碩士。

講授語言：粵語。

地點：九龍柯士甸道162號，聖瑪利嘉諾撒女書院，33號課室。
（入口處在金巴利道與柯士甸路交界處）。

時間：一九七七年九月廿二日起每星期一及星期四下午六時十五分至七時半。（共四十講）。

學費：一百六十元。

（此課程將於一九七八年春季重辦）

253. 初級日語

(Introductory Japanese)

主講人：譚林通學士（香港大學語言導師）。

講授語言：粵語。

地點：九龍柯士甸道162號，聖瑪利嘉諾撒女書院，33號課室。
（入口處在金巴利道與柯士甸道交界處）。

時間：一九七七年九月廿二日起每星期一及星期四下午七時四十五分至九時。（共四十講）。

學費：一百六十元。

（此課程將於一九七八年春季重辦）

初級日語班課本：よみかた（日本國際學友會日本語學校編）

254. 中 級 日 語
(Intermediate Japanese)

主 講 人：陳志誠碩士（香港理工學院講師）。

講授語言：日語及粵語。

地 點：香港大學鈕魯詩樓 248 室。

時 間：一九七七年九月廿二日起每星期一及星期四下午七時半至八時四十五分。（共四十講）。

學 費：一百七十五元。
（此課程將於一九七八年春季重辦）

255. 中 級 日 語
(Intermediate Japanese)

主 講 人：伊達政之（前香港中文大學新亞書院日文講師，香港第一日文專科學校校長）。

講授語言：日語及國語。

地 點：香港大學鈕魯詩樓 418 室。

時 間：一九七七年九月廿三日起每星期二及星期五下午六時零五分至七時二十分。（共四十講）。

學 費：一百七十五元。

課 本：伊達政之編著：最新實用日語讀本（香港第一日文專科學校發行）。
（此課程將於一九七八年春季重辦）

256. 高 級 日 語
(Advanced Japanese)

主 講 人：伊達政之。

講授語言：日語及國語。

地 點：香港大學鈕魯詩樓 418 室。

時 間：一九七七年九月廿三日起每星期二及星期五下午七時半至八時半。（共四十講）。

學 費：一百七十五元。

課 本：伊達政之編著：最新實用日語讀本（香港第一日文專科學校發行）另加補充教材。
（此課程將於一九七八年春季重辦）

Chinese Studies

Staff Tutor: O. H. H. Wong, Telephone 5-468161 Ext. 309

LITERATURE

257. 論語選講 (The Analects)

主講人：蘇文擢先生（香港中文大學聯合書院講師）。

講授語言：粵語。

地點：香港大會堂八樓南會議室。

時間：一九七七年九月二十九日起每星期四下午八時至九時。
（共十六講）。

學費：六十元。

論語為孔門言行實錄，自古尊為不刊鴻教。蓋自個人治學修身，推而及於教育政理，皆有其廣大精微之啓示。本課程將分期分類選講，訓誥、義理、史例，三者並重，尤注意於生活實踐之啓發。第一期側重於孔門教與學及有關孝弟忠信諸德，全期為十六講。

258. 近體詩作法研究 (Chinese Verse: Forms and Techniques)

主講人：陳本先生。

講授語言：粵語。

地點：香港大會堂八樓南會議室。

時間：一九七七年九月廿九日起每星期四下午七時至八時。
（共十六講）

學費：六十元。

近體詩為律詩與絕句之簡稱，自唐迄今，盛行於世，應用至廣。本課程是接續前期詩聯作法，作較深之研究。內容包括：（一）近體詩實用格式。（二）修辭法。（三）用典法。（四）五、七言絕句名作示範及作法。（五）五、七律名作舉隅及法。並特注重鍊字、造句、對仗、謀篇等方法。兩週習作一次，藉以增進學者興趣，俾易收切磋之效。

259. 唐詩通論
(T'ang Poetry)

主 講 人：潘小磐先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。（永安大廈八樓）。

時 間：一九七七年十月十七日起每星期一下午五時四十五分至七時十五分。（共十二講）。

學 費：六十五元。

言詩當宗唐代，唐詩以五七言爲主，初唐以至盛唐，則五言詩實爲主流，初唐諸家，承齊梁之遺響，固專尚五言，即盛唐之李（白）杜（甫）王（維）孟（浩然），所作亦何嘗非以五言爲富。昔賢言學詩宜先作五律，蓋進可爲七律，退可爲七絕，實爲的論。故學杜應先學其五律及五古，學李則五古、五律五絕三體俱妙。王孟名遜於李杜，而論年輩則孟最先，王與李同年，而成名先於李。王孟五言，律絕兼擅，上承沈宋，而與李杜齊驅，且自然高妙，尤便於初學揣摩。故本課程，將先介紹初唐五言及王孟五言，溯本探源，明其概要，以次再及其他。

260. 中國古典文學之欣賞及習作
(Chinese Classics: Appreciation & Essay Writing)

主 講 人：袁效良先生（香港電台教育文化節目主講人）。

講授語言：粵語。

地 點：香港大會堂八樓南會議室。

時 間：一九七七年十月十日起每星期一下午八時至九時。
（共十講）。

學 費：三十五元。

文無所謂古今也，得其當而已，今人對中國古典文學名篇，首應經過欣賞與理解，進而研究取材之方法，末則參考其精警文辭，而作適當之運用，寫成一篇淺易之文言文。

古典文學深具中國語文之價值。本課程以深入淺出之方法解釋原文，說出其精要之所在，並摘錄辭章，作爲寫作之舉例，此習作之意義也。

現代文學以語體文爲主，惟寫作語體文則應以文言文爲範本，若能精讀古文名篇，獲得良好之寫作基礎，既可寫作流暢之語體文，亦可寫成一篇淺易之文言文。此誠一舉兩得之法。

261. 中西戲劇：形式與內容的比較 (Comparison between Chinese and Western Drama)

主講人：袁立勳碩士（市政局職業話劇團助理經理）。

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。（永安大廈八樓）。

時間：一九七七年十月十七日起每星期一下午七時二十分至八時二十分。（共十講）。

學費：四十五元

對參與話劇工作與話劇愛好者來說，認識一下中國戲劇發展史，西方戲劇發展史，比較一下二者在形式、內容方面的不同特點，對吸收、融和及創新都會有很大的幫助。

本課程將由戲劇的意義：「為人生而藝術？」「為藝術而藝術？」談起。相繼分析中國戲劇的傳統，西方各類型戲劇（悲劇、喜劇、寫實劇等）與史坦尼斯拉夫斯基的「體驗」演劇藝術對中國的影響，各種舞台形式——畫框式舞台、開放式舞台、圓形舞台、環境劇場的運用，及西方人（如布萊克特等）怎樣演出和吸收中國戲劇，最後研究到中國戲劇的改革問題（「以紅燈記」、「白毛女」為例），及如何結合詩歌、音樂、舞蹈、默劇、幻燈效果來加強話劇的藝術感染力。

整個課程一面介紹、討論，一面實驗、排演，並輔以幻燈片、圖片、唱片、錄音帶，介紹中西戲劇的演出，適合戲劇工作者、教師及大專學生的進修。

PHILOSOPHY

262. 佛家哲學（三） (Buddhist Philosophy)

主講人：羅時憲先生。

講授語言：粵語。

地點：香港大學校外課程部市區中心。（永安大廈八樓）。

時間：一九七七年十月十九日起每星期三下午五時四十五分至七時十五分。（共十二講）。計十八小時。

學費：五十五元。

佛家思想影響中國及整個亞洲之文化至大，本部上兩年連辦三次此類課程，今期再以另一方式，闡釋每家思想之內容。

討論內容包括：（1）小乘佛學要義（以世親論師之俱舍論為依據）。（2）大乘空宗要義（以龍樹論師之中觀論為依據）。（3）大乘有宗要義（以唐玄奘三藏之成唯識論為依據）。（4）天台宗要義（以隋智者大師之法華玄義等為依據）。（5）華嚴宗要義（以唐澄觀大師之華嚴疏鈔為依據）。（6）禪宗要義（以唐惠能六祖之法寶壇經為依據）。（7）密宗要義（以西藏克主大師之密宗道次第論為依據）。（8）淨土宗要義（以唐窺基大師之西方要訣等為依據）。（9）佛家要籍介紹。

凡未選修第一二輯者，亦可參加。

263. 中國哲學名著選讀（二）
(Selected Readings in Chinese Thought)

主 講 人：鄭炯堅碩士。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。（永安大廈八樓）。

時 間：一九七七年十月十九日起每星期三下午七時二十分至八時二十分。（共十二講）。

學 費：四十五元。

中國思想：精深博大及其對社會人生之實效價值，早已引起全球學者所重視。本講座曾連續辦兩年此類課程，今期再另以一新方式及內容講述。

本課程精選由先秦，兩漢，魏晉南北朝，隋唐到宋明及現代各階段中，且有代表性，啟發性，實用性及趣味性之中國思想名著，尤其是儒，道，墨，名，法，陰陽……玄學，理學，佛學，道教等，作一客觀介紹與分析，及現代觀點之批判與評論；並通過作品，對中國傳統思想所特重之心，性，天，命，道，理，欲，氣等觀念，擇其精要加以闡釋，並藉此指出中國人之宇宙觀及人生觀之真相。

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，初學可懂。

凡未選修第一輯者，亦可參加，內容每期更新。

264. 西洋哲學與中國
(Western Philosophy and China)

主 講 人：鄭炯堅碩士。

講授語言：粵語。

地 點：香港大會堂八樓南會議室。

時 間：一九七七年十月十日起每星期一下午七時至八時。
（共十講）。

學 費：四十元。

哲學一向被譽為「群學之首」，「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：

- (1) 哲學之意義價值，神話藝術之哲理，中西美學。
- (2) 中西哲學特質比較，中西哲人論「人」。
- (3) 泰利士（首位哲人）到蘇格拉底，柏拉圖，亞里士多德。
- (4) 中古及近代哲人，康德，謝林，菲希特，黑格爾。
- (5) 叔本華，尼采，存在主義。
- (6) 理性，經驗，唯物，唯心，實證，功利，進化，實用主義等。
- (7) 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。

CHINESE ART & CULTURE

The following courses are presented in association with the Fung Ping Shan Museum, University of Hong Kong.

265. 中國陶藝欣賞與製作(三) (Chinese Ceramics)

主 講 人：何秉聰先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。(永安大廈八樓)。

時 間：一九七七年十月廿八日起每星期五下午五時四十五分至六時四十五分。(共十二講)。

學 費：五十元。

古今中國陶瓷製品各窑各代皆有特點。本課程將側重於宜興、建州、德化、石灣諸名窑製品之介紹及仿製方法；以圖片、幻燈片、實物為示範，並及一般陶藝製品塑造、素燒、釉燒、加彩等製作過程之解說及實習。

未選修第一二輯者，亦可參加。

266. 中國陶藝專題講座 (Chinese Ceramics)

主 講 人：何秉聰先生及其他陶藝專家。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。(永安大廈八樓)。

時 間：一九七七年十一月十一日起每月一專題演講；共十次左右，時間為星期五下午八時半至十時。

學 費：四十五元。

陶藝在中國有數千年歷史，自有其特色與世界地位，陶藝在香港，亦備受重視，本講座的目的，除了聘請專家，講授有關陶藝的專門智識與品評的方法外，並鼓勵聽講者意見的交換，俾陶藝的欣賞，在香港成爲一種風氣。

267. 中國木版畫欣賞與實習
(Chinese Woodblock Prints: Appreciation & Practice)

主 講 人：梁巨廷先生。

講授語言：粵語。

地 點：香港大學馮平山博物館。

時 間：一九七七年十月八日起每星期六下午二時半至四時半。
(共十二講，計二十四小時)。

學 費：一百一十五元。

名 額：二十八人。

在欣賞與創作的大前提下，介紹傳統木刻的發展過程，現代木刻家作品的欣賞，及版畫的製作示範。

講授內容包括木刻版畫的基本原理，藉寫生以達到對木刻特性的深切認識與木刻創作上的靈活運用；陽刻與陰刻所產生的變化，刀法的運用，與印法的過程，使學員能於短期內自己製作版畫。

學員須自備材料。

268. 中西美術導編
(Introduction to Chinese and Western Art)

主 講 人：郭樵亮先生、陳炳添先生、王無邪先生、韓志勳先生。

講授語言：粵語。

地 點：香港大學校本部 167 室。

時 間：一九七七年十月七日起每星期五下午六時至七時半。
(共八講)。

學 費：四十五元。

就素描、雕刻、繪畫與版畫四方面，提供中西美術的基本認識，並分別介紹每方面的發展、特點、欣賞品評尺度與中西美術的異同。講授時並特別注重代表性的作品，與各種範例。

269. Chinese Ink Painting: Tradition and Development (I). Wucius C. K. Wong, M.F.A. (Maryland). Saturdays, 10.00 a.m.-12 noon, starting October 8, 1977. Fung Ping Shan Museum, University of Hong Kong. 12 meetings. Fee: \$125

The basic concepts of Chinese ink painting, its historical development, as well as brush and ink technique will be introduced. The emphasis will be on creative expression through the studies of the work of ancient masters, observation of nature and individual exploration.

Participants are expected to do exercises and experiment after lecture hours. Chinese ink and some paper will be provided by the Museum, but students should obtain their own materials and tools, as well as reference books. These will be discussed at the first class meeting.

Enrolment is limited to 20 and priority will be given to those with some training in art.

LOCAL HISTORY

270. The Profile of old Hong Kong: 1841-1941. Carl T. Smith, B.A. (De Pauw), M.Div. (Union Theological Seminary). *Thursdays, 6.00-7.30 p.m., starting October 20, 1977. Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$65**

This will be a survey course presenting the major internal developments from which emerged modern Hong Kong. To understand the forces operating in Hong Kong today one needs to know the factors in Hong Kong's history which produced them.

Beginning with the settlement of Hong Kong as an urban centre with distinct European and Chinese business and residential areas, consideration will be given to the development of business and finance within the Chinese community, the commercial activities of foreign firms and the establishment of industry; the social structure of the Chinese community and ethnic grouping of the foreign population; the Hong Kong countryside and the development of Kowloon as an urban centre; the function of such institutions as temples, schools, churches and clubs; the history of social problems including crime, triads, prostitution, gambling, coolie trade, drugs; structures developed by the Chinese community and by Government to bridge the gap between a Colonial administrator and the general population; and Hong Kong in its relation to the Government of China and to overseas Chinese communities.

271. Understanding Chinese Customs and Traditions. Mrs Nana Tsao, B.A., Dip. Ed. (HK). *Wednesdays, 3.00-4.30 p.m., starting October 19, 1977. Extra-Mural Town Centre, Wing On Centre, 8/F. 10 meetings.* **Fee: \$65**

This series of lectures is designed for those who wish to learn something of Chinese life and culture, with special reference to Hong Kong. Topics include historical background to understanding Chinese Customs and Traditions; Chinese family and kinship organization; religion; marriage and burial customs; and the festivals celebrated in Hong Kong. The lectures will be illustrated with slides and films.

CERTIFICATE COURSES

272. 法律與公事文件翻譯文憑班 (Certificate Course in Legal and Documentary Translation)

主 講 人：鍾星伍女士。B.A., (H.K.), M.A., Dip.Gen.Ling(Manc.),
香港大學英文系講師。
徐士文博士。Ph.D.,(Cantab.),F.I.L., 香港大學語文研習
所中文組主任。
高漢釗先生。B.A.,(H.K.), 香港執業律師。
陳善祥先生（前任香港政府高等法院翻譯主任）。

講授語言：粵語為主。

地 點：香港大學校本部 217 室。

時 間：一九七七年十月二十日起每星期一及星期四下午六時十五
分至七時四十五分。（共五十五講）。

學 費：三百五十元。

名 額：三十二人。

課程要旨：由於中文的取得和英文同等的法律地位，香港社會對於翻
譯工作的重要應有進一步的認識，而翻譯人材的供不應
求，也是不可否認的事實，故本課程的開設，純粹為提供
實際的專業訓練。以配合各種政府部門及私人的工商業與
法律機構翻譯與行政上的需要。

課程內容：（一）翻譯的原理：包括翻譯的基本理論；漢英語法的比
較；翻譯的標準；翻譯的原則；漢語拼音。

（二）法律文件的翻譯：包括香港法律的概要與特徵；法
律文件翻譯與其他文件翻譯之異同；閱讀一般法律文件的
方法；一般法律文件名詞的翻譯（包括民事與刑事法律各
種名詞的翻譯）；現代及傳統中國法律名詞翻譯的異同；
法律文件與名詞翻譯的實習（包括各種契約、規條、陳
辭、案件等等）。

（三）公事文件的翻譯：包括公事文件翻譯的技巧；會議
程序及會議紀錄，議案等的翻譯；商業信札的翻譯；銀行
文件的翻譯；一般演說詞的翻譯；啓事、柬帖、通告、便
條及其他報告等的翻譯。

入學手續及結業考試：截止報名日期為十月一日，申
請人須至少具下列任何一項資格：

（甲）持有認可大學學位，或具有相等之程度。

（乙）大學入學試合格；而其中之中英文二科須具有良好成績。

（丙）中英文具有相當修養，而曾在政府部門或其他大機構從事
高水平之翻譯工作。

申請者須於申請表格內附學歷及工作經驗之證件副本及詳
情。函內另附回郵信封，及二吋半身近照二張。凡由原服
務機構推薦者將獲優先考慮機會。

結業文憑：課程結束時，學員於考試合格後，始可領取本部頒發之文
憑，而文憑之頒發，又須符合下列二項條件：（一）上課
次數超過四份之三，及（二）完成所有課程中的作業。

73. 實用中文文憑班 (Certificate Course in Practical Chinese)

主 講 人：陳耀南碩士（香港大學中文系講師）。
李壽康博士（前西南聯大中國文學教授）。
梁伯鉅碩士（前任香港政府文牘專員）。

講授語言：粵語。

地 點：香港大學校本部 217 室。

時 間：一九七七年十月十八日起每星期二下午六時十五分至八時三十分。（共四十二講，計九十五小時）。

學 費：三百二十元。

課程主旨：本課程之重要目的，為配合中文取得與英文同等法律地位以後當前香港社會之實際需要，其內容主要為說明各種應用文之一般原理，並以指陳體要，廣舉範例之形式介紹各種公文信件之寫作方法。

課程內容：（一）應用文體裁與習作：包括應用文之體式、流變及寫作理論、公私函件、商業信札、會議文件、便條、規章、契據、啓事、報告、佈告、通告、題詞、對聯、演說辭、廣告等應用文體之介紹與習作，力避陳腐，以切時用。並有堂上習作及古文應用文選讀、六朝書禮研究。

（二）漢語邏輯學常識。

（三）文字學與修辭學。

（四）政府公文。

入學資格：申請入學者至少應具備下列任何一項資格：

（一）持有大學畢業證書，或具相等於大學畢業之程度。

（二）大學入學試合格，合格科目包括高級程度中文。

（三）對中文有相當修養，或在中文寫作方面有實際經驗。

報名手續：報名者應於申請表格內附本學歷及工作經驗之許情，二吋半身近照二張，與有關證件副本，另附回郵信封，本部得斟酌情況要求個別申請者參加甄別試驗。截止報名日期為十月一日。凡由各機關保送前來就讀者，得獲優先考慮。

結業文憑：課程結束後，學員若能符合下列三項條件，則可領得本部頒發之文憑：

（一）畢業考試合格。

（二）上課次數超過四份之三。

（三）完成所有課程中的作業。

See also :

- 71. 基本書道 (第 20 頁)
- 72. 水墨畫 (第 21 頁)
- 73. 基本畫道 (第 21 頁)
- 74. 素描 (第 22 頁)
- 102. **The Economy of China.** (Page 32)
- 190. **China and the West: Western Advisers in China.** (Page 74)
- 192. 中國歷代治亂因果及政制得失 (第 75 頁)
- 222. 中國古代音樂 (第 93 頁)
- 286. **China and Southeast Asia: Political & Strategic Changes.**
(Page 120)
- 287. **China and Russia: Ideological Problems and foreign policy.**
(Page 120)
- 288. 從文革到四人幫：中共最近的黨爭 (第 121 頁)
- 303. **Social Policy and Social Services in Ghina To-day.** (Page 128)

Philosophy & Psychology

Staff Tutor : Miss N. P. Lee, Telephone 5-468161 Ext. 308

274. 哲學概論 (Introduction to Philosophy)

主 講 人：譚家哲先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。

時 間：一九七七年十月二十日起每星期四下午六時至七時三十分。（共十二講）。

學 費：七十五元。

哲學常被認為是抽象或玄妙的一門學問，但事實上它並非與其他學科和我們的思想及生活脫節。本課程旨在使學員藉透過對哲學問題及其處理方法，得以對哲學的內容和價值作一較為正確及進一步之了解。

講述內容主要分為三部份：

一、理論哲學——包括一般形上學及知識論之問題和理論。

二、實踐哲學——包括一般價值問題，如道德、法律、美學及宗教哲學等。

三、哲學之批判——探討當世一些反哲學傳統之理論。

275. 邏輯學入門 (Introductory Logic)

主 講 人：黃展驥先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。（永安大廈八樓）。

時 間：一九七七年十月二十八日起每星期五下午七時四十五分至九時十五分。（共十講）。

學 費：六十五元。

本課程以初學者為對象，從趣味的謎題入手，介紹現代邏輯的基本知識及技術，培養學員縝密嚴謹的思考習慣，以便於解決日常及一般性的思想問題。學員毋需先修傳統邏輯或數學；適合一般高中及大專程度學員。內容包括：趣味的謎題；漢語中的邏輯連詞；以邏輯符號代替文字；「真」、「假」與「對」、「錯」；真值表的方法；演繹方法；打孔卡方法。

276. 思想的方法
(The Art of Thinking)

主 講 人：黃展驥先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。（永安大廈八樓）。

時 間：一九七七年十月二十八日起每星期五下午六時至七時三十分。（共十講）。

學 費：六十五元。

本課程目的在培養批判的思考能力，題材深入淺出，大多採自日常生活，報章和雜誌，務求學理切合實際，使學員因此增強分析及推理能力，判別是非真偽，達於正確思想，適合高中及大專程度之人士。內容包括：

- | | |
|------------------|--------------------|
| (1) 避重就輕與片面之理。 | (6) 一詞多義語法歧異的謬誤。 |
| (2) 不當排斥。 | (7) 混合的謬誤。 |
| (3) 極端思考方式。 | (8) 訴諸無知的謬誤。 |
| (4) 擴大論點與縮小論點。 | (9) 訴諸中庸的謬誤。 |
| (5) 概念混淆。 | |

277. Introduction to Buddhism. Ven. Yuan Chung, B.A. (H.K.), M.A. (Guelph), Monk, Tung Lum Monastery. *Fridays, 6.15-7.45 p.m., starting September 30, 1977. Room 121, University Main Building. 10 meetings.*

Fee: \$70

Buddhism teaches that Perfect Wisdom arises not from any form of "Clinging" but from a total liberation from all attachments. This course is thus particularly relevant to modern man who has forgotten the knowledge of how to search for himself in his haste to make himself comfortable in this world.

The concepts and practical aspects of Buddhism will be examined, with particular attention being paid to: Doctrine of Action (Karma); the Four Noble Truths; Doctrine of No-soul (Anatta); important Mahayana concepts; characteristics of Chinese Buddhism and the different schools; Tibetan Buddhism (Tantrayana); meditation and self cultivation.

278. Freud Today. Miss Margaret Ng, M.A. (H.K.), Ph.D. (Boston). *Thursdays, 6.00-7.30 p.m., starting October 6, 1977. Room 230, Knowles Building, University of Hong Kong. 12 meetings.*

Fee: \$80

Can Sigmund Freud, whose theories about dreams, man's unconscious life, sexuality, aggression, religion and civilization shocked the Western World in the early 20th Century, tell us anything today? Surprising as it may be to some, the answer is yes. This course deals systematically but in a simple language with some of the most important and basic ideas of Freud, especially those which have to do with his social philosophy, explores their influence on contemporary social thought, and evaluates how far they are relevant to our society today.

279. The Psychology of Human Consciousness. G. S. Goodman. Ph.D. (Calif). *Wednesdays, 6.15-7.45 p.m., starting October 5, 1977. Room 167, University Main Building. 10 meetings.* **Fee: \$70**

The disposition of a person's mind varies greatly from hour to hour and day to day. These varying dispositions of the mind are formally termed 'states of consciousness'. Most familiar of these are walking, sleeping, phantasy and imagination, dreaming.

Other special states of consciousness include deep relaxation intense concentration, and emotional tranquility. The values and difficulties of various states of consciousness will be examined.

280. Psychology and the Cinema. G. H. Blowers. B.Sc. (Sheff.), M.Phil. (Sussex). Ph.D. (H K.). Lecturer in Psychology. University of Hong Kong. *Lectures on Tuesdays, 6.15-7.45 p.m., starting September 27, 1977, Room 847, Knowles Building, University of Hong Kong; film shows on Fridays, 7.00-9.00 p.m., starting September 30, 1977, Lecture Hall, 8th Floor, City Hall.* **Fee: \$200**

This course will consist of a series of nine lectures and eight film screenings which will attempt to illustrate the ways in which the Cinema portrays the *psychological relationships of individuals to their societies*. The films chosen are from the American and European Cinema of the late '60s and early '70s: they have been shown commercially in Hong Kong but will be looked at from a "fresh" viewpoint. Various perspectives of Society's view of the individual's behaviour will be examined during the lecture periods, part of which will be given over to discussion. The course will also focus on the extent to which the study of film can be achieved through Psychology and the study of Psychology through film. No specialized knowledge of either film aesthetics or psychology is required, but familiarity with these subjects would prove useful. Background material to the films and relevant issues will be discussed in the lecture that precedes each film. The first part of each lecture that follows each film will provide students with an opportunity to air their views on the films screened. A provisional list of the films to be shown will be provided on request.

281. Child Development. Farideh Salili, Ph.D. (Ill.), *Wednesdays, 6.15-7.45 p.m., starting October 12, 1977. Room 722, Knowles Building, University of Hong Kong. 12 meetings.* **Fee: \$80**

The course is designed to highlight aspects of human development. In the first half of the course various theories of human development will be presented; in the second half, development of the first six years of life and related problems will be discussed. Findings from recent research will be used for illustration and participants are encouraged to bring in cases for discussion.

282. An Introduction to School Counselling & Guidance. *Saturdays 9 30 a.m.-12.30 p.m., (and two 2-day workshop), starting September 17 1977. Student Counselling Unit, Pao Siu Loong Health Centre, Main Campus, University of Hong Kong. 17 meetings.* **Fee: \$450**

Tutors:

N. W. Briers, Senior Student Counsellor, University of Hong Kong.

Timothy T. M. Leung, Counselling Psychologist

P. M. Whyte, Dean of Students, University of Hong Kong.

Ada Wong (Miss), Student Counsellor, University of Hong Kong.

Young people today find themselves growing up in a very restless and turbulent age, and are often perplexed by the rapid changes in our society. They also need help in understanding themselves better, in making wise decisions and in planning for their own future. When approached by his students, very often the classroom teacher finds that he lacks the professional training of the counsellor to help his students in any effective or meaningful way. This course is an attempt to provide an insight into the work of counselling for school teachers through workshops and lectures as well as by practical sessions. It aims at introducing elementary principles and techniques of counselling, which will help teachers to become more effective in their contact with students. Major topics include the content, the purpose, and the process of counselling.

There will be a series of lectures, discussion and practical sessions on 15 Saturday mornings; to facilitate maximum assimilation and consolidation of course content, two 2-day workshops are scheduled to be held at the beginning and towards the end of the course respectively. Participation in the 2 workshops is a must for everyone attending the course, the design of which is for full integration of theory and practice.

More information and special application form for this course is available upon request.

Enrolment will be limited to 25.

**283. 心理學基本原理
(Basic Principles in Psychology)**

主 講 人：雷偉彬先生。

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。（永安大廈八樓）。

時 間：一九七七年十月二十日起每星期四下午七時四十五分至九時十五分。（共十二講）。

學 費：七十五元。

在過去數十年來，心理學的研究和理論並一般人對它的興趣都不斷的增加，為着叫學員對這科有握要的認識，本課程將對下列各課題作深入淺出的介紹：

- （一）心理學的基本概念，學派，及其研究方法。
- （二）心理的發展，智能之性質、理論及其測量方法。
- （三）性格成長，人類動機，及心理健康。
- （四）社會行為及小組動力。

284. 了解青少年 (Understanding Adolescence)

主 講 人：蘇華福女士。

講授語言：粵語（輔以英語）。

地 點：香港大學校外課程部市區中心。（永安大廈八樓）。

時 間：一九七七年十月十八日起每星期二下午七時四十五分至九時十五分。（共十講）。

學 費：六十五元。

青少年時期乃是成長階段之一，若能對這個時期的身心發展加以認識，便能對引導青少年去適應，去建立健全的人生觀，及迎接一般成年所面臨的挑戰有所幫助。

課程內容包括：青少年的心理；他們與家庭、學校、朋友等的關係；情緒；智力發展；對自己的觀感；對社會的態度；對異性的興趣；及如何向他們施行性教育等。

歡迎學員提出實例加以研討。

285. 學習心理學 (Psychology Learning)

主 講 人：楊錦棠先生。

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。（永安大廈八樓）。

時 間：一九七七年十月十七日起每星期一下午六時至七時卅分。（共十二講）。

學 費：七十五元。

學習是日常生活中的一部份，也是不少人關注到的。這課程將闡述有關學習的心理學學說，介紹各種學習的技巧，讓學員能對這門研究作有系統的探討。

課程內容包括簡單地剖析和評論下列四種學習學說：古典式交替學習，工具式交替學習，多重反應的學習，及領會學習。此外亦會討論近代心理學家對學習的研究成果，進而分析增強作用、記憶與遺忘、知覺、個體發展、動機、社會因素、和神經系統等與學習的關係。同時亦介紹學習遷移理論和種類，及運動技巧的學習等。

See also:

124. **Psychology and the Manager.** (Page 41)

125. **Organizational Behaviour Workshop.** (Page 41)

179. **Some Aspects of Existentialism in European Literature.**
(Page 68)

262. 佛家哲學 (第 107 頁)

264. 西洋哲學與中國 (第 108 頁)

Political Science

Staff Tutor : O. H. H. Wong, Telephone 5-468161 Ext. 309

The following two courses are designed as a part of a series which will focus on China's relationships with the rest of the world. They will be followed in the Spring of 1978 by other courses dealing with China's relations with Japan, the United States, and the West.

286. China and Southeast Asia: Political and Strategic Changes. Brian C. Shaw, B.A. (Wellington), Ph.D. (ANU), Lecturer in Political Science, University of Hong Kong and member of the International Institute for Strategic Studies (London). *Tuesdays, 6.30-8.00 p.m., starting September 27, 1977. Room 103, University Main Building. 6 meetings.*

Fee: \$45

The continuing communist insurgencies in Thailand and Malaysia, as well as in the Philippines, contrast markedly with the greatly improved formal relations between the People's Republic of China and the states of insular and continental southeast Asia respectively since the early 1970's. At the same time, the post-Mao leadership of China is adopting a style of foreign and internal policies that appears to be substantially different from that of the 1960's. The Association of Southeast Asian Nations (ASEAN) has received encouragement from China, while Vietnam has the capability to be the centre of an alternative alliance of states in Southeast Asia. The implications of these and related developments involving China in its relations with Southeast Asia will be sketched, and discussion will centre upon the prospects for the 1980's of political change in the region.

287. China and Russia: Ideological problems and foreign policy. Mrs. Viviane Wohl, Licence in Political Science & Diplomacy (Bruxelles), M.A. (Harvard). *Tuesdays, 6.15-7.45 p.m., starting November 8, 1977. Room 103, University Main Building. 10 meetings.*

Fee: \$70

The Sino-Soviet dispute is a central feature of contemporary world politics. This course will discuss the origins of the conflict and will focus not only on the specific events leading to it but also on the present and future role of ideology in Sino-Soviet relations and its impact on the foreign policies of the two countries.

Topics of discussion will include the Soviet position in the Chinese Nationalist-Communist struggle up to 1949; the period of apparent harmony; the Twentieth congress and its aftermath; border disputes—the territorial imperative; China's influence in Eastern European politics; competition in the Third World; and Chinese and Soviet perceptions and uses of detente.

從文革到「四人幫」：中共近年來的黨爭
(From the Cultural Revolution to the 'Gang of Four')

主 講 人：金思愷先生（香港大學亞洲研究中心高級研究員）。

講授語言：國語。

地 點：香港大學校外課程部市區中心。（永安大廈八樓）。

時 間：一九七七年十月廿八日起每星期五下午六時十五分至七時四十五分。（共十講）。

學 費：六十五元。

自一九六六年文化大革命以來，聳人聽聞的中國共產黨內部鬥爭，包了對劉少奇，林彪，鄧小平以及最近的「四人幫」，究竟爲着什麼？之，且有毛澤東、周恩來等的重要領導人逝世，不能不重大影响中國共產黨團結核心，也可能鬆弛其統治基礎。講者不僅從路線權力，路線兩方面分意種黨內鬥爭，而且結合起當前實際情況討論其未來的趨向。

Science

Staff Tutor : D. R. Kemp, *Telephone* 5-468161 *Ext.* 551

Certificate Course in Digital Computer Programming.

289. *Mondays and Thursdays, 6.15-7.15 p.m., 7.30-8.30 p.m., starting September 19, 1977. Room 725, Knowles Building, University of Hong Kong.*
Fee: \$550 (including examination fee)

290. *Tuesdays and Fridays, 6.15-7.15 p.m., 7.30-8.30 p.m., starting September 20, 1977. Room 725, Knowles Building, University of Hong Kong.*
Fee: \$550 (including examination fee)

Tutors : C. L. Chow, B.Sc. (Eng.), D.I.C., Ph.D. (Lond.), Senior Lecturer in Mechanical Engineering, University of Hong Kong.

S. W. Ho, B.Sc. (Special), M.Phil. (H.K.), M.Sc. (Lond.), Lecturer, Computer Centre, University of Hong Kong.

C. W. Woo, M.Sc., Ph.D. (Aston). C.Eng., M.I.Mech.E., Lecturer in Mechanical Engineering, University of Hong Kong.

291. *Mondays and Thursdays, 6.15-7.15 p.m., 7.30-8.30 p.m., starting September 19, 1977. Room 150, Main Building, University of Hong Kong.*
Fee: \$550 (including examination fee)

Tutor : Chen, B.Sc. (Physics), M.Phil. (H.K.), M.Sc. (Computer Science), D.I.C. (Lond.), L.B.C.S., M.A.C.M., Assistant Lecturer, Computer Centre, University of Hong Kong.

No. of Meetings : 65, twice weekly. Each period will consist of two hours.

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, or equivalent.

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

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

Syllabus

1. *Introduction* : Computer concepts & hardware; number & character system; problem definition & description; computer language development.
2. *Fortran-IV* : elements of language; arithmetic control, input/output & allocation; subscription & flow-charts; subroutines & flowcharts; compatibility; overwriting; efficiency; examples.
3. *Cobol* : elements of Cobol; procedure, data, environment and identification divisions; concept of programme suite; typical commercial system using Cobol, case study 1; advanced technique in Cobol programming: programming with direct access files; case study 2.
4. *More Advanced Studies* : basic arithmetic & decision operations; symbolic coding & programme; assembly & execution; address modification & index register; direct & indirect addressing; sub-routines.
5. *Projects* : the organization, writing & running of projects on digital computers form an integral part of the course.

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

Closing date for applications : September 12, 1977.

Applicants must enclose photostat copies of appropriate certificates along with their application forms.

Basic Principles of Computer Systems.

292. *Thursdays, 6.00-7.00 p.m., 7.15-8.15 p.m., starting September 29, 1977. Room 11, Central Market (top floor). 12 meetings. Fee: \$100*

293. *Fridays, 6.00-7.00 p.m., 7.15-8.15 p.m., starting September 30, 1977. Room 27, Central Market (top floor). 12 meetings. Fee: \$100*

Tutor : P. P. Melwani, B.Sc. (Eng.) (H.K.).

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

The syllabus will include: number systems and elementary arithmetic procedures; data processing organisation chart; the nature of data processing systems; input; storage; processing; control; output; input/output units; storage units; central processing and control; methods of processing, batch processing; random access; real time.

294. A Modern Approach to Protein Chemistry. Alexander Chan, B.Sc., M.Phil. (Chinese University of Hong Kong). *Fridays, 7.15-8.45 p.m., starting October 14, 1977. Extra-Mural Town Centre, Room 23, Wing On Centre, 8th floor. 10 meetings.* **Fee: \$100**

This course is designed primarily for science teachers and laboratory technicians who have little or no experience in the field of protein chemistry. However, it is also intended to be of interest to others provided they have some general knowledge of basic chemistry. The following topics will be discussed: structure and purification of proteins; chemical synthesis and biosynthesis of proteins; types, kinetics and regulation of enzyme controlled reactions; function and regulation of some protein hormones; immunology.

295. Electronics for Teachers. M. K. Summers, B.Sc. (Birmingham), M.Sc. (Bristol), Cert.Ed. (Oxon), Lecturer in Education (Physics), University of Hong Kong. *Fridays, 6.00-8.00 p.m., starting September 30, 1977. Room 113, University Main Building. 10 meetings.* **Fee: \$220**

This course will provide an introduction to practical electronics for secondary school physics teachers of forms four, five and six. There will be a strong emphasis on construction techniques, and each participant will build and test electronic equipment for direct use in classroom teaching. The course fee includes materials and components worth approximately \$100. Completed equipment may be taken home.

Please note that this course is specifically intended for teachers with little or no previous experience of this kind of work. Practising electronics enthusiasts are not encouraged to apply.

Closing date for applications: September 23, 1977.

Fee Refund: *Teachers of Physics in Fourth, Fifth and Sixth Forms may apply for a fee refund of \$100 from the Director of Education as soon as they receive a letter of acceptance from the Department of Extra-Mural Studies. This applies to all teachers whether in Government, aided or private schools.*

296. What is Life? D. R. Kemp, B.Sc., M.Sc., Ph.D., Dip. Microbiol. (Lond.), M.I. Biol., Staff Tutor in Science, University of Hong Kong. *Tuesdays, 6.00-7.15 p.m., starting September 27, 1977. Room 11, Central Market (top floor). 10 meetings.* **Fee: \$80**

In recent years biologists have come very close to a detailed understanding of the mechanism of life. The new knowledge has revealed the underlying biochemical unity that exists between apparently widely different organisms, and viruses, bacteria, plants and animals, including man, are all found to be made up of the same fundamental molecules and use the same mechanisms in their living processes. It is now possible to give an answer to the question, What is life?

This course attempts to do this, and acquaints the interested layman who has only the background of school science, with the structure of living cells and their constituents. The importance of proteins and enzymes and how they are built up, DNA and the structure of the gene, aspects of cellular control and energy stores will all be dealt with in a fairly simple way. It is hoped that this course will be of interest to those people who would have liked to have taken their studies of life science further but for various reasons lacked the opportunity.

297. The Bird in the Bush: an Ecological approach to Birdwatching. Michael A. Webster, M.A., M.B.O.U., Hon. Research Fellow in Zoology, University of Hong Kong, Chairman of the Hong Kong Bird Watching Society. *Fridays, 6.00-7.00 p.m., starting October 14, 1977. Extra-Mural Town Centre, Room 23, Wing On Centre, 8th floor. 10 meetings.* **Fee: \$60**

The immense variety of bird life (over 350 species) recorded from Hong Kong makes the study of birds an effective way of observing the effect of different habitat types on the development and way of life of various species. Bird identification techniques will be combined with a discussion of the ecology of birds, and their place in the natural order of things. Some time will be given to showing how birds are adapted to their environment and several habitats will be considered.

There will be two field trips to different habitats, but the cost of these is not included in the course fee.

298. Basic Animal Physiology. D. K. O. Chan, M.Sc. (H.K.), Ph.D. (Sheff.), S. T. H. Chan, B.Sc. (Special), Ph.D. (H.K.), Readers in Zoology, University of Hong Kong. *Wednesdays, 6.00–8.00 p.m., starting October 5, 1977, Northcote Science Building, Department of Zoology, Lecture Room 302, University of Hong Kong. 12 meetings.* **Fee: \$120**

The basic principles of animal physiology will be discussed with particular reference to modern developments in the subject. Topics to be covered include: animal nutrition, respiratory and cardiovascular function, temperature adaptation, osmoregulation, growth, maturation and reproductive physiology. The course is intended for local biology teachers and laboratory technicians who wish to up-date their knowledge in this rapidly expanding field of Biology.

Each session will consist of a lecture with demonstrations as appropriate.

299. 天文攝影術要訣
(An Introduction to Astronomical Photography)

主 講 人：廖慶齊先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。

時 間：一九七七年十月十四日起每星期五下午七時四十五分至十時。

學 費：八十五元。

本課程共十二講，以介紹天文愛好者如何利用攝影術進行觀測及記錄星空現象為目的，課程實用而極饒興趣，內容包括：

攝影術與天文學之關係。

拍攝天文照片所需之攝影機，望遠鏡及其他設備。

感光片，濾光器及沖洗藥物之選擇。

星座，太陽，月球，行星，彗星，變星，星團，星雲及銀河等攝影方法。

天文底片之分類，整理與分析。

除上述十二講外，另有天文攝影實習，次數，日期及時間，將視天氣情況而定。

See also :

148. Introduction to Corrosion. (Page 56)

Health Science

Staff Tutor : Mrs. Priscilla Tso, *Telephone* 5-468161 *Ext.* 303

300. 日常營養學 (Nutrition in Everyday Life)

主 講 人：譚碧玉女士。

講授語言：粵語

地 點：香港大學校外課程部市區中心。（永安大廈八樓）。

時 間：一九七七年十月十七日起每星期一下午六時至七時卅分。
（共十六講）。

學 費：八十五元。

本課程旨在介紹一般基本營養學知識，以應用於日常飲食生活，內容包括營養學之意義；食物之主要成份，脂肪蛋白質，維他命及礦物質對人體之功用；嬰兒、兒童、成人、孕婦及老年人所需要之營養；餐膳之計劃，如何利用食物來應付普通的不適，如胃病、過重、糖尿病等；食物營養素之保存方法及烹製時所引起之影響；並通過集體討論，糾正一般人對補品及其他食物之偏嗜與誤解。

301. 學齡前兒童的健康 (Health of the Pre-School Child)

主 講 人：由香港兒科醫學會會員担任。

講授語言：。粵語。

地 點：香港大學校外課程部市區中心。（永安大廈八樓）。

時 間：一九七七年十月十四日起每星期五下午八時至九時卅分。
（共八講）。

學 費：五十元。

本課程旨在向家長及兒童教育、護理工作者，介紹有關二歲至五歲兒童的一般醫學衛生常識。內容包括兒童生理及心理衛生；兒童身心的發展過程；童年常見的意外及其預防；小兒常見疾病及一般的護理。

Social Work & Sociology

Staff Tutor : H. K. Wong, Telephone 5-468161 Ext. 602

302. Family Therapy. Peter M. Whyte, Dean of Students, University of Hong Kong. *Tuesdays, 6.00-8.00 p.m., starting October 4, 1977. Room 230, Knowles Building, University of Hong Kong. 10 meetings. Fee: \$100*

An intensive course for professionals working in a therapeutic context with problems which arise from, or influence, the family unit. Social workers in family service agencies, marriage counsellors, psychologists, psychiatrists and other medical practitioners may find the course of value.

It is intended to explore at depth approaches to individual, dyadic and family group therapy within the context of the disturbed family unit. Initially a theoretical framework for family relationships will be established, but the emphasis of the course will be heavily on techniques and case material.

303. Social Policy and Social Services in China Today. Suzanne Pepper, M.A., Ph.D. (Berkeley). *Tuesdays, 6.30-8.00 p.m., starting October 25, 1977. Extra-Mural Town Centre. 8 meetings. Fee: \$65*

The provision of social services became an integral part of the Chinese Communists' political programme during their early struggle for power, and remains so today. But in trying to build socialism for a nation that is still primarily agricultural, the Chinese must somehow find the means both to industrialise their economy and to provide social security for their people. Hence the importance of self-reliance and self-help at the local level in the Chinese system at the present stage.

Within this context, topics to be discussed will include health care, education, criminal rehabilitation, the status of women, income maintenance, social welfare and the care of the aged.

Each lecture will focus on three specific questions: achievements since 1949; the methods and programmes responsible for the achievements; problems experienced and future tasks. Guest speakers will be invited to participate where possible.

Enrolment is limited to 25.

**304. 以小組形式向青年推行家庭生活教育
(Group Work in Family Life Education for Youth)**

主 講 人：江任燕琮女士、張家興先生。

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。

時 間：一九七七年十月二十五日起每星期二及星期五上午十時至正午十二時（共十講）。

學 費：九十五元。

家庭生活教育乃一項培育工作，為近年來教育工作的新里程；旨在協助人完滿發展，幫助家庭成員之間建立良好關係，尤其是接納兩性的存在，進而建立健康之婚姻及家庭，成為社會負責任的公民。

家庭生活教育內容非常廣泛，本課程側重人際關係、自我認識、交友、戀愛等專題。

推行家庭生活教育課程之方法很多，本課程特以小組形式配合課程內容，以期深入研討。各專題均運用小組活動、討論、角色扮演等技巧，以輕鬆靈活之方法啟發參加者之實際感受，分享彼此之經驗，着重個人參予及主動策劃，以達到理論實踐並重，並使學員日後能適當地應用於實際工作中。

本課程專為全職的青年工作者而設，限收十五人。

**305. 在青年工作中推行小組輔導
(Group Counselling in Youth Work)**

主 講 人：理盧幼慈女士。

講授語言：粵語（輔以英語）。

地 點：香港大學校外課程部市區中心。

時 間：一九七七年十月十九日起逢星期三下午六時至八時。（共九講）。

學 費：九十五元。

本課程特別為具有青少年小組工作訓練之在職者而設，目的在加深工作員對小組輔導工作之認識及促使彼等能在不同境况下活用所學。

課程內容包括輔導之概念、小組動力之認識、人際傳意之理論及技巧、解決問題之方法、小組壓力之活用及一般實用之技巧。課程將以實驗性小組形式上課，使學員能在融洽氣氛下學習及體驗，從而深入了解輔導之功能，於實際工作中更有效地幫助工作對象解決疑難。

各學員之得益，將與其積極參予，開心見誠之態度及出席率有極大之關係。（限收二十四人）。

306. 發展性小組工作 (Developmental Group Work)

主 講 人：李安先生。

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。（永安大廈八樓）。

時 間：一九七七年十月十五日起每星期六上午九時三十分至十一時三十分。（共十講）。

學 費：一百二十元。

發展性小組工作着重協助人際關係之建立、生長與發展。其目的在提供適當之機會給予每一小組之組員，在融洽、安穩及互助之氣氛下，嘗試新的社交方法，並實習扮演新的人生角色。

本課程特別為具有基本青少年小組工作訓練而正在服務於各類型青少年機構之工作人員而設，例如社會工作者及教師等。全部課程共分十節，將以實驗性學習小組形式上課；而該學習小組將是一個小型實驗，各學員將視自己為整個實驗的一部份。藉此各學員得以親身體驗小組之歷程，並能現身說法，從而更深入自我了解，重新探測及研究人際關係。

課程範圍將包括下列各項：（一）互相認識及互信。（二）緊張情緒之鬆弛及自我之描述。（三）內省。（四）生活圈。（五）友誼研究。（六）心聲之溝通。（七）個人在小組之角色。（八）領袖才能。（九）社會性的戲劇。（十）自我檢討。

為使各學員盡量得益，特採用錄影設備及特別教具；同時各學員務須自發地熱烈參予全部課程，故限收十五名。

307. 兒童院家長之工作 (Houseparent and Institutional Care for Children)

主 講 人：羅潘馨德女士、林君一先生。

講授語言：粵語。

地 點：香港大學校外課程部市區中心。（永安大廈八樓）。

時 間：一九七七年十月廿四日起每星期一上午十時至十一時三十分。（共八講）。

學 費：七十元。

兒童院家長在工作上雖然得到各方面的幫助，但面對一羣來自不同背景的兒童，很多時仍有徬徨、孤單及困悶的感覺。同時，兒童院家長工作之價值，很多時被其他有關人仕或兒童院家長本身所低估。

本課程旨在導引兒童院家長覺察其角色之重要及對其受照顧的兒童影響之深遠，並提高彼等注意對何時需要徵募其他專業人仕給予支持性的服務，如社會工作者，心理學者及醫務人員等。本課程並簡單介紹此等專業人員的工作，特別着重社會工作者與兒童院家長在工作關係上所扮演的角色，蓋因此處容易產生很多誤解與差錯的概念，引致對兒童的照顧有損。

本課程有異於慣常的上課形式，將以小組討論為基礎，而非一連串授課者對學生的演講，故參加本課程的學員將會被要求提供其在工作上所遇到的實例，希望透過以討論為主、角色扮演、有關參考資料的介紹，問卷及短講等活動，從而達到啟迪兒童院家長對自己所扮演的角色及對可能協助其工作的資源之運用有更進一步之認識。

本課程特別為兒童院家長而設，經驗年資不拘，因為不同的經驗更能刺激良佳的討論。限收十五人。

308. 社會工作人員與管理學之運用 (Management & Organization Concepts for Social Workers)

主 講 人：許毓濤先生。M.S.W. (Virginia Com.) ;
謝 定先生。M.S.W., M.B.A. (Rutgers) 。

講授語言：粵語（輔以英語）。

地 點：香港灣仔軒尼詩道十五號溫莎公爵社會服務大廈 209 室。

時 間：一九七七年十月十日起每星期一下午七時至九時。
（共八講）。

學 費：八十元。

本課程主要為在職社會工作者而設，目的為使參加者對管理學之概念與原理有一概括之瞭解，並在運用方面有正確之認識。

課程內容包括：緒論、人力與物力資源之策劃、組織、管理及控制、人材育成、職場集團行為、組織間之糾葛、機構之適應與轉變等方面之研究。

本課程只錄取具有社會工作專業訓練及兩年以上實際工作經驗者，限收二十名。

309. 社會服務單位之事務管理
(Office Management in Social Service Centres)

主 講 人：顏其平先生、鄭廣樞先生。

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。（永安大廈八樓）。

時 間：一九七七年十月十三日起每星期四下午六時至七時卅分。
（共十講）。

學 費：七十五元。

本課程旨在介紹本港社會服務工作單位事務的現代管理方法，俾負責這方面的督導級社會工作者或在較大組織的社會服務機構內負有一定行政責任的辦公室人員多作認識。

課程重心將放在事務管理的實用方面，內容將包括人事及組織行爲，內部訊息溝通，資料整存系統，如檔案整理及資料查存與分析，日常庶務如儀器用具及場地的保養與維修，簡單預算設計和審核程序設計等。

歡迎任職於青年中心、托兒所、老人宿舍等社會服務單位之督導級社會工作者，或得其服務機構舉薦之工作人員報名參加。（限收二十五人）。

310. Student Supervision in Social Work. Mrs. Penelope E. Elias, B.A., N.S.W. (McGill). *Thursdays, 6.15-7.45 p.m., starting October 6, 1977. Room 209, Duke of Windsor Social Service Building, 15, Hennessy Road, 2nd Floor, Wanchai, Hong Kong. 10 meetings.* **Fee: \$90**

The purpose of the course is two-fold: to provide a systematic study of student supervision in social work and to develop those skills necessary to nurture the learning and growth of students through their field work practice. It is designed for recently appointed student supervisors (who may be either agency supervisors or supervisors from training institutions).

The course will offer an opportunity for a structured study and discussion of the literature on student supervision, including the role of student supervisors, student learning patterns, evaluation methods and the critical task of grading. Teaching aids such as the written record, tape recordings, and videotape if possible, will be used. Roleplay will also be utilized, and it is hoped that supervisors can recruit their own supervisees for live supervisory sessions.

Enrolment will be limited to 15 participants.

See also:

112. Survey Sampling. (Page 36)

113. How to analyse situations and draw conclusions. (Page 36)

PRIOR ENROLMENT IS ESSENTIAL

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

預早報名之重要

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

University of Hong Kong Department of Extra-Mural Studies

香港大學校外課程部

The whole of this form together with the appropriate fee should be sent to
DIRECTOR OF EXTRA MURAL STUDIES
UNIVERSITY OF HONG KONG.

申請書填寫後附學費逕交香港大學校外課程部主任

Cheques should be crossed and made payable to "University of Hong Kong".

繳費請用支票以「香港大學」名義抬頭，並加橫線，逕寄本部。

The issue of an Enrolment Application Acknowledgment does not of itself constitute acceptance of the application, but if you do not hear otherwise before a course starts, you may assume you have been accepted. If for any reason you are not accepted your fee will be returned, but otherwise fees are not normally refundable.

除非課程臨時取消或改期，請依照公佈日期上課，本部不另通知。如報名申請未被接受，學費將退還；但課程開始後，學費通常不能退還。



UNIVERSITY OF HONG KONG 香港大學

EXTRA MURAL STUDIES 校外課程

APPLICATION FOR ENROLMENT 報名申請書
Please use a separate form for each course 每一申請書只適用於一項課程

Course No. 課程號碼 _____ Course name 課程名稱 _____

Fee enclosed for fee \$ _____ Cash/Cheque No. 現、支票號碼 _____

Name in full 姓名 (Mr./Mrs./Miss) English 英文 _____
(in block letters—surname first) Chinese 中文 _____

Courses, if any, previously taken in this subject 如曾修讀與該科目有關之課程，請列出該課程名稱 _____

Name in full 姓名 (Mr./Mrs./Miss) English 英文 _____
(in block letters—surname first) Chinese 中文 _____

Correspondence address 通訊處 _____

Office Name & address 辦事處及地址 _____

Telephone Nos. 電話 Home 住宅 _____ Office 辦事處 _____

Nationality 國籍 _____ Age (please tick age group): 18-19 30-34
Occupation 職業 _____ 年齡 (請加1於適當方格內) 20-24 35-39
25-29 over 40

Education (please tick) 教育程度 (請加1於適當方格內)

- Primary 小學 College of Education 師範
- Secondary 中學 University 大學
- Technical or Post-Secondary College 工專或大專 Post graduate 研究院

Educational qualifications (matriculation, professional, degree etc.) 資歷 (大學入學試、專業、學位等)

Date 日期 _____ Signature 簽字 _____

For Office Use 不必填寫 _____

Date 日期	Reg. No. 註冊號碼	Course No. 課程號碼	Amount 金額

For Office Use 不必填寫 _____

Date 日期	Reg. No. 註冊號碼	Course No. 課程號碼	Amount 金額

Please also complete this part.

Note: This application acknowledgment is not complete without validation by official printing machine entry of the details at X above at the University or Town Centre office of the Department of Extra-Mural Studies, University of Hong Kong.

請填妥本欄。

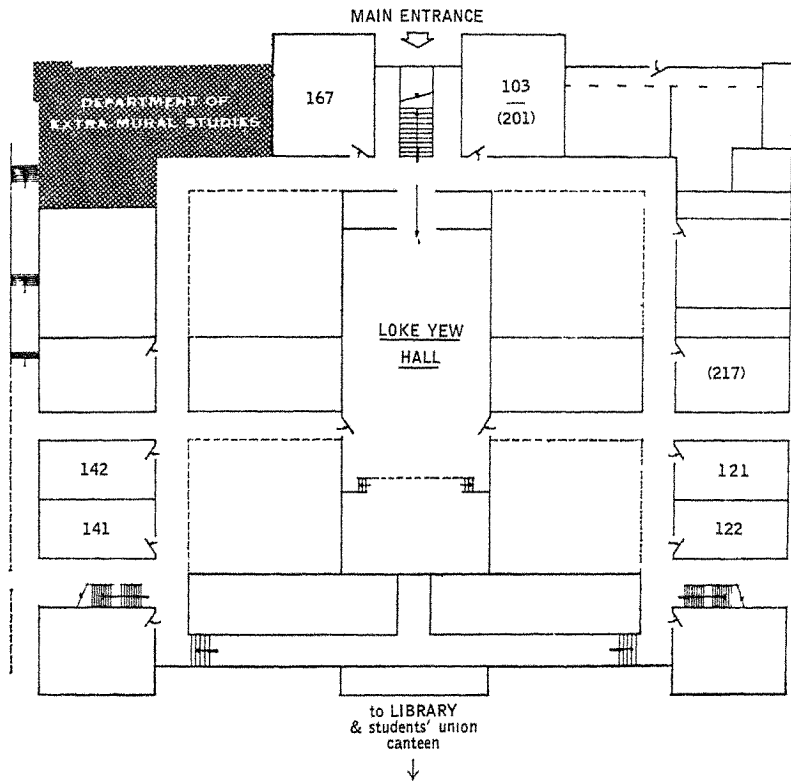
注意：本收條未經本部或本部市區中心辦事處收銀機在 X 欄內印出全額、日期等，即未生效。

Name 姓名 Full Postal Address 地址	
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Fees are not refundable once the course has commenced 課程開始後學費不能退還。 Please see overleaf 請看背面。

GROUND PLAN OF UNIVERSITY OF HONG KONG MAIN BUILDING

showing location of rooms used for extra mural courses. Please see inside of front cover for University general layout.



PROSPECTUS 1977-78



一九七七年至一九七八年度

香港大學校外課程手冊

Extra Mural Studies

University of Hong Kong